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DIRECTOR'S MESSAGE

With pride and enthusiasm, let me welcome you to Blalock's Professional Beauty College. Indeed, please think of this catalog as a letter of introduction to the challenges and rewards of a higher education at Blalock's Professional Beauty College.

In this world of education and enlightenment, the future belongs to those who strive to be different, those who long for knowledge, and those who insist on perfection. At Blalock's Professional Beauty College, we take pride in the high standards that we have set for you, out of deep respect for the high expectations you have set for yourself.

If you are one of those unique individuals, then invite you, through this catalog, to consider Blalock's Professional Beauty College as the road to a successful future for you. "No one said it will easy, but it can most definitely be rewarding".

Sharon D. Blalock

Sharon Blalock- Owner/Director, Education Director/Counselor, Instructor
Kedra Blalock-Owner, Chief Financial Officer, Instructor, Office Personal
Nellie Davis- Assistant Financial Officer, Office personal Evelyn
Johnson- Admissions Officer, Office Personal
Virginia Sims- Substitute Teacher
Diane Mitchel- Substitute Teacher
How to Use This Catalog

The catalog is written in English, in which the course/programs will be taught.

A school catalog is an official publication providing a comprehensive, detailed listing of programs, service, rules, requirements, courses, administrators and faculty for one academic year. A catalog is an authoritative document yet may not be taken as a contract between the school and student. Generally, the catalog for the academic year during which you are first enrolled will determine the requirements for your program completion and graduation.

Students sometimes use the school catalog solely as a reference—a much needed guide to course requirements and deadlines. School catalog for Blalock's Professional Beauty College is no exception may have no other uses as well.

The many hours you spend earning a Cosmetologist license at Blalock's Professional Beauty College, makes the school your academic hometown. Browsing through this catalog may yield information as varied as the following:

1. Day classes (full and part time) offer flexible scheduling.
2. Information about the school and its programs.
3. Services for students range from academic advisement to placement.

The catalog is organized into the following sections: an overview of the school and its program, admissions, financial, student services, academic information, course description, faculty, and administration listings and more. A table of contents is available to help you locate information quickly.

The catalog can be a valuable tool in planning your time at Blalock's professional Beauty College. Keep it handy and use it often.
MISSION STATEMENT

"TRAINING OUR STUDENTS FOR A SUCCESSFUL CAREER, BY MOTIVATING OUR STUDENTS TO DEVELOP THEIR MAXIMUM POTENTIAL, MAKE A PROFITABLE LIVING IN THE COSMETOLOGY INDUSTRY AND BECOME TRENDSETTER IN THE HAIR AND BEAUTY INDUSTRY."

GOALS

• STUDENT, EMPLOYEE & CLIENT SATISFACTION
  PREPARING DEDICATED STUDENTS TO RECEIVE HIS/HER LICENSE BY PASSING THE STATE BOARD EXAMINATION.
  PROVIDE EXCELLENT TRAINING, AND JOB PLACEMENT SERVICES, TO HELP ENSURE GRADUATES ARE GAINFULLY EMPLOYED IN THEIR FIELD OF STUDY.

OBJECTIVES

• TO PROMOTE EACH STUDENT'S INDIVIDUAL GROWTH AND KNOWLEDGE TO PREPARE STUDENTS TO UTILIZE SKILLS LEARNED IN TO SUCCESSFULLY PROMOTE THE INDUSTRY.
  PROVIDE SUPERVISED, ORGANIZED, SAFE ENVIROMENT, AND LABORATORY ACTIVITIES WHICH IMPROVE STUDENT'S TECHNICAL SKILLS.
  PROVIDE SUPPORT SERVICES INCLUDING, GUIDANCE AND COUNSELING ON HUMAN RELATIONS SKILLS, WHICH ENHANCE UNDERSTANDING OF EMPLOYER/EMPLOYEE AND CLIENT RELATIONSHIPS.

ABOUT THE SCHOOL

BLALOCK'S PROFESSIONAL BEAUTY COLLEGE WAS FOUNDED BY SHARON KAY BLALOCK IN 1986. AFTER THE LOSS OF ALL SHARON BLALOCK HAIR, SHE DECIDED TO ENROLL IN BEAUTY SCHOOL AND FIND OUT WHAT CAUSED HER HAIR LOSS. ONCE MS. BLALOCK GRADUATED FROM THE PROGRAM SHE RE-ENROLLED IN THE INSTRUCTOR PROGRAM. SHE RECEIVED HER INSTRUCTOR LICENSE AND WORKED IN PAT GOINS BEAUTY SCHOOL AS AN INSTRUCTOR. SHE ALSO WORKED IN MAGNETIC BEAUTY SALON AS A STYLIST. SHE WAS THEN GIVEN AN OPPORTUNITY TO START HER OWN BEAUTY COLLEGE. SHE OPEN BLALOCK’S PROFESSIONAL BEAUTY COLLEGE IN 1986. LITTLE DID SHE KNOW, THAT KEDRA BLALOCK, (DAUGHTER), WOULD TAKE OVER THE BUSINESS ONE DAY. WE HAVE TRULY HAD OUR UPS AND DOWNS, BUT THROUGH IT ALL, GOD HAS KEPT US! WE ARE LICENSED BY THE LOUISIANA STATEBOARD OF COSMETOLOGY, AND ACCREDITED BY NACCAS. BLALOCK’S PROFESSIONAL BEAUTY COLLEGE SCHOOL IS OWNED AND OPERATED BY SHARON BLALOCK, AND KEDRA BLALOCK.
BLALOCK’S PROFESSIONAL BEAUTY COLLEGE

Licensure

Blalock’s Professional Beauty College is licensed by the Louisiana State Board of Cosmetology. Address: 11622 Sunbelt Court, Baton Rouge, LA 70809. Certification #354970. Louisiana State Board contact number (225)756-3404 FAX (225)756-3410

Facilities and Equipment

The campus conveniently located at 8101 Kingston Road Ste 103&102B, Shreveport, LA 71108. It occupies approximately 5,200 square feet of space, with over 600 square feet for instruction/classroom space. Equipment includes 24 styling stations, 6 shampoo bowls and chairs, 2 facial chairs, 4 pedicure spas, 6 manicure tables and stools, classroom tables and chairs, chalk board, television/VCR, handicap facilities, adequate locker space, filing cabinets, dispensary, washer/dryer facility, fire extinguishers, copier, computers, office and reception areas, microwave and refrigerator. The school has central air and heat, adequate parking and parking is handicap accessibility. The break area provides for those who prefer to bring their lunch or dinner.

Handicapped Policy

Blalock’s Professional Beauty College (BPBC), complies with the Rehabilitation Act of 1973(section 504), in that no qualified, handicapped person will be excluded from enrolling in a program of instruction. Blalock’s Professional Beauty College has restroom and classroom facilities to accommodate handicapped persons. The location of the school is accessible to the handicapped person.

Scholarship & Fee Waiver Policies

The school may award scholarship funds to a student, based on the need and unforeseen circumstances of the student. In order to receive a scholarship award the student must have an outstanding attitude, great attendance, and must meet all SAP requirements. We will also except outside scholarship funds. At this time we are NOT offering any fee waivers, all fees must be paid, unless the school is offering some type of promotion.

Accrediting Agency

NACCAS-National Accrediting Commission of Career Arts & Sciences

3015 Colvin Street
Alexandria, VA 22314

Phone (703)600-7600 FAX (703)379 2200

U.S. DEPARTMENT OF EDUCATION (DALLAS REGION)
(214)661-9490

Admissions

Blalock’s Professional Beauty College welcomes students who wish to pursue a career in the cosmetology field. The Office of Administration work hard, to make the admissions process an easy one to follow. Service to students is our priority, and academic achievement is expected, nurtured, and rewarded. We look forward to hearing from
you and wish you well in your school studies. Blalock’s Professional Beauty College has the following admission policy: “BPBC”, only admit students who hold a high school diploma or equivalent and minimum of 17 years of age. This is in line with the Louisiana State Board of Cosmetology. The following are considered the equivalent of a high school diploma: GED Certificate. Blalock’s Professional Beauty College will not recruit students from other schools. Re-entering students will be charged at the current tuition rates. Amounts paid during the first enrollment period will be credited to their accounts. If kits and books are lost, re-entering students must repurchase items. Blalock’s Professional Beauty College reserves the rights to deny re-admission to students dismissed because of disciplinary action or violation of the school rules.

NON-DISCRIMINATION POLICY

BPBC does not discriminate because of sex, age, religion, race, color, creed or ethnic origin in its educational programs, admissions, instructions, graduation policies and/or other activities in accordance with the laws of the United States of America. This practice and requirements of nondiscrimination extends to employment by the administration of student programs and activities operated by the school.

CREDIT FOR PREVIOUS EDUCATION/TRAINING (TRANSFER) Transfer Hours:

Blalock’s Professional Beauty College accepts transfer students with previous credits from a licensed school. Students must obtain a transcript from their previous school showing the level of accomplishment, as well as a record of their attendance. Tuition charges are prorated according to students’ educational needs in regard to the balance of hours required for successful completion of the course. Transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

SCHOOL RULES AND REGULATIONS

School rules and regulations are on pages 7-9 of this catalog. Any violations of these rules and regulations may subject a student to the process of corrective action and may lead to suspension for a period determined by the owner and/or director/manager. The school reserves the right to dismiss any student whose personal conduct is unsatisfactory by the school’s faculty and/or administration.

SCHEDULE OF CLASSES

For all sessions, (full-time and part time), Day class students, start any Wednesday of the month. For students attending classes (full or part time) the schedule is Wednesday through Saturday from 8:30 a.m. to 5:30 p.m. full-time and 8:30 am-2:30 pm (Part-time).

Night classes – NOT AVAILABLE AT THIS TIME

Facilities and Services for Students with Disabilities

Blalock’s professional Beauty College is committed to providing qualified applicants with a disability an equal opportunity to access the benefits, rights, and privileges of school services, program and activities in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the school Director.

Academic Accommodations

Academic accommodations for students with disabilities are provided on a case-by-case basis. Blalock’s Professional Beauty College will engage in positive efforts to assure accommodations throughout the application process and after enrollment. Students needing special accommodations should contact the school Director.
While accommodations may not alter the fundamental nature of the program in question, or impose and undue financial burden on the institution, the school Director will otherwise work with the student’s need. Blalock’s Professional Beauty College will protect students’ privacy rights by maintaining confidentiality during the process. Disability-related information will be shared only with the student’s permission in writing. Blalock’s Professional Beauty College facilities (including restrooms and classroom) are designed to permit handicapped persons to enroll and benefit from the education. Handicapped parking provides convenient access to the building entrances.

**Accommodations for Students with Disabilities**

Blalock’s professional Beauty College is committed to assuring that students who meet the academic and technical requirements for admission to the institution are not discriminated against and receive accommodations required under section 504 of the Federal Rehabilitation Act of 1973 and the Americans Disability Act.

A person with a disability is an individual

1. With a physical or mental impairment that substantially limits one or more of the major activities of the individual; (2) with a record of such and impairment; (3) who is regarded as having such an impairment.

A “Physical Impairment” is defined as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more several body systems.

A “Mental Impairment” is defined as any mental or psychological disorder, and includes mental illness and Specific Learning Disabilities.

“Major Life Activities” are defined as functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working and participating in community activities.

Accommodations are necessary only when a student’s disability impedes a specific academic task.

**Academic Accommodation**

Blalock’s Professional Beauty College will take necessary steps to assure that no otherwise qualified student who is disabled within the meaning of the relevant laws is denied the benefits of or excluded from participation in the institutional educational program. Blalock’s Professional Beauty College will make academic accommodations that afford the student with a disability an equal opportunity to learn in lecture/lab and to show what he or she has learned on tests.

Any otherwise qualified student seeking accommodation during the application process or after enrollment should request such accommodations before starting school or, if the need for accommodations arises after enrollment, as soon as possible after discovering the need for accommodation. Accommodations should be requested on an annual or regular basis. The student should provide comprehensive and current written documentation of the disability and the need for the requested accommodation from competent independent authorities. The institution any request supplemental information as necessary to determine reasonable and appropriate accommodations.

The document should be submitted to the school’s Director. Final decisions concerning appropriateness of the accommodations will be made by the School’s Director. If the request for academic accommodation is granted, students will be provided with and accommodation letter by the School Director. Student should provide faculty with this letter in order to assure accommodations.

If the request for academic accommodation is denied, students may appeal to the school’s Director. Appeals should be in writing and submitted within one week of the denial of the request for reasonable accommodation.

**Parking**

Handicapped parking spaces are reserved for students, visitor, or employees who display an appropriate state-issued handicap placard or license plate.
BLALOCK’S PROFESSIONAL BEAUTY COLLEGE

Advisement

The school maintains an "open door' policy for the welfare of the students. Positive and/or corrective issues is encouraged to be discussed during the advertisement meeting whether requested by the student, instructor, or administrator. All advisement forms are required to be signed by both the student and the school. During Evaluation, students are given the opportunity to make comments on their evaluation form. All information will be kept confidential.

Rules and Regulations

1. Classes begin at 8:30 a.m. Students should be clocked in and prepare to start the day at this time. Class hours are from 8:30 a.m.-5:30 p.m., Wednesday — Saturday. Lunch break is one(1) hour, (as clinical floor services dictate- students go to lunch at various one-hour intervals). Students are given two (2) fifteen-minute breaks, one in the morning and in the evening. Night class Wednesday-Friday 4:30p-10:00p, Sat 8:30-5:30p.

2. Cell phones are allowed in the classroom for class work only, not on clinic floor.

3. Any student with more than five (5) unexcused absences, within a month will be put on probation. Students must talk with the Director and/or an Instructor when calling about absenteeism.

4. Any student who is found to be in possession or under the influence of alcohol or any controlled substances (drugs) on school property will be terminated.

5. No student will at any time instruct another student in his or her work, unless advised to do so by the Instructor-
6. No profanity or gossip will be permitted on school property. Students should limit their conversations with one another while working on patrons.

1. Students will follow any instructions given to them by their Instructors or any other member of the faculty or staff.
2. Students must have the permission of their Instructor to work on other students.
3. No smoking or usage of tobacco products is permitted inside the school.
4. The school’s telephone is to be used for school business only.
5. Prices charged for services are set by school management.

6. Students are always expected to behave in a professional manner.
7. Students are responsible for items issued to them by the school.
8. Students are expected to keep clean their work area and any area they mess up.
9. Students will be assigned a clean-up duty in addition to regular cleaning duties.
10. Students who leave early must check out with the Director and/or Instructor.
11. Students need permission from Director and Instructor to leave the premises during school hours.
12. NO EATING OR CHEWING GUM IS ALLOWED ON THE CLINIC FLOOR.
13. Students must be willing to work on other students and patrons.
14. Students may not have visitors in the classroom or on the clinic floor.
15. Students must bring complete kit and hooks to school daily.
16. Telephones, listing service, taking payments from the clients and cleaning the reception area at the end of the day.
17. Lunch breaks (60 minutes/day) will be taken during designated periods unless students have special permission from the instructors.
18. Any violations of these rules will result in disciplinary actions up to and including termination. Any complaints should be taken to the Director and the Instructor.
19. Students who wish to appeal the administrative findings on a grievance may do so, in writing, to the School Director within five (5) days of the incident.
20. All students are required to adhere to the school dress code

**DRESS CODE**
Black Scrubs and Black Shoes with Name Tag
Black Scrubs with Lab Jacket and Name Tag

**NO LONG FINGER NAILS**
Name tag must be worn at all times.
Hairstyle and Makeup should be well groomed, clean and neat.
Hose or socks must be worn at all time.
Close toe shoes at all time.
Male students shall wear Lab Jacket, black shirts w/ black pants, shoes and socks.
Personal hygiene must be pleasant at all times.

**UNACCEPTABLE ATTIRE**
No see through fabric
No athletic pants or jogging suits
No tank top, halter top, spaghetti strap tops, or midriff tops
No snow boats, slippers, sandals, thongs, or flip flop
No jeggings, leggings, or tights
No capri pants, yoga pants, or cropped pants
No shorts, or low waist pants
No open toe shoes
No unclean or torn clothes

**Safety Rules- Cosmetology**

1. Properly label all products.
2. Read mixing and application procedures for products very carefully.
3. Measure products accurately.
4. Store all chemicals in a closed, locked cabinet.
5. When opening bottles, direct away from the face.
6. Keep products in their original container.
7. Soiled towels must be kept in a closed container.
8. Clean towels must be stored in a closed cabinet.
9. Sanitize metal implements in 70% alcohol.
10. Combs/brushes must be washed in hot, soapy water, immersed in a disinfectant, rinsed and then stored in a dry sanitized.
11. Chairs, shampoo bowls, work stations must be sanitized with a disinfectant.
12. Floors must be kept clear of obstacles.
13. Spills must be wiped up immediately.
14. Protect patrons with a proper drape.
15. Handle sharp implements safely.
16. When using electrical equipment, never stand on a wet surface, or handle with wet hands.
17. Repair frayed electrical cords immediately.
18. Never handle a razor without its guard in place.
19. Keep all equipment, furniture in safe, working condition.
20. Do not put scissors, razor, clippies or any tools in uniform pocket.
21. Never all electrical cords to dangle from counter edges.
22. Turn off all electrical appliances when not in use.
23. Keep chemical products and chemical fumes away from patrons’ faces.
25. Smoking is not allowed in the school’s building.
26. Students must wash hands after each patron’s service.
27. Keep lids on all products.
28. All trashcans must have a liner and the lids kept on at all times.
29. Hair must be swept up immediately following the haircut service.
30. Students must wear rubber gloves when applying chemicals.
Sexual Harassment Policy

Sexual harassment of employees or student of BPBC is prohibited and shall subject the offender to dismissal or the sanctions after due process. Sexual harassment most often occurs when a person with authority over another exploits that authority for sexual purposes. However, this policy also applies to sexual harassment directed against others of the same status in the school (i.e. student against student, faculty against faculty, and staff against staff).

Consenting romantic or sexual relationships between faculty and students or between a supervisor and an employee may fail within this policy if a power differential exists in the relationship and a charge of sexual harassment is subsequently filed. Such romantic or sexual relationships are officially discouraged by BPBC.

Faculty, staff and students who engage in such relationships are hereby notified that they will not be able to have a charge of sexual harassment against them dismissed by pleading mutual consent.

Definition of Sexual Harassment

{Unwelcome sexual advancement, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
3. such conduct unreasonably interferes with an individual's work or academic performance or academic environment.
Examples of Sexual Harassment

The Following examples of sexual harassment are for illustrative purpose only. They are not intended to represent unexhaustive list.

1. Unwanted teasing, jokes, remarks, or questions of sexual nature
2. Unwanted pressure for dates
3. Unwanted letters or phone calls of a sexual nature
4. Unwanted sexually suggestive looks or gestures
5. Unwanted text messaging
6. Unwanted deliberate touching, leaning over, cornering or pinching
7. Unwanted pressure for sexual favors
8. Actual or attempted race or sexual assault

Procedures for Handling Complaints of Sexual Harassment

Students should follow the same complaint procedure outlined in this catalog. Faculty and Staff should follow the same complaint procedure outlined in the employee manual.

Owner's Statement on Sexual Harassment

Sexual harassment, in any of its many guises, is a threat to the school's academic community. Everyone has the right to learn, teach, or work in an environment free from sexual behaviors which are intimidating, hostile, or offensive. Such behaviors cannot be tolerated because it imperils the purpose and spirit of Blalock's Professional Beauty College.
BLALOCK'S PROFESSIONAL BEAUTY COLLEGE

REVIEW OF FINANCIAL AID APPLICANT'S FINANCIAL AID HISTORY

In compliance with federal law, Blalock's Professional Beauty College is required to determine all federal aid Title IV aid previously received by the student applying for aid. The National Student Loan Data System (NSLDS) utilized by the institution's third-party servicer to obtain the financial aid applicant’s financial aid history. Financial aid will not be disbursed until there is a receipt of the confirmation of previous aid.

DISBURSEMENT PROCEDURES OF TITLE IV FUNDS

Title IV funds are disbursed during periods of the academic year. For Cosmetology disbursement fail within two academic years, For the first academic year, funds are disbursed at 1-450 clock hours and 451-900 clock hours. The second academic year will also be divided into two payment periods, 901-1200 clock hours and 1201-1500 clock hour. Currently Cosmetology Instructor course is not eligible for Title IV funds. Federal Pell Grant of FSEOG disbursements are credited directly to the student’s institutional account. Students will be informed and given a receipt of the amount of the disbursement credited to his/her account.
Student Consumer Rights and Responsibilities

Education after high school represents a significant investment of both time and money. To help in making a good choice of school, information of the academic programs of a school facility, cost of education, refund policy, financial assistance programs and other relevant-information should be considered. Information for students is available at, www.studentaid.ed.gov.

**Students Responsibilities and Conduct policy**

A student has the responsibility to:

- Review and consider all aspects of a school's program before enrolling.
- Provide all additional documentation, verification, corrections, etc., requested by either the school of the agency to which the financial aid application was submitted.
- Read, understand, and keep copies of all forms signed.
- Comply with the provisions of any promissory note and all forms signed in conjunction with financing.
- Notify the school of a change in name, address, or attendance status.
- Know and meet the deadlines for applications for financial aid.
- Understand the school refund policy.
- Be aware that failure to attend school the day that payments are due does not excuse non-payment.
- Pay for any authorized products used or services performed on themselves, other students, or clients.
- Be responsible for all supplies and for equipment that are abused, or broken items will be billed to the student, and must be cleared before graduation.
- A student terminated for misconduct cannot be readmitted under any condition. Misconduct is defined as: fighting, stealing, alcohol abuse, drug possessing or selling, terroristic threats, possession of a fire arm, and bullying.
- Students cannot refuse any client services.

**Attendance Policy**

All students are expected to attend school regularly. If a student is ill or an emergency arises, the student must notify the school no later than 8:30 a.m. of that day. No more than 15% of the total length of the program is permitted in absences that do not have to be made up. If the student requires a leave of absence for medical reasons, or for circumstances beyond his/her control, the school will permit up to 180 day Leave of Absence. The student must request the LOA in writing to the Director; If the student fails to return to the school from the leave of absence, he/she will then be terminated after the 181st day expire. Late arrivals and early departures will count against the student’s daily clock hours.

**Make-up Time Policy (Excused & Unexcused)**

Excused absences such as (call-in’s, doctor appointments, funerals, etc... but not limited to) may be made up. Students must request a make-up time sheet. All hours should be documented, recorded and signed/verified by the instructor or Director at the end of the day. Make-up hours must be submitted by the end of the month, so they can be reported to the LA State Board of Cosmetology at the beginning of the following month. Students can make up hours to earn extra credit hours by participating on Monday & Tuesday by doing community service events.

Unexcused absences, suspensions cannot be made up. Failure to contact the school, and no-shows, will affect the student at the end. There is a $10.00 per clock hour overtime charge for each hour needed pass your Anticipated Graduation Date. Failure to contact the school and no-shows are considered unexcused absences, but not limited to.
Calendar (Year 2021)

The school is closed Sunday-Tuesday for students and the following holidays: New Year’s Day, Martin Luther King Day, Memorial Day, Labor Day, Independence Day 4\textsuperscript{th} of July and Labor Day. Holiday Breaks: Mid Winter Break March 17\textsuperscript{th}-19\textsuperscript{th}, Mid Summer Break—June 9\textsuperscript{th}-12\textsuperscript{th}, Summer Break July 14-17 Thanksgiving Break Nov 25-27 Christmas Break -Dec 24-31 , New Years Day Jan 1,2022 School return to normal operating hours January 5,2022. In the event of emergency closing due to inclement in weather or natural disaster (flood, tornado, etc.), the school will close as determined by the local School System. Orientation Schedule Below

Orientation is given on or before the first day of class, staff or instructor will conduct orientation.

Job Placement
The school makes every effort to assist its graduates in obtaining employment, which will fully utilize their skills. The skills of resume' review and interviewing covered in our study of 'Seeking Employment'. Students hold mock interviews, interview appointment, suitable dress and appropriate behavior to help them better prepare for the world of work. However, the school does not guarantee, nor does it promise employment to any student, graduate- The school's Director or Placement Director responsible for assisting students with job placement. The Director or Placement Director assists students by posting available without charge. The school maintains a placement file listing current job opening in the area.

Program and Cost to Students

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition ($10.00 per clock hour)</td>
<td>Tuition ($5.25 per clock hour)</td>
</tr>
<tr>
<td>Total Course $15,500.00</td>
<td>Total course $3,938.00</td>
</tr>
<tr>
<td>Textbook/Workbook $245.00</td>
<td>Textbook/ Workbook $245.00</td>
</tr>
<tr>
<td>Kit and Supplies $1447.00</td>
<td>Student Ins. Textbook $192.00</td>
</tr>
<tr>
<td>Lab Jacket $50.00</td>
<td>Lab Jacket $50.00</td>
</tr>
<tr>
<td>State Board Gold Book $18.00</td>
<td>State Board Gold Book $18.00</td>
</tr>
<tr>
<td>State Board registration Fee $10.00</td>
<td>State Board Registration Fee $10.00</td>
</tr>
<tr>
<td>Name Tag Fee $20.00</td>
<td>NAME TAG $20.00</td>
</tr>
<tr>
<td>LAB FEES $400.00 TOTAL COST =$17,690.00</td>
<td>Total Cost=$4,473.00</td>
</tr>
<tr>
<td>( COSMETOLOGY 1500 HOURS)</td>
<td>Cosmetology Instructor (750 Hours)</td>
</tr>
</tbody>
</table>
Policy to Extra instructional Charges

The institution reserves the right to charge students for extra instruction needed to complete the course of study at a rate of $10.00 per hour for any of the following reasons:

1. The student has had more than 5 unexcused absences during any one-month period.
2. The student has been tardy more than 10 times during any one-month period.
3. The student has **Exceeded their Anticipated Completion Date** the in the programs: Cosmetology and Cosmetology Instructor Program.

Campus Security Report /Drug & Alcohol Prevention

1. If you are aware of any criminal action or emergency on the campus, you are to report it to the Director, Owner and/or instructors. The school will take necessary action against those persons involved. Any occurrences will be made available quarterly. Criminal actions include rape, murder, robbery, aggravated assault, burglary and motor vehicle theft.

2. The school is open from 8:30 a.m. to 10:00 p.m. Wednesday through Friday and 8:30-5:30 on Saturday.

3. Building is locked at all other hours by staff and/or owner. All maintenance is done on Monday and Tuesday, as needed.

4. All criminal actions should be reported to the Director and/or Owner who does not have the authority to arrest anyone. To insure a safe campus, all criminal actions should be reported promptly and accurately as soon as possible to the Director and/or Owner who shall report such actions to the local police.

5. Annually, the local police shall conduct a class at the school concerning school campus, clients, others and student’s safety. This will be a class dealing with safety awareness and community responsibility (may also include self-defense, if time permits). The local police will also conduct an annually drug awareness class at the school. The police will distribute brochures/handouts for both classes. Campus security procedures and policies are updated annually (or whenever the need arises) through the school catalog and personnel manual.

6. Classes will be given by the local police and/or community organizations for various programs designed to inform students and staff about the following: Rape Crisis Center/intervention, Sexual Assault & Family Violence Programs, Crime Stoppers, Self-Defense Safety Education and Crime Prevention. Sex offenses dealing with students or students and clients shall be reported to the Director and Owner who will inform the local police. The school does not have student services for victims of sexual offenses (they will be referred to a sexual assault community organization).

7. During the period of January 1, 2008 to January 1, 2021, there have been no occurrences reported to the local police for the following crimes: Murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft regarding students or at the school.

8. If students take part in any off-campus criminal activities, the assigned school staff once informed will monitor and record such activities. Such activities will be turned over to the Director and/or Owner and the local police.

9. Between January 1,2008 through January 1, 2021 there have been no arrests for the following crimes at the school: Liquor or drug violations and/ or weapon possessions.

10. No possessions, use, sale or under the influence of alcoholic beverages and illegal drugs are permitted at the school. If any student violates this policy, he/she will be terminated. Any infraction shall be reported to the Director. Instructor and/or Owner. Local, state and/ or Federal authorities may be contacted for enforcing this policy.

Programs designed to help students and staff concerning alcohol and drug abuse include, American Red Cross Drug Awareness, Drug Enforcement Administration, Narcotics Bureau of the local police, Alcoholics Anonymous, Alcohol & Drug Addiction Coalition and CODDAC.
Grading System

Academic progress evaluations are done on the clinic work, theory test grades, and projects worksheets. Project worksheets (Form 10/10) are to be completed by the end of each period. All enrolled Students take a chapter test or other tests and graded according to the following:

Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>A-</td>
</tr>
<tr>
<td>70-79</td>
<td>B</td>
</tr>
<tr>
<td>60-69</td>
<td>C</td>
</tr>
<tr>
<td>59-0</td>
<td>D</td>
</tr>
</tbody>
</table>

All students take a chapter test or other tests and graded according to the following:

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
</tr>
<tr>
<td>A-</td>
<td>Above Average</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>Failing</td>
</tr>
</tbody>
</table>
Student Rights to Know

Students have the right to ask a school:

• The names of its accrediting/licensing organizations.
• About its facilities and faculty.
• The cost of attending and the school policy on referends to students who drop out.
• What financial assistance is available, including federal, state, local, private, and institutional aid program and the procedures and deadlines for applying for available financial programs?
• What criteria are used in selecting financial aid recipients?
• How your financial need is determined and how much of your financial need has been met, as determined by the school.
• To explain each type and amount of assistance in your financial aid package and how and when you will receive it.
• To reconsider your aid package, if you believe a mistake has been made.
• How the school determines whether you are making the satisfactory progress and what happens if you are not.
• What special facilities and services are available to the handicapped students?
• What the interest rate is on the loan that you have, the total amount you repay, the length of the time you must repay, when you must start repaying and cancellation and deferment provisions that apply.
• (if you will be affected by any tuition increase once you officially enrolled by signing the Enrollment Agreement.

This Catalog is current at the time of printing. The school reserves the right to make changes in policy, tuition End equipment as circumstances dictate after publication.

Termination

Attendees of Blalock’s Professional Beauty College are preparing for a career in the professional beauty industry. Certain professional standards, are to be adhered to always. In addition to the basic standards of professionalism, Blalock’s Professional Beauty College must maintain policies that are necessary for efficient operation and for the benefit and safety of students and staff. Therefore, inappropriate behavior and/or negative conduct that interferes with operations, discredits Blalock’s Professional Beauty College and/or is offensive or harmful to customers, students, or staff will not be tolerated and may be grounds for suspension or termination. Rules and regulations are subject to change without notice as deemed appropriate or as guided by the above goals, changes in company standards and/or to comply with laws, rules and/or regulations of any external governing body.
Attendance Policies

Tardiness

Tardiness is defined as more than 1 minute late for regularly scheduled class. Tardiness may be excused at the discretion of the Director and/or instructor. Once a student has (3) unexcused tardies, the student must be formally advised by the Director. This advisement session will determine what actions should be taken by the student and the school to reduce tardiness. Habitual tardiness may lead to suspension. In the event the student requires extra hours beyond his/her scheduled date for graduation to complete the program, a charge of **$10.00 per hour** will be assessed to the student’s tuition charges.

Withdrawal Termination Re-Admittance

Termination Policies

Students may be placed on probation or terminated from enrollment for the following reasons: 1) Tardy more than ten (10) times for one month; 2) Absent UNEXCUSED five (5) days in any month grading period; and 3) Failure to comply with the rules and regulations of the school catalog requirements. After 14 consecutive days of no-show, no call to the school, the student will be terminated. The school will make all possible attempts to contact the student. If student must discontinue his/her program of study temporarily, the following procedure must be followed:

**Withdrawing from the school**

Withdrawal Involuntary

A student may be administratively withdrawn from the school when in the judgement of the Director after consultation with the students’ parents and personal physician, it is determined that the student suffers from a physical, mental, emotional, or psychological health condition which (a) poses a danger or threat to physical harm to the student or to a person or property to others: or (b) causes the student to interfere with the rights of other staff, students and clients of the school.

Except in emergencies, a student shall, upon request, be provided a hearing before a final decision concerning his/her continued enrollment at Blalock’s Professional Beauty College.
Blalock's Professional Beauty College

**Leave of Absence:**
All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the withdrawal or leave of absence.

Students must apply for an LOA, in advance, in writing, unless for unforeseen circumstances. LOA may be granted, for maternity leave, medical emergency. LOA will not be granted for academic reasons. (to keep students from failing.)

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The student must state the reason for requesting the LOA. There must be a reasonable expectation that the student will return from the LOA. The start of the approved LOA will be the first day the student was unable to attend. All LOA must be submitted in writing, signed, and dated by all parties. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A leave of absence will extend the student’s contract period, by the same number of calendar days taken in the leave of absence. The institution may not assess the student any additional institutional charges as a result of the LOA; The LOA together with any additional leaves of absence must not exceed a total of 180 days in a 12-month period; A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. If a student does not return to the institution at the expiration of an LOA (or a student takes an unapproved LOA), the student's withdrawal date for the purpose of calculating a refund is always the student last day of attendance. The institution will document the reason for its decision, to approve or deny an LOA. The student’s withdrawal date for the purpose of calculating a refund will be the student’s last day of attendance.

**ALL STUDENTS MUST FOLLOW THIS POLICY IN REQUESTING AN LOA.**

**RE-ENTRY POLICY**

The institution allows students to re-enter the program after they have withdrawn. Re-entering students will be charged at the current tuition rates. Amounts paid during the first enrollment period will be credited to their accounts. If kits and books are lost, re-entering students must repurchase items. Blalock’s Professional Beauty college reserves the rights to deny re-admission to students dismissed because of disciplinary action or violation of the school rules.

**Student Records**

The school maintains permanent student records and guarantees the right to students to gain access to their files. A written request is required, in order a guarantee each student (or parent and guardian if the student is a dependent minor) access to the student's records. An appointment must be scheduled with the Director to review the records with the student. All grades, services and hours are recorded and kept on file.

The school recognizes the right to privacy; therefore, no information on a student will be released without the written permission of the student or from his/her guardian of minor in the event the student is less than 17 years old. Third Party Access from law enforcement, Court Officials, and Attorneys must have a subpoena or court order before student record information can be released.

The school will not publish directory information such as name, address and phone of student, date and place of birth. Major field of study, dates of attendance degrees and award received. date of graduation, previous school attended. And or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items. Signing of this catalog gives permission to the school to provide or permit access to your school records as required from any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission or any other Federal or State order. All students' records are kept in lockable filing cabinets and will be maintained for six years.

**Personal Items and Equipment**

Blalock’s Professional Beauty College assumes no responsibility for loss or damaged to any personal items or belongings to the students. Including; student kits, equipment and books after originally being issued. Etc.,
Blalock's Professional Beauty College
8101 Kingston Road Suite 103 &102B
Shreveport, La 71108
Phone: 318 638-8662
Fax: 318 636-1656
www.blalockbeauty.com
keybabyblalock@comcast.net

ADMISSIONS POLICY (Revised MAY 2021)

Blalock’s Professional Beauty College begins new classes every Wednesday of the month. Prospective students should submit all required documentation, and enrollment application, and registration fees at least thirty (30) days prior to the desired start date.

Processing of Cosmetology schools admissions applications cannot begin until all items and fees have been submitted to our admissions office. If you have pre-enrollment questions about any of the admission requirements for cosmetology school, call us at 318-638-8662.

The curriculum, courses and classes for Cosmetology and Cosmetology Instructor Training are set by the State of Louisiana. Blalock's Professional Beauty College is an accredited educational institution that offers complete study of programs that, upon completion of all coursework, will prepare you to take the State licensing exams.

RE-ENTRY POLICY - The institution allows students to re-enter the program after they have withdrawn. Re-entering students will be charged at the current tuition rates. Amounts paid during the first enrollment period will be credited to their accounts. If kits and books are lost, re-entering students must repurchase items. Blalock’s Professional Beauty college reserves the rights to deny re-admission to students dismissed because of disciplinary action or violation of the school rules.

Financial Aid - To find out if you qualify for federal financial aid you must submit a completed application to the U.S. Department of Education.

We recommend completing the official online application for Federal Financial Aid on the FAFSA website. If you include our School’s FAFSA Code _030273_ the results will be sent electronically to us in approximately 3-5 business days. We can provide you with a paper application if you prefer to submit the application via traditional mail service.

Another financial aid option is to apply for a Pell Grant which may be used for Cosmetology. Note that Pell Grants do not cover registration, supplies and locker fees.

Students without financial aid must remain current on monthly payments, and all accounts must be paid in full, to be cleared to take the State Practical Examination. *At this time financial aid is not available for the Cosmetology Instructor Program.*

Note: The real FAFSA website, and online application process, is completely FREE OF CHARGE.

Admission Requirements - Cosmetology
- Desire to learn & have Positive Attitude
- Prospective student must be the minimum of 17 years old
- High School Diploma / GED or Home-School Diploma(*must be approved and certified by State)
- Birth Certificate
- Social Security Card
- Driver's License or La ID Card
- 4 Photos SIZE 2x2
- Personal interview, complete application, tour of the school, $18 State Board Gold Book Fee, $10 State Board Registration Fee and $20 Name Tag Fee (mandatory)

Admissions requirements – Cosmetology Instructor
Current copy of Cosmetology License
Minimum of 18 years old
- High School Diploma / GED or Home-School Diploma (*must be approved and certified by State)
- Birth Certificate
- Social Security Card
- Driver’s License or La ID Card
- 4 photos larger than 2x2
- Personal interview, complete application, tour of the school,
  $18 State Board Gold Book Fee, $10 State Board Registration Fee, and $20.00 Name Tag Fee (mandatory)

For students who are home-schooled, applicants must submit written verification from the appropriate school district that the student has been excused from compulsory attendance for home education.
. Home school applicants must submit a personal statement discussing their academic preparation and detailing any unique experiences. **Applicants will need to provide verification (transcripts) in the following subjects:**
  a. Language, reading, spelling, and writing
  b. Geography; history, national state and local
  c. Mathematics— including algebra and geometry
  d. Science
  e. Arts—Visual of Performing

Home School Diplomas must be approved and certified by the state.

Important: In order to be eligible for federal financial aid, a home-schooled student must have the recognized equivalent of a high school diploma or (GED).

**Cost: Cosmetology Program (1500 clock hour program)** - The total tuition and required fees for the entire program completed in the normal time: Tuition ($10.00 per clock hour)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Course</td>
<td>$15,500.00</td>
</tr>
<tr>
<td>Textbook &amp; Workbook</td>
<td>$245.00</td>
</tr>
<tr>
<td>Kit and Supplies (includes, frontal &amp; 3 bundles of hair)</td>
<td>$1,447.00</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>$400.00</td>
</tr>
<tr>
<td>Lab Jacket</td>
<td>$50.00</td>
</tr>
<tr>
<td>State Board Gold Book Fee</td>
<td>$18.00</td>
</tr>
<tr>
<td>State Board Registration fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Name Tag Fee</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**Total Costs for the 1500 clock hour Cosmetology Course** $17,690.00

*At the completion of 1000 hours in the cosmetology course students must pay $83.00 to the Louisiana State Board of Cosmetology to take the written national Exam and State Law Exam. At the completion of the course there is an additional charge of $50.00 for the final practical exam and $25.00 for the student’s initial Cosmetology license . Additionally there is the expense of a trip to Baton Rouge to take these exams.

**Cost: Cosmetology Instructor (750 clock hour program)** - The total tuition and required fees for the entire program completed in the normal time: Tuition ($5.25 per clock hour)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Course</td>
<td>$3,938.00</td>
</tr>
<tr>
<td>Textbook &amp; Workbook(Kit does not apply)</td>
<td>$245.00</td>
</tr>
<tr>
<td>Student Ins. Textbook</td>
<td>$192.00</td>
</tr>
<tr>
<td>Lab Jacket</td>
<td>$50.00</td>
</tr>
<tr>
<td>State Board Gold Book Fee</td>
<td>$18.00</td>
</tr>
<tr>
<td>State Board Registration Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Name Tag Fee</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

**Total cost for the 750 clock hour Cosmetology Instructor Course** $4,473.00

*Upon completion of the course there is a charge of $75.00 for testing and a $50.00 fee for the initial Instructor License which must be paid to the Louisiana State Board of Cosmetology. Additionally there is the expense of a trip to Baton Rouge to take these exams.

Blalock’s Professional Beauty College is a member in good standing of the National Accrediting Commission of Career Arts & Science.

Your enrollment with our school assures you that you will receive training by licensed cosmetology instructors.

*Dress code: (BLACK UNIFORM & BLACK SHOES WITH LAB JACKET)
Supplies: Notebook & Pens, and a lock with 2 Keys for your assigned locker.
School Hours(Day Classes): Wednesday – Saturday 8:30 -5:30
Admissions/Orientations: Tuesday 10:00 -2:00

*NOTE- PROVIDING FALSE DOCUMENTATION IS STRICTLY PROHIBITED.(ex. Proof of education, tax returns, etc..) The school reserves the right to request further back up documentation.
ENROLLMENT AGREEMENT

DATE___________

Name___________________________________Phone_______________________

Social Security Number______ - ______ - ______ Date of Birth_______________

Address______________________________________________________________

City_________________________________State_______Zip___________________________

Student Information

New:_____ Re-entry:_____ Transfer:_____ Language of program and contract is English.( "BPBCollege"), will only except half of the total hours being transferred up to 500 hours, from another accredited institution. Various hours will be accepted from high school students due to their level of cosmetology training.)

Start Date_____________ Anticipated Graduation Date____________

Courses: Cosmetology_____ Day Class_____ Evening Class_____ Full Time (32 hrs per wk)_____

Part time (25 hours per wk)_____

Cosmetology Instructor_____ Day Class_____ Evening Class_____ Full time (32 hrs per wk)_____

Part Time(25 hrs per week)_____

Hour Contracted (New Student) _______ Hour Contracted ( Transfer Student) _______

Hours Accepted by Institution for (Transfer & Re-entry Student) _______

Class schedule - Cosmetology & Cosmetology Instructor

Day/Evening Classes: Wednesday- Saturday 8:30 a.m.-5:30p.m.

COURSE OF STUDY:
Requirements to complete the above courses include total clock hours of 1500 for Cosmetology program and 750 clock hours for the Cosmetology Instructor program. Such requirements can usually be completed by a beginning student for Cosmetology(day/full time) in twelve (12) months based on a minimum of 32 hours per week or Cosmetology Instructor (day/full time) in six (6) months based on the minimum 32 hours per week. A student can usually complete Cosmetology(/part-time) in fifteen (15) months based on 25 hours per week or Cosmetology instructor Program(part-time) in eight (8.5-9) months based on 25 hours per week. Steady attendance is expected and all attendance is documented.
Advice is available and encouraged for all students through instructors and/or Administrators. Financial Assistance is available to all that desire. We offer installment payments terms sponsored by the school. ‘Financial Aid is available to all that qualify’. For information: please see the Chief Financial Aid officer or Financial Aid Assistant Officer.

**EMPLOYMENT ASSISTANT**

Employment assistance is available for all students graduating from Blalock’s. Though we have always experienced a high percentage of graduate placements, Blalock’s Professional Beauty College does not guarantee employment.

**PROGRAM AND COST TO STUDENTS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cosmetology (1500 clock hours)</strong></td>
<td><strong>Cosmetology Instructor (750 clock hours)</strong></td>
</tr>
<tr>
<td>Tuition ($10.00 per clock hour)</td>
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</tr>
<tr>
<td>Total course</td>
<td>$15,500.00</td>
</tr>
<tr>
<td>Textbook &amp; Workbook</td>
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</tr>
<tr>
<td>Kit and Supplies (includes frontal &amp; 3 bundles of hair)</td>
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</tr>
<tr>
<td>Lab Fees</td>
<td>$400.00</td>
</tr>
<tr>
<td>Lab Jacket</td>
<td>$50.00</td>
</tr>
<tr>
<td>State Board Gold Book Fee</td>
<td>$18.00</td>
</tr>
<tr>
<td><strong>State Board Registration Fee $10.00</strong></td>
<td><strong>State Board Registration Fee $10.00</strong></td>
</tr>
<tr>
<td>Name Tag Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td>$17,690.00</td>
</tr>
</tbody>
</table>

Cost to Re-Entry/Transfer students

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cosmetology</strong></td>
<td><strong>Cosmetology Instructor</strong></td>
</tr>
<tr>
<td>Enrollment Fee: (if applicable)</td>
<td>Enrollment Fee: (if applicable)</td>
</tr>
<tr>
<td>Total course ($10.00.00) per clock hour</td>
<td>Total course ($5.25 per clock hour)</td>
</tr>
<tr>
<td>Textbook &amp; Workbook</td>
<td>Textbook &amp; Workbook: (kit does not apply)</td>
</tr>
<tr>
<td>Kit and Supplies</td>
<td>Student Ins. Textbook $192.00</td>
</tr>
<tr>
<td>2 Blalock’s T-shirt</td>
<td>Lab Jacket $50.00</td>
</tr>
<tr>
<td>State Board Gold Book Fee</td>
<td>State Board Gold Book Fee $18.00</td>
</tr>
<tr>
<td>State Board Registration Fee</td>
<td>State Board Registration Fee</td>
</tr>
<tr>
<td>Name Tag Fee</td>
<td>Name Tag Fee $20.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>Total Cost</strong></td>
</tr>
<tr>
<td></td>
<td>$17,690.00</td>
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</tbody>
</table>

**NOTE:** THERE WILL BE AN OVERTIME CHARGE OF $10.00 PER CLOCK HOUR TO STUDENTS WHO EXCEED THEIR SCHEDULED COMPLETION DATE. Federal funds DOES NOT pay for overtime charges.

**Payment Terms:** (if applicable) $ _______/Per week $ _______/Bi-weekly $ _______/Monthly

Method of payment: Cash________ Money Order______ Credit Card_______ Check______ Title IV____ Loan______ Scholarship

**REFUND POLICY**

*For applicants who cancels enrollment or student who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun class. If legal guardian cancels the contract and demand his/her monies back in writing, within three business days of signing the enrollment agreement regardless of whether the student actually started training, all monies collected by the school are refunded. Any applicants not accepted by the school is entitled to a refund of monies. The formal cancelation date* will be determined by the postmark on the written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence. The date of withdrawal determination for students on Leave of Absence shall be earlier of the scheduled date of return from the Leave of Absence or the date the student notifies the institution that the student will not be returning. (22)

*If a student cancels the enrollment more than three business days after signing the contract but prior to starting class, student will receive a refund of all monies paid to the school. For students who enroll and begin classes but withdraw prior
to course completion (after business days of signing the contract), the following schedule of tuition earned by the school applies: "REFUND CALCULATIONS ARE BASED ON SCHEDULED HOURS, NOT ACTUAL HOURS."

If a student notifies the school of his/her withdrawal the cancellation date will be determined by the post mark on the written notification, or the date said information was delivered to the school in person. Blalock’s Professional Beauty College, is a clock hour institution, so therefore we are required to track hours. The required date of the refund is determined by counting from the date the withdrawal was determined. However, for clock hours schools, the refund is calculated based on the student last day of attendance. If a program/course is cancelled subsequent to a student enrollment, and before instruction in the course/program has begun, the school will provide a refund of monies or provide completion of the course/program. Refunds are calculated based on the student’s last day of attendance. Any monies that are due a student who withdraws from the institution shall be refunded within forty-five (45) days of a determination that a student has withdrawn, officially or unofficially. This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

<table>
<thead>
<tr>
<th>Percentage time to total</th>
<th>Refund</th>
<th>Amount of tuition owed to School</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01% to 4.9%</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>5% to 9.9%</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>10% to 14.9%</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>15% to 24.9%</td>
<td>55%</td>
<td>45%</td>
</tr>
<tr>
<td>25% to 49.9%</td>
<td>30%</td>
<td>70%</td>
</tr>
<tr>
<td>50% and over</td>
<td>0%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Competency-Based Programs with a clock Hour Component

Notice to all students that, should the student complete the program earlier than the estimated time frame stated in the contract, the student financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

Note: When situations of mitigating circumstances are in evidence, students may exceed the minimum tuition adjustment schedule and the may go over their anticipated graduation date.

Unofficial withdrawals

Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hours attendance at least every thirty (30) days. Any monies due to the applicant shall be refunded within 45 days of the formal cancellation date as defined above. In the case of disabling illness or injury, death in a student family or other documented mitigating circumstances, a reasonable and fair settlement will be made. If the school permanently close or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro-rata refund of tuition to the student. Students who withdraw or terminate prior to the course completion are charged a cancellation or administrative fee of $150.00. The refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may incurred at the institution, (Example: kit, material, products, un-returned school property, etc.) will be calculated at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

Withdrawing from the School

Withdrawing from the school means that a student drops all courses for the current enrollment period. Any students who finds it necessary to withdraw should begin the withdrawal process with the school Director. Formal withdrawal from the school is required to ensure that the students is eligible to return to Blalock’s Professional Beauty College at a future date. Any refund to which a student is entitled will be considered on the basis of the date and clock hours earned at the time of withdrawal.

Withdrawal- Involuntary

A student may be administratively withdrawn from the school when in judgment of the director after consultation with the student’s, parent and personal physician, it is determined that a student suffers from a physical, mental, emotional, or psychological health condition which (a) poses a danger of threat of physical harm to the student or to person of property of others: or (b) causes the student to interfere with rights of other staff, students, and clients of the school.
School Closure Policy
If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school at its option: (a) provide a pro-rata refund for all students transferring to another school based on the hours accepted, by the receiving school. (b) provide completion of the courses and/or program (c) participate in a Teach-Out Agreement (d) provide a full refund of all monies paid. If the school permanently closes without a teach-out plan and will not offer instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

1. The school will arrange for students to continue their education at an institution that offers the course or one with the same educational objectives.
2. The institution will notify affected students individually of the availability of all arrangements.
3. A list of all affected students will be sent to the LA. State Board of Cosmetology, at the time of closure along with arrangements made for each student to complete his/her education.
4. The institution shall dispose of school records in accordance with state laws.

LICENSURE
Blalock’s Professional Beauty College is licensed through Louisiana State Cosmetology
11622 Sunbelt Court, Baton Rouge, Louisiana 70809 Certification # 354970
LSBC Phone# (225) 756-3404 Fax (225) 756-3410
Accredited by: NACCAS
3015 Colvin Street
Alexandria, Virginia 22314
Phone# (703) 600-7600

ABSENCES
All students are expected to attend school regularly. If a student is ill or an emergency arises, the student must notify the school no later than 9:00am of that day. No more than 15% of the total length of the program is permitted in absences that do not have to be made up. If the require a Leave of Absence (LOA) for medical reason, or for circumstances beyond his/her control, the school will permit up to 180 day LOA. The student must request the LOA in writing to the director. If the student fail to return to school from a LOA, he/she will then be terminated after the 90 days expire. Late arrivals and early departures will count against the student daily clock hours.

TARDINESS
Tardiness is defined as more than 1 minute late for regulatory scheduled class. Tardiness may be excused at the discretion of the Director and/or Instructor. Once a student has three (3) unexcused tardy, the student must be formally advised by the Director. This advisement session will be determined what actions should be taken by the student and the school to reduce tardiness. Habitual tardiness may lead to suspension and the student is taking a chance on losing financial aid (if applicable). In the event the student requires extra hours beyond his/her scheduled date for graduation to complete the program, a charge of $10.00 per hour will be assessed to the student’s tuition.

NON-DISCRIMINATION STATEMENT
Blaock’s Professional Beauty College does not discriminate on the basis of sex, age, religion, race, color or ethnic origin in its education programs, admissions, instruction, graduation policies and other activities in accordance with the laws of the United States of America. This practice and requirement of nondiscrimination extends to employment by the administration of students programs and activities operated by the school.

WITHDRAWAL/TERRMINATION/RE-ADMITTANCE POLICIES
Students may be placed on probation or terminated from enrollment for the following reasons: 1.)Tardy more than ten (10); 2.)Absent “UNEXCUSED” five (5) days in any one month grading period; 3.)Failure to comply with the rules and regulations of the school catalog requirements.
Acknowledgement of receipt of Enrollment Agreement

Having applied for enrollment at Blalock’s Professional Beauty College, I do hereby certify that I have read, understand and agree to the terms of the Enrollment Agreement Contract. I have received a copy of this enrollment agreement, a copy of the school current catalog, with the School’s rules and regulations, state board printed information describing requirements of the course of study. Checklist of all forms noted above, along with statistics on the school’s past performance in the areas of student completion rates, licensure rate, and completion rate. Administrative and course advising were offered and made available prior to signing this contract.

GRADUATION REQUIREMENTS & RECEIVING CERTIFICATE/DIPLOMA OF COMPLETION

All students graduating from Blalock’s Professional Beauty College must complete 1500 clock hours in the Cosmetology Program and 750 clock hours in the Cosmetology Instructors Program, with the minimum overall grade (theory & practical) of 70% (or higher). Upon satisfactory completion of the course, each qualifying student will receive a Certificate/Diploma of Completion for the Cosmetology Course or Cosmetology Instructor Course. They will be deemed eligible to take the final licensing examination provided by the Louisiana State Board of Cosmetology. Tuition, fees, and any other cost must be Paid In Full, before clock hours can be released to students regarding state board exams or transfers. The school does not guarantee employment upon completion of any course work or graduation. Individual career assessment is available to all students. An exit interview will be conducted, and the student will receive their Certificate/Diploma of Completion and/or invitation to take their final exam for licensure at the Louisiana State of Cosmetology.

___________________________________________________________________________
STUDENT SIGNATURE _____________________________ DATE ____________________________

IF UNDER 18, PARENT/GUARDIAN SIGNATURE ______________________________________ DATE ______________

___________________________________________________________________________
ADMINISTRATIVE’S SIGNATURE _____________________________ DATE OF ACCEPTANCE ________________________

I acknowledge that I have received a copy of my completed enrollment agreement.

Student Signature __________________________________________ Date ______________

If under 18, Parent/Guardian Signature ____________________________ Date __________
BLALOCK’S PROFESSIONAL BEAUTY COLLEGE

Satisfactory Academic Progress Policy

Satisfactory Academic Progress in attendance and academic work is a requirement for all students and is consistently applied to all students enrolled in this school to determine whether an otherwise eligible student is making SAP in their educational program and may receive assistance under the Title IV, HEA programs 34 C.F.R 668.16(E). NOTE Students receiving funds under any Federal Title IV financial aid program must maintain Satisfactory Progress in order to continue eligibility for such funds. If a student’s eligibility for financial aid has been negatively impacted by SAP, the student will be notified.

Transfer Hours:
Blalock’s Professional Beauty College accepts transfer students with previous credits from a licensed school. Students must obtain a transcript from their previous school showing the level of accomplishment, as well as a record of their attendance. Tuition charges are prorated according to students’ educational needs in regard to the balance of hours required for successful completion of the course. Transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Academic Year Definition:
School academic year is 900 hours and 30 weeks for Title IV purposes. For Title IV payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV payments.

Evaluation Periods: Evaluation periods are based on actual hours completed and are calculated using cumulative hours. Student compliance with the policy for Satisfactory Academic Progress is monitored monthly and is also divided into evaluation periods and is assessed at each of the following times: Also, students will receive report cards at the end of each evaluation period listed below. Students are required to sign and date each report card, and a copy of the report card will be placed in the student file.

Evaluation periods for 1500-hour Cosmetology Program:
450 Actual Hours
900 Actual Hours
1200 Actual Hours
1500 Actual Hours
Evaluation periods for 750-hour Cosmetology Instructor Program:
375 Actual Hours
750 Actual Hours

**Attendance Progress (Quantitative Measure)**
Students are required to attend a minimum of 67% of the hours possible based on the attendance schedule in order to be considered maintaining satisfactory attendance progress.

**Maximum Timeframe (MTF):**

<table>
<thead>
<tr>
<th>SCHEDULE HOURS</th>
<th>Hours</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology (Full time, 32 hrs./wk.) -1500 Hours</td>
<td>2250</td>
<td>70</td>
</tr>
<tr>
<td>Cosmetology (Part time, 25 hrs./wk.) -1500 Hours</td>
<td>2250</td>
<td>90</td>
</tr>
<tr>
<td>Cosmetology Instructor (Full time, 32 hrs./wk.) -750 Hours</td>
<td>1125</td>
<td>35</td>
</tr>
<tr>
<td>Cosmetology Instructor (Part time, 23 hrs./wk.) -750 Hours</td>
<td>1125</td>
<td>49</td>
</tr>
</tbody>
</table>

**Grading System (Qualitative Measure):**
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. Practical skills are evaluated according to text procedures and set in practical skill evaluation criteria used by the school. The following factors will be measured to determine Academic Progress:

1. Theory work (test grades, homework, etc.)
2. Practical work (Clinic work sheets, practical tests)
3. Laboratory work

Theory and practical work will be graded according to the following scale:

- 100-90% Excellent - A
- 80-89% Good - B
- 70-79% Average - C
- 60-69% Unsatisfactory – D
- 59-0% Failing - F

The following grading scale is applicable to all courses of study. Students must maintain an average minimum of 70% in theory and practical clinic work in order to be considered making Satisfactory Progress. Records of progress are kept and any student with a grade below 70% will be CONSIDERED not making
Satisfactory Progress.

**Determination of Progress:**
Satisfactory: Students with a minimum of 70% GPA and 67% attendance.

NOTE: Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to the attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.

Students meeting minimum requirements for attendance and academic at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. Students will receive a copy of their satisfactory progress determination at the time of each evaluation. In order for a student to be considered making satisfactory progress, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the program or midpoint of the academic year, whichever is shorter.

**Warning:**
Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirement, he/she may be placed on Financial Aid Suspension if applicable students are deemed ineligible to receive Title IV funds. **Students who exceed the maximum time frame must be terminated from the program. Students may then be permitted to re-enroll into the program on a cash basis in a manner consistent with the re-enrollment provisions of the institution’s admissions policy.**

**Financial Aid Suspension:**
Failure to meet either the qualitative or quantitative standards for satisfactory academic progress will result in the student being placed on unsatisfactory status that suspends financial aid eligibility until the next evaluation period. Notification is provided when placed on this status and the student is not allowed to continue to receive financial aid. Students may continue to take coursework without the use of financial assistance until eligibility is reinstated by achieving the required SAP standards.

**Probation:**
Probation indicate that the institution may only allow for the status of probation for students who are not considered meeting minimum standards for satisfactory academic progress if: The institution determines that’s satisfactory academic progress standards can be meet by the end of the subsequent evaluation period; or The institution develops an academic plan for the student that if followed, will
ensure that the student is able to meet the institution’s satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. The student must prevail upon appeal of a negative progress determination prior to being placed on probation, in addition to other requirements. Students who fail to meet SAP standards (due to either lack of attendance and/or low grades) during a given evaluation period will be placed on warning status until the next evaluation. Students who do not achieve the minimum standards may be deemed ineligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. For purposes of financial aid eligibility, students on warning status will be considered to be making satisfactory academic progress until the next scheduled evaluation. Students on warning status who fail to meet SAP by the conclusion of the warning period will be deemed not to be making satisfactory progress, becomes ineligible for federal funds, becomes private pay student, and may be terminated. A student deemed not in satisfactory progress following a warning period loses eligibility for federal funds, to continue student must appeal the unsatisfactory report if he or she wishes to continue attending classes and receiving federal funds. Students must request an “Right to Appeal form. The “Right to Appeal Form “must indicate what has changed in the student’s situation that will allow the achievement of satisfactory academic progress at the end of the next evaluation. An appeal must be filed within 5 days from the date the student was advised about being in unsatisfactory. The appeal must also include serious reasons (death in immediate family, injury or serious illness, why student was unable to sustain satisfactory progress. A decision to grant the appeal is made by school officials and may not be appealed. The results of an appeal will be given in writing to the student and a copy will be placed in the student file, signed, and dated. If the student prevails in the appeal, he will be able to continue with his studies. Failure to fulfill the terms of the improvement plan will result in the student being suspended for a time or being terminated. A student terminated for failure to maintain satisfactory progress may not reapply for re-entry until 60 days have expired. The school is now accredited, so therefore certain stipulations apply, if a student ceases to progress through the program at a pace leading to completion of the program within 150% of the program length the student becomes ineligible to receive federal student aid funds. A student may not apply for-entry to the program in less than 60 days. 28.

A determination to allow a student to re-enter is solely at the discretion of school administrators and may not be appealed. Students on probation are considered in SAP and remain eligible for student financial aid. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next schedule evaluation. A student may not appeal a satisfactory academic progress determination. Students
receive a copy of their SAP determination, and a signed copy is placed in the student file.
In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution’s refund policy will apply.

**Re-establishment of Title IV 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.

**Appeal Procedure:**
A student, who wishes to appeal the non-satisfactory progress status, must submit a written request to the school's director. The request is to be presented within five business (5) days of the non-satisfactory academic progress status determination and must describe any circumstances that the student believes deserve special consideration. Blalock’s Professional Beauty College shall evaluate the appeal within five (5) business days and will notify the student in writing of the decision. All decisions are final. Any student that prevails upon the appeal process will be deemed to be making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student.

**Interruptions, Course Incompletes, Withdrawals:**
If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal if the student returns within 180 days. Incompletes, repetitions, and non-credit courses have no effect upon the satisfactory progress policy.

**Noncredit, Remedial Courses, Repetitions:**
Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.
**Leave of Absence:**
All students, who have withdrawn or taken a leave of absence and choose to re-enter into a course, will be placed under the same satisfactory or unsatisfactory progress status prevailing at the time of the withdrawal or leave of absence.

Students must apply for an LOA, in advance, in writing, unless for unforeseen circumstances. LOA may be granted, for maternity leave, medical emergency. LOA will not be granted for academic reasons. (to keep students from failing.) The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The student must state the reason for requesting the LOA. There must be a reasonable expectation that the student will return from the LOA. The start of the approved LOA will be the first day the student was unable to attend. All LOA must be submitted in writing, signed, and dated by all parties. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A leave of absence will extend the student’s contract period, by the same number of calendar days taken in the leave of absence. The institution may not assess the student any additional institutional charges as a result of the LOA; The LOA together with any additional leaves of absence must not exceed a total of 180 days in a 12-month period; A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. If a student does not return to the institution at the expiration of an LOA (or a student takes an unapproved LOA), the student’s withdrawal date for the purpose of calculating a refund is always the student last day of attendance. The institution will document the reason for its decision, to approve or deny an LOA. The student’s withdrawal date for the purpose of calculating a refund will be the student’s last day or attendance.

**ALL STUDENTS MUST FOLLOW THIS POLICY IN REQUESTING AN LOA.**
Blalock’s Professional Beauty College

Organizational Chart

Sharon Blalock
(Owner, Director, Clinic Floor Operations, Education Director)

Kedra Blalock
(Owner, Instructor, Chief Financial Aid Officer)

Nellie Davis
(Financial Aid Director, Admissions)

Kimberly Bryant
(Instructor, Clinic Operations)

Boston Educational Network- David Pellitier
Consultant- Third Party Servicer

Dianne Mitchell- Substitute
(Instructor, Clinic Operations)

Virginia Sims- Substitute
(Instructor, Clinic Operation)
BLALOCK’S PROFESSIONAL BEAUTY COLLEGE

*Cosmetology Kits will be issued once the student has been in the program for 30 day.*

**COSMETOLOGY KIT INCLUDES**

**Apparel**
- Scalp master crinkle Nylon uniform- black
- Nylon Styling cape-Black
- Nylon make-up cape -white
- Vinyl Shampoo Cape- Burgundy

**Brushes and combs**
- Scalp master rectangle cushion paddle brush
- Cushion Brush w/ Ball tip bristle
- Vent Brush, round neck brush, Nylon Bristle teasing brush, Bamboo collection, round boar/nylon brush-2 inches, round boar nylon brush-2 ¾ inches
- Salon Chic-Hard rubber cutting comb-8 ¼ inches, hard rubber rattail comb 8 inches, rake comb, styling comb, rattail comb, flattop finger wave comb, barber comb, flattop rattail comb, pintail comb, dual purpose comb

**Cases and Totes**
- City lights extra large nylon tote bag

**Cutlery**
- Tk-2 shear and razor kit, scalp master ejector hair shaper

**Electrical**
- Babyliss pro, Ceramic extreme 2000w dryer, Procelain Ceramic flat iron
- Hot tools marcel curling irons

**Hair color**
- Soft-n-style applicator bottle, tint bowl, dye brush, tipping caps, square 60 min timer, vinyl gloves

**Manicure/Pedicure**
- DL professional nail files, grit nail file, buffing block, 3 way buffer, manicure brush, 2-sided foot file, glass sterilizing jar, practice hand, manicure bowl, FANTA SEA nail polish kit, Satin edge manicure kit

**Mannequin and Clips**
- Celebrity Sam II w/ holder, Debra Mannequin
- Spray bottle, butterfly clamps, duck bill clips, dual purpose pincurl clips, single prong pincurl clip, cold wave rods, long LILAC, long white, long gray, long pink, smooth roller rack

**Heater and stove**

**Wig/Unit class**
- canvas head, stand, 3 bundles w/closure, needles, thread, wig cap 32.
Cosmetology

Course Description: The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgement, proper work habit, and desirable attitudes necessary to pass the State Board examination and for competency in the job entry level positions in Cosmetology or related career field.

Objective: 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. Practicing proper grooming and effective communications skills and visual poise.
3. Understanding employer employee relationships and respect the need to deliver worthy services for value received.

1. Perform the basic manipulative skills including hair styling, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
2. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
3. Apply the theory, technical information and related matter to assure sound judgements, decisions, and procedure.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashion, and methods for career development in cosmetology and related fields.

Reference: Students follow Milady's Revised Standard Textbook of Cosmetology and Standard System of Salon Skills. A comprehensive library of references, periodicals, books, texts, standard dictionary, dictionary of medical terms, standard textbooks, anatomy charts and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials. Format' The clock hour education is provided through a sequential 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 well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Student will demonstrate their knowledge of cosmetology theory and application ability through their completion of required practical and clinical activities.

Audio-visual aids, guest speakers and other related learning methods are used in the course.

Grading Procedures: Students are assigned theory study and a minimum number of practical experiences. Theory 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.

Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the Practical Skills Evaluation Criteria. Students must maintain a minimum theory grade average of 70%(or higher) and a minimum practical average of 70%(or higher) and must complete all written and practical requirements including the final written and practical examination with passing score prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
</tr>
</tbody>
</table>

Note: 33.
Blalock's Professional Beauty College

Course Description and Goals

- To educate students to be successful through personal motivation and understanding of the financial aspects of hairstyling and cosmetology.
- To provide the necessary information for students to successfully pass the Louisiana State Board of Cosmetology exams.
- To provide students with the skills needed to become gainfully employed in a cosmetology related field.

Course Length: 1500 hours can be completed in 12 months for full time students, and, / 15 months for part-time and night students.

Course Format: this course will be taught utilizing the following teaching/learning approaches: lectures, demonstration, classroom participation, clinical practice, and audio visuals presentations. Theory classes are taught, Wednesday - Thursday. Theory classes consist of lectures, practical demonstration, audio visuals, and participation.

Course Content for Cosmetology Program

Orientation
- The History and Career Opportunities
- Life skills
- Your Professional image
- Communicating for Success

Curriculum Instructions Sciences 210 Hours
Hair and Scalp Analysis
Chemistry and pH
Bacteriology/ Biology
Sanitation and Infection Control
Anatomy/Physiology
Trichology

Hair & Scale Treatments 55 hours
Scientific Brushing
Conditioning
Scalp Treatments

Nail Care 70 Hours
Nail Design
Application of Artificial Nails
Manicure & Pedicure Procedure
Structure and Disorder of the Nail

Shampooing/Rising 50 hours
Product Knowledge Procedures/
Techniques
Scalp Massage
Wet & Dry Draping
### Course Content for Cosmetology

**Curriculum Instruction (cont'd)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Course</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hair Design</strong></td>
<td>320 Hours</td>
<td><strong>Hair Sculpting</strong></td>
<td>200 Hours</td>
</tr>
<tr>
<td>Wet Styling Finger waves, Pin Curls/Rollers</td>
<td></td>
<td>Scissors/Razor/Clipper</td>
<td></td>
</tr>
<tr>
<td>Thermal Styling— Air Forming, Scrunching/Press &amp; Curl</td>
<td></td>
<td>Texturizing Techniques</td>
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<tr>
<td>Design Decisions/ Design Composition</td>
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<td>Ladies Hair Sculpting/Solid</td>
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<tr>
<td>Client Consultation</td>
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<td>Increase/Graduated/Uniform</td>
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<tr>
<td>Wiggery</td>
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<td>Men's Hair Sculpting/Square,</td>
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<tr>
<td>Ladies' Hair Design</td>
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<td>Over Comb/Fade</td>
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<td>Long Hair Design</td>
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<tr>
<td><strong>Hair Color</strong></td>
<td>200 Hours</td>
<td><strong>Skin Care</strong></td>
<td>30 Hours</td>
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<tr>
<td>Color Design</td>
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<td>Cleansing/Masque Treatment</td>
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<td>Color Theory</td>
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<td>Skin Disorders</td>
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<td>Application Techniques</td>
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<td>Make-Up</td>
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<tr>
<td>Bleaching, Toning</td>
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<td>Lash &amp; Brow Tinting</td>
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<td>Dimensional Color</td>
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<td>Flair Removal</td>
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<tr>
<td>Chemistry of Products</td>
<td></td>
<td>Facial Massage</td>
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<td>Formulations</td>
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<td>Moisturizing and Toning</td>
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<tr>
<td><strong>Chemical Texturizing</strong></td>
<td>240 Hours</td>
<td><strong>Business Building</strong></td>
<td>30 Hours</td>
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<tr>
<td>Chemistry of Products</td>
<td></td>
<td>Ethics/ Client Servicing/Retention</td>
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<tr>
<td>Chemical Relaxing</td>
<td></td>
<td>Employment Information/Job Search</td>
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<td>Curl Restructuring</td>
<td></td>
<td>Resume Writing &amp; Cover Letter</td>
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<td>Rod Selection &amp; Placement</td>
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<td>Goal Setting</td>
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<tr>
<td>History of Permanent Waving</td>
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<td>Business Management</td>
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<td>Perm Design</td>
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<td>Retail strategies/Reception Training People Skills</td>
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<tr>
<td><strong>State Rules &amp; Regulations</strong></td>
<td>50 Hour</td>
<td><strong>State Board Preparation</strong></td>
<td>45 Hours</td>
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<tr>
<td>Louisiana Laws &amp; Regulations</td>
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<td>Vet Work</td>
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<tr>
<td>Safety &amp; Sanitation Requirements</td>
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<td>Written Exam</td>
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<tr>
<td>Licensing Requirements</td>
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<td>Practical Exam</td>
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**TOTAL 1500 HOURS**
Blalock’s Professional Beauty College

Cosmetology Instructor

Course Description: This course of study is designed to instruct a student instructor in basic methods and techniques. It provides an opportunity for each student instructor to observe and assist experienced teachers in the performance of their duties to perform skills demonstration.

Course Goals: To teach the principles necessary for licensed cosmetologists to become licensed instructors. The Cosmetology Instructor course is designed to train and develop students in instructional methodology, including theoretical and practical instruction, planning, testing and evaluation, classroom management and successful entry as an instructor in the Cosmetology field.

Grading Procedure: Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the Practical Skills Evaluation Criteria. Students must maintain a minimum theory grade average of 70% (or higher) and a minimum practical average of 70% (or higher) and must complete all written and practical requirements including the final written and practical examination with passing score prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Numerical Grade</th>
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<tbody>
<tr>
<td>90-100 Excellent</td>
<td>A</td>
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<tr>
<td>80-89 Above Average</td>
<td>B</td>
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<tr>
<td>70-79 Satisfactory</td>
<td>C</td>
</tr>
<tr>
<td>60-69 Unsatisfactory</td>
<td>D</td>
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<tr>
<td>59-0 Failing</td>
<td>F</td>
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Requirements: Must possess and active Cosmetology License in the State of Louisiana.

Course Length: 750 Hours (6 months) for full time and (8.5-9 months) for part time/night students.

RATIONALE FOR COURSE HOURS

The Louisiana State Board of Cosmetology require 500 clock hours. Blalock’s Professional Beauty College Cosmetology Instructor Course is 750 clock hours. The rationale for the additional hours is to exceed the basic requirements of the state board. While the topics required by the state create a foundation for the course, they do not include many of the chapters covered in the Master Educator Textbook. The additional hours also allow more time to develop presentation delivery, student engagement, critical thinking, information sequencing, and interpersonal skills to connect with modern learners.

Course Format: This course will be taught by utilizing the following teaching/learning approaches: Lectures, demonstrations, classroom participation clinical practice, and audio-visual presentation.
<table>
<thead>
<tr>
<th>Curriculum Instruction (Cont'd)</th>
<th>105 Hours</th>
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<tbody>
<tr>
<td>Administrative Responsibilities</td>
<td></td>
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<tr>
<td>Course Outline</td>
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<tr>
<td>course Development &amp; Review</td>
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<tr>
<td>Record Keeping</td>
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<td>Business Management</td>
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<tr>
<td>Organizational and Regulatory Requirements</td>
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<tr>
<td>State Rules &amp; Regulations</td>
<td>20 Hours</td>
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<tr>
<td>Licensing Requirements</td>
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<tr>
<td>Louisiana Laws &amp; Regulations</td>
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<tr>
<td>Safety &amp; Sanitation Requirements</td>
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<tr>
<td>TOTAL - 750 HOURS</td>
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</table>

**Required Textbooks:** Milady’s Professional Instructor for Cosmetology  
Milady’s Workbook for the Professional Instructor

**Louisiana State Board of Cosmetology Requirements**

Each Cosmetologist or Instructor Trainee must successfully pass a Louisiana State Board Examination after completing the program of training in a licensed school. Upon passing the State Board written and practice examination, a license is issued.

Each Cosmetology Instructer Trainee must successfully pass a Louisiana State Board Examination after completing the program of training in a licensed school. Upon passing the State Board written and practice examination, a license is issued.
Career Opportunities

State Board Member                  Education
Cosmetology Teacher                 State Board Inspector
Beauty School Magazine Columnist    School Director
Beauty Editor/Barber Editor         Salon or Beauty School Owner

Private. Chain or Department Store Salons Careers

- manicurist
- Make-up Artist
- Style Director
- Beauty Supply Salesperson or owner
- Some of these areas may require additional training
- Platform Stylist
- Hair Colorist
- Theatrical Hairstylist
- Beauty Products Supervisor

CAREERS IN COSMETOLOGY

Levels of Occupation

Licensed Cosmetologist/ Instructor

Beauty Salon Owner                  Beauty School Owner
Chain Salon Supervisor              School Director
Beauty Salon Manager                Supervisor

Cosmetology Instructor

Private School

Public School
Specialist in Branches of Cosmetology

- Hair colorist Specialist
- Chemical Relaxer Specialist
- Permanent wave specialist
- Skin care Make-up Artist
- Hair Stylist
- Nail Technician
- Cosmetologist (Desairologist)
- Manufacturer’s Representative
- Director of Education
- Product Evaluator
- Consultant Professional Sales
- Research/Development Consultant
- Product Technician
- Platform Artist
- Competition Stylist
BLALOCK'S PROFFESIONAL BEAUTY COLLEGE

OUTCOME RATES

COMPLETION, LICENSURE, AND EMPLOYMENT RATES

PER OUR REPORTING REQUIREMENTS WITH THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCE (NACCAS) AGENCY FOR THE ANNUAL REPORT PERIOD OF 2019, OUR COMPOSITE OUTCOME RATES ARE AS FOLLOWS:

**Cosmetology Program**
COMPLETION/GRADUATION RATE: 61.5%
PLACEMENT RATE: 100%
LICENSURE RATE: 100%

**Cosmetology Instructor Program** did not have any outcome rates for 2019.

ACCREDITATION

The completion rate does not show student who may have transferred and completed due in part to the training provided by Blalock’s Professional Beauty College nor does it show those who may have completed the report period due to and approved medical leave of absence or other factors.

The employment rate reflects all our graduate employed students. Blalock’s Professional Beauty College provides its students with ongoing job placement assistance including but not limited to career development training, job postings on our bulletin board, and opportunities for continuing education following graduation.

Some graduates who failed the licensure exam may have in fact passed on a subsequent attempt. Persons applying for the licensure examinations must be at least 16 years old and are responsible for fees associated with the examination and licensure process.

Note: Graduates in the beauty industry have a wide variety of career opportunities, which may include those listed in the school catalog. Some of those opportunities may require additional training and expertise. Income and the methods of compensation vary widely depending on years of experience, skill level, client base and hours worked. The average beauty professional makes $30,000-$48,000 per year, but, not limited too. This average is based on full-time employment of at least thirty hours per week.
BLALOCK'S PROFFESIONAL BEAUTY COLLEGE

STUDENTS RIGHTS AND RESPONSIBILITIES

RECORDS, PRIVACY, ACCESS, AND RELEASE
OF INFORMATION

All student files are maintained in a secure location/office that is available to authorized personnel only and is locked when not occupied/in use. All students are guaranteed access to their academic and/or financial aid file by scheduling an appointment with the respective office personnel during regular business hours.

Release of educational information is limited to authorized persons only unless such a release is with the written consent of the student or parent of a dependent student. Requests for such release are to be submitted to the Director of Student & Financial Services during regular business hours and must specifically state to whom and what records/information is to be released and for what purpose. Conditions, variations and/or exceptions of these requirements are listed below.

1. All students and/or parents of the dependent students have certain rights under The Family Educational Rights and Privacy Act of 1974 (FERPA). Those rights include a right to review a student’s educational record; to request amendment to a student’s educational records; to request a hearing if an amendment is not granted; to consent or withhold the disclosure of personally identifiable information; and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA. Students and prospective students may obtain additional information or request a review of records by contacting Academy Management during regular business hours. Annual notice of this policy may be found in the Institution catalog and/or in other publication or notices.

2. A student or parent (of a dependent student) must make a written request to review educational records. The notice should include a description of the specific records requested for review. There is no fee for reviewing records. However, if copies are requested, a $25.00 administrative fee may be charged.

3. Records will be made of available during regular business hours and on an appointment basis. Blalock’s Professional Beauty College will attempt to schedule such a review within 5 business days of the request receipt. Under the law the review must take place within 45 days. The review of all records will be supervised by an appropriate Academy official who may assist in the interpretation of the records.

4. No personally identifiable information will be released to a third party without the written consent of the student or guardian unless it is:
   a. To school official (including, but not limited to, educators) who have educational interest in the information.
   b. To officials of another school/academy where the students seeks or intends to enroll.
   c. To representatives of a state or federal governing agency, a company, servicer, or agency contracted by the Academy, which has a specific business purpose in utilizing the information/data in effort to carry out the duties of their office and/or as required under the law/regulation or on behalf the Academy.
d. To financial aid representatives and/or servicers contracted by the Academy as necessary to determine student(s) eligibility for aid, the amount of aid, conditions of aid, and/or to enforce the terms and conditions of the aid.

e. To state officials if required by state statute.

f. To an authorized representative of the Department of Education. This includes employees of the Department as well as organizations or firms under contract to conduct studies for educational agencies or institutions to develop, validate, or administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization, and the information provided to the organization will be destroyed when no longer needed for the study.

g. To the Institution’s accrediting agency to carry out accrediting functions and/or duties.

h. To parents of the dependent student.

i. To comply with the judicial order, subpoena or ex parte order.

j. To meet needs in case of an immediate threat to the health and safety of students or other individuals as authorized under the authority and the rights of the Campus Security/Clery Act

5. The disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.

6. Blalock’s Professional Beauty College does not produce a student directory.

FINANCIAL SERVICES & POLICIES

FINANCIAL ASSISTANCE
Blalock’s Professional Beauty College provides financing plans for students who wish to pay on a payment plan. Blalock’s Professional Beauty College will assist students in developing financial plans to pay for their education through United States Department of Education’s Federal Student Financial Assistance Programs (Title IV funding), Department of Assistive and Rehabilitative Services (DARS) and Veterans Education Benefit. The administrative staff will assist students in developing financial plans to pay for their education through a combination of student/family contributions and financial assistance, if eligible.

PAYMENT AGREEMENT
All payments are the responsibility of the student and are payable as stated on the Student Account Payment Contract. Students may be required to make monthly payments while attending school. Payments amounts are based upon the course in which the student is enrolled. Any charge in financial situations which may affect a student’s ability to make scheduled payments must be discussed with the administration.

Billing- Tuition payments are due based on the schedule established through the financial planning process. Students utilizing monthly payment plans are required to pay monthly tuition in a timely manner. Monthly tuition is due on the 15th of each month. Students paying monthly tuition after 25th will be charged a $20.00 late fee.
PAYMENT METHODS
Acceptable methods of payment include cash, credit card, money order, check & the Title IV Aid.

SCHOLARSHIP & FEE WAIVERS
Blalock’s Professional Beauty College reserves the right to offer tuition scholarships and waiver fees to eligible students, employees and immediate relations of employees of Blalock’s Professional Beauty College.

EXTRA INSTRUCTIONAL CHARGES
Blalock’s Professional Beauty College do penalize students ($10.00 per clock needed) for exceeding the enrollment agreement anticipated completion date.

FINANCIAL AID - available to those who qualify
Blalock’s Professional Beauty College is approved by the U.S. Department of Education to participate in several federal aid programs. Additional information may be found in the Student Guide published by the Department of Education. To qualify for financial assistance all applicants must complete a Free Application for Federal Student Aid (FAFSA). The application can be completed online at fafsa.ed.gov or by contacting Financial Services Advisor. The Blalock’s Professional Beauty College school code is 030273.

To be eligible for the student aid an applicant must:
- Have a high school diploma, a General Education Development (GED) or the equivalent.
- Be enrolled as a regular student working toward a degree or certificate in an eligible program
- Be a U.S. citizen or an eligible non-citizen
- Have a valid Social Security Number (SSN)
- Comply with the Selective Service registration if required (males only)
- Not owe a refund on a federal grant or be in default on a federal student loan

Note: Student assistance funds are intended for educational purposes only. All students must meet the eligibility requirements at all times. Not all aid programs are available for students in all educational courses/program.

Application deadlines may apply. Contact the financial services department during regular business hours for additional information regarding application procedures and deadlines.
In compliance with federal law, Blalock's Professional Beauty College is required to determine all federal aid Title IV aid previously received by the student applying for aid. The National Student Loan Data System (NSLDS) utilized by the institution's third-party servicer to obtain the financial aid applicant’s financial aid history. Financial aid will not be disbursed until there is a receipt of the confirmation of previous aid.

**DISBURSEMENT PROCEDURES OF TITLE IV FUNDS**

Title IV funds are disbursed during periods of the academic year. For Cosmetology disbursement fail within two academic years. For the first academic year, funds are disbursed at 1-450 clock hours and 451-900 clock hours. The second academic year will also be divided into two payment periods, 901-1200 clock hours and 1201-1500 clock hour.

Currently Cosmetology Instructor course is not eligible for Title IV funds. Federal Pell Grant of FSEOG disbursements are credited directly to the student’s institutional account. Students will be informed and given a receipt of the amount of the disbursement credited to his/her account.

**APPLICATIONS FOR FEDERAL FINANCIAL AID**

To apply for a Federal Pell Grant, you must complete a form called FAFSA, a Free Application for Federal Student Aid. This form can be found and completed electronically at [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/) or by picking up a paper form at institution. The federal school code for Blalock’s Professional Beauty College is 030273 and will be required for institution to receive the results electronically. Follow up with the Blalock’s Professional Beauty College Financial Aid Office by calling (318)638-8662 about 3-4 days after you have completed your FAFSA, to ensure the school has received your Institutional Student Information Records (ISIR). The ISIR will be used to determine the amount of financial assistance, Federal Pell Grant and FSEOG, you are eligible to receive. A copy of the ISIR will be kept on file at the institution and is available to the student at their request.

**SELECTION OF RECIPIENTS NON-CAMPUS BASED FUNDS**

You will be provided with the amount of federal financial aid assistance you are eligible to receive by the Financial Aid Administrator of the Institution. Blalock’s Professional uses a third party servicer to determine what the student’s award will be. This amount will depend, not only on your determination of eligibility, but also on the cost of attendance at your school. Financial need is based on taking into account the cost of attendance and the amount of the student’s and/or family financial resources.

The Expected Family Contribution (EFC) is the calculation of how much a student and/or family can contribute to the cost of their education for an academic year. This figure is calculated by the Central Processor through the information gathered from the Free Application for Federal Student Aid (FAFSA). The Expected Family Contribution (EPC) will be included in the ISIR received by the institution when the student’s application is processed.
*Federal financial aid is only to be used by the student for educational expenses at the institution they are attending.

**SELECTION OF RECIPIENTS FOR CAMPUS-BASED FUNDS**
The school’s philosophy regarding the selection of recipients of those eligible to receive Campus Based Funds, such as Federal Supplement Educational Opportunity Grant (FSEOG), is that the financial aid staff will attempt to award those funds available in the aforementioned program is such a way as to assist as many students as possible. Although each student financial need is carefully considered in the award process, the Federal Supplemental Opportunity Grant will be awarded first to the student with exceptional need priority will be given to students who receive Federal Pell Grants.

**VERIFICATION**
Applicants maybe randomly selected by the Central Processing System (CPS) to submit verification documentation. The process requires the financial Aid Office of the institution to verify items such as household size, number enrolled in college, adjusted gross income (AGI), U.S. Income tax, and certain untaxed income and benefits. Aside from the above mentioned documents, the institution and CPS can choose to have a student verify additional information. If the student is married, income tax forms must include the spouse information. If the student is a dependent, a copy of the parent’s income tax forms must be presented.

All verification documentation will be required to be submitted within thirty(30) days from the date of notification by the financial Aid Office. Failure to submit the required verification documentations within thirty (30) day period will result in withholding of financial aid funds and the student will be required to make payments too the institution in lieu of these funds. Only under extenuating circumstances will be thirty (30) requirements be extended.

If all verification documents are submitted and there is no conflict of information then the student’s financial aid funds will be disbursed. The student will be required by the Financial Aid Office to submit further documentation if any of the verification documents conflict with the original information submitted on the initial FAFSA. The student and/or family, if applicable, will be required to resubmit the FAFSA with correct information to the CPS. In the event the institution feels that the applicant intentionally submitted information under false or fraudulent circumstances, the institution will be contact the Department of Education Office of the Inspector General.

**CITIZENSHIP VERIFICATION**
Student’s eligibility for Title IV financial assistance is also based on one’s citizenship status. When an applicant fills out a FAFSA, the Central Processing Service (CPS) conducts an electronic database match for Social Security number, name and birth date to verify the student’s eligibility status. Determination is then reported on the student’s ISIR. If the student does match the electronic database then the institution will be notify the student of steps which will need to be taken to prove citizenship.

**CORRECTIONS**
Corrections to the ISIR may be necessary after an applicant submits verification documents or other documentation. If corrections to ISIR are required, the financial Aid Office will note the corrections on the current ISIR. All corrections will require the proper signed documentation. The Financial Aid Office of the Institution will then be required to submit the revised
Information. electronically to the Central Processor and a new ISIR will be generated. Any and all documentation, including verification, may result in the failure of a student to meet eligibility requirements for the Federal Pell Grant and other Title IV funds. If a student’s eligibility status changes, the Federal Aid office of the institution will inform the student of his/her change of a status and a new financial plan will need to be completed and agreed upon.

CORRECTIVE INSTRUCTION
Any student disrespect or lack of cooperation toward Instructors because of constructive criticism will be regarded as exhibiting unprofessional behavior and may result in the student being terminated.

GUEST SERVICE PARTICIPATION
As a part of the learning process, students are required to participate in a variety of student salon and guest services. Failure to perform or refusal of assigned services and/or failure to participate in assigned learning experiences will result in disciplinary action including and up to termination.

READINESS: EQUIPMENT, BOOKS AND SUPPLIES
Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, it is the student’s responsibility to bring them back to school. Students who do not come to school with their equipment or refuse academic or practical assignments may be dismissed or terminated from the program.

RECORD KEEPING
To protect fellow students, staff, and student salon guests, all students are required to conduct proper client consultations, and are expected to document services rendered on client cards and/or other available record systems. Hold Harmless Client Releases are required for all clients, models and/or other persons receiving services of any kind at the Academy.

SANITATION
Students are responsible for the cleanliness and sanitation of their tools and equipment throughout the day. All students are required to participate in general sanitation and patron protection before, during, and after each service. At the end of the class/day all students are required to participate in the general sanitation of the Academy/classroom. General sanitation is instituted throughout the entirety of the program to facilitate the learning of general health and safety requirements mandated by the state and/or as mandated by Blalock’s Professional Beauty College.

FOOD AND DRINK
Due to health and safety standards and to prevent damage to personal or Academy property and to facilitate an environment conducive to learning, eating is prohibited in classrooms during periods.

CHILD CARE
Students are prohibited from bringing their children to school during their scheduled course time and/or while earning clock hours. Please make sure appropriate arrangements for child care.

ELECTRONIC DEVICES
Students are encouraged to use electronic communication devices for educational purposes. These devices include, but are not limited to, the following: cell phones and other electronic devices. Students may utilize electronic communication devices at school and at school activities when the Instructor deems appropriate for educational purposes. Personal, non-educational use of electronic
devices is permitted in designated areas. All other uses of electronic devices in the school are prohibited with the possessing student subject to the disciplinary measure. Educators have discretion over classroom use of devices.

SOCIAL MEDIA

Blalock’s Professional Beauty College respects the rights of the students and staff to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Instagram, Twitter, YouTube, file-sharing and user-generated video and audio. Blalock’s Professional Beauty College are personally responsible for the content they publish on social networking sites, Blalock’s Professional Beauty College does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in unacceptable conduct on campus and on any of our social media sites. Blalock’s Professional Beauty College reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate.

Vaccine policy

Blalock’s Professional Beauty College does not require students to have vaccines, or provide vaccine records.

Completion of Program Earlier than Estimated/ Competency-Based Program Clock Hours

Should the student complete the program earlier than the estimated timeframe stated in the contract, the student’s financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

VA Recipients

In accordance with Title 38 US Code 3679 subsection, Blalock’s Professional Beauty College has adopted the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch.33) or Vocational Rehabilitation and Employment (Ch.31) benefits, while payment to the institution is pending from the V.A. Blalock’s Professional Beauty College.

- Prevent nor delay the student’s enrollment.
- Assess a late penalty fee to the student.
- Require the student to secure alternative or additional funding.
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to.

- Produce the certificate of Eligibility by the first day of class.
- Provide written request to be certified.
- Provide additional information needed to properly certify the enrollment as described in other institutional polices.
In accordance with the institution’s mission statement, BPBC will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new student orientation, school catalog and posted in the classroom, thereby assuming that all students know the steps to follow should they desire to register a complaint at any time. Written records of all complaints will be maintained through two (2) complete accreditation cycles. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The information will be prompted in evaluating institutional effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process.

1. Students having complaints or grievances should first discuss the matter with the Instructor within three (3) days working days of the incident. The instructor and the grievant will make every effort to resolve the complaint at this point. If a mutually satisfactory adjustment is not reached within three (3) working days from the time of notification or if the complaint is regarding the instructor, the student may proceed to the next step.

2. The student should register the complaint in writing on the designated form provided by the institution within three (3) working days of the date than the act, which is the subject of the grievance, occurred to the Director of Education. The Director of Education will review the complaint and a response will be sent to the student within ten (10) working day of receiving the complaint. If the outcome is not satisfactory or if the complaint lies with the Education Department the student may proceed to the next step.

3. The student should register the complaint in writing on the designated form to the Director. The Director will render a decision within ten (10) working days. The Director may elect to hold an additional review before rendering a final decision. If a satisfactory adjustment cannot be reached or if the complaint is in relation to the Director, the student may proceed to the next step.

4. The student should register the complaint in writing on the designated form and then mail it to he State Board. If the complaint is of state level, then the student should address the Louisiana State Board of Cosmetology, the address is located in the school catalog. Afterward, the following steps have been taken: 1) Instances in which students are accused of committing infractions of the school rules and regulations will be referred to the Director. The Director shall conduct a careful and thorough investigation of alleged infraction. In the event the investigation shows that there is no substantial evidence to support the allegations of wrongdoing on the part of the student, the Director shall drop the charges.
If the finding indicates sufficient evidence to support the allegation of wrongdoing, the Director shall set a date to meet with the student to discuss the charges. Within five (5) calendar days of the conference with the student, the Director shall render a decision to dismiss the charges, to impose an administrative reprimand or to place the student on probation. The decision of the Director will be presented in writing to the student and the Admission Director. The student may, within five (5) calendar days of the receipt of this notice from the Director appeal this decision, in which case, an Appeals Committee shall be established.

If the student appeals the decision of the Director or if the decision of the Director is for disciplinary suspension, an Appeals Committee will be formed. The Director shall, within five (5) calendar days after making a decision to suspend the student or after receipt of the written appeal, select a committee of five (5) disinterested persons from the student body, faculty and staff. The Director shall designate a chairperson for the committee, who all set a time and place, for the hearing and notify the student and Director. The hearing shall begin ten (10) calendar days after the committee has been designated. The committee shall make its decision by simple majority vote and communicate its finding in writing to the Director within (5) calendar days after the hearing is completed. The committee may recommend to the Director to drop the charges, or a reprimand be imposed for a period not to exceed one month or disciplinary suspension be imposed for a specified time or a student be dismissed from school. Within ten (10) calendar days of receipt of the committee report, the Director will communicate a final decision to the student. The Director shall impose a sanction equal to or less than that recommended by the Appeals Committee, but he/she may not increase the severity of the decision. The Director shall provide a copy of the written decision including the committee report to the student. If the decision includes probation, suspension or dismissal, a copy of the decision shall be provided to the Admission Director.
COVID-19 Policy & Procedure

If a student or staff member has been exposed to COVID-19 and it has been brought to the institution’s attention or if you are experiencing symptoms you are required to be tested and can return to school with a negative test result. If COVID-19 test comes back positive you are instructed to quarantine and retest for negative results, once you receive a negative result you may return to school.

STUDENTS SUPPORT SERVICES

PROFESSIONAL ASSISTANCE HELP SERVICES

A-Anon Alcoholism Help Line
800-356-9996

National Council on Alcoholism
800-NCA-CALL

National INSTITUTE on Drug Abuse
800-662-HELP

NATIONAL SUICIDE PREVENTION HOTLINE
800-273-8255

NATIONAL SEXUAL ASSAULT HOTLINE
800-656-HOPE

NATIONAL DOMESTIC CIOLENCE HOTLINE
800-799-7233

NATIONAL VETERANS CRISIS
800-273-8255