



Omega Institute of Cosmetology

Catalog 19/20

229 B South Hollywood Road
Houma, LA 70360

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www.omegainstitutes.com



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Language

This catalog is written in English.

Mission Statement

Omega Institute of Cosmetology strives to achieve the highest level of training for a group of learners who have the ability to benefit from the programs. In a professional atmosphere, students will establish self-confidence, development of positive teamwork with co-workers and will be prepared for the field of cosmetology arts and sciences and/or unrelated fields. Omega Institute of Cosmetology prepares students for licensure and job entry-level skills.

Programs Offered

Cosmetology	Manicuring
Esthetics	Teacher Training

Licensed, Accredited, Approved

Louisiana State Board of Cosmetology (LSBC) to offer Post-Secondary Education

11622 Sunbelt Court
Baton Rouge, La. 70809
p (225) 756-3404
<http://www.lsbc.louisiana.gov/>

National Accrediting Commission of Career Arts & Sciences (NACCAS) - *The National Accrediting Commission of Career Arts and Sciences is recognized by the United States Department of Education as a national accrediting agency for post-secondary schools and departments of cosmetology arts and sciences and massage therapy.*

3015 Colvin Street
Alexandria, VA 22314
p (703) 600-7600
<http://www.naccas.org/default.aspx>

U.S. Department of Education **Federal School Code 034984**

Omega Institute of Cosmetology has been approved by the United States Department of Education to make available Title IV funds to eligible students in an eligible field of study.

State Financial Programs

Taylor Opportunity Program for Students (TOPS) – is a program so state scholarships for students who are residents in Louisiana and attend an approved institution within the state of Louisiana. Amounts awarded for TOPS are based upon the most recent year allowed tops tuition figures and student eligibility. For more information and how to apply, please go to <http://www.osfa.la.gov/>

Louisiana Workforce Commission - Louisiana Vocational Rehabilitation Services- we are an approved vendor for individuals who qualify for benefits. For more information, please call 1-800-520-0584.

Member of

Louisiana Association of Cosmetology Schools (LACS)
American Association of Cosmetology Schools (AACS)

Licenses and certificates are on display in the admissions office and available for viewing upon request during normal business hours.

Ownership

Pricilla and Robert Marcel, Jr.

Faculty/Personnel

Pricilla Marcel	Financial Aid Administrator/ Director/Instructor
Allyson LeBlanc	Accounting
Nicole Guitreau	Admissions/Registrar
Brooke Voisin	Receptionist
Falon Hoggatt	Lead Instructor/ Substitute Instructor/Admissions
Kelly Breaux	Instructor/ Admissions
Nadine Landry	Instructor
Shelby Chiasson	Instructor

School Location, Facility and Equipment

Omega Institute of Cosmetology was established February 6, 1996, located at 229 B South Hollywood Road, Houma LA 70360.

Omega Institute of Cosmetology occupies approximately 8022 square foot of training space which is divided into reception area, administrative and instructor offices, four (4) practical and theory classroom, two (2) clinic areas where hairstyling, manicuring and facials services are performed, shampoo area, dispensary equipped with washer/dryer and microwave for students, student break area equipped with vending machines which are accessible to the student, staff and public, student lockers, storage areas and restrooms. Parking facilities are located behind the institution. Omega Institute of Cosmetology is handicap accessible. Services offered to the public are performed by students and supervised by licensed instructors.

Omega Institute of Cosmetology is equipped with styling workstations, shampoo bowls, dryers, wax areas, manicure/pedicure areas, color bar area, facial bed workstations, facial machines, hot towel caddy, mannequins, sterilizers, retail area and other equipment. The classroom learning environment consist of white boards, power point, instructor laptop, visual aids, VCR/DVD televisions and a library. The manicure/acrylic classroom is equipped with a ventilation system and various other safety measures set forth by the Louisiana State Fire Marshall.

Classes are offered with hands on teaching by instructors and various outside educators. The skills and theories of each service will be presented in a progressive manner, permitting each student to acquire the maximum degree of technical ability and knowledge in the minimal length of time.

Omega Institute of Cosmetology maintains honest and fair relationships with its staff, students, clients, the Louisiana State Board of Cosmetology and other schools.

Omega Institute of Cosmetology does not provide student dormitory facilities.

Statement of Non-Discrimination

This school does not discriminate in its employment, admission, instruction, graduation policies, or any other policies on the basis of sex, race, age, color, ethnic origin, religion, creed, financial status, or country or area of origin or residence. The school administrator is the individual designated to handle inquiries regarding non-discrimination policies and complaints of discrimination.

Pre-Requisites for Employment/Factors of Obtaining Employment

The successful practice of **Cosmetology, Esthetics, Manicuring and Teacher Training** most often work at least 8 hours per day, most of the time on their feet and with their arms extended performing, or demonstration and correction practical services. The Successful practice of the industry fields usually requires careful eye and hand coordination.

Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, working the industry fields require continuous exposure to a wide variety of hair and skin treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity may prohibit them from engaging in the profession.

Prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.

Career Opportunities

The following career opportunities exist in this exciting field

Cosmetology: Full-Service Stylist, Beauty Supply Sales, Platform Stylist, Salon Owner, Manufacturer's Rep, Theatrical Stylist, Salon Manager, Free Lance Styling, Product Supervisor, Retirement Center Stylist, Beauty Supply Rep

Esthetician: Salon Owner, Beauty Supply Sales, Brow Expert, Skin Therapist, Sales Manager, Free Lance Makeup Artist, Camouflage Therapist

Manicurist: Salon Owner, Artificial Nail Tech, Manicurist/Pedicurist, Manufacturer Rep

Teacher Training: Cosmetology Instructor, Esthetics Instructor, Manicuring Instructor, Beauty School Director

Employment Assistance

Omega Institute of Cosmetology has not made and will not make any guarantees of employment, placement or salary upon the student's graduation. The school will provide the student with placement assistance which will consist of identifying employment opportunities and advising the student on appropriate means of attempting to realize these opportunities. Any employment opportunities are posted on school bulletin boards and announced during class discussions.

The school is required to keep follow-up information concerning the job placement of their students. This institution complies with this requirement through acceptable back up documentation.

Admission Requirements

All applicants are required to visit the school for an information and tour session with our admissions office. An applicant is encouraged to apply for enrollment as far in advance of the desired enrollment date as possible. The school admits high school graduates and holders of high school graduation equivalency certificate.

Re-Enrollment/Re-Entry Policy

As stated on the Satisfactory Academic Progress Policy, students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director/ Administrator. Decisions by the School Director/ Administrator regarding re-enrollment are final. The student will re-enter in the same Satisfactory Academic Progress status as when they left. *Refer to Satisfactory Academic Progress policy, pages 17-19*

Upon acceptance:

All prior financial obligation owed to the Omega Institute of Cosmetology must be paid prior to re-enrollment. Students who are re-enrolling will re-register with the Louisiana State Board of Cosmetology.

Student will sign a new enrollment agreement. Cost to re-enroll will include registration fee, current kit and tuition. Tuition fees will be figured at the current rate per hour times the remaining hours needed to complete the program.

Transfer In Policy

Omega Institute of Cosmetology does not accept students' hours acquired from *another school*.

Transfer Out Policy

Students transferring out of Omega Institute of Cosmetology must notify the administration, complete required paperwork, and pay any tuition and fees in accordance with the student's enrollment agreement. The administration will notify Louisiana State Board of Cosmetology when the student has fulfilled the enrollment agreement.

Transferability of Omega Institute of Cosmetology credits to another institution is at the discretion of the accepting institution and it is the student's responsibility to determine whether or not credits will be accepted by the institution of the student's choice.

Termination

Students may discontinue their program of study voluntarily. The school also reserves the right to terminate any student who fails to comply with rules and regulations, Catalog, or any other policies. Students who discontinue their program of study will need only to pay for the scheduled hours up to the last date of attendance according to the school enrollment agreement. All such charges will be computed based on Omega Institute of Cosmetology's refund policy.

Students who withdraw from Omega Institute of Cosmetology will not be allowed to *re-enroll* for a period of six (6) months. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal.

Enrollment Requirements

Omega Institute of Cosmetology does not recruit students currently enrolled or admitted to another school offering similar programs of study.

Applicants applying for the Cosmetology, Esthetics, Manicuring, or Teacher Training* program are those who are at least 17 years of age at the time of entrance and are of good moral character and temperate habits.

Applicants applying for enrollment must comply with the following requirements and original documents must be presented to the admissions office by the given due date.

1. Complete an application for enrollment
2. Have reached 17 years of age
3. High School Diploma, G.E.D./HiSET Certificate, Private School Diploma, or a State Certification of Home-School Completion.
 - Diplomas must be approved by Louisiana State Board of Cosmetology.
 - Omega Institute of Cosmetology does not admit students under the Ability to Benefit (ATB) criteria.
 - Foreign diplomas must be evaluated and translated into English language by an approved agency. Contact the admissions office for a list of approved agencies. Documents must confirm that the education received is equivalent to a U.S. High School Diploma.
4. Current Driver's License or Government Issued I.D.
 - Omega Institute of Cosmetology is not authorized under federal law to enroll non-immigrant foreign students.
5. Social Security Card (not laminated)
6. Four (4) colored photos (2"x2" wallet size)
7. Louisiana State Board Registration, Examination and Licensing Fees (see page 10)
8. School Registration Fee (see page 10)
9. Books & Kit Fee (see page 10)

***Teacher Training** prospects must meet all the above requirements and:

1. Hold an active Louisiana License as a practitioner in the field they wish to teach.
2. Minimum of 1-year employment in the industry.

New Student Orientation

All students enrolling will attend a new student orientation program. It will occur before the first day of class, and the duration is one day. A time and date will be given prior to your scheduled class start date. Students are not awarded hours for orientation.

The orientation program provides, at a minimum, information about:

(Some of the areas may be covered by simply referring you to where you can find the information listed.)

- a. the instructional program,
- b. the educational objectives of each program
- c. administrative policies affecting students, and
- d. support services available to students.

Uniform/Dress Code

The purpose of this directive is to prescribe a standard of dress and appearance of students at Omega Institute of Cosmetology. Students attending school shall maintain a professional image and wear clean uniforms.

Prior to the scheduled class start date, a Uniform Policy detailing what is required as an Omega Institute of Cosmetology uniform will be given to the student.

Required Uniform

Black Scrub Top or Omega T-shirt
Black Scrub Pants
Black Leather Tennis Shoes
Black Socks must be worn at all times
Name Tag must be worn at all times

Unacceptable Attire

No unclean, stained or torn clothing	No undershirts
No leggings/ tights	No slippers, sandals, flip flops
No capri/cropped pants	No open toe shoes
No tube tops	No low waist pants
No jeans	No tank tops, halter tops, crop tops
No shorts	No shirts with exposed midriff
No jogging suits/ athletic pants	No spaghetti strap tops
No clothing which is made of see-through fabric	

Supplies Required

During all programs, you will be expected to complete projects. Supplies required at the time may include, but not limited to: Poster Boards, Colors, Markers, Glue, Magazines, extra makeup from home, hair brushes/products, etc.

You are required to bring the following items to your scheduled Orientation date:

Cosmetology

- | | |
|--|--|
| ☐ Required Uniform | ☐ Kleenex Box (1) |
| ☐ 2" Three ring binder (1) | ☐ Pencil, Ink Pen, Highlighters, Permanent Marker |
| ☐ Clear sheet protectors (100) | ☐ Gallon Ziploc Bags (1) |
| ☐ Notebook (1) | ☐ Round 16oz Containers (4) |
| ☐ Lg. Box Waterproof Band-Aid (1) | ☐ Plastic Rectangle Shoe Box (2) |
| ☐ Multicolored Velcro straps (6) | ☐ Note Cards (200) |
| ☐ 12 PK. Crayons | ☐ 4 Magazines (with LOTS of faces) |
| ☐ Glue Stick (1) | ☐ Combination Lock- no key lock (1) |

Esthetics

- | | |
|--|--|
| ☐ Required Uniform | ☐ White Garbage Bags (1 Box) |
| ☐ 3" Three ring binder (1) | ☐ Pencil, Ink Pen, Highlighters, Permanent Marker |
| ☐ Clear sheet protectors (100) | ☐ Gallon Ziploc Bags (1) |
| ☐ Notebook (1) | ☐ Combination Lock- no key lock (1) |
| ☐ White Twin Flat Sheets (2) | ☐ Note Cards (300) |
| ☐ Kleenex Box (1) | ☐ 12 PK. Crayons |
| ☐ Glue Stick (1) | ☐ 4 Magazines (with LOTS of faces) |
| ☐ Vinyl Gloves – Fitted (1 Box) | ☐ Paper Towel Roll (1) |

Manicuring

- | | |
|--|--|
| ☐ Required Uniform | ☐ Kleenex Box (1) |
| ☐ 2" Three ring binder (1) | ☐ Pencil, Ink Pen, Highlighters, Permanent Marker |
| ☐ Clear sheet protectors (100) | ☐ Gallon Ziploc Bags (1) |
| ☐ Notebook (1) | ☐ Round 16oz Containers (4) |
| ☐ Lg. Box Waterproof Band-Aid (1) | ☐ Plastic Rectangle Shoe Box (2) |
| ☐ Combination Lock- no key lock (1) | ☐ Note Cards (200) |
| ☐ Multicolored Velcro straps (6) | |

Teacher Training

For state board testing purposes, you will be required to purchase items that are not included on this list.

- | | |
|--|--|
| ☐ Required Uniform | ☐ Omega Manikin (1) |
| ☐ Wristwatch (1) | |
| ☐ 2" Three ring binder (1) | |
| ☐ Clear sheet protectors (100) | |
| ☐ Notebook (1) | |
| ☐ Pencil, Ink Pen, Highlighters, Permanent Marker | |
| ☐ Current Edition Milady Textbook (1) | |
| ☐ Combination Lock- no key lock (1) | |
| ☐ Note Cards (200) | |

Calendar of Operation

Enrollment Dates

Standard enrollment dates usually fall on the first Tuesday of each month. Enrollment dates are dependent upon the number of students applying for enrollment. Acceptance within a specific month will depend on the number of applications received and/or availability of space within the class. If the class is full, the student will be assigned to the very next scheduled class start date with space available. Special consideration for re-entry students may be given for other scheduled class start dates.

Class Schedule

Attendance: *Tuesday through Friday 8:30 a.m. – 4:30 p.m.*

Full-time ----- Day-time basis only ----- Attending 30 hours per week.

One 30-minute lunch – student must bring lunch or use provided vendor menus to order in.

Two 15-minute breaks

Omega Institute of Cosmetology also has the option to stay open after 4:30 p.m. Tuesday thru Friday and on Mondays to make up any time and assignments under the supervision of an instructor, but we are not obligated to do so.

Vacations and Holiday Schedule

Vacation and holiday time are not required to be made up and does not count against a student's scheduled time. If a student elects to take a vacation at a different time of year, those hours will be counted as part of the student's scheduled time.

Dates for school closure are subject to change. Call prior to making personal arrangements.

School Holidays that are accepted by the La State Board of Cosmetology:

2020

Mardi Gras	02/25/2020-02/26/2020
Spring Holiday	04/10/2020
Summer Break	05/26/2020 thru 06/05/2020
Teacher Seminar CEU's	09/22/2020 subject to change
Thanksgiving	11/26/2020 thru 11/27/2020
Winter Break	12/22/2020 thru 01/01/2021

2021

Mardi Gras	02/16/2021-02/17/2021
Spring Holiday	04/02/2021
Summer Break	05/25/2021 thru 06/04/2021
Teacher Seminar CEU's	09/21/2021 subject to change
Thanksgiving	11/25/2021 thru 11/26/2021
Winter Break	12/21/2021 thru 12/31/2021

Notification of Unexpected Closure

School closure beyond our control, holiday schedule change, staff training, or other, the school will notify students/employees by text, email, or by phone. For updates on closure and opening of school, students should follow Omega Institute of Cosmetology's website and are encouraged to use social media such as Facebook.

In the event of closure, the school will amend the original enrollment agreement that will reflect a new scheduled class end date.

TUITION AND FEES Revised 07/01/2020

The student will incur upfront cost which includes Registration Fee, Books & Kit, Louisiana State Board of Cosmetology examination and license fees. Upfront cost must be paid on the due date given to the student by Admissions.

Cosmetology:	1500 Clock Hours	55-Week Program	30 Hours per Week	
	Tuition			\$ 15,180.00
	Registration Fee (non-refundable)			\$ 100.00
	Books & Kit			<u>\$ 1,420.00</u>
			Total	\$ 16,700.00
Esthetics:	750 Clock Hours	28-Week Program	30 Hours per Week	
	Tuition			\$ 7,810.00
	Registration Fee (non-refundable)			\$ 100.00
	Books & Kit			<u>\$ 1,322.00</u>
			Total	\$ 9,232.00
Manicuring:	600 Clock Hours	22-Week Program	30 Hours per Week	
	Tuition			\$ 5,182.00
	Registration Fee (non-refundable)			\$ 100.00
	Books & Kit			<u>\$ 1,180.00</u>
			Total	\$ 6,462.00
Teacher Training:	600 Clock Hours	22-Week Program	30 Hours per Week	
	Tuition			\$ 5,742.00
	Registration Fee (non-refundable)			\$ 100.00
	Books & Kit			<u>\$ 430.00</u>
			Total	\$ 6,272.00

State Board Examination and Licensing Fees:

Registration Fee:	\$10.00 Postal Money Order	(Go to Main Post Office)
National Exam Fee:	\$83.00 Visa/MC	(gift card from Walgreens, etc.)
Practical Exam, State Exam, & License Fee:	\$75.00 Postal Money Order	(Go to Main Post Office)

Outside expenses to be incurred by student are as follows:

- Uniforms are required by La. State Board of Cosmetology. All cost may vary depending on place of purchase.
- Student name tag/time card replacement cost: \$15.00
- State Board Examinations and transportation costs for examination.
- Replacement of items used, and cost of equipment lost or stolen from student.
- "Supplies Required" List due at orientation. (refer to catalog pg. 7)

Payment Options: The student and/or his /her guardian agree to pay Omega Institute of Cosmetology monthly payments, unless otherwise agreed upon. All payments may be made by cash, check, money order, cashier's check, and Visa/Master card. Payment plans will be based on the tuition and made available to the student on the enrollment agreement. Enrollment agreement of students who are eligible to receive Title IV financial aid funds will reflect the award and balance due for a specific period. Any requests for adjusting payment options will need to be directed to the admissions office, and an addendum will need to be signed by all parties. A rejected applicant would be refunded per Refund Policy.

Omega Institute of Cosmetology offers in house scholarships during advertised times.

Late Payments: A late fee in the amount of \$15.00 will be assessed on the fifth (5th) day student is delinquent on payment, and an additional late fee of \$20.00 per day will be assessed beginning on the sixth (6th) day student is delinquent on payment, until payment is received, bringing the account current. If the first (1st) falls on a holiday or weekend, payments are due prior to.

The student agrees that upon non-payment of the installments when due, all remaining installments become immediately due and payable and shall be cause for dismissal of the student.

Extra Instructional Charges (Overtime Charges) Revised 07/01/2019

It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student program. The student agrees that in the event the student has not completed the minimum required hours, clinical and practical quotas for the indicated program by the completion date or the student's knowledge is below standards set by Omega Institute of Cosmetology **as specified on the enrollment agreement**, the student may continue as a student and hereby agrees **to pay in advance**, in addition to the total indicated program, the sum of **\$9.60 per hour**. The student will not be allowed to clock in until applicable payment has been made.

You will be charged these fees until you reach the number of hours, clinical quotas, practical quotas and/or standards required to complete the program. *Refer to: Refund Policy & Graduation Requirements*

Enrollment Agreement Length

This enrollment agreement will cover instruction beginning on the "Scheduled Class Start Date" and ending on "Scheduled Class End Date" which consists of holidays listed in the Catalog and additional instruction (80 scheduled hours for Cosmetology and 40 scheduled hours for all other programs). The enrollment agreement will be further extended by unexpected weather conditions, approved leave of absence, teachers' workshop days, or any normal school day which the administration deems necessary to close.

Cosmetology Program Outline

Taught in English language

Program Description

This program provides 1500 clock hours of instruction over a minimum period of 12 months. The program includes the study of basic theory, services and the principles of cosmetology arts and sciences. The program includes concerns for the health, condition and appearance of the hair, skin and nails. Product knowledge and manual skills are taught through theory, mannequin work, demonstrations, clinic floor procedures and models. This program is designed to develop abilities in desirable work habits, attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. Omega Institute of Cosmetology offers employment assistance to help graduate's efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, interview preparation, and job search skills.

Instructional Method

Lectures, demonstration, participation sessions, audio visual and supervised clinical experiences are used throughout the program. Students will earn practical credits by demonstrating their abilities in participation classes, clinical experiences, and assigned projects. Students earn theory grades through written test given by unit of instruction. Units of instruction are supplemented at times by guest educators, product technicians, videos, magazines and other educational methods.

Program Objective

To complete the 1500-hour program in the designated time, to comprehend the theories, and acquire the technical abilities in compliance with the La State Board of Cosmetology, the program is presented in a progressive manner, allowing for the maximum degree of technical ability and knowledge in the minimal length of time.

Program Goals

The program is to provide the training needed in theory and practical, to pass the Louisiana State Board Examination, which is required for the student to be licensed and to gain employment as a cosmetologist.

Grading Procedure

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a FINAL written and practical exam prior to graduation.

Numerical grades are considered according to the following grading scale:

Practical & Theory grades fall within the listed category by .5 rounding up and less than .5 rounding down.

Grade	Interpretation	Average
A	Excellent	90% -100%
B	Good	80% - 89%
C	Average	70% - 79%
D	Unsatisfactory	69%- Below

This grading scale reflects the Louisiana State Board of Cosmetology's requirement of a score greater than 70% in order to pass their licensing examination.

Units of Instruction

Haircutting, wiggery, hair designs, finger wave, pin curls, comb-out	280 Hours
Hair styling	240 Hours
Shampoo and Rinse	88 Hours
Dyeing, coloring, tinting, bleaching	180 Hours
Permanent wave and hair relaxing	240 Hours
State Board Rules	16 Hours
Safety measures, shop management, retailing, people skills, client consultation	80 Hours
Anatomy, physiology, bacteriology	174 Hours
Skin care, hair care, facial massages & treatment	154 Hours
Basic manicuring	<u>48 Hours</u>
Total	1500 Hours

Esthetics Program Outline

Taught in English language

Program Description

This program provides 750 clock hours of instruction over a minimum period of 6.5 months. This program includes the study of basic theory, services and the principles of Esthetics. The program includes concerns for the health, condition and appearance of the skin. Product knowledge and manual skills are taught through theory, mannequin hand work, demonstrations, clinic floor procedures and models. This program is designed to develop abilities in desirable work habits, attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. Omega Institute of Cosmetology offers employment assistance to help graduate's efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, interview preparation, and job search skills.

Instructional Method

Lectures, demonstration, participation sessions, audio visual and supervised clinical experiences are used throughout the program. Students will earn practical credits by demonstrating their abilities in participation classes, clinical experiences, and assigned projects. Students earn theory grades through written test given by unit of instruction. Units of instruction are supplemented at times by guest educators, product technicians, videos, magazines and other educational methods.

Program Objective

To complete the 750-hour program in designated time and to have comprehended the theories and acquired the technical abilities in compliance with the La State Board of Cosmetology, the program is presented in a progressive manner, allowing for the maximum degree of technical ability and knowledge in the minimal length of time.

Program Goals

To ensure that all students entering this program of study will receive the necessary training needed to pass the La. State Board of Cosmetology examination and gain employment in their chosen field.

Grading Procedure

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a FINAL written and practical exam prior to graduation.

Numerical grades are considered according to the following grading scale:

Practical & Theory grades fall within the listed category by .5 rounding up and less than .5 rounding down.

Grade	Interpretation	Average
A	Excellent	90% -100%
B	Good	80% - 89%
C	Average	70% - 79%
D	Unsatisfactory	69%- Below

This grading scale reflects the Louisiana State Board of Cosmetology's requirement of a score greater than 70% in order to pass their licensing examination.

Units of Instruction

Professional Practices	100 Hours
Science	250 Hours
Facial Treatments	250 Hours
Hair Removal	25 Hours
Makeup	100 Hours
Body Treatments	25 Hours
Total	750 Hours

Manicuring Program Outline

Taught in English language

Program Description

This program provides 600 clock hours of instruction over a minimum period of 5 months. This program includes the study of basic theory, services and the principles of art and science of nail technology. The program includes concerns for the health, condition and appearance of the skin and nails. Product knowledge and manual skills are taught through theory, mannequin hand work, demonstrations, clinic floor procedures and models. This program is designed to develop abilities in desirable work habits, attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. Omega Institute of Cosmetology offers employment assistance to help graduate's efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, interview preparation, and job search skills.

Instructional Method

Lectures, demonstration, participation sessions, audio visual and supervised clinical experiences are used throughout the program. Students will earn practical credits by demonstrating their abilities in participation classes, clinical experiences, and assigned projects. Students earn theory grades through written test given by unit of instruction. Units of instruction are supplemented at times by guest educators, product technicians, videos, magazines and other educational methods.

Program Objective

To complete the 600-hour program in designated time and to have comprehended the theories and acquired the technical abilities in compliance with the La State Board of Cosmetology, the program is presented in a progressive manner, allowing for the maximum degree of technical ability and knowledge in the minimal length of time.

Program Goals

To ensure that all students entering this program of study will receive the necessary training needed to pass the La. State Board of Cosmetology examination and gain employment in their chosen field.

Grading Procedure

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a FINAL written and practical exam prior to graduation.

Numerical grades are considered according to the following grading scale:

Practical & Theory grades fall within the listed category by .5 rounding up and less than .5 rounding down.

Grade	Interpretation	Average
A	Excellent	90% -100%
B	Good	80% - 89%
C	Average	70% - 79%
D	Unsatisfactory	69%- Below

This grading scale reflects the Louisiana State Board of Cosmetology's requirement of a score greater than 70% in order to pass their licensing examination.

Units of Instruction

Therapy preparation	20 Hours
Bacteriology	20 Hours
Sterilization & sanitation	20 Hours
Hygiene & Personality	20 Hours
Procedure in pedicuring	20 Hours
Bones of the hand and arm	6 Hours
Muscles of the hand and foot	6 Hours
Oil & lactol manicuring	48 Hours
First aid	5 Hours
Equipment & supplies	4 Hours
Advertising	5 Hours
Professional ethics	5 Hours
Salesmanship	5 Hours
Actual practice of manicuring, artificial nails	400 Hours
How to seek and obtain employment	8 Hours
Licensing Requirements	8 Hours
Total	600 Hours

Teacher Training Program Outline

Taught in English language

Program Description

This program provides 600 clock hours of instruction over a minimum period of 5 months. This program includes the principles of teaching. The program will help teach the understanding of teachers and students. Teaching methods are taught through theory books, demonstrations, practical and clinical floor experience and the evaluation. This program is designed to develop abilities in desirable work habits, attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. Omega Institute of Cosmetology offers employment assistance to help graduate's efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, interview preparation, and job search skills.

Instructional Method

Lectures, demonstration, participation sessions, and supervised clinical experiences are used throughout the program. Students will earn practical credits by demonstrating their abilities in participation classes, clinical experiences, and assigned projects. Student teachers earn theory grades through written test given by unit of instruction. Units of instruction are supplemented at times by guest educators, product technicians, videos, magazines and other educational methods.

Program Objective

To complete the 600-hour program in designated time, and to have comprehended the theories, and acquired the technical abilities in compliance with the La State Board of Cosmetology, the program is presented in a progressive manner, allowing for the maximum degree of technical ability and knowledge in the minimal length of time.

Program Goals

To ensure that all students entering this program of study will receive the necessary training needed to pass the La. State Board of Cosmetology examination and gain employment in their chosen field.

Grading Procedure

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a FINAL written and practical exam prior to graduation.

Numerical grades are considered according to the following grading scale:

Practical & Theory grades fall within the listed category by .5 rounding up and less than .5 rounding down.

Grade	Interpretation	Average
A	Excellent	90% -100%
B	Good	80% - 89%
C	Average	70% - 79%
D	Unsatisfactory	69%- Below

This grading scale reflects the Louisiana State Board of Cosmetology's requirement of a score greater than 70% in order to pass their licensing examination.

Units of Instruction

Science of teaching	175 Hours
Teacher assistance observation	150 Hours
Performance of demonstrations	25 Hours
Clinic supervised practice, teaching how to seek and obtain employment	<u>250 Hours</u>
Total	600 Hours

Standards of Conduct

Students are dismissed if their conduct is inappropriate, if they do not meet academic standards, or if they do not follow instructions. The school reserves the privilege of suspending or discontinuing for failure to make payments when due, ineptitude, misconduct, poor attendance, failing grades in practical/ theory work, infraction of rules, disobedience, or such reason as administration may deem sufficient cause for suspension or dismissal. A copy of the rules and regulations is given to each student and explained during the new student orientation.

Attendance

Records are maintained to show the attendance of a student. The school software record report indicates the student's presence, or absence of a day. The instructors also use a roll call roster to monitor the students' daily attendance along with a sign-in and sign-out sheet for lunch. These records are made readily available to anyone authorized to inspect such records. Omega Institute of Cosmetology considers all absence time to be unexcused.

A student who is absent for 14 consecutive calendar days constitutes an "Unofficial Withdrawal" or "Drop".

Exception will be made if a student had contact with a school official and can show proof of hospitalization, immediate family obituary, court orders and/or other emergency during his/her absence prior to the fourteenth day of absences. For the purposes of Unofficial Withdrawals, student's attendance is monitored weekly.

A student to project a poor attitude or show little or no effort to attend school daily will be counseled as to consequences of these absences and may be put on probation, suspension or terminated from school before the minimum satisfactory progress policy. Any action to be taken would be determined by the school administration.

Due to the intensity and the scheduling in each program formatted to go along with hours of each phase, absence from class work, theory, reviews of chapters, practical credits, technical explanation and demonstration from instructors and invited educators could result in difficulty in maintaining satisfactory progress in the program. **All missed work must be made up. (see make-up work)**

Tardiness

School begins at 8:30 a.m. Students may enter the building and begin clocking in at 8:20 a.m. Once clocked in, you must gather your items and report to class immediately to be able to start class at 8:30 a.m. After clocking in, you may not return to your car, smoke, or leave the building. It is important to get all theory time in order to maintain Satisfactory Academic Progress. You are being trained to work in the beauty profession. Tardiness and/or leaving early are unacceptable habits that can affect employment.

Tardiness/Early Departures will be addressed by administration. Students should enter class quietly.

Grace Period (8:30 a.m. - 8:35 a.m.)

Refer to student passes in the Rules & Regulations Handbook.

Arriving After 8:35 a.m.

Only valid ORIGINAL written documentation (no copies, faxes, emails, messages, etc.) for tardiness will allow a student to clock after 8:35 a.m. It is never intended for the student to be late just because they called in. Excessive tardiness will result in the student not being allowed to clock in late for any circumstance. Students are not to send messages through other students.

- Tuesday thru Friday, Students must clock in by 12:00 p.m., with valid ORIGINAL written documentation.

Early Departure

A student who early departures before 4:30p.m., must swipe their timecard and sign the attendance book.

- For Friday early departures, *refer to student passes in the Rules & Regulations Handbook on how leaving early will affect you.*

Tests and Grading Policy

For all programs: Refer to Satisfactory Academic Progress Policy

Make-up Work

Assignments in theory or practical which were missed during any period of absence must be retrieved and made up by the student. Student will be granted the privilege of makeup work at the convenience of the school and with the permission of the lead instructor. The student is responsible for meeting with the appropriate instructor or a "0" will be posted 3 days of returning to school. *For more information, see graduation requirements.*

Student Advising

Each student is counseled at mid points of the program when the Progress Reports are reviewed. Should the student fail to achieve the minimum satisfactory academic progress or fail to meet other fundamental standards of the school (attendance, attitude, cooperation, etc.), the student is individually and privately advised. When a student is privately advised concerning academic progress, attendance, or any other school related problem, a record of the session shall be made and kept on file. A list of support services is available in the administrator's office and Omega Institute of Cosmetology's catalog. Students who need more help than school instructors can provide are referred to the list of support services.

Release of Information Policy

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 the school follows policies that:

1. Will not allow publication of “directory information” about students and will not be available to any third parties or his/her parents or guardian, unless the student authorized the school in writing, for each third-party request.
2. Granted exception to this rule will be to selected agencies, i.e., accrediting, governmental, or other agencies so authorized by law.

Personal File Access Policy

All students and parents/guardian of dependent minor students are allowed access to all their records and school personnel will aid in explaining them.

Graduation Requirements

In order to graduate, the student must:

1. Complete the required number of clock hours as specified in the catalog and on the enrollment agreement.
2. Pass all written and practical examinations cumulatively with a minimum of a 70% average or higher.
3. Complete the required number of practical and clinical quotas.
4. Satisfy all financial obligations to the school.

A student will be considered a delinquent graduate until all financial obligations are met. A student will not receive a diploma or be cleared to take the Final Exam with the Louisiana State Board of Cosmetology until all financial obligations are met. *Refer to: Extra Instructional Charges (Overtime Charges)*

Graduation Diploma

Students are issued a diploma from Omega Institute of Cosmetology upon satisfactorily completion of the graduation requirements. This diploma will be signed and dated by the school administration and will have the student's name and date of graduation affixed.

Transcripts

Final student's record will be issued to the student upon request, provided all money owed the school has been paid in accordance with the refund or graduation policy.

There is a \$25.00 fee for each request for a duplicate diploma or transcript.

Licensure Requirements

It is a requirement of the Louisiana State Board of Cosmetology for anyone providing cosmetology, esthetics, manicuring or instructor training. Theory and Practical exams are taken in Baton Rouge, Louisiana.

- Cosmetology Licensure exam is comprised of two parts – theory and practical. The theory portion of the licensure exam will be taken upon completion of 1,000 clock hours and fulfilling certain requirements. The practical exam is taken after a student completes all 1,500 clock hours and has paid all tuition and fees.
- Esthetics students take the theory and practical portions of the licensure exam upon completion of all program requirements, has accumulated 750 clock hours and has paid all tuition and fees.
- Manicuring, and Teacher Training students take the theory and practical portions of the licensure exam upon completion of all program requirements, has accumulated 600 clock hours and has paid all tuition and fees.

To sign up for the licensure exams, students must turn in to the admission office (1) \$75.00 postal money order prior to enrollment made out to the La State Board of Cosmetology and (1) \$83.00 fee is prior to enrollment for Online National Testing using a Visa/Master Card (Cosmetology 1000 clock hours, Esthetics, Manicuring, Teacher Training completion of program). The admission office will mail the exam application to the State Board. The State Board will notify the school of the results of the exam. *The State Board of Cosmetology has a “no call” policy for students: students are not to call the state board to inquire about testing dates or test results. All correspondence should be done through the school.*

Student Notice from Louisiana State Board of Cosmetology

Students will not be permitted to contact LSBC under any circumstances. Students are to contact their school for any information pertaining to testing (scores, test dates, cancellation or rescheduling, etc.). The school is then to contact the appropriate department at LSBC. This procedure is necessary due to the influx of arbitrary phone calls that come into the office, which interrupts the flow of production. Steps are being taken to penalize any student that chooses to ignore this call policy per LSBC. This student notice list is also available on the website at www.lsbclouisiana.gov.

If a student fails any portion of the licensure exam, s/he must fill out an application and pay \$25 for each portion of the test failed. Payment should be in the form of a postal money order made out to the LA State Board of Cosmetology. National retakes will require an \$83.00 fee due at the time of rescheduling Online National Testing using a Visa/Master Card.

Students caught cheating will not be allowed to receive a license with LA State Board.

Leave of Absence Policy

Omega Institute of Cosmetology Leave of Absence (LOA) Policy requires all students who need a temporary interruption in training must follow the following steps to be considered eligible to request and receive a LOA.

The maximum amount of days together with any additional LOAs previously granted cannot exceed a total of 180 calendar days within a 12-month period. During any approved LOA, Omega Institute of Cosmetology will not assess the student any additional institutional charges as a result of the LOA.

1. All request for a LOA must be made in advance unless unforeseen circumstances prevent the student from doing so.
2. If the student's LOA is for an unforeseen reason the student must submit the completed LOA Request and Approval form as soon as physically possible. The institution will document its' decision to accept or deny the LOA Request due to the student's unforeseen circumstance. If approved, the start date of the approved LOA will be the first date the student was unable to attend school.
 - i. **Examples** of unforeseen circumstances: car accident, an emergency medical condition of a student or family member, death in the family.
3. All requests for a LOA must be in writing using the Omega Institute of Cosmetology Leave of Absence Request and Approval Form and must include the student's reason for the LOA. This form must be signed and dated by the student requesting the leave of absence and if applicable the parent/legal guardian of a dependent minor. The form must also be supported by proper documentation.
4. Omega Institute of Cosmetology will review the LOA request and will either approve or deny the LOA within 3 business days of receiving the written request. The LOA will only be considered approved once the school administration has reviewed the request and approved the LOA.
5. Omega Institute of Cosmetology will only approve LOA under the following conditions:
 1. Circumstances that would under normal conditions require the student to quit school because they would not be able to continue meeting the Omega Institute of Cosmetology Satisfactory Academy Policy
 2. Current circumstance, outside of the control of the student, requires the student to miss school for an extended period of time.
 3. For students that apply for a leave of absence under the requirement of **CFR 34 section 106.40 (5) (Title IX)** which requires the school to grant a leave of absence deemed medically necessary, or in the case of a student who does not otherwise qualify for leave under such a policy, a recipient shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefore as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began. For those students who are granted a leave of absence under this paragraph all other requirements of this policy apply except if the leave of absences is going to result in the maximum amount of days that the student will be gone exceeds 180 days in a 12-month period. If leave required by the student physician exceeds the 180 days, the student Title IV funding will be canceled, and the student will have to reapply when they return.
6. Omega Institute of Cosmetology reserves the right to set the **return date** from the LOA regardless of the student's request for a particular return date on the LOA Request and Approval form. Omega Institute of Cosmetology's policy on granting LOA is that all requests will cover the amount of time the institution believes the student will need for the temporary interruption in their training to resolve completely whatever reason the student requested the LOA for, **but under no condition will a student who requested a leave of absence be able to return to Omega Institute of Cosmetology before the second new class scheduled class start date following the beginning of the approved LOA.**
 - i. If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Students who were in Satisfactory Academic Progress standing when they went on a leave of absence shall continue in that status. This is an addition to the need to maintain SAP during the regular evaluation period.
 - ii. Hours elapsed during a LOA will extend the student's enrollment agreement by the same number of calendar days taken in the LOA and will not be included in the student's cumulative percentage calculation. Omega Institute of Cosmetology utilizes the NACCAS Calculator to generate all LOA calculations.
 - iii. Upon returning from an approved LOA, a student will be given a period of time to make up missed tests during class time designated by staff.
7. If a student does not return to Omega Institute of Cosmetology at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.
8. The school administration will provide to the student a signed copy either approving or denying the LOA, which if approved will have an expected date of return from the LOA.
9. A student granted a LOA is not considered to have withdrawn and no refund calculation is required at that time. The approved Leave of Absence Request and Approval Form will also act as an addendum to the enrollment agreement with Omega Institute of Cosmetology showing the adjustment to the scheduled class end date for the enrollment agreement and must be signed by all parties. The addendum will be attached to the student's enrollment agreement in the file.

Taylor Opportunity Program for Students (TOPS) Requesting a Leave of Absence: Current participants of TOPS in need of a Leave of Absence must also obtain approval from TOPS by completing and submitting a "Request for Exception Form". The "Request for Exception Form" can be found on LOSFA website.

-----END Leave of Absence Policy-----

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress (SAP) 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.

Satisfactory Academic Progress in attendance (quantitative) and academic performance (qualitative) is applied consistently to all students enrolled at Omega Institute of Cosmetology, regardless of whether or not they participate in Title IV programs. All students enrolled in our programs are considered full time. The Satisfactory Academic Progress (SAP) Policy is provided to all students prior to enrollment.

To determine Satisfactory Academic Progress for students who are attending the listed program, the student will be evaluated for both attendance (quantitative) and academic performance (qualitative) on a cumulative basis when the student is scheduled to complete the clock hours listed below for that evaluation period. The student must also complete the weeks in the evaluation period to have completed a evaluation period.

For Title IV purposes, students must maintain Satisfactory Academic Progress to continue eligibility for funding.

Students may have access to Satisfactory Academic Progress Evaluation results at any time by following the School's normal procedure: "Personal File Access" Policy.

Evaluation Periods

Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of the evaluations ensures that the student has ample opportunity to meet both attendance (quantitative) and academic performance (qualitative) requirements of at least one evaluation midpoint in the course. Evaluation periods are based upon *actual* clocked hours completed by the student.

Students are evaluated for Satisfactory Academic Progress as follows:

<u>Cosmetology Program</u>	<u>Esthetics Program</u>	<u>Manicuring Program</u>	<u>Teacher Training Program</u>
450 <i>actual</i> clocked hours	375 <i>actual</i> clocked hours	300 <i>actual</i> clocked hours	300 <i>actual</i> clocked hours
900 <i>actual</i> clocked hours			
1200 <i>actual</i> clocked hours			

Academic Year Definition

For Title IV purposes, the academic year for each program of Omega Institute of Cosmetology is 900 clock hours.

The minimum time frame to complete each program is as follows:

Program (30 Hrs./ Week)	Minimum Time	Scheduled Clock Hours
Cosmetology	50 Weeks	1500 Clock Hours
Esthetics	25 Weeks	750 Clock Hours
Manicuring	20 Weeks	600 Clock Hours
Teacher Training	20 Weeks	600 Clock Hours

The minimum time frame for the cosmetology program is 1500-clock hours and the Esthetics program is 750-clock hours at Omega Institute of Cosmetology which is the same as the requirement by Louisiana State Board of Cosmetology (LSBC). The 600-clock hour manicure and teacher training programs exceed Louisiana State Board of Cosmetology (LSBC) requirements.

LSBC Requirements

Cosmetology	1500 clock hours
Esthetics	750 clock hours
Manicuring	500 clock hours
Teacher Training	500 clock hours

Omega Institute of Cosmetology Requirements

Cosmetology	1500 clock hours
Esthetics	750 clock hours
Manicuring	600 clock hours
Teacher Training	600 clock hours

ATTENDANCE (QUANTITATIVE)

Students must attend a minimum of 70% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the course within the maximum time allowed. If the student exceeds the maximum time frame allowed, the student may be terminated from the program at the discretion of the school.

The maximum time frame is equal to 1.43 times the published length of the program.

The following is an example of maximum time frame for each program.

Program (30 Hr. Week)	Maximum Time	Scheduled Hours
Cosmetology	71.50 weeks	2145
Esthetics	35.75 weeks	1073
Manicuring	28.60 weeks	858
Teacher Training	28.60 weeks	858

The following is an example of the number of hours that a student must complete at the end of each evaluation period within the maximum

weeks listed to be considered eligible to receive Title IV Aid payments.

Program	Minimum Hours	Maximum Weeks
Cosmetology	450	21.5
	900	43
	1200	57
Esthetics	375	18
Manicuring	300	14
Teacher Training	300	14

ACADEMIC PROGRESS EVALUATION (QUALITATIVE)

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 program completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical evaluation will be conducted during the program of study. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must makeup failed or missed tests and incomplete assignments. Numerical grades are considered according to the following grading scale:

Grade	Interpretation	Average
A	Excellent	90% -100%
B	Good	80% - 89%
C	Average	70% - 79%
D	Unsatisfactory	69%- Below

DETERMINATION OF PROGRESS

Students who meet the minimum requirements for attendance (quantitative) and academic performance (qualitative) are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Omega Institute of Cosmetology students receive Satisfactory Academic Progress (SAP) Report indicating whether or not they have achieved SAP at the end of each evaluation period.

Students deemed not maintaining SAP may have their Title IV funding interrupted, unless the student is on warning, or has prevail upon appeal resulting in a status of probation.

Students will be provided with one of the following notices if their Satisfactory Academic Progress evaluation has any impact on their Title IV eligibility

1. Financial Aid Warning letter
2. Letter canceling the student's Title IV eligibility
3. Financial Aid Probation Letter, if the student prevails upon appeal

FINANCIAL AID WARNING

Students failing to meet requirements for attendance or academic progress at the end of any evaluation period will be placed on Financial Aid Warning until the end of the next evaluation period. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be suspended from receiving Title IV funds, unless the student appeals the finding that they are not meeting the Satisfactory Academic Progress and prevails on the appeal. If the student prevails on appeal, the student will be placed on Financial Aid **Probation** and will be considered making Satisfactory Academic Progress until the end of the next evaluation period. A student cannot have successive periods in Financial Aid Warning status.

APPEAL POLICY

If a student is determined NOT to be making Satisfactory Academic Progress at the end of the Financial Aid Warning period, the student may appeal the negative determination within 10 calendar days. The appeal may only be based on the following: The death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The Student must submit a **w r i t e n** appeal notice to the school administration with supporting documentation including reasons why the determination should be reversed and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next **evaluation**.

The written appeal will be reviewed within 30 calendar days by the school administration and the student will be notified of the results in writing. The results of the appeal review are final and not appealable. The appeal and result documents will be retained in the student's file.

Additionally, only students who have the ability to meet the SAP 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.

At the end of the probationary *period*, if the student is still not meeting Satisfactory Academic Progress requirements (both academic and attendance), or not following the approved academic plan, the student will be determined as not making Satisfactory Academic Progress and if applicable, the student will then receive a letter canceling the student's eligibility to receive Title IV funding.

If the student wishes to continue to receive Title IV funding, the student must submit a new appeal which will follow the same appeal procedure listed above.

A Student may appeal each time the institution determines that the student is no longer making Satisfactory Academic Progress and the results of that determination would mean the student would be no longer eligible for Title IV AID or being terminated from the institution. A copy of all evaluations including the appeal documents along with the appeal determination record will be maintained in the students file.

REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Academic Progress may reestablish Satisfactory Progress by:

1. Making up missed tests and assignments and increasing cumulative grade point average to 70% and
2. Increasing cumulative attendance to 70%

RE-ENTRY STUDENTS/INTERRUPTIONS

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students *at* the time they return to school from a **withdrawal or LOA**. The student will re-enter in the same progress status as when they left. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy.

Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the enrollment period and maximum time frame by the same number of days in the Leave of Absence. There will be no additional charges to a student for the time off when they are on an approved Leave of Absence.

Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director/ Administrator. Decisions by the School Director/ Administrator regarding re-enrollment are final.

STUDENT TRANSFER HOURS

Omega Institute of Cosmetology does not accept students' hours acquired from another school.

REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who

- have prevailed upon appeal regarding the status of Satisfactory Academic Progress *or*
- whom have reestablished Satisfactory Academic Progress.

PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES

The school does not recognize course incompletes, repetitions, and non-credit remedial courses.

As a result, these events will have no effect on the institution's Satisfactory Academic Progress

-----End SAP Policy-----

Refund Policy

For applications 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, program cancellation, or school closure

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 - b. A student (or in case of a student under legal age, his/her parent of legal guardian) cancels his/her enrollment agreement and demands his/her money back in writing, within three (3) business days of signing an enrollment agreement. In this case all monies collected by the school shall be refunded to the student. This policy applies regardless of whether or not the student has actually started training.
 - c. A student who cancels his/her enrollment agreement after three (3) business days of signing the agreement but prior to entering classes is entitled to a refund of all monies paid to school less a non-refundable Registration fee of \$100.00 for all programs.
 - d. A student notifies the school of his/her official withdrawal in writing.
 - e. A student who **does not return from an approved leave of absence**, the scheduled date of return from the leave of absence then becomes the formal date of termination. However, the student on an approved leave of absence who gives notice that he/she will not return to the school, the withdrawal date will be the date of notice. The refund is then calculated by the last day of physical attendance.
 - f. A student is expelled by the school.
 - g. For **Official Cancellation or withdrawals, as defined in b, c, d, or e**, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator or owner in person.

INSTITUTIONAL REFUND CHART

The following refund table distribution is used for all students due a refund. For students who enroll and begin classes but withdraw prior to program completion (after 3 business days of signing the enrollment agreement), the following schedule of tuition earned by the school applies.

All refunds are based on *scheduled* hours.

PERCENTAGE LENGTH SCHEDULED TO COMPLETE TO TOTAL LENGTH AND/OR PROGRAM, PER CONTRACT	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% TO 9.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49.9%	70%
50% AND OVER	100%

2. Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school.
3. Any monies due a student who unofficially withdraws from the school shall be refunded within 45 days of a determination by the school that the student has withdrawn without notifying the school. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from the school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
4. In case of illness or disabling accident, death in the student's immediate family, or other documented mitigating circumstances beyond the control of the student, the school makes a settlement, which is reasonable and fair to both.
5. In the event, a change in student status, having commenced training, student cancels his/her registration or is terminated by the school will incur a termination fee of \$100.00.
6. 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.
7. If a **program is canceled** subsequent to student's enrollment, and before instruction in the course has begun, the school will provide a full refund of all monies paid.
8. If the **program is canceled** and ceases to offer instruction **after the student has enrolled** and instruction has begun, the school shall either provide completion of the program or provide a full refund of all monies paid, at the school's option.
9. If the **school closes permanently** and ceases to offer instruction after students have enrolled and the instruction has begun, the school will provide a pro-rata refund of tuition to the student. The school does not participate in any teach-out plans with other institutions.
10. **Additional instruction** required beyond contracted graduation date after the subtraction of allowed absences (80 scheduled hours for Cosmetology, 40 scheduled hours for all other programs) shall be provided at an additional **cost of \$9.60 per hour**.

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. Books and selected supplies are not included in tuition and shall not be considered in refund computations.

Textbooks and Kits will not be refunded. All fees are identified in the catalog and in the enrollment agreement.

-----End Refund Policy-----

Area Support Services

PHONE NUMBERS

Emergency	911
Police	985-876-2500
The Haven Women's Shelter	1-888-411-1333 or 985-872-0757
Beautiful Beginnings	985-580-8105
Housing/Shelter Authority of Terrebonne	985-876-4755
Child Care – Office of Family Support	985-857-3620
Food Assistance	985-857-3620
Terrebonne Parish Health Unit	985-857-3601
Thibodaux Health Unit	985-447-0921
Mental Health	985-857-3615
Terrebonne Addictive Disorders	985-857-3612
Alcohol and Drug Abuse Council	985-879-2273
Drug Free Help	1-800-420-9064

ONLINE RESOURCES

American Institute of Stress	http://www.stress.org
Screening Test for Depression	http://www.mde.nyu.edu/psych/screens/odst.html
Anxiety Disorder	http://www.adaa.org