

International Education Group, LLC

GRAHAM WEBB INTERNATIONAL ACADEMY OF HAIR



STUDENT CATALOG 2017

LICENSED

VIRGINIA BOARD OF COSMETOLOGY
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RICHMOND, VIRGINIA 23230
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<http://www.dpor.virginia.gov/Boards/BarberCosmo/>

ACCREDITED

THE NATIONAL ACCREDITING COMMISSION
OF CAREER ARTS AND SCIENCES
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CERTIFIED

The Graham Webb International Academy of Hair is certified to operate by the State Council of Higher Education for Virginia (SCHEV).
www.schev.edu

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GRAHAM WEBB

INTERNATIONAL ACADEMY OF HAIR

WASHINGTON, DC

INTRODUCTION

Our objective is simple: As leaders in the beauty industry for thirty years, Graham Webb International Academy of Hair believes the integrity of the profession rests in the quality of its practitioners. In keeping with these beliefs, we strive to educate our students and hair professionals to exude a positive attitude towards life, the profession, and themselves. Our goal is to help you become a success in life and in the hair profession or skin care profession. Graham Webb International Academy of Hair offers a variety of courses to accommodate the beginning cosmetologist, aesthetician and the licensed professional seeking to improve his or her technique, explore new industry trends, or integrate European mannerisms and ideas into day-to-day work habits. We want you to be the best that you possibly can be.

Let our team of professionals show you how.

ABOUT GRAHAM WEBB INTERNATIONAL ACADEMY OF HAIR

HISTORY

Beginning in 1969 with a single salon in London, our organization became an internationally known leader in cosmetology education. We chose the Washington, D.C. metropolitan area as the exciting location for our first teaching Academy in the United States. Graham Webb International Academy of Hair employs a staff of well-respected professionals, each of whom has been trained according to exact standards.

Under our tutelage, you will learn the Graham Webb British and European way to success, develop your artistic skills, and achieve your personal and professional goals. Mr. Vincent P. Rose, Sr., owns Graham Webb International Academy of Hair. The Academy is a subsidiary of International Education Group, LLC.

LOCATION

Graham Webb International Academy of Hair is located in the city of Arlington, Virginia at 1621 N. Kent Street Suite 1617 LL- Rosslyn Plaza, just minutes from our nation's capital, Washington, D.C. The school is not only attractive, but it is a practical and functional educational facility, outfitted to accommodate handicapped students, with easy access to public transportation (subway, cab, bus.)

The Graham Webb International Academy of Hair is conveniently located between Washington National Airport and Dulles International Airport. We are also accessible to the Baltimore-Washington International Airport. Graham Webb International Academy of Hair is two blocks from the Rosslyn Metro stop.

MISSION

The Academy is student-oriented, with the goal of producing a higher caliber of professional cosmetologist, hairdresser, and aesthetician. We use only approved teaching techniques and training aids and purchase quality equipment and supplies for student use. We actively participate in educational seminars, conferences, and meetings to constantly upgrade the quality of training for students and client services. Pride, confidence, and integrity are our watchwords. They are necessary to succeed in any career, and we expect these traits of our students.

NON-DISCRIMINATION POLICY

The Graham Webb International Academy of Hair is dedicated to maintaining honest, ethical, and fair relationships with staff, students, clients, state boards, and other schools. Graham Webb International Academy of Hair admits students without regard to financial status, military status, or national origin, and therefore does not discriminate against any student regardless of race, ethnic origin, color, creed, religion, sex, or age.

FACILITIES AND EQUIPMENT

Graham Webb International Academy of Hair has a modern clinic, audio and visual equipment, and clean, quiet classrooms, making the facility an appropriate learning environment. In addition to the resources provided as a normal course of instruction, the academy provides supplemental materials to support its programs in its library area. This area contains supplemental books, periodicals, and DVDs to support relevant topics. The Academy does not offer instruction through telecommunication or any other off-campus means.

ENROLLMENT REQUIREMENTS AND ASSISTANCE

FINANCIAL AID

The school participates in the following federal financial aid programs: Pell grants, Direct loans, and PLUS loans. (Graham Webb International Academy of Hair OPE ID: 03002400) The loans and grant programs are offered by the U.S. Department of Education to those who qualify. Students (and parents, as applicable) must complete a Free Application for Federal Student Aid (FAFSA) to determine eligibility for Title IV Federal Financial Aid. For additional information, contact our Admissions Department. Graham Webb International Academy of Hair does not offer any scholarships.

ADMISSION REQUIREMENTS

For enrollment, all applicants must provide the Graham Webb International Academy of Hair with copies of their high school diploma, G.E.D. certificate or equivalent, or official high school transcripts, a photo, a completed request for enrollment form, and apply to our

Admissions department. Students must be high school graduates or the equivalent; i.e., G.E.D holders and at least 18 years of age. Prospective students will be informed of the decision regarding acceptance at the completion of the admissions process.

Additional Admission Requirement—Master Aesthetician

Applicants to the Master Aesthetician program must provide evidence of completion of a Basic Aesthetics course or an aesthetician license.

HOUSING

Graham Webb International Academy of Hair has no Academy-owned housing.

VACCINATION POLICY

The Academy does not require students to show proof of vaccination.

MEDIAN LOAN DEBT/ON-TIME COMPLETION RATES

Cosmetology Program

CIP Code: 12.0401

SOC Code: 39-5012

Credential Level: 01

Median Total Federal Loan Debt: \$0.00

Median Total Institutional Payment Plan Debt: \$0.00

Median Total Private Loan Debt: \$0.00

*On Time Completion Rate: (34/56) = 60.7%

**Placement Rate: 78.43%

Aesthetics Program

CIP Code: 12.0409

SOC Code: 39-5094

Credential Level: 01

Median Total Federal Loan Debt: \$6,267.00

Median Total Institutional Payment Plan Debt: \$0.00

Median Total Private Loan Debt: \$0.00

*On Time Completion Rate: 26/34= 76.5%

**Placement Rate: 88%

*On-time completion reflects only those students completing with perfect attendance

**Disclosed placement rates are from the National Accrediting Commission of Career Arts and Sciences

VISIT <http://nces.ed.gov/collegenavigator/?q=Graham+Webb&s=all&zc=22209&zid=0&of=3> **FOR MORE GENERAL INFORMATION**

PROGRAMS OF STUDY

1500-HOUR COSMETOLOGY PROGRAM

The Graham Webb International Academy of Hair beginner course of study is designed not just to prepare students to pass the cosmetology examination for the Virginia Board for Barbers and Cosmetology, but more importantly, to teach our students to be confident and competent hairstylists.

The course includes theory as well as practical application instruction. In order to enable you to accommodate your clientele and successfully recommend styles and design looks to suit the individual, studies include all aspects of hair design, body and face shapes, as well as courses in salesmanship, psychology, professional ethics, and public relations.

Our instructors teach cutting, styling, coloring, lightening, and perming techniques that are precise, fast, innovative, exciting, and applicable in the salon. Instructors cover client awareness, the science of hair, and selling techniques that will bolster your profitability in and out of the salon. We train our students to be aware of their clients and themselves.

The Graham Webb International Academy of Hair will help you develop a solid base upon which you can build an impressive portfolio of professional skills. Using varied and innovative instructional methods, our instructors guide you through a program of theory, techniques, and methods that allow you to create fashion designs that will earn the trust of clients and the praise of your employers and colleagues.

This course is your beginning to a new, exciting, and profitable career, and it will instill within you, personal poise, pride, and style. We provide instruction in interviewing techniques to help develop your presentation skills so that you may apply and work in the best salons with confidence, and get where you want to go... **THE TOP!**

SCOPE AND SEQUENCE OF UNITS TAUGHT HAIR AND SCALP [150 HOURS]

- Understanding the pH Systems
- Cleansing, Conditioning and Reconditioning
- Scalp Treatments and Scalp Massage
 - Disorders and Diseases
 - Manipulations
 - Analysis
- The Structure of Hair and Skin
- Safety Rules

HAIR STYLING [525 HOURS]:

- Implements
- Shaping
- Finger Waves
- Pin Curls
- Roller Curling
- Design Sets
- Facial Shapes
- Anatomy
- Wigs Hair pieces and Related Theory
 - Sanitation and Sterilization
 - Types and Procedures
- Heat Curling, Waving, Braiding and Pressing
- Sanitation and Sterilization
- Safety Practices

HAIRCUTTING [250 HOURS]:

- Anatomy and physiology
- Fundamentals, materials, and equipment
- Procedures
- Safety Practices

CHEMICAL REFORMATION [175 HOURS]

- Permanent Waving-Chemical Relaxing
 - Analysis
 - Chemistry
 - Record Keeping
 - Safety
 - Procedures and Practical Application
 - Supplies and Equipment

HAIR COLORING AND BLEACHING [200 HOURS]

- Analysis and basic color theory
- Supplies and Equipment
- Procedures and Practical Application
- Chemistry and Classifications
- Record Keeping
- Safety

SKIN THEORY [30 HOURS]

- Skin Care
- Facial
- Skin Care Product Knowledge
- Makeup
- Hair Removal
- Lash and Brow Tinting
- Analysis
- Health Safety and Sanitary Rules
- Anatomy
- Chemistry and Light Therapy

NAILS [25 HOURS]

- Manicuring and Pedicuring
 - Anatomy and physiology
 - Diseases and Disorders
 - Sterilization
- Nail Sculpturing
- Nail Product Knowledge

ORIENTATION AND BUSINESS [25 HOURS]

- Personal Hygiene
- School Policies
- Communication Skills
- Business Ethics
- State Law, Regulations
- State Board Exams
- Professionalism
- Salon Management
- The Receptionist
- Career Development (resume writing and interviewing)
- Care of Equipment

EXAMS [35 HOURS]

UNASSIGNED [85HOURS]

- Used to supplement any of the above.

AESTHETICIAN PROGRAMS

The following is an itemized overview of both the 600-hour Basic Aesthetician program and of the 600-hour Masters Aesthetician program.

600-HOUR BASIC AESTHETICIAN PROGRAM

The Graham Webb International Academy of Hair Basic Aesthetician course of study is designed not just to prepare students to pass the esthetics examination for the Virginia Board for Barbers and Cosmetology, but more importantly, to teach our students to be confident and competent aestheticians.

The course includes theory as well as practical application instruction. In order to enable you to accommodate your clientele and successfully recommend aesthetics treatments and services, the course covers such topics as skincare, bacteriology, chemistry, extraction techniques, makeup, color theory, and professionalism.

The Basic Aesthetics curriculum and hours of instruction in this technology shall consist of 600 hours or equivalent credit hours and shall include, but not be limited to, the following:

SCOPE AND SEQUENCE OF UNITS TAUGHT

ORIENTATION AND BUSINESS TOPICS - 25 HOURS

- ☐ School policies
- ☐ Management
- ☐ Sales, inventory and retailing
- ☐ Taxes and payroll
- ☐ Insurance
- ☐ Client records and confidentiality
- ☐ Professional ethics and practices

LAWS AND REGULATIONS - 10 HOURS

GENERAL SCIENCES - 80 HOURS

- ☐ Bacteriology;
- ☐ Microorganisms
- ☐ Infection control, disinfection, sterilization;
- ☐ Occupational Safety and Health Administration (OSHA) requirements;
- ☐ Material Safety Data Sheet (MSDS);
- ☐ General procedures and safety measures;
- ☐ Cosmetic chemistry
- ☐ Products and ingredients
- ☐ Nutrition

APPLIED SCIENCES - 95 HOURS

- ☐ Anatomy and physiology;
- ☐ Skin structure and function;
- ☐ Skin types;
- ☐ Skin conditions
- ☐ Diseases and disorders of the skin.

SKIN CARE - 255 HOURS

- ☐ Health screening
- ☐ Skin analysis and consultation
- ☐ Effleurage and related movements and manipulations of the face and body
- ☐ Cleansings procedures

- Masks
- Extraction techniques
- Machines, equipment and electricity
- Manual facials and treatments
- Machine, electrical facials and treatments
- General procedures and safety measures

MAKEUP - 65 HOURS

- Setup, supplies and implements;
- Color theory
- Consultation
- General and special occasion application
- Camouflage
- Application of false lashes and lash extensions
- Lash and tinting
- Lash perming
- Lightning of the hair on body except scalp
- General procedures and safety measures

BODY AND OTHER TREATMENTS - 20 HOURS

- Body treatment
- Body wraps
- Body masks
- Body scrubs
- Aromatherapy
- General procedures and safety measures

HAIR REMOVAL - 50 HOURS

- Types of hair removal
- Wax types
- Tweezing
- Chemical hair removal
- Mechanical hair removal
- General procedures and safety measures

PRACTICAL TREATMENTS STUDENT IS REQUIRED TO PERFORM PRIOR TO GRADUATION:

- Consultations, Cleansings & Skin Analysis of the face & body = 35
- Manual facials & treatments = 65
- Machine or electrical facials & treatments of the face & body = 50
- Make up applications = 25
- Hair removal procedures = 25
- Body Treatments = 20

600-HOUR MASTER AESTHETICIAN PROGRAM

The Graham Webb International Academy of Hair Master Aesthetician course of study is designed not just to prepare students to pass the master esthetics examination for the Virginia Board for Barbers and Cosmetology, but more importantly, to teach our students to be confident and competent master aestheticians.

The course includes theory as well as practical application instruction. In order to enable you to accommodate your clientele and successfully recommend aesthetics treatments and services, the course covers such topics as advanced skincare, bacteriology, chemistry, extraction techniques, microdermabrasion, lymphatic drainage, chemical exfoliation, makeup, color theory, and professionalism.

The master aesthetician curriculum and hours of instruction [in this technology] shall consist of 600 hours or equivalent credit hours and shall include, but not be limited to, the following:

SCOPE AND SEQUENCE OF UNITS TAUGHT

ORIENTATION, ADVANCED BUSINESS SUBJECTS, AND INFECTION CONTROL –45 HOURS

- School policies and procedures
- Professional ethics and practices

- Ethics and professional conduct
- Insurance and liability issues
- Confidentiality and Health Insurance Portability and Accountability Act of 1996 Privacy Rule (HIPAA)
- Client records and documentation
- Microbiology and bacteriology
- Infection control, disinfection, and sterilization
- Occupational Safety and Health Administration (OSHA), U.S. Food and Drug Administration (FDA); and Material Safety Data Sheet (MSDS)
- Personal protective equipment.

STATE LAWS, RULES, AND REGULATIONS - 10 HOURS

ADVANCED ANATOMY AND PHYSIOLOGY - 65 HOURS

- Advanced anatomy and physiology
- Advanced skin structure and functions
- Advanced skin typing, and conditions
- Advanced disease and disorders
- Advanced cosmetic ingredients
- Pharmacology
- Advanced homecare
- Advanced skin care and advanced modalities - 90 hours
- Introduction to microdermabrasion and dermaplaning
- Indications and contraindications for crystal microdermabrasion
- General procedures and safety measures for crystal microdermabrasion
- Indications and contraindications for crystal-free microdermabrasion and dermaplaning
- General procedures and safety measures for crystal-free microdermabrasion and dermaplaning
- Equipment safety: crystal and crystal-free microdermabrasion and dermaplaning
- Waste disposal, Occupational Safety and Health Administration (OSHA)
- Introduction to microdermabrasion techniques and proper protocols
- Machine parts, operation, protocols, care, waste disposal and safety
- Practical application and consultation for crystal microdermabrasion
- Practical application and consultation for crystal-free microdermabrasion and dermaplaning
- Pretreatment and posttreatment for microdermabrasion
- Advanced procedures and chemical exfoliation - 270 hours
- Advanced skin analysis and consultation and health screening and documentation
- Advanced procedures, light treatments, light-emitting diode (LED), intense pulsed light device (IPL)
- Advanced manual, machine, and electric treatments, microcurrent, and ultrasound
- Introduction to chemical exfoliation and peels of the epidermis
- Fundamentals of skin care associated with chemical exfoliation and peels and wound healing
- Pretreatment and posttreatment for chemical exfoliation and peels
- Assessing suitability and predicting chemical exfoliation efficacy
- General practical application and consultation protocols
- Practical application and consultation for enzymes, herbal exfoliations, and vitamin-based peels
- Indications and contraindications for enzymes, herbal exfoliations, and vitamin-based peels
- General procedures and safety measures for herbal exfoliations, and vitamin-based peels
- Pretreatments and posttreatments for herbal exfoliations, and vitamin-based peels
- Practical application and consultation for alpha hydroxy peels
- Indications and contraindications for alpha hydroxy peels
- General procedures and safety measures for alpha hydroxy peels
- Pretreatment and posttreatment for alpha hydroxy peels
- Practical application and consultation for beta hydroxy peels
- Indications and contraindications for beta hydroxy peels
- General procedures and safety measures for beta hydroxy peels
- Pretreatment and posttreatment for beta hydroxy peels
- Practical application and consultation for Jessner and Modified Jessner peels
- Indications and contraindications for Jessner and Modified Jessner peels
- General procedures and safety measures for Jessner and Modified Jessner peels
- Pretreatment and posttreatment for Jessner and Modified Jessner peels
- Practical application and consultation for trichloroacetic acid peels

- Indications and contraindications for trichloroacetic acid peels
- General procedures and safety measures for trichloroacetic acid peels
- Pretreatment and posttreatment for trichloroacetic acid peels

LYMPHATIC DRAINAGE -120 HOURS

- Introduction to lymphatic drainage
- Tissues and organs of the lymphatic system
- Functions of the lymphatic system
- Immunity
- Etiology of edema
- Indications and contraindications for lymphatic drainage
- Lymphatic drainage manipulations and movements
- Face and neck treatment sequence
- Lymphatic drainage on the trunk and upper extremities
- Lymphatic drainage on the trunk and lower extremities
- Cellulite
- Using lymphatic drainage with other treatments
- Machine-aided lymphatic drainage.

PRACTICAL TREATMENTS STUDENT IS REQUIRED TO PERFORM PRIOR TO GRADUATION:

- Advanced treatments = 40
- Microdermabrasion = 50
- Chemical Exfoliation = 75
- Lymphatic Drainage Treatments = 50

ACADEMIC INFORMATION, GRADING PROCEDURES, and GRADUATION REQUIREMENTS

GRADING SCALE

Our grading scale appears below.

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
A	94-100%	Theory: Test results Practical: A - Qualified by instructor's ongoing evaluation.
Meaning:	Excellent mastery and ability to apply course content ideas. The work displays initiative, independence, and application. In some courses, originality may be required.	
Diploma:	We award Gold Graham Webb International Academy of Hair diplomas to Grade A students supported by a 94-100% overall average.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
B	87-93%	Theory: Test Results Practical: B - Qualified by instructor's ongoing evaluation
Meaning:	Good mastery of course contents and ability to apply course content ideas. Work shows a good grasp of the significance, interrelated and uses of the material covered.	
Diploma:	We award Silver Graham Webb International Academy of Hair diplomas to Grade B students supported by an 87-93% overall average.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
C	80-86%	Theory: Test results Practical: C - Qualified by instructor's ongoing evaluation
Meaning:	Satisfactory understanding of course content.	
Diploma:	We award Bronze Graham Webb International Academy of Hair diplomas to Grade C Students.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
D	70-79%	Theory: Test results Practical: D - Qualified by instructor's ongoing evaluation
Meaning:	Minimal understanding and knowledge of course concepts. Student must retake failed tests until they receive a minimum of 80%.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
F	60% and below	Theory: Test results Practical: F - Qualified by instructor's ongoing evaluation
Meaning:	Unsatisfactory understanding of basic facts and principles, which constitute the course content. Student must retake tests until at least an 80% academic average of all grades is achieved.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
Incomplete	Incomplete	Theory: Test incomplete
Meaning:	An Incomplete will be assigned when illness, emergency or unusual circumstances beyond the student's control prevents the student from completing the assigned course work and/or examination(s) by the end of the session. The student must arrange for counseling with their advisor for the removal of an incomplete. A zero will be given as a grade F if prior arrangements have not been made. It is advisable that you call to make an appointment and insure that the proper documentation is in your file.	

BOOKS AND SUPPLIES

Books and supplies are issued to the student by the admissions department. The student is expected to maintain all books and supplies by replacing lost or broken materials so he or she is always prepared to receive training. The student is responsible for purchasing new materials.

All kit materials are available from Graham Webb International Academy of Hair. Students should carry insurance for lost or stolen items.

COSMETOLOGY:

Milady's Standard Cosmetology Book (Paperback)
ISBN 9781285769431 13th Edition \$121.95

Milady's Theory Workbook
ISBN 9781285769455 \$54.95

BASIC AESTHETICS:

ISBN 9781285157634 Milady's Standard Fundamentals Bundle 11th Edition \$337.95

MASTER AESTHETICS:

ISBN 9781285157405 Mark Lee's Skin Care Beyond the Basics Bundle \$195.95
ISBN 9781435433427 Milady's Standard Esthetics Advanced Bundle \$282.95

STUDENT SUPPORT SERVICES

ORIENTATION

All students are given a complete orientation to help acquaint them with Graham Webb International Academy of Hair. This orientation is presented before the start of classes.

ADVISING

Individual attention is given to each student by the instructional staff. Our goal is to help students learn as much as possible during their training. Faculty members are available outside class time to assist individual students.

EMPLOYMENT ASSISTANCE

Graham Webb International Academy of Hair maintains contacts in the cosmetology and aesthetics profession to assist students in job placement. Salon owners are encouraged to interview students, and every effort is made to secure a job opportunity for our graduates either upon the completion of training or later.

Graham Webb International Academy of Hair does **not** guarantee employment or salary. Upon completion of the prescribed course of study, we have job listings available for review. Students may also review job listings posted by local salon owners on our website: www.grahamwebbacademy.edu.

All staff members can assist in career advising. The school's placement assistance program identifies employment opportunities and advises students on appropriate means of realizing these opportunities. Students are encouraged to speak with the administration so that all parties can formulate a plan of action for students.

Former graduates are welcome to employment assistance from our staff.

For further information about a career in Cosmetology, please visit www.onetonline.org.

REASONABLE ACCOMMODATIONS POLICY

It is the policy of Graham Webb International Academy of Hair to respond to requests for reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) or section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12132), which states in part, "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Reasonable accommodation shall refer to modification or adjustment to a job, an academic program, or work or learning environment to enable a qualified individual with a disability to enjoy an equal employment or educational opportunity. An equal employment or educational opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of

employment or education available to similarly-situated staff, faculty, or students without a disability. The Americans with Disabilities Act requires reasonable accommodations in three aspects of employment and education:

- ▯ To ensure equal opportunity in the application process;
- ▯ To enable a qualified individual with a disability to perform the essential functions of a job or to benefit from an educational program; and
- ▯ To enable staff, faculty, or students with disabilities the opportunity to enjoy equal benefits and privileges of employment and education.

The Academy does not discriminate against individuals with a disability; qualified individuals with a disability may request a reasonable accommodation to allow full participation in academic or student activities, including applications for admissions and financial aid. Qualified individuals with a disability should contact the administration to request such accommodation. The request must be submitted to the Academy's ADA coordinator. Academy staff or faculty members who become aware that a student is disabled and wants a reasonable accommodation must direct the student to speak with the ADA coordinator.

The ADA Coordinator will schedule a time to speak with the student to explain the policy. Once the ADA coordinator receives a formal request for accommodation, she will review it and request additional information if necessary. The student may be required to provide additional information, including information from a licensed medical provider substantiating the disability and the requested accommodation. The ADA Coordinator will coordinate the interactive process with the student to determine what reasonable accommodation is necessary to allow the student to participate fully.

GRADUATION REQUIREMENTS

For ALL students to graduate, they must have taken all exams, completed all hours, and performed all service assignments. When Cosmetology students reach their senior level, they have a written final exam. Half of the Cosmetology final exam is a practical exam; students must schedule three (3) practical models to perform a final haircut, highlight, and perm. All these Cosmetology finals may be performed when the student reaches 1200 clock hours. Sign up for the Cosmetology Senior Final is done personally with the Academic Advisor. Cosmetology students must also sign up for the Mock State Board exam. When Aesthetics students reach their 500 hours, they can schedule their senior final. Aesthetics students must sign up for their Senior Final with the Spa Director.

A grade point average of 80% or higher is required in each phase of training to graduate from Graham Webb International Academy of Hair. Theory and practical work are considered equally vital. If a student does not successfully complete a phase of training with an 80% average or higher, the student must repeat that phase. Hours will not be released until the contract is paid in full. If additional hours are required over the student's scheduled course hours, (except written pre-approved absences) the student will be required to pay for each additional hour. Each additional hour for the Cosmetology program is \$13.00 per hour and \$15.00 per hour for the Aesthetics programs. The student will not be charged until the actual time has elapsed.

Ceremonies honoring graduates are held once a year. Students will receive notification of their graduation ceremony date. A Graham Webb International Academy of Hair Diploma will be awarded to each graduate.

SATISFACTORY PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

MAXIMUM TIME FRAME – Cosmetology Program

The cosmetology program is 1500 hours in length. Because we require a minimum of 80% in attendance as well as academic performance, the maximum time frame for you to finish your course is 1.25 times the course length. An approved leave of absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

Status	On Time(Weeks*) [From Contract]	Maximum Time Frame (Weeks*)
Full Time (30 hours per week)	52 (1500 hours elapsed)	65 (1875 hours elapsed)
Full Time Flex (24 hours per week)	65 (1500 hours elapsed)	81(1875 hours elapsed)
Evening (18 hours per week)	86 (1500 hours elapsed)	108 (1875 hours elapsed)

(*These weeks are based on the scheduled hours per week for each status, therefore scheduled holidays off may extend the actual time frame depending on when the dates fall on the calendar.)

MAXIMUM TIME FRAME –Aesthetics Programs

The Aesthetics programs are 600 hours in length. Because we require a minimum of 80% in attendance as well as academic performance, the maximum time frame for you to finish your course is 1.25 times the course length. A leave of absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

Status	On Time(Weeks*) [From Contract]	Maximum Time Frame (Weeks*)
Full Time (30 hours per week)	21 (600 hours elapsed)	26 (750 hours elapsed)
Full Time Flex (24 hours per week)	26 (600 hours elapsed)	33 (750 hours elapsed)
Part Time (18 hours per week)	35 (600 hours elapsed)	44 (750 hours elapsed)

(*These weeks are based on the scheduled hours per week for each status, therefore scheduled holidays off may extend the actual time frame depending on when the dates fall on the calendar.)

DETERMINATION OF STATUS

Graham Webb students who maintain satisfactory progress are eligible to receive Title IV assistance. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation. Students will review Satisfactory Academic Progress evaluation results at each scheduled evaluation period. The school's administrative staff will explain and discuss progress evaluations with each student.

GRADING SCALE

Our grading scale appears below.

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
A	94-100%	Theory: Test results Practical: A - Qualified by instructor's ongoing evaluation.
Meaning:	Excellent mastery and ability to apply course content ideas. The work displays initiative, independence, and application. In some courses, originality may be required.	
Diploma:	We award Gold Graham Webb International Academy of Hair diplomas to Grade A students supported by a 94-100% overall average.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
B	87-93%	Theory: Test Results Practical: B - Qualified by instructor's ongoing evaluation
Meaning:	Good mastery of course contents and ability to apply course content ideas. Work shows a good grasp of the significance, interrelated and uses of the material covered.	
Diploma:	We award Silver Graham Webb International Academy of Hair diplomas to Grade B students supported by an 87-93% overall average.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
C	80-86%	Theory: Test results Practical: C - Qualified by instructor's ongoing evaluation
Meaning:	Satisfactory understanding of course content.	
Diploma:	We award Bronze Graham Webb International Academy of Hair diplomas to Grade C Students.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
D	70-79%	Theory: Test results Practical: D - Qualified by instructor's ongoing evaluation
Meaning:	Minimal understanding and knowledge of course concepts. Student must retake failed tests until they receive a minimum of 80%.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
F	60% and below	Theory: Test results Practical: F - Qualified by instructor's ongoing evaluation
Meaning:	Unsatisfactory understanding of basic facts and principles, which constitute the course content. Student must retake tests until at least an 80% academic average of all grades is achieved.	

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>QUALIFICATION</u>
Incomplete	Incomplete	Theory: Test incomplete
Meaning:	An Incomplete will be assigned when illness, emergency or unusual circumstances beyond the student's control prevents the student from completing the assigned course work and/or examination(s) by the end of the session. The student must arrange for counseling with their advisor for the removal of an incomplete. A zero will be given as a grade F if prior arrangements have not been made. It is advisable that you call to make an appointment and insure that the proper documentation is in your file.	

WARNING

Students who fall below 80 percent in attendance, test grades, or service assignment completions are placed in warning status for four 30-day warning periods until the next formal Satisfactory Academic Progress evaluation. Extenuating circumstances would dictate longer (appeal.) Students who are on a warning are still considered making satisfactory progress.

We conduct formal Satisfactory Academic Progress evaluations at the student's scheduled 450, 900, and 1200 hours for Cosmetology and at the student's scheduled 200, 300, and 400 scheduled hour points for our Aesthetics and Master Aesthetics courses.

Students have access to the Satisfactory Academic Progress report results, and these results are documented and signed by the student and Academic Advisor and placed in the student's Enrollment File. Determination of status occurs during these evaluations.

Graham Webb International Academy of Hair's policy is to perform informal monitoring of attendance and academics for students on warning for 30 days at a time for a maximum of 4 warning periods. Students must meet both attendance and academic progress requirements of at least one formal Satisfactory Academic Progress evaluation by midpoint of the course to be considered making satisfactory progress as of the midpoint of the course.

Students are advised to make a written plan with their advisor that will bring them back in line with the 80% requirement and not exceed the maximum time frame. Students on warning are monitored closely and will be re-evaluated at the end of the warning period. At the end of the warning periods, the students not meeting Satisfactory Academic Progress requirements are candidates for termination and are no longer eligible for Title IV aid. Consideration is given to students with extenuating circumstances (appeal process.)

If a student takes a leave of absence or terminates, they are entered at the same status as when they left. Students who terminate or withdraw will have Title IV reinstated after 30 days of meeting Satisfactory Progress.

APPEAL PROCEDURE

Students must make all appeals in writing to the Academic Advisor, who shall respond within 15 days. The decision of the Academic Advisor is final. The Academy may consider an appeal for mitigating circumstances that may include but are not limited to a documented illness or family circumstances. In the appeal the Student must include why the student failed to make Satisfactory Progress and what changes will be made to achieve Satisfactory Progress at the end of the approved probationary period.

LEAVE OF ABSENCE

A student may be granted a leave of absence for circumstances beyond his or her control. The leave of absence must be requested and approved in writing prior to a leave occurring. Emergency leaves, without prior written request, may be granted provided the student completes the Leave of Absence request form and returns it to the school via mail, email, facsimile, or in person, email, or appropriate third party documentation.

As of April 1, 2011, Graham Webb International Academy of Hair students may request one leave of absence for a minimum of 14 days, but no more than, 30 consecutive days. Only one leave of absence is allowed in a 12-month period. Exceptions may be allowed in cases of extreme hardship at the discretion of the Academy. A leave of absence will be granted for the following circumstances: Military Duty and Medical or Maternity with documentation. Students must make promissory note payments while on an approved leave of absence.

RE-ESTABLISHING ELIGIBILITY

If a student's appeal is granted, he or she will return on a probationary status. Students on probation must actually meet the Attendance and Academic requirements for Satisfactory Academic Progress before any financial aid will be disbursed. Also, the student will not be paid any additional financial aid until he/she has completed the hours previously paid for. In addition, the student must not only be at Satisfactory Progress they must be able to complete the program within the maximum time frame. Student's appeal results are documented in the student's enrollment file on the Appeal Tracking Form.

COURSE INCOMPLETES, REPETITION AND NON-CREDIT REMEDIAL COURSES

Course repetitions or remedial courses are not available and therefore have no impact on Academic Progress.

TRANSFER STUDENTS

N/A – as of April 1, 2015, Graham Webb International Academy of Hair no longer accepts transfer hours.

STUDENTS WHO WITHDRAW

If the student withdraws from the program the student's maximum time frame is not normally affected but the student's status at the time of withdrawing COULD affect their financial aid eligibility.

LICENSING REQUIREMENTS AND RECIPROcity

To become licensed to practice cosmetology in any state, students must complete the required hours of approved training, successfully graduate from an approved school, and pass both the written and practical state board examination.

The Virginia Board for Barbers and Cosmetology requires the following for licensure:

▮ **Cosmetology**

In order to receive a license as a barber, cosmetologist, or nail technician, an applicant must meet the following qualifications:

1. The applicant shall be in good standing as a licensed barber, cosmetologist, or nail technician in every jurisdiction where licensed. The applicant shall disclose to the board at the time of application for licensure any disciplinary action taken in another jurisdiction in connection with the applicant's practice as a barber, cosmetologist, or nail technician. The applicant shall disclose to the board at the time of application for licensure whether he has been previously licensed in Virginia as a barber, cosmetologist, or nail technician.
2. The applicant shall disclose his physical address. A post office box is not acceptable.
3. The applicant shall sign, as part of the application, a statement certifying that the applicant has read and understands the Virginia barber and cosmetology license laws and the regulations of the board.
4. In accordance with § 54.1-204 of the Code of Virginia, the applicant shall not have been convicted in any jurisdiction of a misdemeanor or felony which directly relates to the profession of barbering, cosmetology, or nail care. The board shall have the authority to determine, based upon all the information available, including the applicant's record of prior convictions, if the applicant is unfit or unsuited to engage in the profession of barbering, cosmetology, or nail care. The board will decide each case by taking into account the totality of the circumstances. Any plea of nolo contendere shall be considered a conviction for the purposes of this section. The applicant shall provide a certified copy of a final order, decree or case decision by a court or regulatory agency with the lawful authority to issue such order, decree or case decision, and such copy shall be admissible as prima facie evidence of such conviction. This record shall be forwarded by the applicant to the board within 10 days after all appeal rights have expired.
5. The applicant shall provide evidence satisfactory to the board that the applicant has passed the board approved examination, administered either by the board or by independent examiners.

▮ **Aesthetician and Master Aesthetician**

In order to receive a license as an esthetician or master esthetician, an applicant must meet the following qualifications:

1. The applicant shall be in good standing as a licensed esthetician in every jurisdiction where licensed. The applicant shall disclose to the board at the time of application for licensure any disciplinary action taken in another jurisdiction in connection with the applicant's practice as an esthetician. The applicant shall disclose to the board at the time of application for licensure whether he has been previously licensed in Virginia as an esthetician or master esthetician.
2. The applicant shall disclose his physical address. A post office box is not acceptable.
3. The applicant shall sign, as part of the application, a statement certifying that the applicant has read and understands the Virginia esthetics license laws and the board's esthetics regulations.
4. In accordance with §54.1-204 of the Code of Virginia, each applicant shall disclose a conviction, in any jurisdiction, of any misdemeanor or felony. Any plea of nolo contendere shall be considered a conviction for this purpose of this section. The record of a conviction certified or authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted shall be admissible as prima facie evidence of such guilt. The board, at its discretion, may deny licensure or certification to any applicant in accordance with §54.1-204 of the Code of Virginia.

5. The applicant shall provide evidence satisfactory to the board that the applicant has passed the board-approved examination requirement administered either by the board or by independent examiners.

RIGHTS AND PRIVACY

It is the policy of Graham Webb International Academy of Hair to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student (and/or the student's parent, if student is listed as a dependent) the right to access his or her file. It also guarantees a student's rights to the privacy of that file.

If students wish to review their file, they must make an appointment with the Administrator to gain access to their records. No information from a student's file will be released unless written permission is received from the student, or, in the case of a dependent minor, a parent, or guardian. The Academy will not release information to unauthorized parties.

The Graham Webb International Academy of Hair maintains student transcripts indefinitely. Student files are maintained for a minimum of five years.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

Student Right to Know and Campus Security Act can be found in the Consumer Guide. Pertinent statistics regarding crime statistics relating to the Academy can be found at this website: <http://ope.ed.gov/security/GetOneInstitutionData.aspx>

COMPLAINT/GRIEVANCE PROCEDURE

A student, teacher, or interested party may file a complaint against the school; however, the complaint has to be in writing addressed to the School Director and has to outline the allegation or nature of the complaint. A school representative will meet with the complainant within ten (10) days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The school will document the meeting between the school representative and complaint in writing and a copy of this written record will be provided to the complainant.

The school will set up a committee within the institution to review all allegations received. The committee will comprise at least three individuals, which can include the School Director, Instructors, Financial Aid Administrator, a member of the public interest, or a student.

The Institution's complaint committee will meet within twenty-one (21) calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter will be written outlining the additional information needed.

If no further information is needed, the complaint committee will act on all the allegations and a letter will be sent to the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or further information to show that the allegations were not warranted or based of fact.

Students will not be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint.

If the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency. The complainant is required to try to resolve the problems through the school's complaint process prior to filing a complaint with the school's accrediting agency.

NACCAS will not intervene on behalf of individuals in cases of disciplinary action or dismissal, or act as a court of appeals in such matters as admission, graduation, fees, and similar points of issues unless the context suggests unethical or unprofessional actions which seriously impair or disrupt the educational services of a candidate or an accredited institution.

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National Accrediting Commission of Career Arts & Sciences

4401 Ford Avenue, Suite 1300

Alexandria, VA 22302

(703) 600-7600

<http://www.naccas.org>

If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia (SCHEV). The student should submit an online complaint at: <http://www.schev.edu>. SCHEV is the agency of last resort in the grievance process.

State Council of Higher Education for Virginia
Private and Out - of- State Post Secondary Education
 101 N. 14th Street, 9th Floor
 James Monroe Building
 Richmond, VA 23219
 Tel: (804) 225-2600 Fax: (804) 225-2604

Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

CONDUCT POLICY

Codes of Practice are guidelines designed to promote an efficient, effective, and pleasant educational atmosphere. By becoming aware of what we expect from you and what you can expect from us, we hope to eliminate any misunderstandings that would serve to make your tenure with us any less than the great experience we know it can be.

1. **Alcohol/Drugs:** All students must be in fit mental and physical condition to perform the work required. No alcohol or drugs are tolerated anywhere on the premises. Possession or use of either will be grounds for immediate dismissal. (Please refer to Drug Free Schools and Community Act Policy attached.)
2. **Dress Code:** We ask that you look professional; after all, we are in the beauty business. Hair and makeup should be done appropriately before classes start. Student's may only wear black, white and/or black and white patterned slacks, skirts, sweaters, jackets, accessories, shoes and shirts. Students are permitted to wear patterns (stripes, dots, squares, animal prints, etc.). They are not permitted to wear graphic designs, words/letters, pictures, and any logos other than the Graham Webb logo. Students may never wear denim/jeans, midriff tops (or any combination or shirt/pant/skirt that leave any area of exposed flesh), cycle pants, sweat pants, shorts, skorts, see through items, strapless garments or skirts shorter than 5 inches above the knee. Due to Virginia State Board Requirements, garments with cap sleeves, spaghetti straps or cut off sleeves that leave the underarm exposed and any open toe shoes are not acceptable attire. The Academy is not responsible for lost jewelry and discourages students from wearing valuable jewelry during school hours. During class, cell phones and MP3 devices must remain off and stored out of sight. Cell phones may be used during break time, either in your classroom or off school premises. Cell phones may NOT be used in the Academy hallways, clinic area (including reception), student kitchen, locker room and bathrooms. Audio/Visual recording on any Graham Webb International Academy of Hair premises is prohibited without the Academy President's written permission.
3. **Tardiness Policy:** School opens at 9:00 am each morning. Students will not be able to clock in later than 9:00 am (6 PM for night students on Tuesdays, Wednesdays, and Thursdays,) with documentation and approval from the Registrar. We want to instill good work habits, the first of which is promptness.
4. **Staying with your class:** Students are assigned to a specific classroom and are not permitted to leave their classroom without informing their instructor. Students who are not in their assigned location will be clocked out and sent home.
5. **Unauthorized Persons:** Relatives, friends, or clients are restricted to the clinic floor only. Visitors wishing to attend classes or gain access to the classrooms must have an appointment or approval from a staff member.
6. **Professionalism:** Having a professional attitude includes speaking professionally. The use of vulgar language is not acceptable in our business, and a student will be sent home for such behavior.
7. **Service Assignment:** As a learning facility, it is our belief that we learn by our experiences. All students are required to perform client services, and refusal to do so will result in that student being sent home. If a student is not feeling well, he or she should be resting at home. Client service assignments are not transferable.
8. **Mutual Respect:** We have the utmost respect for you, our student; we will speak and act toward each other accordingly. We, in turn, expect our students to treat our staff, instructors, clients, and each other with respect. We reserve the right to send students home who do not uphold this rule and who cause class and clinic disruption.
9. **Clean Up:** In the spirit of generating good teamwork, we must all clean up after ourselves. This should become a habit and should occur immediately after you have finished your work. Instructors will help remind you to pick up after yourself.

10. **Client Awareness:** Clients are gold. Repeated carelessness, sloppiness, or complaints about students from clients will result in that student being refreshed in client communication. The student will work on client communication until the instructor feels that he or she is ready to deal with the public again.
11. **Smoking:** There is no smoking either in the building or on school premises. Students smoking will be subject to a \$25.00 fine. **NO WARNINGS!**
12. **Services:** Unless the service is an assignment or a demonstration assigned to the student by the instructor. All parents, relatives, and friends must pay for services at the Academy. Any service a student receives must be checked and approved by the instructor assigned to his or her group. **Students must pay for services before receiving them.**
13. **Parking:** Local parking is available. The Academy does not assume any responsibility for the availability of parking.
14. **Damage to Client Clothing:** Students are responsible for their clients' clothing, and failure to use protective measures, such as proper draping, may result in a student being charged for damages. Using plastic capes for all chemical services and maintaining an awareness of your client will prevent accidents from happening.
15. **Insurance:** It is the responsibility of the student to carry his or her own medical insurance and to insure all personal belongings, including kit items. Ask your homeowner insurance company about coverage for your kit and personal belongings.

As with any large group of people, it is important that we have rules and the leverage to enforce them. Infractions of these rules can result in the student's suspension or termination. Excessive absences can result in contract overages. The current hourly rate is \$13.00 for every hour a student remains after his or her contract end date.

GROUNDS FOR DISMISSAL / TERMINATION

Any drug or alcohol consumption while on the school premises (refer to Drug Free Schools and Communities Act Policy below), rude behavior, cheating, stealing, failure to comply with the attendance policy, on-time rules, or dress code will be grounds for dismissal. **Failure to qualify for or failure to pass the freshman final after three attempts may result in termination from the Academy.** Students must comply with the Academy's rules and policies, and the Academy has the right to terminate a student's contract and enrollment at any time for violation of the rules and policies as outlined here or in the Conduct Policy. The Academy reserves the right to modify the rules and regulations, and students must comply with any and all modifications.

Use of illegal substances by a student receiving Title IV money will result in termination of Title IV funding and termination from the Academy. Such students will not be readmitted.

Falling below 80% in academics or attendance can result in termination. Terminated students will be charged a \$100.00 termination fee and will be responsible for any other costs according to the Academy refund policy and Return of Title IV Funds policy (if financial aid has been disbursed or owed).

Students dismissed for disciplinary reasons must submit a written appeal to the Academy Director within 10 calendar days of termination. The decision to grant an appeal is at the sole discretion of the Academy. Conditions for readmittance are not guaranteed and will be determined on a case-by-case basis.

Drug-Free Schools and Communities Act

OVERVIEW: This policy provides information on the Academy's compliance with the regulations set forth by the Drug Free Schools and Communities Act concerning alcohol and drug prevention services, program and policies and publication of the Biennial Review.

Drug-Free Schools and Communities Act Amendments of 1989, as mandated by section 22 of Public Law 101-226, The Graham Webb International Academy of Hair provides the Following information to all students and employees biennially:

1. Standards of conduct prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol and the disciplinary sanctions of the Academy will impose for violations of laws and standards of conduct are contained in the Employee Handbook Policy 4.3 and Student Consumer Guide pages 20-22.
2. The health risks associated with the use of illicit drugs and alcohol abuse are found on the following NIH websites for drugs and alcohol;
www.nida.nih.gov/nidahome.html
<http://www.niaaa.nih.gov/>

3. The legal sanctions imposed by local, state and federal laws for the illegal possession and/or distribution of illicit drugs or alcohol can be found below;

Graham Webb International Academy of Hair recognizes that the misuse and abuse of alcohol is a persistent social and health problem of major proportion in our society and that it interferes with the goals and objectives of any educational institution. Accordingly, Graham Webb International Academy of Hair does not encourage the use of alcoholic beverages and strongly discourages illegal or otherwise irresponsible use of alcohol. Members of the Academy are accountable for their decisions regarding use of alcohol and the behavior that occurs because of these decisions. The Academy is reminded of the following information:

State Statutes

The Commonwealth of Virginia and the Virginia State Alcoholic Beverage Control Board have enacted a variety of laws and regulations that govern alcoholic beverages. They are summarized as follows:

1. Persons under the age of 21 are prohibited from possessing or consuming beer, wine, liquor, or other alcoholic beverages. Persons found in violation of this statute may be fined up to \$2500 and imprisoned for a period of not more than 12 months. In addition, such person's Virginia driver's license may be suspended for a period of not more than 1 year.
2. Persons may be fined up to \$100 for drinking in public.
3. Persons found in possession of a false driver's license may be fined up to \$1000 and imprisoned for a period not to exceed 12 months. Driving privileges may be revoked for 30 to 365 days.
4. It is illegal for intoxicated persons, regardless of age, to purchase or to possess alcoholic beverages. Persons in violation of this statute may be fined up to \$1000 and imprisoned for a period not to exceed 12 months.
5. It is illegal to serve or sell alcoholic beverages to persons who are intoxicated or suspected of being under the legal drinking age. It is also illegal to purchase alcoholic beverages for such persons. Individuals believed to be intoxicated are prohibited from remaining in an area where alcoholic beverages are served. Persons found in violation of these statutes may be fined up to \$1000 and imprisoned for a period not to exceed 12 months.
6. It is illegal to drive while under the influence of alcohol. Individuals are considered impaired if their blood alcohol content (BAC) exceeds .08. Persons under the age of 21 who drive with a BAC of at least .02 but less than .08 may be fined up to \$500 and have their driver's license suspended for up to six months. Persons with a BAC of .08 or higher or persons refusing a breath test will have their driver's license automatically revoked.
7. It is illegal to purchase alcoholic beverages from any person not licensed to sell them, to sell alcoholic beverages without the appropriate license, and to consume alcoholic beverages in any unlicensed public area.

Controlled Substances - CSA Schedule

In compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Communities and Schools Act Amendments of 1989, and the Commonwealth of Virginia's Policy on Alcohol and Other Drugs of 1991, the following summary is provided for your information. Controlled substances are classified under the Controlled Substances Act into "schedules" that indicate their relative medicinal use and probability of abuse and dependence (addiction). Graham Webb International Academy of Hair's policy addresses these controlled substances.

Controlled Substances Schedules

Schedule I: The drug or other substance has a high potential for abuse. The drug or other substance has no currently accepted medical use in treatment in the United States. There is a lack of accepted safety for use of the drug or other substance under medical supervision. Some Schedule I substances are heroin, LSD, marijuana, GHB, MDMA (Ecstasy), and methaqualone.

Schedule II: The drug or other substance has a high potential for abuse. The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions. Abuse of the drug or other substance may lead to severe psychological or physical dependence. Schedule II substances include morphine, PCP, cocaine, methadone, Ritalin, and methamphetamine.

Schedule III: The drug or other substance has a potential for abuse less than the drugs or other substances in Schedules I and II. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence. Anabolic steroids, codeine and hydrocodone with aspirin or Tylenol, Ketamine, and some barbiturates are Schedule III substances.

Schedule IV: The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III.

Included in Schedule IV are Darvon, Talwin, Equanil, Valium, Rohypnol, and Xanax.

Schedule V: The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV. The drug or other substance has a currently accepted medical use in treatment in the United States. Abuse of the drug or other substances may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV. Over-the-counter cough medicines with codeine are classified in Schedule V.

Penalties:

The law prescribes ranges of permissible penalties upon conviction. As required by the Federal Safe and Drug-Free Communities and Schools Act of 1994, the pertinent state laws, including sanctions for their violation, are summarized below:

1. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment ranging from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
 2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
 3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and fine up to \$1,000, either or both.
 4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
 5. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to \$500,000. Upon conviction, the violator must be imprisoned for not less than five years, but may suffer life imprisonment, and a fine up to \$500,000.
 6. Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act or an imitation controlled substance which imitates a controlled substance classified in Schedule III, IV, or V, except for an anabolic steroid classified in Schedule III constituting a violation of Virginia Code §18.2-248.5, with the intent to sell or otherwise distribute, upon conviction exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
 7. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and fine up to \$2,500, either or both.
 8. Possession of less than one-half ounce of marijuana with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or court trying the case without jury, confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.
 9. Notwithstanding the previously mentioned provisions, Rohypnol shall be deemed to be listed on Schedule I for the purposes of penalties for violations of the Drug Control Act. Any person knowingly manufacturing, selling, giving, distributing, or possessing Rohypnol shall be punished under the penalties prescribed for other Schedule I controlled substances
4. Information on counseling and treatment programs are available in the Student Consumer guide and the Employee Handbook.
 5. The Biennial Review is available in the Office of the Director.

PLEASE NOTE: Drug convictions while enrolled as a student at the Academy may affect your eligibility for federal student aid

Part 86, the Drug-Free Schools and Campuses Regulations (Education Department General Administrative Regulations [EDGAR]): As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

MAKE-UP WORK POLICY

Students are required to re-take missed or failed tests. If a student must make up a test, he or she must sign up for each test at least one week prior. Students are not allowed to retrieve their own tests.

Students must have taken and passed all tests prior to graduation.

We at Graham Webb International Academy of Hair want all students to have a happy and enjoyable educational experience. All rules and regulations are established for the good of the team as a whole, as well as to promote organization and structure. Our priority is to provide the best education we can and for you to be the very best you can be.

We have additional policies and guidelines available for your review. Should you desire to review these, simply ask.

LEAVE OF ABSENCE POLICY

A student may be granted a leave of absence for circumstances beyond his or her control. The leave of absence must be requested and approved in writing prior to a leave occurring. Emergency leaves, without prior written request, may be granted provided the student completes the Leave of Absence request form and returns it to the school via mail, email, facsimile, or in person.

As of April 1, 2011, Graham Webb International Academy of Hair students may request one leave of absence for up to, but no more than, 30 consecutive days. Only one leave of absence is allowed in a 12-month period. Exceptions may be allowed in cases of extreme hardship at the discretion of the Academy. A leave of absence will be granted for the following circumstances: Military Duty and Medical or Maternity with documentation. Students must make promissory note payments while on an approved leave of absence.

ACADEMY HOURS AND EARLY CLOSING PROCEDURES

ACADEMY HOURS

Monday: 9:00 am – 5 pm (Open for faculty/staff and any scheduled advanced classes)

Tuesday: 9:00 am – 10 pm

Wednesday: 9:00 am – 10 pm

Thursday: 9:00 am – 10 pm

Friday: 9:00 am – 5 pm

Saturday: 9:00 am – 4 pm

Sunday: (9:00 am – 4:30 pm, opened for advanced classes if scheduled)

Enrollment Dates

(See insert at the end of catalog)

STUDENT SCHEDULES

CLASS HOURS [FULL - TIME]

Hours are 9:00 am to 3:30 pm Tuesday – Saturday. The student earns 30 hours per week towards the required hours unless it is a holiday-shortened week. Students receive ½-hour lunch and two fifteen-minute breaks per day.

CLASS HOURS [FULL-TIME FLEX]

Hours are 9:00 am to 3:30 pm Tuesday – Friday. The student earns 24 hours per week towards the required hours unless it is a holiday-shortened week. Students receive ½-hour lunch and two fifteen-minute breaks per day.

CLASS HOURS (EVENING)

Hours are 6:00 pm to 10:00 pm Tuesday – Thursday and 9:00 am to 3:30 pm Saturday. The student earns 18 hours per week unless it is a holiday-shortened week. Students receive ½-hour lunch and two fifteen-minute breaks on Saturdays.

UNSCHEDULED CLOSURES/INCLEMENT WEATHER

The Academy follows the Federal Government closing schedule for inclement weather for daytime classes and the Arlington County closing schedule for evening and weekend classes. We will announce all closings related to inclement weather on our Facebook page.

HOW TO APPLY

NEW STUDENT ENROLLMENT

In order to begin the enrollment process at Graham Webb International Academy of Hair, a student must complete a “Request for Enrollment” form that can be obtained from the Director of Admissions. Prospective students will also need to send a recent photograph, high school transcripts or a copy of their high school diploma, a copy of their driver’s license or other document verifying date of birth, and a copy of their social security card.

We use a two-step process.

The first interview is an opportunity to take a tour of the Academy while admissions staff explains hours of attendance, curriculum, and the flow of students through the school. At this time, the Request for Enrollment form should be reviewed and the importance of submitting transcripts and photograph emphasized, if these items have not been received. The interview process will be explained to you and the brochure reviewed. At this time, you may want to receive a financial aid application to take home and look over.

We will inform you of the date and time of final interview, which is usually the Academy Orientation, held the day before classes are scheduled to start.

TRANSFER STUDENT ENROLLMENT

Note: As of April 1, 2015, Graham Webb International Academy of Hair no longer accepts transfer hours.

Note: Credits earned at the Academy may be transferable to another institution at the sole discretion of that institution.

PAYMENT PLANS

The Graham Webb International Academy of Hair offers an interest- free quarterly payment plan. Please see our Admissions Director for further information.

REFUND POLICY

Cancellation is determined by postmark on date of notification. Policy applies regardless of whether or not the student actually started training.

If the student or student's parent or guardian (if the student is a minor) cancels:

The cancellation must be submitted, in writing within three (3) business days of the execution of the agreement, and all monies paid shall be refunded regardless of whether training has begun.

After three (3) business days, but prior to entering classes, all monies will be refunded less the registration fee (\$100.00)

Students must cancel in writing.

In the event the student does not complete the course, the following refund policy applies.

RETURN OF TITLE IV FUNDS

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school or the date of dismissal for a student who is dismissed by the institution. This is the student's scheduled hours based upon their specific schedule.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received. Title IV aid the student has received and the amount, if any, which needs to be returned at the time of withdrawal. Under current federal regulations, the amount of aid earned is calculated on a pro rata basis through 60% of the payment period. After the 60% point in the payment period, a student has earned 100% of the Title IV funds. The School may adjust the Student's account based on any repayments of Title IV funds that the School was required to make.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Direct Loans
 - a. Unsubsidized Federal Stafford loans.
 - b. Subsidized Federal Stafford loans.
 - c. Federal Parent PLUS loans received on behalf of the student.
2. Federal Pell Grants.

In other cases, the following policy will apply:

INSTITUTIONAL REFUND POLICY

As required by 8VAC40-31-160(N) (9), the minimum refund policy for a school that financially obligates the student for the entire amount of tuition and fees for the entirety of a program or course shall be as follows:

- a. A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a minimum refund amounting to 75% of the cost of the program.
- b. A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a minimum refund amounting to 50% of the cost of the program.
- c. A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.

d. A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

Proportion of Total Program taught by withdrawal date	Tuition Refund
Up to 25%	75% of program cost
26-50%	50% of program cost
51-75%	25% of program cost
76% or more	No refund

Any monies due the student shall be refunded within thirty (30) days after termination. Should a student's account become delinquent and require referral to an attorney for collection, the student/parent will be responsible for the remaining balance and attorney fees or collection agency fees of 35% and any associated court costs with collection of said outstanding balance.

Enrollment time is defined as the number of hours scheduled in the program as of the last date of physical attendance in school. Formal termination by the Academy shall occur no more than fourteen (14) days from the last date of physical attendance, or in the case of leave of absence, the documented date of return.

Books, student kit, and supply fees are refundable only in the following cases:

- ❑ If cancellation of contract occurs before three (3) business days have passed from the signing of the contract and before student starts class.
- ❑ If cancellation of the contract occurs at any time prior to the student's beginning training

Once the student starts class and has received the kit, kits are non-refundable.

Registration fee is non-refundable after three (3) business days.

School Closure

If the school closes and is no longer offering instruction after the student has enrolled, the student is entitled to:

- ❑ A pro-rata refund of tuition
- ❑ Seek to complete instruction at a school that is approved by DPOR and accredited by NACCAS.
- ❑ Adhere to the SCHEV Requirements for School Closure, as listed below:
 - A school shall notify the Council of its intention to close at least 30 days prior to the closure. The notice shall be accompanied by a comprehensive plan for closure and a teachout plan that makes provision for presently enrolled students to complete the program of instruction for which they have enrolled, either at the school or at another school certified by the Council or authorized to operate in the Commonwealth. The school shall obtain the Council's approval of the teachout plan prior to implementation.
 - B. The school shall notify the Council, in writing, if there is no comparable program for the purposes of developing a teachout plan within 50 miles of the closing school or if the closing school is unable to enter a teachout agreement with another school. This information shall be provided at the time the school notifies the Council of its intention to close.
 - C. Owners or senior administrators of a postsecondary school that closes without providing (i) an adequate teachout plan or refunds of unearned tuition and (ii) appropriate preservation of records shall be denied certification to operate another postsecondary school in the Commonwealth.

If the course is cancelled subsequent to a student's enrollment, Graham Webb International Academy of Hair will provide completion of the course.

If the student is not accepted by the Academy, all monies received by the Academy shall be refunded.

OCCUPATIONS AVAILABLE FOR COSMETOLOGY GRADUATES

There are many opportunities available to licensed cosmetologists all over the country and around the world; these opportunities come with a variety of compensation packages.

In-Salon Jobs

Hair Designer
Perm Specialist
Color Specialist
Make-up Artist
Skin Care Specialist
Manicurist
Receptionist/Salon Coordinator
Artistic Director
Salon Manager
Salon Owner
Salon Inventory Control Manager

In-Education Jobs

In cosmetology schools:
Education consultant
Owner
Recruiter

Outside Cosmetology Schools

Guest Artist/Educator
State Board Examiner

In-Beauty Industry Jobs

Advertising Designer
Buyer
Manufacturer's Sales Representative
Retailer

Science-Related Jobs

Educational Representative for Distributor
Technical Consultant
Product Development

Many of these positions are available to the newly licensed cosmetologist. Some require additional education or experience, depending on the company or person hiring. Most jobs within the beauty industry require long periods of standing, which can be physically demanding.

Visit the website <http://onetonline.org/find/quick?s=39-5012> to learn more about the exciting field of cosmetology according to the U.S. Department of Labor!

OCCUPATIONS AVAILABLE FOR AESTHETICIAN GRADUATES

There are many opportunities available to licensed aestheticians all over the country and around the world; these opportunities come with a variety of compensation packages.

- Aesthetician
- Medical Aesthetician
- Working with a cosmetic surgeon
- Working with a dermatologist
- Working in a hospital or clinic
- Working in a laser center
- Makeup Artist
- Manufacturer's Representative
- Salesperson/Sales Manager
- Cosmetic Buyer
- Aesthetic Writer or Editor
- State Board Examiner

Visit the website www.onetonline.org to learn more about the exciting field of aesthetics according to the U.S. Department of Labor!

2017 START DATES

Start: January 17, 2017	FT	FTF	EVE
Cosmetology	1/23/18	4/25/18	9/27/18
Basic Aesthetics	6/14/17	7/21/17	9/23/17
Start: February 14, 2017	FT	FTF	EVE
Cosmetology	2/20/18	5/23/18	10/25/18
Master Aesthetics	N/A	8/18/17	10/18/17
Start: March 14, 2017	FT	FTF	EVE
Cosmetology	3/20/18	6/21/18	11/24/18
Basic Aesthetics	8/10/17	9/19/17	N/A
Start: April 11, 2017	FT	FTF	EVE
Cosmetology	4/17/18	7/20/18	N/A
Basic Aesthetics	N/A	N/A	12/19/17
Master Aesthetics	N/A	10/17/17	N/A
Start: May 16, 2017	FT	FTF	EVE
Cosmetology	5/19/18	8/23/18	1/26/19
Basic Aesthetics	10/12/17	11/17/17	N/A
Start: June 13, 2017	FT	FTF	PT
Cosmetology	6/19/18	9/20/17	N/A
Master Aesthetics	N/A	12/19/17	N/A
Start: July 18, 2017	FT	FTF	EVE
Cosmetology	7/21/18	10/24/18	3/28/19
Basic Aesthetics	12/14/17	1/19/18	3/22/18
Start: August 15, 2017	FT	FTF	EVE
Cosmetology	8/18/18	11/21/18	N/A
Master Aesthetics	N/A	2/16/18	4/19/18
Start: September 19, 2017	FT	FTF	EVE
Cosmetology	9/22/18	10/12/18	6/1/19
Basic Aesthetics	2/14/18	3/22/18	N/A
Start: October 17, 2017	FT	FTF	EVE
Cosmetology	10/20/18	1/25/19	N/A
Basic Aesthetics	N/A	N/A	6/21/18
Master Aesthetics	N/A	4/19/18	N/A

Start: November 14, 2017	FT	FTF	EVE
Cosmetology	11/17/18	2/22/19	7/27/19
Basic Aesthetics	4/11/18	5/17/18	N/A
Master Aesthetics	N/A	N/A	7/11/18
Start: December 12, 2017	FT	FTF	EVE
Cosmetology	12/15/18	3/20/19	N/A
Master Aesthetics	N/A	6/13/18	N/A

2017 HOLIDAYS AND DAYS OFF FOR STUDENTS

Monday, January 2 - New Year's Holiday

Tuesday, April 18 - Easter

Tuesday, May 30 - Memorial Day

Tuesday, September 6 - Labor Day

Thursday, November 23 & Friday, November 24 - Thanksgiving Day

Saturday, December 23 - Tuesday, January 2 - Christmas Holiday

ANNUAL COMPETITION AND GRADUATION CELEBRATION

****TBD****

COSMETOLOGY SCHEDULE OPTIONS

SCHEDULE A

**FULL-TIME 9:00 am - 3:30 pm TUESDAY-SATURDAY
COMPLETION TIME: (30 HOURS PER WEEK/52 WEEKS)**

SCHEDULE B

**FULL-TIME FLEX 9:00 am - 3:30 pm TUESDAY-FRIDAY
COMPLETION TIME: (24 HOURS PER WEEK/65 WEEKS)**

SCHEDULE C

**EVENING 6:00 pm - 10:00 pm TUESDAY-THURSDAY
SATURDAY 9:00 am - 3:30 pm
COMPLETION TIME: (18 hours per week/86 weeks)**

AESTHETICS SCHEDULE OPTIONS

SCHEDULE A

**FULL-TIME 9:00 A.M. - 3:30 P.M. TUESDAY-SATURDAY
COMPLETION TIME: (30 HOURS PER WEEK/ 20 WEEKS)**

SCHEDULE B

**FULL-TIME FLEX 9:00 A.M. - 3:30 P.M. TUESDAY-FRIDAY
COMPLETION TIME: (24 HOURS PER WEEK/ 25 WEEKS)**

SCHEDULE C

**EVENING 6:00 P.M. - 10:00 P.M. TUESDAY-THURSDAY, SATURDAY 9:00 - 3:30 P.M.
COMPLETION TIME: (18 HOURS PER WEEK/ 33 WEEKS)**

TUITION AND COSTS

COSMETOLOGY

Application Fee.....	\$25.00 (Non-refundable)
Registration Fee.....	\$100.00 (Non-refundable)
Student Kit Fee.....	\$1200.00 (Non-refundable if kit materials are received)
Tuition.....	\$16,500.00
Total Investment.....	\$17,825.00

* A \$100.00 registration fee is due at time of enrollment.
 *\$900.00 due at time of enrollment (\$800.00 kit deposit plus \$100.00 Registration fee).
 A quarterly interest-free payment plan is available. Please direct inquiries to Admissions.

REQUIRED BOOKS

(Included in the kit price above)

Milady's Standard Cosmetology Book (*paperback*) ISBN - 9781285769431 \$121.95
 Milady's Theory Workbook ISBN - 9781285769455 \$54.95

AESTHETICS AND MASTER AESTHETICS

Basic Aesthetics Program (600 hours)

Application Fee.....	\$ 25.00 (Non-refundable)
Registration Fee	\$100.00 (Non-refundable)
Student Kit Fee.....	\$ 800.00 (Non-refundable if kit materials are received)
Tuition	\$ 8600.00
Total Investment	\$ 9525.00

* A \$100.00 registration fee is due at time of enrollment.
 *\$900.00 due at time of enrollment (\$800.00 kit deposit plus \$100.00 Registration fee).
 A quarterly interest-free payment plan is available. Please direct inquiries to Admissions.

Master Aesthetics Program (600 hours)

Application Fee.....	\$25.00 (Non-refundable)
Registration Fee	\$100.00 (Non-refundable)
Student Kit Fee.....	\$800.00 (Non-refundable if kit materials are received)
Tuition	\$ 8600.00
Total Investment	\$ 9525.00

* A \$100.00 registration fee is due at time of enrollment.
 *\$900.00 due at time of enrollment (\$800.00 kit deposit plus \$100.00 Registration fee).
 A quarterly interest-free payment plan is available. Please direct inquiries to Admissions.

Required Books

(Included in the kit price above)

BASIC AESTHETICS:

ISBN 9781285157634 Milady's Standard Fundamentals Bundle \$337.95

MASTER AESTHETICS:

ISBN 9781285157405 Mark Lee's Skin Care Beyond the Basics Bundle \$195.95

ISBN 9781435433427 Milady's Standard Esthetics Advanced Bundle \$282.95

RE-ENROLLMENT POLICY

The student must not have been previously withdrawn due to drug/alcohol violations or disciplinary reasons. The student must maintain any probationary status applicable at the previous withdrawal. No student will be allowed to re-enter for a third time, unless extenuating circumstances can be documented and submitted. The student's previous balance at time of withdrawal must be paid in full. The student will be charged the regular hourly rate for the hours remaining in the program plus a \$100.00 administrative fee.

Note: The Academy is not obligated to re-enroll every student that has been withdrawn or dismissed. The Academy administration will make the decision regarding re-enrollment of a particular student based on careful review and consideration of information contained in the student's previous file.

ADDITIONAL CHARGES

Cosmetology Program

If a student must attend the Academy longer than his or her contracted end date (and 1500 elapsed hours as of that contract end date) to complete the course, for any reason, he or she must pay an additional \$13.00 per hour for each hour beyond the stated contract length, up to 125 percent of the normal course length. Contract overages not completed after thirty (30) days of the completion date may increase from \$13.00 to \$15.00 per hour. There will be a \$10.00 fee for copies of transcripts requested by students after leaving the Academy.

Aesthetics Programs

If a student must attend the Academy for longer than the contract time (and 600 hours as of that contract end date) to complete the course, for any reason, he or she must pay an additional \$15.00 per hour for each hour beyond the state contract length, up to 125 percent of the normal course length. Contract overages not completed after thirty (30) days of the completion date may increase from \$15.00 to \$16.00 per hour. There will be a \$10.00 fee for copies of transcripts requested by students after leaving the Academy. Overages will be due at the end of the each month after your contract end date.

IN ADDITION

Graham Webb International Academy of Hair does not recruit from other cosmetology or aesthetics schools.

ADMINISTRATIVE STAFF AND FACULTY

Owner	Vincent P. Rose, Sr.
Acting Director	Sharon Frances
Registrar	Marcia Long
Director of Admissions	Courtney Imbraglio
Office Manager/Accounting	Cynthia Swift
Financial Aid Director	Veda Teagle
Instructor (Cosmetology)	Yumi Corey
Instructor (Cosmetology)	Bethani Gilotti
Instructor (Cosmetology)	Stephnia Johnson
Instructor (Cosmetology)	Mia Hunter-Pappas
Instructor (Cosmetology)	Shantelle Long
Instructor (Cosmetology)	Mark Smouse
Instructor (Cosmetology)	Jhoselin Uzeda Ann
Spa Director (Aesthetics, Master Aesthetics)	Wagner-Boland
Instructor (Master Aesthetics)	Delia Bonilla
Instructor (Master Aesthetics)	Ishiana Kelly
Reception	Nora Acevedo
Reception	Naquesha Alvarez

Graham Webb International Academy of Hair is a subsidiary of the International Education Group, LLC

NOTES

December 28, 2017

NOTES

**GRAHAM WEBB
INTERNATIONAL ACADEMY OF HAIR**

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