

EST. 1968

# BRITTANY

BEAUTY ACADEMY



# Course Catalog



## Teaching The Art of Beauty

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### ADDENDUMS

- A. Faculty and Administration
- B. Tuition and Method of Payment
- C. Occupational Outlook, Bureau of Labor Statistics
- D. Consumer Information on Completion, Placement and Licensing Rates
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Effective 01/01/2024

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**MISSION STATEMENT • LOCATIONS, FACILITIES & EQUIPMENT • ACCREDITATIONS & AFFILIATIONS •  
SCHOOL CALENDAR**

**MISSION STATEMENT**

Our Mission is to afford our students the opportunity of a quality education in the appearance enhancement field. In this way we will impart our students with the knowledge necessary to pass the New York State Board exam and achieve licensure. We further strive to instill a sense of professionalism and enable the graduate to obtain entry-level employment in their chosen field.

**LOCATIONS, FACILITIES & EQUIPMENT**

***Brittany Beauty Academy***

210 East 188th Street, Bronx, NY 10458 • (718) 220-0400 • Bronx County: 6,800 Sq. Ft.  
Owned and operated by Brittany Schools, LTD., Gary Ferrara, President.

All the schools are well equipped, and air conditioned with all the modern conveniences required for proper instruction in Appearance Enhancement. The teaching staff directs and supervises student activities in theory classrooms used for lectures, practical classrooms, and a senior clinic, simulating a salon operation where patrons receive beauty services from supervised students.

**ACCREDITATION & AFFILIATIONS**

- Licensed by The New York State Education Department, 99 Washington Ave., Room 1613  
OCP, Albany, NY 12234. Phone: 518-474-3969
- Accredited by NACCAS 3015 Colvin Street Alexandria, VA 22314. Phone: 703-600-7600
- This school is authorized under Federal Law to enroll Non-Immigrant Alien Students.
- Member of American Association of Cosmetology Schools.
- Member of New York State Beauty School Association.
- Approved for the Training of Veterans by N.Y.S. Education Dept.
- For further information please contact the school's Admissions Officers.

**SCHOOL CALENDAR / LATE STARTS / CLOSINGS**

New students are admitted to classes every 16th or 25th school day for Hairdressing & Cosmetology, or the 10th or 20th day for Esthetics, and 5th or 10th day for Nail Technology and Waxing are based on demand. Classes are held throughout the year, with no formal closing period. Students may begin classes up to 1 week after the official starting date. Actual starting dates may be obtained at the location you wish to attend. Official school holidays and closings are: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Columbus Day, Thanksgiving Day, Christmas Eve, Christmas Day

Should the school be closed due to emergencies or other unscheduled events the students' graduation date will be extended for the time the school is closed. The school reserves the right to alter the holiday schedule.

## ADVISORY COMMITTEE

### ***Esthetics/Cosmetology***

**Peter Ciotti**, CEO of Chromastics, Stylist, Educator, Skin Care Specialist  
884 West End Ave #24 NY 10025 917-623-6156

### ***Make-Up/Cosmetology/ Nail Technology/Waxing***

**Richard Rubenstein** – Stylist and Owner of Paint Cosmetics and Bangz Hair Spa  
2771 Merrick Rd Bellmore, NY 11710 516-781-1111

### ***Distance Education***

**Vincent Ferrara** – Owner and technical Advisor, EdIntegration LLC  
107 Lakeshore Drive Eastchester, NY 10709 917-327-0554

## **YOUR FUTURE IS LIMITLESS • OCCUPATIONAL OBJECTIVES • INFORMATION FOR THE HANDICAPPED • EQUAL OPPORTUNITIES**

### **YOUR FUTURE IS LIMITLESS**

With a certificate of completion, appearance enhancement license and your work experience in the beauty world, you will be prepared to reach your goals as a: 1) SALON/SPA OWNER; 2) HAIR STYLIST/COLORIST; 3) BEAUTY SCHOOL OWNER OR DIRECTOR; 4) COSMETOLOGY SPECIALIST; 5) SKIN CARE SPECIALIST; 6) PRECISION HAIRCUTTER; 7) HAIR COLORIST; 8) SALES REPRESENTATIVE; 9) MAKE UP ARTIST; 10) NAIL TECHNICIAN; 11) ESTHETICIAN; 12) WAXING TECHNICIAN; 13) CUSTOMER SERVICE REPRESENTATIVE; 14) SALES CLERK.

### **INFORMATION FOR THE HANDICAPPED**

The Institution complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. However, any handicapped person seeking admission should be aware that the course requires a high level of manual dexterity and coordination and that there are extended periods of required stand up practical work in the clinic as required by State regulations.

Although the Institutions facilities meet the American National Standards Institute (ANSI), AI 17.1 building requirements, any handicapped person seeking admission will be individually evaluated to determine employability in the beauty industry, to determine if the person believes he/she is capable of meeting all the course requirements, and to determine whether facilities are available to accommodate the individual's handicap.

### **EQUAL OPPORTUNITIES**

The Institution, in its administration, instruction and graduation policies, does not discriminate on the basis of race, creed, sex, color, age, religion, financial status, gender, sexual orientation or country or area of origin or residence or ethnic origin.

## REGISTRATION POLICIES • ADMISSION REQUIREMENTS

### REGISTRATION POLICIES

The Institution does not solicit students either currently attending or already enrolled in another Cosmetology School. Prospective students are welcome to visit the institution to discuss educational and career plans. The admissions staff is available for guidance and advisement Monday through Friday 9:00 A.M. to 4:00 P.M., and in the evenings when the school is open, 4:00 P.M. to 8:00 P.M. and on Saturdays from 9:00 A.M. to 3:00 P.M. All are encouraged to call for an appointment. (Acceptable methods of payment for all tuition and related fees are cash, Check, Money Order, Credit Card (convenience fee applies), Electronic Bank Transfer, Wire Transfer, Title IV Federal Aid (for qualified students).

### ADMISSIONS REQUIREMENTS

#### All Courses All Students

1. Students must be at least 16-1/2 years of age.
2. High School Diploma, Official High School transcript, Official notification from school verifying graduation, General Equivalency Diploma, Associates Degree, Bachelor's Degree or Post-secondary transcript showing a minimum 36 completed credits. However, students will be admitted as regular students who have the ability to benefit from the training offered by the institution and such indicated ability is determined by a written entrance examination. If original documents are not in English a translation must be included with a statement determining US equivalency.
3. Students must pass a personal interview with a licensed agent or school director prior to admission.

#### Ability-To-Benefit Policy (ATB)

Students that do not possess a High School Diploma or equivalent must pass either the Accuplacer Exam and score a minimum of 233 Reading, 235 Writing, and 230 Arithmetic or the Wonderlic Basic Skills Test (English) and score a minimum of 200 verbal and 210 quantitative based on availability. Spanish students must take the SLE exam and pass with a minimum score of 15. Students must take the exam in the language of the program in which they are enrolling. A \$100 fee will be assessed for the exam and may be taken twice.

#### ***Additional Requirements for Cosmetology Refresher Course\* (not available at all locations)***

1. Proof of current New York State Hairdressing & Cosmetology license or license from a state with Reciprocity with New York State; or
2. Proof of successful completion of a 1,000-hour Hairdressing & Cosmetology curriculum in New York State.

#### ***Additional Admission Requirements for Foreign Students***

The Institution has always felt that an international exchange of cultural and creative ideas upgrades the educational standards of the school. Foreign students are welcome to apply for admission to the institution. In addition to meeting our admissions requirements, foreign students are required to submit to the school notifications of their date and place of birth and approximate date on which they wish to begin classes. Foreign students are required to include a non-refundable \$500.00 (U.S.) deposit for the course. Upon the completion of the necessary forms, the Institution will send the student a form I-20 "Certificate of Eligibility" for use in requesting a visa from the American Consulate in the student's home country.

#### ***Additional Requirements for Transfer of Credit***

Students applying for transfer of credit for previous training must meet our admission requirements and be evaluated by our staff. To be evaluated a student must submit proof of hours completed at another institution and the subjects taken. The results of such testing and evaluation must be approved by the school Director and agreed upon by the student. Transfer students are accepted based on space availability. An evaluation fee may be assessed. Students who have previously withdrawn may apply to return. Students wishing to return must be approved by director.

**GRADUATION AND LICENSING REQUIREMENTS**

A - Maintained satisfactory attendance requirements. Students must make up all absences.

B - Maintained satisfactory academic progress, receipt of a cumulative passing grade point average of 75%.

C - Has met their financial obligation due to the school at the time of graduation. Payment plans and other payment options may extend payments beyond the student's graduation date based on a mutually agreed contract between the school and the student.

Absent hours are unexcused and must be made up. Students who have met the criteria above are issued a certificate of completion from the school. Graduates may go online at <http://licensecenter.ny.gov> to fill out the application for temporary licensing and select a State Board Examination date.

Assistance with this process is available by appointment. The graduate is issued a temporary license by the Division of Licensing Services, New York State Department of State, allowing for immediate employment in the appearance enhancement field.

A permanent Cosmetology license is issued to the applicant by the NYS Division of Licensing Services upon passing both the written and practical State Board examinations. A permanent Nail Specialty license is issued to Nail Technology applicants by the Division of Licensing Services upon passing both the written and practical examination. A permanent Esthetics license is issued to an Esthetics applicant by the Division of Licensing Services upon passing both the written and practical examination. A permanent Waxing license is issued to a Waxing applicant by the Division of Licensing Services upon passing the written examination. Upon completion of the Refresher course, the student is issued a Certificate of Completion.

**EMPLOYMENT ASSISTANCE**

Placement assistance is provided to graduates. We make every effort to place you in a position that is satisfactory to you. This service is available throughout the graduate's lifetime. Due to the caliber of work of our graduates, many shops call us to recommend qualified graduates. We make a sincere effort to find the right person for the right job. However, while placement service may be provided, the school cannot guarantee or promise employment to any student or graduate.

Our Career Development Advisor works with the student to arrange interviews in area salons or related fields. We stress the value of additional education. Professional Appearance and Resume development are included in our Professional Development Unit as part of the curriculum.

**OCCUPATIONAL OBJECTIVES *All Programs***

The objective of the Institution is to prepare each student to make the transition from school to a position in the Appearance Enhancement field. In addition to the school's general curriculum and specialized courses, students are encouraged to seek their educational potential via extracurricular activities.

To train each student to be able to take and pass the State Board Exam; thereby enabling the student:

- To obtain a Hairdressing & Cosmetology, Esthetics, Waxing, or Nail Specialty Operator License.
- To obtain employment in the student's desired area(s) of the beauty field, using the skills mastered as a result of the training provided. (i.e. Salon/Spa Owner, Hair Stylist, Manicurist, Esthetician, Waxing Technician, Make-Up Artist, Customer Service Representative, Sales Representative, etc.)



**Course 1 — Hairdressing & Cosmetology (English & Spanish: In residence or hybrid)**

Hours	Hours
Professional Requirements .....	24
Hair Cutting & Shaping.....	175
Safety & Health .....	26
Hair Styling .....	245
Anatomy and Physiology .....	15
Chemical Restructuring .....	180
Hair Analysis .....	10
Hair Coloring & Lightening.....	180
Hair & Scalp Disorders and Diseases .....	10
Nail Care & Procedures.....	40
Chemistry as Applied to Cosmetology.....	5
Skin Care & Procedures.....	60
Shampoos, Rinses, Conditioners & Treatments.....	30
<b>TOTAL HOURS.....</b>	<b>1000</b>

**Course 2 — Esthetics (In Residence or hybrid)**

Hours	Hours
Orientation .....	5
Safety and Health .....	8
Infection Control .....	18
Anatomy and Physiology.....	30
Structure and Function of the Skin .....	18
Nutrition for Healthy Skin and Body .....	5
Superfluous Hair.....	60
Chemistry.....	3
Chemistry as Applied to Esthetics .....	21
<b>TOTAL HOURS.....</b>	<b>600</b>
Electricity and Equipment .....	18
Facial and Body Procedures .....	240
Make-Up Techniques .....	70
Business Practices .....	30
Career Skills.....	12
Skin Disorders and Diseases .....	12
Skin Analysis .....	18
Introduction to Advanced Esthetics.....	9
State Board Prep .....	23

**Course 3— Nail Technology (In residence or Hybrid)**

Hours	Hours
Orientation .....	5
Safety and Health .....	8
Anatomy and Physiology of the Nail, Hand, Arm, Foot and Leg .....	10
Bacteria and Infectious Diseases; Nail, Foot, Skin Disorders and Diseases.....	10
Methods of Infection Control.....	10
Client Consultation .....	4
Manicuring and Hand/Arm Massage.....	20
Pedicuring .....	15
Tip Application and Design .....	12
Nail Wraps .....	25
Liquid and Powder Nail Extensions .....	50
Gel Nails .....	20
Nail Art .....	4
Retailing Techniques .....	6
Business Practices .....	8
Job Skills .....	6
State Board Review .....	37
<b>TOTAL HOURS.....</b>	<b>250</b>

**Course 4 — Waxing (In residence Only)**

Hours	
Professional Requirements.....	10
Safety and Health .....	20
Skin Structure, Disorders and Diseases .....	10
Removal of Superfluous Hair .....	35
<b>TOTAL HOURS.....</b>	<b>75</b>

## INSTRUCTIONAL METHODS

### INSTRUCTIONAL METHODS:

All Courses have been arranged in contained Modules. Each is independent of itself, and there is no prerequisite of order. When you begin your training, you will receive theory, followed by classroom instruction, demonstrations, visual aids and then hands-on practice. Our licensed teachers, who have many years of experience, will supervise the many hours of practice both on manikins, fellow students, and clinic services. The complete program has been arranged to enable you to develop your proficiencies, progress and achieve your goals.

### SCHEDULE OF SESSIONS

Hairdressing & Cosmetology, Esthetics, Nail Technology, Waxing

<b>*Hours Per Week</b>	<b>Session Types</b>
31.25* Hours per week	Days: Monday - Friday
25.00* Hours per week	Days: Monday - Friday
22.50* Hours per week	Days: Monday - Friday
19.00* Hours per week	Evenings & Saturday
15.00* Hours per week	Evenings & Saturday
12.00* Hours per week	Evenings
16.00* Hours per week	Evenings

### GRADING PROCEDURES

The minimum grade point average to be satisfactory is 75%. A student who is rated below 75% must confer with the director before being permitted to continue the course. Students are graded according to the results of written and practical examinations. Practical evaluation takes into consideration performance and production. The student's progress is permanently recorded.

### GRADE POINT AVERAGE

96% - 100%	= EXCELLENT
90% - 95%	= VERY GOOD
80% - 89%	= GOOD
75% - 79%	= FAIR
74% & Under	= FAIL

## REFUND CLAUSE (TERMS, QUARTERS)

**A.** A Student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.

**B.** Thereafter, a student will be liable for 1) the non-refundable registration fee plus 2) the cost of any textbooks or supplies accepted plus 3) tuition liability as of the student's last date of physical attendance. A Student's tuition liability is divided by the number of; quarters or terms, in the program. Total tuition liability is limited to the quarter or term during which the student withdrew or was terminated, and any previous quarters or terms completed.

### *Terms:*

First Term	School May	Student
If Termination Occurs	Keep	Refund
Prior to or during the first week	0%	100%
During the second week	20%	80%
During the third week	35%	65%
During the fourth week	50%	50%
During the fifth week	70%	30%
After the fifth week	100%	0%

Subsequent Terms	School May	Student
If Termination Occurs	Keep	Refund
Prior to or during the first week	20%	80%
During the second week	35%	65%
During the third week	50%	50%
During the fourth week	70%	30%
After the fourth week	100%	0%

### *Quarters:*

First Quarter	School May	Student
If Termination Occurs	Keep	Refund
Prior to or during the first week	0%	100%
During the second week	25%	75%
During the third week	50%	50%
During the fourth week	75%	25%
After the fourth week	100%	0%

Subsequent Quarters	School May	Student
If Termination Occurs	Keep	Refund
Prior to or during the first week	25%	75%
During the second week	50%	50%
During the third week	75%	25%
After the third week	100%	0%

- 1) The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to section 5002(3) of the Education Law.
- 2) Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student will be refunded within 45 days of formal cancellation by the student. Unofficial withdrawals shall occur when the institution determines that the student has been absent 14 consecutive days from the last date of physical attendance. Any monies due the student, who unofficially withdraws, shall be made within 45 days of determination by the institution that the student has unofficially withdrawn without notifying the institution, or in a case of a Leave of Absence the documented date of return. Attendance is normally monitored weekly.
- 3) If a school permanently closed and no longer offered instruction after a student enrolled, the student shall be entitled to a full refund of tuition.
- 4) If a course is canceled subsequent to a student's enrollment, the student has the option to request a full refund or choose to continue the training by taking other courses offered by the school.
- 5) A student's tuition liability to the school will be calculated in accordance with the State refund clause stated above.

## REFUND CLAUSE (MINI)

*Mini:*

- A.** A Student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
- B.** Thereafter, a student will be liable for 1) the non-refundable registration fee plus 2) the cost of any textbooks or supplies accepted plus 3) tuition liability as of the student's last date of physical attendance. A Student's tuition liability is divided by the number of; quarters or terms, in the program. Total tuition liability is limited to the quarter or term during which the student withdrew or was terminated, and any previous quarters or terms completed.

MINI	School May	Student
If Termination Occurs	Keep	Refund
0-15% of the program	0%	100%
16-30% of the program	25%	75%
31-45% of the program	50%	50%
46-60% of the program	75%	25%
After 60% of the program	100%	0%

1. The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to section 5002(3) of the Education Law.
2. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student will be refunded within 45 days of formal cancellation by the student. Unofficial withdrawals shall occur when the institution determines that the student has been absent 14 consecutive days from the last date of physical attendance. Any monies due the student, who unofficially withdraws, shall be made within 45 days of determination by the institution that the student has unofficially withdrawn without notifying the institution, or in a case of a Leave of Absence the documented date of return. Attendance is normally monitored weekly.
3. If a school permanently closed and no longer offered instruction after a student enrolled, the student shall be entitled to a full refund of tuition.
4. If a course is canceled subsequent to a student's enrollment, the student has the option to request a full refund or choose to continue the training by taking other courses offered by the school.
5. A student's tuition liability to the school will be calculated in accordance with the State refund clause stated above.

## **TUITION REIMBURSEMENT FUND**

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations. To file a complaint, either write the New York State Education Department - Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, NY 10001, or telephone (212) 643-4760. The New York State Education Department's staff will assist you in the preparation of a tuition reimbursement form (a sample of which should have been provided to you upon enrollment).

## **DISCLOSURE OF CATALOG CHANGES**

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in this catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

## **COLLEGE CREDIT- DISCLAIMER STATEMENT**

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

## **DISTANCE EDUCATION**

The student may have the option to attend theory classes of no more than 50% of the program length via distance learning based on availability. Brittany Beauty Academy utilizes synchronous education methods for our remote classes. The student must have the minimum technology requirements to attend online classes and must abide by all distance learning policies.

## **ADDITIONAL INFORMATION FOR TITLE IV FINANCIAL AID RECIPIENTS**

### **REINSTATEMENT OF TITLE IV AID**

#### **A. REENTRY WITHIN 180 DAYS**

A student who re-enters the program or course, within 180 days of withdrawal will be treated as if he or she did not cease attendance for purposes of determining the students aid awards for that period.

#### **B. REENTRY AFTER 180 DAYS**

If a student reenters the same program more than 180 days after withdrawal, then the student starts a new payment period when he or she reenters or transfers. The institution treats the hours remaining in the program as if they are the student's entire program.

#### **RETURN TO TITLE IV**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal. Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point in time during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

#### **OFFICIAL WITHDRAWALS:**

If a student wishes to withdraw from school, they must notify the Director or Financial Aid Administrator. The notification may be in writing or orally. A student's withdrawal date is the date the school received notice from the student that they are withdrawing. The date the notification is received is the date of determination. The Director or Financial Aid Administrator must begin the withdrawal process.

#### **UNOFFICIAL WITHDRAWALS:**

For unofficial withdrawals, a student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance. The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans, Direct Plus loans, FSEOG during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. The percentage of the payment period completed is calculated by hours scheduled for in the payment period as of the withdrawal date divided by the scheduled hours in the payment period or period of enrollment.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student. The following Title IV refund distribution is used for all FSA students due a refund:

- 1. Unsubsidized Direct Loan**
- 2. Subsidized Direct Loan**
- 3. Direct PLUS Loan (Parent)**
- 4. Federal Pell Grant**
- 5. FSEOG**

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

## POLICY AND STANDARDS OF ATTENDANCE AND CONDUCT

**1. LEARNING TO BE AN APPEARANCE ENHANCEMENT PROFESSIONAL** is much more than a matter of developing hand skills and passing written examinations. Attendance, self-control, responsibility, and human relationships are all involved in the training of an Appearance Enhancement professional. This we feel, is part of our responsibility to the student. Therefore, excessive absence, lateness, misconduct, and class cuts will be severely penalized. In order to implement this policy, the following standards have been set up:

**2. TARDINESS** - Leaving class is not permitted and will be translated into equivalent days of absence. A student is tardy if they enter school 10 minutes after the beginning of the scheduled session. From 10 minutes to 30 minutes the student is not permitted into class for 30 minutes. For more than 30 minutes of tardiness and up to 60 minutes, the student is not permitted into class for 60 minutes. After the first 60 minutes, the student is not permitted into class on a one hour and 30 minutes. If a student is late after the session is more than half completed, they will not be permitted in class for the entire session. Three lateness's will be permitted in any one calendar month. The student will be suspended one day: for each additional lateness, for that month.

**3. UNSATISFACTORY ATTENDANCE** - Any student who is failing to maintain Satisfactory Academic Progress, may be dismissed at Director's discretion. Satisfactory Academic Progress is checked periodically throughout the program. For specific information regarding our Satisfactory Academic Progress policy please see the school catalog.

**4. PERMIT TO LEAVE** - If a student must leave school during their scheduled session, it is essential that they inform their instructor and get their I.D. card.

**5. MAKE-UP WORK** - Make-up work will be scheduled as soon as it is practical for both the student and the school. Make-up work does not cancel absences. The school reserves the right to alter or cancel make-up hours based on staffing availability. Hours missed and not made up by the scheduled completion date will be charged at the hourly rate payable at the time make-up is scheduled. Rate to be determined by your enrollment agreement.

**6. SUSPENSION** - A student may be suspended from class for one hour up to any number of hours depending upon the school regulations broken and how often this has been done. The student will not receive credit for attendance or achievement during this time, nor will they accumulate any absence time or incur any make-up charges. However, the student's graduation date will be extended by the amount of time they are suspended.

**7. LEAVE OF ABSENCE** - A student may receive a leave of absence at the discretion of the director in any "12-month period", not to exceed 180 days. A "12-month period" begins on the first date the student was unable to attend the institution because of the circumstance. Reasons for a leave may include medical, physical, emotional, or unforeseen childcare and job-related emergencies or other extenuating circumstances. Students requesting a leave of absence must provide a written, signed and dated request in advance unless unforeseen circumstances prevent the student from doing so. This request must include a reason for the request. The school may grant an LOA due to unforeseen circumstances if the institution documents the reason for the decision, collects the request from the student at a later date or establishes the start date of the approved LOA as the first date the student was unable to attend. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution.

The school must have a reasonable expectation that the student will return. A student will not receive credit for attendance or achievement for the leave of absence, nor will they be charged with the absence nor have any additional fees applied as a result of the LOA. Upon return the student will be evaluated for retention for proper placement in the program. A student contract period and maximum timeframe, will be extended by the same number of calendar days taken in the leave of absence. Students meeting this criterion are not considered withdrawn and no refund calculation is due. Students taking an unauthorized LOA or failing to return on the specified date will be withdrawn from the program. The withdrawal Date for the purpose of calculating a refund is always the student's last day of attendance. 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.



**8. APPEARANCE** - A student will not be permitted in class without a CLEAN UNIFORM. They must be dressed and appear in a manner that is acceptable to the institution and the Appearance Enhancement Industry at all times. Blue jeans and sweatpants are not permitted. Shoes must be closed toe.

**9. EQUIPMENT** - Any student who appears in class without proper equipment will be marked absent for that class and will be sent home. If a student continues to come to class unprepared, they will be subject to suspension or expulsion at the discretion of the Director.

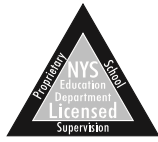
**10. PERSONAL PROPERTY** - The institution will not be responsible for personal property. Property left on premises more than thirty (30) days after last day of attendance will be deemed abandoned and disposed of.

**11. STUDENT RECORDS** - The student is permitted to review the contents of their file in the Administrative Office of the school. Review must be in the presence of School Administrator at a time compatible to both the student and the school. The school requires written consent signed by the student before releasing individual student information. Parents or guardians of a dependent minor student may have access to the records of the dependent minor student. The school requires written consent signed by the parents of a dependent minor student before releasing individual student information regarding the dependent minor student. Student records may be released to the Federal Government, State Education Department and NACCAS without the students consent.

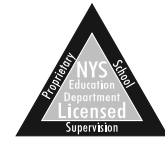
**12. ADVISING** - The student is our most valuable asset. We have found that happy students make the most successful appearance enhancement professional. Frequently we can help you overcome personal or other problems that may interfere with your training. Your first step should be to discuss the problems with your instructor who will bring it to the office that can help you. You may then make an appointment to see the appropriate person. Emergency Phone Numbers: Child Abuse - 1-800-342-3720, NY Domestic Violence - 1-800-621-4673, Suicide and Crisis - 988, Alcohol and Drugs - 1-718-260-7506, Rape Hotline - 1-212-267-7273, Crime Victims Hotline - 1-800-247-8038

**13. ANY STUDENT NOT COMPLYING** with the school's policy and procedures may be expelled from the program. Any behavior deemed to be misconduct by the school Director, including but not limited to excessive absenteeism, rudeness, interruption of class or other behavior not deemed acceptable, may result in immediate termination.

**14. 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.



Office of Higher Education Bureau of Proprietary School  
Supervision



*Information for Students*  
Disclosure Pamphlet

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Following is the text from the disclosure pamphlet schools are required to give to individuals interested in enrolling in their school.

What You Should Know about Licensed Private Schools and Registered Business Schools in New York State

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools which are licensed by the New York State Education Department and business schools which are registered by this Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help ensure the educational appropriateness of the programs, which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to ensure that all curriculum offered in the schools are educationally sound. In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help ensure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

*The steps you must take to file a complaint with the New York State Education Department are:*

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter, or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition

Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee.

Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page. What should students know about "grants and guaranteed student loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

*Contact the New York State Education Department at:*

New York State Education Department  
116 West 32nd Street, 5th Floor  
New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/ Computer Training Facilities.

Brittany Beauty Academy  
210 E 188<sup>th</sup> Street, 2<sup>nd</sup> Floor  
Bronx, NY 10458  
718.220.0400

BRITTANY BEAUTY ACADEMY  
210 E 188<sup>TH</sup> STREET, 2<sup>ND</sup> FLOOR  
BRONX, NY 10458  
718-220-0400

## ADDENDUMS\*

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- A. Faculty and Administration
- B. Tuition and Method of Payment
- C. Occupational Data (Job Demand in the Cosmetology Industry)
- D. Consumer Information
- E. Campus Security Information
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- G. Satisfactory Progress Policy
- H. Distance Education Policy

\*Brittany Beauty Academy strongly suggests that all prospective students should review the approved catalog for factual information. Brittany Beauty Academy does not solicit students are enrolled or attending another appearance enhancement school.

BRITTANY BEAUTY ACADEMY  
210 E 188<sup>TH</sup> STREET, 2<sup>ND</sup> FLOOR  
BRONX, NY 10458  
718-220-0400

DIRECTOR  
Melissa Sotomayor

ADMISSIONS REPRESENTATIVES  
Eileen Rodriguez  
Lissette Williams

ATTENDANCE ADVISOR/JOB PLACEMENT  
Katherine Mera

FINANCIAL AID DIRECTOR  
Annie Garcia

TITLE IX COORDINATOR  
Katherine Mera

COMPLIANCE OFFICER  
Erin Ferrara

INSTRUCTIONAL STAFF

INSTRUCTORS  
Aurora Tull  
Josephine Pabellon  
Marline Antoine  
Sheila Cato  
Keisha Leach  
Carmen Lebron  
Shanna Yago  
Lynn Rios  
Yonaleska Russo

MAINTENANCE  
Wendell Butts  
Lionel Urena

BRITTANY BEAUTY ACADEMY  
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718-220-0400

TUITION, FEES, & TUITION REFUND TABLES

Hairdressing & Cosmetology – SOC/CIP Code: 39-5012.00/12.0401: Credential Level = 01

Undergraduate Certificate

1,000 Hours

Registration Fee	\$100.00
Tuition for Complete Program	\$16,500.00
Student Kit & Textbooks	\$1,599.00 (plus applicable sales tax)
Total Cost of Instruction	\$18,199.00
Cash Payment Plan	\$18,199.00
First Payment in Advance. Balance Payable on Start	\$1,000.00
Extra Charge for make-up work	\$16.50 per hour
ID Card Fee	\$10.00
Locker Maintenance Fee	\$25.00

Acceptable methods of payment for all tuition and related fees are cash, check, money order, credit card (convenience fee applied), electronic bank transfer, wire transfer, Title IV Federal Aid (for qualified students).

**31.25 Hrs - Approx 32 Weeks (2 terms 16 weeks each)**

If withdrawal occurs during		Week 1	Week 2	Week 3	Week 4	Week 5	After 5th Week
1st Term	Amount of Tuition School is Entitled to keep	\$0.00	\$1,650.00	\$2,887.50	\$4,125.00	\$5,775.00	\$8,250.00
	Amount of Tuition Credited to Students Acct	\$16,500.00	\$14,850.00	\$13,612.50	\$12,375.00	\$10,725.00	\$8,250.00
2nd Term	Amount of Tuition School is Entitled to keep	\$9,900.00	\$11,137.50	\$12,375.00	\$14,025.00	\$16,500.00	
	Amount of Tuition Credited to Students Acct	\$6,600.00	\$5,362.50	\$4,125.00	\$2,475.00	\$0.00	

**22.50 Hrs - Approx 45 Weeks (3 Terms 15 weeks each)**

1st Term	Amount of Tuition School is Entitled to keep	\$0.00	\$1,100.00	\$1,925.00	\$2,750.00	\$3,850.00	\$5,500.00
	Amount of Tuition Credited to Students Acct	\$16,500.00	\$15,400.00	\$14,575.00	\$13,750.00	\$12,650.00	\$11,000.00
2nd Term	Amount of Tuition School is Entitled to keep	\$6,600.00	\$7,425.00	\$8,250.00	\$9,350.00	\$11,000.00	
	Amount of Tuition Credited to Students Acct	\$9,900.00	\$9,075.00	\$8,250.00	\$7,150.00	\$5,500.00	
3rd Term	Amount of Tuition School is Entitled to keep	\$12,100.00	\$12,925.00	\$13,750.00	\$14,850.00	\$16,500.00	
	Amount of Tuition Credited to Students Acct	\$4,400.00	\$3,575.00	\$2,750.00	\$1,650.00	\$0.00	

**19 Hrs - Approx 53 Weeks (3 Terms 18, 18, 17 wks each)**

1st Term	Amount of Tuition School is Entitled to keep	\$0.00	\$1,100.00	\$1,925.00	\$2,750.00	\$3,850.00	\$5,500.00
	Amount of Tuition Credited to Students Acct	\$16,500.00	\$15,400.00	\$14,575.00	\$13,750.00	\$12,650.00	\$11,000.00
2nd Term	Amount of Tuition School is Entitled to keep	\$6,600.00	\$7,425.00	\$8,250.00	\$9,350.00	\$11,000.00	
	Amount of Tuition Credited to Students Acct	\$9,900.00	\$9,075.00	\$8,250.00	\$7,150.00	\$5,500.00	
3rd Term	Amount of Tuition School is Entitled to keep	\$12,100.00	\$12,925.00	\$13,750.00	\$14,850.00	\$16,500.00	
	Amount of Tuition Credited to Students Acct	\$4,400.00	\$3,575.00	\$2,750.00	\$1,650.00	\$0.00	



BRITTANY BEAUTY ACADEMY  
210 E 188<sup>TH</sup> STREET, 2<sup>ND</sup> FLOOR  
BRONX, NY 10458  
718-220-0400

TUITION, FEES, & TUITION REFUND TABLES

Hairdressing & Cosmetology Continued – SOC/CIP Code: 39-5012.00/12.0401: Credential Level = 01

Undergraduate Certificate

1,000 Hours

Registration Fee	\$100.00
Tuition for Complete Program	\$16,500.00
Student Kit & Textbooks	\$1,599.00 (plus applicable sales tax)
Total Cost of Instruction	\$18,199.00
Cash Payment Plan	\$18,199.00
First Payment in Advance. Balance Payable on Start	\$1,000.00
Extra Charge for make-up work	\$16.50 per hour
ID Card Fee	\$10.00
Locker Maintenance Fee	\$25.00

Acceptable methods of payment for all tuition and related fees are cash, check, money order, credit card (convenience fee applied), electronic bank transfer, wire transfer, Title IV Federal Aid (for qualified students).

**12 Hrs - Approx 84 Weeks (5 terms 17, 17, 17, 17, 16 weeks each)**

1st	Amount of Tuition School is Entitled to keep	\$0.00	\$660.00	\$1,155.00	\$1,650.00	\$2,310.00	\$3,300.00
Term	Amount of Tuition Credited to Students Acct	\$16,500.00	\$15,840.00	\$15,345.00	\$14,850.00	\$14,190.00	\$13,200.00
2nd	Amount of Tuition School is Entitled to keep	\$3,960.00	\$4,455.00	\$4,950.00	\$5,610.00	\$6,600.00	
Term	Amount of Tuition Credited to Students Acct	\$12,540.00	\$12,045.00	\$11,550.00	\$10,890.00	\$9,900.00	
3rd	Amount of Tuition School is Entitled to keep	\$7,260.00	\$7,755.00	\$8,250.00	\$8,910.00	\$9,900.00	
Term	Amount of Tuition Credited to Students Acct	\$9,240.00	\$8,745.00	\$8,250.00	\$7,590.00	\$6,600.00	
4th	Amount of Tuition School is Entitled to keep	\$10,560.00	\$11,055.00	\$11,550.00	\$12,210.00	\$13,200.00	
Term	Amount of Tuition Credited to Students Acct	\$5,940.00	\$5,445.00	\$4,950.00	\$4,290.00	\$3,300.00	
5th	Amount of Tuition School is Entitled to keep	\$13,860.00	\$14,355.00	\$14,850.00	\$15,510.00	\$16,500.00	
Term	Amount of Tuition Credited to Students Acct	\$2,640.00	\$2,145.00	\$1,650.00	\$990.00	\$0.00	

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**TUITION, FEES, & TUITION REFUND TABLES**

Esthetics – SOC/CIP Code: 39-5094.00/12.049: Credential Level = 01 Undergraduate Certificate  
600 Hours

Registration Fee	\$100.00
Tuition for Complete Program	\$9,900.00
Student Kit & Textbooks	\$999.00 (plus applicable sales tax)
Total Cost of Instruction	\$10,999.00
Cash Payment Plan	\$10,999.00
First Payment in Advance. Balance Payable on Start	\$1,000.00
Extra Charge for make-up work	\$16.50 per hour
ID Card Fee	\$10.00
Locker Maintenance Fee	\$25.00

Acceptable methods of payment for all tuition and related fees are cash, check, money order, credit card (convenience fee applied), electronic bank transfer, wire transfer, Title IV Federal Aid (for qualified students).

**31.25 Hours - Approx 20 weeks (2 Quarters 10, 10 weeks each)**

If withdrawal occurs during		Week 1	Week 2	Week 3	Week 4	Week 5	After 5th Week
1st Quarter	Amount of Tuition School is Entitled to keep	\$0.00	\$1,237.50	\$2,475.00	\$3,712.50	\$4,950.00	
	Amount of Tuition Credited to Students Acct	\$9,900.00	\$8,662.50	\$7,425.00	\$6,187.50	\$4,950.00	
2nd Quarter	Amount of Tuition School is Entitled to keep	\$6,187.50	\$7,425.00	\$8,662.50	\$9,900.00		
	Amount of Tuition Credited to Students Acct	\$3,712.50	\$2,475.00	\$1,237.50	\$0.00		

**22.50 Hours - Approx 24 weeks (2 Quarters 14, 13 weeks each)**

1st Quarter	Amount of Tuition School is Entitled to keep	\$0.00	\$1,237.50	\$2,475.00	\$3,712.50	\$4,950.00	
	Amount of Tuition Credited to Students Acct	\$9,900.00	\$8,662.50	\$7,425.00	\$6,187.50	\$4,950.00	
2nd Quarter	Amount of Tuition School is Entitled to keep	\$6,187.50	\$7,425.00	\$8,662.50	\$9,900.00		
	Amount of Tuition Credited to Students Acct	\$3,712.50	\$2,475.00	\$1,237.50	\$0.00		

**19 Hours - Approx 32 weeks (2 Terms 16, 16 weeks each)**

1st Term	Amount of Tuition School is Entitled to keep	\$0.00	\$990.00	\$1,732.50	\$2,475.00	\$3,465.00	\$4,950.00
	Amount of Tuition Credited to Students Acct	\$9,900.00	\$8,910.00	\$8,167.50	\$7,425.00	\$6,435.00	\$4,950.00
2nd Term	Amount of Tuition School is Entitled to keep	\$5,940.00	\$6,682.50	\$7,425.00	\$8,415.00	\$9,900.00	
	Amount of Tuition Credited to Students Acct	\$3,960.00	\$3,217.50	\$2,475.00	\$1,485.00	\$0.00	

**12 Hours - Approx 50 Weeks (3 Terms 17, 17, 16 wks each)**

1st Term	Amount of Tuition School is Entitled to keep	\$0.00	\$660.00	\$1,155.00	\$1,650.00	\$2,310.00	\$3,300.00
	Amount of Tuition Credited to Students Acct	\$9,900.00	\$9,240.00	\$8,745.00	\$8,250.00	\$7,590.00	\$6,600.00
2nd Term	Amount of Tuition School is Entitled to keep	\$3,960.00	\$4,455.00	\$4,950.00	\$5,610.00	\$6,600.00	
	Amount of Tuition Credited to Students Acct	\$5,940.00	\$5,445.00	\$4,950.00	\$4,290.00	\$3,300.00	
3rd Term	Amount of Tuition School is Entitled to keep	\$7,260.00	\$7,755.00	\$8,250.00	\$8,910.00	\$9,900.00	
	Amount of Tuition Credited to Students Acct	\$2,640.00	\$2,145.00	\$1,650.00	\$990.00	\$0.00	

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TUITION, FEES, & TUITION REFUND TABLES

Nail Technology – SOC/CIP Code: 39-5092.00/12.0410: Credential Level = 01 Undergraduate

Certificate

250 Hours

Registration Fee	\$100.00
Tuition for Complete Program	\$3,500.00
Student Kit & Textbooks	\$900.00 (plus applicable sales tax)
Total Cost of Instruction	\$4,500.00
Cash Payment Plan	\$4,500.00
First Payment in Advance. Balance Payable on Start	\$900.00
Extra Charge for make-up work	\$14.00 per hour
ID Card Fee	\$10.00
Locker Maintenance Fee	\$25.00

Acceptable methods of payment for all tuition and related fees are cash, check, money order, credit card (convenience fee applied), electronic bank transfer, wire transfer, Title IV Federal Aid (for qualified students).

22.5 Hours - Approx 12 Weeks (1 Quarter 12 weeks)						
If withdrawal occurs during		Week 1	Week 2	Week 3	Week 4	Week 5
1st	Amount of Tuition School is Entitled to keep	\$0.00	\$875.00	\$1,750.00	\$2,625.00	\$3,500.00
Quarter	Amount of Tuition Credited to Students Acct	\$3,500.00	\$2,625.00	\$1,750.00	\$875.00	\$0.00
25 Hours - Approx 10 Weeks (1 Quarter 10 weeks)						
1st	Amount of Tuition School is Entitled to keep	\$0.00	\$875.00	\$1,750.00	\$2,625.00	\$3,500.00
Quarter	Amount of Tuition Credited to Students Acct	\$3,500.00	\$2,625.00	\$1,750.00	\$875.00	\$0.00
19 Hours - Approx 14 Weeks (1 Quarter 14 weeks)						
1st	Amount of Tuition School is Entitled to keep	\$0.00	\$875.00	\$1,750.00	\$2,625.00	\$3,500.00
Quarter	Amount of Tuition Credited to Students Acct	\$3,500.00	\$2,625.00	\$1,750.00	\$875.00	\$0.00
12 Hours - Approx 21 Weeks (2 Quarters 11,10 weeks each)						
1st	Amount of Tuition School is Entitled to keep	\$0.00	\$437.50	\$875.00	\$1,312.50	\$1,750.00
Quarter	Amount of Tuition Credited to Students Acct	\$3,500.00	\$3,062.50	\$2,625.00	\$2,187.50	\$1,750.00
2nd	Amount of Tuition School is Entitled to keep	\$2,187.50	\$2,625.00	\$3,062.50	\$3,500.00	
Quarter	Amount of Tuition Credited to Students Acct	\$1,312.50	\$875.00	\$437.50	\$0.00	

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TUITION, FEES, & TUITION REFUND TABLES

Waxing – SOC/CIP Code: 39-5012/12.0499: Credential Level = 01 Undergraduate Certificate  
75 Hours

Registration Fee	\$100.00
Tuition for Complete Program	\$1,875.00
Student Kit & Textbooks	\$200.00 (plus applicable sales tax)
Total Cost of Instruction	\$2,175.00
Cash Payment Plan	\$2,175.00
First Payment in Advance. Balance Payable on Start	\$2,175.00
Extra Charge for make-up work	\$25.00 per hour
ID Card Fee	\$10.00
Locker Maintenance Fee	\$25.00

Acceptable methods of payment for all tuition and related fees are cash, check, money order, credit card (convenience fee applied), electronic bank transfer, wire transfer, Title IV Federal Aid (for qualified students).

31.25 Hours - Approx 3 Weeks						
	If withdrawal occurs during	0-15% of program	16-30% of program	31-45% of program	46-60% of program	after 60% of program
	Amount of Tuition School is Entitled to keep	\$0.00	\$468.75	\$937.50	\$1,406.25	\$1,875.00
	Amount of Tuition Credited to Students Acct	\$1,875.00	\$1,406.25	\$937.50	\$468.75	\$0.00
12 Hours - Approx 7 Weeks (1 Quarter)						
	If withdrawal occurs during	0-15% of program	16-30% of program	31-45% of program	46-60% of program	after 60% of program
	Amount of Tuition School is Entitled to keep	\$0.00	\$468.75	\$937.50	\$1,406.25	\$1,875.00
	Amount of Tuition Credited to Students Acct	\$1,875.00	\$1,406.25	\$937.50	\$468.75	\$0.00

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TUITION, FEES, & TUITION REFUND TABLES

Make-Up Techniques – SOC/CIP Code: 39-5012.00/12.0406: Credential Level = 01 Undergraduate

Certificate

84 Hours

Registration Fee	\$100.00
Tuition for Complete Program	\$1,932.00
Student Kit & Textbooks	\$600.00 (plus applicable sales tax)
Total Cost of Instruction	\$2,632.00
Cash Payment Plan	\$2,632.00
First Payment in Advance. Balance Payable on Start	\$700.00
Extra Charge for make-up work	\$23.00 per hour
ID Card Fee	\$10.00
Locker Maintenance Fee	\$25.00

Acceptable methods of payment for all tuition and related fees are cash, check, money order, credit card (convenience fee applied), electronic bank transfer, wire transfer, Title IV Federal Aid (for qualified students).

MINI REFUND CLAUSE						
25 Hours Approx 4 Weeks						
	Amount of Tuition School is Entitled to keep	\$0.00	\$483.00	\$966.00	\$1,449.00	\$1,932.00
	Amount of Tuition Credited to Students Acct	\$1,932.00	\$1,449.00	\$966.00	\$483.00	\$0.00
12 Hours - Approx 7 Weeks (1 Quarter)						
1st Quarter	If withdrawal occurs during	Week 1	Week 2	Week 3	Week 4	Week 5
	Amount of Tuition School is Entitled to keep	\$0.00	\$483.00	\$966.00	\$1,449.00	\$1,932.00
	Amount of Tuition Credited to Students Acct	\$1,932.00	\$1,449.00	\$966.00	\$483.00	\$0.00

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Job Demand in the Cosmetology Industry, 2021  
Barbers, Hairdressers, Cosmetologists, and Skincare Specialists

Quick Facts: Barbers, Hairstylists, and Cosmetologists	
<u>2021 Median Pay</u>	\$29,680 per year \$14.27 per hour
<u>Typical Entry-Level Education</u>	Postsecondary nondegree award
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2020</u>	622,700
<u>Job Outlook, 2020-30</u>	19% (Much faster than average)
<u>Employment Change, 2020-30</u>	119,800
Quick Facts: Skincare Specialists	
<u>2021 Median Pay</u>	\$37,300 per year \$17.93 per hour
<u>Typical Entry-Level Education</u>	Postsecondary nondegree award
<u>Work Experience in a Related Occupation</u>	None
<u>On-the-job Training</u>	None
<u>Number of Jobs, 2020</u>	68,700
<u>Job Outlook, 2020-30</u>	29% (Much faster than average)
<u>Employment Change, 2020-30</u>	19,800

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ENROLLMENT, COMPLETION, AND PLACEMENT RATE IN LICENSED PRIVATE TRADE SCHOOL AND  
REGISTERED PRIVATE BUSINESS SCHOOLS

The information provided in the Occupational Education Data Survey (OEDS) is self-reported data by the licensed career school. While BPSS has approved the catalog, it relies on the verification of its content by the licensed career school.

JULY 1, 2022 THROUGH JUNE 30, 2023

HAIRDRESSING & COSMETOLOGY - ENGLISH

Program Enrollment	
Full Time	32
Part Time	37
Total	69
Program Completion Rate	
Enrolled	69
Graduates	17
Non-Completers	31
Continuing Students	21
Completion Rate	55%
Placement of Program Completers	
Number of Graduates	17
Percent of Graduates who are:	
1) Employed related field	59%
2) Employed slightly related field	0%
3) Employed unrelated field	0%
4) In Military	0%
5) Seeking employment	0%
6) Pursuing additional education	0%
7) Unavailable for employment	0%
8) Status Unknown	41%

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ENROLLMENT, COMPLETION, AND PLACEMENT RATE IN LICENSED PRIVATE TRADE SCHOOL AND  
REGISTERED PRIVATE BUSINESS SCHOOLS

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JULY 1, 2022 THROUGH JUNE 30, 2023

HAIRDRESSING & COSMETOLOGY - SPANISH

Program Enrollment	
Full Time	17
Part Time	14
Total	31
Program Completion Rate	
Enrolled	31
Graduates	11
Non-Completers	2
Continuing Students	18
Completion Rate	94%
Placement of Program Completers	
Number of Graduates	11
Percent of Graduates who are:	
1)Employed related field	55%
2)Employed slightly related field	0%
3)Employed unrelated field	0%
4) In Military	0%
5) Seeking employment	0%
6) Pursuing additional education	0%
7) Unavailable for employment	0%
8) Status Unknown	45%



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ENROLLMENT, COMPLETION, AND PLACEMENT RATE IN LICENSED PRIVATE TRADE SCHOOL AND  
REGISTERED PRIVATE BUSINESS SCHOOLS

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JULY 1, 2022 THROUGH JUNE 30, 2023

ESTHETICS

Program Enrollment	
Full Time	42
Part Time	68
Total	110
Program Completion Rate	
Enrolled	110
Graduates	51
Non-Completers	23
Continuing Students	36
Completion Rate	79%
Placement of Program Completers	
Number of Graduates	51
Percent of Graduates who are:	
1) Employed related field	67%
2) Employed slightly related field	0%
3) Employed unrelated field	0%
4) In Military	0%
5) Seeking employment	0%
6) Pursuing additional education	0%
7) Unavailable for employment	0%
8) Status Unknown	33%

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ENROLLMENT, COMPLETION, AND PLACEMENT RATE IN LICENSED PRIVATE TRADE SCHOOL AND  
REGISTERED PRIVATE BUSINESS SCHOOLS

The information provided in the Occupational Education Data Survey (OEDS) is self-reported data by the licensed career school. While BPSS has approved the catalog, it relies on the verification of its content by the licensed career school.

JULY 1, 2022 THROUGH JUNE 30, 2023

NAIL TECHNOLOGY

Program Enrollment	
Full Time	0
Part Time	43
Total	43
Program Completion Rate	
Enrolled	43
Graduates	32
Non-Completers	7
Continuing Students	4
Completion Rate	84%
Placement of Program Completers	
Number of Graduates	32
Percent of Graduates who are:	
1) Employed related field	72%
2) Employed slightly related field	0%
3) Employed unrelated field	0%
4) In Military	0%
5) Seeking employment	0%
6) Pursuing additional education	0%
7) Unavailable for employment	0%
8) Status Unknown	28%

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ENROLLMENT, COMPLETION, AND PLACEMENT RATE IN LICENSED PRIVATE TRADE SCHOOL AND  
REGISTERED PRIVATE BUSINESS SCHOOLS

The information provided in the Occupational Education Data Survey (OEDS) is self-reported data by the licensed career school. While BPSS has approved the catalog, it relies on the verification of its content by the licensed career school.

JULY 1, 2022 THROUGH JUNE 30, 2023

WAXING

Program Enrollment	
Full Time	0
Part Time	0
Total	0
Program Completion Rate	
Enrolled	0
Graduates	0
Non-Completers	0
Continuing Students	0
Completion Rate	0%
Placement of Program Completers	
Number of Graduates	0
Percent of Graduates who are:	
1) Employed related field	0%
2) Employed slightly related field	0%
3) Employed unrelated field	0%
4) In Military	0%
5) Seeking employment	0%
6) Pursuing additional education	0%
7) Unavailable for employment	0%
8) Status Unknown	0%

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NATIONAL ACCREDITING COMMISSION OF CAREER, ARTS, AND SCIENCES COMBINED STATISTICS IN  
COMPLETION, PLACEMENT, AND LICENSING FOR BRITTANY BEAUTY ACADEMY LOCATED AT 3274  
HEMPSTEAD TURNPIKE, LEVITTOWN, NY 11756 & 210 EAST 188<sup>TH</sup> STREET, BRONX, NY 10458

REPORTING PERIOD OF JANUARY 1, 2022 THROUGH DECEMBER 31, 2022

Number of Students Scheduled to Complete	337
Students who completed as of December 31, 2022	272
Students who completed and are eligible for employment	201
Students who are employed in a field for which training prepared them	146
Students who took all portions of their licensing exam	128
Students who passed all portions of licensing exam	128
COMPLETION RATE	80.71%
PLACEMENT RATE	72.64%
LICENSURE RATE	100%

BRITTANY BEAUTY ACADEMY  
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Campus Security Report 2022

Any person witnessing any form of criminal action or other emergency should promptly report it to the administrative office that will document it and promptly report it to the local police department. A memorandum will then be prepared and kept on file in the office. All reports should be addressed to Ms. Melissa Sotomayor. If Ms. Sotomayor is not available, students should immediately find an available staff person and report the criminal activity. The school's administration will promptly notify students and staff of the occurrence of any crimes or known risks to persons as the school's administration becomes aware of the crimes and/or risks. The school will include this information in the Campus Security Report, which will be prepared annually and distributed to all students and staff on or about November 1<sup>st</sup> of each calendar year.

Victims of crimes or witness to crimes are encouraged to contact Ms. Melissa Sotomayor, Director, to report crimes on a voluntary and confidential basis.

This school's campus is limited to the premises that the school occupies at 210 E 188<sup>th</sup> Street, 2<sup>nd</sup> Floor, Bronx, NY 10458. The school has no dormitories, off campus locations or other non-campus premises. These premises will be accessible to the students and public who seek our services during normal business hours and will remain locked during non-business hours and only authorized personnel are permitted on premises during non-business hours. The school does not recognize any student organizations. This security report encompasses the school's campus as well as the building its located in and the following crimes on 188<sup>th</sup> street, between the Grand Concourse and Valentine Street including local bus or train stops. Requests for information in furtherance of gathering data regarding criminal activity are sent out annually to the buildings management, local police authorities, and any known local civic associations. This report is prepared based upon the responses to those inquiries as well as the records of this school.

This institution does NOT employ private security personnel, campus law enforcement, pastoral counselors, or professional counselors. No school employee or official has the authority to arrest any individual. Therefore, any incidents that are suspicious in nature or criminal action or emergency should be referred to the administrative office where they will be reported to the local authorities.

Students, upon orientation, and staff, at staff meetings, are reminded about the importance of secure premises. All persons on premises are reminded to keep the premises locked during non-business hours, report any suspicious activity, not to leave their valuables unattended and are encouraged to work as a group when leaving the school and going to their automobiles, homes, or public transportation. Students and staff are encouraged to be responsible for their safety, the safety of others and the surrounding premises.

If any of the following crimes occur on these premises, the information is referred to local authorities. These statistics are disclosed to students and staff by memorandum every year on or about November 1<sup>st</sup>.

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\*Criminal Homicide (Murder/Non-negligent manslaughter \*Negligent Manslaughter \*Aggravated Assault \*Burglary \*Sex Offenses – includes rape, fondling, incest, statutory rape \*Robbery \*Motor Vehicle Theft \*Domestic Violence \*Stalking \*Dating Violence \*Arson

This is a drug and alcohol-free school. The sale or use of alcohol or illegal drugs is strictly prohibited on the premises. Anyone observed using illegal drugs or underage alcohol consumption would be referred to local authorities. Anyone observed using illegal drugs or consuming alcohol on premises would be subject to suspension and/or expulsion.

This school has in place a Drug and Alcohol prevention policy. All students and staff receive materials entitled “Cosmetology Cuts out Drugs.” This school does NOT employ any counseling professionals equipped to deal with drug and alcohol abuse issues but will refer any individuals requesting this information to agencies/authorities that are equipped to deal with these matters.

If any arrest is made for the violations stated below, this information is disclosed to students and staff by memorandum every year by September 1<sup>st</sup> of each calendar year.

\*Liquor Law Violations \*Drug Abuse Violations \*Weapons Possession \*Larceny/Theft \*Simple Assault \*Intimidation \*Destruction/Damage/Vandalism of Property \*Hate Crimes

1. The crimes of rape and sexual assault include both forcible and non-forcible sexual offenses. This school has adopted a policy to prevent sexual offenses and to establish procedures should be a sexual offense occur.
2. Sexual assault awareness is discussed during student orientation and staff meetings.
3. If a sexual offense occurs on premises, the accuser has the option to and is encouraged to take the following steps:
  - a. Report the offense to the administrative office that will report it to the local police department.
  - b. Preserve evidence as may be necessary to prove the offense.
  - c. If needed, request assistance from the school administration in reporting the offense to the local police department.
  - d. Report the offense to the local police department.
  - e. Request a change of schedule or leave of absence if desired.
  - f. Obtain counseling and/or other services available in the accuser’s community to the victims of sexual offenses.
4. As required by the Campus Sex Crime Prevention Act of October 2000, you may obtain information on sex offenders in your community by contact the New York State Sex Offender Registry hotline at 1-900-288-3838 or on the web at <https://www.criminaljustice.ny.gov/nsor/>
5. This institution does not recognize any student organizations, nor does it provide student housing.
6. This institution will modify a student’s academic situation, or employees work schedule after an alleged sexual offense if requested by the accuser and the change is reasonably available.

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7. This institution does not offer any mental health services or counseling nor are there any other services available other than those stated in this policy. The school will assist its students and staff in obtaining counseling for any matter upon the request of the student or staff, on a confidential basis.
8. Should an accusation of a sexual offense occur, disciplinary action against the accused offender would be based upon the student be found guilty in a court of law, he/she will be subject to expulsion. Should a disciplinary action be instituted, both the accuser and the accused may have others present during the disciplinary proceeding and both parties will be informed of the final determination of the institution and any sanctions imposed.
9. Following a final determination by the institution, the school may impose sanctions that may vary including suspension and or expulsion.

Report on Criminal Activity:

Based upon the inquiries to the buildings management, local police authorities, and the records of this school the following criminal activity is reported.

Type of Criminal Activity	2020	2021	2022
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-Forcible	0	0	0
Incest	0	0	0
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	0	0	0

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FINANCIAL ASSISTANCE INFORMATION

Financial Assistance is available for those who are eligible and who qualify. Brittany Beauty Academy offers a combination of payment plans, grants, and loans for your convenience.

These include:

**PELL GRANTS** – This is a need-based grant to help meet the cost of education and does not need to be paid back.

**SEOG GRANTS** – This is a supplemental need-based grant to help meet the cost of education and does not need to be paid back.

**DIRECT LOANS** – These are low interest loans made by the Department of Education for qualified students attending Brittany Beauty Academy to help meet education expenses.

**TFC CREDIT CORPORATION** – Extended payment options beyond graduation for students

**MONTHLY PAYMENT PLANS** – Course is paid prior to completion

**ACE GRANT** – The ACE Grant is broken down into 2 tuition reductions to the school, \$500 after the first week and then an additional \$500 at the SAP check point provided the student maintains a minimum 90% Attendance and a minimum 90% GPA. This grant does not need to be paid back.

**GI-BILL:** GI Bill® I benefits help you pay for school and cover expenses while you're training for a job.

Since 1944, the GI Bill® has helped qualifying Veterans and their family members get money to cover all or some of the costs for school or training. Learn more about GI Bill® benefits on this page—and how to apply for them. If you applied for and were awarded Post- 9/11 GI Bill® education benefits, your GI Bill® Statement of Benefits will show you how much of your benefits you've used and how much you have left to use.

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>."

**ACCES-VR:** The Office of Adult Career and Continuing Education Services (ACCES) is part of the New York State Education Department and is comprised of three primary areas: Vocational Rehabilitation (including Independent Living Program Administration), Adult Education, and the Bureau of Proprietary School Supervision. If the person with a disability meets the eligibility requirements an individualized Plan for Employment (IPE) will be developed. This process will involve reviewing career choices, discussing responsibilities and identifying a vocational goal, with consideration of labor market trends. In some cases, ACCES-VR can assist with tuition for certain qualified individuals.

**ITA: (Workforce)** An Individual Training Account (ITA) is essentially a [voucher](#) given to One-Stop Career Center customers who need occupational skills training to become gainfully employed or re-employed. Under Title I of the [Workforce Investment Act \(WIA\) of 1998](#), adult and dislocated workers purchase training services from eligible providers they select in consultation with the case manager. The Individual Training Account represents a cornerstone of self-determination established by the Workforce Investment Act.

**AMERICACORPS:** The [Segal AmeriCorps Education Award](#) is offered to individuals who complete a term of service and can be used to pay for a range of educational expenses, like repaying qualified student loans or future tuition payments. You can earn up to two full Education Awards with multiple service terms.

**EDUCATION & TRAINING VOUCHER PROGRAM(ETV):** The ETV program of New York State is designed to help youth who are currently or were in foster care pay for post secondary education or training by awarding students up to \$5000 a year for qualified school related expenses.

ADDENDUM F

REVISED 01/30/25KS



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SATISFACTORY ACADEMIC PROGRESS POLICY

Applies to all students enrolled in a NACCAS-approved program and provided to applicants prior to enrollment. This policy applies to all students enrolled in a NACCAS approved program both full time and part time (Hybrid and In School). All programs are based on a 900 hour, 30 week academic year.

1. ATTENDANCE AND ACADEMIC PROGRESS EVALUATION

Progress reports may be issued every month; however, attendance and grade point average are evaluated and issued to students at the conclusion of every evaluation period which is no less than the midpoint and endpoint of each quarter or term, as defined on the student enrollment agreement.

EVALUATION PERIODS

Hairdressing & Cosmetology

31.25 Hour Schedule = 250 scheduled hrs., 500 scheduled hrs., 750 scheduled hrs., 1,000 scheduled hrs.

22.50 Hour Schedule = 166 scheduled hrs., 332 scheduled hrs., 498 scheduled hrs., 664 scheduled hrs., 830 scheduled hrs., 996 scheduled hrs.

12 Hour Schedule = 100 scheduled hrs., 200 scheduled hrs., 300 scheduled hrs., 400 scheduled hrs., 500 scheduled hrs., 600 scheduled hrs., 700 scheduled hrs., 800 scheduled hrs., 900 scheduled hrs., 1,000 scheduled hrs.

19.00 Hour Schedule = 166 scheduled hrs., 332 scheduled hrs., 498 scheduled hrs., 664 scheduled hrs., 830 scheduled hrs., 996 scheduled hrs.

Esthetics

31.25 Hour Schedule = 150 scheduled hrs., 300 scheduled hrs., 450 scheduled hrs., 600 scheduled hrs.

25.00 Hour Schedule = 150 scheduled hrs., 300 scheduled hrs., 450 scheduled hrs., 600 scheduled hrs.

22.50 Hour Schedule = 150 scheduled hrs., 300 scheduled hrs., 450 scheduled hrs., 600 scheduled hrs.

12.00 Hour Schedule = 100 scheduled hrs., 200 scheduled hrs., 300 scheduled hrs., 400 scheduled hrs., 500 scheduled hrs., 600 scheduled hrs.

19.00 Hour Schedule = 150 scheduled hrs., 300 scheduled hrs., 450 scheduled hrs., 600 scheduled hrs.

Nail Technology

22.50 Hour Schedule = 125 scheduled hrs., 250 scheduled hrs.

25.00 Hour Schedule = 125 scheduled hrs., 250 scheduled hrs.

12.00 Hour Scheduled = 60 scheduled hrs., 120 scheduled hrs., 180 scheduled hrs., 240 scheduled hrs.

Waxing

31.25 Hour Schedule = 37.50 scheduled hrs.

12 Hour Schedule = 37.50 scheduled hrs., 75 scheduled hrs.

For a student to be deemed maintaining satisfactory attendance according to NYS policy the student must complete 70% of scheduled hours required.

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SATISFACTORY ACADEMIC PROGRESS POLICY (CONTINUED)

A GPA of 75% is a minimum cumulative grade point average.

96%-100% Excellent  
90%-95% Very Good  
80%-89% Good  
75%-79% Fair  
74%-under Fail

Grade point average is determined by a combined average of all practical and written examinations. Those students who have not satisfied the schools minimum academic satisfactory progress requirements or those students who wish to increase their overall grade point average may retake any written or practical examination at the discretion of the school director. In addition, those students who missed, failed, or wish to improve an examination grade may re-take the exam within 15 days of the scheduled exam. The new grade will become the final grade for that unit of instruction.

Students who do not meet the minimum cumulative grade point average or the minimum attendance requirement at a midpoint evaluation shall be provided a written notice of warning. At the next evaluation point, if the students still do not meet the minimum cumulative grade point average or minimum attendance requirement, they shall be placed on probation from the program.

Student Veterans not making/meeting SAP at the conclusion of the warning period will have their VA education benefits discontinued. This policy will be enforced for all student veterans enrolled in Hairdressing & Cosmetology, Esthetics, Nail Technology, and Waxing Programs.

## 2. LEAVE OF ABSENCE

A student may receive a leave of absence at the discretion of the director in any "12-month period," not to exceed 180 days. A "12-month period," begins on the first date the student was unable to attend the institution because of the circumstance. Reasons for a leave may include medical, physical, emotional, or unforeseen childcare and job-related emergencies or other extenuating circumstances. Student requesting a leave of absence must provide a written, signed, and dated request in advance unless unforeseen circumstances prevent the student from doing so. This request must include a reason for the request. The school may grant an LOA due to unforeseen circumstances if the institution documents the reason for the decision, collects the request from the student at a later date or establishes the start date of the approved LOA as the first date the student was unable to attend. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution.

The school must have a reasonable expectation that the student will return. A student will not receive credit for attendance or achievement for the leave of absence, nor will they be charged the absence nor have any additional fees applied as a result of the LOA. Upon return the student will be evaluated for retention for proper placement in the program. A student contract period and maximum time frame will be extended by the same number of calendar days taken in the leave of absence. Students meeting this

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SATISFACTORY ACADEMIC PROGRESS POLICY (CONTINUED)

criterion are not considered withdrawn and no refund calculation is due. Students taking an unauthorized LOA or failing to return on a specified date will be withdrawn from the program. The withdrawal date for the purpose of calculating a refund is always the student's last day of

attendance. Changes to the contract period on the enrollment agreement must be initials by all parties or an addendum must be signed and dated by all parties.

In the event of a non-scheduled school closure (snow day) or suspension a student's contract period and maximum timeframe will be extended by the amount of the closure. The withdrawal date, for the purpose of calculating a refund, is always the students' last day of attendance.

3. APPEAL

When a student is placed on financial aid warning and deemed "failing to maintain satisfactory progress," they may not appeal.

4. REINSTATEMENT

Students who re-enter the program/course within the 180 days of withdrawal will be treated as if they had not withdrawn. The students' SAP status remains the same as it was before the interruption of training.

5. REINSTATEMENT OF AID

Title IV aid will be reinstated to a student who was maintaining satisfactory academic progress at the time of discontinuance.

6. RE-ENROLLMENT

A student who re-enters the program/course after 180 days of withdrawal will be treated as a transfer student. The students' SAP status remains the same as it was before the interruption of training.

7. TRANSFER OF HOURS

Transfer of hours that are accepted are counted as both attempted and completed hours. SAP evaluation periods are based on actual contracted hours at the institution.

8. MAXIMUM TIME FRAME FOR COURSE COMPLETION

Students who exceed maximum timeframe shall be terminated from the program. Students may be reinstated/re-enrolled to continue their education, however, no additional Title IV aid may be used to pay any additional costs related to course completion. Hours transferred from another institution that are accepted towards the students' educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted.

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SATISFACTORY ACADEMIC PROGRESS POLICY (CONTINUED)

Hairdressing & Cosmetology/Esthetics/Nail Technology/Waxing

Program	Course Scheduled Length	Maximum Time Frame
Hairdressing & Cosmetology	1,000 Hours	1,500 Scheduled Hours
Esthetics	600 Hours	900 Scheduled Hours
Nail Technology	250 Hours	375 Scheduled Hours
Waxing	75 Hours	112.50 Scheduled Hours

9. NOTIFICATION

The institution will notify all students of any evaluation that impacts the student's eligibility of Financial Aid.

\*Not all courses and all schedules are offered at all schools. Prospective students should contact the admissions office at the school they plan on attending to determine what courses and schedules are being offered.

A student is required to attend school regularly in accordance with the attendance regulation portion of the enrollment agreement. Any student who must be absent for the day is requested to phone the school within the first hour of class. A student who is late for class is required to explain the reason to the school secretary.

Transfer of scheduled sessions may be permitted only once during training to commence the first-class day of the month. Requests must be made in writing to the director with a valid reason. In the event of such a transfer, the scheduled completion date, maximum timeframe, and installment plan will be revised. The maximum timeframe for completion of all program requirements is applicable to all students.

Course incompletes, repetitions, and non-credit remedial courses have no effect upon the satisfactory academic progress standards because they do not exist at our schools.

NOTE: The prospective student should be aware that some information contained in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in this catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the school's director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

ADDENDUM G

REVISED 07/23/24KS

BRITTANY BEAUTY ACADEMY  
210 E 188<sup>TH</sup> STREET, 2<sup>ND</sup> FLOOR  
BRONX, NY 10458  
718-220-0400

DISTANCE LEARNING NOTIFICATION

1. It is important that everyone is aware that no more than 50% of this program can be taught via distance learning and that once the theory is complete you will be expected to attend class onsite.
2. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
3. The interaction with the instructor must be validated by regular measurable participation (clock hour) in the academic programs. Participation will be documented utilizing an attendance roster approved by NYSED.
4. Evaluations will be completed at the end of each educational unit. Such evaluations will be done in school at least once monthly by a qualified instructor.
5. Upon completion of all curriculum requirements, the student must pass a comprehensive academic and practical final exam to include any applicable competencies required by the State licensure agency prior to graduation from the program.
6. All transcripts or other documents, (official or unofficial), listing academic attainment received must identify the distance education component.
7. Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.
8. All students seeking to attend Brittany Beauty Academy MUST possess the following in order to receive proper instruction:

REQUIRED

- Computer/Tablet/Laptop with a camera and a microphone
- Wi-Fi or wired broadband internet access (cellular data is not sufficient)

RECOMMENDED

- Desktop or Laptop with a large screen
- Additional mobile device such as a phone or tablet
- Separate camera for best observation by the instructor