
GERBER AKRON BEAUTY SCHOOL

COURSE CATALOG & STUDENT MANUAL 2025-2026



Revised June 23, 2025

Effective July 1, 2025

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Gerber Akron Beauty School is accredited by the National Accrediting Commission of Career Arts & Sciences, Inc (NACCAS). NACCAS is recognized by the United States Department of Education as a national accrediting agency for post-secondary schools and departments of cosmetology arts and sciences, and massage therapy, including those offered via Distance Education.

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ABOUT US



In 1946, twenty bright and eager students comprised the first class of the beauty school that came to be known as Gerber's. Founded by Dr. Jay Gerber, the school's original name was the Akron School of Cosmetology, but everyone called it the Akron Beauty School, and then Gerber's Beauty School.

Jay Gerber revolutionized cosmetology education by introducing innovative teaching methods that became a standard across the nation. The name "Gerber's" has since become synonymous with professional cosmetology training. After years of dedication, Jay Gerber retired and entrusted the school to one of his most experienced teachers, Rita Mako and her husband, Joseph. Since 1976, they have maintained the school's high standard while ensuring it stays current with industry standards.

For many years, the school was located in downtown Akron before moving to Akron's west side. Today, you can find us at 1915 West Market Street, Suites 600, 700, and 800.

At Gerber Akron Beauty School, we are proud to continue our tradition of excellence, providing top-tier cosmetology education that prepares our students for successful careers in the beauty industry.

OUR GOALS

- ◆ Recruit and train students who will make significant contributions to the beauty sector.
- ◆ Fully prepare our students with in-depth knowledge of their fields.
- ◆ Cultivate confident, curious, and passionate students who are excited about their careers.
- ◆ Encourage students to share their expertise and insights with others.
- ◆ Teach using the most up-to-date techniques and methods.
- ◆ Foster professional attitudes and leadership skills in our students.
- ◆ Provide access to top-tier educators and high-quality instructional materials.

OUR PHILOSOPHY

Akron Beauty School has a long-standing commitment to training men and women for successful careers in the beauty industry. We prioritize graduating exceptional students, fulfilling our commitment to students, employers, and the community. Our success stems from a proven method that combines classroom learning with practical training. This approach ensures students' understanding and proficient use of the material.

We maintain high standards that stress politeness, a tidy appearance, teamwork, and strong personal and professional ethics. Respectful conduct and integrity are key parts of our program, molding students into respected professionals. Akron Beauty School's tradition of excellence and commitment to training future beauty industry leaders is something we're very proud of.



SCHOOL FACILITIES

The school is located at 1915 West Market Street in Akron, Ohio, and occupies three interconnected suites, each with its own entrance.

Suite 600, Senior Clinic: This suite features a clinic, which is also known as our student salon where Senior students practice their respective services on patrons. It is equipped with 20 student stations with hydraulic chairs, 5 shampoo bowls and chairs, 4 manicure stations, 3 pedicure stations, and a two-bed facial room. Additionally, the Dispensary, Stock Room, and Teachers' Lounge are located within this suite.



Suite 700, Junior Classrooms: This suite houses the junior classrooms for Cosmetology, Esthetics, and Manicuring classes. It also includes student lockers, a student lounge, and a student restroom.

Suite 800, Administration: This suite houses the offices of the Financial Aid Director, School Director, secretary and business office, and student records.

MISSION STATEMENT

Our mission is to provide quality education to our students so they may become successful in their chosen cosmetology field of interest.

OFFICERS AND FACULTY

Our instructors are licensed by the Ohio State Cosmetology and Barber Board; they're carefully selected based on their education, experience, and teaching skills. They are familiar with the standards of performance expected in their fields and they take part in continuing education in order to remain current in their subject areas. Support staff and teachers are ready to assist students with special needs, and can arrange tutoring if needed. See Supplement A for a complete list of Officers and Faculty.

CODE OF ETHICS

- 1. Career Preparation.** The school is dedicated to preparing students for successful careers in the cosmetology arts and sciences, enhancing their practical, scientific, and business skills.
- 2. Educational Excellence.** The school implements practices that provide students with opportunities to advance their knowledge and skills in cosmetology arts and sciences.
- 3. Ethical Standards.** The school upholds and complies with the highest moral and ethical standards in the recruitment, education, and instruction of students.
- 4. Regulatory Compliance.** The school operates as a post-secondary educational institution in full compliance with the standards, criteria, and rules established by the National Accrediting Commission of Career Arts & Sciences and the Ohio State Cosmetology and Barber Board.

AFFILIATIONS

LICENSED BY



Ohio State Cosmetology & Barber Board
1929 Gateway Circle
Grove City, Ohio 44123
614-466-3834
www.cos.ohio.gov

ACCREDITED BY

National Accrediting Commission of Career Arts & Sciences
3015 Colvin St.
Alexandria, Virginia 22314
703-600-7600
www.naccas.org



SERVICER

FA Support

368 Atherton Drive
Carmel, Indiana 46032
800-257-1676
www.fasupport.com

MEMBER

Ohio Association of Cosmetology Schools (OACS)

HOURS OF OPERATION

OFFICE HOURS

Monday	Tuesday	Wednesday	Thursday	Friday
10 am to 5 pm	10 am to 5 pm	10 am to 5 pm	10 am to 5 pm	10 am to 5 pm
By appointment	By appointment	By appointment	By appointment	By appointment

CLASSROOM/CLINIC HOURS

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 pm to 9 pm	9 am to 4:30 pm	9 am to 4:30 pm	9 am to 4:30 pm	9 am to 4:30 pm	9 am to 3:30 pm
	5 pm to 9 pm	5 pm to 9 pm	5 pm to 9 pm		

SCHOOL HOLIDAYS

The school observes the following holidays. The office, classrooms, and clinic are closed.

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day Week
- Labor Day
- Akron Marathon (4th Saturday in September)
- Thanksgiving Day
- Christmas Week

GRADUATION, LICENSURE & PLACEMENT RATES

The following information is accurate as of December 13, 2024.

Item 1	Number of students scheduled to graduate	62
Item 2	Number of students from Item 1 who graduated as of submission of Annual Report	42
Item 3	Number of students from item 2 who were eligible for employment	40
Item 4	Number of students from item 3 employed in a field for which training has prepared them	26
Item 5	Number of individuals from item 2 who took all portions of their exam	42
Item 6	Number of students from item 5 who passed all portions of their exam	40
Graduation Rate		67.74%
Placement Rate		65.00%
Licensure Rate		95.24%

ENROLLMENT

Enrollment is open year-round for prospective students, but we suggest applying well before your preferred start date. Akron Beauty School enrolls new students monthly. We offer the following programs:

COSMETOLOGY: SOC¹ 39-5012.00, CIP² 12.0401: Completing this curriculum requires 1500 hours to fulfill Ohio's state requirements. This course offers thorough training in hair cutting, coloring, perming, client service, professional appearance, motivation, retail, record keeping, business ethics, hygiene, regulations, and salon management. This program prepares students for entry-level cosmetology jobs.

ADVANCED ESTHETICS: SOC 39-5094.00, CIP Code 12.0409: Completing the curriculum requires 750 hours to fulfill Ohio's state requirements. Students will gain extensive knowledge and hands-on experience in facials, hair removal, makeup, customer service, personal image, motivation, retail, client records, ethics, legal compliance, and salon administration throughout the course. This program prepares students for entry-level esthetician positions.

MANICURING: SOC 39-5092, CIP 12.0410: Completing the curriculum requires 200 hours to fulfill Ohio's state requirements. This course offers comprehensive training in manicures, pedicures, customer service, and relevant state regulations. This program prepares students for entry-level nail technician positions.

ENROLLMENT REQUIREMENTS

To be enrolled, a student must have a high school diploma, or its equivalent, a transcript showing high school completion, or a transcript or diploma showing completion of a college degree. We do not accept Ability-to-Benefit students.

Home School students: Home schooled students must provide evidence of completion of home schooling recognized by their state.

Foreign students: Prospective students must provide proof of completing high school or equivalent. An outside agency specializing in English translation and academic equivalency verification must authenticate a foreign student's diploma. The State of Ohio requires that the translated document be notarized.

NON-DISCRIMINATION & COURSE LANGUAGE

We do not discriminate based on race, sex, gender identity, sexual orientation, national origin, native language, religion, citizenship, or disability. We do not recruit students or staff who are currently enrolled elsewhere.

All instruction and exams at the School are conducted in English. To succeed in the programs, students must meet minimum English proficiency standards for clear communication and understanding.

1 SOC = Standard Occupational Classification.
2 CIP = Classification of Instructional Programs

ENROLLMENT PROCEDURE

These admissions procedures are for all new and transfer students. Transfer students must fulfill extra requirements for prior coursework to count toward transfer credit.

Complete a Reservation Application. To begin the enrollment process, prospective students must complete a reservation application. There is no application fee. Make an appointment with the registrar.

Interview. All applicants must complete an interview with the registrar. This is usually during the same appointment as the reservation application.

Provide Proof of Identity. Applicants must provide proof of identification as part of the enrollment process. The school maintains a copy of the identification presented as part of the student's file.

Provide Proof of Education. Applicants must provide proof of completion of a high school education or equivalent, as described above.

Install and Set Up MEMOedu. During enrollment, the registrar will help applicants install and set up the MEMOedu app. Students use the app to log their time and complete financial aid steps.

ENROLLMENT AGREEMENT

To enroll in a program at Akron Beauty School, prospective students sign an agreement; for minors, a parent or guardian signs. Akron Beauty School and the student (or their parent/guardian) are legally obligated to uphold the enrollment agreement. It specifies the tuition, the course, and the minimum and maximum completion dates.

THE SCHOOL

1. Agrees to provide programs of study that meet minimum requirements as prescribed by the Ohio State Cosmetology and Barber Board.
2. Agrees to provide students with the textbooks and tools necessary to complete the course. The school reserves the right to change the contents of a student kit, the teaching materials or educational methods, or the policies it operates under at its discretion.
3. May end the agreement for the student's noncompliance with general policies, the agreement, or state laws and regulations. The school may further end the agreement due to the student's conduct and violation of the school's rules for conduct.

THE STUDENT AND/OR SPONSOR

1. Agrees to pay the school the tuition and fees for the program selected according to the approved payment plan. The school may, at its option and without notice, prevent students from attending class until unpaid balances are resolved.

2. Agrees to provide all required registration and financial aid paperwork in a timely manner.
3. Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements, and not to refuse to perform client services or other program requirements.
4. Agrees to comply with the school's dress code and project a professional image representative of the cosmetology field and industry.
5. Agrees to complete the course within the maximum time frame. The school may offer the student an addendum extending the time frame, which will incur an Over Hours Charge of \$3.00 per hour for the remaining hours.
6. If the student is a Title IV financial aid recipient, the student agrees to maintain at least the minimum standards of attendance and grade level to maintain satisfactory academic progress and remain eligible for financial aid. Further, the student and sponsor understand that failure to maintain satisfactory academic progress will result in loss of eligibility for financial aid.
7. Agrees that part of the curriculum requires students to practice various methods and techniques of the cosmetology field on other students. That the school assumes no responsibility for any negligence, carelessness, or lack of skill in any degree by a student while engaged in this practice. And that no action, either in law or equity, may be taken against the school.
8. Agrees that, if tuition fees are to be paid in installments, failure to make such payments within ten (10) days after payments are due is grounds for suspension or dismissal.
9. Agrees that suspension or dismissal does not relieve the student and/or sponsor of the liability for full payment of the financial obligation.
10. Agrees that the student is responsible for any fees and expenses related to the examination and licensing by the Ohio State Cosmetology and Barbering Board.

An addendum specifying changes will be provided to students and/or sponsors if Akron Beauty School modifies its enrollment agreement. Changes to the agreement may be requested by the student or sponsor. The enrollment agreement can only be changed via a signed addendum.

TRANSFER OF CREDIT

If you are transferring from another school, we will request a certification of completed hours from State Board. Your account will be credited with transfer hours after we receive notification from the State Board. Credit will only be awarded to vocational students for hours spent in cosmetology. We will evaluate you to decide if the Junior classroom or Senior clinic is the right fit.

Understanding State Boards' transfer procedures is crucial. Your course enrollment can't begin until we get your transfer hours from the State Board. Starting before receiving these hours forfeits credit for prior school hours.

State Board policy prevents the transfer of student hours if tuition or other fees are owed to previous institutions. Akron Beauty School does not enroll students with outstanding tuition balances at other institutions.

RE-ENROLLING

Re-enrollment is available for students dismissed from or withdrawing from Akron Beauty School. The school will evaluate each applicant individually. The Director needs confirmation that the issues leading to the initial termination won't recur. Students who wish to re-enroll after a six-month absence must go through the full transfer student enrollment process. Students returning to school will retain their prior academic standing.

FINANCIAL AID

Federal financial aid is available for the Cosmetology and Advanced Esthetics programs, to those who qualify. Akron Beauty School participates in the Federal Pell Grant and Direct Loan programs. To apply for financial aid, complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Include our school code —**009530**—on your application.

DRUG-FREE POLICY

Akron Beauty School prioritizes the safety of its students, employees, and visitors above all else. For this reason, the school's drug-free policy is as follows. All students are notified:

1. Manufacturing, distributing, possessing, or using controlled substances is prohibited at school.
2. Disciplinary action, including dismissal, will follow any breach of this rule.
3. Enrollment requires students to abide by the above statement and inform the School Director of any drug convictions within five days.
4. All employees and students must certify that, as a condition of employment, enrollment, or receiving of financial aid, he or she understands and will comply with this policy.
5. This policy complies with the U. S. Department of Education and the Drug-Free Schools and Communities Act Amendment of 1989.

CHAPTER 3780 OF THE OHIO REVISED CODE

Medical and recreational cannabis are legal in Ohio but remain illegal under federal law. The federal Drug-Free Schools and Communities Act also dictates that Akron Beauty School must develop and maintain policies addressing the unlawful possession, use, and distribution of alcohol, illicit drugs, and controlled substances to foster a drug-free environment.

Under federal law, cannabis is still considered a controlled substance; therefore, the use or storage of medical and/or recreational cannabis by students, faculty, staff and visitors remains prohibited:

- ◆ On all property or buildings owned, leased, operated, controlled or managed by Akron Beauty School.
- ◆ At all school events, whether on or off campus, regardless of the circumstances.

PRIVACY ACT

Whenever an outside party requests student information, federal law mandates a signed release from the student. The release statement must specify what information the school can release, and to whom. Requests for information must be in writing. Akron Beauty School does not publish a student directory.

Students, or their parents/guardians if they are minors, can request access to their records. Written requests must be submitted to the office no less than three (3) business days prior. Access to records is granted to students, parents, or guardians only during regular office hours and in the presence of staff.

This policy does not apply to employees and agents of the Ohio State Cosmetology and Barber Board, National Accrediting Commission of Career Arts and Sciences (NACCAS), the Department of Education, the school's auditor, the school's financial aid servicer, or any government agency with the authority to review files.

COSMETOLOGY COURSE OUTLINE

The aim of the school's Cosmetology program is to provide students with the knowledge to pass the State Board examination and establish successful careers in cosmetology. Licensed cosmetologists may specialize in any phase of cosmetology. The cosmetology field provides varied career paths, such as sales representative, platform artist, manager, salon owner, and teacher.

The Cosmetology program requires **1500 clock hours** and takes approximately **14 months (56 weeks, 27 hours per week average)** to finish with the Day program, and **20 months (78 weeks, 20 hours per week average)** with the Night program. The program comprises Junior (classroom-based) and Senior (clinic-based) sections.

CURRICULUM

General Sciences	100 hours
Infection Control Principals/Practices; Universal Precautions, Anatomy, Electricity Basics, Chemistry Basics (35 NC/65 C)	
Properties of the Hair & Scalp / Trichology	88 hours
Diseases and Disorders, Hair Texture / Wave patterns, Chemistry (28 NC/60 C)	
Hair Procedures / Practices / Styling	304 Hours
Client Protection, Shampoos / Rinses / Treatments, Wet/Finish/Formal Hair Styling, Thermal Styling Techniques, Braiding, Wigs & Hair Additions (54 NC/250 C)	
Haircutting	218 Hours
Haircutting Basics, Haircutting Techniques, Tools (Shears, Razor, Texturizing, Clippers, Trimmers) (28 NC/190 C)	
Chemical Procedures / Practices / Products	415 Hours
Chemical Texturizing: Permanent Wave, Chemical Relaxers, Curl Re-Forming, Corrections; Hair Color: Single Process, Lightening, Tone/Special Effects (112 NC/303 C)	
Nail Procedures & Practices	114 Hours
Nail Anatomy, Diseases/Disorders/Conditions, Tools/Equipment, Basic Manicure & Pedicure, Nail Enhancements/Maintenance, Message (56 NC/58 C)	
Skin Care Procedures & Practices	131 Hours
Skin Anatomy, Diseases/Disorders/Conditions, Basic Facial Procedures/Skin Type/Products, Hair Removal, Tools/Equipment, Makeup (56 NC/75 C)	
Artificial Lashes / Extensions	10 Hours
(5 NC/5 C)	
Salon Operations & Communication Skills	119 Hours
Salon Operation & Management, Career Development/Professional Image; Communication Skills/Life Skills; Ohio Administrative Code & Ohio Revised Code; Inspection/Enforcement/Policies/Procedures; Continuing Education (34 NC/85 C)	
Human Trafficking	1 Hour
Total	1500 hours

JUNIOR (DAY WEEKS 1 TO 16, NIGHT WEEKS 1 TO 25)

Classroom instruction during the first fifteen/twenty weeks combines theoretical concepts with practical application. **The Day course meets from 9:00 AM to 4:30 PM, Tuesday through Friday. The Night course meets from 5:00 PM to 9:00 PM, Tuesday through Thursday.** Assessments for this course comprise quizzes, tests, and practical exercises completed during class. At the end of the Junior section, you must complete the Junior Check-out, which evaluates your practical skills. Passing the Junior Check-out allows you to advance to the Senior section.

SENIOR (DAY WEEKS 16 TO 56, NIGHT WEEKS 26 TO 78)

Senior students engage in practical application within the clinical setting. Your responsibilities will include client servicing, shop management, and the completion of tests and quizzes. **The Day schedule is Tuesday through Friday from 9:00 am to 4:30 pm. The Night schedule is Monday through Thursday from 5:00 pm to 9:00 pm, and Saturday from 9:00 am to 3:30 pm. Day students have the option of adding Saturdays to their schedule.**

INSTRUCTIONAL METHODS

The program's comprehensive lesson plans reflect effective teaching methods. Instruction involves discussions, question-and-answer sessions, demonstrations, collaborative learning, problem-solving activities, interactive lectures, and personalized instruction.

DRESS CODE

The uniform for Cosmetology students consists of black scrubs, tops and bottoms. Students must adhere to the school's dress code.

GRADUATION REQUIREMENTS

To receive a diploma, a student must complete the State Board requirement of 1500 clock hours; complete the classroom (Junior) portion with a C or better for practical assessments, and a 75% or better in written assessments; and complete all clinic requirements books.

Eligibility for the State Board examination mandates completion of the Cosmetology curricula, as certified by the school. **You must fulfill all financial obligations to the school before the Ohio State Cosmetology and Barber Board will accept your examination application.**

ADVANCED ESTHETICS COURSE OUTLINE

The aim of the school's Advanced Esthetician program is to provide students with the knowledge to pass the State Board examination and establish successful careers in esthetics. Licensed estheticians may specialize in facial treatments, cosmetic application, or hair removal. The cosmetics field provides varied career paths, such as sales representative, platform artist, and teacher. The advanced esthetician curriculum provides the knowledge to manage or own a salon. The Advanced Esthetics program requires **750 clock hours** and takes approximately **48 weeks (38 hours per week average)** to finish. The program comprises Junior (classroom-based) and Senior (clinic-based) sections.

CURRICULUM

General Sciences	110 hours
Infection Control Principals/Practices; Universal Precautions, Anatomy, Electricity Basics, Chemistry Basics (40 NC/70 C)	
Skin Science	121 Hours
Diseases and Disorders, Skin Analysis; Physiology and Histology of Skin; Skin Care Products/Chemistry/Ingredients (40.5 NC/80.5 C)	
Skin Care Practices & Procedures	150 Hours
Basic Facials, Massage, Mask; Chemical Peels, Chemistry, Products (50 NC/100 C)	
Hair Removal	33 Hours
(12 NC/21 C)	
Makeup	50 Hours
Products, Application; Color Theory; Brow Tinting (20 NC/30 C)	
Facial Machines & Equipment	61 Hours
(22 NC/39 C)	
Artificial Lashes/ Extensions	29 Hours
(14 NC/15 C)	
Salon Operations & Communication Skills	45 Hours
Salon Operation & Management, Career Development/Professional Image; Communication Skills/Life Skills; Ohio Administrative Code & Ohio Revised Code; Inspection/Enforcement/Policies/Procedures; Continuing Education (18 NC/27 C)	
Human Trafficking	1 Hour
Total	600 hours

ADVANCED CURRICULUM

Rules & Regulations	11 Hours
Ohio Law, Taxes, Federal Regulations, Ohio Revised Code Status, Ohio Administrative Rules. License & Permit, Policy & Procedure, Continuing Education Policy & Procedures, Inspection & Enforcement Policy & Procedure (11 NC)	
Public Health & Safety	55 Hours

Sanitation Practices & Procedures, Sterilization Practices & Procedures, Dispensary Operations & Procedures, Bacteriology, Contagious & Communicable Disease Control (10 NC/45 C)

Advanced Techniques

84 Hours

Advanced Anatomy of the Skin, Advanced Treatment of Muscles & Nerves, Advanced Facial & Body Treatments, Salon Supervision Management, Specialized Equipment Use & Control, Product & Service Sales Training, Communication Skills (20 NC/64 C)

Total

150 hours

JUNIOR (WEEKS 1 TO 20)

Classroom instruction during the first twenty weeks combines theoretical concepts with practical application.

The course meets from 5:00 PM to 9:00 PM, Tuesday through Thursday. Assessments for this course comprise quizzes, tests, and practical exercises completed during class. At the end of the Junior section, you must complete the Junior Check-out, which evaluates your practical skills. Passing the Junior Check-out allows you to advance to the Senior section.

SENIOR (WEEKS 21 TO 48)

Senior students engage in practical application within the clinical setting. Your responsibilities will include client servicing, shop management, and the completion of tests and quizzes. A Day or Night schedule is available for completion of the Senior section. **The Day schedule is Tuesday through Friday from 9:00 am to 4:30 pm. The Night schedule is Monday through Thursday from 5:00 pm to 9:00 pm, and Saturday from 9:00 am to 3:30 pm.**

INSTRUCTIONAL METHODS

The program's comprehensive lesson plans reflect effective teaching methods. Instruction involves discussions, question-and-answer sessions, demonstrations, collaborative learning, problem-solving activities, interactive lectures, and personalized instruction.

DRESS CODE

The uniform for Advanced Esthetics students consists of blue scrubs, tops and bottoms. Students must adhere to the school's dress code.

GRADUATION REQUIREMENTS

To receive a diploma, a student must complete the State Board requirement of 750 clock hours; complete the classroom (Junior) portion with a C or better for practical assessments, and a 75% or better in written assessments; and complete all clinic requirements books.

Eligibility for the State Board examination mandates completion of both the Esthetics and Advanced Esthetics curricula, as certified by the school. **You must fulfill all financial obligations to the school before the Ohio State Cosmetology and Barber Board will accept your examination application.**

MANICURING COURSE OUTLINE

The aim of the school's Manicuring program is to provide students with the knowledge to pass the State Board examination and establish successful careers in nail technology. Licensed manicurists may specialize in any phase of cosmetology. The manicuring field provides varied career paths, such as sales representative, platform artist, manager, salon owner, and teacher.

The Manicuring program requires **200 clock hours** and takes approximately **9 weeks (23 hours per week average)** to finish with the Day program, and **14 weeks (15 hours per week average)** with the Night program. The program comprises Junior (classroom-based) and Senior (clinic-based) sections.

CURRICULUM

General Sciences	40 Hours
Infection Control Principals/Practices; Universal Precautions, Anatomy, Electricity Basics, Chemistry Basics (40 NC/40 C)	
Nail Care	67 Hours
Client Protection, Client Consultation, Basic Manicure, Basic Pedicure, Massage, Tools & Equipment, Color Theory, Polish (25 NC/42 C)	
Nail Enhancements	66 Hours
Application/procedures/Maintenance/Repair, Wraps, Tips, Monomer and polymer nail enhancements, UV Gel, Electric Filing, Product Chemistry, Embellishments (24 NC/42 C)	
Salon Operations & Communication Skills	26 Hours
Salon Operation & Management, Career Development/Professional Image; Communication Skills/Life Skills; Ohio Administrative Code & Ohio Revised Code; Inspection/Enforcement/Policies/Procedures; Continuing Education (10 NC/16 C)	
Human Trafficking	1 Hour
Total	200 hours

JUNIOR (DAY WEEKS 1 TO 4, NIGHT WEEKS 1 TO 7)

Classroom instruction during the first four/six weeks combines theoretical concepts with practical application.

The Day course meets from 9:00 AM to 2:00 PM, Tuesday through Friday. The Night course meets from 5:00 PM to 9:00 PM, Tuesday through Thursday. Assessments for this course comprise quizzes, tests, and practical exercises completed during class. At the end of the Junior section, you must complete the Junior Check-out, which evaluates your practical skills. Passing the Junior Check-out allows you to advance to the Senior section.

SENIOR (DAY WEEKS 5 TO 9, NIGHT WEEKS 8 TO 14)

Senior students engage in practical application within the clinical setting. Your responsibilities will include client servicing, shop management, and the completion of tests and quizzes. **The Day schedule is Tuesday through**

Friday from 9:00 am to 4:30 pm. The Night schedule is Monday through Thursday from 5:00 pm to 9:00 pm, and Saturday from 9:00 am to 3:30 pm.

INSTRUCTIONAL METHODS

The program's comprehensive lesson plans reflect effective teaching methods. Instruction involves discussions, question-and-answer sessions, demonstrations, collaborative learning, problem-solving activities, interactive lectures, and personalized instruction.

DRESS CODE

The uniform for Manicuring students consists of black scrubs, tops and bottoms. Students must adhere to the school's dress code Graduation Requirements

GRADUATION REQUIREMENTS

To receive a diploma, a student must complete the State Board requirement of 200 clock hours; complete the classroom (Junior) portion with a C or better for practical assessments, and a 75% or better in written assessments; and complete all clinic requirements books.

Eligibility for the State Board examination mandates completion of the Manicuring curricula, as certified by the school. **You must fulfill all financial obligations to the school before the Ohio State Cosmetology and Barber Board will accept your examination application.**

ACADEMICS

Respectful conduct, teamwork, and professional ethics are central to Akron Beauty School's high standards. Students' high achievement depends on respect, discipline, good grades, and attendance.

CODE OF CONDUCT

These rules are established to cultivate a secure and structured learning environment conducive to the successful completion of training for all students. A one-week suspension will be imposed on students who have committed three or more rule violations of any type. Any further breach of regulations may lead to the dismissal. Students will be notified of any changes to these rules.

1. Students will arrive ready for class, clinic clients, or practical assignments following the dress code, with all supplies needed for that day. Instructors are authorized to adjust the time of students who arrive unprepared. Students will be given the opportunity to return to school when in compliance.
2. The school is not responsible for lost, broken, or stolen items.
3. Ohio State Board regulations require that students be actively engaged in school-related activities while on the clock. Senior students who do not have a client or are not in class must be actively engaged by working on another student, manikin head, study guide or other written work, reading textbook or industry magazines, watching cosmetology related videos, etc. or the student's time will be adjusted accordingly.
4. Food is not permitted in the classroom during normal instruction periods. Food and drinks, other than sealable water bottles, are not permitted on the clinic floor. Students are responsible for cleaning up and properly disposing of food and drink containers.
5. Students are not authorized to unlock doors to the school, except for the smoking area door, without the permission of an instructor or staff member.

For the following rules, the disciplinary action will be: 1st offense — warning; 2nd offense — 1 week suspension; 3rd offense — dismissal.

6. Students are not permitted to use their phones for calls or texts in the classroom or clinic. Mobile devices, including tablets and laptops, are permitted for academic research only. In the event of an emergency call during class or while on the clinic floor, please proceed outside or to the break room. Non-emergency calls are to be handled during break periods.
7. Students are not permitted to wear earbuds during lectures, discussions, demonstrations, or client engagements.
8. Students must comply with all current OAC Chapter 4713-15 laws regarding Sanitation & Communicable Diseases. Applicable statutes are available via <https://cos.ohio.gov/laws-and-rules> and posted in all classrooms and the Senior clinic.
9. The use of tobacco products and electronic smoking devices is strictly forbidden within the school building.

10. Students may not refuse a client, or refuse to perform a service.
11. All students are expected to refrain from using disruptive, inappropriate, or offensive language and from participating in any disruptive or offensive discussions while on school property.
12. All senior students are required to check in with the floor instructor and remain available on the clinic floor. Approval from the floor instructor is mandatory for all student lunch and break periods. Students who cannot be located by a staff member will have their time adjusted accordingly.
13. Senior students must stay with their clients during chemical services or any service in which the client may require immediate assistance.
14. Student guests require prior staff approval before entering school property. Guests are defined as individuals who are not presently enrolled students, staff members, models for classes, or paying clients. Students are not allowed to oversee individuals under 18 while at the school as a model or paying client unless they have clocked out.
15. The creation of audio/visual recordings or photographs of school-affiliated individuals is forbidden without explicit written consent during school hours or at school events.

Disciplinary action for the following rules: 1st offense – 1 week suspension, 2nd offense – dismissal (immediate dismissal may result, depending on the severity)

16. Falsification of hours. All falsified time will be taken away.
17. Cheating in any form. Students will be given a failing grade for the assignment.
18. Disrespect toward fellow students, staff members, clients, or anyone involved with the school. This includes sharing personal information.
19. Students must not hinder the school's operational effectiveness or negatively impact Akron Beauty School's reputation with any client or student, either intentionally or unintentionally.

Disciplinary action for the following rules is immediate dismissal.

20. Any threat of or actual physical violence toward any individual on school grounds, within school buildings, or at school-sponsored functions. Any threat implying harm to a student on school property, regardless of where the threat was made, falls under this rule.
21. The possession of firearms, deadly weapons, or dangerous ordnance is prohibited on school grounds, both inside and outside school buildings.
22. Any possession of illegal drugs or alcohol, including marijuana, is strictly forbidden on school property, whether inside or outside school buildings, and at any official school function.
23. Any act of theft or vandalism affecting school property or the belongings of individuals within the school.

SUSPENSION

Suspended students need to collect their things, clock out, and leave school right away. While suspended, students cannot be on school property. Written documentation of the suspension will be placed in the student's file. A student's suspension could jeopardize their satisfactory academic progress.

DISMISSAL

Misconduct can lead to student dismissal. Upon dismissal, students are to collect their belongings, clock out, and exit the premises immediately. The school will send the student a dismissal letter within two weeks. The effective date of dismissal will be the student's last day of attendance.

RIGHT TO APPEAL

Students have two weeks from receiving their dismissal letter to appeal. All appeals are subject to the Director's final decision. The Director will arrange an appeal board hearing within two weeks of receiving the appeal request. At least two instructors, preferably those most familiar with the student, will serve on the appeals board. The student and board members will receive all the necessary documentation for the appeal.

At the appeal hearing, the student may present a case and supporting evidence against dismissal. A majority vote will determine the board's decision: either conditional readmission or rejection of the student's appeal. The board will notify the student of its decision within 48 hours.

The student must be present before the appeals board at the appointed time. Failure to appear will result in an automatic withdrawal of the appeal, leaving the dismissal in effect.

The school places readmitted students on academic probation. The student's probationary period will involve rigorous monitoring of their compliance with readmission terms, with documented counseling from instructors. Students dismissed during probation cannot appeal.

DRESS CODE

The beauty industry is about creating and maintaining a well-groomed appearance. Most salons and spas have a dress code based on their image and the clients they serve. As a reflection of their chosen profession, students should look, act, and be professional. Students who fail to adhere to the school dress code will be sent home. Special dress days may be allowed. Details regarding exceptions to this dress code will be announced separately.

UNIFORM REQUIREMENTS FOR ALL STUDENTS:

- Students must wear the uniform designated by their course (see course format).
- Scrubs must be clean and pressed (if needed), and in good condition at all times.
- Footwear should be comfortable to wear for long periods and fully closed in.

- Coats, jackets, sweaters, hoodies, and other outerwear may not be worn in class or on the clinic floor. A solid black turtleneck, sweater, or blouse can be worn under your scrub top.
- No hats, scarfs, or head coverings are permitted in class or on the clinic floor.
- No pajamas, slippers, blankets, robes or similar items are permitted.
- No spandex, leggings, jeans, or tight-fitting pants are permitted.

JEWELRY FOR MEN AND WOMEN

- Students may wear button earrings, or hoops no larger than a nickel.
- Necklaces should be small and in good taste.
- Rings should be limited and in good taste. Remember there could be chemical damage.
- Bracelets which are loose around the arm, or that dangle, should not be worn.

PERSONAL GROOMING AND HYGIENE

- Bear in mind that you will be working in close proximity to a client's face.
- Students are expected to have hair, skin, and nails clean and styled when they arrive.
- Hair should be styled in a way that it does not hang in the patron's face.
- Fingernails must be kept to a length that allows the student to properly perform services.
- Perfume, cologne, and body spray should be used sparingly.
- Breath should be fresh.
- Students smelling of marijuana will be sent home.

PARKING

Student parking is available on the building's north side. Parking in front of the building is reserved for patrons and guests only. Students may not park their cars in unauthorized spots, clock in, and then relocate to a designated parking area.

LOCKERS

Lockers are available for student rental. There is a one-time, non-refundable rental fee of \$8.00. Students may not share a locker. Upon withdrawal, dismissal, or program completion, students are required to return their school-issued keys, which remain school property.

Students must immediately notify the administrative office if they misplace their locker key. Office staff can access the locker to allow the student to retrieve their belongings. Students will receive a new locker and will

be charged the mandatory rental fee. Students who find and return the missing key will get their extra locker fee refunded. Locker fee refunds are only available under these circumstances.

DIPLOMAS & TRANSCRIPTS

Diplomas are awarded to students who have met all graduation requirements and made full payment. Students must finish their program and pass all state board exams within five years of starting. After five years, all hours earned will expire.

Students may request an official transcript from the school during or after withdrawal or graduation. Upon written request from a student, official transcripts can be released to third parties. The school requires both the "Release of Student Information Form" and a \$10 transcript fee. Kindly allow one week for transcript processing by the school. The school reserves the right to withhold a transcript until all financial obligations have been satisfied.

STUDENT & CAREER SERVICES

- **Housing:** The school does not have on campus housing.
- **Academic Advising:** Academic advising and extra help are offered to students when needed. Our instructors offer guidance on these topics as well.
 - Licensing regulations, including those covering reciprocity between states/regions.
 - Assistance with resume and job search
 - Opportunities for continuing education
- **Employment:** While the staff and faculty are dedicated to helping graduates find jobs, they cannot guarantee employment for anyone.

ATTENDANCE

Regularly attending class on time improves training and builds good work habits like time management and dependability. The classroom follows a modular schedule. Students who are often late or absent miss coursework and may fall behind academically. The school's attendance policy helps students graduate on time by ensuring consistent attendance.

ABSENCES

The school follows the same absence guidelines as any other place of business. We understand some absences are impossible to avoid and are acceptable. The school will work with a student to maintain satisfactory attendance, but we must also ensure that students complete the course in a timely manner. Properly excused absences will not affect the student's attendance percentage.

Excused Absences. Student absences are excused with prior notification to, or after providing documentation to, the school. Students can notify the school via phone, email, or through the MEMOedu app. All documentation must be on official letterhead and include the date and time. Examples of proper documentation include:

- A doctor or dentist appointment card,
- A return-to-work certificate,
- A welfare appointment letter,
- A car repair receipt,
- A court or attorney paper,
- An obituary notice.

Students absent for five or more consecutive days due to illness must have medical clearance to return to school.

Unexcused Absences. An absence is unexcused without prior notice and without sufficient post-absence documentation.

Excessive Absences. Absences are excessive when they interfere with the student's progress, or exceed 10% of scheduled hours. Classroom students missing three (3) or more days of class in a single week must repeat that week's material. Students with too many unexcused absences risk suspension or dismissal. Five (5) consecutive absences without contacting the school will result in a student's withdrawal. The director or the school's entire staff must approve readmission following withdrawal, and may impose conditions.

Maintaining contact with the institution throughout a prolonged absence will prevent students from being automatically withdrawn. After a three-week absence, students should withdraw and re-enroll once conditions allow.

ARRIVAL TIME & TARDINESS

Classes for Day students commence at 9:00 AM, and at 5:00 PM for Night students. Students need to use the MEMOedu app to record their time, and instructors must approve all entries. The app should only be used to clock in once students are physically present at the building at their scheduled time. Students must use the app to clock out when their scheduled time ends, unless prior arrangements are made with their instructor. Clinic floor students are required to sign in with the instructor on arrival and sign out upon departure. Should there be a discrepancy in times between the app and the instructor's records, the instructor's time is definitive.

Early arrival will not increase your accumulated time unless approved by the Director. To receive credit, students who can't make their scheduled start time must notify the school or instructor in advance and arrive within one hour of their scheduled time. Students planning to leave class early should inform their instructor upon arrival and furnish supporting documentation (refer to Excused Absences above).

Your Satisfactory Academic Progress depends on your adherence to the schedule and punctuality.

SCHEDULE CHANGES

Schedule changes may be requested by senior students to better balance clinic work with jobs and family needs. The Director must approve any changes to the schedule. If your requested schedule is less than 22.5 hours, revised completion dates and an addendum to your enrollment agreement are needed.

BREAK TIME

The school offers breaks to increase alertness and improve your capacity for study and task completion. Observe these guidelines to help prevent the improper use of break privileges.

- a. Junior students are permitted a break only after the instructor grants it.
- b. Before taking breaks, senior students need floor instructor's approval.
- c. Day students receive one morning and one afternoon break. Night students receive one break. Students do not need to clock out for these allowed breaks.
- d. Breaks should not exceed 15 minutes.
- e. You can only take breaks after an hour of class and up to an hour before class ends.
- f. Students with daily schedules exceeding five hours receive a thirty-minute lunch break. Your lunch time will be deducted from your daily time.
- g. Your presence in the lounge or smoking area implies you're on your lunch or break.
- h. Excessive breaks—more than are allotted—will be deducted from your lunch break or your daily time.

Remember: Students are not required to take breaks. Breaks are still considered school time. Any break taken outside of the building, except to smoke, will be recorded as your lunch break. You can only smoke outside in the designated area at the back of the building.

MAKING UP MISSED WORK

Tests & Quizzes: Missed quizzes can be made up during a practical class, lunch, or break, but not during regular class.

Finals: Finals are administered upon subject recycling or at the teacher's discretion.

Practicals: Makeup work for practical assignments needs to be scheduled individually with each teacher.

Hours: Junior class hours missed due to absences must be made up when the subject is repeated. Senior clinic hours missed due to absences can be made up by attending on your day off.

SATISFACTORY ACADEMIC PROGRESS

All students must maintain regular attendance and complete their program within the specified time frame, whether or not they receive federal financial aid. We assess satisfactory academic progress (SAP) using both

quantitative (attendance) and qualitative (grades) metrics. Federal student financial aid eligibility requires students to meet school attendance and academic standards cumulatively, from their program's start date to the review date. This policy applies to all students enrolled in any program at Akron Beauty School, for all schedules. Students are provided a copy of this policy during orientation.

EVALUATION PERIODS

We evaluate satisfactory academic progress based on the student's actual hours of attendance at the points listed below. Evaluations will assess whether students have met the minimum academic and attendance standards for satisfactory progress.

Cosmetology	1500 Hours	
1 st Evaluation	450 Actual Hours	16 weeks
2 nd Evaluation	900 Actual Hours	32 weeks
3 rd Evaluation	1200 Actual Hours	43 weeks
Advanced Esthetics	750 Hours	
1 st Evaluation	375 Actual Hours	22 weeks
Manicuring	200 Hours	
1 st Evaluation	100 Actual Hours	4 weeks

Akron Beauty School has elected not to evaluate students for the final evaluation period. Transfer students are evaluated based on their contracted hours.

Academic Year: Akron Beauty School uses an academic year of 900 clock hours to be completed in 30 academic weeks for federal financial aid.

DETERMINATION OF PROGRESS STATUS

Students meeting minimum requirements are considered to be making satisfactory academic progress by the institution until their next evaluation. The MEMOedu app's home screen displays a student's cumulative grade and attendance percentages. The MEMOedu app will deliver students' Satisfactory Academic Progress assessment as a signature task. The signed assessment is accessible via the app's Documents screen. Printed assessment copies are available upon request from the office.

Warning: Students not meeting minimum attendance or academic progress requirements are placed on academic warning. The student's evaluation report will advise them on the steps needed to achieve SAP before the next evaluation. Students who don't meet attendance and academic requirements by the warning period's end may lose Title IV funding eligibility.

Re-Establishment of Satisfactory Academic Progress: To restore satisfactory academic progress and Title IV aid (as applicable), students must meet attendance and academic requirements before the next evaluation period concludes.

ATTENDANCE STANDARD

To remain in good academic standing, students must attend a minimum of 67% of scheduled class hours. We calculate this percentage by dividing a student's total actual hours by their total scheduled hours at the time of evaluation.

For example, a student is supposed to be evaluated at 100 hours, the evaluation occurs when the student has accumulated 101 actual hours, and the student's accumulated scheduled hours is 139 at that point. The student achieved a 72.7% attendance rate, with 101 hours attended out of 139 hours scheduled.

ACADEMIC STANDARD

Academic progress is reasonably assessed using a system of grades based on assignment performance. Quizzes and final exams are given to students for each unit. Following each subject, students will get a Progress Report detailing your progress. Practical assignments count towards course completion only if they receive a satisfactory or better rating. Unsatisfactory performance is not counted and must be repeated.

- **Classroom (Theory):** Quizzes; practical assignments; final for each subject.
- **Clinic (Practical):** Weekly quizzes; requirement books; State Board Review.

Students must maintain a written grade average of 75%. Numerical grades are considered according to the following scale:

93-100	EXCELLENT
85-92	VERY GOOD
75-84	SATISFACTORY
74-Below	UNSATISFACTORY

TRANSFER HOURS

We will accept the hours a student completed at another school as provided by the State Board. We only accept Cosmetology hours if a student's hours include vocational school subjects. To evaluate your readiness for the State Board Exam, we require a minimum of 100 hours for enrollment. For satisfactory academic progress and maximum time frame, transferred hours are counted toward scheduled and actual hours.

FINANCIAL AID

Federal financial aid recipients must maintain SAP eligibility for continued aid. Disbursement of financial aid follows a 900-hour and 30-week academic year schedule.

INTERRUPTIONS & WITHDRAWALS

Akron Beauty School doesn't offer leaves of absence. Students needing time away from their studies must speak with the Director or Registrar. Absences exceeding three weeks necessitate course withdrawal and later re-enrollment. Re-enrolling students retain their prior satisfactory academic progress status. Following a meeting with staff and the signing of a provisional agreement, dismissed students may be eligible for re-enrollment.

MAXIMUM TIME FRAME

Students who maintain satisfactory academic progress in attendance will complete their program within the maximum time frame. Each program's maximum time frame is detailed below. The maximum time frame for transfer students will be 150% of the contracted hours.

Program	Hours Required		Normal Time Frame	Maximum Time Frame	
Cosmetology	1500	Days	56 weeks (~27 hrs/wk)	2250 hrs*	84 weeks
		Nights	78 weeks (~20 hrs/wk)		113 weeks
Advanced Esthetics	750	Nights	48 weeks (~16 hrs/wk)	1125 hrs*	71 weeks
Manicuring	200	Days	9 weeks (~23 hrs/wk)	300 hrs*	14 weeks
		Nights	14 weeks (~15 hrs/wk)		20 weeks

* Total scheduled hours within time frame.

Students who do not complete all requirements for graduation by the maximum time frame will lose their Title IV funding and incur additional costs. The student will be required to sign an enrollment addendum outlining the following:

1. The Over Hours charge of \$3.00 per remaining hour the student must pay in addition to any remaining balance on their enrollment.
2. The new minimum and maximum completion dates.

TUITION TERMS AND PAYMENTS

Tuition costs are the student's responsibility and must be paid in full via financial aid, payment plan, or a combination thereof. All financial arrangements must be made before the beginning of classes. Akron Beauty School accepts payment via cash, personal check, debit card, Visa, Mastercard, or through the MEMOedu app.

Qualifying students can receive Title IV financial aid for Cosmetology and Advanced Esthetics. Students losing Title IV eligibility will be put on a monthly payment plan, with the balance due upon program completion.

Students will be put on payment plans if their financial aid is inadequate or if they do not seek financial aid. Timely payments are a student's responsibility, as expected by the school. Students who have trouble making timely or full payments should contact the business office.

Payment for all contracted charges is due upon program completion. Students who withdraw will receive a refund for any tuition exceeding the adjusted earned amount, as detailed in the Refund Policy. Withdrawing doesn't remove a student's financial responsibility under the enrollment agreement.

Transcripts will be withheld if any financial obligations to the school remain unpaid. Discontinuance forms (withdrawing students) and Training Hours Certifications (graduating students), documenting completed hours and indicating that a financial obligation to the school exists, will be submitted to the State Cosmetology and Barbering Board.

Returned Check Fee. A \$35.00 return check fee applies to all checks returned for insufficient funds.

REFUND POLICY

This policy covers all terminations, regardless of reason or party involved, including student choices, course/program cancellations, or school closures. The school will process all applicable refunds to students or applicants within 45 calendar days of cancellation or withdrawal.

CANCELLATION

Prospective students will receive a full refund if their application is rejected. Within 45 days of the decision, the refund will be processed.

Enrolled students who cancel in writing within three business days of signing the Enrollment Agreement will receive a full refund from the school. The school will refund any monies paid, minus the non-refundable registration fee, for enrolled students who submit written cancellation requests four or more business days after signing the Enrollment Agreement, but before classes begin. In either case, the date of cancellation will be the date of the request.

WITHDRAWAL OR DISMISSAL

The school will provide a reasonable resolution for students facing illness, disabling accidents, family deaths, or other unforeseen events. All withdrawal requests must be submitted in writing and approved by the school. The last day a student attends will be their official withdrawal date. Students dismissed due to misconduct or poor attendance will receive a letter stating their dismissal date.

Students who don't attend classes or communicate with the school may be deemed unofficially withdrawn. Five consecutive absences without contacting the school could result in a student's discontinuation. The school will decide whether to discontinue students within two weeks of their last day of attendance. A student's withdrawal is effective as of their last day attending classes. Refunds are processed within 45 days following the determination.

COURSE CANCELLATION OR SCHOOL CLOSURE

Students are entitled to a pro-rated tuition refund if their school closes permanently after enrollment and instruction has started. Should a course cancellation occur post-enrollment but pre-instruction, the school can either fully refund tuition or offer course completion. If the school cancels a course after instruction has begun, the school may, at its discretion, provide a pro-rated refund to students transferring to another school, provide for the completion of the course, or participate in a Teach-Out Agreement, or provide a full refund.

REFUND CALCULATION

For students who enroll in and begin classes, the following schedule of tuition adjustment is followed for refunds based on the scheduled hours offered through the last date of attendance:

Attendance Percentage	Percent of Tuition Retained
.01-4.9%	20%
5-9.9%	30%
10-14.9%	40%
15-24.9%	45%
25-49.9%	70%
>= 50%	100%

The refund calculation uses the following attendance percentage calculation:

- Determine the total scheduled hours offered through the last date of attendance.
- Divide the number of contracted clock hours by that number.

The amount of total charges retained is the indicated percentage of the tuition charged in the enrollment agreement, plus non-refundable fees. Payments and disbursements to the student's account are then

subtracted from this total. If the result is less than zero, the student is owed a refund. Otherwise, the student has an outstanding balance.

For example:

- A student enrolls in the Advanced Esthetics course:
 - Contracted Hours: 750.
 - Contracted Tuition: \$7,450.00.
 - Contracted Non-Refundable Fees: \$300.00.
 - Contracted Books & Kit Fees: \$850.00.
 - Total Charges: \$8,600.00.
- The student officially withdraws from the course.
 - Scheduled hours at time of withdrawal: 120.
 - Course completion percentage: 16% ($120 \div 750 = 0.16$)
 - Percent of Tuition Retained: 45%.
- The student's calculated balance is:
 - Adjusted tuition: \$3,352.50 ($\$7,450.00 \times 45\%$)
 - Non-refundable charges: \$1,150.00.
 - Total Adjusted Charges: \$4,502.50.
- The student has the following credits:
 - Cash payments: \$900.00.
 - Financial Aid: \$4,000.00.
 - Total Credits: \$4,900.00.
- The difference between credits and charges is -\$397.50. Since this amount is less than 0, the student is owed a refund of \$397.50.

A written statement detailing any refund or outstanding balance will be provided by the school within two weeks of withdrawal. Refunds for students will be processed within 45 business days from their official withdrawal date, or from the date their unofficial withdrawal is determined.

RETURN TO TITLE IV

Akron Beauty School takes part in federal financial aid programs (Title IV). Withdrawing students who received Title IV funding will have their Return to Title IV (R2T4) calculation completed, with applicable funds returned. Returned funds will lower the student's financial aid, before our refund policy is applied, to determine if the student is due a refund or owes the school money. Students owing a balance must arrange payment.

To meet federal rules, the school calculates the amount of federal student aid a Title IV recipient earned or didn't earn upon withdrawal. The R2T4 formula determines the Title IV funds a school and/or student must return to the federal government. R2T4 calculations might leave students owing money to the school, or even

the federal government. If federal funding received exceeds earnings, a return will be issued within 45 days of withdrawal or unofficial withdrawal determination.

The amount of aid earned is calculated based on a student's percentage of hours completed. This is determined by dividing the student's scheduled clock hours (as of their last attendance) by the payment period's total clock hours.

Withdrawal Before 60%: If the student's completion percentage is less than 60%, the Department of Education's prorated schedule is used to determine the amount of funds the student has earned at the time of termination or withdrawal.

Withdrawal After 60%: If the student's completion percentage is 60% or more, the amount of funds the student has earned is 100% of available funds for the period.

If the school received more funds than the student has earned, federal policy requires that the unearned funds be returned to the applicable Title IV financial aid fund source. Federal law dictates the following order for the return of funds: (1) Unsubsidized Federal Direct Loan; (2) Subsidized Federal Direct Loan; (3) Federal Direct PLUS Loan; (4) Federal Pell Grants; (5) other grant or loan assistance authorized the Title IV of the HEA, as amended; (6) any other financial assistance programs.

Students must repay funds if the R2T4 calculation shows a return amount exceeding the school's share. Title IV Grant overpayments must be repaid if they surpass half the total disbursed or potentially disbursed funds for that period. Students are not liable for returning sums under \$50.00 to the Title IV Grant program. Students repay outstanding loans as outlined in their promissory notes.

A post-withdrawal disbursement may be available to students whose federal student aid earnings exceed their received aid. If a post-withdrawal disbursement (PWD) is available, students/parents are notified within 30 days of the student's withdrawal. Students and parents have two weeks to decide whether to accept the funds.

If the R2T4 calculation shows the student has a credit balance, the school will disburse the credit balance to the student as soon as possible, within 14 days of the R2T4 calculation.

If the student withdraws and the school returned federal funds, charges that were previously paid for by those funds will become a debit. The student will be responsible for paying their outstanding balance.

COMPLAINT PROCEDURE

Students, teachers, and concerned parties can file written complaints with the school owner, clearly stating their grievance or complaint. Within 10 days of a written complaint, a school representative (owner) will meet with the complainant. Should discussion between the complainant and school representative not resolve the issue, the complaint proceeds to the school's Complaint Committee.

The school owners and selected staff members comprise the Complaint Committee. A Junior and a Senior student will be appointed to the Committee. Within 21 days of receiving the complaint, the committee will

meet with and may seek further information from the complainant. The committee will provide a written decision to the complainant within 15 days of the meeting. This letter will either explain the steps to fix the problem or show why the complaint was unjustified.

Complainants who believe their complaints were not properly resolved, or that the school did not follow proper procedure, can contact the Ohio State Cosmetology and Barbering Board or National Accrediting Commission of Career Arts and Sciences (NACCAS). We ask that all complaints go through the procedure outlined above prior to contacting either State Board or NACCAS.

Ohio State Cosmetology and Barber Board

1929 Gateway Circle

Grove City, Ohio 43123

(614) 466-3834

<https://cos.ohio.gov/help-center/contact-us>

NACCAS

3015 Colvin Street

Alexandria, Virginia 22314

(703) 600-7600

<https://naccas.org/contact-us>

MISCELLANEOUS FEES

A student may be required to pay one or more of the following non-tuition fees.

One-Time Locker Rental Fee	\$8.00
Transcript Fee	\$10.00
Name Tag Replacement Fee	\$2.00
Returned Check Fee	\$35.00

CAMPUS SECURITY

To meet the Jeanne Clery Act's requirements, the school compiles this report annually by October 1st.

CRIME AND EMERGENCY RESPONSE AND REPORTING

Students should immediately notify a staff member if they are involved in or witness any crime or emergency on or around the Akron Beauty School property. The school will honor a victim's wish for confidentiality and not file charges unless it jeopardizes the safety of the school community.

Akron Beauty School staff should report any crime or emergency (on school grounds: building, parking lot, surrounding area) they witness, are involved in, or hear about to an administrator or other administrative staff. In the absence of administrative staff, use professional judgment to determine the necessity of calling 911. Promptly inform the administrator of any criminal activity.

The school administration will examine each incident separately with other administrators and law enforcement (when appropriate) to decide whether to alert students and staff. In the event a warning is required, the Administrator will issue it in person to staff and students. Students and staff will also receive a message through the student (MEMOedu app) and staff (Homebase app) information systems. The Administrator will also determine whether to report the crime in the Campus Crime Report.

If a serious incident happens on campus, school officials will evaluate the situation and decide whether to evacuate or move people to safe areas. If police or fire services are required, 911 will be used.

Should an emergency or bad weather delay or cancel classes, students and staff should refer to the sources below for official announcements. A "closed" notification cancels classes and closes the student salon floor. Akron Beauty School will post cancellation information on the MEMOedu app for students, the Homebase app for staff, our website (www.akronbeautyschool.com), and wkyc.com.

The names and titles of the persons responsible for this process are:

- ▶ Rita Mako, Owner/Director
- ▶ Wendy Flaherty, Registrar
- ▶ Anthony Mako, Business Manager

Akron Beauty School lacks a formal process for confidential, voluntary crime reporting by victims or witnesses. Local police handle and investigate major felonies including rape, aggravated assault, robbery, and auto theft.

EVACUATION PLAN

Learn the locations of all doors, exits, and severe weather shelters. Emergency exits are clearly marked and lighted. In case of an evacuation, remain calm, stay as a group, and head for the nearest exit. If you have a client, please help your client reach safety. For the safety of students, staff, and customers, and to allow access

for emergency personnel, a central meeting place has been established in the building's north parking lot. Take shelter if severe weather conditions arise.

SCHOOL ACCESS AND SECURITY AWARENESS

Students must use either the Clinic entrance (Suite 600) or the Classroom entrance (Suite 700) to enter and exit the school. To maintain security, we will lock the Classroom entrance when classrooms are not in use. Students must not unlock this entrance.

Please keep all personal belongings locked away in your locker. Lost or stolen property is not the school's responsibility.

DISSEMINATION OF INFORMATION

Every year, the annual campus security report must be compiled by October 1st. You can find the report in the school Catalog & Student Manual, MEMOedu app, and on the school website. Students and staff will receive information via MEMOedu and Homebase about major crimes and safety threats occurring on campus throughout the year. Criminal violations reported to the school are logged in the Administration Offices and are available for public viewing upon request.

Criminal Offenses On Campus	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & found to be arson)	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Criminal Offenses - Public Property	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0

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Criminal Offenses - Public Property	2022	2023	2024
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & found to be arson)	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Criminal Offenses - Reported By Local Police	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & found to be arson)	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Hate Crimes On Campus	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & found to be arson)	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

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Hate Crimes - Public Property	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & found to be arson)	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

Hate Crimes - Reported By Local Police	2022	2023	2024
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & found to be arson)	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

Arrests - On Campus	2022	2023	2024
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

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Arrests - Public Property	2022	2023	2024
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests - On Campus	2022	2023	2024
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests - Reported By Local Police	2022	2023	2024
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Action - On Campus	2022	2023	2024
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Action - Public Property	2022	2023	2024
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Action - Reported By Local Police	2022	2023	2024
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

SUPPLEMENT A

COURSES & TUITION 2025-2026

COSMETOLOGY

Registration Fee	\$100.00
Technology Fee	\$480.00
Tools & Text	\$900.00
Tuition	\$14,900.00
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Total	\$16,380.00

ADVANCED ESTHETICIAN

Registration Fee	\$100.00
Technology Fee	\$200.00
Tools & Text	\$850.00
Tuition	\$7,450.00
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Total	\$8,600.00

MANICURING

Registration Fee	\$50.00
Technology Fee	\$100.00
Tools & Text	\$675.00
Tuition	\$2,180.00
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Total	\$3,005.00

COURSE START DATES

(Contact the Registrar for start dates.)

Available funding for applicants who qualify

- Federal Pell Grant / Direct Loan / Title IV loan (Cosmetology and Advanced Esthetics programs only)
- Cash / Check / Money Order
- Credit / Debit Card
- Payment Plan (Determined on an individual basis)

SCHOOL FACULTY

Owner/Director	Rita Mako
Registration	Wendy Flaherty
Business Manager	Anthony Mako
Junior Cosmetology, Day	LaCresa Sibley
Junior Manicuring, Day	Domanice Garrett
Junior Cosmetology, Night	Angela Hull
Advanced Esthetics	Ebony Allen
Senior Clinic, Day	Tomika Antoine
Senior Clinic, Night	Robin Willey, Dave Murren