

HOGAN INSTITUTE

of COSMETOLOGY & ESTHETICS

2023

Catalog

1-866-583-7331



COSMETOLOGY

ESTHETICS

MAKE-UP

NAILS

Change your Career
Change your LIFE!!!

HOGAN INSTITUTE
OF COSMETOLOGY
AND
ESTHETICS
STUDENT
CATALOG 2023

2023 CATALOG

JANUARY 1, 2023 – DECEMBER 31, 2023

Updated January 1, 2023

HOGAN INSTITUTE OF COSMETOLOGY AND ESTHETICS

495 INDIAN TRAIL ROAD NORTHWEST

LILBURN, GA 30047

(866)583-7331

WWW.HOGANICE.EDU

*This is to certify this catalog as being true and correct in content and policy.
Director Signature:*

*THIS DOCUMENT CONTAINS THE CURRENT ANNUAL
SCHOOL CATALOG/STUDENT HANDBOOK INFORMATION,
AS WELL AS A GENERAL INTRODUCTION TO CONSUMER
INFORMATION.*

GENERAL CONSUMER INFORMATION TO ALL STUDENTS.....	6
CONTACT PERSONNEL TO ASSIST WITH CONSUMER INFORMATION	
FINANCIAL AID	
GENERAL INFORMATION	
MISREPRESENTATION POLICY OF TRUTH AND CANDOR	
2023 CLASS START DATES	
ORGANIZATION INFORMATION.....	7-9
OWNERSHIP	
ADMINISTRATION AND FACULTY	
SCHOOL FACILITIES	
HOGAN INSTITUTE OF COSMETOLOGY AND ESTHETICS MISSION STATEMENT	
EDUCATIONAL GOALS EDUCATIONAL GOALS	
PROSPECTIVE STUDENTS (STUDENT RIGHT TO KNOW PRE-ENROLLMENT INFORMATION)	
UPDATING INSTITUTION'S CATALOG	
REGULATORY AND ACCREDITATION AGENCIES	
ADVISORY COMMITTEE MEMBERS	
STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY	
GENERAL RELEASE OF INFORMATION	
CONSTITUTION DAY	
ADMISSIONS POLICY.....	10-12
VACCINATION POLICY	
ENROLLMENT INFORMATION	
SCHOLARSHIP	
HYBRID/DISTANCE EDUCATION POLICY	
RE-ENTRY/INTERRUPTIONS	
TRANSFER APPLICANTS/STUDENTS	
COURSE INFORMATION.....	13-14
COURSES OFFERED, HOURS TO COMPLETION	
TUITION/OTHER COST	
TEXTBOOK AND KIT POLICIES	
ADDITIONAL COSTS	
MASTER COSMETOLOGY HYBRID (CIP CODE 12.0401).....	15-18
COURSE OVERVIEW	
COURSE OUTLINE	
COURSE CURRICULUM	
PRACTICAL UNITS	
GRADING POLICY	
ESTHETICS HYBRID PROGRAM (CIP CODE 12.0409).....	19-22
COURSE OVERVIEW	
COURSE OUTLINE	
COURSE CURRICULUM	
PRACTICAL UNITS	
GRADING POLICY	

INSTRUCTOR PROGRAM HYBRID (CIP CODE 12.0413).....	23-24
COURSE OVERVIEW	
COURSE OUTLINE	
COURSE CURRICULUM	
GRADING POLICY	
GRADUATION REQUIREMENTS.....	25
STATE BOARD FEES	
STATE LICENSING DISCLAIMER	
SAFETY PERCAUTIONS FOR THE BEAUTY INDUSTRY	
INDUSTRY REQUIREMENTS	
STUDENT SERVICES.....	26
CAREER SERVICES	
EMPLOYMENT AND CAREER OPPORTUNITIES	
LEAVE OF ABSENCE POLICY (LOA POLICY).....	27
WITHDRAWAL POLICY.....	28
TERMINATION POLICY	
DATE OF DETERMINATION	
FINANCIAL AID.....	29-37
INSTITUTIONAL REFUND POLICY	
RETURN OF TITLE IV FUNDS AFTER WITHDRAWAL	
PAYMENT OF A REFUND/RETURN OF TITLE IV	
RETURN OF TITLE IV FUNDS BY SCHOOL	
COLLECTIONS POLICY	
STEPS TO APPLY FOR TITLE IV AID	
STUDENT FINANCIAL AID RELEASE	
POLICY FOR VERIFICATION OF TITLE IV FUNDING	
UNUSUAL ENROLLMENT HISTORY (UEH)	
APPEAL PROCESS	
TITLE IV FUNDING	
TITLE IV PROGRAMS	
ELIGIBILITY OF TITLE IV AID	
FUTURE PROFESSIONAL ADVISORY POLICIES.....	38-40
ADVISORY COACHING/CONDUCT	
DRESS CODE POLICY	
ATTENDANCE POLICY	
MAXIMUM TIME.....	41
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY.....	42-45
GRADING POLICY	
APPEAL PROCEDURE (SAP)	
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	46-47
DIRECTORY INFORMATION	
PROGRAM INTEGRITY/ ANNUAL REPORT.....	48
CAMPUS SECURITY.....	49-52
CRIME AWARENESS	

DRUG FREE POLICY	
GRIEVANCE POLICY.....	53-54
TEACH-OUT POLICY.....	55
VOTER REGISTRATION.....	56
SOCIAL NETWORKING POLICY.....	56
MEDIATION AND BINDING ARBITRATION.....	56
COST OF ATTENDANCE (COA).....	57
DISTANCE EDUCATION INFORMATION.....	58
2023 HOLIDAY SCHEDULE.....	59

Hogan Institute of Cosmetology and Esthetics

495 Indian Trail Lilburn Road Northwest

Lilburn Georgia, 30047

(866) 583-7331

OWNERSHIP

**Hogan Institute of Cosmetology and Esthetics LLC is owned by:
Pamela Hogan and James Hogan**

ADMINISTRATION AND FACULTY

Hogan Institute of Cosmetology and Esthetics faculty consists of Owner(s), School Admissions, Financial Aid Officer, Faculty, and a minimum of one (1) educator per twenty (20) students.

CEO/Founder	PAMELA HOGAN
CFO/Financial Aid Coordinator	JAMES HOGAN
Director Of Education	ARNOLD TAYLOR
Financial Aid Director	MURALI NAIR
Admissions Advisor	SHANICE AKINS
Compliance Specialist	JOANA OSAE
Compliance Specialist	JESSICA SIMS
Instructor	EUCHERIA EKWENUGO (UK)
Instructor	LAQUSHIA FULGHAM
Instructor	MARCIA LOCKETT
Instructor	TANGY MOODY
Instructor	SUNJA FRIEND
Instructor	NYESHA GEORGE
Substitute Instructor	PAMELA HOGAN

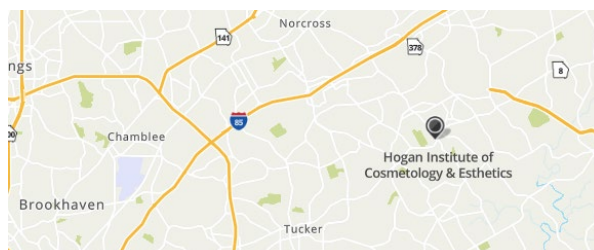
SCHOOL FACILITIES

Hogan Institute of Cosmetology and Esthetics is located in Lilburn, Georgia, approximately 45 miles north of Atlanta. The Institute is convenient to public transportation, freeway access, and restaurants. Parking is located directly in the front and back of the Institute for both our students and our clients.

The one-story building (9,724 sq. ft.) consists of 3 classrooms, 20 styling stations, 1 retail room, 8 facial stations, 3 waxing and private facial room, 1 cosmetology clinic floor, 1 esthetics clinic floor, dispensary, auditorium, library, video room, student lounge, administrative and instructor's offices. Restrooms are equipped for the handicapped. We have large and lively clinic floors. You will learn in a real salon and spa environment.

PARKING FOR STUDENTS

There are 57 parking spaces available, including 1 handicap space. Student are asked to park on the side of the building allowing staff and clients to park in the front. Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. The School is not be responsible for parking violations and/or towing fees.



HOGAN INSTITUTE OF COSMETOLOGY AND ESTHETICS MISSION STATEMENT

Hogan Institute of Cosmetology and Esthetics is dedicated to student success by enriching lives and cultivating state-licensed cosmetology and esthetic professionals, through innovative, personalized, post-secondary education in a creative and inspiring environment, that prepares graduates to become licensed as cosmetologists, estheticians, and cosmetology/esthetics instructors, with the business skills necessary for success in the workplace.

EDUCATIONAL GOALS

Hogan Institute of Cosmetology and Esthetics strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise. Our education goals are:

1. To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
2. To maintain a constantly updated program that provides students with the knowledge to compete in their field of study.
3. To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
4. To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
5. To prepare students to successfully pass the state licensing exam for entry-level employment.
6. To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

PROSPECTIVE STUDENTS (STUDENT RIGHT TO KNOW PRE-ENROLLMENT INFORMATION)

The most current pre-enrollment information is given upon enrollment. This will include the graduation, placement, and licensure rates for the most recent award year. This information may also be found on the website www.hoganice.edu

UPDATING INSTITUTION'S CATALOG

Information in this catalog is current as of January 2023 and will be updated on a yearly basis or as deemed necessary, at which time revisions will be made available to the student body and staff, digitally via the college website: www.hoganice.edu

REGULATORY AND ACCREDITATION AGENCIES

Georgia State Board of Cosmetology (0293)
237 Coliseum Dr,
Macon, GA 31217
478-207-2440

Hogan Institute of Cosmetology and Esthetics is authorized by the U.S Department of Education for participation in Title IV programs, including Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, and Federal Student Loans.

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (#030039-00)

3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Nationally accredited by National Accrediting Commissions of Career Arts & Sciences, Inc (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS) is recognized by the United States Department of Education as a national accrediting agency for postsecondary school and departments of cosmetology arts and sciences, and massage therapy.

ADVISORY COMMITTEE MEMBERS

1. Nahbila S. Themes

2. Traci Duker

3. Pamela Hogan

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

The Family Educational Rights and Privacy ACT (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to:

1. Review their education records,
2. Seek to amend inaccurate information in their records, and
3. Provide consent for the disclosure of their records.

Students (or parents/guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request. Copies of all records can be requested at \$0.20 per page.

GENERAL RELEASE OF INFORMATION

Except under the special conditions described in this policy, a student must provide written consent each time before a school may disclose personally identifiable information from the student's education records. The written consent must:

1. State the purpose of the disclosure,
2. Specify the records that may be disclosed,
3. Identify the party or class of parties to whom this disclosure may be made, and
4. Be signed and dated.

ADMISSIONS POLICY

The school requires that each student enrolling in the Master Cosmetology, Esthetics or Instructors programs **must**:

1. Be at least 17 years of age
2. Have successfully completed high school or its equivalent as evidenced by any of the items on the following list:
 - a. copy of high school diploma
 - b. copy of GED certificate*
 - c. copy of a transcript showing high school completion*
 - d. proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree, etc.*
 - e. have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential
 - f. have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma
3. Provide a copy of a current government issued photo ID.
4. Provide an original, signed social security card.
5. Complete an application form.
6. Schedule a personal interview with admissions.
7. Provide all verification documents.

*GED, transcripts, certificates **must be official copies and in sealed envelope**

It is the responsibility of admissions personnel to verify and validate the authenticity of all the above requirements.

PROOF OF IDENTITY

In the case of name discrepancy on submitted documentation, the applicant will be required to show appropriate evidence of name change i.e. marriage certificate, divorce decree etc.

FOREIGN DIPLOMAS OR TRANSCRIPTS

The school will accept a foreign diploma or transcript if:

1. The diploma or transcript **MUST** be equivalent to a U.S. high school diploma.
2. **It is the applicant's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.** Span Tran Educational Services can assist, and their e-mail address is <http://en.spantran-edu.com/>.

INSTRUCTOR APPLICANTS MUST MEET ALL THE ABOVE REQUIREMENTS AND:

- Provide a current license as a practitioner in the field they wish to teach.

NONDISCRIMINATION POLICY

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

ADMISSION PROCEDURE

1. Complete an Application Form
2. Submit Driver's License, State ID, Passport
3. Submit signed Social Security Card
4. Submit high school diploma or GED (must be official and sealed) or attainment of Associate's degree or higher.
5. Submit the Registration Fee (added in for Title IV students. Cash/payment plan students must pay upon registration)
6. Personal Interview
7. Provide All Verification Document Requested
8. **Use code 042646**, for Hogan Institute of Cosmetology and Esthetics, Lilburn, Georgia 30047 to complete FAFSA.
9. All students admitted are beyond the compulsory age of attendance, **School does not admit ability-to-benefit students**
10. You will be presented with either an acceptance or denial letter

SERVICES TO STUDENTS WITH DISABILITIES

The School will provide reasonable accommodations to any student with a disability. The student should discuss the disability with Admissions and Compliance prior to enrollment. An education plan will be developed per student needs.

SCHOLARSHIP

All students have the right to apply for an internal scholarship. Up to 4 students may be awarded the scholarship per year. The student must submit an essay letter and the board will choose who the scholarship will be awarded to. **Once the scholarship is given student must maintain good attendance and academics or risk loss of scholarship.**

ENROLLMENT INFORMATION

1. Enrollment period: January 1st – December 31st. New classes start every six (6) weeks.
2. Holiday Breaks: New Year's Eve, New Year's Day, Spring Break, Summer Break, July 4th, Labor Day, Thanksgiving Break, Christmas Break.
3. Enrollment contract: Hogan Institute of Cosmetology and Esthetics clearly outlines the obligation of both the school and the student in the enrollment agreement. A copy of the enrollment agreement and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
4. Payment Schedule: Hogan Institute of Cosmetology and Esthetics offers a variety of monthly financial payment schedules. See Hogan Institute of Cosmetology and Esthetics Financial Aid Director for details.
5. Catalog: Is always available at www.hoganice.edu

VACCINATION POLICY

Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance.

HYBRID/DISTANCE EDUCATION POLICY (IF APPLICABLE)

Hogan Institute of Cosmetology and Esthetics' students enrolled in Hybrid course will complete the theory component of their program via Distance Education.

1. Students and instructors must log into CIMA and Zoom, on the assigned days for Hybrid/Distance Education, to be considered present and receive clock hours.
2. Instructors are required to submit attendance to administration each day.
3. Students must interact, throughout the lesson, with their instructor via Zoom and assignments given to them through CIMA.
4. All tests, practical assignments and practical evaluations must be executed while students are physically on campus by a licensed instructor. Test and evaluations will be performed at the end of each unit.
5. Students are required to take an academic and practical exam that includes all competencies required by the state licensure agency upon completion of curriculum requirements.
6. All documents including transcripts will identify components completed using Hybrid/Distance Education. Prior to enrollment, students are provided with a Hybrid/Distance Education Disclaimer (if applicable) stating that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of the Hybrid/Distance Education Disclosure must be in the student file (if applicable).

RE-ENTRY/INTERRUPTIONS

1. All students who are approved for re-entry will enter in the same satisfactory academic progress status as at time of withdrawal.
2. Students who withdraw and re-enroll will be required to pay off any previous balance owed to The School, pay a \$200 registration fee.
3. Re-entry students will be charged at the current rate of tuition.
4. Re-entry students must sign a new enrollment agreement.
5. Only Students who re-enroll within 2 years will be credited with previous hours and return in the same SAP status.

TRANSFER APPLICANTS/STUDENTS:

1. All transfer hours must be submitted at the time of enrollment.
2. The student pays a pro-rated tuition fee based on current tuition cost divided by the contracted hours, plus kit and registration fee.
3. Each course of study offered by Hogan Institute of Cosmetology and Esthetics is considered to be a single course; therefore, students with an outstanding balance on their tuition account will not be able to receive their transcripts until the account is paid in full.
4. When transferring between licensed academies, the transferring student shall provide Hogan Institute of Cosmetology and Esthetics with a statement of good standing and official transcript from the previous Institute.
5. Hogan Institute of Cosmetology and Esthetics shall not allow a transfer student to practice on members of the public until Hogan Institute of Cosmetology and Esthetics receives an official transcript of the student's hours and grades within the required curriculum areas.
6. Hogan Institute of Cosmetology and Esthetics will only accept 300 transfer hours. If a student transfers from another school within the first 12 months of withdrawing from a school. All transfer hours are applied at the end of the student's training.

Transfer hours accepted by Hogan Institute of Cosmetology and Esthetics are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory academic progress (SAP) evaluation periods are based on actual contracted hours at the institution.

MASTER COSMETOLOGY (CIP CODE 12.0401)

COURSE OVERVIEW

1500 HOURS

Cosmetology courses and/or programs include instruction in:

1. Sciences:

- a. Infection control
- b. Chemistry
- c. Electricity and light therapy
- d. Anatomy and physiology

2. Principles and techniques of hair:

- a. Hair styling
- b. Hair shaping
- c. Hair coloring
- d. Chemical texture services
- e. Scalp and hair treatments

3. Principles and techniques of skin care treatments and application of cosmetics

4. Principles and techniques of nail services

5. Product knowledge and use as applicable

6. Career and employment information including:

- a. Professional ethics
- b. Effective communication
- c. Compensation methods
- d. Licensing or certification requirements and regulations
- e. Fundamentals of business management
- f. Client records

COURSE OUTLINE

COSMETOLOGY PROGRAM OUTLINE 1500 HOURS

Description: The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching And

Learning Methods: Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

The curriculum for students enrolled in a school of cosmetology for a complete course of a minimum of nine (9) months and totaling fifteen hundred (1,500) hours of training (250 theory + 1250 service application hours) shall be as follows:

COSMETOLOGY LEVEL 1

- a. Instruction shall be provided by a licensed master cosmetology instructor.
- b. Each school or licensed instructor shall require each student to obtain **(250) total hours of Level 1 training before the student performs clinical services on a client/patron.**
- c. Of these (250) hours:
 - 225 hours theory and training on mannequins
 - 15 hours skin care
 - 10 hours nail care

COSMETOLOGY LEVEL 1	CLOCK HOURS
1. Theory: a. chemistry b. cleansing and disinfection c. EPA; OSHA, infection control standards; blood spill procedures d. AIDS; HIV; and communicable diseases	40 clock hours
2. Theory of Permanent Waving: a. the chemistry of permanent wave solution and its reaction b. the chemistry of relaxers and their reactions c. the principles of permanent wave rod placement	45 clock hours
3. Theory of Hair Coloring: a. the chemistry of color b. principles of color application c. the chemical reaction of hair color	45 clock hours
4. Theory of Hair and Scalp Treatments and Conditioning: a. hair analysis b. scalp condition c. treatments	20 clock hours
5. Theory of Hair Cutting: a. proper handling and care of instruments	25 clock hours
6. Theory of Shampooing: a. proper procedure of shampooing b. knowledge of shampooing formulas c. water temperature	15 clock hours
7. Theory of Hairdressing/Hairstyling: a. 20 hours training on mannequins; and b. 15 hours training on live models (without compensation)	35 clock hours
8. Theory of Nail Care and Skin Care: a. concepts and principles of nail care procedures and correct handling of instruments (10 clock hours); b. concepts and principles of skin care procedures and techniques (15 clock hours)	25 clock hours
TOTAL CLOCK HOURS	250

For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.

COSMETOLOGY LEVEL 2

service application hours on patrons may begin when a student has **completed (250) theory hours** in the level 1 curriculum, with a minimum passing score of **75%**.

The Level 2 curriculum shall be as follows:

COSMETOLOGY LEVEL 2	CLOCK HOURS	PRACTICAL APPLICATIONS
1. Advanced Theory: Sterilization and sanitation, physiology, electricity, safety, chemistry of beauty products, salesmanship, telephone etiquette, business ethic, salon department.	100	100
2. Social Skills, Reception Desk, Art and Ethics, State Board Laws and Rules	50	50
3. Laboratory/Dispensary	50	50
4. Hairdressing, Shampoo, and Comb Out	255	170
5. Hair Cutting and Shaping	125	166
6. Permanent Waving	150	50
7. Chemical Hair Relaxing	139	80
8. Hair Coloring and Hair Lightening Temp. rinses/semi perm. 9 hrs. / 12 app. Virgin Hair Lightening 32 hrs. / 16 app. Virgin Color 40 hrs. / 20 app. Retouches 20 hrs. / 10 app. Predisposition 3 hrs. / N/A app. Color Balancing 3 hrs. / N/A app. Retouch Hair Lightening 20 hrs. / 10 app. Foiling 28 hrs. / 14 app.	155	82
9. Scalp and Hair Treatment	49	49
10. Facial Treatment	30	30
11. Make-up Applications	20	20
12. Brow and Lash Tint	2.5	5
13. Hair Removal Lip and Chin 10 hrs. / 20 app. Brow Tweezing 10 hrs. / 20 app. Brow waxing 10 hrs. / 20 app.	30	60
14. Manicure and Pedicures Manicures with hand and forearm massage 25 hrs / 25 app. Pedicures with foot and leg massage 20 hrs. / 20 app.	45	45
15. Nail Sculpting	45	15
16. Sanitizing and Disinfection of tools, Implements, and Equipment	5	10
TOTAL (ADAPTIVE AND CREATIVE)	1,250	982

MASTER COSMETOLOGY PRACTICAL UNIT VALUES

1. A weekly sheet, signed in black ink and/or electronic signature by the student and the instructor, shall be kept for each student, which shows the number of hours of training in each subject. This work sheet shall be sub-totaled in January, April, June, and September, and subject to review by the inspector at any time.
2. For work performed by students, credits will be allowed to students as listed below:

PRACTICAL	Clock Hours per Application
one cold or heat wave	3
one chemical relaxer	2
one chemical relaxer retouch	1.5
virgin lightener	2
retouch lightener	2
foiling	2
virgin tint	2
tint retouch	2
one brow and lash tint	0.50
one temporary rinse/semi permanent color	0.75
one shampoo, set and comb out, or one pressing, curling and comb out	1.5
one shampoo	0.25
one scalp treatment	1
one haircut	0.75
one facial	1
make up application	1
hair removal	0.50
sanitizing and disinfection of tools, implements, and equipment	0.50
one manicure	1
one pedicure	1
one full set of sculptured nail	3

ESTHETICS PROGRAM (CIP CODE 12.0409)

COURSE OVERVIEW

1000 HOURS

Esthetics Courses and/or programs include instruction in:

1. Sciences:

- a. Infection control
- b. Anatomy and physiology
- c. Kinesiology
- d. Pathology
- e. CPR and first aid
- f. Medical terminology

2. Esthetics principles, techniques and application of:

- a. Intake process
- b. Client preparation
- c. Practitioner preparation
- d. Physical techniques (as applicable)
- e. Energetic techniques (as applicable)

3. Products, tools, and equipment

4. Career and employment information including:

- a. Professional ethics
- b. Effective communication
- c. Compensation methods
- d. Licensing or certification requirements and regulations
- e. Fundamentals of business management
- f. Client record keeping

COURSE OUTLINE

ESTHETICS PROGRAM OUTLINE 1000 HOURS

DESCRIPTION: The primary purpose of the esthetician course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills and obtain licensure and gainful employment in the field of esthetics or related career avenue.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communications skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of facial massage, effective use of implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Perform the basic analytical skills to determine appropriate skin care and makeup services to achieve the best look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.

REFERENCES: A comprehensive resource center of references, periodicals, books, texts, audio/videotapes, and online resources are available to support the course of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING METHODS: The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Student treatment room equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, and student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are incorporated throughout the course of study.

The curriculum for students enrolled in an esthetician school for a complete course of at least nine (9) months and 1,000 clock hours of training shall be as follows:

ESTHETICS LEVEL 1

- a. Instruction shall be provided by a licensed instructor.
- b. Each school or licensed instructor shall require each student to **obtain (250) total hours of Level 1 training before the student performs clinical services on a client/patron.**
- c. Of these (250) hours:
 - 150 hours shall be Professional Practices
 - 20 hours shall Professional Ethics
 - 80 hours shall be Business Practices

For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.

ESTHETICS LEVEL 1	CLOCK HOURS
1. Professional Practices: a. personal hygiene b. EPA, OSHA, chemicals, infection control standards, and blood spill procedures c. Methods d. bacteriology, cleansing and disinfection e. public health and safety f. AIDS, HIV, and communicable diseases g. facility hygiene, clean-up applications and procedures.	150 clock hours
2. Professional Ethics: a. professional attitude; and b. personal image	20 clock hours
3. Business Practices: a. State Board Rules and Laws b. esthetician salon development c. business insurance d. client records e. confidential ethics f. medical record keeping g. write your resume h. the job interview	80 clock hours
TOTAL CLOCK HOURS	250

ESTHETICS LEVEL 2

Level 2 service application hours on patrons may begin when a student has **completed (250) theory hours** in the above curriculum, with a minimum passing score of **(75%)**.

The Level 2 service application curriculum shall be as follows:

ESTHETICS LEVEL 2	CLOCK HOURS	PRACTICAL APPLICATIONS
1. Sciences: histology of the skin dermatology and physiology theory	320	N/A
2. Cleansing and Disinfection of Tools, Implements, Equipment implements - 3 hrs. / 6 apps. facial stations - 1hrs. / 2 app. hair removal stations - 1hrs. / 2 app.	5	10
3. Body Treatments: massage – 25 /25 wraps - 15 / 15 cellulite - 10 / 10 aromatherapy – 10 / 10 reflexology – 10 / 10	70	70
4. Facials: spa facials – 75 / 75 machine facials - 30 / 30 pre-op therapy – 5 / 10 post-op therapy – 5 / 10	115	125
5. Make-up: client consultation and skin analysis – 20/40 application – 30/30 contouring – 10/20 color accent – 10/20 camouflage make-up – 10/10 eye lash tabbing and strips – 10/20	90	140
6. Hair removal: lip, chin, face – 10/20 leg waxing – 20/20 bikini waxing – 10/20 torso, back, and arm waxing – 10/20 brow arching and shaping: brow tweezing and threading - 10/20 brow waxing – 10/20 brow lashing and tinting – 5/10	75	130
7. Spa/salon management	75	N/A
TOTAL HOURS	750	475

ESTHETICIAN SCHOOL PRACTICAL UNIT VALUES

1. A weekly sheet, signed in black ink and/or electronic signature by the student and the instructor, shall be kept for each student, which shows the number of hours of training in each subject. This work sheet shall be sub-totaled in January, April, June, and September, and subject to review by the inspector at any time.
2. For work performed by students, credits will be allowed to student as listed below:

one facial, manual and machine applications	1 clock hour per application
one make-up	1 clock hour per application
one client consultation and skin analysis	30 minutes per application
one contouring and color accent	30 minutes per application
eye lash tabbing and strips	30 minutes per application
one hair removal, waxing, or threading (lip, chin, face)	30 minutes per application
one arching	30 minutes per application
eyebrow and lash tinting	1 clock hour per application
one body treatment	1 clock hour per application
one hair removal (legs)	2 clock hours per application
one hair removal (bikini)	30 minutes per application
torso, back, or arm wax	30 minutes per application

INSTRUCTOR PROGRAM STANDARD OCCUPATIONAL CLASSIFICATION (CIP CODE 12.0413)

COURSE OVERVIEW

750 HOURS

Instructor Courses and/or programs include instruction in:

1. General Education
2. Teaching techniques and audio visual aids
3. Practice teaching

COURSE OUTLINE

INSTRUCTORS PROGRAM OUTLINE 750 HOURS

DESCRIPTION: The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as an instructor or a related position.

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

INSTRUCTIONAL

METHODS: The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

UNITS OF

INSTRUCTION: The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

The curriculum in a school of cosmetology for an instructor training course shall be completed within one (1) year and a total of 750 hours of training as stated below.

INSTRUCTORS PROGRAM

- a. Persons receiving instructor training in a cosmetology school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.
- b. Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise. Persons receiving instructor training shall be furnished an instructor training manual.

For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

Subject	Clock Hours
1. Cosmetology Laws, Rules, and Regulations	25
2. Principles of Teaching Cosmetology	150
3. Principles of Teaching Nail Care	35
4. Principles of Teaching Esthetics	40
5. Teaching Techniques and Audio Visual Aids <ol style="list-style-type: none">a. Curriculum Developmentb. Lesson Plans and Presentationsc. Classroom Management and Disciplined. Demonstration and Lectures	225
6. Practical Teaching	275
TOTAL	750

COURSES OFFERED, HOURS TO COMPLETION

COURSES	HRS	WK	FT/PT	SCHEDULE	HR/WK
F/T Morning Cosmetology	1500	50	FT	Tues-Sat 10-4:30pm	30
P/T Morning Cosmetology	1500	93.7	PT	Tues-Fri 10:00-2:00pm	16
F/T Evening Cosmetology	1500	50	FT	Tues -Fri 2:30-9pm and Sat 10-4:30pm	30
P/T Evening Cosmetology	1500	93.7	PT	Tues -Fri 5-9pm	16
F/T Morning Esthetics	1000	33.3	FT	Tues-Sat 10-4:30pm	30
P/T Morning Esthetics	1000	62.5	PT	Tues-Fri 10:00-2:00pm	16
F/T Evening Esthetics	1000	33.3	FT	Tues-Sat 2:30-9:00pm and Sat 10-4:30pm	30
P/T Evening Esthetics	1000	62.5	PT	Tues -Fri 5-9pm	16
F/T Morning Instructor	750	25	FT	Tues-Sat 10-4:30pm	30
P/T Morning Instructor	750	46.8	PT	Tues-Fri 10:00-2:00pm	16
F/T Evening Instructor	750	25	FT	Tues -Fri 2:30-9pm and Sat 10-4:30pm	30
P/T Evening Instructor	750	46.8	PT	Tues -Fri 5-9pm	16

TUITION/OTHER COST

COURSE	REGISTRATION FEE	TEXTBOOKS & KITS	TUITION	TOTAL
Cosmetology	\$200.00	Kit Fee \$1650.00 Books \$1098.00 Uniform \$398.00	\$18,500.00	\$21,846.00
Esthetics	\$200.00	Kit Fee \$1650.00 Books \$1098.00 Uniform \$398.00	\$13,900.00	\$17,246.00
Instructor Program	\$200.00	Books \$1098.00 Uniform \$140.00	\$9,500.00	\$10,938.00

BOOKS

Cosmetology	Milady	Course mate Theory W/B Practical W/B	ISBN-13: 978-1285769417 ISBN-13: 978-1439059234 ISBN-13: 978-1439059227	\$200.00 \$105.00 \$105.00
Esthetics	Milady	Course mate Workbook Step by Step	ISBN-13: 978-1111306892 ISBN-13: 978-1111306915 ISBN-13: 978-111307097	\$235.00 \$115.00 \$110.00
Instructor Program	Milady	Master Educator Course mate	ISBN-13: 978-1133693697 ISBN-13: 978-1285769417	\$210.00 \$200.00

COST OF ATTENDANCE (COA)

MASTER COSMETOLOGY		
	Dependent Student	Independent Student
Number of Months	11.5	11.5
Tuition	\$18,500	\$18,500
Books/Supplies	\$3,146	\$3,146
Registration fee	\$200	\$200
Other	\$0	\$0
Loan Fees	\$0	\$0
Room & Board	\$0	\$14,459
Personal	\$0	\$0
Transportation	\$0	\$0
Total	\$21,846	\$36,305
ESTHETICS		
	Dependent Student	Independent Student
Number of Months	8.3	8.3
Tuition	\$13,900	\$13,900
Books/Supplies	\$3,146	\$3,146
Registration fee	\$200	\$200
Other	\$0	\$0
Loan Fees	\$0	\$0
Room & Board	\$0	\$10,435
Personal	\$0	\$0
Transportation	\$0	\$0
Total	\$17,246	\$27,681
INSTRUCTOR PROGRAM		
	Dependent Student	Independent Student
Number of Months	7	7
Tuition	\$9,500	\$9,500
Books/Supplies	\$1,238	\$1,238
Registration fee	\$200	\$200
Other	\$0	\$0
Loan Fees	\$0	\$0
Room & Board	\$0	\$8,801
Personal	\$0	\$0
Transportation	\$0	\$0
Total	\$10,938	\$19,739

COA is the amount it will cost a student to go to school. The above estimates are based on data reported by Hogan Institute of Cosmetology and Esthetics enrolled students and is based on length of program, full-time enrollment.

Dependent – Living with parents/family

Independent – Living on own

TEXTBOOK AND KIT POLICIES

1. The textbook and kit items are non-refundable. The costs for the textbook and kit items includes shipping and handling. The student is responsible for replacing lost, missing, or broken items. In the event a kit item is defective, School will warranty the item for 30 days from the date the student received the item.
2. The textbooks and kits provided are to be used on Hogan Institute of Cosmetology and Esthetics guests and/or models as assigned to develop required skills and speed. To keep learning materials current, The School, from time to time, may change textbook and kit items. The student is responsible for any additional textbook and kit costs. Borrowing is not encouraged or tolerated.

COST OF TUITION AND SUPPLIES

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

TEXTBOOK AND KIT DISBURSEMENT POLICY

1. For those students using Title IV funds, the charge for textbooks and kit items can be added to the institution charges and funds will be disbursed by the payment period.
2. The textbook and kit costs are payable in the first academic year.
3. Students that use the Title IV option are considered to have authorized the use of Title IV funds to cover the cost of textbooks and kit items and will not have to give a written authorization for this purpose only.
4. For those students that are on a cash payment plan, **a down payment of 20% of tuition, plus books, kit and fees is paid prior to the first day of class** and the remaining balance is paid as agreed upon prior to signing enrollment agreement.

ADDITIONAL COSTS

1. The School will give a **30-day grace period** to students who have missing hours at contract graduation date. After the grace period the school charges **\$250 per week** for the remaining hours, **payable in advance** until graduation.
2. The school may charge a \$10.00-\$12.00 transcript fee for transcript requests.
3. Schedule Change: **1st** - \$25.00 **2nd** - \$100.00 **3rd** - \$250.00
4. Payments made through merchant will incur 3% service fee.

Method of payment of monies owed to the institute must be made by cash, credit card, money order, check, Title IV loans and grants. (Pell Grants, Stafford, Unsubsidized Stafford and Parent Plus loans)

COLLECTIONS POLICY

Hogan Institute of Cosmetology & Esthetics

1. Once the school's Finance department determines that a student is not going to pay voluntarily, he/she submits a request to the CFO to review the account for legal action (suit/judgement/garnishment).
2. The CFO reviews the file notes as well as job history (if available) and account balance (generally needs to be at least \$1,000). The student must have a full-time job, must have garnishable income in a state that allows wage garnishment and must have a good physical current address.
3. At this point, a certified legal letter is sent to the student demanding payment and stating if no payment is received, the school will forward the account for legal action. All correspondence regarding cancellation and settlement will clearly acknowledge the Withdrawal and Settlement Policy.
4. After ten (10) days, if there is no response from the student, our attorney will prepare all necessary paperwork to pursue legal action. If necessary, at that time our attorney will request any additional information that may be needed to file suit and attain a judgment. The attorney tries to allow no more than five (5) days (preferably immediately) to receive any necessary documentation.
5. During the suit process there will be fees required, up front, to file the suit and serve the student (usually \$50 to \$150, occasionally higher). The standard court filing fee is \$25 to \$110. Partners can advance that fee and deduct any fees advanced from the school's monthly remittance report. The attorney will contact the school for any additional information to proceed with suit (ie.; signed contract, enrollment agreement, etc.). Again, a timely response is important (please keep in mind that filing suit is not always necessary. In some cases, the attorneys are able to make payment arrangements with the student).
6. Once the attorney has begun action, they provide information when requested and the attorney handles all legal paperwork and correspondence regarding the case. All payments made toward the debt by the student are remitted to partners from the attorney and will appear on the school's monthly remittance reports.

STUDENT FINANCIAL AID RELEASE

The undersigned agrees that **Hogan Institute of Cosmetology and Esthetics** does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus Loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete.

POLICY FOR VERIFICATION OF TITLE IV FUNDING

Students selected by CPS (Central Processing System) for the process of verification are frequently required to submit additional information and/or parent's financial & household information to the Financial Aid Office. The verification procedures will be conducted as follows:

1. When selected by CPS for the process of verification, the student must submit all required documentation to the Financial Aid Office **within 14 days from the date the student is notified** that the additional documentation is needed for this process.
2. **If the student does not provide all of the required documentation within the 14 days time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.**
3. The Financial Aid Office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.
4. The Financial Aid Office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

UNUSUAL ENROLLMENT HISTORY (UEH)

The US Department of Education has established new regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. Some students who have an unusual enrollment history (UEH) have legitimate reasons for their enrollment at multiple institutions. However, such an enrollment history requires our office to review your file to determine future federal financial aid eligibility. If selected by the Department of Education students will have to provide requested official academic transcripts for the previous (4) four award years and they must be in original sealed envelopes and must be received before you will be approved for financial aid.

If the student **did** earn academic credit at all of the schools previously attended for a relevant award year, no further action is required unless School has reason to believe that the student has had a practice of enrolling just long enough to receive credit balances before withdrawing.

When academic credit is **not** earned at a previously attended school, and, if applicable, at Hogan Institute of Cosmetology and Esthetics, the institute must obtain documentation from the student explaining why the student failed to earn academic credit. Hogan Institute of Cosmetology and Esthetics must determine whether the documentation provided supports the reasons described by the student and that the student did not enroll only to receive credit balance funds. **Hogan Institute of Cosmetology and Esthetics will, to the maximum extent possible, obtain third party documentation to support the student's claim.**

APPEAL PROCESS

Students are able to appeal the financial aid denial by submitting a letter explaining the unusual enrollment history; and documentation to support the explanation provided in the appeal letter. This documentation will be reviewed by Hogan Institute of Cosmetology and Esthetics and we will notify you with the decision within 14 business days.

TITLE IV FUNDING – GENERAL INFORMATION

Hogan Institute of Cosmetology and Esthetics educates students and/or parents in all options of financial aid available to those who qualify. And, financial aid is available to all those that apply and qualify. We understand that all student's/family's needs are unique. We are committed to the student's educational success, a part of which includes securing the proper funding. The information from the FAFSA, provided by the student and/or parent, in conjunction with state and federal regulations determines eligibility for available programs. Many parents borrow money to help cover educational costs and living expenses for their daughter/son. Hogan Institute of Cosmetology and Esthetics encourages parents of eligible dependent students to apply for the Federal Parent Plus Loan.

TITLE IV PROGRAMS

- Unsubsidized/Direct Stafford Loan
- Subsidized/Direct Stafford Loan
- Parent Plus
- Pell Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at **1-800-4-FEDAID (1-800-433-3243)**. TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

G.I. BILL

If you have spent time in the military, you may be eligible to use your G.I. Bill toward your education, or the G.I. Bill may be transferred to your spouse or children. The G.I. Bill was specifically designed for college or vocational education. Certified by State Approving Agency for Veterans' Educational Benefits. These approvals are state and school specific and may not apply to all schools. To apply go to www.gibill.va.gov. Bring your specific **certificate of eligibility** to the FAD Office to begin enrollment certification with Veterans Administration.

ELIGIBILITY OF TITLE IV AID

To be eligible for Title IV Aid, the student must:

- have a high school diploma, GED or equivalent
- complete the FAFSA for each financial aid year the student is eligible for aid
- comply with Hogan Institute of Cosmetology and Esthetics Satisfactory Academic Progress Policy
- not be in default on previous student loans
- not owe repayment on an adjusted Pell Grant
- not exceed the annual and aggregate loan limits
- have remaining eligibility if the student is a transfer student
- be enrolled in an eligible program
- be enrolled at least half time
- have ISIR Social Security successful or comment code indicates successful INS match
- be a citizen or eligible non-citizen

STEPS TO APPLY FOR TITLE IV AID

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA at www.fafsa.ed.gov. To complete a web FAFSA, the student will need an electronic pin number. This can be obtained at www.pin.ed.gov. This pin is unique to each FAFSA applicant and cannot be shared with anyone else as it acts as the student signature required to submit a FAFSA. A parent of a dependent student must also apply for a pin. The parent is required to sign the web FAFSA with their uniquely created pin.
2. Once a pin number has successfully been created, a web FAFSA can now be completed. Be sure to follow all instructions when completing the FAFSA. **Enter the Code, 042646, for Hogan Institute of Cosmetology and Esthetics, Lilburn, Georgia 30047.** This will allow disclosure of information from the FAFSA to Hogan Institute of Cosmetology and Esthetics chosen by entering Hogan Institute of Cosmetology and Esthetics code. In the case of a dependent student, both the student and one parent will need to complete and sign the FAFSA application in order to be eligible for a Pell Grant. Dependency status is determined by the information that is filled out on the students FAFSA.
3. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized loan funding.
4. Once the FAFSA is complete, the student will receive a SAR (Student Aid Report). Hogan Institute of Cosmetology and Esthetics will be sent an ISIR (Institutional Student Information Record) for all students who list the Hogan Institute of Cosmetology and Esthetics code. All verification and/or corrections must be completed prior to qualifying for aid. If a student's FAFSA is selected for verification, the student will receive Hogan Institute of Cosmetology and Esthetics verification policy and a verification worksheet. The student is required verification worksheet completed, as well as provide any other requested documents. If parent information is entered in the FAFSA, or the student is a dependent, parents may need to provide additional requested documents. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new Expected Family Contribution (EFC) number which could affect the student's unmet need and eligible need based aid, Stafford Subsidized Loans and Pell Grants.
5. The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student's tuition costs per academic year. These costs include tuition, applicable fees, kit and books (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.
6. Hogan Institute of Cosmetology and Esthetics utilizes the information presented on the student's ISIR and the NSLDS (**National Student Loan Data System**) to determine the student's eligibility and to calculate the student's unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.
7. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or Electronic Master Promissory Note (E-MPN) at www.studentloans.gov
8. Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of their dependent daughter or son must complete Consent to Credit Check document that is made available by the Financial Aid Office. This form must be returned completed along with a readable copy of the parents Driver's License or State ID.
9. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at www.studentloans.gov
10. Students will need to accept or decline eligible aid by completing the Students Financial Aid Award Notice with the Financial Aid Officer.
11. Accepted aid will be listed on the student's award letter.
12. Students are required to notify Hogan Institute of Cosmetology and Esthetics Financial Aid Officer if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.

SPECIAL CIRCUMSTANCES – DEPENDENCY OVERRIDE & PROFESSIONAL JUDGMENT

Dependency Override – Students who do not meet the Federal definition of an independent, but have unusual circumstances, may appeal their dependency status to Hogan Institute of Cosmetology and Esthetics Financial Aid Office. Dependency Status overrides are done on a case by case basis and a determination from the Financial Aid Officer at one institution is not binding at another institution. Successful appeals may result in an increase in the student's eligibility for aid.

The Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another, **do not qualify as “unusual circumstances” or that do not merit a dependency override**. These circumstances are as follows:

1. Parents refusing to contribute to the student's education
2. Parents unwilling to provide information on the application or for verification
3. Parents are not claiming the students as a dependent for income tax purposes
4. Student demonstrates total self-sufficiency

Students with special circumstances should contact Hogan Institute of Cosmetology and Esthetics Financial Aid Office. Those students whose appeals are determined eligible will be required to submit three letters detailing the student's situation. The first letter must be from the student detailing their situation and the other two letters must be from outside sources familiar with the student's situation (i.e.: Clergy, family friend, counselor, etc.)

PROFESSIONAL JUDGMENT

Circumstances beyond the student's control (and/or family) that affect the student's (and/or family) income during the current academic year could result in a reduced estimated family contribution (EFC). Students with special circumstances should always complete a FAFSA and then contact the Financial Aid Office. If a student wishes to appeal the EFC based on special circumstances and is determined eligible to do so, the student should complete a Professional Judgment form and may be requested to supply supporting documentation of said circumstances.

DEFERMENT

Students who are enrolled at least half time can apply for deferment of previous student loans while in attendance at Hogan Institute of Cosmetology and Esthetics. Please log on to www.nslds.ed.gov to find your current loan servicer and to find out more details on “**in-SCHOOL deferment**”.

DETERMINING PUBLISHED LENGTH

For credit and clock hour programs – published length would be determined by dividing the weeks in the program by the weeks in the defined academic year.

DETERMINING ELIGIBILITY

Eligibility is determined by subtracting the student's current usage from the Maximum Eligibility Period. If the remaining eligibility is equal to or greater than the usage needed for the loan period that you are packaging for, the student will be eligible for sub. If it is less than the usage needed for the loan period you are packaging for, the student will not be eligible for sub.

OVERLAPPING ACADEMIC YEARS

Overlapping academic years occur when a student has an existing loan from a prior school with an academic year that ends AFTER he/she is due to start at the school. When this happens, the school must award the student remaining eligibility for the remainder of the existing academic year. Once the existing academic year ends, the student becomes eligible for new loans based on how many hours/credits he/she has remaining to complete. If the student has more than a full academic year to complete, the 2nd loan period will be for the next full academic year. Once that academic year is complete, the school will process a 3rd set of loans for the remaining hours/credits to be completed. If a student has less than a full academic year to complete due to enrolling in a short program or transferring in hours, the student is limited to the prorated program limits.

INSTITUTIONAL REFUND POLICY

For applicants who cancel enrollment, or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or Hogan Institute of Cosmetology and Esthetics closure. **Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal.** Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. **An applicant is not accepted by the school.** The applicant shall be entitled to a refund of all monies paid.
2. **A student (or legal guardian) cancels his/her enrollment in writing within (3) three business days of signing the enrollment agreement.** In this case all monies collected by the school shall be refunded, regardless of whether the student has actually started classes.
3. **A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes.** In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$200.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. **(Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)**
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. **All refunds are based on scheduled hours:**

PERCENT OF SCHEDULED TIME ENROLLED	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	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%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

- 1.** If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:
 - a.** a full refund of all monies paid OR
 - b.** completion of the course/program.
- 2.** If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
 - a.** a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
 - b.** provide completion of the course OR
 - c.** participate in a Teach-Out Agreement OR
 - d.** provide a full refund of all monies paid
- 3.** If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
 - a.** a pro rata refund of tuition to the student OR
 - b.** participate in a Teach Out Agreement.

Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

RETURN OF TITLE IV FUNDS AFTER WITHDRAWAL

The law specifies how Hogan Institute of Cosmetology and Esthetics must determine the amount of Title IV program assistance that you earn if you withdraw. The Title IV programs that are covered by this law are: Federal Pell Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants. When you withdraw during your payment period, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or if Hogan Institute of Cosmetology and Esthetics or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by School and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. **Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.** If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post- withdrawal disbursement includes loan funds, The School must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The School may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges as contracted with The School. The School needs your permission to use the Post-withdrawal grant disbursement for all other charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow School to keep the funds to reduce your debt at Hogan Institute of Cosmetology and Esthetics.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan Funds that you would have received had you remained enrolled past the 30th day. If you receive, or School or parent receive on your behalf, excess Title IV program funds that must be returned, The School must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. Hogan Institute of Cosmetology and Esthetics must return this amount even if it didn't keep this amount of your Title IV program funds. If Hogan Institute of Cosmetology and Esthetics is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with Hogan Institute of Cosmetology and Esthetics or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institute Refund Policy that the institute may have. Therefore, you may still owe funds to Hogan Institute of Cosmetology and Esthetics to cover unpaid institutional charges. Hogan Institute of Cosmetology and Esthetics may also charge you for any Title IV program funds that Hogan Institute of Cosmetology and Esthetics was required to return. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the Hogan Institute of Cosmetology and Esthetics shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third Parent Plus and other Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable

returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the Hogan Institute of Cosmetology and Esthetics and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Veterans Only. The Amount charged to the Student for tuition, fees and other charges when only a portion of a course is completed shall not exceed the approximate pro rate portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length.

Refunds will be made within 30 days after the last class attended, or the effective date of the withdrawal or termination. This policy is in compliance with the requirements of Title 38 CFR 21.4255.

PAYMENT OF A REFUND OR RETURN OF TITLE IV, HEA PROGRAM FUNDS TO THE SECRETARY

By applying for a Direct Loan, a borrower authorizes School to pay directly to the Secretary that portion of a refund or return to title IV, HEA program funds from the school that is allocable to the loan. School: Must pay that portion of the student's refund or return of title IV, HEA program funds that is allocable to a Direct Loan to the Secretary; and must provide simultaneous written notice to the borrower if the school pays a refund or return of title IV, HEA program funds to the Secretary on behalf of that student.

Determination, allocation, and payment of a refund or return of title IV HEA program funds. In determining the portion of a student's refund or return of title IV, HEA program funds that is allocable to a Direct Loan, the school must follow the procedures established in 34 CFR 668.22 for allocating and paying a refund or return of title IV, HEA program funds that is due.

RETURN OF TITLE IV FUNDS BY SCHOOL

Hogan Institute of Cosmetology and Esthetics must return the unearned aid for which Hogan Institute of Cosmetology and Esthetics is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

FUTURE PROFESSIONAL ADVISORY POLICY

As future beauty industry professionals, it is essential that students learn and model the behavioral standards of the industry. Hogan Institute expects students to maintain acceptable standards of behavior on campus and satisfactory educational progress in their coursework. To support students' personal and professional development, Hogan Institute has identified overarching principles for student conduct:

1. Attendance and Documentation of Time Guidelines:

Attendance, promptness, and documentation of work are cornerstones of successful work practices.

2. Professional Image Standards:

Professional image standards were created to provide guidance and direction to Future Professionals as they develop their professional image and persona.

3. Sanitation and Personal Service Procedures:

Sanitation and personal service procedures have been established to comply with state laws and to provide a safe and clean service environment.

4. Communication Guidelines and Professional Conduct:

It is the school's responsibility to provide a learning environment that is professional, positive, and conducive to learning. Staff and all contribute to a mutually respectful learning environment that fosters effective communication and professional conduct.

5. Learning Participation Guidelines:

The learning participation guidelines have been established to provide a creative, fun, interactive, and collaborative learning environment that empowers students to act as professionals and committed learners. Positive behavior is required to create a mutually beneficial learning environment for all students.

ADVISORY COACHING

To ensure that the school's culture embodies these principles, students will be coached for noncompliance with any of the items listed below or as recommended by administration/instructors. These coaching opportunities will be documented on an advisement form and retained in students' file.

1. Failure to follow the dress code.
2. Malicious Gossip
3. Harassment.
4. Poor attendance patterns. (Student will receive a progress report on or around the first Tuesday of the month. Students who are deemed to have poor attendance and/or poor academic growth may receive coaching from administration and/or instructor.)
5. Failure to be in accordance with the attendance policy.
6. Beginning a service without the proper consultation with instructor.
7. Parking Violations.
8. Violation of the School's Internet and Social Networking Policy.
9. Disruptive behavior.
10. Refusal to comply with instructor direction.
11. Disrupting the class by repeatedly leaving and entering the room without authorization.
12. Unprofessional communication.
13. Lying or dishonesty with an Administrator or instructor.

If a student receives five (5) coaching sessions, they may receive a suspension of 3 scheduled school days. After a student has received a three-school-day suspension, the student may only receive two (2) more coaching sessions. On the seventh coaching session, the student may be terminated from the school. If a behavior is sufficiently severe or repeated, a student may be terminated without notice.

DRESS CODE POLICY

The Hogan Institute of Cosmetology and Esthetics dress code helps us set a standard of excellence for our students and gives our clinic floor a degree of professionalism.

1. All students must wear full Hogan Institute of Cosmetology and Esthetics uniform or:
 - Solid black scrubs for Cosmetology
 - Solid gray scrubs for Esthetics.
2. All personal scrubs must be plain (no patterns, logos, emblems, stripes, plaids, or writing may appear)
3. Shoes may be any color but must have a closed toe and closed heel. Sandals and clogs are not permitted.
4. Leggings ,see through pants/tops are not permitted.
5. Armpits and cleavage must be covered at all times.
6. If you choose to wear skirts the hemline must be below the knee.
7. Hats, hoodies, scarfs, turbans and bandanas are not permitted unless related to religion or major illness and must be worn every day.
8. Sunglasses may not be worn to class.
9. Hogan Institute of Cosmetology and Esthetics t-shirt and jeans (NO Rips or Holes) are allowed on Fridays and Saturdays Only.
10. No undergarments with WORDS or PATTERNS ON THEM. NO EXCEPTIONS, you will be asked to clock out.
11. DO NOT wear strong smelling perfume, body spray, etc. A client or classmate may have allergies.
12. Any student who returns to practice for the State Board must be in proper dress code for that day.
13. Esthetics students MUST keep all hair pulled back due to the nature of work on clients.
14. Cosmetology students must keep hair in appropriate style per instructors guidelines.

A **professional image** is a requirement for successful participation in school. Students must maintain a professional dress code. Professional image includes how you dress (neat and clean uniform) and your grooming habits (hair, nails, teeth and makeup). If you don't have a neat clean appearance clients will lose confidence your abilities.

****These are general guidelines and may be modified by instructor and/or administration at anytime.**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools/academies that receive funds under an applicable course of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by Hogan Institute of Cosmetology and Esthetics. Academies are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Academies may charge a fee for copies.
2. Parents or eligible students have the right to request that Hogan Institute of Cosmetology and Esthetics correct records which they believe to be inaccurate or misleading. If Hogan Institute of Cosmetology and Esthetics decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Hogan Institute of Cosmetology and Esthetics still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, academies must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows academies to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - a. SCHOOL officials with legitimate educational interest
 - b. Other schools to which a student is transferring
 - c. Specified officials for audit or evaluation purposes
 - d. Appropriate parties in connection with financial aid to a student
 - e. Organizations conducting certain studies for or on behalf of SCHOOL
 - f. Accrediting organizations
 - g. To comply with a judicial order or lawfully issued subpoena
 - h. Appropriate officials in cases of health and safety emergencies
 - i. State and local authorities, within a juvenile justice system, pursuant to specific State law

Hogan Institute of Cosmetology and Esthetics may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, academies must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that SCHOOL not disclose directory information about them. Academies must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of Hogan Institute of Cosmetology and Esthetics. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW., Washington, DC 20202

DISCLOSURES FOR OTHER REASONS

There are two different FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of that school's rules or policies with respect to such crime or offense (34 CFR 99.341[a][14]).

DIRECTORY INFORMATION

Hogan Institute of Cosmetology and Esthetics does not publish "directory information" on any student.

RECORD MAINTENANCE

All requests for releases of information are maintained in the student's file as long as the educational records themselves are kept. Student records are maintained for a minimum of five (5) years for withdrawal student; transcripts of graduates are kept indefinitely.

AMMENDMENT OT STUDENT RECORDS

Students have the right to seek an amendment to their school records. To seek an amendment, student must meet with the school director and bring any supporting documentation to show that the record is incorrect.

GRADUATION REQUIREMENTS

Student will receive a Diploma once the student has met all the following requirements:

1. Pass all written and practical exams with a minimum grade of 75%.
2. Complete contracted hours.
3. Maintain SAP with a 75% academic average and 67% attendance average.
4. Student must have a zero balance or make financial arrangements with the school.

Graduation takes place once a year in November. Students are required to pay for their cap and gown prior to graduation, this cost will vary per year and is not included in tuition.

STATE BOARD FEES

These fees are paid directly to Georgia State Board of Cosmetology or PSI, Inc. Examinations are administered by PSI Services, Inc. with test locations in Atlanta, Macon, Tifton, Duluth, Marietta, Smyrna, Decatur, and Savannah Georgia.

[Examination Fee for Master Cosmetology or Esthetics License: \\$109.00.](#)

[Examination Fee for Cosmetology Instructor: \\$109.00.](#)

[Examination Fee for Instructor: \\$34.00.](#)

[Georgia State License Fee for Master Cosmetology, Esthetics, or Instructor License: \\$30.00](#)

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Georgia State Board of Cosmetology to deny licensure. The Georgia State Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. **Hogan Institute of Cosmetology and Esthetics is not responsible for students denied licensure.**

SAFETY PRECAUTIONS FOR THE BEAUTY INDUSTRY

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each student to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reactions.

INDUSTRY REQUIREMENTS

You may work long hours, especially those who own salons. Work schedules may include nights and weekends, and may not include breaks or lunches. Good health and stamina are a must. Most salon industry professionals may be on their feet for long periods of time. There are physical demands placed upon the body during both class and as an employee in the industry, including but not limited to, standing for long periods of time, bending over, lengthy time allowances for services, lifting heavy objects, dexterity, exposure to heat and chemicals, possible cuts resulting from a haircutting service, and prolonged exposure to some chemicals may cause irritation so protective clothing, facemasks, and gloves should be worn.

STUDENT SERVICES

Advising: Students are provided with academic advising and additional assistance as necessary. If referral to professional assistance is necessary, the school maintains a record of such referral. Information and advice on any financial assistance are accessible to students. Hogan Institute of Cosmetology and Esthetics also gives advice and information to students on these subjects:

- a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
- b. Employment opportunities.
- c. Opportunities for continuing education following graduation.

CAREER SERVICES

Although **Hogan Institute of Cosmetology and Esthetics does not guarantee employment upon graduation**, The School does maintain close business relationships with local and national salons and spas. The Institute will inform students of job openings and opportunities as they become available. Hogan Institute has placed students in the beauty industry as Hair Stylists, Makeup Artists, Salon Managers, and Estheticians.

EMPLOYMENT AND CAREER OPPORTUNITIES

MASTER COSMETOLOGY

• Salon Hairstylist	• Hospital Hair-Care Service	• Cosmetology School Owner	• Free-lance Hairstylist
• Salesperson/Retail Specialist	• Manufacturer's Representative	• Salon Owner/Manager	• Makeup Artist
• State Board Examiner	• Hair Color Specialist	• Stage and Film Makeup Artist	• State Board Inspector
• Artificial Hair Services Specialist	• Beauty and Fashion Consultant	• Trade Publication Writer	• Platform Artist
• Photo Stylist	• Cruise Ship Stylist	• Cosmetology School Instructor	

ESTHETICS

• Esthetician	• Salon or Spa Owner	• Educator or Instructor
• Free-lance Esthetician	• Salesperson/Retail Specialist	• Manufacturer's Representative
• Makeup Artist	• State Board Examiner	• Stage and Film Makeup Artist
• State Board Inspector	• Cruise Ship	• Trade Publication Writer

Students can refer to the Georgia Department of Labor website <https://dol.georgia.gov/> for more information regarding employment opportunities and availability.

GRIEVANCE POLICY

Hogan Institute of Cosmetology and Esthetics maintains an “open door” policy, allowing students or other interested parties the opportunity to discuss any issue’s necessary. Hogan Institute of Cosmetology and Esthetics will receive and process complaints that state facts to reasonably suggest that the school may not be in compliance with the Federal, State, or NACCAS standards and criteria. Grievance procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school in order to determine the frequency, nature, and patterns of grievances for the institution. The following procedure outlines the specific steps of the grievance process.

1. Prior to filing a formal grievance, the student should notify any staff member of the situation. If the staff member is unable to resolve the grievance, the student shall notify the School Director. If the School Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.
2. The student should register the grievance in writing on the designated form provided by the institution within 15 days of the date that the act which is the subject of the grievance occurred.
3. The grievance form will be given to the school administration.
4. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
5. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
6. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the grievance or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

Student Signature_____

Date_____

Hogan Institute of Cosmetology and Esthetics

School Safety Policy & Evacuation Procedures

I have read and understand the Safety Policy and Evacuation Procedures for Hogan Institute of Cosmetology and Esthetics. I hereby acknowledge I am aware of the location(s) of all *Exits*, *Fire Extinguishers*, and *First Aid Supply Kits*. I promise to comply with the Safety Policy set forth by Hogan Institute of Cosmetology and Esthetics, and understand there may be consequences if I should violate any of these rules.

Student Name (Please Print)

Date

Student Signature

Revised Jan. 2023

**CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE
WORKPLACE GENERAL POLICY**

Hogan Institute of Cosmetology and Esthetics

**495 INDIAN TRAIL RD.
LILBURN, GA 30047
(866)583-7331**

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE GENERAL POLICY

The school is committed to providing students with a safe environment in which to learn, and to keep parents and students well informed about campus security. It is hoped that the institution's comprehensive policy will help combat violence in the workplace and on campus.

By September 1st of each year, the school publishes and distributes the annual campus security report to all current students and employees by publishing school catalog at www.hoganice.edu. In addition, the report is provided upon request to all perspective students and perspective employees. Such individuals are informed of the report's availability and given the opportunity to request a copy. The complete Campus Security, Crime Awareness and Drug Free Workplace Policy is published after its revision each September 1st.

CAMPUS SECURITY, CRIME AWARENESS, DRUG FREE WORKPLACE REPORT

In accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares this report for distribution to all current and prospective students and employees.

1. Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purpose." The campus includes the facilities located **at 495 Indian Trail Rd. Lilburn Ga 30047**. There are no buildings or properties owned or controlled by campus student organizations which are recognized by this institution.
2. The report is published annually in September to all current and prospective students and employees. In addition, the report is provided to all individuals during enrollment or employment orientation which is conducted with each start class or upon hiring of a new employee. At that time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes.
3. No student will have access to the campus facilities, other than the parking area, at any time unless supervised by a staff member. Any off campus events which are sponsored by the school or the student council are supervised by campus employees. Thus, the school will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.
4. The campus does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the campus administrators. No such individuals have the authority to make arrests.
5. All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration office. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The campus administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.
6. All students and employees are encouraged to be responsible for their own security and the security of others.
7. The school will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local police agencies that are considered to represent a continuing threat to students and/or employees.

8. Statistics concerning the number of occurrences for off-campus crimes of murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and violations of liquor laws, drug abuse, weapons possession during the calendar years 2019, 2020 , 2021 are listed below:

CRIME LOG REPORT AND CLERY ACT ANNUAL SECURITY REPORT STATISTICS

Crime Categories	Calendar Year Statistics		
	2019	2020	2021
PRIMARY CRIMES			
Criminal Homicide	0	0	0
Murder & Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses	0	0	0
Rape Fondling	0	0	0
Incest	0	0	0
Statutory Rape			
Robbery	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Larceny-Theft	0	0	0
Destruction, damage or vandalism to property	0	0	0
Any other crime involving bodily injury	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

Hate Crimes Related to Any Of the Above Crimes Based On:	0	0	0
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
ARRESTS AND REFERRALS			
Liquor/Drug/Illegal Weapons Violations:	0	0	0
Arrests for liquor violations, drug law violations, and illegal weapons possession	0	0	0
Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions	0	0	0
VAWA CRIMES			
Domestic Violence	0	0	0
Dating Violence	0	0*	0*
Stalking	0	0*	0*

*The Hogan Institute of Cosmetology & Esthetics had a good faith obligation to comply with changes made by VAWA prior to issuance of the final rule.

There were no crimes of murder, forcible rape, or aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534)

9. In the event a sex offense occurs on campus, the accuser has the option to and should take the following steps:
 - a) Report the offense to school administration office
 - b) Preserve any evidence as may be necessary to prove criminal sexual assault
 - c) Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
 - d) Report the crime to local law enforcement agencies.
 - e) Request a change in the academic situation if desired.
 - f) Contact an appropriate agency in the community for counseling or other services that may be needed.
10. The school does not provide living situations during enrollment. The school will change a victim's academic situation after the alleged sex offense, if requested by the victim, and the change is reasonably available.
11. There is no on-campus counseling, mental health, or other student services available. The school would refer students and/or employees to the appropriate agency that deals with the situation that occurred.
12. On campus disciplinary action in cases of alleged sexual assault will be based on findings by the law enforcement agency investigation, facts pertaining to the crime, and other related mitigating circumstances provided that:
 - a) the accuser and the accused may have others present during the campus disciplinary proceeding; and
 - b) both, the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction (s) imposed against the accused.
13. Possible sanctions the school may impose following a final determination regarding rape, acquaintance rape, or other forcible or non- forcible sex offense vary depending upon final determination and may include expulsion.
14. Drug Abuse is prohibited at all times by students and employees on the school property or as part of any of its activities. Drug Abuse is defined as:

"The unlawful manufacture, distribution, possession or use of illicit controlled substances, including alcohol."
15. The institution prohibits possession, use and sale of alcoholic beverages, enforces the state underage drinking laws and state and federal drug laws. The Drug Free Awareness Program includes providing a copy of the Drug Abuse and Addiction Fact Sheet and a copy of this report to all students and employees. As a condition of employment, employees will notify the institution of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
16. There is no on-campus drug or alcohol counseling, treatment, or rehabilitation programs available. Off Campus services regarding Drug Abuse information and treatment, crisis intervention, counseling and mental health include:

Atlanta Center For Mental Health - 833-636-0705
Gwinnett Center For Mental Health - 770-962-5544
Adult Mental Health Crisis Services - 800-715-4225
Families In Transition - 404-634-0035
17. Penalties to be imposed on students and employees for drug abuse violations occurring in the workplace include: Notification of the abuse to the proper authorities; A Leave of absence from enrollment/employment during which time the individual must consider the responsibilities of his/her enrollment/employment, become free from any dependencies and prove it, and certify that if he/she is reinstated that he/she will no longer participate in abuse activities affecting performance; Expulsion or termination will be considered based on the circumstances surrounding the violation.
18. Any action taken by the institution against a violation of the drug-free workplace policy will occur immediately upon administration obtaining such information. The school will notify the Department of Education within 30 days of an employee or student being involved in any criminal drug statute conviction for a violation occurring in the workplace.

Campus Security, Crime Awareness, Drug Free Workplace General Policy

As an employee/student of **Hogan Institute of Cosmetology and Esthetics**, I hereby acknowledge receipt of the Campus Security, Crime Awareness, and Drug Free Workplace General Policy report.

Student Name (printed)

Student Signature

DATE

LEAVE OF ABSENCE POLICY (LOA POLICY)

An authorized Leave of Absence (LOA) is a temporary interruption in the student's course of study. The LOA refers to a specific period of time in which a student is not in attendance. An LOA is not required if a student is not in attendance for an institutionally scheduled break. However; a scheduled break may occur during an LOA. The maximum time frame for a LOA is 180 calendar days and the minimum is 5 calendar days.

1. A student may be granted a LOA for any of the following reasons:

- a. Medical Issues
- b. Military Requirements
- c. Jury Duty
- d. Mitigating Circumstances beyond the Student's Control
- e. Hogan Institute of Cosmetology and Esthetics Faculty recommendation
- f. Financial Hardship

2. *The student must follow Hogan Institute of Cosmetology and Esthetics Leave of Absence Policy when requesting an LOA and get an approval of the request for a LOA.*

3. The student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so and:

- a. **The request must be in writing; request form from Compliance office**
- b. **The request must include the student's reason for the LOA; and**
- c. **The request must include the student's signature.**

4. The student is required to list the reason for the LOA as well as provide supporting documentation.

5. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it via E-mail or in person within a reasonable resolution of the emergency to Hogan Institute of Cosmetology and Esthetics. The institution must document the reason for its decision, and collect request and documentation at a later date from student. In the case of an emergency LOA, the institution will establish the start date of the approved LOA as the first date the student was unable to attend.

6. The institution will not assess the student any additional institutional charges as a result of the LOA.

7. Hogan Institute of Cosmetology and Esthetics will not be grant a students LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12-month period.

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. **Title IV loans will not be disbursed during the LOA.**

9. The student's contract and maximum time frame will be extended for the same number of days the student was on LOA without any penalty to the student.

10. On the day the student returns from a LOA the student is required to inform the Financial Aid Office of the return and complete an enrollment agreement addendum stating the start and end date of LOA and new contract ending/graduation date.

11. The student will be withdrawn from the Hogan Institute of Cosmetology and Esthetics if the student takes an unapproved LOA or does not return by the expiration of an approved LOA.

12. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

13. A student who must take an approved Leave of Absence (LOA) will return in the same satisfactory academic progress status as at time of taking the LOA.

MISREPRESENTATION POLICY OF TRUTH AND CANDOR

Hogan Institute of Cosmetology and Esthetics, its staff, and faculty is committed to maintaining the highest standard of integrity in every aspect of its operations and to assuring complete transparency, candor and accuracy in all of its communications with students, accrediting agencies and the public. Furthermore, the school is using procedures and practices aimed at eliminating errors while communicating with students and the public.

VOTER REGISTRATION

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election information for the state can be found at: www.mvp.sos.ga.gov/
For information on Voter Registration and Election Dates for Federal Elections visit: www.eac.gov/voterresources
In compliance with the DOE, voter registration applications are supplied at Orientation or Voter Registrations can be downloaded at: www.in.gov/sos/elections/

COPYRIGHT MATERIAL POLICY FOR “HOGAN INSTITUTE OF COSMETOLOGY AND ESTHETICS”

Hogan Institute of Cosmetology and Esthetics strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution's computer system and network. Hogan Institute of Cosmetology and Esthetics respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of Hogan Institute of Cosmetology and Esthetics to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, Hogan Institute of Cosmetology and Esthetics will follow the legal doctrine of fair use currently a part of the copyright law. Hogan Institute of Cosmetology and Esthetics students and faculty will not make unauthorized copies of copyrighted material on or using Hogan Institute of Cosmetology and Esthetics computer system, network or storage media. Also, Hogan Institute of Cosmetology and Esthetics faculty and students will not store unauthorized copies of copyrighted works using Hogan Institute of Cosmetology and Esthetics system, network and/or storage media. faculty and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using Hogan Institute of Cosmetology and Esthetics computer system, network, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Hogan Institute of Cosmetology and Esthetics reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Disciplinary action may include termination, expulsion and other legal actions. For more information, please see the website of the US Copyright Office, WWW.COPYRIGHT.GOV.

SOCIAL NETWORKING POLICY

Hogan institute of Cosmetology and Esthetics respects the rights of future professionals to use social media. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, Instagram, Twitter, You Tube, Snapchat, etc.). Future Professionals are personally responsible for the content they publish on social networking sites. They are expected to treat each other with fairness and respect, consistent with Hogan institute of Cosmetology and Esthetics.

MEDIATION AND BINDING ARBITRATION MEDIATION AND ARBITRATION

Arbitration and Class Action Waiver Disclosure: Hogan Institute of Cosmetology and Esthetics (the “School”) requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment (“Arbitration Agreement”). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the School prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Pamela Hogan, in person or by calling 866-583-7331, or by mail at 495 Indian Trail Rd. Lilburn, GA, 30047 immediately so appropriate action can be taken. The definition of a class action means a lawsuit or an arbitration proceeding in which one or more parties seeks class treatment. Class action waiver means any agreement or part of an agreement, regardless of its form or structure, between a school, or a party acting on behalf of a school, and a student that relates to the making of a Direct Loan or the provision of educational services for which the student received title IV funding and prevents an individual from filing or participating in a class action that pertains to those services. The definition of a pre-dispute arbitration agreement means any agreement or part of an agreement, regardless of its form or structure, between a school, or a party acting on behalf of a school, and a student requiring arbitration of any future dispute between the parties relating to the making of a Direct Loan or provision of educational services for which the student received title IV funding. School Admissions Leader will meet with each student during the signing of the enrollment agreement and the Financial Services Leader will be available during the student's completion of Entrance Counseling for Title IV Student Loans to help answer any questions a student may have.

PROGRAM INTEGRITY

NACCAS Annual Report Rates from 2020

Graduation Rate	Licensure Rate	Placement Rate
84.00%	100.00%	66.00%

Hogan Institute of Cosmetology and Esthetics is accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS) and uses its calculation for student placement based on each program offered.

COSMETOLOGY:

Placement Rate	On-time Graduation	Median Loan Debt
88%	50%	0%

ESTHETICS:

Placement Rate	On-time Graduation	Median Loan Debt
79 %	66%	0%

INSTRUCTORS:

Placement Rate	On-time Graduation	Median Loan Debt
100%	50%	0%

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory Academic Progress Policy :

1. Is consistently **applied to all students** enrolled at Hogan Institute of Cosmetology and Esthetics.
2. Is printed in the catalog to ensure that **all students receive a copy prior to enrollment.**
3. Is compliant 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.

Evaluation Periods (SAP):

1. Institution's academic year is based on 900 clock hours (26 academic weeks)
2. Evaluations must be completed within seven (7) School Business Days.
3. All clock hours and weeks are ACTUAL.

Students are evaluated for Satisfactory Academic Progress as follows:

PROGRAM/SCHEDULE	1 st Evaluation Period	2 nd Evaluation Period	3 rd Evaluation Period
Esthetics Full-time 1000 HRS	450 Clock Hours and 15 weeks	900 Clock Hours and 30 weeks	NA
Esthetics Part-time 1000 HRS	450 Clock Hours and 29 weeks	900 Clock Hours and 57 weeks	NA
Cosmetology Full-time 1500 HRS	450 Clock Hours and 15 weeks	900 Clock Hours and 30 weeks	1200 Clock Hours and 40 weeks
Cosmetology Part-time 1500 HRS	450 Clock Hours and 29 weeks	900 Clock Hours and 57 weeks	1200 Clock Hours and 74 weeks
Instructor Full-time 750 HRS	375 Clock Hours and 13 weeks	NA	NA
Instructor Part-time 750 HRS	375 Clock Hours and 24 weeks	NA	NA

**academic weeks have been rounded up*

Transfer Students (SAP):

Evaluation will be at midpoint of the contracted hours or the established above evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have at least one evaluation by midpoint in the course.

QUANTITATIVE & QUALITATIVE FACTORS (academic terms & academic performance) **(SAP):**

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

1. A minimum cumulative Academic theory grade of 75% or higher
2. A minimum cumulative Academic practical grade of 75% or higher *
3. To Determine whether a student meets the academic requirements for Satisfactory Progress, theory and practical grades are averaged together to give a cumulative academic grade of 75% or higher
4. A minimum cumulative attendance of 67% of their scheduled hours. **

A student who has not achieved the minimum cumulative GPA of 75% and/or who has not successfully completed at least a cumulative rate of attendance of 67% is not eligible for Title IV assistance, if applicable.

*state practical requirements for graduation, students must eventually complete monthly practical worksheets 100%.

**To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.

GRADING POLICY / ACADEMIC PROGRESS EVALUATIONS (SAP)

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

A	90 – 100%	Excellent
B	80 – 89%	Very Good
C	75 – 79%	Satisfactory
F	74 and Below	Unsatisfactory

ATTENDANCE PROGRESS EVALUATIONS (SAP)

1. Students are required to **attend a minimum of 67%** of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.
2. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.
3. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled.
4. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the **maximum time frame** allowed.

DETERMINATION OF PROGRESS STATUS (SAP)

At the time of evaluation, a Student will be in one of three statuses:

Satisfactory	Requires no action by Student or school. Maintains status until next evaluation.
Warning	Not meeting Satisfactory Academic Progress Standards. Requires no action by the Student, aid eligibility is retained until next evaluation.
Unsatisfactory	Student has the right to appeal but must do so in writing. If appeal is granted Student will be put on probation until next evaluation period and is eligible for aid.

If appeal is denied or Student does not file a written appeal Student shall be terminated.

WARNING (SAP)

1. Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period.
2. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation.
3. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION (SAP)

1. Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation
2. if the student appeals the decision, and prevails upon appeal, he/she is considered to be making satisfactory academic progress while during the probationary period.
3. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation.
4. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period.
5. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.
6. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

The cash paying student must be eligible to graduate within the **maximum time frame**.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting **minimum attendance and academic requirements** by the end of the warning or probationary period.

APPEAL PROCEDURE (SAP)

If a student is determined to not be making satisfactory academic progress, the student may:

1. appeal the determination **within ten calendar days**. Reasons for which students may appeal a negative progress **determination include: death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance.**
2. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed.
3. **This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.**
4. Appeal documents will be reviewed and a decision will be made and reported to the student within **30 calendar days.**
5. The appeal and decision documents will be retained in the student file.
6. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

DISMISSAL DUE TO UNSATISFACTORY PROGRESS (SAP)

A student, who was dismissed from Hogan Institute of Cosmetology and Esthetics due to unsatisfactory progress:

1. may appeal the dismissal **in writing within 5 business days of the dismissal date.**
2. **The owner will make a determination within 5 business days of receipt of the appeal and will respond to the dismissed student in writing.**
3. If the appeal is approved, the student will be re-admitted to Hogan Institute of Cosmetology and Esthetics, however; the student will follow the same Financial Aid Warning and Financial Aid Probation policies if applicable, upon re-entry.
4. **The student must achieve cumulative SAP by the next checkpoint in order to be eligible for Title IV aid in the next payment period and to remain enrolled at Hogan Institute of Cosmetology and Esthetics.**

INTERRUPTIONS(LOA), COURSE INCOMPLETES, WITHDRAWALS (SAP)

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during 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 and will not be included in the student's cumulative attendance percentage calculation. **Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.**

NONCREDIT, REMEDIAL COURSES, REPETITIONS (SAP)

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the Hogan Institute of Cosmetology and Esthetics satisfactory academic progress standards.

TRANSFER HOURS (SAP)

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

MAXIMUM TIME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Maximum Time Frame Allowed

Course	Schedule	Hours per Week	Course Hours	Course Weeks	Max. Hours (scheduled)	Max. Weeks	Weeks Past Contract
Cosmetology	FT	30	1500	50	2250	75	25
Cosmetology	PT	16	1500	75	2250	113	38
Esthetics	FT	30	1000	34	1500	51	17
Esthetics	PT	16	1000	63	1500	95	32
Instructor	FT	30	750	25	1125	38	13
Instructor	PT	16	750	47	1125	71	24

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum time frame shall be terminated from the program and will thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

WITHDRAWAL POLICY

A Student will be considered as withdrawn when one of the following occurs:

1. The Student officially notifies Administrative Offices of his/her intent to withdraw in writing.
2. An unofficial withdraw by the Student shall occur 14 consecutive calendar days from the last day of physical attendance.
3. Student fails to return from approved LOA as expected.
4. The School officially notifies the Student of dismissal from the Program due to maximum time frame or other reasons outlined in catalog.
 - Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 30 days, at which time the items become the property of Hogan Institute of Cosmetology and Esthetics.
 - **A withdrawal/administrative fee of \$150.00 is due at time of withdrawal.**
 - Students wishing to transfer to another institution must pay all monies owed to SCHOOL.

TERMINATION POLICY

Hogan Institute of Cosmetology and Esthetics may terminate a student's enrollment for immoral and/or improper conduct, failing to comply with education requirements, and/or terms as agreed upon within the enrollment contract. The student will be charged an administrative fee of \$150.

DATE OF DETERMINATION

1. The last date of attendance would be the last day the student was physically in attendance at the Hogan Institute of Cosmetology and Esthetics.
2. The DOD for a student who officially withdraws will be the date the student notifies school in writing.
3. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance.
4. A student who withdraws will receive a certified transcript, which will include the number of hours for which the school has been compensated.
5. For the purposes of transfer, hours will not be released by the school until all monies owed to the institution have been paid and all academic requirements pertaining to those hours have been completed.



Attendance Policy

1. Attend Class on time. Full-Time and Part-time morning classes start at 10:00am. Evening classes start at 5:00pm. Theory class runs Tuesday through Friday morning from 10:00am to 11:30am and 5:00pm to 6:00pm. Sometimes due to your teacher discretion the theory class could run over by 30 minutes.
2. The required arrival time is 10 minutes before class, in order for you to prepare for class.
3. After 15 minutes you are considered tardy.
4. A Classroom door may close at 10:15am and any student entering at that time will be given a practical or theory assignment from their teacher.
5. Students are given a 10-minute break between class and a 30-minute lunch.
6. Students must clock in and out at the time clock, unless otherwise instructed by Administration or Admission Director. It is your responsibility to make sure that your time is being entered into the system correctly.
7. Students must provide a written note if they are leaving school early to the front office only, and the front office will notify the teacher that the student was approved to leave school early with a valid reason.
8. Students are to notify teachers and administration of any upcoming absences, such as court dates, Dr. appointment, childcare etc.
9. Checking into school late and checking out early affects your hours and can go into you having to pay additional tuition for hours remaining after the contract ending date at the rate of \$250 per week, or any part thereof, payable in advance until graduation.
10. Students missing ten (10) days of school without contacting the administration office, are in jeopardy of being terminated from the program.
11. If you attend class less than 67% of your scheduled class, you can face being withdrawn from the program.
12. A Student attendance spreadsheet is kept by the teacher, which is turned in at the end of each month.
13. The Student is responsible for calling [1-866-583-7331](tel:1-866-583-7331) to the front office, when they cannot attend class. This number is given to all new students during orientation class to log into their cell phone.
14. Students that take an extended lunch break without approval from their teacher or front office will be marked tardy.
15. If you change must change your schedule the 1st change is \$25, 2nd \$100 and each additional change is \$250.

Due to Temporary Distance Learning, some or all these policies may change to accommodate social distancing policies.

GRIEVANCE POLICY

Hogan Institute of Cosmetology and Esthetics maintains an “open door” policy, allowing students or other interested parties the opportunity to discuss any issue’s necessary. Hogan Institute of Cosmetology and Esthetics will receive and process complaints that state facts to reasonably suggest that the school may not be in compliance with the Federal, State, or NACCAS standards and criteria. Grievance procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school in order to determine the frequency, nature, and patterns of grievances for the institution. The following procedure outlines the specific steps of the grievance process.

1. **Prior to filing a formal grievance, the student should notify any staff member of the situation.** If the staff member is unable to resolve the grievance, the student shall notify the School Director. If the School Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.
2. The student should register the grievance in writing on the designated form provided by the institution within 15 days of the date that the act which is the subject of the grievance occurred.
3. The grievance form will be given to the school administration.
4. The grievance will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
5. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
6. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the grievance or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

Pamela Hogan, Director:

Hogan Institute of Cosmetology and Esthetics
495 Indian Trail Road Northwest
Lilburn Ga 30047
pamelahogan@hoganice.com

James Hogan, CFO:

Hogan Institute of Cosmetology and Esthetics
495 Indian Trail Road Northwest
Lilburn Ga 30047
jameshogan@hoganice.com

TEACH-OUT POLICY

(Institute closure)

Hogan Institute of Cosmetology and Esthetics acknowledges that in the event of actual closure, the Institution will offer instruction after students have been enrolled, or if a Program is canceled after students have enrolled, and instruction has begun, this teach out plan will comply with the following requirements after the pro-rata refund calculation has been made for all students involved:

1. All relevant information regarding Closure will be placed on website and social media and apply with State and or Federal laws regarding record maintenance.
2. The student will be given a reasonable opportunity to promptly resume and complete the canceled Programs of study or a substantially similar Program of study at institutions which offer similar educational programs and which has no business connection with the original institution.
3. The teach out will be performed, by previous agreement, with an institution in the same geographic area within 50 miles radius as the original Institute which provided the Program of study. Students will also receive a "How to Locate an Accredited Institution within Your Field of Study" document.
4. The teach out shall not charge the students an amount greater than that of which the original Institute would have been entitled for the period covered by the teach-out, and which the student has not paid. Information of additional charges will be provided to students, if any.
5. The original Institute shall, in the event the teach-out becomes necessary, arrange for individual notice to affected students of the availability of the teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that teach-out notices may be sent by the teach-out colleges.
6. A brief description of the teach-out plan is published in the institute's enrollment agreement (contract).
7. A list of all students who were enrolled at the time of Institute closure, including the amount of each pro rata refund, is submitted with copies of notifications to NACCAS and the Higher Education Coordinating Commission along with the Teach-Out Agreement 30 days prior to the Closure date. In the event the Institute closes, the institute shall file a plan with the Higher Education Coordinating Commission designed to protect the contractual rights of the students and graduates, including the right to complete the program of instruction in which students were enrolled. **GEORGIA STATE BOARD Chapter 240-13 Rule 240-13-.03.**

2023 Holiday Schedule

New Year's Day – Sunday, January 1st -Monday January 2nd

(Report to school on Tuesday, January 3rd)



Spring Break – Tuesday, April 4th – Saturday, April 8th

(Report to school on Tuesday, April 11th)



Summer Break – Tuesday, May 30th – Saturday, June 10th

(Report to school on Tuesday, June 13th)



Fourth of July – Tuesday, July 4th

(Report to school on Wednesday July 5th)



Labor Day – Tuesday, September 5th

(Report to school on Wednesday, September 6th)

Thanksgiving Break – Tuesday, November 21st – Saturday, November 25th

(Report to school on Tuesday, November 28th)



Christmas Break – Thursday, December 21st – Saturday, December 30th

(Return to school on Tuesday, January 2nd)

