School Catalog

Policy and Procedures Manual

26/27 Academic Year

Oxford Academy of Hair Design

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www.oxfordhairacademy.com

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Mission Statement…

Our Mission at Oxford Academy of Hair Design is to inspire, educate and fully prepare students for a successful career in Hairdressing & Cosmetology, Skin Care & Esthetics, Eyelash Technician, Combination Esthetics & Eyelash Technician, and Makeup Artistry. We provide quality education in the theory, practical, and clinical skills necessary for licensure and success, including business skills, customer service, retailing and communications.

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Welcome

We would like to welcome you to our Academy and Congratulate you on your decision to pursue a career in the Beauty Industry. We are confident that you have made an excellent choice in selecting OXFORD ACADEMY OF HAIR DESIGN as your first step in a successful and exciting career.

About Us

The Academy is privately owned and administrated by David and Kellie Steeves. The academy is approved by the STATE OF CONNECTICUT HEALTH DEPARTMENT, 410 Capitol Ave, Hartford, CT 06134 (860) 509-7603.

The Academy is Nationally accredited by the National Accrediting Commission of Career Arts & Sciences, Inc (NACCAS)
3015 Colvin Street, Alexandria, VA 22314. (703) 600-7600
The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy.

The Academy is approved by U.S. Department of Education for Federal Aid.

Oxford Academy of Hair Design has been approved by the Connecticut State Approving Agency to train eligible veterans and their dependents for the Hairdressing/Cosmetology Program, Esthetics Program. Please contact the VA hotline with any questions at 1(888) 442-4551.

Oxford Academy of Hair Design is authorized to operate in the State of Connecticut by the Executive Director of the Office of Higher Education located at 450 Columbus Blvd, Suite 707, Hartford, CT 06103 and contact number is 860-947-1816.

We are a progressive Cosmetology, Esthetics, Eyelash Technician, & Makeup School focusing on today's trends with timeless basics. Our high standards in education include guest educators from Matrix, Redken, Dermalogica, Brazilian Blowout, Goldwell and many more. Our practical instruction equips you with hands-on experience needed to be a successful stylist in this industry.

Our Facility

Our Beautiful Academy is located in a 150 year old Victorian Mansion and features 7000 square feet of learning space.

- The Salon clinic is setup as a full-service salon with over 25 stations. There are 3 Practical rooms and 8 shampoo stations including stand behind hair wash sinks.
- The Spa Clinic is setup as a realistic spa with 6 heated spa beds, private services room, backbar, waiting area, retail area, bathroom and lockers.
- We have a computerized reception front desk utilizing Square Software and Biometric time clocks.
- The Esthetics classrooms consist of mobile desks, makeup areas, facial beds, waxing areas, backbar.
- We offer comfortable classrooms for theory education.
- There are several Smart TV's located throughout the facility for video education.
- We utilize Milady's Digital Platform "CIMA" for the most up-to-date learning, Power point that coincide with the theory education. - Incorporated into our curriculum are professional videos & how-to's to assist and prepare you for the beauty industry.
- The Studio features a stage, studio lighting, chairs, outlets, tripods, flat screen, Makeup areas and a library of learning materials. The studio features Guest Artists and Speakers who come and present on stage to our students as well as, Hands-on workshops.
- There are four Administrative Offices in the building.
- We have a student lounge with microwaves and a full-size refrigerator and lockers. We also have the café/party room for graduation celebrations, birthday parties and to enjoy your lunch.
- Our outdoor campus features a large patio complete with picnic tables and lounge chairs. There are bathrooms located on each floor all with the most modern fixtures.
- We have a large Parking lot for students to park their vehicles.

Our Administrative Staff and Faculty

David & Kellie Steeves	Owner/Financial Aid Director
Brittany Cole	Admissions Representative
Carolyn Aguirre- Santiago	Admissions/Marketing
Christina Raimondi	School Operations Manager
Elena Tessitore	Student Advisor

Diane Cortello	Cosmetology Instructor
Nikole Cronin	Cosmetology Instructor
Rebecca Piwnica	Cosmetology Instructor
Cassandra Didolce	Cosmetology Instructor
Karriann Nemec	Cosmetology Instructor
Carrie King	Cosmetology/Hybrid Instructor
Riley Duque	Esthetics Instructor
Mary Coppa	Esthetics Instructor
Alexis Gonzalez	Esthetics Instructor
Wendy Vazquez	Esthetics Instructor
Ash Velez	Esthetics Instructor

Instructors must have a minimum of 2 year's experience in the field they are teaching and complete 12 hours additional training per year.

Student Kit

Students have an option to purchase the required student kit from Oxford Academy of Hair Design or they may purchase comparable student kit items from an outside source. Student must purchase and have all items by the first day of class. We have provided the items included in the student kit, with a link for purchasing and pricing to the student at time of enrollment. Students must choose an option to purchase from the school or from an outside source and determine how they will pay for the kit, Students may pay cash, credit card, check or financial aid for their student kit. CIMA access for eBook and textbooks. We cannot combine purchasing some kit items from the academy and some kit items elsewhere. Your student kit will be equipped with all the necessary equipment and supplies you will need for your training. Students must always have their full kit with them at all times. **The school is not responsible for lost, stolen or damaged supplies, equipment or tools in your kit or personal belongings.** You must replace missing items within 7 days. Please mark your name on all items. All Students must keep their makeup kits in their locker for makeup classes, practice or client use. If you do not have your student kit when asked to perform a practical or service a client, you will be sent home for the day. Items left in the sanitizer and not claimed by the end of the day will be put in the lost and found. Items left for more than 10 days will be discarded.
All blow dryers, curling irons, flat irons, manikins, Dermalogica bags etc, must be locked in your cart or locker each day before you leave. If a student leaves a curling/flat iron, hot towel warmer/steamer plugged in or ON and leaves for the day they may face serious disciplinary action. It is

important that we represent ourselves, the school and our student kit in a Professional manner at all times, therefore, **a student is not allowed to write on or decorate their cart.**

Course of Study – Hairdressing/Cosmetology

On-Campus and Hybrid:
Hybrid: 200 Online hours theory hours + 1300 Practical On-Campus
On-Campus: 200 On-Campus theory hours+1300 On-Campus Practical hours

Content Area	Minimum Classroom Hours	Minimum Clinical/Practical Hours
Sanitation and Hygiene	15	20
Anatomy and Physiology	13	0
Anatomy and Physiology Textured hair	2	0
Chemical Procedures	25	150
Chemical Procedures Textured Hair	5	50
Hair Care and Treatment	15	150
Hair Care and Treatment Textured Hair	5	50
Skin Care, Facials, Make-up & Manicuring	30	120
Hair Shaping, Styling & Shaving	70	550
Haircutting, Styling & Shaving Textured Hair	5	200
Business and Professional Relations	10	10
State Laws for Hairdressers and EEOC Guidelines	5	0
Total - 1500 HOURS	200	1,300

Hairdressing/Cosmetology Program On-Campus and Hybrid:

(1,500 Clock Hours) **Course description:**

The cosmetology course of study consists of 1500 clock hours covering all phases of cosmetology, skin care, manicuring and pedicure mandated by the State of Connecticut Health Department. The Institution utilizes the Milady's Standard Textbook of Cosmetology utilized as the eBook through Milady CIMA Platform as its main reference and instructional guide. The course is designed to prepare the student to pass the Connecticut State Board of Barbering and Hairdressing/Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Hairdressing/Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of Connecticut. Graduates, once they obtain their license, will be able to obtain employment in a Beauty Salon, or related field.

Course Format:

The curriculum for students enrolled in a cosmetology course shall consist of 1,500

clock hours of technical instruction and practical operations as mandated by the State of Ct Health Department. Technical Instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Educational Goals and Performance Objective:

1. Acquire knowledge of laws and rules regulating the established Connecticut's cosmetology practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.

Skills to Be Developed

1. Learn proper use of implements relative to all cosmetology services.
2. Acquire the knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all cosmetology services.
4. Will learn the application of daytime and evening make-up.
5. Will learn the proper procedure of manicuring and pedicuring.
6. Will learn the application of artificial nails and gels.

Attitudes and Appreciations to be developed

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

For the purpose of this section, Practical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; Supervised practice shall mean the actual performance by the student of a complete service on another person or on a mannequin.

The curriculum & instructional method for students enrolled in either the In-school or Hybrid Esthetics program shall consist of 1500 clock hours of theory, Technical Instruction and Practical operations. Technical Instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Theory is the classroom coursework, including: assignments, homework, reviewing and written exams. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

In-school Classes will have all THEORY Instruction in the classroom located at the school. Students will utilize laptops or other provided devices to access the Milady CIMA program. Students will be taught with a live classroom teacher. All assignments, tests and exams will be done utilizing the CIMA program. Students will clock in at the school to receive clock hours for theory class. (All 1500 hours are completed In-School)

Hybrid Classes will have all THEORY Instruction online. The online distance learning portion will consist of utilizing Milady CIMA digital learning program. All learning materials, resources, content, activities, and exams are

contained in the CIMA program. Students can access all activities, textbook, exams, and grades through this program. All student hours spent online are calculated by this CIMA program. Students must meet with their Instructor(s) on Zoom for class. Students must have a provided device or similar with a camera for access to this program. Students must have cameras on during all Online Instruction to receive credit/hours. Students must be on time to zoom check-in to attend class. Instructor is available for students at all times by zoom, email or chat. The Hybrid program consists of Online theory classes at scheduled times and the remaining practical and technical instruction will be IN-SCHOOL.(200 Theory hours online – 1300 Practical/technical Instruction In-School)
Resources Available to all Classes: Milady CIMA Program, Milady Cosmetology Textbook, Study guides, Access to Online education and Certifications, Links to other educational content, Books and Trade magazines. ***The Course is taught in the English Language.***

Course of Study – Esthetics

On-Campus and Hybrid

Hybrid: 205 Online hours theory hours + 395 Practical/Clinical On-Campus
On-Campus:205 On-Campus theory hours+395 On-Campus Practical hours

Residential and Hybrid	Theory Hours	Practical Hours	**Total Hours**
Health, Safety, Hazards, HIV & AIDS	40	0	40
Disinfectants, Sanitation & Sterilization	15	20	35
Bacteria, Anatomy & Physiology	15	0	25
Esthetician Chemistry	15	0	15
Electricity & Using Machines	15	30	50
Manual Facials	15	65	80
Electrical Facials	15	65	80
Chemical Facials, Masks & Packs	15	65	80
Body Wrapping	10	25	30
Massage Techniques	5	20	25
Eyebrow Arching, Shaping, Tweezing & Waxing	5	25	30
Hair Removal - Wax & Depilatories	10	35	40
Make-up Application	10	30	35
Additional Training, Business & Professional Skills	20	15	20
Total Hours	205	395	**600**

Esthetics On-Campus & Hybrid:

(600 Clock Hours)
Skin Care specialists are referred to as Estheticians. These are the professionals that are entrusted with treating the largest organ of the human body, the skin. Youthful, glowing and radiant skin is in high demand! With Esthetics training from our Esthetics program, students will help clients achieve their desired results.
Our Esthetics program will provide students with the confidence and knowledge they need to properly analyze the skin and administer treatments that will help achieve the desired results. The Esthetics course is focused on Beauty, health and wellness. As an esthetician, your clients will seek your expertise and advice to correct past damage and to prevent future problems. Students will work with the best product lines including Dermalogica.

Students will receive a Diploma once they have met the 600 hour graduation requirements. At this time there is not a State Exam requirement for Esthetics Licensure in the state of Connecticut; however, students are prepared for a state exam in the event the requirements should change. Graduates will be eligible for employment as an Esthetician with the State license.

Objective: Students will receive practical, hands-on instruction covering all aspects of skin care and esthetics, including skin analysis, cleansing, depilating, customized facials, facial & Body massage techniques, Body wrapping & Sea Treatments, hair removal, exfoliation, facial steamers and machines, makeup artistry, nail care, nutrition and the understanding of product ingredients. Students will also learn skin anatomy, physiology and health. Included in the course is the business skills and career planning techniques that will prepare students for a successful career.
The curriculum & instructional method for students enrolled in either the In-school or Hybrid Esthetics program shall consist of 600 clock hours of theory, Technical Instruction and Practical operations.

Technical Instruction means instruction given by demonstration, lecture, classroom participation, or examination.
Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.
Theory is the classroom coursework, including: assignments, homework, reviewing and written exams. Practical operation shall

mean actual performance by the student of a complete service on another person or mannequin.

In-school Classes will have all THEORY Instruction in the classroom located at the school. Students will utilize laptops or other provided devices to access the CIMA program. Students will be taught with a live classroom teacher. All assignments, tests and exams will be done utilizing the CIMA program. Students will clock in at the school to receive clock hours for theory class. (All 600 hours are completed In-School)

Hybrid Classes will have all THEORY Instruction online. The online distance learning portion will consist of utilizing Milady CIMA digital learning program. All learning materials, resources, content, activities, and exams are contained in the CIMA program. Students can access all activities, textbook, exams, and grades through this program. All student hours spent online are calculated by this CIMA program. Students must meet with their Instructor(s) on Zoom for class. Students must have a provided device or similar with a camera for access to this program. Students must have cameras on during all Online Instruction to receive credit/hours. Students must be on time to zoom check-in to attend class. Instructor is available for students at all times by zoom, email or chat. The Hybrid program consists of Online theory classes at scheduled times and the remaining practical and technical instruction will be IN-SCHOOL.
(205 Theory hours online – 395 Practical/technical Instruction In-School)

Resources Available to all Classes: Milady CIMA Program, Milady Esthetics Textbook, Study guides, Access to Dermalogica education and Certification, Links to other educational content, Books and Trade magazines.
The Courses are taught in the English Language.

Job Opportunities: There is a variety of career opportunities available including employment at resort hotels; spas; salons; cruise ships, medi-spas; and even doctors' offices in the plastic surgery, chiropractic or dermatological fields.

Course of Study

Eyelash Technician Program (Hybrid)

Hybrid Only
18 Online Theory hours + 32 Practice hours On-Campus

On-Campus and Online (theory)	Theory Hours	Practical Hours	**Total Hours**
Eyelash Extension History & Careers	1	0	1
Eye & Eyelash Anatomy & Physiology	2	0	2
Disorders, Diseases & Allergies of the Eye Area	2	0	2
Sanitation & Infection Prevention & Control	2	1	3
Tools, Products, Ingredients,Care & Maintenance	2	3	5
Eyelash Extension Application	3	13	16
Eyelash Extension Removal	1	3	4
Eyelash and Eyebrow Chemical Services	2	12	14
Building and Eyelash Business	2	0	2
State laws and regulations	1	0	1
Total Hours	18	32	**50**

Eyelash Technician Program (Hybrid):

(50 clock hours) Course Description: This Program is taught in English. The Eyelash Technician Program (Hybrid) course of study consists of 50 clock hours of Instruction. All 18 theory clock hours will be completed ONLINE utilizing Zoom and Borboleta Online Campus portal. The remaining 32 hours will be completed On-Campus for practical hands-on training. Models will be required as part of this program. Eyelash extensions are one of the most lucrative services you can offer in the beauty industry, with low overhead and high-ticketed bookings. Being able to apply, refill, and remove lash extensions correctly, efficiently, and safely are the skills needed to succeed in a market where both demand and client expectations are high. It is important to keep in mind that this is not a one-size-fits-all service.
Just as everyone's eyelashes, eyes, and face are unique, so too should every client's eyelash extension application service be customized to fit their needs. Eyelash technicians must also teach the client how to care for their extensions—eyelash extensions can be enjoyed year-round by following simple maintenance and care instructions along with retouch applications. Eyelash technicians will study and have a thorough understanding of eyelash extension application and similar services. Students will learn and be certified in Classic &Volume Eyelash Extensions, Eyelash Lifts & Brow Lamination.

Objectives and skills to be developed:
1. Explain why knowledge of eyelash extension application is essential to eyelash extension technicians.
2. Demonstrate a thorough client consultation for eyelash extensions.

3. Summarize how to choose the appropriate length and thickness of extension to best suit your client.
4. Describe the purpose of a lash map.
5. Recognize the conditions that contraindicate eyelash services.
6. Discuss how to prepare the client for lash application.
7. Make custom eyelash fans.
8. Perform a classic eyelash application.
9. Perform a volume eyelash application.
10. Perform an eyelash refill & removal procedure.
12. Describe aftercare instructions for eyelash extension clients.
13. Identify solutions to common eyelash extension problems.
14. Perform Eyelash lift application
15. Perform Eyebrow lamination.

Combination Hybrid Esthetics & Hybrid Eyelash Technician Program:

(650 Clock hours – 600 Esthetics hours + 50 Eyelash Technician hours)
Course Description & Objectives:
This Combination Hybrid Esthetics & Hybrid Eyelash Technician Program will allow for more education to be available to students entering the beauty industry and allow for more opportunities for personal and financial growth. Many Esthetics students are interested in obtaining licenses both as eyelash technicians and as Estheticians and vice versa. This comprehensive program structure ensures that students receive a balanced education, combining both theoretical foundations and hands-on experience. By integrating Esthetics and Eyelash Technician training, participants gain a multifaceted skill set that prepares them for diverse opportunities in the field of beauty and wellness.
Students enrolled in this innovative program benefit from a collaborative learning environment, where expert instructors guide them through both classroom theory and interactive, real-world practice. The curriculum is thoughtfully designed to meet the evolving demands of the beauty industry, emphasizing adaptability and professionalism. Graduates of the program are prepared not only to pursue licensure as both Estheticians and Eyelash Technicians but also to cultivate meaningful client relationships and build lasting careers. Through exposure to advanced skincare technologies and lash enhancement techniques, students are empowered to deliver exceptional results and to stand out in a competitive market.
Students will receive a Diploma once they have met the 650 hour graduation requirements. At this time there is not a State Exam requirement for Esthetics or Eyelash Technician Licensure in the state of Connecticut; however, students are prepared for a state exam in the event the requirements should change. Graduates will be eligible for employment as an Esthetician and/or Eyelash Technician with the State combination license. Students will apply for the Combination licensure through the state of Connecticut.
The curriculum & instructional method for students enrolled in the Combination Esthetics & Eyelash Technician Hybrid program shall consist of 650 clock hours of theory, Technical Instruction and Practical operations.
The program descriptions, outlines, hours completed, schedules and costs remain the same as completing the programs separately.
Students will complete the Esthetics portion first with either the Full time On-campus schedule or the Part time Hybrid schedule. Once the Esthetics program is completed the student will begin the eyelash tech program based on their schedule.

Makeup Artistry Program (hybrid & OnCampus)

Course Description & Objectives

The Make-up artistry program is a 50-hour non-accredited course. The course runs for 4.5 consecutive weeks. Classes are scheduled Tuesdays, Wednesdays and Thursdays from 5pm to 9pm. The course consists of Basic and Advanced education in Makeup artistry. The course focuses on bridal make-up, Color theory and correction, contouring, lashes, air brush make-up, and eyebrow arching. The program includes a professional make-up kit filled with equipment, tools, Professional M.A.C. Makeup and all the supplies needed to complete the course and to succeed as a Makeup artist. The program includes information on how to make a personal make-up portfolio and online business cards. Students participate in a photo shoot at the academy and receive a disk of the photos to build their makeup portfolio. After completion of the program Students receive a diploma in Makeup Artistry. This diploma allows students to become employed as a Makeup Artist.

Objective: Students will receive practical, hands-on instruction covering aspects of Makeup Artistry. Including application of makeup and tools, face structure, Skin analysis, Skin Pigment, and understanding product ingredients. The curriculum & instructional method for students enrolled in the Makeup Artistry Program shall consist of 50 clock hours of theory, Technical Instruction and Practical operations. Technical Instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Theory is the classroom coursework, including: assignments, homework, reviewing and written exams. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

On-Campus Classes will have all THEORY Instruction in the classroom located at the school.

Students will be taught with a live classroom teacher & provided with a textbook. All assignments, tests and exams will be done in school. Students will clock in at the school to receive clock hours for theory class and Practical Instruction.

Hybrid Classes will have theory (25 hours) online and practical instruction On-campus (25 hours). Students will be provided with Access to Zoom and an eBook for Makeup Artistry. The Instructor will be live via zoom. All Assignments, tests and exams will be done online. However, the final exam will take place at the school. ***The program is taught in English***

PART I: MAKEUP FUNDAMENTALS
15 hours (8 hours theory – 7 hours Practical)

1.The Evolution of Makeup Artistry
2. Infection Control: Principles and Practices
3. Facial Anatomy and Physiology
4. Tools of the Trade
5. Color Theory
6. Client Consultation

PART II: MAKEUP FOUNDATION 10 hours
(5 hours theory – 5 hours Practical)

7. Creating the Canvas
8. Facial Features
9. The Everyday Applications

PART III: SPECIALTY MAKEUP 10 hours (3 hours theory – 7 hours Practical)

10. Special Events
11. The Exciting World of High Fashion and High-Definition
12. Makeup for Men & Makeup for Teen
13. Makeup for Aging Skin

PART IV: ADVANCED MAKEUP 10 hours (4 hours theory – 6 hours Practical)

15. Camouflage Makeup
16. Airbrush Makeup
17. All About Lashes
18. Advanced Makeup Techniques

PART V: BUSINESS SKILLS 5 hours (5 hours Theory)

19. Your Professional Image
20. The Business In Makeup

Theory: All students must report on-time to their theory class whether you are On-Campus or Online. All homework must be complete before each Chapter's test or you will not be allowed to take that test or enter theory class for the day. If you do not complete your homework two or more times, you may be suspended for 2 days. If you are absent for theory it is YOUR responsibility to write down the homework that is due and complete it on your own by the due date. All work must be completed prior to graduation. A cumulative grade average of 70% or above must be maintained. Failure to do so within a 30 day probationary period may call for dismissal. All students attending Online theory classes must log into the zoom classroom and must be in camera view at all times. Students who are not on camera will NOT get credit for hours if verification of attendance cannot be confirmed.

Grading Procedure: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Cosmetology Practical grading is grouped into blocks of 450 hours, 900 hours, and 1200 hours practical assignments. Esthetics Practical assignments will be grouped into blocks 200, 400 and 600 hours. Eyelash Technician and Makeup Artistry practical grading is grouped into blocks of 25 hours and 50 hours. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is counted as a zero and the practical must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT
80 - 89 VERY GOOD
70 - 79 SATISFACTORY
69 - below – UNSATISFACTORY

Resources Available to all Classes: Milady CIMA Program, Milady

Cosmetology Textbook, Study guides, Access to Online education and Certifications, Links to other educational content, Books and Trade magazines. ***The Course is taught in the English Language.***

DISTANCE EDUCATION POLICY

The Distance Education for Hybrid programs (only), 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.
Distance Education whether synchronous or asynchronous will be be validated by substantive interaction on a regular interactive basis between students and Instructors. Students and Instructors interaction will be measured by active participation by clock hour in the academic program.

Participation will be documented within a log of all student activity comprised of a record of regular and substantive interaction between student and instructor(s). Distance learning will be engaging students in teaching, learning and assessment by direct instruction and assessing and providing feedback on students distance education coursework. Group discussions regarding the content will be facilitated. Instructors will provide information about the content of the distance education coursework.
Regular interaction for distance learning activities between the students and instructors will be scheduled. Students' academic engagement will be monitored. Any Asynchronous distance education will be validated to measure actual student "seat time" utilizing the CIMA by Milady program that measures actual time logged in and "active" as well as a live Instructor via zoom.

A Distance Education Assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on-campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program. All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component. Prior to enrollment, all distance learning students are provided with a disclaimer that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Student must sign and date a copy of this disclosure.

Satisfactory Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Cosmetology Practical grading is grouped into blocks of 450 hours, 900 hours, and 1200 hours practical assignments. Esthetics Practical assignments will be grouped into blocks and completed by 200, 400 and 600 hours. Eyelash Technician and Makeup Artistry practical grading is grouped into blocks of 25 hours and 50 hours. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is counted as a zero and the practical must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT
80 - 89 VERY GOOD
70 - 79 SATISFACTORY
69 - below – UNSATISFACTORY

Career Opportunities & Compensation Expectations

Hair Designer
Color Specialist
Esthetician/Medi Spa
Nail Technician
Spa/Salon owner
Eyelash Technician
Platform Artist
Educational Opportunities
Manufacturer's Rep.
Celebrity Stylist
Makeup Artist

In Connecticut, Estheticians can expect an average annual salary around $50,000, with entry-level positions starting at roughly $41,080 and experienced estheticians potentially earning up to $82,875.
In Connecticut, Cosmetologist compensation varies, with an average hourly pay around $19.80, or an annual salary of about $31,901, ranging from $10 to $22 per hour or $21,585 to $45,656 annually.
In Connecticut, Eyelash technician compensation varies, but an average annual salary is around $40,166, with an hourly wage of about $19, while top earners can make up to $47,564 annually with a $22 hourly rate. Combination license in Esthetics & Eyelash technicians have a median income of $53,143. The median income for a makeup artist is $50,043.

School Calendar

The school is officially closed on these days:	
January 1st	New Years Day
April	Good Friday
May	Memorial Day (hybrid learning students)
July	Summer Break (7/5/27 - 7/11/27)
September	Labor Day (hybrid learning students)
November	Thanksgiving Day
November	Day after Thanksgiving
December	24th Christmas Eve
December	25th Christmas Day
December	26th Day after Christmas

Emergency Closings

Except for regularly scheduled holidays, Oxford Academy of Hair Design will be open Tuesdays through Saturdays during normal school hours. The school recognizes that circumstances beyond its control, such as inclement weather, national crisis, or other emergency, do occur. On such occasions, the school may close for all or part of a regularly scheduled class. In such event, we will post our closings, delays, closing early on channel NBC 30 (channel 4). If students are signed up with the emergency notification system they will receive a text. Night students may also contact the school by 4pm, at which time a decision on closing will be made.

Admission Requirements

1. Photo Identification (Drivers license, State ID, passport)
2. High School Diploma, GED, or its equivalent*, a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients); Have 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 *If applicable*, 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.
3. 16 years of age or older***
4. Questionnaire
5. $150 Enrollment Fee

*A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; 3. An academic transcript of a student who has successfully completed at least a twoyear program that is acceptable for full credit toward a bachelor's degree; or 4. For Associate Degree Programs: For a student who enrolls in a program that leads to an associate's degree or its equivalent in lieu of completing high school, a high school transcript must be presented indicating the student has excelled in high school. In addition, the student must no longer be enrolled in high school

and must satisfy the school's written policy for admitting such students prior to the first day of class.
**Though homeschooled students are not considered to have a high school diploma or equivalent, they are eligible for admission into a NACCAS-accredited school, if the school's policy so states, and if their secondary school education was in a home school that state law treats as a home or private school. Some states issue a secondary school completion credential to homeschoolers. If this is the case in the state where the student was homeschooled, student must obtain this credential in order to be eligible for enrollment.
***Proof of Age Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's license, government-issued identification, birth registration, passport, etc.

Non-Discrimination Policy

Equal Opportunity is OXFORD ACADEMY OF HAIR DESIGN policy. No employee of the academy will discriminate against an applicant for enrollment because of race, creed, color, religion, sex, ethnic origin, ancestry, age, or other physical or mental disability. No employee of the company will discriminate against any applicant because of the person's veteran status.

Re-Entry policy

Students who are re-enrolled by the school after withdrawal or termination must show evidence of having the ability and the desire to complete the course by their graduation date. A re-entry fee of $150 applies. Any money owed to the school at the time of withdrawal or termination must be paid before re-entry. Students who withdraw prior to completion of the course & wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.Students who were not making Satisfactory academic progress at the time of withdrawal will not be able to re-enroll.

Transfer Students

Oxford Academy of Hair Design does not recruit students already attending or admitted to another school offering a similar program of study.
Hairdressing/Cosmetology and Esthetics students who wish to transfer hours completed at another institution must have a notarized affidavit of hours forwarded to Oxford Academy of Hair Design prior to their start date. To ensure a transfer student receives a quality education, all transfer students must complete a minimum of 300 hours at Oxford Academy of Hair Design.
We will accept up to 1200 transfer hours from a Hairdressing/Cosmetology Program and 300 Hours from an Esthetics program completed at another institution. We do not accept transfer hours for the Eyelash Technician or Makeup Artistry programs. We will not be able to use hours credited from another school if the hours are not released by the prior school. It is the transfer students' responsibility to get the hours released. We do not accept transfer hours not disclosed to the school & received at enrollment. If the student was terminated from the previous institution due to the use of drugs, alcohol and/or unprofessional conduct, acceptance may not be permitted.

Class Schedules:

Hairdressing/Cosmetology - 1500 hours

Full Time – Day Class

On-Campus 31.5 hours per week - 48 weeks to complete

9am – 4 Pm	Tuesday – Friday (Morning Theory/Afternoon Practical)
9am – 3 Pm	Saturday (Practical)

¾ Time - Day Class

On-Campus 21.5 hours per week - 70 weeks to complete

9am – 3 Pm	Tuesday – Friday (Morning Theory/Afternoon Practical)
OFF	Saturday

Part Time - Night Class

On-Campus 17.5 hours per week - 86 weeks to complete

5pm – 9pm	Tuesday (Theory) Wed & Thurs (practical)
9am – 3pm	Saturday (Practical)

Hairdressing/Cosmetology *Hybrid Program - 1500 hours*

Part Time – Night Class

On-Campus 20.5 hrs/week Online-3.5 hrs/week=24 hrs per week

63 weeks to complete

5pm – 8:30pm	Monday ONLINE (Theory only)
4pm – 9:00pm	Tuesday Wednesday Thursday (practical/clinic)
9am – 3:00pm	Saturday (practical/clinic)

Esthetics – 600 hours

On-Campus 31.5 hours per week - 19 weeks to complete

9am – 4 Pm	Tuesday – Friday (Morning Theory/Afternoon Practical)
9am – 3 Pm	Saturday (Practical)

Esthetics *Hybrid – 600 hours*

Full Time – Day Class

On-Campus 26 hrs/week Online 14 hrs/week=40 hours per week

15 weeks to complete

8am – 3:30pm	Monday ONLINE (Theory only)
9am – 4:00pm	Tuesday– Friday (OnCampus practical/clinic)
8am – 3:30pm	Saturday ONLINE (Theory only)

Esthetics *Hybrid – 600 hours*

Part Time – Night Class

On-Campus 13.5 hrs/week Online 7 hrs/week=20.5 hrs per week

30 weeks to complete

5:00pm-8:30pm	Monday & Friday ONLINE (Theory only)
4:30pm-9:00pm	Tuesday-Thursday (OnCampus practical/clinic)

Eyelash Technician Program (Hybrid only)

(*ONE WEEK PROGRAM*)

50 hours per week (18 hours Online theory – 32 hours On-Campus Practical)

9:00am – 3:30pm	Thursday, Tuesday, Thursday (Theory - Online)	
9:00am – 3:00pm	1st Friday	(On-Campus)
9:00am – 7:00pm	Monday	(On-Campus)
9:00am – 5:00pm	Wednesday	(On-Campus)
9:00am – 7:00pm	Friday "GRAD"	(On-Campus)

PART-TIME NIGHTS (4 week program)

12.5 hours per week (18 hours online theory – 32 hours On-Campus Practical)

4:30pm – 9pm	Monday	(On-Campus)
5:00pm – 9pm	Tuesday	(On-Campus)
5:00pm – 9pm	Thursday	(Theory – Online)

PART– TIME DAYS (4 week program)

12.5 hours per week (18 hours online theory – 32 hours On-Campus Practical)

9:00am – 5:30pm	Monday	(On-Campus)
10:30am – 3:00pm	Friday	(Theory – Online)

Combination Esthetics & Hybrid Eyelash Technician - 650 Hours

Full Time – Day Class

On-Campus Esthetics & Hybrid Eyelash Technician

On-Campus 31.5 hours week - 21 weeks to complete

9am – 4pm	Tuesday – Friday (Morning Theory/Afternoon Practical)
9am – 3pm	Saturday (Practical)

Part Time – Night Class

Hybrid Esthetics & Hybrid Eyelash Technician

On-Campus 13.5 hrs/week Online 7 hrs/week = 20.5 hrs per week

32 weeks to complete

5:00pm-8:30pm	Monday & Friday ONLINE (Theory only)
4:30pm-9:00pm	Tuesday-Thursday (OnCampus practical/clinic

Makeup Artistry Program – 50 hours

On-Campus or Hybrid

PART-TIME NIGHTS

12 hours per week – 4.5 weeks to complete

5:00pm – 9pm	Tuesday, Wednesday & Thursday (On-Campus)

Hybrid Schedule

5:00pm – 9pm	Tuesday (Theory Online)
5:00pm – 9pm	Wednesday & Thursday (On-Campus)

Attendance Policy

Students are required to maintain a 90% attendance average to graduate within the time period allowed. The school will allow 10% of their scheduled hours to be missed without charge. If the student fails to complete the program by the contract graduation date, hours made up after contract graduation date will be charged at $15.00 per hour payable in advance.

Excused Absence, Tardy & Make-Up Policies

Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Students who are caught clocked in but not in class will be clocked out and determination will be made for hours not earned while student was not present in class. Deliberate misuse of clock hours is a major violation and grounds for termination. Clock-in time is to the exact minute.

- An absence may be excused by messaging administration through Memo the same day prior to the beginning of class for excusable reasons.
- If a student is absent 3 or more consecutive days and/or continually late, they must present a doctor's note or other excusable documentation.
- Students may not make their own schedule by arriving at a different time and clocking out at a different time than their contracted schedule.
- Arrival time is 9am for day students and 5pm for night students.
    - Late grace period is 9:05am for Full time Day class
    - Late grace period is 5:15pm for Part time Night class
    - NO grace period for Saturdays. **All students must report to school by 9am on Saturdays. No leaving early on Saturdays.**
- The front door will be locked at 9:05am (day theory Tuesday - Friday) and 5:15pm (night theory on Tuesdays). No exceptions for traffic or other unforeseen circumstances.
- Day students who arrive after 9:05am may wait until theory ends and the front door is opened at 10:30am to attend. This late arrival will be monitored and students continuing to miss theory may be violating the theory attendance requirements.

- Students continually arriving late may face disciplinary action including but not limited to: being sent home and/or written warnings, and possible termination.
- Students are required to make-up for the lessons and exams missed due to absenteeism within two weeks from the original time of assignment or test.
- Make-up work by the student will not receive credit for hours if not physically performed within the school premises.
- If the student has missed a test due to unexcused absence or tardy, he/she will lose 10 points on the test once it has been made up.
- The instructor in charge or administrative staff will review excessive tardiness or absences with the student to determine possible corrective action.
- **If the student is absent 14 consecutive days including weekends, not including holidays that may fall during the 14 days, the school will withdraw her/him.**

Make-Up-Hours Policy

All students must follow their regular contracted schedule and may not stay later or arrive earlier without written administrator approval and predetermined schedule. Making-up-hours is a privilege and is offered by Oxford Academy of Hair Design to help students graduate on time.

1. All students must receive written approval from administration PRIOR to "making-up-hours".
2. Only those students who are in danger of graduating beyond their graduation date will be approved and permitted to make up hours outside their contracted schedule.
3. Students who have missed hours that are within the 10% allowed time frame will NOT be allowed to make-up-hours outside their schedule.
    a. Students must submit a written request through memo messenger at least 7 days prior to their requested make-up-hours start date.
    b. Student will be sent a Make-up-hours TASK through memo to request make up hours.

c. Students will not be permitted to make up hours by just showing up when they have time. It must be prescheduled and approved by administration.
d. Administration will work with students on a make-up schedule that must be followed.
e. Students on an **approved make-up-hour** schedule will have the schedule uploaded to their memo account under documents and/or tasks.
f. Students who are approved must attend the level classroom they are currently in and follow the curriculum in that classroom (practical/clinic) and **may NOT work on homework/theory** during **make-up-hours** unless specific approval has been granted for making up theory coursework.
g. Any student caught misusing hours and not completing make-up work in the correct Level class on practical and/or clinic assignments will be clocked out and lose all future opportunities to make-up hours.
h. Students making up hours must sign-in for client services if they are advanced to clinic upon arrival.
i. Students who do NOT attend their scheduled make-up-hour period without an excusable reason and/or notification of absence will automatically lose their ability to make-up-hours outside their schedule in the future.
j. Any student who is clocked in outside their schedule without approval is in violation of our attendance policy and may face serious disciplinary action including suspension and termination.

Exceptions:

<u>The following exceptions do not require prior authorization</u>:

1. Full Time students may stay till 5pm Tuesdays, Wednesdays and Thursdays without prior authorization.
2. Part Time students may arrive at 4pm on Tuesdays, Wednesday and Thursdays without prior authorization.
3. A student staying past their schedule due to a client service going beyond the student's schedule.
4. A student may attend on a non-scheduled day for a specific class or event that is clearly published as "open to all classes".

5. Students on a schedule exception that has been approved by administration and is following that schedule exception is not considered "making-up-hours"

Change of Schedule (added to enrollment agreement)

Student may request, in writing, to the administrator changes in their schedule which would affect their graduation date. Administrator will review the request and approve or deny the request. Students must show a hardship through evidence to support the requested change (example- letter from employer). Students may not request Saturday's off unless the original contract approved Saturday's off, (unless proof of hardship is documented). Students may only request a change of schedule once for the duration of their enrollment. If the graduation date is changed, on the change of schedule, the new graduation date is considered a contractual graduation date and change of schedule is considered an addendum to the enrollment agreement.

Student Requests

All student requests for days off, days late/leaving early, hours earned, student advising, leave of absence, meeting with the administrator, and any other request needed must be made through the Memoedu app or by emailing administration directly. The administrator will reply to your request within 48 business hours and if meeting is requested it will be scheduled within 7 days.

Satisfactory Academic Progress Policy & Grading Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Oxford Academy of Hair Design to determine whether an otherwise eligible student is making SAP in their educational program and may receive assistance under the Title IV, HEA programs 34 C.F.R 668.16(E). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. NOTE: Students receiving funds under any federal Title IV program must maintain satisfactory progress in order to continue eligibility for such funds. If a student's eligibility for financial aid has been negatively impacted by SAP, the student will be notified.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluation periods:

Hairdressing/Cosmetology

450 actual hours (14.5 weeks Full time-21weeks 3/4 time-26 weeks part time)
900 actual hours (29 weeks Full time –42 weeks ¾ time –52 weeks part time)
1200 actual hours (38 weeks Full time –56 weeks ¾ time –69 weeks part time)

Hairdressing/Cosmetology (Hybrid)

450 actual hours (12.5 weeks Full time - 19 weeks part time)
900 actual hours (25 weeks Full time –37.5 weeks part time)
1200 actual hours (33 weeks Full time –50 weeks part time)

Esthetics

300 actual hours (10 week Full time – 17 weeks part time)

Esthetics (Hybrid)

300 actual hours (7.5 week Full time – 15 weeks part time)

Eyelash Technician (Hybrid)

25 actual hours (3.5 days Full time – 2 weeks part time)

Makeup Artistry

25 actual hours (3 weeks)

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS (Quantitative Measure)

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

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:

COURSE MAXIMUM TIME ALLOWED
WEEKS SCHEDULED HOURS

Hairdressing/Cosmetology (Full time, 31.5 hrs/wk) 1500 Hours 71.4 wks (2250hrs)
Hairdressing/Cosmetology (Part time, 21.5 hrs/wk) 1500 Hours 104.6 wks (2250hrs)
Hairdressing/Cosmetology (Part time , 17.5 hrs/wk) 1500 Hours 128.5wks (2250hrs)

Hairdressing/Cosmetology (hybrid) (Full time,36.5 hrs/wk) 1500 Hours 62 wks (2250hrs)
Hairdressing/Cosmetology (hybrid) (Part time ,24 hrs/wk) 1500 Hours 94 wks (2250hrs)

Esthetics (Full time, 31.5 hrs/wk) 600 Hours 28.5 Weeks (900 hrs)
Esthetics (Part time, 17.5 hrs/wk) 600 Hours 51.5 Weeks (900 hrs)

Esthetics (Hybrid) (Full time, 40 hrs/wk) 600 Hours 22.5 Weeks (900 hrs)
Esthetics (Hybrid) (Part time, 20 hrs/wk) 600 Hours 45 Weeks (900 hrs)

Eyelash Technician (Hybrid) (Full time 50 hrs/week) 50 Hours 1 week (75 hours)
Eyelash Technician (Hybrid) (Part time 12.5 hrs/week) 50 Hours 4 weeks (75 hours)

Makeup Artistry (Part time 8 hrs/week) 50 Hours 6.25 weeks (75 hours)

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe will be terminated. Students may be permitted to re-enroll on a cash basis as outlined in the school's re-entry policy.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT
80 - 89 VERY GOOD
70 - 79 SATISFACTORY

69 – below – BELOW SATIFACTORY

DETERMINATION OF PROGRESS STATUS

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

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

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

Graduation Requirements, Diploma, Affidavit of Hours, & Ceremony

When a student has completed the required clock hours (1500 hours for Hairdressing/Cosmetology, 600 hours for Esthetics, 50 hours for Eyelash Technician & Makeup Artistry), theory and practical requirements for his/her course of study with a 70% or better, and paid all fees due to the school, or be actively making on-time payments under an approved payment plan through the school, he/she will receive a Diploma certifying his/her graduation of the appropriate course of study. The school assists the Hairdressing/Cosmetology, Esthetics, & Eyelash Technician students in completing the necessary documents to file for the appropriate Connecticut State license and Examination (if applicable). Students will receive a copy of their transcript.

Oxford Academy of Hair Design recognizes graduation as an important milestone celebrating the successful completion of a student's educational program. To preserve the integrity of this achievement, ensure fairness among students, and maintain consistent graduation standards, the Academy has established the following policy regarding participation in graduation ceremonies.

1. Completion of Required Program Hours

Students must successfully complete **100% of their required program clock hours** before becoming eligible to participate in any graduation ceremony hosted or recognized by Oxford Academy of Hair Design. The required program hours are:

Cosmetology: 1,500 clock hours
Esthetics: 600 clock hours
Eyelash Technician: 50 clock hours

Students who have not completed all required clock hours will not be permitted to participate in a graduation ceremony, regardless of how close they are to completing their program.

2. Academic Requirements

In addition to completing all required clock hours, students must: Successfully complete all required coursework and practical assignments. Meet the school's minimum satisfactory academic progress requirements. Complete all required examinations and

evaluations. Satisfy all other applicable program completion requirements.

3. Financial Obligations

Students must satisfy the school's published financial requirements applicable to graduation ceremony participation. Any outstanding balances or approved payment arrangements must be reviewed and resolved in accordance with the school's enrollment agreement and established financial policies.

4. No Early Graduation Ceremony Participation

Oxford Academy of Hair Design will not permit students to participate in graduation ceremonies before completing their required program hours. **No exceptions will be granted based on anticipated completion dates, proximity to graduation, personal circumstances, excusable absences, or previously scheduled family celebrations.** Students who have not completed their requirements by the established eligibility deadline must wait until a subsequent graduation ceremony.

5. Graduation Ceremony Approval

Students may not assume eligibility based on: Conversations with instructors or administrative employees. Anticipated graduation dates. Attendance at graduation meetings. Completion of most, but not all, required hours. Verbal discussions concerning payment arrangements or remaining program requirements.

Graduation ceremony eligibility will be conditionally approved by administration once the Graduation Survey AND Graduation requirements task is received. It is APPROVED if you have completed the hours prior to or on the date of the ceremony.

6. Graduation Ceremony vs. Official Program Completion

Participation in a graduation ceremony is ceremonial and does not independently establish official program completion. Official graduation and issuance of completion documentation are determined by the student's fulfillment of all applicable academic, attendance, and other published program completion requirements. The Graduation Ceremony date you choose is CONDITIONAL upon you completing ALL of your hours. We will not allow you to participate in a Graduation Ceremony if you have

any hours remaining to be completed. Once you have chosen the date for your Graduation Ceremony it cannot be changed unless you notify the office withing 48 hours of the scheduled ceremony. *We do not send reminders or confirmations of your graduation ceremony*. On the day of your Graduation Ceremony, plan to arrive at least one hour prior to when it starts to complete remaining Graduation requirements. The graduation ceremony will begin promptly at the scheduled time. We will not delay the start for late graduates or guests. Please plan accordingly to ensure you do not miss any part of the ceremony.

Licensing Requirements

Hairdressing/Cosmetology, Esthetics, Eyelash Technician Licensing Requirements:

1. Satisfactorily complete required hours of training (Hairdressing/Cosmetology 1500 hours, Esthetics 600 hours, Eyelash Technician 50 hours)
2. Complete application for State exam and pay required **$65 fee.* Cosmetology only (currently not required for Esthetics or Eyelash Technician)**
3. Complete the CT online application for licensure and applicable fee **$100.*** **https://www.elicense.ct.gov/**
4. Submit a digital professional photo with online application.
5. Hairdressing/Cosmetology Students must pass the State Board Examination with a minimum of 70% (currently not required for Esthetics or Eyelash Technician)

*Fees are additional and are not included with student's tuition paid to the school. Fees are subject to change.
*A criminal Background check may prohibit a student from obtaining employment.

Job Placement/Recruitment

OXFORD ACADEMY OF HAIR DESIGN assists but does not guarantee job placement for our graduates.

Career building skills such as resume writing, interviewing skills, client retention, professional appearance, etc. will be taught throughout the Hairdressing/Cosmetology, Esthetics, Makeup Artistry and Eyelash technician Courses. Students may contact the administrator to set up an appointment for Job placement at any time during or after your enrollment..

Job postings will be posted on the educational/job bulletin board as well as the Job Board on the Academy website. https://www.oxfordhairacademy.com/job-board

Any student interested in a position may contact the administrator and all efforts will be made to set up an interview or job shadowing on your behalf. Salon owner/managers will also be recruiting through classes, competitions, and as always "word of mouth".

Upon graduation, the student's name is recorded in a placement register for the follow-up process.

Hairdressing/Cosmetology students - Results from the Connecticut State Board of Barbering and Cosmetology license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to Oxford Academy of Hair Design for assistance and guidance for subsequent attempts to pass the exam.

Placement assistance is provided by reviewing the listings of salons & Spas seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews, and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

Student Advising & Tutoring

The school has information available and posted throughout the school for referring students with areas such as; domestic violence, teen pregnancy, drug/alcohol abuse or any other issue the student would require assistance with. The school advises students academically and individually as often as necessary. The school may advise the student on where to receive help. All student advising issues are confidential. We offer one-on-one tutoring for all students upon request. Students may file a request and a date and time frame needed will be set aside for an instructor to work with the student on any area of instruction requested.

Student Orientation

All new students will participate in an orientation before their first day of enrollment. The orientation is designed to acquaint the new students with the school and its policies. Students must also attend Entrance Counseling prior to any financial aid loan disbursements. At orientation the schools' administrator will assist

the students in completing all check-in & enrollment procedures. Students must have all required admissions documents & application/enrollment fees paid by this date.

Students who purchase their student kit from the Academy will receive their student kit at orientation. Students who purchased their student kit from an outside source must have all their equipment and books with them at orientation. If the student was unable to get all their student kit items, admissions documents, or any fees due, by orientation, they must delay their start date.

The course instruction & objectives of each program and information is explained regarding break times, school closures, SAP policy, Grading policy, Safety, student support services,& all other policies affecting the student's enrollment. Students will also be given their student credentials to clock in/out. They will sign off for all student kit items received & that they have attended orientation and understand all school policies. We do not give credit hours for Orientation.

Clinical Floor

The Clinic floor is located in both the spa and salon. The services are completed by supervised students. Students must be evaluated prior to advancement to the clinical floor.

Requirements:

1. Minimum hours required:
   250-450 hours Hairdressing/Cosmetology Students
   200-400 hours Esthetics Students surveys
2. Completed practical sheets
3. 70% average in Academics
4. 67% average in attendance
5. Instructor and student review and evaluation

All Student services are Supervised. Students must have an Instructor present for all client consultations and before starting any client service. If Instructors are busy helping other students, you must wait until they are available for the consultation and to ensure the service is being completed correctly. All finished services must be checked by an Instructor before the client leaves. Students performing unsupervised work on clients is a major violation and may face serious disciplinary action. Students must have full student kits at all times. If student is not prepared for client services, the student will be sent home and may face disciplinary action.

Refusing Clinic services:
*Once on the clinic floor you must perform all services on clients. You may **not** refuse a client because you have not had a class on that particular service. All services performed in the school are on your practical sheets stating that you completed that class.

Any students refusing, complaining, or walking out of school because they don't want to complete their clinical assignment on a client will be automatically suspended for 3 days, be removed from Clinic for 2 weeks, and face possible termination. This is unacceptable and will not be tolerated. A second offense after a prior suspension will result in immediate termination.

If you are concerned with the demeanor, cleanliness, or health of your client, you must seek your instructor IN PRIVATE to discuss your concern. If a client is considered to be a health hazard to you or the school, the instructor will handle the matter. (example: head lice or fungus) It is school policy to provide its customers with the best possible service in a courteous and thoughtful manner at all times.

Theory Class

All students must report on-time to their theory class whether you are On-Campus or Online. For more information, please review the attendance policy. All homework must be complete before each Chapter's test or you will not be allowed to take that test or enter theory class for the day. If you do not complete your homework two or more times, you may be suspended for 2 days. If you are absent for theory it is YOUR responsibility to complete your Cima learning path or makeup the homework by the due date.
All work must be completed prior to graduation.
A cumulative grade average of 70% or above must be maintained. Failure to do so within a 30 day probationary period may call for dismissal.
All students attending Hybrid/Online theory classes must log into the zoom classroom and must be in camera view at all times. Students who are not on camera will NOT get credit for hours if verification of attendance cannot be confirmed.

Misconduct/Probation

Misconduct — A student found to be engaged in activities such as, but not limited to, theft of school property, insubordination, conflict of interest, slander, or any other activities showing willful disregard of school interests or policies**, may be terminated as soon as the administrator has concurred with the action.**

A 30 day probation may be implemented which would require the student to improve within 30 days, although student may be terminated at any step at the discretion of school personnel. Students may not receive self-improvement services during probation. Instructors, in its sole discretion, may warn, reassign, suspend, or discharge any student at will, whichever it chooses and at any time. Students may be removed from the clinic floor if the probation is in relation to missing classwork or violations of the clinic floor policy.

The Instructor, with assistance of the Administrator, will determine the course of action best suited to the circumstances.

Misconduct Suspension — a two or three day suspension without notice may be justified when circumstances reasonably require an investigation of any incident in which the student was allegedly involved. A suspension may also be warranted when any student, customer, or employee's safety, welfare, or morale may be adversely affected if a suspension is not imposed. Suspension for up to three consecutive school days may be imposed for such proven misconduct as intentional violation of attendance, cell phone or other violation, insubordination, disregard for safety rules, fighting, or drinking alcohol on the premises. These examples do not limit the schools use of suspension in other appropriate circumstances, such as the need to investigate a serious incident. In implementing a suspension, a written and signed suspension report should set forth the circumstances justifying the suspension. Student must sign the suspension report before the return date to school. Such a report shall become part of the student's personnel file.

Involuntary Termination — Grounds for Termination include but are not limited to: Unsatisfactory Progress in grades or attendance, Violation of Probation or any violation of school policy, Misconduct, and non-payment. Termination fee $100.00. Students who are terminated from the school will not be allowed on property.

Minor violations

Less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within the school. They typically lead to corrective counseling unless repeated **or when unrelated incidents occur in rapid succession.** Here are some examples of minor violations:

- Excessive tardiness;
- Incomplete assignments;
- Defacing school property;
- Interfering with another student's job performance;
- Excessive absenteeism;
- Failure to observe scheduled hours, such as the schedule of starting time, quitting time, rest and meal periods;
- Performing unauthorized personal work ;
- Failure to notify the instructor of intended absence either before or within one hour after the start of a shift; and
- Dress Code violation
- Unauthorized use of the school telephone or equipment for personal business
- **Not turning off cell phones and answering calls during school hours.**
- Profanity — Public profanity and obscene language will not be tolerated and will result in disciplinary response. Professionalism is required by all students and they must control themselves and avoid disrespect and vulgarity.

Major Violations

These more serious violations would include any deliberate or willful infraction of school rules and may preclude continued enrollment of a student. Here are some examples of major violations:

- Insubordination
- Disrespecting Instructors, Stylists, Administrator or any other employee of the school.
- Misconduct
- Creating a disruption in a classroom including arguing or yelling at an Instructor or administrator.
- Fighting or threatening on school premises;
- Slander of school or school personnel.

- Creating a hostile environment for others, including students and employees, through gossip or other verbal expressions.
- Repeated occurrences of related or unrelated minor violations, depending upon the severity of the violation and the circumstances; including dress code violations.
- Any act which might endanger the safety or lives of others;
- Completing client services without Instructor supervision
- Departing school premises during class hours for personal reasons without the permission of the instructor or manager;
- Bringing firearms or weapons onto the school premises;
- Deliberately stealing, destroying, abusing, or damaging school property, tools, or equipment, or the property of another employee, student or visitor;
- Disclosure of confidential school information or trade secrets to unauthorized persons;
- Willfully disregarding school policies or procedures;
- Willfully falsifying any school records; including cheating, and especially changing or forging hours.
- Clocking in or out while not in class (ex: clocking in/out from car)
- Failing to report to school without excuse or approval of administrator for three consecutive days.

Sexual Misconduct Policy

Oxford Academy of Hair Design is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Sexual misconduct includes sexual assault, sexual harassment and exploitation, domestic violence, dating violence and stalking. Every member of the school community should be aware that the Academy is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

The Academy's Sexual Misconduct Policy describes the Academy's programs to prevent sexual misconduct, and the procedures that the Academy will follow once an incident of

sexual misconduct has been reported. This Policy is disseminated widely to the Academy community through publications, the Academy website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the Administrator in-person or by calling (203) 286-4533, or downloading from the Academy's website at www.oxfordhairacademy.com. The Academy provides training to key staff members to enable the Academy to handle any allegations of sexual misconduct promptly and effectively. The Academy will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The Academy's Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any Academy property or in connection with any Academy-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the Academy, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Academy encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the Academy can respond appropriately. As further described in the Policy, the Academy will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

DRUG FREE SCHOOL POLICY

The Oxford Academy of Hair Design believes that it is very important to provide a safe environment for all of its students and Team Members. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and Team Members, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school. The Oxford Academy of Hair Design will strive to provide an environment conducive to making

conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

It is a violation of school policy for any student to:

- Use illegal drugs or misuse prescription drugs;
- Misuse alcohol;
- Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while in school, during break periods, or on school property;
- Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
- Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots);
- Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public;
- Have tampered or attempted to alter or attempt to interfere with the testing procedure; or
- Otherwise has refused to be tested.

For the purpose of this Policy, a student is presumed to be under the influence of drugs and/or alcohol if a urine test, blood test or other scientifically acceptable testing procedures shows a forensically acceptable positive quantum of proof of drugs and/or alcohol usage.

Any student who is taking any prescription or non-prescription drug which might impair safety, performance, or any motor functions must advise his/her Instructor or the Administrator before providing services under such medication.

Students are individually responsible for being aware of applicable laws, regulations, ordinances, and the Academy's policy for complying with them. The Oxford Academy of Hair Design will assist in that endeavor by providing current information on an ongoing basis to all students.

Drug & Alcohol Testing Reasonable Suspicion Testing:
Reasonable suspicion testing will occur when an Instructor or the Administrator has reason to suspect that a student may be in violation of this Policy. The suspicion must be documented in writing within 24 hours of the event or prior to the release of the

test findings. Reasonable suspicion testing may be based upon, among other things:

- Observed behavior, such as direct observation of drug/alcohol use or possession and/or the physical symptoms of drug and/or alcohol use;
- A pattern of abnormal conduct or erratic behavior;
- Arrest or conviction for a drug-related offense, or the identification of a student as the focus of a criminal investigation into illegal drug possession, use, or trafficking. The student is responsible for notification of the Oxford Academy of Hair Design within five (5) business days, of any drug-related conviction;
- Information provided either by reliable and credible sources or independently corroborated regarding a student's substance use; or
- Newly discovered evidence that the student has tampered with a previous drug or alcohol test.

Reasonable suspicion testing does not require certainty, but mere "hunches" are not sufficient to justify testing. To prevent this, all instructors will be trained in the recognition of drug and alcohol-related signs and symptoms. Testing may be for drugs or alcohol or both.

Reasonable Search:

To ensure that illegal drugs and alcohol do not enter or affect the school, the Oxford Academy of Hair Design reserves the right to search all vehicles, containers, lockers, or other items on school property in furtherance of this Policy. Individuals may be requested to display personal property for visual inspection upon the Academy's request. Searches will be conducted only where the Oxford Academy of Hair Design has reason to believe that the student has violated the Academy's Policy. Failure to consent to a search or display of personal property for visual inspection will be grounds for discipline, up to and including termination from the program or denial of access to school premises. Searches of a student's personal property will take place only in the student's presence. All searches under this Policy will occur with the utmost discretion and consideration for the student involved. Individuals may be required to empty their pockets, but under no circumstances will a student be required to remove articles of clothing to be physically searched.

Student Assistance:

The Oxford Academy of Hair Design holds all students

accountable in terms of substance use but also supports getting help for students. Students who come forward voluntarily to identify that they have a substance problem will not be reprimanded. It is important for the student to come to an understanding regarding the extent of the problem in order to correct the problem and be able to avoid future usage in violation of the Academy's Policy. This is required in order to correct the problem and be able to avoid violating the Academy's Policy in the future. If the student is willing to actively engage in resolving the substance use problem, the Academy will refer the student to a Substance Abuse Professional for an assessment and possible outpatient counseling at the student's expense. This leave will be conditioned upon receipt of reports from the treatment providers that the student is cooperating and making reasonable progress in the treatment program. The student will be permitted to return to school only if (s)he passes a drug /alcohol test and has satisfactory medical evidence that (s)he is fit for attendance.

This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

Specimen Collection, Testing, and Results:
Testing shall be conducted by a trained collection person, who meets quality assurance and chain-of-custody requirements. A student who tests positive will be given an opportunity to explain the findings to the testing professional reviewing the test results. If it is proven the substances are medically necessary to the standards of the testing professional, the test result will be negative. A failure on the part of the student to provide such evidence will result in the issuance of a positive report.

All records of drug/alcohol testing will be stored separately and apart from the student's general files. These records shall be maintained under lock and key at all times. Access is limited to designated officials. Those designated officials that shall have access to these records are charged with the responsibility of maintaining the confidentiality of these records.

Disciplinary Action:
Violation of this Policy will result in the student's immediate termination. Re-admittance may be considered after 60 days. To be considered for re-admittance, the student must provide proof

of having satisfactorily attended treatment that is provided by a Substance Abuse Professional (SAP) and/or prescribed by a SAP and completed a drug and/or alcohol test, determined by which test was previously positive, with a negative test result. If the student is re-admitted, (s)he must complete the prescribed follow-up testing by the SAP or by law, as applicable, to continue attending the Oxford Academy of Hair Design. Treatment and follow-up testing will be at the expense of the student. The Oxford Academy of Hair Design may terminate a student who has entered a rehabilitation program for violations of the Drug Free School Policy or any other school policy in accordance with the procedures set forth in the Student Catalog.

Confidentiality:
All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the Oxford Academy of Hair Design as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, the Academy will not release such information without a written consent form signed voluntarily by the person tested. Information on drug testing results will not be released unless such information or records are compelled by a court or a professional or occupational licensing board.

Biennial Review:
The Academy will review the drug and alcohol prevention program every two years. Any recommendations/data and or assistance available to substance abusers will be updated and distributed to all students and staff of the Academy.

Notice of Federal Student Aid (FSA) Penalties for Drug Law Violations:
The Higher Education Opportunity Act requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a

student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) to complete the "Student Aid Eligibility Worksheet" to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

By completing the FAFSA, you may be eligible for nonfederal aid from states and private institutions even if ineligible for Federal Aid. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you may be liable for returning any financial aid you received during a period of ineligibility.

School Flexibility:
The Oxford Academy of Hair Design reserves the right to alter or amend any portion of this policy at any time without prior notice. The Academy reserves the right to alter or modify this policy in a given situation depending on the totality of the circumstances. Time periods stated herein for the performance of any act or provision of any notice by the Academy are for guidance only and failure of the Oxford Academy of Hair Design to strictly meet any time frame provided herein shall not preclude the Academy from taking any action provided herein. Under no circumstances shall failure to perform any act within the time frames herein excuse or

relieve any student from his or her obligations, act to nullify any positive test, or relieve any student from the consequences of any positive test, or any other violation of this Policy.

Smoking/Vaping

No smoking or vaping will be allowed in the school at any time. This policy is for the health and safety of all students. NO Smoking/vaping will be allowed outside on school grounds.

Student Safety

Oxford Academy of Hair Design strives to provide its students and employees with a safe and healthful workplace environment. To accomplish this goal, both employees and students must diligently undertake efforts to promote safety.
The Academy, through its supervisory personnel, shall develop and implement safety rules and regulations. This will ensure all students are wearing protective clothing (smocks, gloves, or safeguards to make the academy safe and healthful. The academy shall also undertake the responsibility to educate students and employees as to hazards of the workplace and to train students and employees as to such hazards and the proper and safe method to perform job tasks.
Students shall devote their full time skill and attention to the performance of their training utilizing the highest standard of care and good judgment. Students will follow all safety rules and regulations at all times including the use of protective clothing, devices, or equipment, attendance at all training sessions related to student's training, and follow the directions of warning signs or signals or the commands or directions of instructors. Students must have all personal bags, purses, personal items, coats, etc in their lockers or locked in their car. Food and lunch bags are not permitted in classrooms and must be kept in the locker room or Refrigerator. Students may not bring any personal items into class. Laptops/devices and student kits are the only items allowed in class and must be stored in designated areas.
Finally, all training-related injuries or illnesses are to be reported to your instructor immediately, regardless of severity. In the case of serious injury, a student's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Student must complete and sign and accident report. Safety rules and regulations will be issued or modified from time to time and shall be effective immediately. Rules and regulations will be posted on the student bulletin board. Safety first!

Police are contacted whenever a student causes a hostile environment, will not leave the premises after they have been terminated or there is any threat to safety of staff and students.

Return to School after Serious Injury or Illness

As a joint protection to the student and the academy, students who have been absent from school because of serious illness or injury are **required to obtain a doctor's release specifically stating that the student is capable of performing his or her normal duties or assignments**. A serious injury or illness is defined as one that results in the student being absent from school for more than two consecutive weeks or one which may limit the student's future performance of regular duties or assignments. Oxford Academy of Hair Design, management shall ensure that students who return to school after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

Parking

Recognizing the need of our customers, suppliers, and visitors to have easy access to school facility, students must park their automobiles in spaces along the out-skirts of the parking lot. Oxford Academy of Hair Design assumes no responsibility or liability for student automobiles. Lock your cars and take your keys.

Self Improvement & Sanitation

Self Improvement days occur monthly and are posted on the bulletin board. Students become eligible after 30 days of enrollment. To receive a service, sign up in advance; late sign-ups will not be accepted. This is a privilege and may be rescheduled if the clinical floor is busy. Payment for products used is due on the day of service; otherwise, the service will not be provided. Any student who does not pay for their products (which is stealing) will lose all self-improvement privileges and may face more serious disciplinary action. All students must complete sanitation, as required by schools and the Connecticut Health Department. This training also prepares you for salon and spa roles such as Cosmetologist, Esthetician, Makeup Artist, or Eyelash Technician. Sanitation must begin 30 minutes before

sign-out. Students who fail to perform sanitation properly will first be corrected. Continued non-compliance may result in extra sanitation duties, probation, suspension, or other disciplinary action.

Scholarships

Our Academy does not have an institutional scholarship program, However we accept Scholarships earned by the students from outside sources.

Hairdressing/Cosmetology (On-Campus & Hybrid) Tuition Costs:

Enrollment fee $ 150.00 *

Student Kit	$ 2,600.00 *
Lab Fee	$ 1,850.00
Tuition	$ 19,300.00
Total Costs	$ 23,900.00

Esthetics (On-Campus & Hybrid) Tuition Costs:

Enrollment fee	$ 150.00 *
Student kit	$ 2,600.00 *
Lab Fee	$ 1,000.00
Tuition	$ 9,250.00
Total Costs	$ 13,000.00

Eyelash Technician Program (Hybrid) Tuition Costs:

Enrollment fee	$ 150.00 *
Student kit	$ 950.00 *
Tuition	$ 2,100.00
Total Costs	$ 3,200.00

Combination Esthetics & Eyelash Technician Program (On-Campus & Hybrid)

Enrollment fee	$ 150.00 *
Student kit	$ 3550.00 *
Lab Fee	$ 1000.00
Tuition	$ 11,300.00
Total Costs	$ 16,000.00

Makeup Artistry Tuition Costs:

This program is not accredited and does not qualify for financial aid.*

Enrollment fee	$ 100.00 *
Student kit	$ 1563.50 *
Tuition	$ 1,850.00
Total Costs	$ 3,513.50

*Due at enrollment and non-refundable after three business days from signing the enrollment agreement.

All school related fees are stated in the enrollment agreement & catalog, however, there are two additional fees payable at the time of graduation for Cosmetology students only, payable to the State of Ct, for the license application ($100) and to Prometric for the exam fee ($65).

Financial Aid, Grants, Loans & Payment

Plans

HAIRDRESSING/COSMETOLOGY & ESTHETICS:

Financial Aid Available, for those who Qualify
Governmental Title IV Funds
Parent Plus Loans
Pell Grants
Subsidized Student Loans
Unsubsidized Student Loans
Veterans Programs

Hairdressing/Cosmetology, Esthetics, Eyelash Technician, and Makeup Artistry Programs:

Monthly Payment Plans
Automatic Monthly Payments (ACH)
Private loans

Tuition payments are due by the 1st of the month. We accept auto draft (ACH), cash, checks, or credit card. If the first of the month falls on a weekend, payments will be due the following Tuesday. If a scheduled payment is not made within (5) five business days after it is due, a $25.00 late fee applies and the whole unpaid balance may become immediately due and payable at the option of the School, and the Student's attendance may be held in abeyance at the option of the School until such balance is fully paid. On any unpaid monies or tuition balance, Student or Guarantor will be responsible for all costs of collection including reasonable attorney's fees and court costs. **The affidavit of hours and/or Diploma is to be withheld until all fees and charges have been met or student is actively making on-time payments under an approved payment plan.** There is a $25 returned check fee & $15 returned ACH fee.

Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any

reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the enrollment fee of $150.00 (Such fee shall not exceed 15% of the contract price or $150.00, whichever is less).
4. A student notifies the institution of his/her withdrawal in writing. Students that decide to withdrawal from the program should contact the School Director by phone or may submit a letter in writing. Written notification of withdrawal is NOT required as a condition for making refunds.
5. 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 scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
   - For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- Enrollment time does not include any time missed due to absenteeism. This is the enrollment hours scheduled for that student regardless of whether the student attended classes regularly.
- All refunds will be calculated based on the student's last date of verifiable attendance. Any monies due to a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement

with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- Students who withdraw or terminate prior to course completion are charged a withdrawal fee of $100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

A. Enrollment Fee, Lab Fee, Student Kit, accepted by the student become non-refundable after three (3) business days after signing enrollment agreement. These items are not considered in the refund computations.

B. If a course is canceled subsequent to student's enrollment, and before instruction in the course/program has begun, the school will either provide:
   - A full refund of all monies paid OR
   - Completion of the course/program.

C. If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
   1. A pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
   2. Provide completion of the course OR
   3. Participate in a Teach-Out Agreement OR
   4. Provide a full refund of all monies paid

D. If a School is permanently closed and no longer offering instruction after a student has enrolled and instruction has begun, the school will provide:
   1. A pro rata refund of tuition to the student OR
   2. Participate in a Teach-Out Agreement the student shall be entitled to a pro-rata refund of tuition.

R2T4 Policy

Official and Unofficial Withdrawals

To officially withdraw from Oxford Academy of Hair Design, the student may notify the School Director. (per State of Connecticut, we do not require written

notification as a condition for making refunds).

If a student stops attending class without officially withdrawing from Oxford Academy of Hair Design, the student will be consider withdrawn from the institution after 14 calendar days of nonattendance.

The Federal Financial Aid the student receives will be subject to the R2T4 refund calculation. An institutional refund calculation will be completed to determine the charges that the student is responsible for paying. After the calculations have been completed the students will be notified in writing of any balances owed to the institution. All Federal Direct Loan borrowers will be required to complete exit loan counseling at https://studentaid.gov/ which explains that their Federal Direct Loans will go into repayment in 6 months from their last day of attendance and any unpaid balances owed back to the federal government by the student could result in a default status preventing the student from utilizing Title IV funds at another educational facility, tax refunds being attached, wages being attached and an adverse credit rating.

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her file as to the progress at the point of withdrawal.
A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry. Student will be charged a withdraw fee of $100.00.

Determining the Last Day of Attendance
As all programs are clock hour and specific clock hours are required for each program in order for the student to obtain licensure, the last date of attendance (LDA) is determined by the last date of physical attendance.
Determining the Date of Determination
1) The day that the student notifies the school that he/she will not be returning or
2) In the case of an unofficial withdrawal from the program the school will determine the withdrawal date within 14 calendar days after the student's last date of attendance.

Return of Title IV Funds and Refund Policy
The law specifies how Oxford Academy of Hair Design must determine the amount of Title IV Program funds that you can earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Subsidized and Unsubsidized Loans, Federal Direct Plus Loans and Federal Educational Opportunity Grants (FSEOGs).

The return of Title IV funds as prescribed in section 484B of the HEA Amendments determines the amount of the Title IV aid a student has earned at the time a student withdrawal. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period. The formula in brief is as follows:
1. The institution will determine the date of withdrawal and then determine the percentage of the payment Period scheduled for the student.
2. The institution will determine the amount of Title IV aid for which the student was eligible by the percentage of the time scheduled.

For example: The student was scheduled to complete 225 hours as of the student's last date of attendance. Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last

date of attendance divided by total hours in the payment period. (225/450) Amount Title IV Financial Aid Earned equals $1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned $1250 (2500x50%)

3. The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of the Title IV aid must be returned.
4. The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges are covered.
5. The institution and/or the student must then distribute the unearned Title IV aid back to the Title IV program.
6. If the student receives less Federal Student Aid than the amount earned, the school must offer a post withdrawal disbursement of the earned aid that was not received. The school will notify the student in writing immediately after the R2T4 calculation is completed and the student has 7 calendar days to accept the PWD.
7A. If the student receives more Federal Financial Aid than the amount earned the institution is required to return any unearned aid within 45 days of the date of determination.
7B. If the student is required to return any unearned aid, they must do so within 45 days from their date of determination or they could be placed in overpayment status and lose their eligibility to receive Federal Financial Aid until it is paid in full.

Any refund due will be refunded on the student's behalf directly to the applicable federal student aid program, in the following order:
Federal Direct Loan Unsubsidized
Federal Direct Loan Subsidized
Federal Direct PLUS (Parent)
Federal Pell Grant

Visitors & Dress Code

Non-customer visitors present safety and security risks to the school. To minimize these risks, visitors are not allowed on school property without prior written approval of the administrator. We do welcome visitors that are interested in school to visit for four hours. That visitor needs to file a form with the administrator and receive a visitor badge.

- **Hairdressing/Cosmetology Students** must wear **all black bottoms** (slacks, leggings, black jeans, Capri pants, shorts to Knee length or appropriate length skirts) **with school issued Oxford Academy of Hair Design Logo T-Shirt** (no exposed abdomens). Black aprons may be worn over the clothing during chemical services for protection.
- **Esthetic Students** must wear school issued Logo T-shirt and white scrubs for bottoms. All White Shoes or sneakers. School issued zip-up jacket or Spa Jacket may be worn. Must keep

nails trimmed to ensure client sanitation and safety.

- **Eyelash Technician and Makeup Artistry Students** must wear ALL BLACK.with school issued T-shirt

No flip flops or open-toed shoes allowed. Students are expected to arrive for school in the appropriate makeup and hairstyle. Ponytails/Buns must be neatly done. Body piercing is to be kept to a minimum, limit facial piercing per person with stud or bar earrings only-no hoops. Spandex, tube tops, halter tops, exposed midriffs or other clothing unsuitable as determined by the school will not be allowed. Hats, caps, beanies, head-scarfs, do-rags and other head coverings are prohibited, except as it relates to school activities such as Shows and theatrical performances. Hooded sweatshirts that conceal identity are not permitted. No hoods on over the head at any time inside the school. If students will require a jacket over their uniform it must be the school issued Oxford Academy of Hair Design logo jacket. Compliance with the published dress code is required at all times. Students are preparing for a career in the beauty and image industry and are expected to be well-groomed and professionally attired during the program of training. **Students not in proper dress code will be sent home for the day to change. Continued violations will be considered willful disregard of school policies and student may face termination.** The dress code is subject to change at the discretion of the school administration at any time. Variations to the dress code may be granted on special occasions at the discretion of the school administration.

Cell Phones

Cell phones must be kept in your locker. Cell phones must be turned to vibrate mode or shut off. Please provide family members with the school phone number (203) 888-0097 for emergencies.
Students may not receive calls during school hours on their cell phones. Please use your break or lunch period for all personal calls. Any student who is using their cell phone during school hours (talking, text messaging/games, etc.) will have their cell phone taken away and placed in the office. You will be able to claim it at the end of the day. We are not responsible for any damage to your cell phone while in our care. If a student has their cell phone taken away more than two times you will be suspended for three days.

Grievance/Complaint Policy & Procedure

A grievance is defined as any dispute or complaint arising between a student, teacher, or other interested party against the school. Complaint must be made in writing utilizing the Grievance form

located in the classroom. The School does not have any policy nor acts in any manner which discourages or prohibits the filing of inquiries or complaints regarding the school's operation with the Executive director of Higher Education.

The student should make an appointment for a meeting with the administrator and instructor or owner to take up the problem within a reasonable time. Student must complete a grievance form. The administrator will meet with the complainant within five business days. If the problem cannot be resolved through discussion, the complaint will be referred to the schools complaint committee. The complaint committee will consist of both school owners, David Steeves and Kellie Steeves, and an Administrator.

Meeting will be documented and complainant will receive a copy. If additional information is needed an outlined letter will be sent requesting additional information. The complaint committee will act on the allegations and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or not based on fact. If the complainant wishes to pursue the matter further, a complaint form is available through NACCAS. The complainant is required to resolve the problem through the schools complaint process, prior to filing a complaint with NACCAS. Written records of all complaints are filed through two complete accreditation cycles. Specified time limits are exclusive of Saturdays, Sundays, and holidays. To file an inquiry or complaint with the Executive Director, Office of Higher Education, 450 Columbus Blvd, Suite 707 Hartford, CT 06103, 860-947-1816. www.ohe.ct.gov

Leave of Absence (LOA) Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an

ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion.

Reasons for which a leave of absence may be approved include:
Personal and/or family medical issues, Death in the family, vacation, other mitigating circumstances.

- The leave of absence must be approved by Oxford Academy of Hair Design
- The school reserves the right to approve or deny a request for a leave of absence.
- A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance

Oxford Academy of Hair Design requires that all Requests for a Leave of Absence (LOA) be submitted:

- in advance & in writing
- including the reason for the student's request
- include the date and the student's signature

The LOA policy requires advance written request unless unforeseen circumstances prevent the student from doing so, for example, a car accident or injury prevented student from coming in prior to the leave of absence. The school may grant the LOA but may require proof of the unforeseen circumstance to approve this leave of absence. The beginning date of the approved LOA would be the first date the student was unable to attend Oxford Academy of Hair Design because of the accident or injury.

- The School will document the reason for its decision
- The School will collect the request from the student at a later date
- The School will establish the start date of the approved LOA as the first date the student was unable to attend.
- A contract addendum will be completed and signed by all parties upon return from the LOA and will extend the student's contract period by the same number of days taken in the LOA.

Leave of absences must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal. A student granted a LOA that meet the following criteria are not considered to have withdrawn, and no refund calculation is required at that time.

- There must be a reasonable expectation that the student will return from the LOA.

- The student will not be charged for any additional institutional charges as a result of the LOA.
- The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- The LOA addendum will extend the student's contract period by the same number of days taken in the LOA.
- The contract period on the enrollment agreement will be updated to reflect the leave of absence addendum and will be signed and dated by all parties.
- If Approved, the student will receive a copy of the leave of absence with the return date stated.

If the student does not return by the expected date of return:

1. The student must file an extension and must be submitted Prior to the expected date of return.
2. The student will be withdrawn and the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

Medical Leave:

1. The school may request a certificate or statement from the student's physician establishing the student's physical need for the leave of absence.
2. A student returning to school from a leave of absence in the case of serious illness, injury or pregnancy will present a certificate or statement from the student's physician indicating that the student is able to return to school.
3. Any Student Injury that prevents a student from performing necessary assignments including practical's may not come to school until they are fully released by their doctor.
4. A student need not apply for a leave of absence if the absence will not exceed five working days.

For Federal Aid recipients:

- The student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence.
- Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed.
- If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period.

Break Periods

All Break times are subject to change based on guest educators, events, client services, class sizes or any other reason the school deems necessary, with or without notice. This includes alternating break times or taking later breaks due to client services or school events. Full-time & ¾ time students will receive a 15 min morning break Tues-Fri. Students must clock out ***anytime*** they leave the building. Anyone who is on an unauthorized break will be clocked out & sent home.

Full time and ¾ time students **must clock out** for a 30-minute break. Any part-time student who is in class 6 or more hours must clock out for a 30-minute break.

Full-time & ¾ time Lunch Breaks:
12:00pm or 12:30pm or 1:00pm (scheduled by your classroom Instructor)

Part Time/Night Dinner Break:
Night class will take a 15-minute break (clock out only if you leave the building)

Saturdays:

- All students, including part-time night students, **must clock out for a 30 minute break.**
- Students who are practicing services on clients in the clinic, will receive a lunch break and it will be taken in-between scheduled client times.

Student Classroom & Breakroom

The student classroom may be used for studying, making up tests, working on projects, completing online exams, tests and Job search. Students must request permission to use the classroom during practical or clinical time. The breakroom includes a full-size refrigerator and two microwaves. Students must take any lunch items home at the end of the day. Any Tupperware, lunch bags, food, half empty bottles, etc., will be thrown out by the end of the day by the student performing Refrigerator sanitation.

Clocking In/Out

Students are required to clock themselves in/out on a daily basis from inside the school utilizing the memoedu app on their cell phone. Any student forgetting to clock in or out could lose hours or delay the correct calculation of their hours. **Students who are caught clocking in or out from their vehicle while not in attendance in class will be terminated for misusing school hours.**

If a student forgets to clock in or out they must send a "missed punch" through the Memoapp for correction.

Corrections take 48 hours. A maximum of 3 corrections will be made during enrollment. After 3 times, we will not make corrections. It is your responsibility to ensure correct calculations of hours.

Disclosure & Retention Of Student Records

Students and parents or guardians of dependent minors, have the right to inspect, review, and challenge information contained in the institution's student records. However, the school may require a written request to view files. The administrator must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file.
Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. Oxford Academy of Hair Design will maintain these records from the effective date of the most recent grant or renewal of accreditation but not less than 6 years, and in accordance with state and federal law. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student or if the student is a dependent minor, written consent from the guardian and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commissions or governmental agencies so authorized by law.
*Effective January 1, 2019 all institutional records related to accreditation will be maintained in accordance with state and federal law, but not less than six years.

Contents of Student File

The following items are contained in securely locked student files (other items may be added if required): Consent form to view file, Enrollment Agreement, Student attendance Schedule & policy, Copies of High School Diploma or , Photo identification, birth Certificate, Photo release statement, Student reviews, probations, violations or suspensions, grievance forms and request forms filed, grades, hours completed, Financial loan documents, financial Aid documents, medical forms and doctor notes, leave of absence forms, signed receipt of student kit items, and affidavit of hours completed.

Family Educational Rights and Privacy Act

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- **Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.**

- **Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.**

- **Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):**

    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;

- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5920

Physical Demands of the Profession:

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands.

We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

Campus Safety and Security

Oxford Academy of Hair Design is under 24 hour surveillance and is protected by an alarm/emergency system. The school is equipped with emergency lighting and emergency exits. There are fire extinguishers located at several locations throughout the school. The Academy has an emergency alert notification system that will text students about alerts and school closings.

Criminal actions, police emergencies, fire emergencies, and requests for ambulance service should be reported to your instructor, administrator, report by telephoning 911; or by using the alarm touchpad located at the front door. Police non-emergencies can be reported by telephoning 203-881-7600.

Crime Reporting: Students, staff, and faculty are encouraged to report any criminal or suspicious activity to the Administrator, and are made aware of the need for everyone to be responsible for their own security and the security of others. When a person files a complaint or applies for assistance, all pertinent information is obtained and is officially documented in an incident report. All incident reports are maintained on file in the Administrators office. Reports are acted upon in a judicious manner consistent with departmental procedure. When criminal incidents occur that require multijurisdictional investigation, all applicable agencies are notified.

Security Information Report

Oxford Academy of Hair Design makes available to prospective students and employees the Security Information Report. This annual report includes campus crime statistics for the three most recent calendar years. Oxford Academy of Hair Design information Report is available upon request by email at Kelliesteeves@oxfordhairacademy.com or by written request.

Placement Rates

2024 Cosmetology & Related Programs 12.04

92% Graduation Rate
81% Licensure Rate
72% Placement Rate

Placement rates are calculated based on Eligible Graduates working in the field that Oxford Academy prepared them. The following are "ineligible for employment" exclusions:
Graduate is deceased

Graduate is permanently disabled
Graduate is deployed for military service/duty
Graduate studied under a student visa and is ineligible for employment in the U.S.

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate. As State and/or local restrictions with respect to the COVID-19 Pandemic have significantly impacted the ability of this institution's students to sit for licensure and/or obtain employment, this rate has not been published.

Consumer Information - Disclosures

OPE-ID: 041454
CIP CODE: 12.0401 – Cosmetology
CIP CODE: 12.0409 Aesthetician/Esthetician and Skin Care Specialist

The cost of CIMA Seat including eBook is included in the equipment and books costs, however, the following is the replacement costs and ISBN numbers as well as ISBN for Printed textbook:

Milady Standard Cosmetology 14th Edition ISBN: 9780357871492	**$140.95**
Milady CIMA Seat and Printed Bundle ISBN: 9780357921883	**$258.71**
Milady CIMA Seat with eBook only ISBN: 9780357873441	**$224.96**
Milady Standard Esthetics 12th Edition ISBN: 9780357263792	**$171.95**
Milady CIMA Seat and Printed Bundle ISBN: 9780357812761	**$258.71**
Milady CIMA Seat with eBook only ISBN: 9780357812563	**$224.96**

Standard Occupational Classification

SOC Code: 39-5012.00 – Hairdressers, Hairstylists, and Cosmetologists (Source: O*Net Online)
39-5011.00 Barbers
39-5012.00 Hairdressers, Hairstylists, and Cosmetologists
39-5091.00 Makeup Artists, Theatrical and Performance
39-5092.00 Manicurists and Pedicurists
39-5093.00 Shampooers
39-5094.00 - Skincare Specialists

Veterans Benefits and Transition Act of 2018 –

VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

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

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.
    - ❖ Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Electronic Signature Policy

To increase the efficiency of internal transactions that require authorization, Oxford Academy of Hair Design may require that students and staff use electronic signatures to conduct certain transactions that previously required handwritten signatures and approvals on paper documents.

This regulation establishes the policies and procedures by which Oxford Academy of Hair Design designates school transactions for which e-signatures are required and recognizes and authenticates e-signatures.

This regulation also identifies Oxford Academy of Hair Design's

requirements for the use of electronic signatures, electronic transactions, and electronic records in conducting Oxford Academy of Hair Design transactions.

Entities Affected:

This regulation affects Members of Oxford Academy of Hair Design including; students and employees, prospective students and employees, and other individuals who are associated with Oxford Academy of Hair Design, such as affiliates, and associates.

Policies on Electronic Signature Use:

A. To the fullest extent permitted by law, Oxford Academy of Hair Design accepts e-signatures as legally binding and equivalent to handwritten signatures to signify an agreement.
B. Students shall use electronic signatures to authorize all designated internal records and transactions. Examples include but are not limited to: Admission forms, Financial Aid forms, accepting financial aid awards, paying student bills, obtaining unofficial transcripts, completing electronic forms, etc.
C. Employees shall use electronic signatures to authorize all designated internal documents. Examples include but are not limited to: viewing personal payroll data, acceptance of student handbook and employee handbook; signing off on timesheets, etc.
D. Other members of Oxford Academy of Hair Design, upon mutual agreement with the Institution, may use electronic signatures to conduct designated Oxford Academy of Hair Design transactions and to formally acknowledge their agreement to Oxford Academy of Hair Design transactions; in which they are parties by affixing an e-signature.
E. Oxford Academy of Hair Design's right or option to conduct a school transaction on paper or in non-electronic form shall not affect the institutions right, option, or obligation to have documents provided or made available in paper format.

Security Procedures:

A. Electronic signatures may be implemented using various methodologies depending on the risks associated with the transaction, and all relevant state, federal, and institution regulations. Examples of transaction risks include: fraud, non-repudiation, and financial loss. The quality and security of the electronic signature method shall be commensurate with the risk and needed assurance of the authenticity of the signer.
B. The e-signature methodology shall be commensurate to the assurances needed for the risks identified. In addition, specifications

for recording, documenting, and/or auditing the electronic signature as required for non-repudiation and other legal requirements shall also be determined by the unit.

C. Oxford Academy of Hair Design shall adopt security procedures for e-signatures, e-transactions and e-records that are practical, secure, and balance risk and cost. It is not the intent of this regulation to eliminate all risk, but rather to provide a process for undertaking an appropriate analysis prior to approving the use of e-signatures, e-transactions or e-records for specific institution transactions; and, based on such analysis, to designate those institution transactions in which e-signatures, e-transactions and e-records shall be required in place of handwritten documents.

D. The security requirements for Oxford Academy of Hair Design transactions include, but are not limited to, password policies, secure transmission policies, and federal and state regulations.

Violations and Sanctions:

A. It is a violation of this regulation for an individual to sign any Oxford Academy of Hair Design transaction on behalf of another individual, unless he or she has been granted specific authority by that individual.

B. Individuals shall report any suspect or fraudulent activities related to electronic signatures immediately to any manager or supervisor within the institution.

C. Employees who falsify electronic signatures or otherwise violate this regulation are subject to disciplinary action, up to and including termination of employment and criminal prosecution under applicable federal and state laws.

D. Students who falsify electronic signatures or otherwise violate this regulation are subject to disciplinary action under the Student Code of Conduct and criminal prosecution under applicable federal and state laws.

E. Other members of Oxford Academy of Hair Design who falsify electronic signatures or otherwise violate this regulation are subject to appropriate sanctions, including but not limited to termination of the relationship and criminal prosecution under applicable federal and state laws.