



Atlanta
Beauty & Barber Academy

School Catalog 2017

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Atlanta Beauty & Barber Academy, LLC

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Mission Statement

Atlanta Beauty & Barber Academy is committed to promoting and improving the future of a student's life by motivating and providing life long experience to be bridged into the ever-growing demand of quality cosmetology, esthetics, nail technician, barbering and cosmetology instructor services. Our curriculum is relevant to the needs of the student with preparation for state licensing and his/her ability to seek and obtain gainful employment in the field in which they trained (Nail Technician, Master Cosmetologist, Esthetician, Master Barber, and Cosmetology Instructor industries).

Objectives

1. To develop a knowledge, understanding, skill and appreciation in the theory and operation of cosmetology arts & sciences.
2. To develop habits of good workmanship and the orderly performance of various tasks in the work environment.
3. Protect health, safety and welfare of the public and the workforce.
4. To learn to select wisely, care for, and use properly, commercial products that are related to the application of treatments.
5. To promote mutual esteem, goodwill, harmony and cooperation with professional and related organizations.
6. To help the student to prepare for the state board examinations in order to obtain a license to practice.
7. To prepare students for entry level jobs in their demanding workforce.

Admissions Requirements (effective January 5, 2016)

Prior to a student starting class, the following documentation listed below must be secured, as applicable. If you do not provide the documentation, you will not be allowed to begin class.

BEGINNING JUNIORS:

Documents Required for Admissions:

- Social Security Card
- Driver's License or ID, Permanent Resident Card (Green Card), or Passport (For foreign students, a VISA is also accepted as birth verification.)
- High School Diploma (HSD) or GED (must be in English by a state board approved agency)
 - A foreign diploma must also receive a translation (if necessary) and verification from an outside evaluation agency that it is the equivalent to a U.S. high school diploma (at a minimum). The school will help you find the resources to meet these requirements but any applicable costs are to be accepted by the student.
 - For home-schooled students, documentation of a state certification is required.
 - We do NOT offer ATB testing for HSD replacement
- **COSMETOLOGY INSTRUCTOR TRAINING:** An applicant must have a current Cosmetology license issued by the Georgia State Board of Cosmetology.

TRANSFER STUDENTS:

- A certified transcript of hours from the Georgia State Board of Cosmetology or approved school of cosmetology.
- Transferring-in student will be required to take an entrance exam in order for the school to determine the ability of the student and to correctly place them into a course.*
- Provide all documents listed under "*Beginning Juniors*".
- If a student wishes to transfer out of the Atlanta Beauty & Barber Academy to another school, the student must pay all financial obligations and then we issue a transcript to the student or to the school that the student requests

- **All Hours that a student wishes to transfer may not be accepted. What will be accepted will be based on the director's discretion.*

RE-ENTRY: If a student would like to re-enroll before thirty (30) days after voluntary withdrawal or termination, then he or she would be subject to previously contracted tuition rates (which will be pro-rated) and other fees. Before a student can be considered for re-entry, all previous balances due to the school must be paid in full and made current based on the percent of program completed prior to the withdraw or termination. If a student decides to return from a voluntary withdrawal or termination after thirty (30) days, the student will be subject to any new tuition rates enacted by the school since the student withdrew. The student will return in the same satisfactory academic progress status as before withdrawal/termination.

NON-RECRUITMENT POLICY:

- The school does not recruit students already attending or admitted to another school offering a similar program of study.

HSD TRANSLATION POLICY:

The student must make sure that his/her High School Diploma is translated to English if in another language. The Georgia state board will not accept High School Diplomas in any other language. The following policies must be recognized by the student and the school:

- The school reserves the right to deny any student's HSD if deemed invalid and/or illegitimate.
- HSDs are to be translated before the student is able to start his/her program of study.
- If the HSD is not translated, the school will provide a list of translators that are approved by the GA State Board.
- Any student providing a HSD received at an online institution is at risk of the HSD being rejected by the school in the event the school is not Department of Education (DOE) approved.
- If a student's HSD looks questionable, the school will take the following actions to verify validity:
 - Search for the school's DOE code
 - Search and thoroughly review the school's website and assess for validity
 - Online HSDs are subject to extensive investigation, as they are more likely to be illegitimate
 - If a HSD cannot be verified, the student must obtain a GED prior to enrolling into the school.

Tuition

Master Cosmetologist

Registration Fee:	\$ 100.00
Books & Kit:	complimentary*
Tuition:	<u>\$ 5,900.00</u>
Total:	\$ 6,000.00
**Pay in full 1x	\$ 5,000.00

Nail Technician

Registration Fee:	\$ 100.00
Books & Kit:	complimentary*
Tuition:	<u>\$ 1,900.00</u>
Total:	\$ 2,000.00
**Pay in full 1x	\$ 1,800.00

Esthetician

Registration Fee:	\$ 100.00
Books & Kit:	complimentary*
Tuition:	<u>\$ 4,400.00</u>
Total:	\$ 4,500.00
**Pay in full 1x	\$ 4,000.00

Cosmetology Instructor

Registration Fee:	\$ 100.00
Books & Kit:	complimentary*
Tuition:	<u>\$ 4,050.00</u>
Total:	\$ 4,150.00
**Pay in full 1x	\$ 3,200.00

Master Barber

Registration Fee:	\$ 100.00
Books & Kit:	complimentary*
Tuition:	<u>\$ 5,900.00</u>
Total:	\$ 6,000.00
**Pay in full 1x	\$ 5,000.00

*Must pay nonrefundable \$500 deposit for complimentary Books and Kit upon enrollment.

***Overtime Charges:**

(1) Each course has been contracted for a specific number of hours for instruction and under a prescribed schedule for completion within the time frame defined on the enrollment agreement. (2) Students are provided a graduation date based on contracted hours and the defined attendance schedule. Any student, by virtue of absences or other non-attended hours issue, remains in school beyond their contracted or amended graduation date will have to pay per hour for each additional hour beyond their scheduled completion date according to the enrollment agreement. (3) Student who require additional training to satisfy the required clock hours of their program will be billed at the hourly rate of \$5.00 per each hour of required attendance which is payable in advance. (4) Arrangements to pay over-contract fees must be made prior to over-contract attendance. (5) Any student with unpaid overtime charges will be reported to State Board as a zero-hour completer.

Payment Options

For all programs: The student is required to pay registration fees down prior to starting school. In order to qualify for the complimentary Book and Kit the student must make an initial nonrefundable deposit of \$500 upon enrollment that will be credited towards the student's tuition balance. The student will be required to sit with a financial planning official upon enrollment to determine their monthly payment schedule based on their enrollment status (part time or full time). Special situations or circumstances may be considered as according to the director. There will be an added charge of \$50 per payment that is received more than five (5) days late from a scheduled payment, with the exception of holidays. Prior to graduation, any remaining balance will be due. If all funds owed are not paid to the school prior to graduation, the school reserves the right to withhold the student's transcripts and/or Certificate of Completion. **We accept cash, credit card, money order, cashier's check or personal check**

Refund Policy (Institutional)

Official cancellation or withdrawal shall occur on the earlier of the dates that:

- A. An applicant not accepted by the School is entitled to a refund of all monies paid.
- B. A student may cancel this agreement at no penalty by notifying the School in writing within three (3) business days after midnight on the day on which the agreement was signed, regardless of whether or not the student has actually started training. All monies paid will be refunded to the Student.
- C. If a Student cancels after the three (3) business days, but prior to entering classes, the student is entitled to a refund of all monies paid, with the exception of the registration fee of \$100.
- D. A student notifies the institution of his/her withdrawal.
- E. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- F. A student is expelled by the school.
- G. In types B, C, D and E, the cancellation date will be determined by the postmark, or the date it is delivered in person or by means other than the U.S. Mail.
- H. Termination by the school for unofficial withdrawals will occur if the student is absent for fourteen (14) consecutive days without contacting administration.
- I. In all cases of withdrawal, expulsion and/or termination of student status, refunds will be calculated based on the student's last date of attendance at the school.
- J. The school will refund all monies due the Student per this agreement within 45 days of the school determined "withdrawal date."
- K. In the case of illness, disabling accident, death in the immediate family or circumstances beyond the control of the student, the School will make a settlement, which is fair and reasonable to all concerned parties.
- L. All extra costs, such as books, supplies or other materials that are not included in the tuition price are non-refundable **except** where defined in bullet "B" above (this means that if you cancel before the 3 business days, the items would be refundable).
- M. In the event of a cancellation after attendance has begun, but prior to fifty (50%) of the term being completed based on actual program clock hours, the school shall abide by the following refund schedule

Percentage of scheduled time to total time of the program	Percentage of total tuition due
.01 to 4.9%	20%

5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- N. If a Student wishes to terminate training and withdraw from the school, the Student must notify the School Administrator in writing.
- O. If a program is cancelled subsequent to a student's enrollment, and before instruction has begun, the school shall provide a full refund of all monies paid or provide completion of the course.
- P. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
- Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - Provide completion of the course and/or program; or
 - Provide a full refund of all monies paid.
- Q. If the School is permanently closed and no longer offering instruction, after a student has enrolled and instruction has begun, the student shall be entitled to a pro-rata refund of tuition fees paid.

School Schedule

- Closed on Sundays
- Closed on Mondays (staff work day)

Daily Schedules						
Program		Master Cosmetologist (1500 hours)	Nail Technician (600 hours)	Cosmetology Instructor (750 hours)	Esthetician (1000 hours)	Master Barber (1500 hours)
#1	Full-Time (30 hrs/wk)	Tue – Sat 9:00AM – 4:00PM			/	*No flex schedule available*
#2	Part-Time (22 hrs/wk)	Tue, Wed, & Fri 4:00PM – 9:00PM Sat 9:00AM – 4:00PM				
#3	Part-Time (22 hrs/wk)	Thurs & Fri 9:00AM – 4:00PM Sat 9:00AM – 5:00PM				
#4	Part-Time (22 hrs/wk)	Tue & Wed 9:00AM – 9:00PM				
#5	Flex FT (30 hrs/wk)	Tues & Wed → 9:00AM – 9:00PM *Thur – Sat → 9:00AM – 4:00PM (Sat Required) *Pick any day/time; must total 30 hrs/week				
#6	Flex PT (22 hrs/wk)	Tues – Sat (Sat Required) *Pick any day/time; must total 22 hrs/week				

(Director may change Schedules for instructional, administrative, and/or regulatory necessity)
Saturday attendance mandatory for all FT schedules

Absence & Tardy Policy

- Theory will start promptly on time. Any student coming in late will not be allowed to enter the classroom until class is completed. If more than five (5) minutes past start time you are considered LATE.
 - Each student is allowed one (1) unexcused absence or tardy per month. An unexcused absence is any absence that cannot be verified with proper documentation. If a student misses more than 1 day in a month, they will be subject to the following punishments based on repetition of absence violation per month:
 - First and Second Offense: Warning
 - Third and Fourth Offense: Write-Up or Termination (at discretion of administration)
- *Offenses are reset every month to reflect that next month's absences or tardiness.

*If a regularly scheduled Saturday class is missed for an unexcused absence, the student will be subject to immediate Write-Up, up to and including termination

3. If you are going to be absent or late, you must contact your instructor. Planned absences and tardies must be approved at least 48 hours in advance in writing. If, for any reason, you know that you will be late or tardy, it is your responsibility to have yourself marked off the appointment book.
4. If a student misses more than 3 days in any instruction week without prior notification to the school, the student must provide official documentation for the reason of the unexpected absence immediately upon returning to the school. Official documentation of an unexpected absence will be determined at the discretion of the school. Official documentation includes but is not limited to: a doctor's excuse, an emergency department or hospital release form, insurance documentation and/or police report from an accident, etc.
5. If a student misses more than 14 days, and does not return to the school or notify the school within two (2) weeks of the first day missed, the student will be subject to termination with the dropped date as the last date attended.

Code of Ethics

1. Principle objective is to train qualified individuals to render the best possible service to patrons.
2. Strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in the cosmetology industry.
3. Observes all rules and regulations issued by the State Board of Cosmetology and the Health Department.
4. Encourages its instructors to keep current of the latest teaching methods by reading educational books, attending teacher refresher, or advanced courses, workshops, trade schools, etc.
5. Makes use of acceptable teaching techniques and training aids (such as textbook, workshops, films, filmstrips, and other audio-visual aids) in order to advance and provide the best possible training for our students.
6. Takes part in education conferences and regional meetings in order to advance the profession of the cosmetology industry.
7. Purchases only the high-grade equipment, cosmetics, and supplies to be used in the instruction and training of its students.
8. Maintains honest and fair relationships with its staff, students, patrons, the State Board, and other schools.
9. Advertises truthfully, and makes honest representations to its students.
10. Refrains from any advertisements or criticism, which might reflect unfavorably on other schools or the Cosmetology profession.
11. Develops a strong network with more successful salons to ensure a greater opportunity for students in the search of a career.

General Rules and Regulations

The following rules and regulations must be observed and obeyed in order for our school to operate in a professional and efficient manner:

1. Each student must have his/her own proper and sufficient equipment. No borrowing is allowed.
2. Any person found stealing will be dismissed from school immediately.
3. Kits are subject to inspection at any time. Non-professional equipment will be removed.
4. It is the responsibility of the student to keep their equipment and workstations clean, sanitized and/or sterilized. The school furnishes most necessary supplies to keep areas clean.
5. It is illegal to perform services in unapproved location and illegal to receive pay for services in these locations. The Georgia State Board of Cosmetology imposes a fine and /or revocation of your license if caught.

6. Students are not allowed to clock or sign anyone in or out other than themselves. Students violating this policy may be subject to immediate dismissal from school.
7. Students are not permitted in the Administration Office or the Instructors Office without permission. Students are permitted behind the reception desk and dispensary areas only while assigned to work these stations.
8. Gossip, dirty jokes, profane language and dissension are not permitted.
9. Smoking, eating, drinking or chewing gum will not be permitted on the clinic floor.
10. Absolutely no intoxicating substances will be allowed on the premises. Anyone found to be on behavioral or mind altering substances will be dismissed immediately.
11. Poor attitudes, moods, illnesses, etc., are to be left at the door when you arrive for school. You are more than welcome to pick them up again at the end of the day.
12. A solicitation is not permitted in the school, or on the school grounds.
13. Students are not to discuss their hours obtained, time schedules, or rates of tuition with each other, or with customers.
14. Students must work diligently and with enthusiasm in all aspects of instruction.
15. Any student refusing to service a customer, or less than anxious to perform the service will be subject to strong disciplinary action. Refusal may constitute dismissal from the school.
16. Students should not have discussions with each other while servicing a client.
17. Students having the ability to speak in any languages other than English will not be permitted to speak these languages on the clinic floor. Courses are taught in ENGLISH.
18. Students are not permitted to do their own hair. Fellow students need these hours too!
19. Student agrees that the school reserves the right to modify, amend or supplement the catalog or any other notices furnished to the student. Student agrees to comply with the rules and regulations of the school. Failure to comply with the school rules and regulations may result in termination by the school.

Dress Code (Uniforms)

- Students must wear black, tan, white, or khaki pants (no shorts or miniskirts) with a smock or lab jacket (nail technician & esthetician students).
- Student must wear closed toe shoes at all times.
- Professional hair and make-up is required
- No hats, scarves or any other head dressing unless it is for religious reason, which should be addressed with your instructor by the first day of class.

Student Bill of Rights

The student has the right to ask the school:

- o The names of the regulatory agencies governing the school.
- o About its programs; it's instructional, laboratory, and other physical facilities and faculty.
- o The associated costs of attending the school, and school's policy concerning refund to students who drop out.
- o The school's process of determining whether a student is making a satisfactory progress and what happens if he/she is not.
- o The students have the right to ask for references, pass-fail ratio of school, employers that work with the school or any question relating to this school or the Cosmetology profession.

Student Responsibilities

It is a student's responsibility to:

- o Review and consider all information about a school's program before you enroll.
- o Carefully read and understand all forms that you are asked to sign and keep copies of them.
- o Accept responsibility for all agreements that you sign.

- o Understand and comply with your school's refund procedures.
- o Follow your assigned or chosen schedule on a weekly basis
- o Keep up with what course you will be transitioning into based on your schedule and group assignments

Director Rights and Responsibilities

The Director of the school has a responsibility to the student to:

- o Listen and respond to any and all student complaints that cannot be handled by lower tiers of administration
- o Strive to provide a safe, effective, and all around wonderful education experience
- o Watch over instructional staff to ensure a high standard of education
- o Be a friend!

The Director has the ability to maintain the following rights in regards to the student:

- o May terminate the student's enrollment for any reason deemed necessary within reason based on the outlined disciplinary system
- o May withhold student transcripts or Certificates if the student does not pay tuition funds due to the school

School Facilities

Our facility occupies approximately 10,000 square feet of space at 6088 Buford Hwy, Doraville, GA 30340.

There are 3 levels which include the following:

- 6 Offices
- 1 Break Room
 - o Four dining tables
 - o Four microwaves
 - o Two refrigerators
- 2 storage rooms
- 5 classrooms
- 2 laundry rooms
- 4 restrooms

Available equipment is as follows:

- 18 hair dryers
- 14 sinks for cosmetology
- 8 sinks for facial
- 2 washrooms
- 100 cosmetology stations
- 14 facial beds

Statement of Non-Discriminatory and Handicap Accessibility (USC-ADA):

Atlanta Beauty & Barber Academy in its admission, instruction, and graduation policies and practices does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, financial status, marital status, height weight ratio, sexual orientation, or ancestry. The school does not allow or tolerate bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way you are required to report the matter to the school's Director immediately in order for appropriate action to be taken.

If a prospective student or current student needs a special accommodation in accordance with the Americans with Disabilities Act (ADA), they should notify the School Director, as soon as possible in order for the school to assist the student with their accommodation.

Equal Opportunity:

It is a violation of **Atlanta Beauty & Barber Academy** published Policy for any manager, supervisor, faculty member or student to engage in the harassment of, or discrimination against any member of the institutional Community based on gender, age, race, place of national origin, native language, ethnicity, color, financial status, marital status, height weight ratio, disability, sexual orientation, or religion. Inquiries regarding any

situation in which the equal opportunity standards or values of this institution may have been violated, should be reported directly and immediately to the CEO, or a managing staff member.

Special Services and Facilities Available to Handicapped Students:

Atlanta Beauty & Barber Academy is handicapped accessible at street level. The upper level of the school is not handicapped accessible. The institution will NOT knowingly enroll any student who could not reasonably be expected to benefit from training however there are no special services or facilities provided beyond handicapped accessibility. The school however, will make a reasonable effort to accommodate the needs of a handicapped or disabled person.

Zero Tolerance

Atlanta Beauty & Barber Academy has zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), theft and fraud. If anyone is suspected of any of these types of violations, they will be immediately suspended from school during an investigation. Once the investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program. Future enrollments at will not be approved.

Safety & Health Considerations

A cosmetologist, barber, or esthetician must possess hand-to-eye coordination and leg mobility in order to move about while performing services. Clients are shampooed by their stylist at the shampoo bowl, then moved and seated in an adjustable hydraulic styling chair. The stylist moves around the client as the service is performed. Persons unable to stand for long periods of time, or having limited mobility would have difficulty using regular shampoo bowls and hydraulic chairs. Manicuring and the application of artificial nails do not require standing or mobility. Clients are seated for the entire manicure or artificial nail application. The Esthetician program does not require a great deal of physical mobility, however; hand and finger strength is required for the massage portion of a facial skin service. Facial clients generally recline on an adjustable facial chair with the skin technologist seated at the client's head. Make-up, cosmetic applications, and brow shaping are performed while the client is seated and the cosmetology professional is in a standing position. Instructors in this profession work a lot on their feet and long hours are required

Hazardous Chemicals:

On a daily basis, students and cosmetology professionals handle and store hazardous chemical solutions and products, which could burn the skin and scalp, damage hair, or produce dangerous fumes if not properly used, mixed, and stored. If a student is, or becomes pregnant at the time of enrollment, or while attending training the school will require a written release from a student's physician before a student is allowed to begin or continue their cosmetology training. *(This policy is intended to protect both the student and student's unborn child.)*

Allergic Reactions:

The products, chemicals, and solutions routinely used by students and cosmetology professionals MAY cause allergic reactions. Students are instructed to follow all manufacturers' instructions to wear disposable gloves, and to protect their clothing by wearing their lab coats during ALL chemical operations. Should any type of allergic reaction occur, a student is required to immediately notify a staff member.

Your Feet and Legs:

In order to work in the Cosmetology Profession, all students and cosmetology professionals must have the use of their feet and legs. In the future work environment, a cosmetology professional is expected to stand for long hours, while performing services. In order to protect from any type of "career -ending" injury or permanent damage to feet and legs, students are advised to wear closed-toed shoes with socks, with non-skid soles, that have a reasonable heel height. Students and cosmetology professionals work on concrete or linoleum floors, and on a daily basis they lift

volume containers of shampoos and other products off shelves. In order to support the feet and legs, and protect them from falls, slipping, or other injuries students must wear appropriate footwear.

Skin and Clothing:

Students and cosmetology professionals handle products and chemical disinfectants that can burn skin, enter the body, and damage clothing. To protect, prevent, and minimize the damage that can be caused by chemical spills, splashes, and to promote general cleanliness, students are required to wear protective smocks and to protect clients with protective aprons.

Physical Contact

Students and cosmetology professionals maintain close body contact with clients. During the performance of a service skin and hair cells pass from the client to the student. A student MAY encounter a parasite or a contagious disease. A student may be exposed to human blood, or other bodily fluids. Students are instructed to wear disposable gloves and their lab coats with the public, and to follow all safety procedures to ensure that a disease or parasite cannot infect the student or additional persons.

Electrical Appliances:

Electrical appliances such as blow dryers and curling irons are used near sink and water areas. These appliances must be properly cared for and maintained so that an electrical shock is not produced. Students are not allowed to use any appliance with a frayed or “taped” cord. All electrical appliances must be plugged into grounded outlets. Electrical cords cannot be stretched across aisle.

Family Educational Rights and Privacy Act (FERPA) Policy

Students and parents or guardians of dependent minor students have the right to review a student's educational records, to request amendment to student's educational records, to provide consent prior to disclosure of personally identifiable information, and to file complaint with the U.S. Department of Education regarding the failure of **Atlanta Beauty & Barber Academy** to comply with FERPA.

1. Students and parents or guardians of dependent minor students may request access to their records from the school Owner/Director.
2. Records will be made available in the appropriate school office only on an appointment basis.
3. No personally identifiable information will be released to a third party without the written consent of a student or parent/guardian of a dependent minor student each time a record is requested unless it is:
 - a. To other school officials who have educational interest in the information.
 - b. To officials of another school where the student seeks or intends to enroll.
 - c. To representatives of the Comptroller General of the United States, the Secretary of Education, or State and local educational authorities.
 - e. To State officials if required by State Statute.
 - f. To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study.
 - h. To parents or guardian of a dependent student.
 - i. To comply with a judicial order or subpoena.
 - j. To meet health or safety emergency.
4. All disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interest of the parties for inspection of the records.

Before publishing directory information such as student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended, the school allows the student or guardian to deny authority to publish one or more of these items.

Satisfactory Academic Progress Policy (Rev. 3/18/2017)

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in any program and for any particular category of attendance (part-time/full-time). This policy is provided prior to enrollment to ensure applicants understand all requirements.

1. **Maximum Course Completion Time Frame:** All courses must be completed within one hundred and forty three percent of the published course length (143% program maximum).
2. **Determination of Progress:** Students will be evaluated and provided written evaluations when they reach certain actual clock hours as follows:

Program	Master Cosmetologist	Master Barber	Cosmetology Instructor	Nail Technician	Esthetician
Report Hours	450 900 1200 1500	450 900 1200 1500	375 750	300 600	450 900 1000

The evaluations will show actual hours versus scheduled hours, and will be completed within seven (7) days of the student reaching the above hour checkpoints. Students will only be notified of the formal progress evaluations when and if he or she is below the progress standards (academic or attendance). However, students have the right to request their progress evaluations at any time, regardless of status. Students must be evaluated at least by the midpoint of the course or the midpoint of the academic year, whichever occurs sooner. In addition, each student must maintain a cumulative 70% rate of attendance.

3. **Academic Progress Evaluations:** Student Academic Progress (i.e. evaluation on theory, practical and clinical work; however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the “Attendance Progress Evaluations”. Each student is expected to achieve a minimum grade point average of 70%. The grading system shall be: 100-90% A (Excellent); 89.9-80% B (Above Average); 79.9 – 70% C (Satisfactory); 69.9 – 60% D (Unsatisfactory); and 59.9% or Below F (Failing).
4. **Student Status:**
 - ❑ **Satisfactory Academic Progress:** Students who meet the standard for both attendance and academic evaluation period shall be considered to be making Satisfactory Academic Progress until the next scheduled evaluation. To meet requirement for satisfactory academic progress, each student must have a cumulative GPA of 70%, as well as maintained a cumulative attendance rate of 70% of scheduled clock hours.
 - ❑ **Warning and Probation:** Students who fail to meet one or both of the evaluation requirements (Attendance or Academic) shall be placed on a *warning* until the next evaluation period. If a student fails to meet one or both of the evaluation requirements (Attendance or Academic) after the warning period, he or she will be placed on *probation if the student prevails upon appeal of a negative progress determination prior to being placed on probation (see appeal information below)*. The school may allow for the status of probation if the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. If a student determines this is an inappropriate action based on personal circumstances, he or she may submit an appeal as stipulated in Item 6 below. A student can re-establish progress status by meeting the minimum attendance and/or academic minimum requirements.
 - ❑ **Withdrawals:** Academic Progress achieved will not be adversely affected by withdrawals. Students re-entering their program will return in the same SAP status as when they left.
 - ❑ **Re-entry:** Re-entry means tuition fees will be adjusted to meet the current tuition rate of the school. Students will re-enroll at the same status at which he or she departed.
 - ❑ **Transfer:** Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluations periods will be based on actual contracted hours at the institution.

5. **LEAVES OF ABSENCE & TEMPORARY INTERRUPTIONS**

A student returning from a leave of absence or other official interruption of training must return to the school in the same satisfactory or unsatisfactory progress status as prior to the leave. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

6. **APPEAL PROCESS**

Students may appeal a satisfactory academic progress determination. This appeal must be received within five (5) business days of the official SAP determination. The appeal must be in writing and directed to the school director, along with any supporting documentation as to why the student failed to meet SAP requirements in the specified period. Submitted documentation must also include a statement signed by the student as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress by the next evaluation.

Mitigated Circumstances: If it is determined and documented that a student's failure to demonstrate satisfactory progress was due to personal illness, death of a family member (immediate relation), emotional trauma, etc., the appeal will be accepted and the student will be on probation, if applicable. The institution may allow for probationary status if it is determined that the student will meet SAP requirements by the end of the probationary period. If at the end of the probationary period, if the student is still not meeting Satisfactory Progress, the student will be terminated from the program.

An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if the student is a dependent minor), the student's instructors, and the school owner. A decision on the student's appeal will be made within three (3) business days and will be communicated to the student in writing. This decision will be final. A copy of the appeal and determination of the appeal will be placed in the student file.

7. **COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses do not apply and have no effect on satisfactory academic progress.

Make-Up Policy

Students who miss school because of approved reasons (i.e. illness, death in the family, etc) will be allowed to make up examinations and their theory course. If a student has to miss a class in the morning, the student must make arrangements to attend the night-time course at the time it is offered. If the student misses at night, then the student must make arrangements to make up the class in the day the next day. You must make arrangements with your instructor to make up any missed examinations. Although not commonly utilized, it is also possible for a student to make up missed hours/assignments on school holidays with prior consent of the school and the instructor.

Leave of Absence (LOA) Policy/Procedure

Request forms for a Leave of Absence (LOA) can be obtained from the Administrative Office. The LOA must be applied for in advance unless unforeseen circumstances arise (ex: injury, car accident, medical problems, etc.). In this case the institution may still grant the LOA and will document the reason for its decision to allow the LOA. The request form from the student will be collected at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend because of the unforeseen circumstance.

1. The request must be made in writing, signed and dated.
2. The request must include a reason for the leave and there must be a reasonable expectation that the student will return from the LOA
3. The request must be approved by the school prior to the leave.

4. Upon approval of the leave you will be issued a revised graduation date.
5. No additional charges will be assessed as a result of the leave.
6. The student is allowed one Leave of Absence and this is to not exceed ninety (90) calendar days.
7. In circumstances of extreme instances, a student may be allowed to request and/or extend an approved leave of absence for up to 180 total days. This requires approval by the Director.
8. A student granted an LOA that meets the criteria is not considered to have withdrawn and no refund calculation is required at that time.

Taking a leave without meeting these conditions is considered an unexcused absence and will reflect in the student's records and the student will be subject to withdrawal, if applicable. Atlanta Beauty & Barber Academy does make every effort to accommodate a student's needs, especially in cases of emergencies or death in the family. However, regular attendance is extremely important to completion of academic training.

Withdrawal Policy

All students who wish to withdraw must notify their instructor and the school administration staff in writing in order to appropriately process the withdrawal. In the event a student withdraws from the school, the school will hold their hours for return for a maximum of thirty –six (36) months. Upon returning from an official withdrawal, the student may be charged additional fees by the institution as deemed necessary. After this period, if the student returns, the student must start the program from the beginning.

Advising/Counseling

All students are encouraged to seek assistance from their instructors or other appropriate staff members concerning their classes, or other problems that affect the student's attendance at school including but not limited to: school personnel issues, issues between other students, and personal issues. There are no official counseling personnel on staff, but a list of local counseling centers can be found at:

http://www.lpcaga.org/index.php?customernumber=191994678370134&pr=Find_Counselor&=SID

- *There are no housing facilities available.*

Complaint Policy

The school will make every attempt to resolve any complaint that is not frivolous or without merit. Complaint procedures are discussed in orientation thereby assuring all students know the steps to follow should they desire to register a complaint at any time. All confidentiality in personnel complaints shall be reserved. The school will react promptly to any student complaints in order to maintain quality, value, and a conflict-free environment in our school. Evidence of final resolution of all complaints will be retained in school files.

1. The complaint must be made in writing and any supporting documentation must be submitted within 60 days of the subject of the grievance occurred.
2. The complaint will be reviewed by management and a response will be sent in writing to the complainant within 30 days. Interviews may be necessary, depending on the natures of the complaint.
3. If the complaint is of such nature that it cannot be resolved by the management, it can be referred to an appropriate agency if applicable. The complainant must exhaust the internal complaint process before submitting to a regulatory agency, as applicable.

GA State Board of Cosmetology & Barbers, 214 State Capital, Atlanta, GA 30334, 404-656-2881.

<http://sos.ga.gov/index.php/licensing/plb/16>

Equipment

Students are issued with equipment and supplies. It is the student's responsibility to sanitize equipment and make sure it is in good working order. If any equipment is lost or damaged, it is the student's responsibility to repair damaged items or purchase lost items.

Bulletin Board

Bulletin Boards are located under the time clock in the break room. Job openings, upcoming educational events, the current school catalog, and the current course catalog will be posted in this location

Visitors

Visitors are allowed on a limited basis. Administration must pre-approve all visitors.

Lost and Found

Any items found are to be turned into the instructor's office. Students may contact an instructor to inquire about and claim lost property. It is NOT the school's responsibility if personal items (i.e. clothing, purses, wallets, etc.) are lost or stolen on school premises. We will do what we can within reasonable limit to help the student in recovering such items.

Solicitation

No solicitors are allowed on Atlanta Beauty & Barber Academy premises at any time or day. Violators will be reported to local authorities if necessary.

Peer To Peer Policy

Unauthorized distribution of copyrighted material may subject the student to civil and criminal liability. The school will punish any student in violation of this policy by verbal warning, written warning, and/or dismissal from the school. The school reserves the right to report or not report such incidents to the local or federal authorities.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Weapons Policy

Weapons are not allowed on the premises, including the school building and cars parked on the premises. Anyone found to be in possession of any weapon including but not limited to guns, knives, and stun gun will be terminated from the program with no eligibility to be reinstated.

Accidents/Emergency Medical Care

If and when an accident occurs at Atlanta Beauty & Barber Academy, medical assistance will be obtained if necessary. If an emergency medical situation arises, a plan of action will be taken up with the instructor and proper authorities will be notified. Emergency phone numbers are kept in the instructor's office and at the front reception area for easy access.

When an accident has occurred, a follow-up Accident Report form must be completed after all actions taken are complete. These forms are to be completed by an instructor and filed in the student or employee files located in the Administration office.

Emergency Procedures & Evacuation

Atlanta Beauty & Barber Academy has emergency evacuation plans posted throughout the school building. Each student will be made familiar with his /her evacuation route, depending on the student's work area.

- **BOMB THREAT:** In case of bomb threat, the school building will be evacuated immediately. Instructors are responsible for making sure all students and clients are accounted for. Lead instructor is in charge of calling proper authorities.
- **FIRE:** Fire drills are held on a regular basis. In case of a fire on the premises on in the school building, staff will make sure all students and clients are out and away from the building staff will the precede to nearest exit. Lead instructor is in charge of calling 911.
- **TORNADO:** In case of a tornado, students and clients will be alerted. Building occupants will proceed away from windows, doors and glass. Individuals are to gather in the classroom, hallway or bathrooms. Staff will canvas school area to make sure all students and clients are in proper area.
- **HOSTAGE SITUATION:** Remain calm. Cooperate with offenders.
- **ROBBERY:** Safety comes first. In case of robbery, staff and students will cooperate with the offenders. When an opportunity arises proper authorities will be called.
- **RAPE:** If a rape situation should occur, the proper authorities will be called immediately. Any needed medical assistance will be obtained. The victim will be encouraged to seek proper counseling concerning the incident.
- **PROBLEM STUDENT OR CLIENT:** If a problem situation arises with a student or a client, the instructor would first be called to resolve the problem. If the problem cannot be resolved at that point, the Lead Instructor will be consulted. If the problem is still unresolved, the School Director will be consulted. If a person is out control, the School Director has the option of calling local law enforcement to have the person-removed from the school premises.

Graduation

The school has defined successful completion of the selected program as follows: (i) documented attendance for the total hours of instruction in the program pursuant to state law requirements; (ii) have an overall GPA of 70% or above; (iii) tuition contract and course costs are fulfilled (payment plan established, if necessary);. Upon satisfactory completion of the graduation requirements, Atlanta Beauty & Barber Academy will issue a Diploma (a document that certifies the student has met all requirements in the chosen course of study).

Examination for Licensure

The school offers application assistance for the Georgia state board examination application to any graduating student. This service includes assisting the student with the candidate "Examination Registration Application," as well as the sending of the student's completed hours using the "Candidate Eligibility for Examination Form." The Georgia state board also requires a \$109 application fee at the time of application (price could vary) to be paid to the testing agency. Pursuant to Georgia State Board of Cosmetology rule revisions, effective February 1992, all graduating Master Cosmetologist, Master Barber, Cosmetology Instructor, Nail Technician, and Esthetician students must apply for/and undergo the state exam within one (1) calendar year of date of graduation.

State Legal Requirements for Licensure

Georgia State Board of Cosmetology

130-2.07 Application for Cosmetology License at the Master, Skin Care, or Manicurist Level

Any person desiring to practice cosmetology at the master, Skin Care, or manicurist level in the State of Georgia, is required to make application for a license by examination, using the form furnished by the Georgia State Board of Cosmetology and show by such application that applicant has met all the requirements of the law and the requirement of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

- a. Official certification showing the number of hours and courses completed as a student or apprentice:
 - i. If schooling or training was received out of the State of Georgia, certification from the state board of cosmetology, where schooling or training was received is required.
 - ii. Reading assistance will be furnished by only to those applicants with reading disabilities. The disability must be confirmed by medical documentation or educational documentation by the appropriate educational counselor or advisor. The request for reading assistance must accompany the original application.
 - iii. No foreign language translators will be allowed or furnished.
 - iv. The student or apprentice taking the examination shall be required to pass the practical and written examination with a minimum score of 70% on each section. Failure to achieve a passing score requires the applicant to retake the section failed.
- b. Required fee.

Employment Assistance

Student acknowledges that the school offers employment assistance services to assist its students in obtaining employment after graduation, but does not guarantee student's placement. Student also acknowledges and agrees that the school has not offered or guaranteed student placement in employment in order to cause the student to enter the school's program. Student acknowledges that the school is not responsible for any failure to obtain a placement for the student or for any problem that should arise upon placement in any particular employment. The student further acknowledges that the school has defined employment assistance as the posting of positions related to the programs offered by the school, as well as hosting job fairs.

PROGRAM REQUIREMENTS

Master Cosmetologist Course
Master Cosmetologist Curriculum
(SOC Code: 39-5012) | (CIP Code: 12.0401)

Course #	Course Name	Required Hours
Junior Level (1 – 450 Hours)		
COS 110	Introduction to the Beauty Industry	75
COS 120	Theory of Hair Cutting & Dressing	75
COS 130	Safety & Chemistry	125
COS 140	Theory of Coloring Hair	25
COS 150	Advanced Theory for Master Cosmetology	100
COS 160	Laboratory Techniques	50
Senior Level (451 – 1500 Hours)		
COS 300	Hair Cutting & Shaping	130
COS 310	Scalp & Hair Treatment	50
COS 320	Basic Nail Techniques	90
COS 330	Basic Facial & Skin Techniques	90
COS 400	Senior Level II Theory & Practical Applications	540
COS 500	Senior Clinical Practice	150
Total Hours Required		1500

The Georgia State Board of Cosmetology requires a minimum of 250 hours of Basic Theory, Techniques and Training before a student may advance to the clinic floor.

Graduates in this industry have gone on to work as a cosmetologist in a salon or spa; they can become a retail specialist, a platform artist, a school owner, a salon owner, industry representatives, etc. (Please note that no job can ever be guaranteed).

Nail Technician Course
Nail Technician Curriculum
(SOC Code: 39-5092) | (CIP Code: 12.0410)

Course #	Course Name	Required Hours
Junior Level (1 – 250 Hours)		
NAIL 110	Introduction to the Beauty Industry	75
NAIL 120	Safety & Chemistry	90
NAIL 200	Manicure Theory & Techniques	85
Senior Level (251 – 600 Hours)		
NAIL 210	Pedicure Theory & Techniques	85
NAIL 220	Nail Sculpting Theory & Techniques	85
NAIL 230	Artificial Nails & Applied Techniques I	90
NAIL 240	Artificial Nails & Applied Techniques II	40
NAIL 250	Nail Art Techniques	20
NAIL 260	Student Competition	20
NAIL 300	State Board Preparation Course	10
Total Hours Required		600

The state board requires a practice of 525 hours per student for the nail technician program. Atlanta Beauty and Barber Academy has increased our hours to 600 in total. We have made this increase in order to allow the students to have the extra hands on practice to learn nail art & design as well as any new nail techniques which may have arisen during that period of time.

Graduates in this industry have gone on to work as a nail technician in a salon or spa; they can become a retail specialist, a platform artist, a school owner, a salon owner, industry representatives, etc. (Please note that no job can ever be guaranteed).

Esthetician Course
Esthetician Curriculum
(SOC Code: 39-5094) | (CIP Code: 12.0409)

Course #	Course Name	Required Hours
Junior Level (1 – 450 Hours)		
ESTH 110	Introduction to the Beauty Industry	75
ESTH 120	Safety & Chemistry	125
ESTH 130	Professional Ethics	25
ESTH 140	Introduction to Skin Sciences	225
Senior Level (451 – 1000 Hours)		
ESTH 200	Advanced Skin Sciences	95
ESTH 310	Body Treatments	75
ESTH 320	Facial Treatments & Massages	115
ESTH 330	Make-Up Techniques	90
ESTH 340	Hair Removal Techniques	75
ESTH 350	Spa/Salon Management	75
ESTH 360	Business Practices	25
Total Hours Required		1000

Graduates in this industry have gone on to work as an esthetician in a salon or spa; they can become a retail specialist, a platform artist, make-up artist, a school owner, a salon owner, industry representatives, etc. (Please note that no job can ever be guaranteed).

Cosmetology Instructor Course
Cosmetology Instructor Curriculum
(SOC Code: 25-1194) | (CIP Code: 12.0413)

Course #	Course Name	Required Hours
Quarter 1 (1 – 375 Hours)		
COS 510	Theory of General Education I	125
COS 520	Theory of General Education II	125
COS 530	Teaching Techniques & A/V Aids I	125
Quarter 2 (376 – 750 Hours)		
COS 540	Teaching Techniques & A/V Aids II	100
COS 600	Practice of Teaching I	90
COS 610	Practice of Teaching I	185
Total Hours Required		750

Graduates in this industry have gone on to work as instructors in a cosmetology school, provide continuing education classes, work as a school owner, a salon owner, industry representatives, etc. (Please note that no job can ever be guaranteed).

Master Barber Course
Master Barber Curriculum
(SOC Code: 39-5011) | (CIP Code: 12.0402)

Course Number	Course Name	Required Hours
Before 325 Hours (Junior)		
BAR 110	Intro to Barbering	20
BAR 120	Safety & Chemistry	50
BAR 130	Coloring of Hair Theory & Applications	20
BAR 140	Permanent Wave, Relaxing, & Chem Apps I	80
BAR 150	Permanent Wave, Relaxing, & Chem Apps II	80
BAR 160	Permanent Wave, Relaxing, & Chem Apps III	75
After 325 Hours (Senior)		
BAR 200	Barbering Theory & Techniques I	90
BAR 210	Barbering Theory & Techniques II	90
BAR 220	Barbering Theory & Techniques III	90
BAR 230	Barbering Theory & Techniques IV	90
BAR 240	Barbering Theory & Techniques V	90
BAR 250	Barbering Theory & Techniques VI	90
BAR 260	Barbering Theory & Techniques VII	90
BAR 270	Barbering Theory & Techniques VIII	90
BAR 280	Barbering Theory & Techniques IX	90
BAR 290	Barbering Theory & Techniques X	90
BAR 300	Barbering Theory & Techniques XI	90
BAR 310	Barbering Theory & Techniques XII	90
BAR 320	Barbering Theory & Techniques XIII	90
BAR 400	State Board Exam Preparation Course	5
Total Hours Required		1500 hours

Graduates in this industry have gone on to work as a barber in a shop. They can also become a platform artist, a school owner, a shop owner,, industry representatives, etc. (Please note that no job can ever be guaranteed).

Staff & Instructors

Administrative Personnel			
School Director/Owner	Administrative Specialist	Academic Specialist	Academic & Admissions Director
Thuy Ai “Kathy” Lam	Nhu Nguyen	Giang Nguyen	Lily Garcia
Admissions Specialist	Records Specialists	Student Progress Specialist	
Natalie Videla	Nghi Le	Mildred Aguilar	

Instructors			
Master Cosmetologist	Nail Technician	Esthetician	Barber
Amy Chukwura June Vu Shontina Stallings Nancye McKee Lisa Graham	Michele Tyler Lewis Nia Martin Thao Nhu Nguyen Daniel Nguyen	Amanda Luong Lisa Graham	Ray Warren

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 Atlanta Beauty & Barber Academy is owned by Atlanta Beauty & Barber Academy, LLC (Thuy Ai Lam – 100%)

Licensing

The school is licensed by the following agency:

GA State Board of Cosmetology & Barbers
 214 State Capital
 Atlanta, GA 30334
 404-656-2881
<http://sos.ga.gov/index.php/licensing/plb/16>

SCHOOL VACATION SCHEDULE

Dates and Holidays 2017 – 2018

Date Range	Holiday
September 4, 2017	Labor Day
October 9, 2017	Columbus Day
November 20 – 25, 2017	Thanksgiving
December 18, 2017 – January 1, 2018	Winter Break
January 15, 2018	MLK Day
February 19, 2018	President's Day
April 2 – 7, 2018	Spring Break
May 26, 2018	Memorial Day
July 2 – July 7, 2018	Summer Break

I HAVE READ AND UNDERSTAND ALL OF THE STATED RULES AND REGULATIONS IN THE ATLANTA BEAUTY & BARBER ACADEMY SCHOOL CATALOG. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY AT THE TIME OF ENROLLMENT FOR MY OWN PURPOSES, AND WILL ABIDE BY THESE RULES AND REGULATIONS.

**** Please note the following additional policies and fees****

- 1. The student must make sure that his/her High School Diploma is translated to English if in another language. The Georgia state board will not accept High School Diplomas in any other language. A state board approved translation must be submitted to the school before the student's start date.**
- 2. Student lockers are for use only during the time the student is enrolled in the school. Once the student graduates or drops, the student has fourteen (14) days from their graduation/drop date to remove all items from their locker. After this period, anything left in the locker will be given or thrown away.**
- 3. The Georgia state board also requires a \$109 application fee to take the licensure at the time of application to be paid to PSI (price could vary).**
- 4. The school will provide the initial GA State Board License Application or Student Transcript free of charge. Any subsequent requests for a Student Transcript will be for a charge of \$100 per request.**
- 5. Upon completion or withdrawal from the student's program, the school will report the total number of the student's completed hours to the State Board of Cosmetology & Barbers. The school sends a report of all student completed/withdraw hours to date to the State Board before the 12th of every month.**
- 6. To access ABBA's fully executed DAAPP, please see the following link (updated annually):**
<http://www.atlantabeautyacademy.com/portals/0/ABBA%20DAAPP.pdf>

Student Signature

Date

Please sign this form and return to the admissions office. This form must be kept on file to acknowledge that you have read and agree to the policies and procedures outlined in the school catalog.