

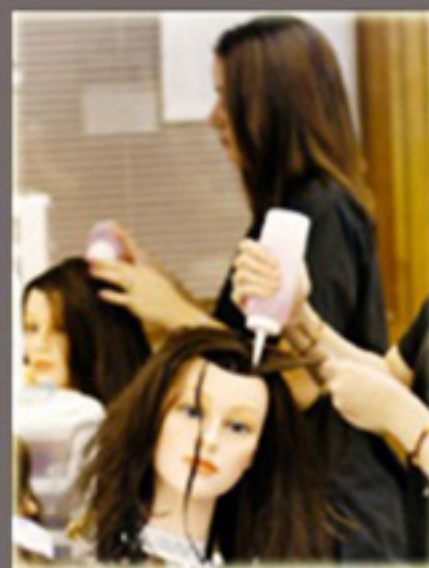
# HOGAN INSTITUTE

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:*

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

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## **GENERAL CONSUMER INFORMATION TO ALL STUDENTS**

Hogan Institute of Cosmetology and Esthetics, hereinafter known as "SCHOOL" or THE SCHOOL," will provide prospective students or prospective employees, with a copy of our Consumer Information by posting the information on our internet website, [http:// www.hoganice.edu](http://www.hoganice.edu) A paper copy will be provided upon request through our Admissions Office. For general school information you may contact the Admissions Office, at (866)583-7331 or email at [info@hoganice.edu](mailto:info@hoganice.edu)

Hogan Institute of Cosmetology and Esthetics will annually distribute to all enrolled students, a notice of the availability of the Consumer Information. It is known that the student is responsible for understanding all of the content in the Consumer Information document and how it directly relates to federal student aid.

## **CONTACT PERSONNEL TO ASSIST WITH CONSUMER INFORMATION**

Our Financial Aid Director and Admissions Office Personnel are knowledgeable of the information contained within this document and are readily available to assist prospective/enrolled students and/or their parents during normal business hours. Our normal business hours are: Tues – Sat 10:00 AM to 4:30 PM or by email [info@hoganice.edu](mailto:info@hoganice.edu)

## **FINANCIAL AID**

For financial aid information you may contact the Financial Aid Director, (FAD), at 866-583-7331 for additional questions or [info@hoganice.edu](mailto:info@hoganice.edu)

## **GENERAL INFORMATION**

For general school information you may contact Admissions, at (866)583-7331

## **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.

## **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](http://www.hoganice.edu) under program disclosure.

## **2023 CLASS START DATES**

Currently enroll new students every 6 weeks

## **HOGAN INSTITUTE OF COSMETOLOGY AND ESTHETICS MISSION STATEMENT (The Ultimate Educational Experience)**

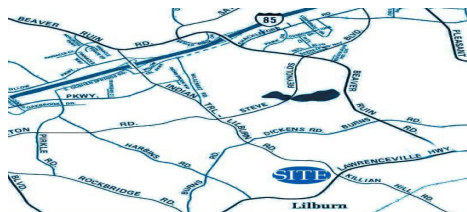
Hogan Institute of Cosmetology and Esthetics is dedicated to student success by enriching lives and cultivating state-licensed cosmetology and esthetic professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates to become licensed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

## SCHOOL FACILITIES

Welcome to Hogan Institute of Cosmetology and Esthetics located approximately 45 miles north of the Atlanta Ga. (495 Indian Trail Lilburn Road Northwest Lilburn GA 30047)

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. There are 57 parking spaces available. We have large and lively clinic floors. You will learn in a real salon and spa environment.

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.



### **Hogan Institute of Cosmetology and Esthetics**

**495 Indian Trail Lilburn Road Northwest**

**Lilburn Ga. 30047**

**(866) 583-7331**

## ADMINISTRATION AND FACULTY

CEO/FOUNDER

CFO/FINANCIAL AID COORDINATOR

FINANCIAL AID DIRECTOR

ADMISSIONS ADVISOR

COMPLIANCE SPECIALIST

COMPLIANCE SPECIALIST

DIRECTOR OF EDUCATION

INSTRUCTOR

INSTRUCTOR

INSTRUCTOR

INSTRUCTOR

INSTRUCTOR

INSTRUCTOR

INSTRUCTOR

SUBSTITUTE INSTRUCTOR

Pamela Hogan

James Hogan

Murali Nair

Shanice Akins

Joana Osae

Jessica Sims

Arnold Taylor

Marcia Lockett

Tangy Moody

Latasha Bullard

Nyesha George

LaQushia Fulgham

Eucheria Ekwenugo(UK)

Jessica Reynolds

Pamela Hogan

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

## OWNERSHIP

**School is owned by Hogan Institute of Cosmetology and Esthetics LLC (Pamela Hogan and James Hogan)**

## **COURSE DESCRIPTION (*All Courses are taught in English*)**

### **Cosmetology: Standard Occupational Classification (SOC) 39-5012.00, Classification of Instructional Programs (CIP Code 12.0401):**

The curriculum involves 1500 hours to satisfy (Georgia) requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

*\*Students are prepared to become an entry level cosmetologist.*

### **Esthetics: Standard Occupational Classification (SOC 39-5094.00, Classification of Instructional Programs (CIP Code 12.0409):**

The Esthetics course of study consists of 1000 clock hours covering all aspects of esthetics work (skin care, make-up, spa treatment and waxing). The curriculum is mandated by the State of Georgia. The course is designed to prepare the student to pass the State Board of Esthetician examination, and to help the student obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a prerequisite to obtaining an Esthetics License. The license is a requirement to operate as an Esthetician in the State of Georgia.

### **Instructor Program: Instructor Program Standard Occupational Classification (SOC 25-1194.00, Classification of Instructional Programs (CIP Code 12.0413):**

The Instructor Program course consists of 750 clock hours. Educator program provides everything you need to be an exceptional beauty school educator which include: Educational techniques using our exclusive curriculum also instructional techniques to help you guide a classroom. Training to help you develop lesson plans and team-building methods with your students

## **PARKING FOR STUDENTS**

There are 57 parking spaces available. 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 will not be responsible for parking violations and/or towing fees.

## **NONDISCRIMINATION STATEMENT**

The School, in its admission, instruction, and graduation policies and practices, does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The School does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school's director immediately so appropriate action can be taken. Hogan Institute of Cosmetology and Esthetics in its admission, instruction and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, color, religion, financial status, or on the basis of handicap as required by Section 504, 34 Code of Federal Regulations. **Hogan Institute of Cosmetology and Esthetics** owner/administration is designated to coordinate **Hogan Institute of Cosmetology and Esthetics** compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).

All service members of the armed services will not be denied admissions, based on reasons related to their service.

## **SERVICES TO STUDENTS WITH DISABILITIES**

Hogan Institute of Cosmetology and Esthetics will provide reasonable accommodations to any student with a disability. The student should discuss the disability with Admissions and a Facilitator prior to enrollment. The student should explain in writing what accommodations are required, and Admissions, a Facilitator and the Owner will develop and implement a plan to accommodate the student. All facilities at Hogan Institute of Cosmetology and Esthetics are handicap accessible.

## **ADMISSION REQUIREMENTS**

Hogan Institute of Cosmetology and Esthetics considers application from students who are at least 17 years of age and possess a high school diploma, an academic transcript (official and must be sealed) of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree or GED. 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. The school requires that each student enrolling in the Cosmetology, Esthetics, and Instructors programs must:

- Complete an application for enrollment.
- Provide proof of education such as a high school diploma or GED certificate, an official transcript (must be sealed) showing secondary school completion, or a state certification of home- school completion. An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree is listed as recognized equivalent
- Proof of age.
- Provide Social Security Card

Instructor applicants must meet all the above requirements and:

- hold a current license as a practitioner in the field they wish to teach
- complete an instructor's in training application to be forwarded to the State Board of Cosmetology and Esthetics.

All prospective students are urged to complete an interview and tour of the facility with a member of the staff. This process allows you to understand our expectations of our students and helps you better understand our program. Accepting applicants for admissions as regular students once the following criteria have been met: To complete the registration process, you must present a copy of your state issued I.D, driver license, passport and a birth certificate or social security card. Student must have a high school diploma or its equivalent (GED), a transcript admission requirement to require that students in all programs must provide either: a high school diploma or its equivalent; a state-issued credential for secondary school completion if state approved home schooled or enrollment under a training agreement. Certificate, or sealed transcripts stating the graduation date) [www.nces.ed.gov](http://www.nces.ed.gov) An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree is listed as recognized equivalent. If the high school diploma is from a foreign school (any institution outside of the U.S.), then you will need to obtain the services of a foreign credential evaluation service to evaluate your high school diploma or transcript for the credential awarded and the U.S. equivalency. The contact information for the organization that you need to contact for this service is Span Tran Educational Services and their e-mail address is <http://en.spantran-edu.com/>. The diploma must be evaluated and translated (if applicable). The cost of the evaluation is \$85.00 and translation prices vary, please check the website for further information on cost. You should understand that you are still responsible for the evaluation fee and the translation fee, even if your diploma is not sufficient or does not meet U.S. equivalency.

**Hogan Institute of Cosmetology and Esthetics courses are taught in English.**

## GRADING POLICY

Hogan Institute of Cosmetology and Esthetics gives grades for written work, exams, and the Mock State Board exam, weighted evenly. We use the following grading scale to evaluate performance:

90 – 100	A EXCELLENT
80 - 89	B VERY GOOD
79 - 75	C SATISFACTORY
74 <	F UNSATISFACTORY

The institution withholds hours and grade transcript for a withdrawing student until the balance, according to the withdrawal refund settlement worksheet, is paid. Requests the grade at the time of withdrawal; and withdraws for an appropriate reason unrelated to the student's academic status. A student who receives a grade of incomplete may re-enroll in the program during the fifty (50) month period following the date of withdrawal and may complete the subjects without payment of additional tuition.

## ADMISSION PROCEDURE:

- Complete an Application Form
- Submit Driver's License, State ID or passport
- Social Security Card
- Submit high school diploma or GED
- Submit the Registration Fee
- Personal Interview
- Provide Verification Documents
- *Copies of the applicant's high school diploma, high school transcripts, or GED, and passport, government-issued identification, driver's license, or birth certificate are required. We are required to verify that the student's proof of education comes from a valid high school or GED program. If we determine that the diploma or GED certificate is not valid, you will be denied admission to the school. Home-schooled students are not considered to have a high school diploma or equivalent, however they are eligible for admission into School if their secondary school education was in a home school that state law treats as a home or private school, the prospective student must provide documentation of this fact. Some states issue a secondary school completion credential to homeschoolers; if this is the case in the state where the student was home-schooled, the applicant must obtain this credential to be eligible for enrollment.*
- *If a prospective student was home schooled, they must provide documentation to demonstrate compliance with one of the following requirements. 1) You must obtain written documentation for the school district, county, or state that shows that the student's secondary school education was in a home school that state law treats as a home school or private school. 2) If the state the home-schooled student was educated in issues a secondary school completion credential to homeschoolers the prospective student must provide this credential to be eligible for enrollment.*
- **\*\*Foreign Diplomas or Transcripts:** *The school will accept a foreign diploma or transcript; however, the diploma or transcript **MUST** BE EQUIVALENT TO A U.S. HIGH SCHOOL DIPLOMA AND MUST BE TRANSLATED INTO English by a certified translator. **It is the applicant's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.** Because the cost of evaluating a foreign diploma or transcript must be incurred as a charge of admissions prior to enrollment in an eligible program, the fee cannot be included in the cost of attendance (COA).*

- The School does not recruit students who are already enrolled in a similar program at another institution.
- If you have a disability and need an academic adjustment, please notify Admissions as soon as possible so the school can review your request.
- If you are interested in attending our school and you do not have a HSD or GED, please call Admissions for a list of GED programs located near the school.
- The School does not require a student to have immunizations/vaccinations to enroll in our school.
- Transfer hours accepted by School 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. *Please refer to the School's Transfer Policy for additional information.*

## **ENROLLMENT REQUIREMENTS FOR EACH COURSE**

### **STEP1. SCHEDULE EDUCATION PLANNING SESSION:**

Call admissions office, to schedule a session and tour. Student will need Driver's License, State ID or passport, Social Security card along with your high school diploma, or GED. An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree is listed as recognized equivalent.

Complete a FAFSA if you plan on using Financial Aid to enroll in Hogan Institute of Cosmetology and Esthetics. All students admitted are beyond the compulsory age of attendance does not admit ability-to- benefit students You will be presented with either an acceptance or denial letter.

### **STEP 2. AT REGISTRATION THE FOLLOWING ARE REQUIRED:**

Completed application and all necessary enrollment documents

Sign an Enrollment Agreement/Contract

Registration fee (added in for Title IV students. Students who are on payment plan must pay upon registering.)

## **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. If student does not maintain good attendance and academics, the student will lose their scholarship.

## **Enrollment Information**

1. Enrollment periods: January 1st – December 31st. New classes start every six (6) weeks.
2. New Year's Eve, New Year's Day, Spring Break, Summer Break, July 4th, Labor Day, Thanksgiving Break, Christmas Break. See Page 65 for current year dates.
3. Enrollment contract: Hogan Institute of Cosmetology and Esthetics clearly outlines the obligation of both the school and the student in the enrollment contract. A copy of the enrollment contract 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](http://www.hoganice.edu)

**DISTANCE EDUCATION POLICY** Hogan Institute of Cosmetology and Esthetics' students will complete the theory component of their program via Distance Education. Students and instructors must log into MindTap and Zoom, on the assigned days for Distance Education, to be Considered present to receive clock hours for each day according to their schedule. Instructors are required to submit attendance to Administrative Director each day. Students must interact throughout the day with their instructor via Zoom and assignments given to them through MindTap. 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. 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. All documents including transcripts will identify components completed using Distance Education. Prior to enrollment, students are provided with a Distance Education Disclaimer 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 Distance Education Disclosure must be in the student file.

**ACCEPTANCE**

After an applicant has completed the enrollment application process, the enrollment team and director reviews each application.

**REENTRY APPLICANTS/STUDENTS RE-ENTRY/INTERRUPTIONS**

All students who are approved for re-entry will enter in the same satisfactory academic progress status as at time of withdrawal. Students who drop and re-enroll will be required to pay off any previous balance owed to the Hogan Institute of Cosmetology and Esthetics, pay a \$200 registration fee and the current rate of tuition, and sign a new enrollment agreement. Only Students who re-enroll within 2 years will be credited with previous hours and return in the same SAP status.

**TRANSFER APPLICANTS/STUDENTS:**

The transferability of credits you earn at Hogan Institute of Cosmetology and Esthetics is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology is at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending to Hogan Institute of Cosmetology and Esthetics determine if your credits or diploma will transfer. Hogan Institute of Cosmetology and Esthetics does not have a transfer agreement with any other Institute. Hogan Institute of Cosmetology and Esthetics may accept transfer hours from other cosmetology institutions on a case by case basis with the approval of the Institute Director. All transfer hours must be submitted at the time of enrollment and a Transfer Hours Form must be completed and authorized by the Institute Director upon signing this enrollment agreement. The student pays a pro-rated tuition fee based on current tuition cost divided by the contracted hours plus kit and registration fee. 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. Students withdrawing, transferring, or graduating from Hogan Institute of Cosmetology and Esthetics, upon payment of all fees owed, shall be provided a current and accurate official transcript reflecting hours and grades and a statement of good standing from Hogan Institute of Cosmetology and Esthetics in order to receive credit for their education. 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 Hogan Institute of Cosmetology and Esthetics.

Hogan Institute of Cosmetology and Esthetics shall not allow a transferred 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.

Student(s) wishing to transfer from Hogan Institute of Cosmetology and Esthetics may be accepted for enrollment into the Cosmetology and Esthetics Courses only after carefully evaluating the student's official transcripts. The Hogan Institute of Cosmetology and Esthetics does accept transfer hours from any other institutions. Additionally, 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. We do not recruit students who are attending or have been admitted to other similar Courses.

Transfer students will pay the current rate of tuition for the remaining hours to fulfill graduation requirements. Tuition balances do not transfer from one SCHOOL to another. Transfer students will be subject to over contract fees if applicable.

Transfer student tuition rates per hour are as follows:

Cosmetology	\$ 12.33
Esthetics	\$ 13.90
Instructor Program	\$ 12.66

**The applicant must submit a letter stating that they are a transfer student.**

The cost of the supplies books or uniform does not include the cost of equipment and books.

Students transferring to another school may not be able to transfer all the hours they earned at Hogan Institute of Cosmetology and Esthetics; the number of transferable hours depends on the policy of the receiving school.

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.

#### **STATE LICENSING DISCLAIMER**

Students graduating from Cosmetology, Esthetics, and Instructor Program(s) may take the licensing exam to receive a license in Georgia after completion of the course enrolled and payment of the required examination fee. All applicants for licensure must be 18 years or older and be a high school graduate or equivalent.

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 STATE BOARD OF BARBERING, COSMETOLOGY AND ESTHETICS 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. **The SCHOOL is not responsible for students denied licensure.**

#### **EDUCATION 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:

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

## **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.

## **COURSES OFFERED, HOURS TO COMPLETION, FEES FOR TUITION & TEXTBOOK/KITS**

### **Schedules**

<b>COURSES</b>	<b>HRS</b>	<b>WK</b>	<b>FT/PT</b>	<b>SCHEDULE</b>	<b>HR/WK</b>
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**

<b>COURSE</b>	<b>REGISTRATION FEE</b>	<b>TEXTBOOKS &amp; KITS</b>	<b>TUITION\$</b>	<b>TOTAL</b>
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

## **TEXTBOOK AND KIT POLICIES**

Hogan Institute of Cosmetology and Esthetics textbook and kit items are available only through suppliers that sell to licensed professionals: cosmetology/esthetics/ and instructor program academics. Hogan Institute of Cosmetology and Esthetics pays wholesale costs for these textbook and kit items and then passes those savings along to the student. 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, Hogan Institute of Cosmetology and Esthetics will warranty the item for 30 days from the date the student received the item.

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, Hogan Institute of Cosmetology and Esthetics, 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.

## UPDATE THE FOLLOWING INFORMATION

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 Procedures	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

## TEXTBOOK AND KIT DISBURSEMENT POLICY

Hogan Institute of Cosmetology and Esthetics payment options available for the purchase of textbooks and kit items. 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. The textbook and kit costs are payable in the first academic year. 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. **NOTE:** The Student using Title IV funds (financial aid) only receives Title IV funds if the Student is making satisfactory progress or has been placed on financial aid warning. 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. The textbook and kit items are non-refundable.

## ADDITIONAL COSTS

Student books and kit are a required purchase by the student from the school. Students provide their own stationery and school supplies. Students will be given an apparel code for their program and must adhere to the guidelines.

**School will charge 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. The school will give a 30-day grace period. After the grace period the school charges \$250 per week for the remaining hours. If the student exceeds expected graduation date will need to pay out of pocket for the remainder of the course or be terminated.**

**The school may charge a \$10.00 transcript fee for transcript requests.**

**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)**

## DRESS CODE/APPAREL GUIDELINES

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 that appeals to our clinic floor clients. When selecting your school wardrobe, remember that your dress should always convey a sense of professionalism. The wardrobe items you choose must always meet the following dress code guidelines: All students are required to follow Hogan Institute of Cosmetology and Esthetics dress code, the dress code for students are full Hogan Institute of Cosmetology and Esthetics uniform or solid black scrubs for Cosmetology and solid white or gray scrubs for Esthetics. All scrubs must be plain: no patterns, logos, emblems, stripes, plaids, or writing may appear other than a Hogan Institute of Cosmetology and Esthetics emblem. Hogan Institute of Cosmetology and Esthetics smock with solid shirt and solid black dress pants for Cosmetology or solid white or gray for Esthetics is permitted.

- You may wear an approved apron over your clothing at all times on the clinic floor.
- Shoes may be **any color** but **must** have a **closed toe** and **closed heel**. Sandals and clogs are not permitted. Wear comfortable shoes as you will be on your feet all day.
- Leggings, see through pants and tops are not permitted.
- Armpits and chest must be covered at all times.
- Slippers, house shoes, sweat pants, low cut blouses, tank tops, shorts, lingerie, see-through fabrics, and bare feet are not permitted.
- If you choose to wear skirts the hemline must be below the knee.
- Hats, scarfs, turbans and bandanas are not permitted unless related to religion or major illness and must be worn every day. Sunglasses may **not** be worn to class at the Institute.
- Hogan Institute of Cosmetology and Esthetics t-shirt and jeans (**NO Rips or Holes**) are allowed on **Saturdays Only**.
- No undergarments with **WORDS** or **PATTERNS ON THEM. NO EXCEPTIONS**, you will be asked to clock out.
- **DO NOT wear strong smelling perfume, body spray, etc.** A client or classmate may have allergies.
- Any student who returns to practice for the State Board must be in proper dress code for that day.

## STATE BOARD LICENSING FEE

State Board is administered by PSI and the cost of the sitting fee for both Theory and Practical test \$109.00 plus a school processing fee \$45.00

## CONSTITUTION DAY

Hogan Institute of Cosmetology and Esthetics celebrates Constitution Day on or near September 17<sup>th</sup> yearly. For more information, visit [www.constitutionday.com](http://www.constitutionday.com)

## VACCINATION POLICY

Hogan Institute of Cosmetology and Esthetics does not require vaccination records for admittance to Hogan Institute of Cosmetology and Esthetics. Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance.

## VOTER REGISTRATION

- Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state can be found at: <https://www.mvp.sos.ga.gov/>
- For information on Voter Registration and Election Dates for Federal Elections visit: [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources)
- In compliance with the DOE, voter registration applications are supplied at Orientation or Voter Registrations can be downloaded at: (<http://www.in.gov/sos/elections/>)

**STUDENTS WHO WITHDRAW**

- 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.
- Students wishing to transfer to another institution must pay all monies owed to SCHOOL, and all applicable academic requirements must be met in order for the hours to be released.

**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.

## **COURSE OVERVIEW: COSMETOLOGY PROGRAM OUTLINE 1500 HOURS**

### **HOGAN INSTITUTE OF COSMETOLOGY AND ESTHETICS CURRICULUM GUIDELINES:**

#### **COSMETOLOGY**

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:
  - 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. 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 cosmetology and related fields.

**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:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry

level skills. 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.

**GRADING PROCEDURES:** 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:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
75 - 79	SATISFACTORY
74 and BELOW	UNSATISFACTORY

#### **Content of Units of Instruction with Hours: Cosmetology Curriculum**

#### **STATE REQUIREMENTS OF COURSE:**

The curriculum for students enrolled in a school of cosmetology for a complete course of a minimum of (11.5 ) months and fifteen hundred (1,500) clock hours for training shall be as follows:

**(a)** Each school or licensed instructor shall require each student to obtain 250 total hours of training before the student performs clinical services on a client. Of these 250 hours, of which 200 hours shall be theory and training on mannequins, fifteen (15) hours shall be on skin care, ten (10) hours on nail care, and the final 25 hours shall be on live models in the curriculum as stated below. For the purposes of this Rule, (1) clock hour for the first 250 hours of training.

#### **Level 1**

1. Theory = (50) - (50 clock hours) Shall include instruction by a licensed instructor in the following subjects related to cosmetology: (i) chemistry;

(ii) sanitation and sterilization;

(iii) introduction to skin care and nail care.

(iv) EPA; OSHA; Infection Control Standards; blood spill procedures;

(v) AIDS; HIV; and communicable diseases.

2. Theory of Permanent Waving = (20) - (20 clock hours) Shall include instruction by a licensed instructor in the following subjects: (i) the chemistry of permanent wave solution and its reaction;

(ii) the chemistry of relaxers and its reaction;

(iii) the principles of permanent wave rod placement.

3. Theory of Hair Coloring = (45) - (45 clock hours) Shall include instruction by a licensed instructor in the following subjects: (i) chemistry of color;

(ii) principles of color application;

(iii) the chemical action of hair color.

4. Theory of Hair and Scalp Treatments and Conditioning = (20) - (20 clock hours) Shall include instruction by a licensed instructor in the following subjects: (i) hair analysis;

(ii) scalp condition;

(iii) treatments;

(iv) analysis, condition and treatments.

5. Theory of Hair cutting = (30) - (30 clock hours) Shall include instruction by a licensed instructor in the following subjects: (i) proper handling and care of instruments.

6. Theory of Shampooing = (15) - (15 clock hours) Shall include instruction by a licensed instructor in the following subjects: (i) proper procedure of shampooing;

(ii) knowledge of shampoo formulas;

(iii) water temperature.

(ii) physiology;

(iii) electricity;

(iv) safety precautions;

(v) chemistry of beauty products, actions/reactions, and the composition of tints, dyes and bleaches;

(vi) salesmanship;

7. Theory of Hairdressing = (45) - (45 clock hours) Shall include instruction by a licensed instructor in the following: (i) 20 hours training on mannequins;

(ii) 25 hours training on live models (without compensation).

8. Theory of Nail Care and Skin Care = (25) - (25 clock hours). (i) concepts and principles of nail care procedures and correct handling of instruments--(10 clock hours);

(ii) concepts and principles of skin care procedures and techniques - (15 clock hours):

LEVEL 1 total: 250

(b) When student has completed 250 clock hours (250 clock hours) in the above curriculum, with a minimum passing score of 75 percent, the student is prepared to progress to the clinic floor to perform clinical services on patrons. AFTER COMPLETION OF THE FIRST 250 CLOCK HOURS OF Level 1 TRAINING THE CURRICULUM SHALL BE AS FOLLOWS:

1. Theory = (100) - (100 clock hours) Shall include instruction by a licensed instructor in the theory and practice of all required subjects of cosmetology and the following subjects related to cosmetology: (i) sterilization and sanitation;

(vii) telephone etiquette and ethics;

(viii) salon deportment: consisting of instruction in courtesy, neatness and professional attitude in meeting the public.

2. Social Skills, reception or Desk Work, Art and Ethics, State Board of Cosmetology Laws and Rules = (50) - (50 clock hours).

3. Laboratory = (50) - (50 clock hours) Shall include practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon.

4. Hairdressing, Shampoo and Comb-out = (280) - (280 clock hours) Shall include shampoos, comprising dry, soap less, oil and reconditioned, finger waving, wet curls, thermo curling, blow drying, hair styles, comb-outs and all types of pressing; hot combs and chemicals.

5. Hair Cutting and Shaping = (125) - (125 clock hours/166 applications).

6. Permanent Waving = (180) - (180 clock hours/60 applications).

7. Chemical Hair Relaxing = (100) - (100 clock hours/50 applications).

8. Hair Coloring and Hair Lightening = (140) - (140 clock hours) Shall include the following: (i) temporary rinses and semi permanent color - (10 clock hours /12 applications);

(ii) hair lightening - (25 clock hours/10 applications);

(iii) virgin tints - (40 clock hours/20 applications);

(iv) retouches - (60 clock hours /30 applications);

(v) predisposition tests - 2 ½ clock hours;

(vi) dye and tint removal - 2 ½ clock hours.

9. Scalp and Hair Treatment = (50) - (50 clock hours /66 applications) which shall include brushing and manipulations, corrective treatments, reconditioning treatments.

10. Facial Treatment, Make-up and Hair Removal = (55) - (55 clock hours): (i) facial treatments - (30 clock hours/30 applications);

(ii) make-up applications- (20 clock hours/20 applications);

(iii) brow and lash tint - (5 clock hours/5 applications).

11. Hair Removal = (30) - (30 clock hours): (i) lip, chin and face - (10 clock hours/20 applications);

(ii) brow tweezing - (10 clock hours/20 applications);

(iii) brow waxing - (10 clock hours/20 applications).

12. Manicures, Pedicures and Nail Sculpting = (90) - (90 clock hours): (i) manicures with hand and forearm massage - (25 clock hours/25 applications);

(ii) pedicures with foot and leg massage - (20 clock hours/20 applications);

(iii) nail sculpting - (45 clock hours/15 applications).

**Level 2 Total Hours: 1500**

**Total Hours: 1,500 clock hours.**

## **COURSE OVERVIEW: ESTHETICS PROGRAM OUTLINE 1000 HOURS**

### **HOGAN INSTITUTE OF COSMETOLOGY AND ESTHETICS CURRICULUM GUIDELINES:**

#### **ESTHETICS**

#### **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 recordkeeping

#### **STANDARD ESTHETICS: FUNDAMENTALS COURSE SYLLABUS**

##### **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/video tapes, 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.

#### GRADING PROCEDURES:

Students are assigned academic learning units and a minimum number of practical experiences required for course completion. Academic learning is evaluated after each unit of study.

Practical skills learning is evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures as set forth in the Practical Skills Competency Evaluation Criteria. Students must maintain a written grade average of 75 percent 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: 90–100 EXCELLENT

80–89 VERY GOOD

79–75 SATISFACTORY

74 and under NEEDS IMPROVEMENT

#### **Content of Units of Instruction with Hours: Esthetics Curriculum**

**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:**

(a) No school or licensed instructor shall permit a student to render clinical services until the student has completed 250 clock hours of training in the following curriculum:

#### **Level 1**

1. Professional Practices = 150 - (150 clock hours): (i) bacteriology, sterilization, and sanitation;

(ii) personal hygiene;

(iii) public health and safety;

(iv) EPA; OSHA; infection controls standards; and blood spill procedures;

(v) AIDS; HIV and communicable diseases;

(vi) methods;

(vii) facility hygiene; clean-up applications and procedures.

2. professional ethics = 20 - (20 clock hours): (i) personal attitude;

(ii) personal image.

3. business practices = 80 - (80 clock hours): (i) State Board Rules Laws and Rules;  
(ii) esthetician salon development;  
(iii) business insurance;  
(iv) client records;  
(v) confidential ethics;  
(vi) medical record keeping;  
(vii) write your resume;  
(viii) the job interview.

**Level 1 Total 250 Hours**

When the student has successfully completed 250 clock hours in the above curriculum with a minimum passing score of 75 percent, the student may progress to the clinic floor to perform clinical services on patrons. After completion of the first 250 clock hour of Level 1 training, the curriculum shall be as follows:

**Level 2**

**1. Sciences = 320 - (320 clock hours):**

- (i) histology of skin;
  - (I) cell;
  - (II) tissue;
- (ii) dermatology and physiology:
  - (I) structure of the skin and glands;
  - (II) functions of the skin and glands;
- (III) conditions and disorders of the skin;
- (IV) physiology of color;
- (V) morphology.
- (iii) Theory:
  - (I) medical terminology;
  - (II) medical charting;
  - (III) clinical sanitation and sterilization;
  - (IV) patient psychology;
  - (V) customer service;
  - (VI) advanced skin analysis/diseases;
  - (VII) camouflage make-up.

**2. Body treatment = 75 - (75 clock hours/75 applications) :**

- (i) massage;
- (ii) wraps;
- (iii) cellulite;
- (iv) aromatherapy;
- (v) reflexology.

3. Facials= 115 - (115 clock hours/115 applications):

- (i) client consultations and skin analysis;
- (ii) manipulations;
- (iii) cleansing;
- (iv) toning;
- (v) post-op therapy;
- (vi) pre-op therapy;
- (vii) spa facials.

(I) European Massage: The use of all five (5) basic massage movements in a systematic procedure that will improve and promote skin rejuvenation and relaxation;

(II) Aromatherapy: The use of essential oils in masks, massage, and diffusion to correct and promote relaxation;

(III) Product Therapy: The use of epidermabrasion product treatment solution in the form of serum, powders, or infusions for rejuvenation of the skin;

(IV) Mask Therapy: The use of thermo, fleece, botanicals, anti-aging, and pore cleansing specialty masks to rejuvenate the skin;

(V) Machines: The use of spa/salon machines that include galvanic, high frequency, brushing, vacuum, and vaporizers for aiding in skin rejuvenation. This does not include the use of the microdermabrasion machine in the school/student environment unless it is a FDA guideline class 1.

4. Make-up = 90 - (90 clock hours (90 applications):

- (i) client consultation and skin analysis;
- (ii) contouring;
- (iii) application;
- (iv) color accent;
- (v) camouflage make-up.

5. Hair removal = 75 - (75 clock hours):

- (i) lip, chin, face - 20 clock hours (40 applications);
- (ii) leg waxing - 10 clock hours (5 applications);
- (iii) bikini waxing - 10 clock hours (20 applications);
- (iv) brow arching - 35 clock hours (70 applications);
- (I) brow tweezing - 15 clock hours (30 applications);
- (II) brow waxing - 15 clock hours (30 applications);
- (III) brow and lash tinting - 5 clock hours (10 applications).

6. Spa/Salon Management = 75 - (75 clock hours)

- (i) front desk;
- (ii) marketing: business, client, product;
- (iii) managerial responsibilities;
- (iv) client retention and tracking;
- (v) business management;
- (vi) business record management;
- (vii) profit and loss statement management.

Level 2 Total 750

Total hours - 1,000 clock hours.

## **COURSE OVERVIEW:**

### **INSTRUCTOR PROGRAM OUTLINE 750 HOURS**

#### HOGAN INSTITUTE OF COSMETOLOGY AND ESTHETICS CURRICULUM GUIDELINE:

##### Instructor

Instructor Courses and/or programs include instruction in:

**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.

**GRADING PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 75% and pass a final written and teacher performance evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are assigned according to the following scale:

#### **WRITTEN AND PRACTICAL**

<b>90 - 100</b>	<b>EXCELLENT</b>
<b>80 - 89</b>	<b>VERY GOOD</b>
<b>75 - 79</b>	<b>SATISFACTORY</b>
<b>74 and BELOW</b>	<b>UNSATISFACTORY; DOES NOT MEET STANDARDS</b>

**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 AND HOURS:** 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.

Hours	Subject/Unit
50	ORIENTATION: School Rules and Regulations; Qualities of the Professional Educator; Code of Ethics; Familiarization with School Facilities and Supplies; Licensing Requirements and Regulations, Laws; Fundamentals of Business Management; Professional Ethics; Business Plan; Written Agreements; School Operations, Policies, and Practices; Compensation Packages; Payroll Deductions; Telephone Use; Advertising; Sales; Communications; Public/Human Relations; Insurance; Salon Safety; Seeking Employment
300	METHODS OF TEACHING AND CLINIC MANAGEMENT: Principles of Teaching, Learning, and Lesson Plan Development: Outlines, Examples of Lesson Plans, Components of Effective Lesson Plans, Preparation, Teaching Methods; Presentation Techniques: Application, Testing, Lecture and Workbooks, Demonstrations, Return Demonstrations, Discussion, Question and Answer, Projects, Field Trips, Developing and Using Educational Aids, Films or Videos, Charts, Manikins, Reference Materials, Chalkboard, Overhead Projectors and Transparencies; Program Development and Review; Program Review
150	STUDENT SALON/CLINIC MANAGEMENT: Independent Clinic Supervision; Client Communications; Reception Desk; Inventory Control; Effective Dispensary Procedures; Supervision of Clinic Sanitation and Client Safety; Technical Skills Ability; Independent Classroom Instructing; Administrative Responsibilities; Records and Reports Management; Safety Measures, Classroom Conditions, and Maintenance; Class Supervision and Control; Classroom Problems and Solutions; Organizational and Regulatory Requirements
250	INSTRUCTION AND THEORY: Planning; Analysis; Implementation; Benefits; Assessment or Measurement of Student Ability/Achievement/Learning; Diagnosis of Student Weaknesses and Overall Progress; Student Motivation for Study and Learning; Oral and Written Testing; Evaluation of Overall Progress; Development and Use of Testing/ Measurement Instruments; Academic Advising
750	TOTAL HOURS

## **PURPOSE**

The purpose of Milady's Master Educator Course Management Guide is to aid the educator in meeting the objective of advancing and improving the standards of education in your school. It's designed to serve as your partner in making cosmetology education effective, interesting, and fun while also helping your students develop mentally, morally, and aesthetically. It has been over 80 years since Milady published the first edition of The Standard Textbook of Cosmetology and over 50 years since Milady published the first Cosmetology Hairstyling Teacher-Training Manual. Now used in more than 48 countries and developed in multiple languages, Milady's standard is recognized as the undisputed industry leader and primary source for the most current and comprehensive information available for cosmetology students. It is with that history and vision in mind that Milady continues to expand, update, and improve its educational programs to meet the needs of today's educators and learners.

The Milady's Master Educator Course Management Guide is divided into four sections:

- SECTION I: Lesson Plan Index
  - SECTION II: Support Materials and Forms
  - SECTION III: Comprehensive Lesson Plans, Volume I
  - SECTION IV: Comprehensive Lesson Plans, Volume II
- Section I is a chart that lists in the first column each chapter of Milady's Master Educator. The second column lists the lesson plan number and title that correspond to each chapter. The third column contains a chapter outline. The fourth column lists by title the applicable student handouts that have been developed to help facilitate student learning.

### **Section II**

contains several sample forms or documents that can be modified to fit the individual institution. The first sample form is a Course Syllabus for a 750-clock-hour instructor training program. This brief, two-page document contains all the elements required for a course outline and generally meets requirements set forth by accrediting bodies. It is provided to assist you in developing a course syllabus specific to the program offered at your institution.

The second sample form is a Theory Grade Record by Course Unit. This is an example of a form that has been used successfully by schools to record and document theory test grades for students. It lists each of the unit tests contained in the Milady's Master Educator text. There is a column for the grade, the date of the test, and the student's signature acknowledging the test grade. In this day of accountability, obtaining student signatures ensures that students have completed the specific unit of study and can replace maintaining a plethora of actual test copies in student files. The third sample document is a Monthly Academic Review/Progress Evaluation Form. This form has been used successfully by schools to record sessions of academic advising conducted by faculty. Milady's Master Educator Course Management Guide The form can also be used to document a student's satisfactory academic progress evaluations. Because of the information contained therein, it can also be considered a "report card" for students during the course of study. There is space provided for you to record both monthly and cumulative theory grade averages and attendance. There is additional space provided for you to give students feedback in practical skills performance as well as their professionalism and adherence to school policies. One section allows you to identify any areas in which the student needs improvement and gives you space to record a brief "action plan" for improvement. The last section of the form provides space for you to record formal satisfactory progress evaluations, identify probationary status, or indicate the request for appeal by the student of the decision. This one-page form can be used to satisfy many school requirements with respect to student progress. It can be adopted as it is or it can be modified by the school based on the school's established policies.

**Section III** contains comprehensive lesson plans that closely follow each chapter of Milady's Master Educator. Clearly, you as the educator represent an integral part of the students' experience in school. Use of effective lesson plans can make your job much easier and your students' learning experiences more satisfying.

A lesson plan is a tool to organize the instructional time and ensure that all the planned material is covered in an orderly manner. The lesson plans contained in the Course Management Guide are designed to allow you to add information, if needed, to reflect regulations in your state, to reflect the philosophies of your school, and/or to present your personal knowledge and experiences. They were, however, written in such a manner that the instructor no longer has to spend hours writing lesson plans each evening. A brief outline is provided on the left side of the presentation pages, while the right side contains in-depth notes that explain and enhance the outline. Therefore, the lesson plan can be used by the newest of instructors or by the seasoned instructor with years of experience in the classroom. It will be up to the individual instructor to edit or supplement as desired. The lesson plans include measurable performance objectives and much more.

Each lesson plan is preceded by a class sign-in sheet. The top of the sheet lists all the headings that are found on the first page of each lesson plan and provides space for the instructor to enter the applicable information for each lesson plan. The bottom half of the form provides space for each student to sign in for the class. This has proved to be an effective and valuable tool. We live in an age of accountability, and for cosmetology schools that means verifying that the curriculum prescribed by state boards is being followed, that class objectives are being met, that theoretical and practical classes are being integrated throughout the course of study, that effective teaching methods are being employed, that students are being evaluated for competency in both theory and practical training, and so much more. This simple class sign-in sheet provides bona fide documentation that many of those requirements are being met. You may have heard about students who have claimed that they were never taught anything about securing employment or payroll deductions in school, for example. Some of those claims have even resulted in complaints being filed with state regulatory or accrediting bodies or even in lawsuits against the school. These class-sign in sheets are evidence that the school is following its prescribed schedule and that classes are being taught whether or not the students chose to avail themselves of the opportunity to learn by attending. It is recommended that the class sign-in sheets be maintained chronologically in a three-ring binder for a one-year period. The binders are a compact and easy way to maintain class records for a number of years. They also eliminate the need for "roll call." If used, the school will find them to be a great asset and valuable resource. The sign-in sheets, coupled with the Theory Grade Record by Course Unit form, are excellent tools for owners or managers of multiple locations. By checking these two documents alone, you can verify that faculty are following their assigned schedule and that students are receiving the training you have agreed to provide. It's a super quality-control procedure.

The first page of each lesson plan repeats the information contained on the class sign-in sheet and then provides the following information:

1. The Subject: The actual title of the chapter in the text.
2. The Topic: The title of the lesson plan, topics to be covered.
3. Lesson Objectives: Lists what the students will be able to understand or perform upon completion of the lesson and practice.
4. Implements, Equipment, Supplies Required: Items are listed and identified for both students and instructors by an "x." In some cases where the lesson plan will be used for both theory and practical classes, the instructor may need to require students to bring the same materials that are marked for the instructor only.
5. Teaching Aids: Lists audiovisual equipment, handouts, and so forth to be used by the instructor.

6. Facility: States whether the class will take place in a theory or practical classroom or both. The theory of practical skills (text information) can be taught as a theory class and the practical aspects of the chapter can be taught as a practical class. The instructor can therefore modify the facility identified. Some of the lessons might even take place in the clinic or lab area.

7. Time Allotment: Broad guidance is provided for the time allotted to each lesson. Bear in mind that the Instructor's Guide was written to function well in 50 states with hours requirements varying from 300 hours to 2,000 hours.

8. Prior Student Assignment: Lists what the student needs to have completed prior to the class.

9. Educator References: Lists references available to instructors to further expand their knowledge on the subject and enhance the class.

10. Notes to the Educator: Lists suggestions and reminders to better prepare the educator for the class. The next page of each lesson plans contains an inspirational thought for the day. The quotes are intended to enable a more positive learning environment for the day. The second page also contains the learning motivation for each class. The first element in the learning cycle addresses the "why?" aspect of the lesson. We all know that our students remain tuned into channel WII-FM (what's in it for me?). The dialog provided will address just that.

The instructor is, of course, welcome to modify and personalize the introduction or motivation for the lesson.

Following the learning motivation of each lesson plan is the subject outline and in-depth notes on the subject. They are designed in a two-column format. The left column contains the brief outline of the material contained in the chapter. The right column contains in-depth notes that expand on the outline, including supplementary material that supports the outline. The in-depth notes are comments that the instructor can actually verbalize to the students. Information that is directed to the instructor is found after the word "NOTE," which is capitalized. For example:

NOTE: Have students complete the form in the textbook now.

The lesson plan continues in the two-column format until all the material in the chapter or lesson has been covered.

A written summary and review section is provided at the end of each lesson plan. That section is followed by a Learning Reinforcement Ideas/Activities section. This section refers the students to the Enabling Exercises found at the end of each chapter in the textbook and provides space for the instructor to list any activities designed to support the lesson.

Please add these so that when you use the lesson plan again or when another instructor uses the lesson plan, a greater resource of activities will be available.

## **SAFETY PERCAUTIONS FOR THE BEAUTY INDUSTRY:**

### **SAFETY REQUIREMENTS**

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

### **INDUSTRY REQUIREMENTS**

#### **PHYSICAL DEMANDS PLACED ON THE BODY**

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.

### **GRADUATION REQUIREMENTS**

*Once the student has met all the following requirements, he/she will receive a Diploma.*

Pass all written and practical exams with grade of 75%. Complete contracted hours and maintain satisfactory academic progress with a 75% academic average and 67% attendance average. Student must also have a zero balance or make financial arrangements with the school.

### **GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES**

There are many wonderful career opportunities available within the beauty industry. In addition to hair design, this industry also offers opportunities in areas such as skin care, makeup, aromatherapy, nail artistry, product education, platform artistry, and salon management.

Although Hogan institute of Cosmetology and Esthetics **DOES NOT GUARANTEE EMPLOYMENT UPON GRADUATION**, Hogan institute of Cosmetology and Esthetics does maintain a job placement program and will inform students of job openings and opportunities. Hogan institute of Cosmetology and Esthetics coordinates placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak at Hogan institute of Cosmetology and Esthetics.

## **RETURN OF TITLE IV FUNDS**

The law specifies how your Hogan Institute of Cosmetology and Esthetics must determine the amount of Title IV program assistance that you earn if you withdraw from Hogan Institute of Cosmetology and Esthetics. 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 (FSEOGs. 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 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 Hogan Institute of Cosmetology and Esthetics and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. 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, Hogan Institute of Cosmetology and Esthetics 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. Hogan Institute of Cosmetology and Esthetics 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 Hogan Institute of Cosmetology and Esthetics Hogan Institute of Cosmetology and Esthetics. needs your permission to use the Post-withdrawal grant disbursement for all other Hogan Institute of Cosmetology and Esthetics charges. If you do not give your permission (some schools ask for this when you enroll, you will be offered the funds. However, it may be in your best interest to allow Hogan Institute of Cosmetology and Esthetics to keep the funds to reduce your debt at Hogan Institute of Cosmetology and Esthetics.

There is 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 (Hogan Institute of Cosmetology and Esthetics or parent receive on your behalf excess Title IV program funds that must be returned, Hogan Institute of Cosmetology and Esthetics 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 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.

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

By applying for a Direct Loan, a borrower authorizes Hogan Institute of Cosmetology and Esthetics 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. Hogan Institute of Cosmetology and Esthetics:

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.

## **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](http://www.studentaid.ed.gov).

## **INSTITUTIONAL REFUND/DROP 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 three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not 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 TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	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 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. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a Pro-rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

• Students who withdraw or terminate prior to course completion are charged a cancellation or administrative 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 the enrollment agreement.

• 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.

## Collections Policy

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.

**Determination Date/Withdrawal Date (Official/Unofficial Withdrawal):**

The last date of attendance would be the last day the student was physically in attendance at the Hogan Institute of Cosmetology and Esthetics. 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. An active student officially withdraws when they notify the Hogan Institute of Cosmetology and Esthetics administrative office of their intention to withdraw from Hogan Institute of Cosmetology and Esthetics. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive SCHOOL days (14 calendar days) from their last date of physical attendance without notifying the Hogan Institute of Cosmetology and Esthetics administrative office. A student who withdraws will receive a certified transcript, which will include the number of hours for which the school has been compensated. according to the above policy. 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.

**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 Hogan Institute of Cosmetology and Esthetics 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.

### **DEFINITION OF UNUSUAL ENROLLMENT HISTORY**

The specific pattern the Department of Education uses to select students includes those students who have received a Federal Pell Grant at multiple institutions during the past 4 award years prior to the current award year. Once the Department of Education indicates that a student has an unusual enrollment history, the financial aid office must then take action and review the academic history by requiring the student to provide official/unofficial transcript prior to determining federal financial aid eligibility for that student.

### **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.

### **TYPES OF FINANCIAL AID AVAILABLE**

#### **Federal Pell Grant (Need Based Aid)**

Pell Grants provide a foundation of financial assistance that may be supplemental by other resources and doesn't have to be repaid after graduation. Pell Grants are determined after the financial status of a student is fully reviewed. Based on a student's financial circumstances, a specific amount of money is disbursed annually toward the student's education through the Pell Grant. How much you can expect to receive from a Pell Grant is solely based on your financial situation and other criteria.

#### **William D. Ford Direct Stafford Loans (Need & Non-Need Based Aid)**

Loans made through this program are referred to as Direct Loans, because eligible students and parents borrow directly from the US Department of Education. You must be enrolled at least as a half-time student to be eligible for a loan. Direct Loans include the following:

#### **Direct Stafford Loans**

1. Direct Subsidized Loans – you must have financial need to receive a subsidized loan. The US Department of Education will pay (subsidize) the interest that accrues on your Direct Subsidized Loan during certain periods.
2. Direct Unsubsidized Loans – financial need is not a requirement to obtain an unsubsidized loan. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan.

3. Direct PLUS Loans (Plus Loans) are loans parents can obtain to help pay the cost of education for their dependent undergraduate children.

### **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](http://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
- if male, ages 18-25 have registered with the Selective Service
- be a citizen or eligible non-citizen
- have resolved any drug convictions

### **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](http://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](http://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 to return the

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](http://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](http://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](http://www.nslds.ed.gov) to find your current loan servicer and to find out more details on **“in-SCHOOL deferment”**.

## **DETERMINING PUBLISHED LENGTH**

For Associates and Bachelors Degree programs – Published length would be whatever the school catalog indicates. A typical Associates Degree would have a published length of 2 years. A typical Bachelors Degree would have a published length of 4 years.

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.

Maximum Eligibility Period is equal to the Published Length multiplied by 150%.

## **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.

For example: Mary Smith is enrolling in a 1500-hour program over 50 weeks with a 30-week academic year. The published length of her program is 1.67 years ( $50/30$ ). The maximum eligibility period is 2.50 years ( $1.67 \times 150\%$ ). Mary has current usage of 1 year. The 1500-hour program is split into academic years of 900 hours over 30 weeks and 600 hours over 20 weeks. Usage for AY1 is 1 year ( $30/30$ ) and usage for AY2 is .67 years ( $20/30$ ).

Remaining eligibility is 1.5 years (2.5 minus 1). AY1 requires 1 year of usage. Because the students remaining eligibility is greater than that, Mary will be eligible for sub in AY1. After the AY1 usage of 1 year, Mary will have 0.5 years of remaining usage. Because AY2 requires .67 years of usage, Mary will not be eligible for sub in AY2.

## **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.

## MAKEUP HOURS POLICY

All time (minutes/hours) missed from program will need to be made up during approved time. Make up hours must be recognized as Instructor supervised, per Department of Education. Hogan Institute of Cosmetology and Esthetics does have a make-up policy:

- Students must make arrangements with their teachers in order to make up any missed exams.
- Students can make up hours on Tuesdays and Wednesdays, ONLY, during normal school hours.
- Students must fill out make up form to document the hours they are making up and the instructor and student have to sign the form.
- The form is submitted to administrative faculty member WITHIN 24 HOURS, and they will enter the hours into the system.

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

<b>Course</b>	<b>Clocked (actual) Hours</b>
Cosmetology	450,900,1200 (actual hours)
Esthetics	450,900 (actual hours)
Instructor	375 (actual hours)

Transfer Students- Midpoint of the contracted hours or the established 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.

## ATTENDANCE PROGRESS EVALUATIONS

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. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Hogan Institute of Cosmetology and Esthetics 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.

## ACADEMIC PROGRESS EVALUATIONS

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 Hogan Institute of Cosmetology and Esthetics. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up missed tests and incomplete assignments. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

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

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making SAP until the next scheduled evaluation. Students will receive a hard-copy of their SAP determination at the time of each of the evaluations. Students deemed not maintaining SAP may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making SAP while during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. 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**

Students who fail to meet minimum requirements for attendance or academic progress, at the next checkpoint after the warning period will be placed on probation and considered to be making SAP during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the SAP Policy standards by the end of the evaluation period may be placed on probation. 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. Students who are progressing according to their specific academic plan will be considered making SAP. The student will be advised in writing of the actions required to attain SAP 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 SAP or by the academic plan, he/she will be determined as NOT making SAP and, if applicable, students will not be deemed eligible to receive Title IV funds. Students', who are not eligible to receive Title IV funds, can remain enrolled only by cash paying. The cash paying student must be eligible to graduate within the maximum time frame.

### **DISMISSAL DUE TO UNSATISFACTORY PROGRESS**

A student, who was dismissed from Hogan Institute of Cosmetology and Esthetics due to unsatisfactory progress, may appeal the dismissal to Executive Director in writing within 5 business days of the dismissal date. The owner will make a determination within 5 business days of receipt of the appeal and will respond to the dismissed student in writing. 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. 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.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS OF FINANCIAL AID**

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, at the next scheduled evaluation.

## **LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to Hogan Institute of Cosmetology and Esthetics 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 within 2 years will return in the same satisfactory academic progress status as at the time of withdrawal.

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five (5) 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. The student must submit a written appeal to the Hogan Institute of Cosmetology and Esthetics 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. 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. Appeal documents will be reviewed and a decision will be made and reported to the student within five (5) days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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**

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.

## **QUANTITATIVE AND QUALITATIVE FACTORS**

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

- A minimum cumulative Theory grade of 75% or higher
- A minimum cumulative Academic level of 75% or higher on practical worksheet completion. \*
- 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.
- A minimum cumulative attendance of 67% of their scheduled hours. \*\*

\*To meet the 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.

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.

**COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME** Students will attend full time, five (5) days (Tuesday through Saturday), 30 hours per week, from 10:00am to 4:30pm. Information regarding other course schedules is available upon inquiry. The state of Georgia requires 1500 clock hours for the cosmetology course. Students are expected to complete the course in no more than 150% of the program length. If a student is never absent, he/she should complete the course within 50 weeks for a full-time student. The state of Georgia requires 1000 clock hours for the esthetics course. Students are expected to complete the course in no more than 150% of the program length. If a student is never absent, he/she should complete the course within 34 weeks for a full-time student. The state of Georgia requires 750 clock hours for the Instructor Program course. Students are expected to complete the course in no more than 150% of the program length. If a student is never absent, he/she should complete the course within 25 weeks for a full-time student.

### **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 in Weeks and Hours**

Course	FT/PT	Hrs/Wk	Course Hrs	Weeks	Hours	Weeks beyond contract
Cosmetology	FT	30	1500	50	2250	25
Cosmetology	PT	16	1500	93.75	2250	46.9
Esthetics	FT	30	1000	34	1500	16.67
Esthetics	PT	16	1000	62.5	1500	31.25
Instructor Program	FT	30	750	25	1125	12.5
Instructor Program	PT	16	750	46.875	1125	23.4375

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.

### **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 or 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.

## 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.

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

- Medical Issues
- Military Requirements
- Jury Duty
- Mitigating Circumstances beyond the Student's Control
- Hogan Institute of Cosmetology and Esthetics Faculty recommendation
- Financial Hardship

**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.**

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

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

In addition the student is required to list the reason for the LOA as well as provide supporting documentation.

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.

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

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.

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.**

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.

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.

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.

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

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.

## **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."

- 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.
- 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.
- 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):
  - SCHOOL officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of SCHOOL;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - 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.

## PERFORMANCE STATISTICS/JOB OUTLOOK

Stylists work on photo shoots, runway shows, movies and much more. Cosmetologist and Esthetician have the opportunity to work hair and makeup/skincare for some of the world's hottest hair care product advertisements. Esthetician work in upscale day spa or resort. Full-time salon and spa professionals average up to \$42,000 a year, while salon/spa owners average up to \$100,000 or more. New hires for salons are up nationally by 37%. Many salons visit our Institute scouting for potential staff associates throughout the year. Any student who seeks work in Georgia salons and spas can find a salon looking for them.

## GEORGIA DEPARTMENT OF LABOR & INDUSTRY

### CAREER RESOURCE NETWORK RESEARCH & ANALYSIS BUREAU COSMETOLOGISTS:

<https://dol.georgia.gov/get-labor-market-information>

In the state of Georgia, Cosmetology, Esthetic and Instructor Program graduates, can earn minimum wage or greater paid from hourly or from salary and gratuities in an **entry-level position** depending on the work schedule and the area population. A commission scale is commonly used to pay graduates resulting in much higher pay after an introductory period of several months. Retail commission is also common. Some salons/spas now offer benefits resulting in higher earnings.

Hogan Institute of Cosmetology and Esthetics is accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS) and recognized by the US Department of Education. Each agency requires schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure; however, each agency requires that we provide outcome rates differently. National Accrediting Commission of Career Arts and Sciences (NACCAS) requires schools to list the outcome rates for each main campus and all additional campuses as a whole. In this case, is Hogan Institute of Cosmetology and Esthetics the only campus, therefore the outcome rates for Hogan Institute of Cosmetology and Esthetics only. This US Department of Education, requires outcome rates be provided based upon the individual location. Outcome rates have also been provided for the individual school you are interested in attending. If you have any questions regarding our outcome rates, please see the Admissions Department.

## JOB PLACEMENT (GAINFUL EMPLOYMENT)

Hogan Institute of Cosmetology and Esthetics maintains contacts in the Barber, Cosmetology, Esthetic, Manicure and Massage Therapy Professions to assist students in job placement. Employers are encouraged to interview students, and every effort is made to secure a job opportunity for each graduate. Students are prepared in the latter part of training to seek employment. While Hogan Institute of Cosmetology and Esthetics cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. However, Hogan Institute of Cosmetology and Esthetics does follow-up on graduates to help us prepare new students for future job placement.

## GRADUATION, LICENSURE, AND PLACEMENT RATES

NACCAS Annual Report Rates from 2020

Graduation Rate	Licensure	Placement Rate
84.00%	96.00%	66.00%

## CAREER OPPORTUNITIES

There are many opportunities open to Licensed Barbers, Cosmetologists, Estheticians, Massage Therapists, and Manicurist. Hogan Institute of Cosmetology and Esthetics prepares all graduates for the licensing exam and entry-level positions for employment in their specific field. Additional industry experience could lead to employment as a manufacturer/sales facilitator, a distributor sales consultant, as well as in teaching, admissions and financial aid positions academies.

## COMPENSATION EXPECTED

The U.S. Department of Labor provides current (May 2012) job information at <http://www.bls.gov>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

### BUREAU OF LABOR STATISTICS

<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non-degree+award&training=None&newjobs=&growth=&submit=GO>

### UNITED STATES DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS OCCUPATIONAL EMPLOYMENT STATISTICS OCCUPATIONAL EMPLOYMENT AND WAGES, MAY 2013

39-5012 HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

<http://www.bls.gov/oes/current/oes395012.htm>

39-5094 SKIN CARE SPECIALISTS (ESTHETICS)

<http://www.bls.gov/oes/current/oes395094.htm>

25-1194 VOCATIONAL EDUCATION TEACHERS, POSTSECONDARY:

<http://www.bls.gov/oes/current/oes251194.htm>

## PROGRAM INTEGRITY

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. For the most recent annual reporting period, the school shows the following data for the

### Cosmetology Program:

Placement Rate	On-time graduation rate	Median Loan Debt
63.64%	78.57%	0%

### Esthetics Program

Placement Rate	On-time graduation rate	Median Loan Debt
80.95%	87.5%	0%

### Instructor Program

Placement Rate	On-time graduation rate	Median Loan Debt
100%	100%	0%

## MAKEUP HOURS POLICY

All time (minutes/hours) missed from program will need to be made up during approved time. Make up hours must be recognized as **Instructor supervised, per Department of Education.**

Hogan Institute of Cosmetology and Esthetics does have a make-up policy:

- Students MUST schedule make up hours with instructor(s) in ADVANCE.
- Students MUST make arrangements with their teachers in order to make up any missed exams.
- Students can make up hours on **Tuesdays and Wednesdays ONLY**
- Students must fill out make up form to document the hours they are making up and the instructor and student have to sign the form.
- The form is submitted to administrative faculty member WITHIN 24 HOURS, and they will enter the hours into the system.

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

## EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Course	Clocked (actual) Hours
Cosmetology	450,900,1200 (actual hours)
Esthetics	450,900 (actual hours)
Instructor	375 (actual hours)

**Transfer Students-** Midpoint of the contracted hours or the established 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.

## ATTENDANCE PROGRESS EVALUATIONS

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. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Hogan Institute of Cosmetology and Esthetics 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.

## ACADEMIC PROGRESS EVALUATIONS

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 Hogan Institute of Cosmetology and Esthetics. Students must maintain a written grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up missed tests and incomplete assignments. The following grade scale is utilized for theory and practical skill evaluation which utilizes a 100-point grading scale:

Your attendance at Theory is a state requirement. The Director may take action towards any student who is absent more than one (1) Saturday a month\*\* (or the equivalent of 6 hours a month). Attending class on time as scheduled helps you demonstrate your commitment to the program and keeps you in good standing at the Institute.

The levels of corrective action could include the following:

- Students who violate Institute policies will be issued a Written Advisement of the consequence(s) for failure to correct the behavior.
- The Written Warning acknowledges the consequences for failure to correct the behavior addressed in the advisement, which may be suspension and/or termination.

**\*\* ALL time missed on ANY Saturday MUST not exceed a total of 6 hours or student risks disciplinary action up to termination from program.**

#### **PROFESSIONAL IMAGE:**

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 in your abilities.

#### **SANITATION AND PERSONAL SERVICES:**

Per state regulations, the break room, classrooms, and clinic floor (shampoo area, dryer area, styling stations, etc.) should be properly maintained. All students will be assigned daily duties to help keep the Institute clean and well-maintained. When performing your daily duties, please be thorough and take pride in your work. Your duty should be completed thoroughly by 4:00 p.m., before you clock out. Before you leave each day, clean and sanitize your styling station and mirror. Remove all personal belongings from the Institute. Hogan Institute of Cosmetology and Esthetics cannot be held responsible for lost, damaged, or stolen items that remain in the building after hours. We provide you access to lockers in the breakroom used for storing items, you are responsible for providing a lock. Bear in mind that the safest place for your belongings is with you. Eating and drinking are not permitted on the clinic floor and classroom. You may enjoy refreshments and meals in our Student Break room. Only water is allowed in the classrooms and on the clinic floor per State Board regulations. Cell phones and mobile communication devices must be placed on silent. We do not allow the use of cell phones, earbuds or headphones in the classroom or on the clinic floor. In case of emergency you may dismiss yourself from the clinic floor or classroom.

We offer free haircuts, styling services, and reduced cost for chemical services while you are enrolled at the Institute. You may receive services only upon approval from the Executive Director. We service clients before we approve any student services. You are required to pay product costs which will be collected the same day the service is performed. Technical services require a minimal fee to cover the cost of the chemicals used. Refusal to make payment on the day services are performed will result in revocation of this privilege. All family members are charged the regular price for all services.

#### **COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT:**

We want all of our students to be successful and to have an outstanding educational experience. To meet these goals, we have established a set of guidelines for student conduct. Failure to abide by these guidelines could cause disruption to the learning environment or negatively impact the educational experience for you and other students. Proper student conduct keeps our unique Spotlight Culture strong and helps you build a foundation for success. Hogan Institute of Cosmetology and Esthetics complies with all local, state, and federal laws that apply. We may take corrective action against students who violate the policies listed within this catalogue, who interfere with another student's work, or who exhibit disruptive behavior. We are focused on graduating professional cosmetologist/esthetician, thus we work hard to maintain the highest standards of professionalism throughout the building. Gossiping and engaging in inappropriate topics of conversation have no place in our professional environment. You should work to consistently maintain a professional demeanor with faculty, staff, fellow students, and clients. Keep conversations with clients positive and avoid sensitive topics such as religion, personal business, or gossip. Use of vulgar or profane language is not permitted. Treat your clients, instructors, fellow students, and administration with respect at all times.

## LEARNING PARTICIPATION GUIDELINES:

You will be thoroughly informed of our expectations of you as a student during your New Student Orientation. Your commitment to upholding the standards of conduct set forth by the institute helps us maintain the Spotlight Culture at the Institute and ensures that every student has a positive educational experience. Should your conduct, attendance, or academic performance require attention, the administration may take disciplinary action accordingly. When a student violates Institute policies, the student will be advised of the violation that he/she committed. The verbal advisement acknowledges the potential consequences for failure to correct the behavior.

The levels of corrective action could include the following:

Students who violate Institute policies will be issued a Written Advisement of the consequence(s) for failure to correct the behavior. The Written Warning acknowledges the consequences for failure to correct the behavior addressed in the advisement, which may be suspension and/or termination.

The violation of the rules may lead to termination or suspension.

Hogan Institute of Cosmetology and Esthetics will terminate students who no longer clock hours due to voluntary withdrawal by the student. You will also be terminated by the Institute for any one or more of the following actions without ANY WARNING.

1. Possession or obvious use of drugs and / or alcohol during Institute hours, including being under the influence when you arrive at school or after breaks. (Can also be reported to Lilburn Police without warning.)
2. Bringing firearms or weapons onto campus grounds.
3. Any act of bullying, violence or verbal/physical abuse to other students, instructors, administrators, or clients.
4. Refusal to perform assigned, supervised client services.
5. Disruptive behavior.
6. Refusal to wear assigned apparel, use assigned equipment, or perform assigned tasks.
7. Stealing from the Institute, a client, a member of the faculty or staff, or a fellow student.
8. Clocking in or out for another student.
9. Leaving the Institute premises while clocked in.
10. Failure to pay tuition as outlined in your contract.
11. Unsatisfactory attendance preceded by written warning, and / or probation upon approved appeal by the student.
12. Misrepresentation of personal information on contracts or documents.
13. Violation of school policies as outlined in this catalogue or any written supplemental notices provided to you.
14. Exceeding more than 150% of the program length without completing the program.
15. Violation of state regulations applicable to students.
16. Failure to correct behavior as outlined in terms of written warning.
17. Discussing confidential information or slandering the school with other parties, including posting of such on any form of social media (i.e., contract details, disciplinary action, and private administration advisement sessions.)
18. Any act of vandalism to school property.

## **POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES**

The School's Responsibilities to Students with Disabilities

- Procedures for Students and School
- Appeals by Students
- Grievance Procedures for Students who have Complaints on the Basis of Disability

## **SERVICES TO STUDENTS WITH DISABILITIES**

- Hogan Institute of Cosmetology and Esthetics will provide reasonable accommodations to any student with a disability. The student should discuss the disability with a Facilitator prior to enrollment. The student should explain in writing what accommodations are required, and the Facilitator and owner will develop and implement a plan to accommodate the student. All facilities at Hogan Institute of Cosmetology and Esthetics are handicap accessible.

## **GRIEVANCE COMPLAINTS**

Hogan Institute of Cosmetology and Esthetic is responsible for providing a grievance procedure to students who feel they have been discriminated against on the basis of disability. The grievance procedure provides students the opportunity to file a complaint. The school then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If the school determines that discrimination occurred, the school must take appropriate steps to correct the discrimination and prevent it from reoccurring.

A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability. Here are some examples of discrimination::

1. An instructor or other students refer to the student in a derogatory way related to the student's disability.
2. An instructor generally refers to students with particular types of disability in a derogatory way.
3. Other students refuse to work with the student because the student is disabled.
4. A school staff member refuses to provide a service to the student that the staff member provides to other students.
5. A school staff member takes a negative action toward the student after the student asked for accommodations for a disability.
6. A guest presenter at the school makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.
7. A student's request for accommodation was denied by the school, or an instructor did not implement an accommodation for the student that was approved by the school.

## **TRAINING AND MEDIATION RESPONSIBILITIES OF THE ADA COORDINATOR**

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or emails, if available.

A student may ask the Campus ADA Compliance Coordinator to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

The complaint must be sent to:  
Pamela Hogan, Director  
495 Indian Trail Road Northwest  
Lilburn Ga 30047  
[pamelahogan@hoganice.com](mailto:pamelahogan@hoganice.com)

**Investigation of the Complaint** —When the Director receives a written complaint; the Director will immediately begin an objective investigation. The school has the right to contract with an independent investigator to conduct any investigation. Within seven days, the Director will discuss the allegations in the complaint with the student, and obtain any needed additional information from the student. The Director will obtain from the student the names of any persons the student believes will have relevant information. The Director will gather all information necessary to determine what took place. To do so, the Director will interview any School staff members or students who engaged in the actions or may have witnessed the actions that the student is complaining about. The Director will interview persons that the student stated may have relevant information. The Director will gather any relevant documents such as emails, student work or instructor's records. During the investigation, the Director will disclose the complaint, and confidential information about the student, only to the extent necessary to investigate the allegations of the complaint.

After reviewing all the evidence gathered, the Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that The School should have provided to the student.

**Written Decision** —

The Director will provide the student with a written decision no later than sixty days after the date the student filed the complaint. The decision will state the determination reached by the Director at the conclusion of the investigation, and the reasons the Director reached that determination. If the Director concludes that the student was discriminated against on the basis of disability, the decision will state the types of remedial action that The School has taken or will take to correct the discrimination. The decision will also state how The School will prevent the discriminatory acts from occurring again.

**Appeals by Students** —

If the student who filed the complaint disagrees with the decision made by the Director, or disagrees with the remedial action specified, the student may appeal the decision to the school Owner. The appeal must be written and sent to:

James Hogan: Hogan Institute of Cosmetology and Esthetics  
495 Indian Trail Road Northwest  
Lilburn Ga 30047  
[jameshogan@hoganice.com](mailto:jameshogan@hoganice.com)

The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty days after the student receives the written decision from the Director.

The Owner will review all the information provided by the student in the appeal, the decision by the Director, the interview records made by the Director and the documents gathered by the Director. The Owner will issue a written decision to the student within fourteen days after receiving the student's appeal. The Owner will determine whether the decision should be revised or remain the same. If the Owner determines that the decision should be revised, the Owner will ensure that any necessary changes in the remedies are implemented.

**U.S. Department of Education**

Students or the school staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to post-secondary educational institutions.

The OCR National Headquarters is located at:

U.S. Department of Education, Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Avenue, SW Washington, DC 20202-1100

Telephone: (800) 421-3481

FAX: (202) 453-6012;

TDD: (877) 521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov)

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or call the telephone number above.

### **Mediation and Binding Arbitration Mediation and Arbitration:**

If a dispute of any nature should arise or develop out of the Student's enrollment and attendance at the Institute (including and without limitation to issues such as: unpaid tuition, student behavior, quality of education, accuracy of school advertisements and materials), no matter what issues are involved in the dispute and how either the Student or the Institute might describe, state or plead the dispute, both the Student and the Institute agree that, if they cannot resolve the dispute through their own negotiations, they shall first make a good faith effort to resolve the dispute by participating in a mediation process with a neutral mediator. The Student and the Institution further agree that, if any dispute they have is not resolved, it shall be submitted to binding arbitration under the Federal Arbitration Act. The following terms will apply to the mediation and the arbitration:

(a) Mediation Process: The mediator shall be selected from a list of approved mediators maintained by a court or bar association situated in the same community as the campus of the Institute which the Student is attending (the "Local Community"). The mediation will only involve the dispute between the Student and the Institute and not the disputes or concerns of any other students (current or former). The Institute shall pay all of the mediator's fees.

(b) Arbitration Process: If arbitration occurs, it shall be conducted at a convenient location within the Local Community, pursuant to the Commercial Arbitration Rules of the American Arbitration Association (AAA), by a single arbitrator selected from an AAA list in accordance with AAA selection rules. The AAA Commercial Arbitration Rules will control all aspects of the proceeding, including 'discovery' of information and presentation of evidence and argument at the arbitration hearing.

(c) Confidentiality: For any mediation and arbitration proceedings, unless otherwise agreed in a writing signed by both Student and Arbitrator, they each agree to keep completely confidential, and to make no public statement about, any aspect of such proceedings, including claims, defenses, evidence, terms of any settlement and rulings made by the arbitrator, except that each party may communicate about the proceeding with counsel, witnesses and consultants.

(d) Student Claims Only: The Student may only present a claim in arbitration for his or her own dispute with the Institute, and may not present any claims of other students at the Institute (current or former) or attempt to act as a representative of a group or class of other students (current or former) of the Institute. The Student agrees that he/she may not, and will not, file any lawsuit against the Institute concerning his/her claims and/or the claims of any other student or group or class of students of the Institute (current or former) and that the Student will not join as party in any such lawsuit, including any class action that any other student is attempting to assert against the Institute.

(e) Arbitration Costs: The Student will be responsible for paying the portion of AAA arbitration fees, arbitrator's fees and facility fees ("Arbitration Costs) equal to the current amount of a filing fee for initiation of a civil lawsuit in a court situated within the Local Community ("Civil Filing Fee"), and all amounts of Arbitration Costs in excess of the Civil Filing Fee shall be paid by the Institute.

(f) Attorney's Fees: If either the Student or the Institute decides to hire a lawyer to provide assistance, then each party hiring a lawyer will be responsible for paying fees of his/her or its lawyer.

(g) Arbitrator's Authority: All determinations as to the scope and enforceability of this arbitration agreement shall be made by the arbitrator and not by a court.

(h) Binding Award: The arbitrator's award shall be final and binding on both parties, and may be filed for enforcement by either the Student or the Institute in any court having jurisdiction.

Student Services as part of our Spotlight Culture, we provide a range of student services to support you in your education and to benefit you during your coursework.

## STUDENT CONSUMER INFORMATION:

### COST OF ATTENDANCE (COA)

Cost of Attendance falls into two categories, Cost of Attendance for "Dependent/Independent" students living at home and "All Others" (Dependent students living in an apartment, and Independent students) It is based on the length of the course, tuition and fees, loan fees, as well as average national room and board, personal expenses, and transportation costs.

Below is the budget for each course.

	Cosmetology	Esthetics	Instructor Program
Number of Months	11.5	8.3	7
Tuition	\$18,500	\$13,900	\$9,500
Books/Supplies	\$3,146	\$3,146	\$1,238
Registration fee	\$200	\$200	\$200
Other	\$0	\$0	\$0
Loan Fees	\$0	\$0	\$0
Room & Board	\$0	\$0	\$0
Personal	\$0	\$0	\$0
Transportation	\$0	\$0	\$0
Total	\$21,846	\$17,246	\$10,938
	<b>All Others (1AY)</b>	<b>A</b> <b>I</b> <b>I</b>	
Number of Months	11.5	8.3	7

Room & Board \$0 Month for Dependents living at home

Month for all others Personal

Expenses

Transportation Expense

<b>Cosmetology</b>			
	<b>Dependent</b>		
Number of Months	11.5		
Tuition	\$18,500		
Books/Supplies	\$3146		
Registration fee	\$200		
Other	\$0		
Loan Fees	\$0		
Room & Board	\$0		
Personal	\$0		
Transportation	\$0		
Total	\$21,846		
Number of Months	11.5		

Room & Board\$0.00/Month for Dependents living at home

Month for All others Personal

Expenses-

Transportation Expenses

<b>ESTHETICS</b>			
	<b>Dependent</b>		
Number of Months	8.3		
Tuition	\$13,900		
Books/Supplies	\$3146		
Registration fee	\$200		
Other	\$0		
Loan Fees	\$0		
Room & Board	\$0		
Personal	\$0		
Transportation	\$0		
Total	\$17,246		

Room & Board/Month for Dependents living at home

/Month for All others Personal

Expenses

Transportation Expenses /Month

<b>Instructor Program</b>		
	Dependent	
Number of Months	7	
Tuition	\$9,500	
Books/Supplies	\$1238	
Registration fee	\$200	
Other	\$0	
Loan Fees	\$0	
Room & Board	\$0	
Personal	\$0	
Transportation	\$0	
Total	\$10,938	

Room & Board /Month for Dependents living at home

\$818/Month for All others

Personal Expenses /Month

Transportation Expenses /Month

#### **HOW FUNDS WILL BE DISBURSED:**

In order to receive their Pell Grant/Direct Loan Disbursements, students are required to have a Satisfactory Academic Progress (SAP) average of 75%. This figure is arrived at by averaging grades from the following areas: classroom work, projects, and styling area performance, as well as an 67% or higher attendance requirement.

#### **SEXUAL HARRASSMENT POLICY:**

##### **SEX OFFENSES**

##### **A. Hogan Institute of Cosmetology and Esthetics Responsibilities**

Offer sexual harassment prevention training and education to the Hogan Institute of Cosmetology and Esthetics community, and provide sexual harassment prevention training and education to each supervisory employee;

Offer prevention education programs to all incoming students and new employees, and ongoing prevention and awareness campaigns to the Hogan Institute of Cosmetology and Esthetics community, to promote awareness of rape and acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, including the definition of consent, options for bystander intervention, and risk reduction awareness information;

Offer annual training on issues related to sexual violence, as defined in this policy for individuals conducting formal investigations of reports or conducting hearings;

Provide all members of the Hogan Institute of Cosmetology and Esthetics community with a process for reporting sexual harassment or sexual violence in accordance with the policy;

Identify on- and off-campus resources for reporting sexual harassment or sexual violence, including law enforcement, medical, and victim support services;

Provide prompt and effective response to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the policy; Provide written notification of this policy; and Designate trained individuals, including, or other than, the Title IX Coordinator, to serve as resources for members of the Hogan Institute of Cosmetology and Esthetics community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

Please contact Lilburn Police Department to report any sex offenses immediately. The seriousness of this offense makes it vital to preserve evidence for proof of the criminal offense. Hogan Institute of Cosmetology and Esthetics will provide assistance in any way possible. Information on counseling or referrals centers is released to faculty and students upon request. If a sex offense happens where both the accused and the accuser attend Hogan Institute of Cosmetology and Esthetics, both the accuser and the accused: Are entitled to the same opportunities to have others present during a disciplinary proceeding and Will be informed of Hogan Institute of Cosmetology and Esthetics final determination of any Hogan Institute of Cosmetology and Esthetics disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused and the dismissal that may occur following a final determination of said proceedings regarding rape, acquaintance rape, or other forcible or no-forcible sex offenses.

Hogan Institute of Cosmetology and Esthetics will work with students to change a student's academic situation (i.e., allowing the student to take a leave of absence, allowing the student to enroll in a later program, etc.) If the change is requested by the victim and the change is reasonably available Hogan Institute of Cosmetology and Esthetics does not provide any programs on campus regarding sexual assault prevention. If students or faculty wishes to learn more about the prevention of sexual assault, contact the Lilburn Police Department.

Individuals wishing to learn additional information about registered sex offenders may check website information for the <http://www.cityoflilburn.com/index.aspx?NID=238>.

**Programs to prevent dating violence, domestic violence, sexual assault, and stalking:** Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs. And informed by research or assessed for value, effectiveness, or outcome; and Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

**Prompt, fair, and impartial proceeding:** A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay; Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution

**Risk reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence

**Sex Offenses:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

B. Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest or statutory rape as contained herein. Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

**Sexual Violence:** Any physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

**Simple Assault/Battery:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**National Sexual Assault Hotline**

**1-800-656-HOPE (4673)**

#### **DISCRIMINATION POLICY:**

##### **NON DISCRIMINATION STATEMENT**

Hogan Institute of Cosmetology and Esthetics in its admission, instruction and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, color, religion, financial status, or on the basis of handicap as required by Section 504, 34 Code of Federal Regulations. Hogan Institute of Cosmetology and Esthetics owner/administration is designated to coordinate Hogan Institute of Cosmetology and Esthetics compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).

All service members of the armed services will not be denied admissions, based on reasons related to their service

##### **HARASSMENT, INTIMIDATION, BULLYING POLICY**

Hogan Institute of Cosmetology is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated at Hogan Institute of Cosmetology and Esthetics.

**ANY WARNING.**

Any act of bullying, harassment violence or verbal/physical abuse to other students, instructors, administrators, or clients. For a list of state anti-bullying laws and policies please go to:

[www.stopbullying.go](http://www.stopbullying.go)

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

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. 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. Additionally, Hogan Institute of Cosmetology and Esthetics reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such 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](http://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.

## **REGULATORY AND ACCREDITATION AGENCIES**

### **Georgia State Board of Cosmetology (0293)**

237 Coliseum Dr,  
Macon, GA 31217

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(478) 207-2440

### **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.

## **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. Most of these issues can be resolved at the school level. Hogan Institute of Cosmetology and Esthetics will receive and process complaints that state facts that reasonably suggest that Hogan Institute of Cosmetology and Esthetics may not be in compliance with the Federal, State, or NACCAS standards and criteria. Hogan Institute of Cosmetology and Esthetics makes available to all prospective and enrolled students an Internal Grievance Procedure Policy with which Hogan Institute of Cosmetology and Esthetics is required to comply with for students should they have the desire to register a Hogan Institute of Cosmetology and Esthetics complaint at any time. Hogan Institute of Cosmetology and Esthetics will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in Hogan Institute of Cosmetology and Esthetics files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 5 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to a Hogan Institute of Cosmetology and Esthetics Administrator.
3. The complaint will be reviewed by Administration and a response will be sent in writing to the student within 10 days of receiving the complaint. 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 complaint.
4. If the complaint is of such nature that it cannot be resolved by the Administration, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, administration will appoint a hearing committee consisting of one member selected by Hogan Institute of Cosmetology and Esthetics who has had no involvement in the dispute and who may also be a corporate officer of Hogan Institute of Cosmetology and Esthetics, another member who may not be related to the student filing the complaint or another student, and another member who may not be employed by Hogan Institute of Cosmetology and Esthetics or related to owners.

The hearing will occur within 30 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by Hogan Institute of Cosmetology and Esthetics 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. Hogan Institute of Cosmetology and Esthetics Administration shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the Hogan Institute of Cosmetology and Esthetics accrediting agency or state agency as listed above, if applicable. For more information, go to NACCAS at: [www.naccas.org](http://www.naccas.org) or Georgia State Board of Cosmetology at: <http://sos.ga.gov>

### **INSTITUTE CLOSURE/TEACH-OUT POLICY**

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.**

## PreRequisites & Factors

### Why a Cosmetology/ Esthetics Career?

- **It's Fashion Forward.**

Stylists work on photo shoots, runway shows, movies and much more. HICE partners with a major hair care product line— doing hair and makeup for some of the world's hottest hair care product advertisements. Esthetician work in upscale day spa or resort

- **It Pays.**

Full-time salon and spa professionals average up to \$42,000 a year, while salon/spa owners average up to \$100,000 or more.

- **It's in Demand.**

New hires for salons are up nationally by 37%. Many salons visit our Institute scouting for potential staff associates throughout the year. Any student who seeks work in Georgia salons and spas can find a salon looking for them.

- **It's Exhilarating.**

Salons and Spas are some of the most stimulating, high-energy, creative places to work – you may not even consider it work! But even in this fun atmosphere, you'll never stop learning.

- **It's the Perfect Fit.**

There is a salon out there for everyone. Whether it's a fast-paced multi-location chain or a 3-chair boutique, you can definitely find a salon that's the perfect match for you.

- **It's Flexible.**

Whether you're looking for a full or part-time job, salons and spas offer both.

### Professional License Restrictions

Those who have “been convicted of [any felony](#) or of any crime involving moral turpitude in the courts of this state or any other state, territory, or country” are subject to having their application denied on account of their conviction.[\[i\]](#) This restriction severely curtails the number of professions available to people coming out of prison, many of which offer considerable promise for returning citizens given the vocational training they received in prison.

As it stands now, nearly [80 professions](#) are off-limits to those with a felony conviction, including being a cosmetologist or esthetician[\[ii\]](#)

### Cosmetology / Esthetics

*Graduate in: 12 + months 1500hrs / Graduate in: 9+months 1000hrs*

#### Giving the Gift of Beauty

Show off your innovation and talent in hair, skin and nail care, and makeup application. Our cosmetology course incorporates 1500 hours and esthetics 100 hours of extensive hands-on learning to provide you a complete understanding of beauty and wellness. Upon completion, you'll be at the top of your game –

#### Instructor Training

*Graduate in: 5+ months. 750hrs*

#### Continue Inspiring

Share your passion and technical expertise with up-and-coming industry professionals. After completion of your state licensing requirements, your training will incorporate instruction in teaching techniques, technical and leadership skills, hands-on experience and ongoing coaching.

**BOARD OF TRUSTEES**

Nahbila S. Themes

Traci Duker

Pamela Hogan

**School Owner: Hogan Institute of Cosmetology and Esthetics (Pamela Hogan and James Hogan)**

# 2023 Holiday Schedule

New Year's Day – Sunday, January 1<sup>st</sup> -Monday January 2<sup>nd</sup>

(Report to school on Tuesday, January 3<sup>rd</sup>)



Spring Break – Tuesday, April 4<sup>th</sup> – Saturday, April 8<sup>th</sup>

(Report to school on Tuesday, April 11<sup>th</sup>)



Summer Break – Tuesday, May 30<sup>th</sup> – Saturday, June 10<sup>th</sup>

(Report to school on Tuesday, June 13<sup>th</sup>)



Fourth of July – Tuesday, July 4<sup>th</sup>

(Report to school on Wednesday July 5<sup>th</sup>)



Labor Day – Tuesday, September 5<sup>th</sup>

(Report to school on Wednesday, September 6<sup>th</sup>)

Thanksgiving Break – Tuesday, November 21<sup>st</sup> – Saturday, November 25<sup>th</sup>

(Report to school on Tuesday, November 28<sup>th</sup>)



Christmas Break – Thursday, December 21<sup>st</sup> – Saturday, December 30<sup>th</sup>

(Return to school on Tuesday, January 2<sup>nd</sup>)

