

EXPRESSIONS BEAUTY COLLEGE



Expressions Beauty College Student Catalog

2105 Miami St South bend, IN 46613

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www.expressionsbeautycollege.com

This catalog is written in English for Programs taught in English
Students enrolling in a Spanish-taught program will receive the Spanish-language
edition of this catalog.

Expressions Beauty College is currently pursuing initial accreditation from the National Accrediting
Commission of Career Arts and Sciences (NACCAS).

Expressions Beauty College is not currently accredited.

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MISSION STATEMENT

Expressions students not only excel academically but also possess an eye for detail and the ability to provide quality services to our customers. In class, we provide our students with the necessary tools and guidance they need to become successful professionals. Our rigorous curriculum is designed specifically to help them hone their skills and gain a better understanding of client service. With our experienced facility members, they have access to one-on-one mentoring that will prepare them for job opportunities beyond graduation. Through hands-on experience with real clients, they develop confidence in themselves and their ability to perform outstanding services with ease.

ADMISSIONS

1. Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients),(only if state of Indiana for study of program requires) proof of attainment of an associate degree or higher by providing a copy of a college transcript showing college degree; or evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Expressions Beauty College does not accept Ability-To-Benefit (ATB) students.
2. Complete the Application and pay the \$100 application fee.
3. Provide additional enrollment requirements
 - Prospective students must be at least 18 years of age
 - Official copy of signed Social Security Card
 - Identification: Copy of official government ID (Passport, Driver's License or Birth Certificate)
 - Student Interview: Conducted during your tour of the facility. This may be waived for students re-enrolling or a graduate returning for a different program.

Instructor: Must hold a current Instructor license and provide all other required enrollment documentation.

TRANSFER OF HOURS

Expressions Beauty College accepts transfer students and may accept transfer hours as follows: up to 750 clock hours for the Cosmetology program; up to 225 clock hours for the Manicuring/Nail Technology program; up to 500 clock hours for the instructor program. The school reserves the right to deny transfer hours from another institution for any reason.

TRANSFER OUT OF HOURS

All schools and institutions reserve the right to determine which or how many hours they will accept from another school or institution. The transferability of hours you earn at Expressions Beauty College is at the complete discretion of that school or institution to which you may seek to transfer. If the hours that students earn at Expressions Beauty College are not accepted at the school or

institution to which you seek to transfer, you may be required to repeat some or all of your course work.

RE-ENTRY OF PRIOR ENROLLED EXPRESSIONS BEAUTY COLLEGE STUDENTS

To be eligible for readmission to the most recent Expressions Beauty College, the student must meet the following readmission requirements.

1. Meet all admission requirements.
2. Be current on any outstanding debts with the school or make satisfactory payment arrangements. Previous balances owed may be applied to the new agreement balances.

Prior clocked hours may be evaluated prior to readmission and may or may not be approved.

The school's Director or other designated administrator will make a final decision on a student's reenrollment and is based on education, schedule, and space availability.

Expressions Beauty College reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new enrollment agreement and may be required to pay additional tuition, books, supplies and equipment costs. If a student withdraws and has been charged 100% of the Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following 1-month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course and may incur additional tuition costs.

STUDENT ORIENTATION

All incoming students will receive an orientation either prior to the beginning of school or on the first day of school. This orientation is required for all incoming students and will discuss our mission, values, student policies, curriculum, program progress and expectations, personnel introductions, grading, satisfactory academic progress, attendance requirements and all other pre-enrollment requirements.

FACILITIES

Expressions Beauty College is located at 2105 Miami St, South Bend, IN 46613, offering ample parking surrounding the building. The facility spans approximately 3,000 square feet, including a spacious clinic floor dedicated to our Cosmetology program and

another large clinic floor for our Manicuring/Nail Technician program. Upon entering Expressions Beauty College, the ambiance resembles that of a luxurious salon, 20 styling chairs with their own station, multiple nail tables, lamps and comfortable chairs

intentionally designed to simulate a real-life salon experience while maintaining a student-centered environment with pleasing classrooms that foster optimal instructor-student engagement. The institution does not provide or obtain student housing. The maximum student occupancy is 20 students per instructor.

CONTRACT COSTS AND PAYMENT TERMS

Student and sponsor (if applicable) agree to pay Expressions Beauty College (herein after referred to as “The School”) Tuition and Fees for the program selected according to the approved payment plan stated below. A minimal monthly payment for your balance will be accepted, the student will be responsible for remaining balance at the completion of the program. The school may, at its option without notice prevent the student from attending class any applicable unpaid balance of payments is satisfied. The school will charge \$10.00 per hour for additional tuition hours remaining after the contracted end date. The school may charge a \$3.00 transcript fee for transcript requests. The school will charge an application fee for students enrolling in the school of \$100.00 (nonrefundable). The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination of \$150.00 the current tuition rates at the time of re-entry will apply to the balance of training hours needed for students returning 30 days after the formal withdrawal date, unless mitigating circumstances apply. Methods of payment include full payment at the time of signing the enrollment agreement: application fee paid at the time of signing the student enrollment agreement with the balance paid prior to the start date or through approved payment plan stated herein.

Payment Methods: May be made in the form of cash, personal check, money order, cashier's check, MasterCard, Visa, or credit/debit card. Non-federal agency or loan programs may be accepted as well. Students are responsible for paying the total tuition and fees for reimbursing and fees for reimbursing any applicable loans in addition to interest. Students are also responsible for all Indiana Professional Licensing Agency (IPLA) examination and licensing fees. These fees are paid directly to the licensing agency.

COSMETOLOGY PROGRAM COSTS

PROGRAM	APPLICATION FEE	BOOKS	SUPPLIES/KIT	TUITION	TOTAL COST OF PROGRAM
COSMETOLOGY <i>and</i> COSMETOLOGY SPANISH FT/PT	\$100.00	\$500.00	\$3,000.00	\$10,900.00	\$14,500.00
MANICURING/NAIL TECHNOLOGY <i>and</i> MANICURING/NAIL TECHNOLOGY SPANISH FT/PT	\$100.00	\$500.00	\$2,000.00	\$2,900.00	\$5,500.00
INSTRUCTOR	\$100	\$500.00	N/A	\$2,400.00	\$3,000.00

COURSE OUTLINES

Course Name: Cosmetology

Course Description: Student will receive training in the art and sciences of Cosmetology

Course Level: Basic

Schedule Options: Full -Time 35 hours per week | Part-Time 20 hours per week

Program Length in weeks: Full Part: 43 weeks | Part- Time 75 weeks

Course Length: 1500 Hours

Program Length in weeks: Full Time 43 weeks, Part-time 75 weeks

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in Cosmetology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: The objective of the Cosmetology Program is to prepare students for licensure and entry-level employment in the beauty industry through comprehensive theoretical instruction and practical training. Students will develop the knowledge, technical skills, professional behaviors, and business competencies necessary to perform hair, skin, and nail services in a safe, sanitary, and professional manner. The program emphasizes infection control, client consultation, communication skills, professionalism, and state laws and regulations while providing hands-on experience in a salon environment. Upon successful completion of the program, graduates will be prepared to sit for the state licensing examination and pursue employment opportunities in salons, spas, beauty establishments, or related cosmetology careers.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. hands on completion of all work. All areas are graded using the school's grading scale.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory	60% to 69%
F	Failing	Less than 60%

Course Reference/Instructional Materials:

TEXTBOOK	WORKBOOKS	STATE BOARD BOOK	ISBN #	COPYRIGHT	OTHER RESOURCES
Milady Standard Cosmetology 14 th Edition	Milady's Workbook	Milady's Exam Prep	978-03578714 92	2023	Not Applicable

Cosmetology Curriculum (1500 clock hours):

CURRICULUM TOPICS	THEORY & DEMONSTRATION PRACTICE	ACTUAL PRACTICE	TOTAL HOURS
Haircutting	100	150	250
Sanitation	40		40
Statutes and Rules	10		10
Salesmanship	5	5	10
Management	10	0	10
Manicuring/Nail Technology	5	20	25
Pedicuring	5	15	20
Hair Removal (Waxing) Eyebrow, Underlip and Chin Area	5	10	15
Anatomy and Physiology	5		5
Hair	5		5
Skin	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp Treatments	10	25	35
Facials and Makeup	20	35	55
Haircoloring	40	60	100
Permanent Waving and chemical relaxing	70	300	370
Hairstyling: Wet & Thermal Sets, Hair Waving, Hair Pressing, Hair Braiding & Finger waves	70	210	280
Discretionary Hours	215		215
Total Hours Required	640	860	1500

GRADUATION REQUIREMENTS

In order to graduate from the students enrolled program, the student must:

1. Complete all required clock hours as specified for the enrolled program.
2. Complete all required coursework, practical assignments, and final examinations.
3. Achieve a cumulative academic grade of 70% or higher.
4. Maintain a cumulative attendance rate of 67% or higher.
5. Meet all tuition and fee obligations.
6. Comply with all school policies.
7. Complete required graduation paperwork.
8. Complete exit counseling if applicable.

Students who meet all requirements will be awarded a Diploma of Graduation.

Course Name: Cosmetology Spanish

Course Description: Student will receive training in the art and sciences of Cosmetology Spanish

Course Level: Basic

Schedule Options: Full -Time 35 hours per week | Part-Time 20 hours per week

Program Length in weeks: Full Part: 43 weeks | Part- Time 75 weeks

Course Length: 1500 Hours

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in Cosmetology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: The objective of the Cosmetology Program is to prepare students for licensure and entry-level employment in the beauty industry through comprehensive theoretical instruction and practical training. Students will develop the knowledge, technical skills, professional behaviors, and business competencies necessary to perform hair, skin, and nail services in a safe, sanitary, and professional manner. The program emphasizes infection control, client consultation, communication skills, professionalism, and state laws and regulations while providing hands-on experience in a salon environment. Upon successful completion of the program, graduates will be prepared to sit for the state licensing examination and pursue employment opportunities in salons, spas, beauty establishments, or related cosmetology careers.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all work. All areas are graded using the school's grading scale.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%

C	Passing	70% to 79%
D	Unsatisfactory	60% to 69%
F	Failing	Less than 60%

Course Reference/Instructional Materials:

TEXTBOOK	WORKBOOKS	STATE BOARD BOOK	ISBN #	COPYRIGHT	OTHER RESOURCES
Milady Standard Cosmetology 14 th Edition	Milady's Workbook	Milady's Exam Prep	978-03578714 92	2023	Not Applicable

Cosmetology Curriculum (1500 clock hours):

SPANISH CURRICULUM TOPICS	THEORY & DEMONSTRATION PRACTICE	ACTUAL PRACTICE	TOTAL HOURS
Haircutting	100	150	250
Sanitation	40		40
Statutes and Rules	10		10
Salesmanship	5	5	10
Management	10	0	10
Manicuring/Nail Technology	5	20	25
Pedicuring	5	15	20
Hair Removal (Waxing) Eyebrow, Underlip and Chin Area	5	10	15
Anatomy and Physiology	5		5
Hair	5		5
Skin	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp Treatments	10	25	35
Facials and Makeup	20	35	55
Haircoloring	40	60	100
Permanent Waving and chemical relaxing	70	300	370
Hairstyling: Wet & Thermal Sets, Hair Waving, Hair Pressing, Hair Braiding & Finger waves	70	210	280
Discretionary Hours	215		215
Total Hours Required	640	860	1500

GRADUATION REQUIREMENTS

In order to graduate from the students enrolled program, the student must:

9. Complete all required clock hours as specified for the enrolled program.
10. Complete all required coursework, practical assignments, and final examinations.
11. Achieve a cumulative academic grade of 70% or higher.
12. Maintain a cumulative attendance rate of 67% or higher.
13. Meet all tuition and fee obligations.
14. Comply with all school policies.
15. Complete required graduation paperwork.
16. Complete exit counseling if applicable.

Students who meet all requirements will be awarded a Diploma of Graduation.

Course Name: Manicuring/Nail Technology

Course Description: Student will receive training in the art and sciences of Nail Technology.

Course Level: Basic

Course Length: 450 Hours

Schedule Options: Full -Time 35 hours per week | Part-Time 20 hours per week

Program Length in weeks: 13 weeks Full time/ 22.5 weeks Part time

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in Nail Technology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: The Manicuring/Nail Technology Program is designed to provide students with the theoretical knowledge, practical skills, professional ethics, and business competencies necessary for successful employment in the nail industry. The program prepares students to perform manicures, pedicures, nail enhancements, nail art, and related services while maintaining proper sanitation, and infection control.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory	60% to 69%
F	Failing	Less than 60%

Course Reference/Instructional Materials:

TEXTBOOK	WORKBOOKS	STATE BOARD BOOK	ISBN #	COPYRIGHT	OTHER RESOURCES

Milady Standard Nail Technology 8 th Edition	Milady's Workbook	Milady's Exam Prep	978-13377865 53	2021	Not Applicable
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Manicuring/Nail Technology Curriculum (450 clock hours):

CURRICULUM TOPICS	THEORY & DEMONSTRATION PRACTICE	ACTUAL PRACTICE	TOTAL HOURS
Sanitation	40		40
Anatomy and Disorders	25		25
Statutes and Rules	10		10
Nail Techniques & Sanitation	30	160	190
Manicuring /Nail Technology	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric Drill and File	10	10	20
Discretionary Hours	35		35
Total Hours Required	195	255	450

GRADUATION REQUIREMENTS

In order to graduate from the students enrolled program, the student must:

17. Complete all required clock hours as specified for the enrolled program.
18. Complete all required coursework, practical assignments, and final examinations.
19. Achieve a cumulative academic grade of 70% or higher.
20. Maintain a cumulative attendance rate of 67% or higher.
21. Meet all tuition and fee obligations.
22. Comply with all school policies.
23. Complete required graduation paperwork.
24. Complete exit counseling if applicable.

Students who meet all requirements will be awarded a Diploma of Graduation.

Course Name: Manicuring/Nail Technology Spanish

Course Description: Student will receive training in the art and sciences of Nail Technology.

Course Level: Basic

Course Length: 450 Hours

Schedule Options: Full -Time 35 hours per week | Part-Time 20 hours per week

Program Length in weeks: 13 weeks Full time/ 22.5 weeks Part time

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in Nail Technology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: The Manicuring/Nail Technology Program is designed to provide students with the theoretical knowledge, practical skills, professional ethics, and business competencies necessary for successful employment in the nail industry. The program prepares students to perform manicures, pedicures, nail enhancements, nail art, and related services while maintaining proper sanitation, and infection control.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory	60% to 69%
F	Failing	Less than 60%

Course Reference/Instructional Materials:

TEXTBOOK	WORKBOOKS	STATE BOARD BOOK	ISBN #	COPYRIGHT	OTHER RESOURCES
Milady Standard Nail	Milady's Workbook	Milady's Exam Prep	978-1337786553	2021	Not Applicable

Technology 8 th Edition					
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Manicuring/Nail Technology Spanish Curriculum (450 clock hours):

SPANISH CURRICULUM TOPICS	THEORY & DEMONSTRATION PRACTICE	ACTUAL PRACTICE	TOTAL HOURS
Sanitation	40		40
Anatomy and Disorders	25		25
Statutes and Rules	10		10
Nail Techniques & Sanitation	30	160	190
Manicuring /Nail Technology	10	50	60
Pedicuring	10	25	35
Chemistry	10		10
Salesmanship	5	10	15
Electric Drill and File	10	10	20
Discretionary Hours	35		35
Total Hours Required	195	255	450

GRADUATION REQUIREMENTS

In order to graduate from the students enrolled program, the student must:

25. Complete all required clock hours as specified for the enrolled program.
26. Complete all required coursework, practical assignments, and final examinations.
27. Achieve a cumulative academic grade of 70% or higher.
28. Maintain a cumulative attendance rate of 67% or higher.
29. Meet all tuition and fee obligations.
30. Comply with all school policies.
31. Complete required graduation paperwork.
32. Complete exit counseling if applicable.

Students who meet all requirements will be awarded a Diploma of Graduation.

Course Name: Instructor (Cosmetology or Manicuring/Nail Technology)

Course Level: Advanced

Course Description: The Instructor Program provides training in the art and science of cosmetology instruction. Students receive education in curriculum development, lesson planning, teaching methods, classroom management, student evaluation, record keeping, school administration, and supervised teaching experiences in both theory and practical settings. The program prepares graduates for employment as licensed instructors in the beauty industry.

Course Length: 1000 Clock Hours

Schedule Options: Full-Time 35 hours per week | Part-Time: 20 hours per week

Program Length in weeks: 29 weeks Full time/ 50 weeks Part time

Instructional Method: The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in Cosmetology instructor theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Course Objective: The Instructor Program prepares students for entry-level employment as licensed cosmetology or nail technology instructors. Graduates will be prepared to apply for Indiana Instructor Licensure and pursue careers in career education, curriculum development, educational leadership, and school administration. Employment Assistance: Expressions Beauty College offers academic and graduate employment services to students. The school does not guarantee employment but assists through an internal job board, career days, and local employer relationships. Students receive training in professionalism and job search skills including resume writing, employment application completion, and interview preparation.

Grading Procedures: Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school's grading scale.

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory	60% to 69%
F	Failing	Less than 60%

Course Reference/Instructional Materials:

TEXTBOOK	WORKBOOKS	STATE BOARD BOOK	ISBN #	COPYRIGHT	OTHER RESOURCES
Milady Professional Educator 4 th Edition	Milady's Workbook	N/A	978-13377868 36	2022	Not Applicable

Instructor (1000 Clock Hours):

INSTRUCTOR CURRICULUM TOPICS	THEORY & DEMONSTRATION PRACTICE	ACTUAL PRACTICE	TOTAL HOURS
Orientation & Review of the Pertinent Curriculum	50	100	150
Introduction to Teaching	60		60
Course Outline & Development	160	170	330
Lesson Planning			
Teaching Techniques			
Teaching Aids			
Developing, Administering & Grading Examinations			
School Administration	30	20	50
Record Keeping			
Laws & Rules			
Teaching			
Assisting in the clinic and Theory classrooms		150	150
Practice Teaching in the Clinic and Theory Classrooms		260	260
Total Hours Required	300	700	1000

GRADUATION REQUIREMENTS

In order to graduate from the students enrolled program, the student must:

33. Complete all required clock hours as specified for the enrolled program.
34. Complete all required coursework, practical assignments, and final examinations.
35. Achieve a cumulative academic grade of 70% or higher.
36. Maintain a cumulative attendance rate of 67% or higher.
37. Meet all tuition and fee obligations.
38. Comply with all school policies.
39. Complete required graduation paperwork.
40. Complete exit counseling if applicable.

Students who meet all requirements will be awarded a Diploma of Graduation.

EMPLOYMENT ASSISTANCE

Expressions Beauty College offers academic and graduate employment services to students. The school does not guarantee employment but does assist through internal job board, internal external career days and by continuing local relationships with salons and other possible beauty related employers. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview.

SCHOOL CALENDAR

Academic year: The school operates year-round with scheduled holiday observances and or school closings. Schedules may vary by program and or change based on changes in enrollment, staffing or as needed to maintain educational quality. Expressions Beauty College observes the following holidays and school closings:

Holiday/Event	School Closure Dates
New Years Day	January 1, 2026
Good Friday	April 3, 2026
Fourth of July	July 4-10, 2026
Thanksgiving Day	November 26, 2026
Christmas Eve	December 24, 2026
Christmas Day	December 25, 2026

School Delays and Cancellations:

- All school delays and cancellations will be sent out in email

SCHOOL START DATES

- Cosmetology classes start on the second Monday of the month.
- Instructor training courses are scheduled on an individual basis, all closing will be sent out through email. Instructor Training Program: Enrollment is open on a rolling basis. Prospective Instructor students should contact the school to schedule an enrollment appointment and confirm program start availability.

NON-DISCRIMINATION

The School complies with all applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, genetic information, or any other protected characteristic as provided by law.

The following person has been designated to handle inquiries regarding the non-discrimination policies.

- Designated School Administrators

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the school's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discrimination on the basis of disability.

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for accommodation. However, if a student discloses a disability to such an individual, he or she is request to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator/Designated School Officer will provide the student or applicant with a Request for Accommodation Form.

PHYSICAL DEMANDS AND GENERAL REQUIREMENTS OF THE COSMETOLOGY PROFESSION

Our schools believe that students interested in pursuing a career as a Cosmetologist should be aware of the physical demands and general requirements for success in the industry. Students must be able to perform the following essential functions:

- Have good manual dexterity with both hands and arms, along with a sense of form and artistry.
- Perform repetitive tasks using hands to grasp, handle, control, move, assemble, or feel objects.
- Bend and twist the body as necessary when servicing clients.
- Use stomach and lower back muscles to support the body for long periods without getting tired.
- Stand, sit, and walk for extended periods while working.
- Enjoy dealing with the public and be able to follow a client's direction.
- Communicate well and speak clearly to be understood.
- Have good visual ability to see details of objects less than a few feet away and to recognize differences in colors, shades, and brightness.
- Be willing and able to work long hours to build a personal clientele.
- Read, write, and speak fluently.
- Make a strong commitment to the educational process and complete training.
- Work around chemicals.
- Safety Requirements for the Cosmetology Profession
- To ensure safety in the cosmetology profession, students must adhere to the following requirements:
- Wear enclosed, supportive, protective shoes.
- Use protective clothing such as a smock or chemical apron.
- Have rubber gloves available when needed.
- Use safety glasses when necessary.

- Have access to a first aid kit.
- Utilize disinfectants and antiseptics appropriately.
- Use hydraulic pump styling chairs safely.

GENERAL DAILY POLICIES

- Chewing Gum: Chewing gum is not permitted in the classroom, clinic, or break rooms.
- Jewelry and Decorations: Avoid excessive jewelry or decorations on uniforms.
- Visitors: All non-students/visitors must register at the desk and wait in the reception area for the student or staff member they are visiting.
- Student Teaching: Students are not allowed to teach each other. If help is needed, an instructor should be consulted to ensure consistent teaching methods and techniques.
- Smoking Policy: There is no smoking anywhere in the building, including e-cigarettes. Smoking is only permitted in the designated smoking area outside.
- Cell Phone Usage: Cell phone usage is allowed at the discretion of the instructor for class-related research, before and after photos of student work, etc. Cell phone usage is not permitted at the front desk, during class, or on the student salon floor. Any student caught using their cell phone in these areas will receive a verbal warning for the first offense and a write-up for subsequent offenses.
- Responsibility for Personal Property: The school is not responsible for lost or stolen equipment or personal property. Students should keep their locker locked at all times. Loaning out equipment is discouraged.
- Equipment Policy: If students do not have the necessary equipment to complete their work, they must purchase new equipment or clock out and get their equipment.
 - No credit for hours will be given for time taken out of school to get equipment.
 - This includes a laptop or tablet computer.
 - A phone is not sufficient for theory.
 - Consistent issues with equipment may result in a disciplinary write-up.
- Parking: Student parking is in designated areas and should not compete with salon patrons. See the campus director for locations.
- Personal Hygiene: Practice good personal hygiene. Students are walking advertisements for their new profession.
 - Cleanliness helps avoid body odor and bad breath.
 - If students smoke, use discretion as cigarette breath is offensive to clients.
 - Maintain your health and fitness to provide good personal service for your clients.

ADMINISTRATION AND FACULTY

Jorgina Rodriguez
Owner, Cosmetology Instructor

Cosmetology instructor license number: CI21500074
2105 Miami St., South Bend, IN, 46613
574-575-0501; Ginagaspar1177@yahoo.com

Emily Santos
CO- Owner, Administrator, Cosmetology Instructor
Cosmetology instructor license number: CI22500025
2105 Miami St., South Bend, IN, 46613
Emilysantos17@yahoo.com

Evelyn Santos
Manicuring/Nail technology Instructor
Manicuring/Nail technology license number: CI22400022
2105 Miami St., South Bend, IN, 46613

STATE BOARD NAME

State Board of Cosmetology Examiners Indiana Professional Licensing Agency
402 West Washington St, Room W-072
Indianapolis, IN 46204-2246
(317) 232-2980
Website: www.in.gov/pla

ACCREDITATION

National Accrediting Commission of Career Arts & Sciences (NACCAS)
Initial Candidate for Accreditation
3015 Colvin Street, Alexandria, VA 22314
703-600-7600
www.naccas.org

STUDENT SERVICES

Student services provided by the school are designed to provide support in areas related to transportation, child-care, housing, etc. and other related areas to help student's ability to complete their course/program. Student Services or designated school staff member or administration is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at the school upon the student's request.

STUDENT ADVISING & GUIDANCE

Expressions Beauty College makes reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual academic advising occurs periodically throughout the program. These advising sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the School Director (or designate).

Student advisement is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when grade or progress reports are issued. At any time, between grade or progress reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented on the appropriate forms. All students will receive on-going, informal daily advisement in the areas of attitude, attendance, behavior, image, professionalism, etc. When a student's problems or concerns are beyond staff capability, the student will be referred to the appropriate professional or agency.

PERSONAL COUNSELING SERVICES/AGENCIES

The National Women's Health Information Center, U.S. Department of Health and Human Services Office on Women's Health 1-800-994-9662

<https://www.womenshealth.gov>

The National Domestic Violence Hotline 1-800-799-SAFE (7223) or 1-800-787-3224

National Sexual Assault Hotline 1-800-656-HOPE (4673)

National Suicide Prevention Lifeline 1-800-273-8255

<https://www.suicidepreventionlifeline.com>

Reflections Counseling(574) 222-2466 Reflectionsmichiana.com

Intrigue Counseling(574) 234-3515 Intriguecounseling.com

PERSONAL INFORMATION RECORDS UPDATE/CHANGES

Address/Telephone Number Changes: Students are asked to notify the school when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A Students recorded address will be automatically updated if correspondence is returned the school by the United States Postal Service or other delivery carrier service, with an address correction.

Name Changes: All students who wish to make a name change in their academic records must submit the request in writing and include documentation verifying the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the designated school official/administrator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

RIGHTS RESERVED

Expressions Beauty College reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant.

Expressions Beauty College has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers. Students are required to replace immediately any supplies or equipment that is lost, stolen or broken.

SCHEDULE CHANGES

The school reserves the right to change the established schedules, in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

TRANSCRIPTS

A transcript is an official document on the educational work of a student which lists the student's subjects; grades received enrollment date range, and status of the student. Official transcripts are issued the school's designated official. A fee of \$3.00 will be assessed for all transcripts.

Transcript requests maybe made for the following reasons:

1. Submission to other institutions of higher education for the purpose of transfer of clocked hours
2. Certification to an employer summarizing a student's enrollment and academic progress
3. Replacing a lost official transcript of the graduate

Students/graduates must submit a request in writing to the designated school official. The student/graduate may submit a letter of request that includes the following information:

1. Student's name
2. A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph and date of birth
3. Purpose of the transcript request
4. Name and address of the recipient
5. The student's signature and the date

STUDENT POLICY

Jury Duty and Military Service: Students who are called for jury duty or military service will be granted an excused absence for the duration of their required service. Students must notify the school as soon as possible upon receiving notification and provide a copy of the summons or orders. Students will not be penalized and will be provided reasonable opportunity to make up missed work.

Students called to active military service may request a leave of absence in accordance with the school's Leave of Absence Policy.

Credit for Prior Learning or Experience: Expressions Beauty College does not award academic credit for prior learning or experience outside of the transfer of clock hours as described in the Transfer of Hours policy.

GROUND FOR TERMINATION

Students may be terminated from the school for violation of any school policies, state laws and regulations, destruction of school or student property, violation of the school substance abuse policy, theft of school or student property, threats to any employee or student of Expressions Beauty College non-adherence to the school's social media policy and all other infractions that occur where the school administration, director or owner deems is severe enough to qualify for termination and or permanent expulsion from the school. Students terminated will have to be approved by the school director/owner for re-entry eligibility. Terminated students will be assessed a \$150 administration fee.

TARDINESS

Students must report to class on time. Late arrival for any reason must be communicated and explained to the designated school official or current instructor. Excused and Unexcused is discussed below in the "Attendance" section.

ATTENDANCE

A student is considered to be absent during any unattended portion of their regular schedule. Any absence will interfere with your learning process and on time program completion. Students must inform the school of any planned absence by completing a Student Absence Notification Form prior to the date of the planned absence (EXCUSED). In cases of illness, emergency or other unforeseen absence, the student is required to call the school's administrator or their respective instructor no later than (30) minutes prior to their courses scheduled start time to notify their classroom instructor and/or the Clinic Instructor. If the student does not adhere to this contact time, the student's absence or tardy will be deemed UNEXCUSED.

- Student absent five (5) consecutive regularly scheduled course days without contact will be immediately dismissed from the school on the 6th scheduled day of non-attendance.
- Students absent ten (10) consecutive regularly scheduled course days with contact will be immediately dismissed on the 11th scheduled day of non-attendance.

Unscheduled school hours and days that may be offered are at the school's discretion for make-up work and completion of guest services. Any student falling below 67% attendance will be subject to disciplinary action and could be in jeopardy of being withdrawn.

The student withdrawal date for any student that withdraws or is dismissed from the school will be the last date of attendance. Attendance percentage is calculated by taking the total hours attended divided by the scheduled hours.

Example:

Attended hours = 250.0

Absent hours = 28.0 Scheduled hours = 278.0

Percentage = $250/278 = 89.93\%$

MAKE-UP WORK

Students are responsible for completing all missed tests, practical assignments, and academic work.

Makeup work must be requested within five (5) school days of the absence and completed within ten (10) school days unless otherwise approved by the instructor. Failure to complete required makeup work within the established timeframe may result in a failing grade for the assignment, examination, or practical activity.

CONDUCT AND PROFESSIONAL STANDARDS

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, suspended, or dismissed.
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, suspended, or dismissed.
3. When a student is guilty of negligence and/or careless acts and/or omissions in the learning process to endanger or to cause injury to another person or property, the student may be advised, suspended, or maybe automatically dismissed.
4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
 - Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the school.
 - Possession of weapons, firearms and knives and/or illegal drugs in or around the school.
 - Vandalizing, stealing or being in possession of stolen property.
 - Falsifying personal information on school documents and/or presentation of forged documents.
 -

STANDARDS OF CONDUCT FOR A DRUG-FREE CAMPUS

Our schools maintain a Drug-Free Workplace. The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (drugs and alcohol) is prohibited on campus.

In compliance with the Drug-Free Workplace Act of 1988, our campus consists of the entire college/salon facility, its parking lot, and any location used for off-site school functions such as competitions, hair shows, and graduations.

Non-compliance with the drug-free policy will result in:

1. Notification to proper law enforcement authorities.
2. Termination of enrollment or employment.

All students and employees must read and understand the following statement:

- I must notify the school Director/Owner of any criminal drug statute conviction of a violation occurring on campus no later than ten days after such conviction.

If a student is convicted of any criminal drug activities, enrollment will be terminated immediately. If convicted of a criminal drug offense resulting from a violation during any activity with the institution, the student must report the conviction in writing within five calendar days to the management.

SATISFACTORY PROGRESS

Satisfactory Academic Progress policy/evaluation (SAP) is a requirement for all students enrolled in the school. All students must maintain an academic grade percentage of 70% and average cumulative attendance of 67% to be considered making SAP and to complete the scheduled course within the maximum time frame. See full Satisfactory Academic Progress Policy for additional information.

FINANCIAL PROGRESS

Students must meet or be current with all financial obligations as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms be submitted on or before the statement due date to maintain satisfactory financial progress. Payment amounts are based upon the course in which the student enrolled.

All payments are the responsibility of the student and are payable as stated on the student's enrollment agreement. Failure to comply with an established payment arrangement may result in termination: Payment may be made in the form of cash, personal check, money order, cashier's check, MasterCard, Visa, or credit/debit card. Non-federal agency or loan programs may be accepted as well.

CLASSROOM AND CLINIC ASSIGNMENTS

Students are required to remain with their instructor in their classrooms or assigned work areas unless at scheduled lunch or break(s).

There will be a charge for ALL services and products provided to clients unless otherwise approved in advance by an authorized, designated school official or student's immediate instructor. Students cannot bring into the school any product not sold or carried by the school, nor should students advise clients to do so. Stations are assigned for each client service, for the duration of that service and may be reassigned at the discretion of school staff. All equipment and personal belongings must be stored in the students assigned locker/school location.

Sanitation is a critical part of the student's learning process. Adhering to the school and State Board health and safety standards as outlined in the rules and regulations is essential in maintaining a sanitary establishment. Students are required to maintain a clean and safe station; before, during and after performing client services or practical work. In order for cosmetology students to maintain a sanitary station they will be required to wipe down the surface of their chair and station, clean the mirror, sanitize their implements before and after every use, place soiled towels in the appropriate receptacle and sweep/ mop the area surrounding them (hair must be removed by sweeping prior to styling). Additional tasks may be required depending on the service being provided and may vary.

DRESS CODE

The school's dress code is designed to provide students with guidance on establishing and maintaining a professional image. The dress code is always enforced during the student's school hours, while on school premises, while as well as when attending school sponsored events.

Students are expected to use good taste and judgement in matters concerning dress and appearance. Neat, clean and appropriate attire creates the professional image that the school wishes to always portray, and your attire must reflect professionalism.

In an effort to have all students present a consistent and professional appearance the following policy is to be followed:

- Students are required to dress professionally.
- Student dress code must be always followed during school hours, while on school premises or at school sponsored events.
- Students who do not adhere to the school's dress code must clock out and leave the school premises or school sponsored event until they are in compliance with the student dress code.
- All hairstyling, makeup and facial hair must be professional and complete prior to arrival at school.
- Clothing must be neat and clean. Excessive wear (holes, stains, etc.), unprofessional language or images, logo-wear other than school designated wear or other unprofessional clothing is prohibited.
- No skin or undergarments may be visible between the shirt and pant or skirt. Abdomens, armpits, bottoms, shoulders, cleavage, lingerie and undergarments must be always covered.
- Hands and fingernails must be clean, and manicured students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen.
- Tattoos may be visible so long as they do not depict images of nudity, profanity, violence or are gang related.
- Name tags should be always worn. Stolen/lost name tags would be \$3 to replace. Students must go home if forgotten name tag.
- Tops/Shirts
 - Must have sleeves
 - NO sheer/see through crop tops
 - Must be clean free of stains or holes
 - No hooded sweatshirts
 - No offensive writing/ pictures
- Pants/ bottoms
 - Must be clean and free stains or holes
 - No shorts, sweatpants or other athletic type pants
 - Skirts and/or dresses must be knee length or longer
 - Demin is NOT allowed due to Indiana state requirements.
- Shoes
 - Must fully cover the foot
 - Open toe, open heel or open slides or slippers are NOT allowed.
- Other
 - Name tags must be always worn
 - Fashion hats are allowed
 - Knit hats/ winter hats, baseball type hats are NOT allowed

CHILD CARE

Students are prohibited from bringing their children to school during their scheduled course time and/or while earning clock hours. Students must make appropriate arrangements for childcare. The school is available to assist with finding childcare resources.

TIME CLOCKS AND CLOCK HOURS

Student hours are recorded on a time clock each day. It's the responsibility of students to use the time clock correctly. Failure to clock in or out may result in the loss of clock hours. To receive full credit, a student must clock IN when beginning their day and clock OUT when ending their day. Students must clock OUT when beginning their scheduled lunch break (full-time day students only) and must clock back IN when their scheduled lunch break ends. All students must be off the clock when leaving the building for any non-school related activity. Students will receive hours for supervised (licensed instructor) official school activities. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, except for approved field trips, unless prior approval is given by the designated school official.

Students must be always engaged in a learning activity while earning clock hours. Students not engaged in a learning activity or students that are on break or at lunch must be clocked out. Any student found to be not engaging in a learning activity, in the break room or outside the building while clocked in may be subject to corrective action up to and including immediate dismissal for the day from school.

Instructors and/or the school director or designee will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with their instructor or other school official as directed.

NON-SMOKING

While on school property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the school.

SOCIAL MEDIA POLICY

The use of social media can be extremely beneficial to the success of a salon, spa or independent contractor. For this reason, the rights of students to utilize social media platforms in ways that directly promote professional career development are encouraged. "Social Media" refers to all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, Twitter, Pinterest, TikTok, etc., personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content posted on the internet. The school does not permit obscenity, negative comments, personal attacks, cyber bullying, or any conduct that is not in compliant with the school's standards of conduct. All post must respect the privacy of others and photographs of students, staff, or clients should not be posted or shared without their permission. For any content that is posted on the school's social media outlet, the school reserves the right to remove content at its discretion and without notification. Please be aware that some actions on the internet are not reversible and may reflect negatively on an individual for an extended period of time. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance.

SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of Expressions Beauty College Satisfactory Academic Progress Policy is to be fair and consistent in effectively evaluating the student's measurable progress toward successfully completing their chosen program of study. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS). This policy also meets the requirements as established by the U.S. Department of Education. The Satisfactory Academic Progress Policy applies to every student enrolled in a NACCAS-Approved program. All students are provided with this policy prior to enrollment in any of the school's currently offered programs.

The training will include attendance, dependability, professional image, professional communication, organizational and practical skills as well as conduct and technical service-related skill evaluations.

The Satisfactory Academic Progress Policy is applied consistently to all students enrolled in our programs and scheduled for full-time and our part-time students.

Student training is measured and communicated by:

- Attendance (Quantitative) and
- Academic Grades (Qualitative)

A. Satisfactory Academic Progress (SAP) policy/evaluation is a requirement for all students enrolled.

All students must maintain an cumulative academic grade percentage of 70% and average cumulative attendance of 67% at the designated evaluation periods throughout the course or their respective program of study to be considered making SAP and to complete the scheduled course within the maximum time frame.

The School's academic year is defined in 900 clock hours over at least 26 academic weeks of instruction.

EVALUATION PERIODS

Program	Program Clock hours	Program Hours p/week FT/PT	Program Length in weeks FT/PT	Evaluation Periods Clock Hours AND Weeks
Cosmetology and Cosmetology Spanish	1500	35/20	43/75	450/900/1200 17.3/34.6/46.2 (wks)
Manicuring/Nail Technology	450	35/20	12/22.5	225 8.7 (wks)

Manicuring/Nail Technology Spanish				
Instructor	1000	35/20	29/50	450/900 17.3/34,6 (wks)

B. The maximum time a student has to complete is 150% of the course length. The maximum time from excersized by the school is 150% based on 67% attendance. All minimum course lengths are determined State Board of Cosmetology Examiners Indiana Professional Licensing Agency or National Accrediting Commission of Career Arts And Sciences [NACCAS]. Enrollment will be terminated for students who do not complete the course within the maximum time frame. They may re-enroll at the school later by paying cash. At no time can a student exceed 150% of the program length regardless of payment method.

MAXIMUM TIME FRAME

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

PROGRAM & PROGRAM LENGTH	STATUS	HOURS P/WEEK FT/PT	PROGRAM HOURS	MTF WEEKS FT/PT	MTF HOURS
Cosmetology & Cosmetology Spanish (43/75 weeks)	FT/PT	35/20	1500	64.5/112.5	2250
Manicuring/Nail Technology and Manicuring/Nail Technology Spanish (13/22.5 weeks)	FT/PT	35/20	450	19.5/33.75	675
Instructor (29.0/50. weeks)	FT/PT	35/20	1000	43.5/75	1500

The maximum time frame allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67 % of the scheduled hours. Expressions Beauty College evaluation periods are based on actual hours completed.

Students who exceed the maximum time frame shall be terminated from the program. Should the student meet re-enrollment criteria will be re-entered in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the school's admissions policy.

Establishes evaluation periods (which may coincide with payment periods established with the US Department of Education for purposes of Title IV funding, if applicable) in accordance with the following:

- 1) For courses or program with a total length that is one academic year or less, the course or program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the course or program; and
- 2) For courses or programs with a total length that exceeds one academic year, each full academic year, is divided into two equal evaluation periods in accordance with subsection (a) above and the remainder of the course or program is either:
- 3) Treated as a single evaluation period if the remainder is less than or equal to half of an academic year, or
- 4) Divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the course or program.

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

C. Students will be sent or provided a Satisfactory Academic Progress policy/evaluation upon reaching each evaluation period. (The school may elect to omit evaluations at the conclusion of the last evaluation period within a course or program. SAP will be evaluated at the conclusion of each evaluation period and completed within seven (7) school business days of the scheduled evaluation. Students who are found not meeting SAP requirements must sign their evaluation in a timely manner. A copy of each SAP evaluation will be kept in the student's file and additional copies of a student's SAP evaluation is available to each student upon request.

D. A student's academic grade percentage is determined by:

- Theory exams.
- Practical exams
- Practice/technical activities

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90% to 100%
B	Very Good	80% to 89%
C	Passing	70% to 79%
D	Unsatisfactory	60% to 69%
F	Failing	Less than 60%

Students meeting the minimum requirements for academics 70% and attendance 67% at the evaluation are making SAP until the next scheduled evaluation. Students deemed not maintaining SAP may have their Title IV funding interrupted (if applicable), unless the student is on warning.

E. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of their respective program and ending the last day of the completed period (phase).

Student's actual hours attended + scheduled hours = cumulative % of attendance.

F. A student will be placed on warning but considered to be making SAP during the warning period, if the student's attendance falls below 67% or their academics fall below 70%. The student will be advised in writing on the actions required to meet SAP requirements by the next evaluation. If at the end of the warning period, the student has still not met the attendance and academic requirements, he/she will be dismissed from the program.

In the event the student withdraws, or other official interruptions, the student, upon returning to school, maintains the status as of the time of departure. If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by at least the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

G. Withdrawals and Incompletes have no effect upon the school's qualitative SAP standard. All hours attempted within a progress evaluation period are used in assessing, if the student meets quantitative SAP standard, Expressions Beauty College does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.

H. With regard to SAP, a student's transfer hours accepted by the school will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the school.

I. Probation: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and not considered meeting minimum standards for satisfactory academic progress if:

- The institution evaluates the student's progress and determines that the student did NOT make satisfactory academic progress during the warning or previous evaluation period; and
- The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

J. Appeal Process: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 30 calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a

written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with the supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and be reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

- Students who do not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on or has prevailed upon appeal of the determination that has resulted in the status of probation.

K. **Non-Credit, Remedial Courses, Repetitions:** Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

L. **Re-establishing eligibility:** Students who withdraw prior to completion of the course and wish to re-enroll will return in the same SAP status as at the time of withdrawal. The student whose financial aid has been terminated for unsatisfactory - falling progress will not be paid any additional financial aid until they have completed the hours previously paid for with a 70 % academic grade percentage and will be able to complete the program within the maximum time frame.

Students NOT meeting satisfactory academic progress (SAP) will receive a hard copy of their SAP determination at the time of each evaluation.

ADDITIONAL SCHOOL POLICIES:

ACADEMIC DISHONESTY/CHEATING

Academic dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of academic dishonesty will be disciplined appropriately.

RELEASE

The student and/or legal guardian grant Expressions Beauty College the irrevocable permission to use his or her voice, image, or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the student's participation in school including for the commercial purposes of the school.

EQUIPMENT & PERSONAL BELONGINGS

Each student is responsible for their own equipment, books and personal belongings and is provided a locker or other designated space for storage of these items, purses, coats, bags, backpacks, and other personal belongings must be kept in the locker or designated secured location. The school is not responsible for lost or stolen items, and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense.

Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, if permitted, it is the student's responsibility to bring

them back to school. Students who do not come to school with their equipment will not be allowed to attend until they bring their equipment.

STUDENT CONCERNS/COMPLAINTS & GRIEVANCE POLICY

(Students are provided with this information as part of pre-enrollment prior to enrollment and during orientation via this catalog.)

Students are always encouraged to communicate their concerns to members of the faculty and administration. Suggestions, concerns, or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect.

1. Schedule an appointment to discuss the matter informally with your instructor. If at this contact the matter is not resolved, the student should:

a. Make an appointment to discuss the matter informally with the School Director or

designee. If not resolved at this level, the student may:

- Request and complete a Student Complaint Form and submit it to the designated school official. The designated school official will verify that the student has tried to resolve the concern informally and will schedule a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the student's concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Complaint Form and communicated to the student. If not resolved:
- The official school designee shall forward the Student Complaint Form to the School Owner or other official designee at this level for review. The ruling at this level will be documented on the Student Complaint Form and communicated to the student. The decision at this level is the final decision. If then the matter is not resolved to the student's satisfaction:
- Student may submit to the program State Board and/or NACCAS only after the student has exhausted the institution's internal complaint process.
-

PAYMENT AGREEMENT

All student payments are the responsibility of the student and are payable as stated on the student's enrollment agreement. Student's may be required to make monthly payments while attending school. Payment amounts are based upon the course in which the student is enrolled. Any changed in financial situations which may affect a student's ability to make scheduled payments must be discussed with the designated school official that manages financial aid/payments.

BILLING

Tuition payments are due based on the schedule established through the financial planning process. Payment may be made in the form of cash, personal check, money order, cashier's check, MasterCard, Visa, or credit/debit card. Non-federal agency or loan programs may be accepted as well.

SCHOLARSHIP & FEE WAIVERS

Expressions Beauty College does not offer scholarships or fee waivers.

CANCELLATION, WITHDRAWAL AND SETTLEMENT POLICY

Expressions Beauty College administers its Cancellation, Withdrawal, and Settlement Policy in compliance with the NACCAS Withdrawal and Settlement Policy and Checklist, applicable Indiana laws and regulations, and all other applicable requirements. Any refund due to a student shall be calculated and paid in accordance with these requirements.

NACCAS WITHDRAWAL AND REFUND SETTLEMENT POLICY – NOTICE OF CANCELLATION

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. ***This refund policy/notice of cancellation complies with the mandated policy.***

Any monies due to the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal and that **both refund calculations and refunds are made timely**. Official cancellation or withdrawal shall occur on the earlier of the dates that: An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid. ***All refund calculations are based on scheduled hours.***

The following fees are **NOT** included in tuition and therefore would not be included as part of any refund calculation. Those fees are: transcript fees, late fees and the cost of any extra instructional charges. Also, non-refundable fees would be those charged for registration (if, applicable), kit, books, uniforms and other supplies issued and opened in any manner.

OFFICIAL CANCELLATION OR WITHDRAWAL SHALL OCCUR ON THE EARLIER OF THE DATES THAT:

- An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee (if, applicable).
- A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a non-refundable application fee (if, applicable).
- A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case, the student is entitled to a refund of all monies paid to the school less an application fee of \$100.
- A student notifies the institution of his/her withdrawal.
- A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the school.
- In type 8, 9, 10 or 11, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

THE POLICY REQUIRES THAT:

- Unofficial withdrawals or clock hour students are determined by the school through monitoring clock hour attendance of students at least every (30) calendar days.
- For a School that is required to take attendance, the required date of the refund is determined by counting from the date the withdrawal was determined. As a clock hour school, the refund is calculated based on the student's last date of attendance.
- Unofficial withdrawals for non-clock hour student are determined by the school through monitoring of student's completion of class participation in learning activities such as class assignments, examinations tutorials, computer-assisted instruction, participation in academic advisement, or other academically related activities.
- Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.
- When situations of mitigating circumstances are in evidence, the school will adopt a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule.
- All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.
- A non-refundable application fee of \$100.00 is charged.
- A termination fee of \$150.00 is charged.

MINIMUM TUITION ADJUSTMENT SCHEDULE

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

**PERCENT OF SCHEDULED TIME
ENROLLED TO TOTAL COURSE/PROGRAM**

0.01% to 4.9%
5.0% to 9.9%
10% to 14.9%
15% to 24.9%
25% to 49.9%
50% and over

**TOTAL TUITION SCHOOL
SHALL RECEIVE/RETAIN**

20%
30%
40%
45%
70%
100%

COURSE and/or PROGRAM CANCELLATION POLICY:

23. If a course or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall provide a full refund of the monies paid within 45 days of notice of course and/or program cancellation.

24. If a school cancels a course and/or program ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- a. Provide a pro rata refund within in 45 days of notice to the student; or
- b. Resume teaching the course and/or program within 30 days of notice to the student; or
- c. Participate in a Teach-Out Agreement; or
- d. Provide a full refund of all monies paid, less the non-refundable application fee.

25. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students.

The school has at its option:

- a. Provide a pro rata refund; or
- b. Participate in a Teach-Out Agreement.

***The school is NOT currently eligible to participate in federal Title IV Financial Aid Programs**

STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY (FERPA)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Expressions Beauty College has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law and explains certain procedures for the school's full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to be the designated school official. Students or guardian of a dependent minor student should complete the Request to Review Records/Release of Student Information each time the student or guardian needs to access personal student information, which is available in the designated school official's office, identifying as precisely as possible the records they wish to inspect. The designated school official will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records, that relate to him/her.

The school reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case the school will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
3. Those records which are excluded from the FERPA definition of education records.

The school also reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation the school, or if there is an unresolved disciplinary or academic dishonesty action against the student.

The school will disclose to third parties' information from a student's education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy right may request in writing that the records be amended.

A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached, and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a school official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance, of the date, place, and the designated school official will decide in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the designated school official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the school official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education and/or stating the reasons for disagreeing with the decision. This statement will be maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

The school's policy statement implanting FERPA is maintained by and available for review in the designated school official's office. Students or guardian of a dependent minor student should address questions, concerns, or problems to the designated official. Students or guardian of a dependent minor student may file complaints regarding alleged failure of to comply with FERPA with The Family Policy Compliance Office, Us Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920. (800) 872-5327.

LEAVE OF ABSENCE POLICY

A leave of absence will extend the student's enrollment agreement contract period and maximum timeframe by an equivalent number of calendar days taken during the leave. An addendum to the enrollment agreement extending the contract period will be issued and must be signed by both the student and the institution prior to the commencement of the leave, or as soon as practicable in cases of unforeseen circumstances. The guidelines below ensure compliance with NACCAS and Title IV Federal Financial Aid regulations.

Requesting a Leave of Absence:

1. **Submission:** The student must submit a written and signed request for an LOA to the Campus Director or Corporate Office. The request must include the reason for the LOA, the start date, and the expected return date.

This form is found in the prestige student portal.

- a. Submission must be signed by student in order for the request to be considered.
- b. A leave of absence extends the student's contract period and maximum time frame by the same number of calendar days taken in the LOA and an addendum to the contract will be sent to the student for signature.
- c. A request for a leave of absence will adjust the enrollment agreement and must be signed by all parties.
- d. A student on an LOA is not considered to have withdrawn, and no refund calculation is required at that time.

2. **Documentation:** Supporting documentation (e.g. medical certificates, death certificates, other documents supporting the need for an LOA) must accompany the LOA request.

3. **Approval:** The LOA must be approved by the Campus Director and/or Corporate Office before it can be granted.

The approval will be documented and placed in the student's file.

- a. Campus Directors are able to approve/not approve an LOA requested for medical or emergency reasons.
- b. Any other reason that an LOA is requested must be approved by the corporate office.
- c. LOA's are not granted for students past their contracted period of 1500 scheduled hours for Cosmetology, or 600 hours for Cosmetology Instructor, unless special circumstances are deemed necessary by the corporate office.
- d. The college will document reasons for approval or denial of an LOA request, along with the students request, and/or any documentation submitted in the student record.
- e. In the event of unforeseen circumstances, the college reserves the right to grant an LOA that was not requested prior to the LOA.

- The college will document the reason, have the student digitally submit the form at a later date.
- Under these circumstances the start date for the LOA will be the first date the student was unable to attend.

Conditions of the Leave of Absence:

1. **Duration:** The LOA cannot exceed 60 calendar days for students enrolled for the full 1500 hours for cosmetology program, or the full 450 hours for manicuring/nail technology program and the 1000 instructor program.
 - a. Students who transfer or re-enroll into our institution for 1,000 contracted hours or more in cosmetology, 800(Indiana) contracted hours or more for cosmetology instructor, may receive up to 60 days. Students who transfer or re-enroll with 999 contracted hours or less for cosmetology, 799(Indiana) contracted hours or less for cosmetology instructor may receive up to 30 days,
 - b. Students may only request not less than 14 calendar days, and not more than 30 calendar days in 1 LOA
 - c. Students may request an extension if more time is needed.
 - d. The college reserves the right to adjust this policy under extreme or unusual circumstances.
 - e. A student may not be granted any LOA or combination of LOA time within a 12-month period that exceeds 180 calendar days.
2. **Multiple LOA's:** Multiple LOA's may be granted, as long as the total days of all LOA's do not exceed the allowed amount for the enrollment period.
3. **Return Date:** The student must specify a return date on the LOA request. If the student does not return on the specified date, they will be terminated from the program.
4. **Impact on SAP:** The student's SAP status will not be affected by the LOA, as the LOA period is not counted in the calculation of the maximum time frame for program completion.
5. **Additional Charges:** there are no additional charges to request or take an LOA.

Responsibilities During the Leave of Absence:

1. **Personal Belongings:** The student must empty their locker and remove all personal belongings. The school assumes no responsibility for belongings left behind.
2. **Communication:** The student must maintain regular communication with the Campus Director or Corporate Office during the LOA.

Returning from the Leave of Absence:

1. **Notification:** The student must notify the Campus Director or Corporate Office of their intent to return from the LOA before the specified return date.
2. **Reinstatement:** Upon return, the student will be reinstated to the same status held before the LOA. The student's contract end date will be extended by the number of days of the LOA.

3. Impact on SAP: The student's SAP status will be reviewed upon return. If the student was meeting SAP before the LOA, they will continue to do so upon return. If the student was not meeting SAP, they will return with the same SAP status.

Failure to Return from the Leave of Absence:

Withdrawal: If the student fails to return from the LOA on the specified return date or takes an unapproved LOA they will be terminated from the program.

STUDENT OUTCOMES

The following statistics represent institutional outcomes for graduation, licensure and placement rates for 2024.

Graduation Rates: 100% Placement Rates: 100% Licensure Rates: 100%

SCHOOL DELAYS AND CANCELLATIONS will be sent out in email.

ADMINISTRATORS AND STAFF

ADDITIONAL SCHOOL DISCLOSURES & STATE LICENSURE REQUIREMENTS

Cosmetology/ Cosmetology Spanish student:

- Is not less than 18 years of age.
- Has had an education equivalent to the completion of the tenth grade.
- Has completed at least a 1500-hour course in a licensed school of cosmetology.

Cosmetology Instructor:

- Is not less than 18 years of age.
- Has a high school diploma or equivalent.
- Has actively practiced cosmetology for at least 6 months in a Cosmetology Salon and subsequently successfully completed at least 6 months of instruction in Theory and Practice of Cosmetology Instructor Training.

Manicuring/Nail Technology

- Must be 17 years old or older, with adult consent.
- Has had an education equivalent to the completion of the eighth grade.
- Has completed at least a 450-hour course in a licensed school of cosmetology.

Each program offered by Expressions Beauty College meets all applicable requirements for licensure in the State of Indiana as established by the Indiana Professional Licensing Agency (IPLA) for the respective credential. Website: www.in.gov/pla