



**Student Handbook
Consumer Disclosures
2018**

Table of Contents

CAMPUS SECURITY AND TITLE IX POLICY	6
POLICY	6
PROCEDURES.....	6
CAMPUS LAW ENFORCEMENT	6
EMERGENCY RESPONSE AND EVACUATION PROCEDURES	6
LOCKDOWN PROCEDURES	7
WHY WOULD A CAMPUS LOCKDOWN OCCUR?.....	7
CONFIDENTIAL REPORTING PROCEDURES	7
DOCUMENTING CRIMES AND VAWA VIOLATIONS	8
TIMELY WARNINGS	8
ANNUAL DISCLOSURE OF CRIME STATISTICS.....	8
NOTICE OF NONDISCRIMINATION:.....	9
TITLE IX POLICY AND PROCEDURES.....	9
TITLE IX COORDINATOR DUTIES AND RESPONSIBILITIES	9
TITLE IX COORDINATOR.....	10
RESPONSIBLE EMPLOYEE.....	10
FILING A TITLE IX COMPLAINT.....	10
ANTI-RETRIBUTION	11
SEXUAL OFFENSE/ASSAULT PROTOCOL	11
REPORTING SEXUAL ASSAULT	11
RESPONSE TO SEXUAL ASSAULT	11
VICTIM'S RIGHTS	12
SEX OFFENDER REGISTRATION	12
REGISTERED SEX OFFENDER DATABASE WEBSITES.....	12
ANNUAL SECURITY REPORT	14
THE JEANNE CLERY ACT	15
ANNUAL CRIME STATISTICS REPORTS	15
INTRODUCTION	15
DEFINITIONS OF REPORTABLE OFFENSES.....	15
CRIME STATISTICS REPORT.....	19
SECURITY POLICIES AND PROCEDURES	20
INTRODUCTION	20
DISTRIBUTION OF THE ANNUAL SECURITY REPORT.....	20
CAMPUS SECURITY AUTHORITY.....	20

REPORTING EMERGENCIES & CRIMINAL ACTIVITIES.....	21
VOLUNTARY & CONFIDENTIAL REPORTING.....	21
RESPONDING TO REPORTS OF CRIMINAL ACTIVITY AND EMERGENCIES.....	21
EMERGENCY AND EVACUATION PROCEDURES	21
EMERGENCY WARNING POLICY	22
TIMELY WARNING POLICY	22
PUBLIC CRIME LOG:.....	23
CRIME AWARENESS AND PREVENTION	23
INTRODUCTION	23
PROTECTING YOURSELF FROM BEING A VICTIM OF CRIME	23
HOW DO WE WORK TO PROTECT YOU.....	24
SEXUAL ASSAULT AWARENESS PROGRAM & TITLE IX.....	24
INTRODUCTION	24
SEXUAL VIOLENCE AWARENESS PRESENTATIONS	24
WHAT TO DO?.....	25
WHAT NOT TO DO?	25
REPORTING A SEXUAL ASSAULT.....	25
PREVENTION TIPS.....	25
JUDICIAL NO-CONTRACT, RESTRAINING & PROTECTIVE COURT ORDERS	26
STANDARDS OF INVESTIGATION	26
STUDENT DISCIPLINE PROCEEDING ADMINISTRATIVE SANCTIONS.....	26
DRUG & ALCOHOL ABUSE POLICY PREVENTION.....	29
DRUG-FREE WORKPLACE POLICY	29
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	38
FINANCIAL AID CONSUMER INFORMATION	42
FINANCIAL AID INFORMATION	42
SFA-GENERAL CONSUMER INFORMATION	42
WHAT ARE MY RIGHTS AND RESPONSIBILITIES AS A FINANCIAL AID RECIPIENT?	42
YOU HAVE THE FOLLOWING RESPONSIBILITIES.....	43
ACCREDITATION AND LICENSURE DOCUMENTS	43
APPLICATION FOR FINANCIAL AID.....	44
SELECTIVE SERVICE REGISTRATION	44
U.S. VOTER REGISTRATION.....	44
DOCUMENTATION OF INDEPENDENCE.....	44
FINANCIAL NEED	45
NEEDS ANALYSIS SYSTEM	45
WHAT IS VERIFICATION?.....	45

ITEMS SUBJECT TO VERIFICATION:	45
WHAT FINANCIAL AID PROGRAMS ARE AVAILABLE?	47
UNSUBSIDIZED FEDERAL STAFFORD LOAN	49
PARENT PLUS MASTER PROMISSORY NOTE (PLUS MPN).....	50
CREDIT BALANCE PROCEDURES	50
STUDENT LOAN REPAYMENT.....	51
ENTRANCE AND EXIT INTERVIEWS	51
NATIONAL STUDENT LOAN DATA SYSTEM.....	53
ACCREDITATION.....	53
COPYRIGHT INFRINGEMENT POLICY	53
CONSTITUTION DAY AND CITIZENSHIP DAY	54
CAMPUS INFORMATION	54
SECURITY/FIRE SAFETY OFFICER:.....	54
LOCAL POLICE CRIME STATISTICS.....	54
HATE CRIME STATISTICS	55
TEXTBOOK INFORMATION	55
COSMETOLOGY	55
ESTHETICS.....	55
MANICURING.....	55
INSTITUTIONAL OUTCOMES 2017	56



Campus Security & Title IX Policy 2018

Campus Security and Title IX Policy

POLICY

Le Melange Academy of Hair reserves the right to take necessary and appropriate actions to protect the safety and well-being of the campus community. Such action may include taking disciplinary action against those students whose behavior constitutes a violation of school policies. Students are responsible for their behavior on campus and are expected to abide by the rules, policies and procedures at all times. Students are obligated to notify Academy Director or any responsible staff or faculty of any behavior that occurs on or off-campus they believe to be suspicious.

Le Melange Academy staff or faculty has the authority and the responsibility to ask anyone, at any time, for their identification if they question a person's authorization to be on campus, in classrooms, clinic areas and any buildings in which students frequent.

PROCEDURES

Reporting a Crime, Emergency, or Safety Concern

Should an emergency occur on any campus, notification will be sent to students using a verbal warning procedure or text messaging, the problem, and what to do to remain safe and secure. This will of course be the protocol for a dangerous threat to students and staff.

All responsible staff and faculty will, without delay, and taking into account the safety of the community, determine the content of the emergency/dangerous situation. Academy Director will be notified to make determinations of threat if any to general population and issue timely warnings to responsible authorities as long as it does not compromise the safety of any staff, faculty or students with a general verbal announcement or text.

Titles of responsible staff and faculty: School Director, Director of Education Cosmetology, Director of Esthetic's and the Compliance Specialist.

The Academy Director is responsible for testing the emergency response and evacuation procedures on a least an annual basis and documenting such testing. Documentation for each test shall include: Description of exercise, the date, the time, and whether the test was announced or unannounced. Reviewing procedures with local law enforcement should take place annually.

Napa City Police: 707 257-9223 or 911

CAMPUS LAW ENFORCEMENT

Le Melange Academy does not have any security personnel or a campus police department. We work directly with local law enforcement for any emergency issues that happen on campus or areas in which students frequent. All incident reports involving students are documented and forward to Academy director or Compliance Specialist. If assistance is required from other law enforcement, local fire departments, or other emergency agencies, the lead educator or staff personnel on that given day will contact the appropriate agency to handle incident professionally. Crimes should be reported to the Academy Director to ensure inclusion in the Annual Crime Statistics and aid in providing timely warning notices to the community when appropriate.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Academy has established procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health

or safety of students or employee's occurring on campus. These procedures provide for rapid notice to local law enforcement and administration to evaluate and confirm an emergency or danger to community.

LOCKDOWN PROCEDURES

Definition

A "Lockdown" is the temporary sheltering technique, e.g. 30 minutes to several hours, utilized to limit civilian exposure to an "Active Shooter" or similar incident. When alerted, occupants of any building will lock all doors and windows not allowing entry or exit to anyone until the all clear has been sounded. This procedure converts any building into a large "Safe Room"

WHY WOULD A CAMPUS LOCKDOWN OCCUR?

A campus lockdown is a safety procedure initiated by Academy officials in an effort to protect the livelihood of students, staff, and educators. The length of time that a lockdown lasts depends upon the situation that has occurred and how quickly local law enforcement officers can resolve the situation and secure the safety of the entire campus.

A campus lockdown might be initiated for a variety of reasons including natural disasters, criminal activity, or another potential threat. While most lockdowns will directly involve the campus itself, school officials may order a lockdown because of a dangerous situation that has occurred near the campus.

A lockdown may be called because of a suspected threat or because of a warning that a dangerous event is about to take place. Campus officials take information they receive very seriously and prefer to err on the side of caution when it comes to protecting students and staff from danger.

Though campus officials make the final decision to initiate a lockdown, the procedure may be requested by the local or state police, fire department, public safety commission, or a member of the staff or community who has verifiable information about a threat.

Reasons for a campus lockdown include:

- Natural Disasters
 - Tornado
 - Hurricane
 - Earthquake
 - Ice Storm or Blizzard
 - Severe Lightning

- Criminal Threats
 - Person with a Firearm or Weapon Seen on Campus
 - Gunshots on or Near Campus
 - Bomb Threat
 - Crime Taking Place on or Near Campus
 - Kidnapping or Hostage Situation
 - Hostile or Threatening Intruder on Campus
 - Chemical Spills or Gas Leaks

CONFIDENTIAL REPORTING PROCEDURES

If you are the victim of a crime and do not want to pursue action through Le Melange Academy or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Academy Director can file a report on the details of the incident without revealing your identity. The

purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Academy can keep an accurate record of the number of incidents involving students, educators, staff, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for Le Melange Academy.

DOCUMENTING CRIMES AND VAWA VIOLATIONS

Crimes occurring on campus are to be documented in the Campus Crime Log with a brief narrative sent to Compliance. VAWA (Violence Against Woman Act) Crimes occurring both on and off campus that are reported must be documented in the Campus Crime Log and have the complaint submitted to the Title IX Deputy to begin investigating the crime incident

TIMELY WARNINGS

A timely warning will be issued by the Academy Director when a situation arises that in the judgment of the Academy Director constitutes an ongoing or continuing threat. The warning will be issued in the following manner:

- By e-mail to students through their e-mail account
- By e-mail to educators and staff through their personal e-mail account

A timely warning will include the reported offense, the location of the reported offense, the date of the reported offense if known, a description of suspects if available, and any other information that would promote safety.

ANNUAL DISCLOSURE OF CRIME STATISTICS

By October 1 of each year, the Academy's Compliance Department must publish and distribute its annual campus security report. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The outcomes of this report can be located on our web site under each of the Campus Security Disclosures:

<http://www.lemelangeacademy.com/>

This report is prepared in cooperation with the law enforcement agencies in San Diego County and Riley County. Campus crime, arrest and referral statistics include those reported to the Academy Director and to local law enforcement agencies. Each year, notice regarding the availability of this report is provided to employees, students, prospective employees, and prospective students in the following manner

- To current employees by staff meeting
- To prospective employees during the hiring process
- To prospective students when they apply for admission to a program

The notice includes a brief summary of the report's content, instructions to request a paper copy, and the direct web address (URL) of the report. The campus crime statistics report includes the following offenses:

Criminal Offenses: Criminal homicide including murder/negligent and non-negligent manslaughter, aggravated assault, sex offenses (forcible and non-forcible), robbery, burglary, car theft, and arson.

Hate Offenses: Murder/non-negligent manslaughter, all forcible sex offenses including forcible rape, aggravated assault, arson, negligent manslaughter, and simple assault that show evidence of prejudice.

Violence Against Women: Incidents of sexual assault, domestic violence, dating violence, and stalking.

Violations of: Arrests for violations of liquor and drug law violations, and illegal weapons possession; and persons not arrested but referred to campus disciplinary action for liquor, drug, and weapons violations.

NOTICE OF NONDISCRIMINATION:

Le Melange Academy is committed to a safe and equitable learning environment for all students and employees. It does not discriminate on the basis of sex or gender in its educational programs and employment. Any incident, including sex discrimination or harassment, but not limited to, sexual assault including rape, dating violence, domestic violence or stalking committed on Academy property, or at an Academy sponsored event or activity, should be reported to the Title IX Coordinator immediately.

TITLE IX POLICY AND PROCEDURES

WHAT IS TITLE IX?

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. – Title IX of the Education Amendments of 1972.

Title IX prohibits discrimination on the basis of sex (gender) in educational programs and activities receiving federal financial assistance. Le Melange Academy is committed to providing an environment free of discrimination on the basis of sex (gender), including sexual harassment, sexual misconduct, sexual assault, relationship (dating and domestic) violence, and stalking. The Academy provides resources and reporting options to students, faculty, and staff to address concerns related to sexual harassment and sexual violence prohibited by Title IX and Academy policy.

TITLE IX COORDINATOR DUTIES AND RESPONSIBILITIES

The Title IX Coordinator is informed of all reports of sexual misconduct, and oversees the Academy's review, investigation, and resolution of those reports to ensure the Academy's compliance with Title IX

- Responsible for oversight of the investigation and resolution of all reports of sexual harassment, sexual violence, stalking, and intimate partner violence involving students, staff, and faculty;
- Knowledgeable and trained in Academy policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at the Academy, both informally and formally, and in the community;
- Available to provide assistance to any Academy employee regarding how to respond appropriately to a report of sexual misconduct;
- Responsible for monitoring full compliance with all procedural requirements, record-keeping, and timeframes outlined in this policy; and
- Responsible for overseeing training, prevention, and education efforts, and any reviews of climate and culture.

- The Title IX Deputy at each campus is responsible for tracking and reporting to the Title IX Coordinator all incidents of sexual misconduct on their respective campus, and will work with the Title IX Coordinator to ensure that the appropriate designated campus officials are involved in investigating and adjudicating complaints according to the Academy's applicable policies and procedures. Generally, when the complaint is against an employee or third party, the Title IX Deputy will conduct the investigation. When the complaint is against a student, the Title IX Deputy will coordinate the investigation with the appropriate campus student affairs official(s).

Title IX Deputies and administrators on each campus work with the Title IX Coordinator to ensure that adequate education, training, sanctions, and appropriate resources are available and provided on their respective campus. Student Services professionals also assist in educating the campus community and directing those who report an incident of sexual misconduct to the appropriate campus resources.

Examples of types of conduct that could violate Title IX include, but are not limited to:

- Pressure for sexual activity
- Dating or domestic violence
- Sexual innuendos and comments
- Sexually explicit questions
- Requests for sexual favors
- Unwelcome touching, hugging, stroking, squeezing
- Spreading rumors about a person's sexuality
- Sexual ridicule
- Displaying or sending sexually suggestive electronic content, including but not limited to emails, text messages, etc.
- Pervasive displays of pictures, calendars, cartoons, or other materials with sexually explicit or graphic content
- Stalking a person
- Attempted or actual sexual violence

TITLE IX COORDINATOR

Lynda Jordan and/or Darcell Scottmiller
lemelange@lemelangeacademy.com
 707-257-7767

RESPONSIBLE EMPLOYEE

All Le Melange Academy employees are, according to Title IX law, "responsible employees," meaning that they are legally obligated to report certain conduct of which they are aware of to the Title IX Coordinator. The Title IX Coordinator has given employees certified training explaining exactly what this means and exactly what responsible employees must do to fulfill their legal obligations.

FILING A TITLE IX COMPLAINT

Please call or email your campus Title IX Deputy to set up an informal meeting if you have a question or concerns involving sex discrimination, sexual harassment, or sexual violence.

To file a Title IX Complaint, please use the following reporting form: Title IX Complaint Form or contact the Title IX Coordinator.

Le Melange Academy's team Title IX Deputies and the Title IX Coordinator will promptly and thoroughly investigate and resolve complaints alleging sexual discrimination, sexual harassment, and sexual violence.

ANTI-RETRIBUTION

Any person who retaliates against another for testifying, assisting or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution or harassment.

SEXUAL OFFENSE/ASSAULT PROTOCOL

Le Melange Academy recognizes the importance of assisting individuals who are victims of sexual assault and helping them to regain a sense of personal control over their lives and decisions.

REPORTING SEXUAL ASSAULT

If you are sexually assaulted, you should do the following:

- Go to a safe place.
- Do not shower or bathe.
- Do not urinate, if possible.
- Do not eat, drink, smoke or brush your teeth if oral contact took place.
- Do not destroy or wash the clothes you were wearing. If you change, place your clothes in a paper bag.
- Contact the Academy Director or local law enforcement (San Diego Sheriff's Department, National City Police Department, El Cajon Police Department, or Riley County Police Department).
- Seek medical treatment immediately (preferably within 72 hours).

Following the above suggestions will ensure the preservation of evidence. Victims of a sexual offense/assault are encouraged to contact the Academy Director or local law enforcement immediately following an incident.

A report may be filed with the Academy Director and/or local law enforcement. The filing of a report does not obligate the victim to pursue charges, but does make filing of charges easier at a later date. Sexual offense/assault victims may seek action through the Academy's conduct and disciplinary policies and/or the judicial system (criminal and/or civil). The Academy will assist in pursuing option(s) elected by the victim. Le Melange Academy and the courts are independent systems; charges may be filed in either or both systems. If a sexual offense/assault victim does not wish to pursue action through the Academy or the judicial system, the victim may make an anonymous report. With the victim's permission, the Academy can file a report on the details of the incident without revealing the victim's identity. This type of anonymous report helps to ensure the future safety of the victim and others. With such information, the Academy can keep accurate records regarding the number of incidents involving students, determine where there is a pattern of sexual offenses/assaults with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

Because of the traumatic nature of a sexual offense/assault, victims are encouraged to seek immediate counseling. The Rape Crisis Center provides counseling and group services free of charge.

RESPONSE TO SEXUAL ASSAULT

Le Melange Academy personnel shall observe the following guidelines when responding to a sexual assault report.

- Assess the victim's well-being, render aid, and express concern and assurance.
- Encourage the victim to seek medical treatment (preferably within 72 hrs.)

- Do not question the victim about the details of the incident. Questioning will be handled by trained personnel.
- Notify the Academy Director.
- Identify the assailant if possible.
- Make sure the victim is in a secure place
- Identify the location of the crime.
- Assist law enforcement or medical personnel responding to the incident as needed.
- Do not touch, move or collect any evidence unless that evidence may be lost if you do not. If you have to collect evidence, record the following information:
 1. Item seized,
 2. Time seized, and
 3. Location seized.
- If evidence is given to you, record the following information:
 1. The person's name, address, telephone number and date of birth,
 2. The item given to you,
 3. The time and location where the person seized the item,
 4. The time you received the item, and
 5. Document chain of custody of the evidence.

VICTIM'S RIGHTS

- To have all incidents and medical records kept confidential
- To be treated without prejudice based upon race, class, lifestyle, sex, age, occupation, or religious beliefs
- To receive private and confidential examination/treatment for personal injuries, sexually transmittable disease, and pregnancy.
- To be considered as credible as a person reporting any other crime
- To be made aware of the options available through the Academy and the judicial system
- To receive emotional and psychological support and advocacy
- To prosecute or not to prosecute
- To receive current information on community and campus resources
- To answer only those questions relevant to the crime
- To freedom from harassment
- To feasible class schedule adjustments (without academic or financial penalty) as necessary to minimize the potential for contact with the alleged perpetrator or those associated with the alleged perpetrator. Student Services will assist victims with any academic concerns or change in class schedule requests that are feasible.

SEX OFFENDER REGISTRATION

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Education Rights and Privacy Act of 1974.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person employed, carries a vocation, or is a student.

REGISTERED SEX OFFENDER DATABASE WEBSITES

State of California:

California Registered Sex Offender Database
<https://oag.ca.gov/sex-offender-reg>

Napa County Health & Human Services
(707) 253-4279

Rape Crisis
(707) 258-8000

Napa Emergency Women's Services
(707) 255-6397



Annual Security Report 2018

THE JEANNE CLERY ACT

The Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act is a Federal Law that requires colleges and universities to:

- Publish and distribute an Annual Security Report by October 1st that contains (3) three years of school crime statistics and certain school security policy statements.
- Inform all active students and employees, as well as prospective students and employees about the existence of the Annual Security Report and how to access it on the internet or request a paper copy.
- Disclose crime statistics for the school, public areas immediately adjacent to or accessible from the school, and any non-campus facilities or remote classrooms. The statistics must be gathered from a number of resources, including local law enforcement, school security officers, and other school officials who have a "significant responsibility for the student and school activities".
- Provide "timely warning" notices of these crimes that have occurred which pose an ongoing threat to employees, students, or public safety;
- Maintain a Public Crime Log at each school which tracks "any crime that occurred on campus, or within the patrol jurisdiction", and has been reported to a CSA.
- Compliance with these provisions, does not constitute a violation of Section 444 of the General Education Provisions (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

ANNUAL CRIME STATISTICS REPORTS

INTRODUCTION

Le Melange Academy of Hair maintains a working relationship with their local law enforcement authorities and to encourage them to relay to the school information on any occurrence of criminal activity, which are reported directly to the authorities and which may endanger students and employees; however there are no official agreements requiring these agencies to act in this manner. These relationships assist the school in learning about crimes in or near the school community so that all crimes are properly reported in the Annual Crime Statics Reports.

The Jeanne Clery Disclosure Act requires each school to report specific types of crimes that pose a threat or danger to public safety at the school. It is the responsibility of the primary CSA to ensure that all employees of the school understand and are aware of these offenses to ensure proper notification to a CSA.

DEFINITIONS OF REPORTABLE OFFENSES

Criminal Homicide

- Murder and Non-Negligent Manslaughter: the willful (non-negligent) killing of on human being by another
- Negligent manslaughter: Killing of another person through gross negligence.

Sex Offenses- Forcible

- Forcible Rape: the carnal knowledge of a person forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)
- Forcible Sodomy: oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)
- Sexual Assault with an object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)
- Forcible Fondling: the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)

Sex Offenses- Non-forcible

- Incest: Non-forcible sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.
- Statutory Rape: Non-forcible sexual intercourse with a person who is under the age of consent as established by state law.

Domestic Violence

- An asserted violent misdemeanor and/or felony offense committed by the victim's current or former spouse, current or former cohabitant, or other person similarly situated under domestic or family violence law.

Dating Violence

- Violence by a person who is or has been, in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

Stalking

- A course of conduct, including physical conduct and verbal and electronic communications, directed at a specific person that would cause a person to fear for her/ his, or others' safety, or to suffer substantial emotional distress.

Robbery

- The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear, bodily harm or death.

Aggravated Assault

- An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury; typically, this type of crime is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary

- The unauthorized entry of a structure or facility by a person or persons with the intent to commit a felony or theft.

Motor Vehicle Theft

- The theft, or attempted theft, of a motor vehicle with no right of lawful access to the vehicle.

Arson

- Any willful or malicious burning or attempt to burn, with or without intent to defraud or cause bodily harm, a dwelling house, public building, motor vehicle or aircraft, personal property of another etc. In order for arson to be reported in the Annual Crime Statistics it must have been investigated.

Hate Crimes

- A criminal offense committed against a person, property, or society that is motivated, in whole or in part, by the offender's bias against a race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Hate crimes are not separate, distinct crimes, but are traditional offenses motivated, in whole or in part, by the offender's bias. A reportable Hate Crime could apply to any of the crimes listed above, as well as, Simple Assault, Intimidation, and damage or destruction of property.

Other Criminal Offenses (Arrests) and Referrals for Disciplinary Action

- **Illegal Weapons Possession:** the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.
- **Drug Law Violations:** the violation of laws prohibiting the production distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (e.g., morphine, heroin, codeine); marijuana; synthetic narcotics-manufactured narcotics which can cause true addiction (e.g., Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** the violation of state and local laws or ordinances prohibiting the manufacture, sale, purchase transportation. Possession, or use of alcoholic beverages, not including driving under the

- influence and drunkenness. Included in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintain unlawful drinking places; bootlegging operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above items.

NOTE: Illegal Weapons Possession, Drug Law Violations and Liquor Law Violations referred for disciplinary action are the result of alleged criminal offenses reported to school officials, investigated by the school and referred for disciplinary action, but the individuals were not necessarily arrested or detained by police

Remember: whenever you observe on or near your campus any crime or suspicious activity, or what you believe is credible evidence of the past commission of a crime, you are strongly encouraged to report this to the Primary CSA at your campus, or, in his or her absence, any other CSA or member of management. Your vigilance and cooperation will help Le Melange Academy of Hair to keep your campus safe for you, and all students', employees and visitors to the campus.

CRIME STATISTICS REPORT

Reported Offense	Year	On Campus	Non- Campus	Public Property
Criminal Homicide Murder/Non-Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Sexual Offenses – Sexual Assault Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Non-Forcible	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Domestic Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Dating Violence	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Stalking	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Robbery	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Aggravated Assault	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Burglary	2014	0	0	0
	2015	0	0	0
	2016	2	0	0
Motor Vehicle Theft	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Arrests Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Drug Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Illegal Weapons Possession	2014	0	0	0
	2015	0	0	0
	2016	0	0	0

SECURITY POLICIES AND PROCEDURES

INTRODUCTION

Le Melange Academy of Hair is strongly committed to crime prevention and the safety of our school communities. Although we have been fortunate in not experiencing a serious problem at our schools, the school is subject to many of the same problems that occur in any urban area of the country. The following information has been prepared to increase awareness of the current programs and procedures that exist to protect the safety and well-being of our students, employees and guests.

As members of the school community, you are encouraged to take personal responsibility for your conduct and safety. Adopting a posture of individual responsibility will enhance the quality of life for all on campus. The cooperation and involvement of all students and staff members in the crime prevention programs and by reporting all suspected criminal actions and emergencies is essential to minimize criminal activity.

Le Melange Academy of Hair believes that a well-informed school community helps create a safety conscious public which is more important today than ever before. Pursuant to the requirements set forth by the Jeanne Clery Disclosure Act, Le Melange Academy of Hair will publish and distribute an Annual Security Report by October 1st of each year, to include crime statistics for reported crimes for three years.

Our experience here in Napa has been a zero incident for the past three years. We consider this to be a fortunate experience. However, it is still our desire to provide information to increase awareness of the current programs and procedures that exist to protect the safety and well-being of our students, employees' and guests.

Our goal is to have everyone take personal responsibility for their conduct and safety. Adopting a posture of individual responsibility will create a community environment of safety for all. A culture of safety benefits all students and staff, it aligns everyone to cooperate with reporting all suspected criminal actions on campus and surrounding neighboring locations.

Emergencies become the responsibility of everyone to report and keep accurate accounts of events for detailed reporting.

DISTRIBUTION OF THE ANNUAL SECURITY REPORT

The school's Compliance Consultant is responsible for preparing the annual report in the summer of every school year. No later than October 1st of every year, plans are made for distribution of a report for all staff and students.

CAMPUS SECURITY AUTHORITY

The Jeanne Cleary Disclosure Act defines a Campus Security Authority (CSA) as any school official that has significant responsibility for student and/or school activities.

The School Director (Lynda Jordan) is the Campus Security Authority (CSA) at Le Melange Academy of Hair This means Lynda is responsible for reporting any crimes that she is made aware of on campus. Duties also include her acting as the **Primary CSA Title IX Coordinator** for the school. Any sex discrimination complaints will be overseen by Ms. Jordan.

Any crime or offense brought to the attention of CSA must be immediately reported, within 24 hours. A Crime Incident Report Form is located in the school Forms book in office.

REPORTING EMERGENCIES & CRIMINAL ACTIVITIES

- Emergencies: In emergency situations occurring on campus, in public areas around school. If it requires the response of the fire, police, or medical assistance, first dial 911. Then contact the CSA immediately.
- Non-emergencies: Please report incident to lead instructor on the floor or classroom in which the incident took place.

VOLUNTARY & CONFIDENTIAL REPORTING

Le Melange Academy of Hair has established a Crime Incident Report Form that may also be filled out by any victim or witness wishing to report a crime on a voluntary and confidential basis. This form is available to all staff, faculty, students and clients at the school, and may be submitted directly to the primary CSA or a Secondary CSA at the discretion of the victim or witness.

RESPONDING TO REPORTS OF CRIMINAL ACTIVITY AND EMERGENCIES

A CSA, and the local city police department when necessary, will respond to and investigate each report of criminal activity, including notifying the victim of the outcome of the investigation and any "Administrative Action's" taken.

The local city police department will respond to all reports of fire or medical emergencies on campus.

Administrative Actions: if a reported crime or offense involves a student or employee as the alleged offender, the offender will be subject to applicable school conduct policies and disciplinary procedures. Sanctions or Disciplinary Actions include suspension or expulsion for student offenders and termination of employment for employee offenders.

EMERGENCY AND EVACUATION PROCEDURES

Le Melange Academy of Hair has designed evacuation, to ensure the safety of everyone on-campus.

The school has designated CSA's in case of an emergency situation that would require the evacuation or lock-down of the school. The CSA's official will be responsible for contacting emergency services and alerting all students, employees and clients by direct contact.

Any bomb threat, fire alarm, or notification by emergency services automatically constitutes a threat sufficient to activate the school's evacuation procedures. In addition, any other threat that could result in bodily harm and could affect any portion of the students, employees or clients constitutes a threat sufficient to activate Evacuation Procedures.

Upon notification of the need to evacuate, all students, employees and clients should exit the building quickly but orderly, and follow the Emergency Exit Guidelines to the predetermined outside areas to wait for further information. The school's CSA official will inform the school community when it is safe to reenter the building.

During instances of the need to lock down the school, students, employees and clients should take cover immediately and wait to be told everything is clear.

Tips to Follow in Case of a Fire

SMALL FIRE: If the fire is discovered when just beginning (e.g. waste basket on fire, etc.) utilize the fire extinguisher while notifying someone to call 911.

LARGE FIRE: Instructors and employees immediately notify everyone, leaving personal belongings and proceed outside away from the building... using either the main or side door, whichever is closer, marked

EXIT. Be sure all rooms, including bathrooms are empty. Have someone call 911. Please check all buildings 931 Coombs and Natives Sons building.

Tips to Follow in Case of a Bomb Threat

KEEP CALM...immediately drop all activities and follow the Evacuation Procedure Guidelines posted around the building to the nearest exit and move to the designated safe location away from the building. Call police 911 from neighboring building or cell phone. Notify neighboring businesses of the potential threat.

Watch and guard for arriving clients or students and do not let them enter the building. NO ONE RETURNS into the school until a clear signal is given by authorities that the threat has been alleviated.

EMERGENCY WARNING POLICY

When a significant emergency or dangerous situation that poses an immediate and/or continuing threat to the health or safety of the students, employees or clients at the school is identified and contained, the Primary CSA will immediately issue an Emergency Warning Notice to the school community. If necessary the Primary CSA will follow-up with information to the school community with regards to any continuing or ongoing steps to contain the emergency, and when the emergency has been resolved.

Emergency Warning Notices may be distributed to students, employees and clients using the following modes of communication, or any combination thereof:

- Emergency Alarms
- Verbal Announcements
- Email/Text Messaging
- Hand-Posted Fliers

If the issuance of a group-wide Emergency Warning Notice might compromise the efforts of school officials or emergency personnel to satisfactorily contain the emergency or to help the victim(s), an Emergency Warning notice will not be issued but other feasible efforts will be made to inform students, employees and visitors of the emergency.

TIMELY WARNING POLICY

Upon notification and identification of a "reportable" crime under the guidelines of The Jeanne Clery Disclosure Act that represents a serious and/or continuing threat to students and employees on or surrounding the school's general geographic area, the Primary CSA will issue a Timely Warning Notice to the school community within 24 hours of the occurrence and as soon after confirmation of the facts as is reasonably possible under the circumstances.

The Timely Warning Notice will be distributed to all the Management at the school for verbal dissemination to students and employees, as well as, a variety of other methods to include, but not limited to, emergency alarms, email/text messaging, hand-posted fliers, or local media. The method of distribution is dependent on the nature and severity of the crime and or threat the crime poses to the campus population. Le Melange Academy of Hair ensure all are notified.

Timely Warnings advise the campus community about violent crimes against persons or a series of crimes against property in which the school or a member of the school community is a victim. The warning may also provide details of the crime, a description of the suspect (if known), information on who to contact about the investigation, and timely crime prevention tips; however, the warning will not provide the names of the victim(s).

PUBLIC CRIME LOG:

Any crime and/or offense that any CSA is made aware of must be reported to the Primary CSA at the school for proper documentation and tracking in the Public Crime Log within 48 hours of notice. The Primary CSA will maintain the Public Crime Log and will also maintain all documentation for all reported crimes, using the designated Crime Incident Report Form.

Designated CSA's are required to collect/complete Crime Incident Report Form(s) for any reported crimes, from any victims and/or witnesses. The Public Crime Log will be updated on a daily basis to

include all reported crimes. Crimes are tracked in the log in sequential date order as they are reported, using the reported date as the date of occurrence. All crimes tracked in the Public Crime Log will remain in the Public Crime Log indefinitely and will be reported on the annually published Crime Statistics Reports. Only a crime that is determined to be "unfounded" or "false" by a law enforcement investigation, and has been marked as such by the Primary CSA in the Public Crime Log, will be excluded from the annual Crime Statics Report. The Primary CSA will monitor the outcomes and sanctions from crimes reported to the local police and/or other law enforcement authorities and update the log with results as they are received from such officials. When no crimes are committed, the log will be left blank until there is and actual need for reporting. Log will be found in Student's Form binder in administrative office.

CRIME AWARENESS AND PREVENTION

INTRODUCTION

Le Melange Academy of Hair is committed to creating and maintaining a community in which students and employees can work and study in an atmosphere free of criminal activities. We strongly believe it is more beneficial to prevent crimes than to react to them after the fact. School Management acts as a crime prevention unit to plan, coordinate, and implement crime prevention presentations and services at our campus.

The following information is important for all students and staff to know to help prevent crimes at our schools. In addition to the distribution of the following information as part of the New Student Orientation and with all new employees during training, Le Melange Academy of Hair works with the local authorities to bring in guest speakers annually, at a minimum, to provide information on crime prevention and safety practices as part of our Crime Awareness & Prevention Program. This year this will be in the summer of 2018.

Le Melange Academy of Hair encourages all students, faculty, staff and visitors to be responsible for their own safety by taking proactive steps to reduce the likelihood of victimization and crimes on campus. Beyond the information presented in this report, additional information on Crime Awareness & Prevention can be obtained by speaking with campus personnel.

PROTECTING YOURSELF FROM BEING A VICTIM OF CRIME

A significant part of crime prevention is individual safety consciousness and awareness of one' s personal environment. These simple measures can contribute to the safety and security of the school community.

- Lock your car.
- Never leave valuable items in your car including your personal and school related materials, such as textbooks.
- Take and keep your car keys with you at all times.

- At night, travel in well-lit areas, and in pairs, if possible. Avoid short cuts, dark alleys, and deserted areas.
- Leave items of high monetary value at home.
- Do not leave personal property unattended in classrooms, salon clinic floor or student break areas.
- Do not carry more cash than necessary and never advertise what you have.
- If you observe any unknown person on or near the campus who appears to be acting in a suspicious manner or if you -observe anything else that makes you feel unsafe or threatened, call a CSA and/or dial 9-1-1

HOW DO WE WORK TO PROTECT YOU

The Primary CSA will use the Emergency Warning/Timely warning policies to advise the school community whenever the institution has received credible evidence of a crime or a series of crimes or the occurrence of systematic and suspicious circumstances or any similar such developments, which may pose a threat to the safety and welfare of anyone on campus.

The school's goal is to provide an environment that is as safe and secure as possible. The facility is open to the public during normal business hours. The school is-committed to ensuring that the facilities are kept in good repair, including doors and locking mechanisms. In addition, exterior lighting is an important part of the school's commitment to safety. Employees and students are encouraged to report any known problems or hazards to a CSA, including any observations of malfunctioning lights or locks. Prompt reporting enhances school safety for all. School Management also conducts periodic building security assessments and inspects campus grounds to address potential areas of safety concern or security threats.

SEXUAL ASSAULT AWARENESS PROGRAM & TITLE IX

INTRODUCTION

Le Melange Academy of Hair prohibits sexual assault of any kind, including rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking (whether physical or by electronic means).

Title IX of the Education Amendments of 1972 protects individuals from discrimination based on sex or gender in any educational program or activity operated by recipients of federal assistance. Sexual harassment, which includes acts of sexual violence, is a-form of sex or gender discrimination prohibited by Title IX. Any grievance concerning Title IX may be referred to the school's Primary CSA/Title IX Coordinator, the School Director Lynda Jordan or assistant Richie Yniguez.

Le Melange Academy of Hair is committed to providing an environment free from discrimination on the basis of sex or gender and provides this Annual Security Report and other resources to assist students, faculty and staff in addressing issues involving sex discrimination,' including sexual violence.

SEXUAL VIOLENCE AWARENESS PRESENTATIONS

Le Melange Academy of Hair works with their local authorities to bring in guest speakers annually, at a minimum, to provide information on how to prevent and respond to sexual assault as part of our Sexual Assault Awareness Program. Local authorities will provide a wide variety of information to our students, faculty, and staff during their presentations at the campus. Information that will be provided includes: definitions of sexual offenses and "consent" in the applicable jurisdiction of the school, safe and positive options for a bystander to intervene to try to prevent harm in risky situations, recognizable signs of abusive- behavior and how to avoid potential attacks; etc.

In addition, the following information is shared with all students as part of the New Student Orientation and with all staff/faculty during training to ensure that everyone is fully aware of how to protect themselves from sexual assault or harassment of a sexual nature, this is done on the first day of attendance.

WHAT TO DO?

If you should become the victim of sexual assault, domestic violence, dating violence, or stalking, do your best to remember identifying characteristics of the perpetrator; the more detail you can remember the better. Remember that you have not committed a crime, the perpetrator has. Sexual violence can happen to anyone. While it is your decision whether or not to notify and seek assistance from law enforcement and/or a Campus Security Authority (CSA), we strongly encourage you to do so, as this may result in the prevention of further offenses and harm to others. If you or a friend has experienced sexual violence of any form, we recommend you contact the local authorities and/or a CSA, and do the following, immediately:

- Go to a safe place
- Call someone you trust to be with you
- Seek medical care
- Report the assault as soon as possible after the assault but it can be reported at any time

WHAT NOT TO DO?

- Do not shower, bathe, douche, urinate, or brush your teeth after the attack.
- Do not discard or wash clothing or linens until evidence can be collected by investigators.
- Do not blame yourself.
- Try to preserve evidence even if at the time you are not sure you are going to press charges

REPORTING A SEXUAL ASSAULT

- A CSA will meet with you privately.
- A CSA will act thoughtfully without judging or blaming you.
- You will be treated with courtesy, sensitivity, dignity and understanding.
- The Police will accommodate your request to speak to a law enforcement officer of the same gender.
- A CSA will help in arranging hospital and/or counseling services or other assistance.
- We will change your contracted class or employment schedule after an alleged sex offense if you request it and the changes are reasonable and available.

PREVENTION TIPS

- Clearly communicate your sexual interests and boundaries with potential partners and avoid potential sexual situations with people who disregard your opinions and limits. • Ask questions to determine unquestionably that your partner has consented to sexual intercourse
- Do not drink to excess. One drink can affect judgment so only drink within your limits and in moderation.
- Say "NO" like you mean it when the situation causes concern. State clearly, emphatically, and forcefully if consent is not given.
- Do not be afraid to cause a scene if you feel threatened.
- Never hitchhike.

- Use the "Buddy System"; avoid walking alone, especially after dark, and always carry your cellphone with you, if necessary, ask a member of the staff of your school to accompany you to your car
- Tell friends and roommates where you are going, how you are getting there, how long you will be, and when you get back.
- Lock the door at home or away, and in your vehicle.
- Trust your instincts, better to be safe than sorry.
- A national study found 73% of suspects and 55% of the victims were under the influence of alcohol or drugs at the time of the sexual assault

JUDICIAL NO-CONTACT, RESTRAINING & PROTECTIVE COURT ORDERS

Students and/or Employees of Le Melange Academy of Hair are encouraged to inform the institution of any active Judicial No-Contact, Restraining and/or Protective Court Orders and all details pertaining to the orders that is necessary to ensure the safety of the student or employee. Le Melange Academy of Hair management will take all appropriate measures and inform all pertinent staff to help enforce the orders and will notify the local police if there is a situation where the orders have been violated.

STANDARDS OF INVESTIGATION

Le Melange Academy of Hair CSA's will investigate all incidents of Sexual Assault, Domestic Violence, Dating Violence, Stalking, or Sexual Harassment; whether they are reported to the CSA or local authorities, or if the victim or victim's family is not requesting further action be taken against the perpetrator. It is the school's obligation to investigate all alleged acts of sexual harassment or sexual violence to determine what occurred and to take appropriate steps to resolve the situation. A criminal investigation by law enforcement officials does not relieve the school of its duty to investigate all alleged acts of sexual violence or harassment.

School management will obtain all available and necessary evidence, including but not limited to: surveillance videos, photos, witness and/or victim statements, alleged perpetrator statements, police and/or medical reports, etc. Every complainant has the right to have his or her complaint thoroughly evaluated and decided by school officials using a preponderance of the evidence standard (i.e.; it is more likely than not that sexual harassment or sexual violence has occurred): In some cases of alleged sexual harassment, grievance procedures may include voluntary informal methods to resolve the complaint (i.e., mediation); however, the complainant has the right to end an informal process at any time and begin a formal stage of the complaint process.

In cases involving allegations of sexual assault, mediation is not an option and a formal investigation and discipline proceeding must occur. All management is fully trained on how to investigate allegations of sexual harassment and/or sexual assault and how to appropriately conduct Student Discipline Proceedings. A key aspect of these proceedings is to ensure the safety of victims, promote accountability, and to ensure the prompt and equitable resolution of complaints of a sexual nature.

STUDENT DISCIPLINE PROCEEDING ADMINISTRATIVE SANCTIONS

Sexual assault is a criminal act which carries criminal and civil penalties under state and federal law. Reported incidents of rape, acquaintance rape, domestic violence, dating rape and violence, sexual

assault, stalking or sexual harassment will lead to the initiation of an investigation and student disciplinary proceedings. Complainants and the accused perpetrators have the right to present their case. This includes the right to an adequate and reliable investigation of the complaint the right to the same appeal process for both parties. The accuser and the accused are entitled to have others, present during a disciplinary proceeding or any related meeting or proceeding with an advisor of their choice, including legal counsel obtained at their election and their expense.

Both the accuser and accused will be notified in writing simultaneously of: 1) the time frame within which the school will conduct a full investigation of the complaint; 2) the outcome of the Student Discipline Proceedings; 3) Appeal Procedures (if applicable); 4) any change to the result before it becomes final; 5) and when the results become final, with respect to the alleged sexual offense and any sanction that is imposed on the accused when the sanction directly relates to the harassed student. If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged victim. Possible administrative sanctions include expulsion, suspension, forfeiture, warning, restricted access to school property, class/session changes, and/or other sanctions permissible under existing school rules. Le Melange Academy of Hair firmly believes in the victim's right to keep these matters confidential, and all records pertaining to these incidents will not include personally identifiable information about the victim.



Drug & Alcohol Abuse Policy 2018

DRUG & ALCOHOL ABUSE POLICY PREVENTION

Le Melange Academy of Hair is extremely concerned about the well-being of its employees and students. A related concern is that Le Melange Academy of Hair hard-earned reputation and positive image, which benefits graduates, students and employees, not being compromised in any way by unlawful actions of students or employees.

In accordance with the Drug-Free Schools and Communities Act, Le Melange Academy of Hair has implemented a comprehensive Drug & Alcohol Abuse Policy and a Prevention Program aimed at ensuring our campus community is drug- and alcohol-free.

Le Melange Academy of Hair has developed a very strong and rigidly enforced policy for both students and employees regarding drug and alcohol abuse:

LE MELANGE ACADEMY OF HAIR CANNOT, AND WILL NOT CONDONE DRUG OR ALCOHOL ABUSE ON THE PART OF ITS EMPLOYEES OR STUDENTS

Le Melange Academy of Hair operates within a "ZERO TOLERANCE" policy regarding any participation in unlawful manufacture, distribution, dispensation, possession or use of any controlled substance, legal or illegal, during the ENTIRE period of training. Students and employees are not to consume or be under the influence of alcohol or drugs while on campus. Violation of this policy WILL result in immediate termination of the student's training.

In addition, a student's eligibility to receive Federal Title IV funds are subject to adherence to the above stated Anti-Drug and Alcohol Policy. In the event that a student violates this policy any Federal funding that they may be eligible for may be halted and they may be required to return a portion of received funds.

Students must notify the school's Financial Aid Department if their eligibility for educational Title IV funding has been suspended or terminated under Section 5301 or PL 100-690 for conviction of the manufacture, distribution or possession of illegal drugs.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. Alcohol and drug abuse not only has an adverse effect on job performance, student learning and employee and student safety, but also on the health and welfare of the entire community. Le Melange Academy of Hair is concerned with this impact, and recognizes that both problems can be successfully treated enabling either the employee or student to return to a satisfactory performance level. Employees or students experiencing any alcohol- or drug-related dependencies are encouraged to come forward and Le Melange Academy of Hair management will assist them with seeking appropriate treatment.

The Drug & Alcohol Policy is distributed and discussed with all new students during New Student Orientation and with all new employees at the beginning of their employment to ensure a safe and well-educated environment at each school This literature is also made available to all students and employees through the designated CSA's or Financial Aid Office and online at: lemelangeacademy.com.

DRUG-FREE WORKPLACE POLICY

The following Drug-Free Workplace Policy is to notify all employees and students that pursuant to the Federal Drug-Free Workplace Act 1988 (Public Law 101-690), Le Melange Academy of Hair prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on school property, or as part of any school activity. Le Melange Academy of Hair similarly prohibits the unlawful use, possession, and distribution of alcohol in the workplace, on school property, or as part of any school activity, as well as any other unlawful conduct involving alcohol.

For the purpose of this statement, the site for performance of work done in connection with grants, and thus the drug-free workplace, consists of all locations where Le Melange Academy of Hair does business. This includes, but is not limited to all lecture classrooms, parking lot, all administrative offices, corridors, storage rooms, and any space to be added in the future.

Health Risks:

The abuse of narcotics, depressants, stimulants, hallucinogens, or alcohol can cause serious detriment to a person's health. The health risks associated with the misuse of the previously mentioned drugs vary but include, and are not limited to: convulsions, coma, paralysis, irreversible brain damage, tremors, fatigue, paranoia, insomnia, and possible death. Drug and alcohol abuse is extremely harmful to a person's health, interferes with productivity and alertness, and working while under the influence of drugs or alcohol could be a danger to the employee or student under the influence and fellow workers and students. Described below are some of the additional dangers and symptoms relative to use/abuse:

Marijuana

Commonly known as "pot", it is a plant with the botanical name of *cannabis sativa*. Pot is almost always smoked but can be ingested. Use causes the central nervous system to become disorganized and confused. Most users experience an increase in heart rate, reddening of eyes and dryness of the throat and mouth.

Studies have proven that marijuana's mental effects include temporary impairment of short-term memory and an altered sense of time. It also reduces the ability to perform tasks requiring concentration, swift reactions, and coordination. Feelings of euphoria, relaxation, and bouts of exaggerated laughter are also commonly reported.

Smoking "pot" may cause: brain chemical changes, an altered reality, physically damaged lungs, emphysema, chronic bronchitis, lung cancer, a weakened immune system, damage to sperm in males. Irregular menstrual cycles, in females, reduced fertility and sex drive.

Cocaine/Crack

Cocaine is a stimulant drug, which is derived from the coca plant. Street cocaine is available in the form of a powder or a "rock" of crack and is most commonly inhaled or smoked. Cocaine increases the heart rate and blood pressure and is very addictive.

Crack is a form of smokeable cocaine named for the popping sound it makes when burned. It is a mixture of cocaine, baking soda, and water. It is 5-10 times more potent than cocaine and is extremely dangerous. It has been reported that addiction can occur with as few as two "hits".

Some of the symptoms of cocaine/crack abuse are: personality changes, unexplained weight loss, excess sniffing and coughing, insomnia, depression, irritability, neglect of responsibility toward work, school, family, and friends, and panic attacks.

Alcohol

In small doses, alcohol has a tranquilizing effect on most people, although it appears to stimulate others. Alcohol first acts on those parts of the brain that affect self-control and other learned behaviors; lowered self-control often leads to the aggressive behavior associated with those who drink. Alcohol use can also quickly cause dehydration, coordination problems, and blurred vision.

In large doses, alcohol can dull sensation and impair muscular coordination, memory, and judgement. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause brain damage and a great number of other health, medical, and social issues.

Hallucinogens

There are also known as psychedelics. The effects vary; the same person may have different reactions on different occasions. Most users are affected by changes in time and space perception, delusions, and hallucinations. The effects may be mild or overwhelming, depending on the dose and quantity of the drug.

Physical reactions range from minor changes such as dilated pupils, a rise in temperature and heartbeat, to tumors. High doses can greatly alter the state of consciousness.

After taking a hallucinogenic, the user loses control of thought processes. Although many perceptions are pleasant, others may cause panic or may make a person believe that he or she cannot be harmed. These delusions can be quite dangerous.

Heroin

Heroin is a narcotic, which relieves pain and induces sleep. Commonly known as “junk” or “smack”, heroin is a highly addictive depressant and has been attributed as the cause of many deaths. Obvious symptoms include “pin point pupils”, drowsy, lethargic, slurred speech, and an inability to concentrate. Related medications used to treat pain oxycontin, and oxycodone, methadone, and codeine. The abuse of painkillers ranks second only to the abuse of marijuana in the United States.

Heroin users experience a high rate of infectious diseases due to a weakened immune system and dirty needles shared by users. Children can be born addicted or can become addicted from heroin in the mother’s milk.

Crystal Methamphetamine

Crystal methamphetamine is a colorless, odorless powerful and highly addictive synthetic (man-made) stimulant. Crystal methamphetamine typically resembles small fragments of glass or shiny blue-white “rocks” of various sizes. Like powdered methamphetamine, crystal methamphetamine produces long lasting euphoric effects. Crystal methamphetamine, however, typically has a higher purity level and may produce even longer-lasting and more intense physiological effects than the powdered form of the drug.

Crystal methamphetamine use is associated with numerous serious physical problems. The drug can cause rapid heart rate, increased blood pressure, and damage to the small blood vessels in the brain, which can lead to stroke. Chronic use of the drug can result in inflammation of the heart lining. Overdose can cause hypothermia (elevated body temperature), convulsions, and death.

Individuals who use crystal methamphetamine also may have episodes of violent behavior, paranoia, anxiety, confusion, and insomnia. The drug can produce psychotic symptoms that persist for months or years after an individual has stopped using the drug.

Crystal methamphetamine users who inject the drug expose themselves to additional risks, including contracting HIV (Human Immunodeficiency Virus); methamphetamine users also risk scarred or collapsed

veins, infections of the heart lining and valves, abscesses, pneumonia, tuberculosis, and liver or kidney disease.

Depressants

Depressants are highly addictive. They are usually known as “downers”. A user may be drowsy, lethargic, suffer from memory loss, and have slurred speech. Many lawful drugs that have depressant feature are from the family of drugs called barbiturates. More serious effects of the abuse of downers are liver damage, paradoxical anxiety and excited rage, coma, and death.

Ecstasy

(MDMA) Also known as XTC, X, and E, Ecstasy is a mind altering drug with hallucinogenic and speed-like side effects. Often used at raves, it is taken to promote loss of inhibition, excited-ness, euphoria, energy, and sexual stimulation. Ecstasy increases the amounts of serotonin in a person’s brain, which causes increased energy and cheerfulness; it also contains anti-coagulative properties, which can cause a person to bleed to death if injured. Ecstasy can also cause serious brain damage in a short time. Side effects of ecstasy are: depression, increase in heart rate and blood pressure, muscle tension, nausea, blurred vision, faintness, chills, brain damage, organ damage, and death. Similar “designer drugs” include MDEA and MDA (also known as “Adam” and “Eve”).

Ritalin

Methylphenidate (Ritalin) is a medication prescribed for individuals (usually children) who have abnormally high level of activity or attention-deficit hyperactivity disorder (ADHD). It contains amphetamines and can be abused as a stimulant by those other than for whom prescribed. When abused, the tablets are either taken orally or crushed and snorted. Some abusers dissolve the tablets in water and inject the mixture – complications can arise because insoluble fillers in the tablets can block small blood vessels.

GHB

Gamma-hydroxyl butyrate is an intoxicating chemical with medical, recreational, and potentially dangerous uses. Its use is illegal for any purpose in the United States. Nicknamed the “date rape drug,” it is a clear liquid often mixed in drinks to promote relaxation or increased sociability. When taken, side effects can be drowsiness, dizziness, vomiting, amnesia, decreased motor skills, slurring of speech, unarousable sleep (coma), and death, GHB was used as a dietary supplement until banned by the FDA. GHB is now illegal in the United States. Common slang names for GHB are: G, Liquid X, GBH, Gamma-oh, Blue Verve, Grievous Bodily Harm, Goop, and EZlay.

Drug Conviction Notification and Imposed Sanctions:

Any employee or student must notify Le Melange Academy of Hair of any criminal drug statute conviction for violation occurring in the workplace no later than five days after such a conviction.

Within 30 days after receiving notice of an employee or student conviction, Le Melange Academy of Hair will impose corrective measures on the employee or student convicted or drug abuse violations in the work place by:

1. Taking appropriate action against the employee or student up to and including expulsion/ termination of employment and referral for prosecution.

2. Requiring such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Laws Relating to Drug Violations:

Attached is a list of violation codes associated with the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance. Any employee or student violating any of the described laws of the Health and Safety Code or the Business and Professional Code could be subject to fines and imprisonment.

Where can students and staff go for help?

Napa County Health and Human Services 2344
 Old Sonoma Rd.
 Napa, CA, 94559
 707-253-4063

Drug Abuse and Addiction Information and Treatment Centers

- Harm Reduction Therapy Clinic 415-863-4282
- National Institute on Drug Abuse 301-443-1124
- Alcohol Abuse 404-525-3178
- Alcoholics Anonymous World Services 212-870-3400
- National Institute of Alcohol Abuse and Alcoholism 301-443-3860
- Rapid Detox 855-276-4063
- Treatment Access Services 707-253-4063
- Alcoholics Anonymous (AA) 707-500-7001
- ACOA (Adult Children of Alcoholics) 707-255-4900
- AL-NON (Family & Friends of Alcoholics) 707-258-3690
- The Center for Substance Abuse Treatment and Referral Hotline: 800-662-4357

Policy Distribution Procedures:

Le Melange Academy of Hair Drug-Free Workplace Policy will be distributed to all employees and students on an annual basis using the following procedure:

Drug/Schedule	Quantity	Penalties	Quantity	Penalties
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs., and not more than 40 yrs. If death or	5 kgs or more mixture	First Offense: Not less than 10 yrs., and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4
Cocaine Base (Schedule II)	28-278 gms Mixture		279 gms or more mixture	

Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	<p>serious injury, not less than 20 or more than life.</p> <p>Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p>Second Offense:</p> <p>Not less than 10 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p>	400 gms or more mixture	<p>million if an individual, \$10 million if not an individual.</p> <p>Second Offense:</p> <p>Not less than 20 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment</p>
Heroin (Schedule I)	100 - 999 gms mixture		1 gms or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		100 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	

Penalties

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs., or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Flunitrazepam (Schedule IV)	1 gm or more	Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	30 to 999 mgs	Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual

All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
All schedule V Drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Students will receive a copy of the Drug-Free Workplace Policy at the time of initial enrollment. The enrollment agreement signed by every student will acknowledge receipt of the Drug-Free Workplace Policy

Staff employees will receive a copy of the Drug-Free Workplace Policy with the initial agreement of employment. It will be read, and the signature page will be returned with the employment agreement. Annually, the human resources department will be responsible for distributing the policy to current staff employees.

Federal Trafficking Penalties*

Federal Trafficking Penalties – Marijuana*

Drug	Quantity	1st Offense	2nd Offense
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual

Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

*From the U.S. Drug Enforcement Administration



FERPA Policy 2018

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the authority of the Family Educational Rights and Privacy Act of 1974 (FERPA) commonly known as the "Buckley Amendment" students are granted certain rights with respect to their educational records. These rights are as follows:

- I. ***The right to inspect and review the student's educational records within 45 days of the day the School receives the request for access.***
 - A. Education records are files, records, or documents that the School maintains which contain information that directly relates to the student. These include, but are not limited to Academic Files, Placement Files, and Financial Aid Files. B. Among the documents this right does not include are:
 1. Personal files of members of the staff or administration.
 2. Medical records.
 3. Security files not available for review by individuals other than local law enforcement officials.
 4. Employment records that relate exclusively to the individual's capacity as an employee.
 5. Records containing only information concerning a person's activities after graduation or withdrawal from the school.
 6. Material relating to the financial status of parents which is contained in any record maintained by the school
 7. Confidential letters of recommendation placed in a student's education record prior to January 1975.
 8. Confidential letters of recommendation to which a student has waived his or her right to access.
 - C. Student's education records are located primarily in the office with Enrollment Specialist or Financial Aid Administrator.
 - D. A student may request access to his or her educational records by filing a written request with the person who is responsible for maintaining the records which the student wants to review.
 - E. The request must identify the particular record(s) which the student wishes to inspect. The school official will make arrangement for access and notify the student of the time and place where the records may be inspected.
 - F. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 - G. A fee may be charged by the school for the cost of reproduction of such records.
 - H. Student records are retained permanently by the school and kept in accordance with *FERPA*.
 - I. Certain items are not considered part of the student's records under FERPA. These include, but are not limited to, certain confidential letters of recommendation received by the school, records about student or incidents made by & accessible only to Educators or Administration.
- II. ***The right to request the amendment of the student's educational records that the student believes are inaccurate, misleading, or in violation of the student's privacy.***
 - A. Students may ask the school to amend a record that they believe is inaccurate, misleading or in violation of the student's privacy.

- B. The student must write the school official responsible for the record clearly identifying the part of the record they want changed and specify why it is inaccurate, misleading, or in violation of their privacy.
- C. In the event that the School denies a request to amend a record, the student may request a hearing.
- D. If the hearing officer upholds the School's refusal to amend the record, the student will still be allowed to include a statement in their record regarding the disputed information; which will be released whenever the record in question disclosed.
- E. The School maintains a record of request for disclosure of student records as part of the official record of the student and said records show:
 - 1. The persons requesting the information
 - 2. The information requested
 - 3. The reason for the request
 - 4. Whether or not the information was provided.

III. ***The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.***

- A. Personally Identifiable Information is a list of personal characterizes or other information that would make the student's identity easily traceable.
- B. Directory information is personally identifiable information that may be released to any inquirer without the consent of the student.
- C. Le Melange Academy of Hair has designated the following as Directory Information:
 - 1. Student's Name
 - 2. Dates and Hours of attendance
 - 3. Enrollment Status
 - 4. School Photos
 - 5. Diplomas Awarded; and
 - 6. Award Received for contest
- D. Student wishing other personally identifiable information to be disclosed to specific individuals must request such disclosure in writing. The request must be made to specify the information to be disclosed, the reason for disclosure, and the person to whom disclosure may be made.
- E. Prevention of Disclosure of Directory Information: The student may request that all personally identifiable information not be disclosed to any inquirer, by making a request in writing ten (10) working days of matriculation; however due to the nature of our training program and the requirements for students to work on public clientele the student's name and hours of availability for the purpose of booking client request cannot be prevented from disclosure.
- F. Access without Consent: The school releases Personally Identifiable 14 without the student's written consent if the disclosure is made by the following:
 - 1. NACCAS our Accrediting Agency
 - 2. Department of Education
 - 3. BPPE Private Post-Secondary Education
 - 4. Compliance with a: judicial order or subpoena, provided that the school makes a reasonable effort to notify the student prior to compliance.

IV.

1. **Persons responsible for determining Financial Aid for which the student has applies or received**
 2. **Officials from another school in which the student has applied**
 3. **Reports need for completion of IPEDS**
 4. **Protect the health and safety of a student or another personally**
 5. **Any organization responsible for paying the cost of training, such as The Department of Rehabilitation**
 6. **Comply with conditions otherwise required by the FERPA ACT**
- G. A parent of a dependent student may challenge denial of access to dependent's student's record by producing the most current copy of Internal Revenue form 1040. If the student in question is listed as a dependent student. Parents will have access under FERPA.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Le Melange Academy of Hair to comply with FERPA.

The name and address of the Office that administers FERPA is:

**FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATIONAL
400 MARYLAND AVENUE
SW WASHINGTON DC 20202-5901**



Financial Aid Policy 2018

FINANCIAL AID CONSUMER INFORMATION

FINANCIAL AID INFORMATION

It is a goal of Le Melange Academy of Hair to assist every eligible student in the financial aid process that enables the student to attend college. Le Melange Academy of Hair participates in Federal Student aid grants and loans. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the federal government and is called Federal Student Financial Aid (SFA). This includes the Federal Pell Grant and Federal Direct Student Loan. The college also utilizes alternative source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the cost of education rests with individual students and their families. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can be reasonably expected to contribute to the cost of education for the same period.

SFA-GENERAL CONSUMER INFORMATION

Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied in the school catalog. However, student finance personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must:

- A. Be enrolled as a regular student in an eligible program of study on at least a half-time basis.
- B. Have a high school diploma or an equivalent;
- C. Be a U.S. citizen or national or an eligible non-citizen; verification of eligible non-citizen status may be required;
- D. Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- E. Maintain satisfactory academic progress;
- F. Provide required documentation for the verification process and determination of dependency status;
- G. Have a valid Social Security Number;
- H. Have borrowed less than the total aggregate loan limits for the Title IV financial aid programs;
- I. Be registered for the Selective Service, if required; and
- J. Not be in default on a FSA loan or owe an overpayment on a FSA grant or loan and have not made repayment arrangements for the default or overpayment.

WHAT ARE MY RIGHTS AND RESPONSIBILITIES AS A FINANCIAL AID RECIPIENT?

You have the following rights:

- A. To know the names and organizations which accredit and authorize the school to operate.
- B. To know about the programs, the faculty, and the physical facilities at the school.
- C. To know what Financial Assistance is available, including information on all Federal and Institutional Financial Aid programs.
- D. To know the cost of attending the institution and the school's refund policies.
- E. To know the criteria used by the institution in awarding financial aid to recipients.
- F. To know how the school determines your Financial Need.
- G. To know what resources are considered in the calculation of your financial aid and personal obligations.

- H. To know how much of your financial need, as determined by the institution, has been met.
- I. To request from the Financial Aid Office an explanation of the various programs in your student aid package. If you believe you have been given inadequate consideration, you may request re-consideration of the award made to you,
- J. To know what portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the repayment procedures, the length of time you have to repay the loan, and when repayment is to begin.
- K. To know how the school determines your academic progress; and, what happens if your progress is not satisfactory.

YOU HAVE THE FOLLOWING RESPONSIBILITIES

Review and consider all information about the school's program BEFORE YOU ENROLL. You should obtain information about attrition rates, placement rates, academic programs, facilities, etc. Remember, the final choice is yours.

- A. Complete all application forms accurately and submit them on time, to the correct personnel. Errors or missing documents can result in long delays. Intentional misreporting of information on application forms for Federal Student Financial Aid is a violation of the law and is considered a criminal offense subject to penalties under the US Criminal Code.
- B. Provide all additional documentation as requested.
- C. Read and understand all forms that you are requested to sign; keep copies of them.
- D. If you receive a loan, you must notify the lender of your changes in status, in enrollment status, in your address and any other relevant changes.
- E. Know and comply with your school's refund procedures.
- F. You must use all funds received for Educational Purposes only and will be required to sign a statement so stating before you can receive Federal financial aid.
- G. You will be required to sign a statement that you do not owe a Refund on a Title IV program, nor are you in default on a student loan. Please confer with the Financial Aid Office, before you sign this statement, if you suspect that you may not be able to sign it truthfully. Some problems can be resolved. The Financial Aid Office will work with you.
- H. Your eligibility for any of the Title IV Programs may be suspended or terminated by the court as a part of a conviction for possessing or distributing illegal drugs. You will be asked to sign a statement that you will not make, distribute, dispense, possess, or use illegal drugs during the period of your Federal Pell Grant. In addition, the Director of Le Melange Academy of Hair has been required to certify to the U.S. Federal Government that Le Melange Academy of Hair, as a federal sub-contractor, maintains a "Drug-Free Work Place". This means that if you are convicted of a drug-related offense while on College property, that you will be terminated from school and/or asked to enter into a drug rehabilitation program.

ACCREDITATION AND LICENSURE DOCUMENTS

The specific documents related to accreditation and licensures are maintained in the Office of the School Director and in school catalogs.

Accreditation: National Accrediting Commission of Career Arts and Science, Inc. (NACCAS)

Recognition: U.S. Department of Education for participation in Student Financial Assistance Programs

Licensure: State of California, Bureau for Private Postsecondary and Vocational Education

These documents are available for inspection, as appropriate, during regular business hours, by advance appointment only.

APPLICATION FOR FINANCIAL AID

The procedures and forms for applying for financial aid will be furnished to interested persons by the Financial Aid Office. At Le Melange Academy of Hair adequate staff is on hand to assist those applicants in need of information during regular business hours.

Le Melange Academy of Hair accepts the Free Application for Federal Student Aid (FAFSA) as the primary needs analysis document. This application is forwarded to the Department of Education and the resulting ISIR provides the school with information regarding your Pell eligibility and expected family contribution. In addition, you may be asked to provide some or all of the documents described under the Verification Policy of this brochure, as well as, proof of your identity, proof of your Social Security Number, your Alien Registration Documents (if you are not a US Citizen) or proof of your US Citizenship (if you were not born in the USA), proof of your Selective Service Registration (See Selective Service below) and other items as requested by the Financial Aid Office. It is the policy of the Financial Aid Department at Le Melange Academy of Hair to require that your application be complete prior to awarding Financial Aid.

SELECTIVE SERVICE REGISTRATION

Federal regulations mandate that persons who are required to be registered for the Selective Service must do so before they can apply for and/or receive Federal financial aid. A statement to that effect will be taken from you as part of the application process. Your application information will be compared against the Selective Services department records by a computer data link; discrepancies must be resolved before the student can receive Financial Aid. To check your status online or register go to Selective Service website at: <https://www.sss.gov/RegVer/wfVerification.aspx>

U.S. VOTER REGISTRATION

Students may visit their local post office to obtain the required Voter Registration form and necessary requirements outline by their state or for a downloadable version of the form visit the U.S. Election Assistance Commission: <https://www.eac.gov/voters/resourcesforvoters/>

DOCUMENTATION OF INDEPENDENCE

Federal regulations determine that a financial aid applicant born before January 1, 1993, is automatically financially independent from his/her parents for fiscal year 2016-2017. Any applicant for Financial Assistance who was born on or after this date who insists that consideration of his/her parents income and assets would unfairly state his family financial condition in the financial need analysis may attempt to document his/her independence under one of the following conditions:

- A. Student was born before January 1, 1994.
- B. Student is married or separated (but not divorced) as of the date of the application.
- C. At the beginning of the 2018-2019 school years, the student will be enrolled in a master's or doctoral degree program (such as Vocational/ Certificate program of study).
- D. Student is currently serving in active duty in the U.S. Armed Forces, or is a National Guard or Reserves enlistee called into federal active duty for other than training purposes.
- E. Student is a veteran of the U.S. Armed Forces.
- F. Student has one or more children who receive more than half of their support from him or her between July 1, 2017 and June 30, 2018.
- G. Student has dependent(s) (other than children or spouse) who live with him or her and who receive more than half of their support from the student, now and through June 30, 2018.
- H. At any time since the student turned age 13, both of the student's parents were deceased, the student was in foster care, or the student was a dependent/ward of the court.
- I. As determined by a court in the student's state of legal residence, the student is now or was upon reaching the age of majority, an emancipated minor (released from control by his or her parent or guardian).

- J. As determined by a court in the student's state of legal residence, the student is now or was upon reaching the age of majority, in legal guardianship.
- K. On or after July 1, 2016, student was determined by a high school or school district homeless liaison to be an unaccompanied youth who was homeless.
- L. On or after July 1, 2016, student was determined by the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development to be an unaccompanied youth who was homeless.
- M. On or after July 1, 2016, student was determined by a director of a runaway or homeless youth basic center or transitional living program to be an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless.
- N. Student was determined by the college financial aid administrator to be an unaccompanied youth who is homeless or is self-supporting and at risk of being homeless.

FINANCIAL NEED

Before a recommendation of financial assistance of any kind can be made by this institution, the student's financial need must be evaluated. In order to treat all financial aid applicants equitably, we use the standard formula for determining eligibility for financial aid:

	Standard Budget (1)
MINUS	Expected Family Contribution (2)
EQUALS	"Need" (or maximum Financial Aid you can receive)

(1) See "Cost of Attendance of Budgets" section of this brochure

(2) See "Needs Analysis System" below

NEEDS ANALYSIS SYSTEM

Through the evaluation of Income, Assets, Expenses, and Debts the school determines the applicant's estimated "Family Contribution" toward his/her educational expenses (See Budgets of Cost of Attendance section of this brochure). Federal Pell Grant Methodology is used for the Campus-based and Subsidized Federal Direct Stafford Loan program for 2018-2019. The Federal Pell Grant formula is used to calculate eligibility for the Federal Pell Grant Program for 2018-2019. The Unsubsidized Federal Family Educational Stafford Loan, Federal Unsubsidized Direct Loan, Federal Family Educational PLUS, and Federal Direct PLUS programs are not need based; however, eligibility for the Federal Pell Grant and other need based programs (such as Federal Supplemental Educational Opportunity Grants and Subsidized Federal Family Educational Stafford Loans) must be established and accounted for prior to awarding an Unsubsidized Federal Stafford Loan or a Federal PLUS loan.

WHAT IS VERIFICATION?

Your application for student financial assistance could be selected for verification. If so, you will need to provide the financial aid office with the documents which are needed to complete this process. The law requires us to complete verification on those applications selected by the U.S. Department of Education before we make any disbursement of any Federal student financial aid. An outline of the policies and procedures that govern the verification process is provided below. Your responsibilities and the deadlines you must meet are also provided. If you do not submit this information, you may not receive your financial aid. If you have any questions about the verification process, please call the school or refer to www.studentaid.gov website which is sponsored by the U.S. Department of Education for more detailed information.

ITEMS SUBJECT TO VERIFICATION:

Adjusted Gross Family Income	U.S. tax paid	IRS deductions
------------------------------	---------------	----------------

Education credit
Household size
Certain untaxed income & benefits

Income earned from work
Number enrolled in college

Tax-exempt

Time Period: Applicants are required to submit verification documentation to the Financial Aid Office within 28 days of notification by the school. Exceptions may be made at the discretion of the Financial Aid Officer. Please note the Federal Pell deadline dates listed below:

FEDERAL PELL GRANTS

Processing Deadlines

ISIR Corrections must can be made in house on our software or online at fafsa.ed.gov However, it must be processed with an EFC and all conflicting information cleared before first day of attendance

Institution Deadlines

The institution must receive corrected reprocessed ISIRs within 10 days of enrollment when changes have been made within our software or Tax Transcripts have to be ordered.

- A. CONSEQUENCES - Your failure to provide the required documentation within the specified time period could result in:
- Loss of financial aid for part or all of the year;
 - Future applications for financial aid may not be processed;
 - Your financial aid application material may be forwarded to the U.S. Department of Education for review.
- B. COMPLETION OF VERIFICATION - When the verification review is completed you may receive:
- A follow-up form requesting you to make corrections on your application and in some cases, submit corrections to the processing center;
 - An award letter confirming your financial aid awards;
 - A letter indicating we have completed the verification process on your application.
- C. CORRECTION INFORMATION - If you are required to correct information on your application, the following procedure will need to be followed:
- Federal Pell Grant - Make corrections on your FAFSA online and return confirmation to the school.
 - Federal Student/PLUS Student Loan Programs - You may be requested to complete a new form if the changes cannot be made on your application.
- D. OVER-AWARDS - Failure to report outside employment or other financial assistance may cause you to be over-awarded (i.e., resources exceeding need). You may have to repay a portion, or all, of your financial aid. Students owing over-award repayments or in default on student loans are ineligible for financial aid.
- E. If during verification it is determined that a student has received funds which they were not eligible to receive, the student must repay this amount. If a repayment is not made, the overpayment will be referred to the U.S. Department of Education. No further applications for financial aid will be processed by the U.S. Department of Education or our office.
- F. SUMMARY - The selection of an application for verification review does not mean that we believe your information is incorrect. Some applications are selected for review on a random sample basis. Some applications are selected based upon a set of common edits which check data against the Social Security Administration and Veterans Administration to ensure that these benefits are being reported correctly. During the time an applicant is completing the verification process, the school will not make any disbursements of Federal Pell Grants or Federal student loans. If a student is seeking a Federal PLUS loan and is selected for verification, the application may not be certified by the institution or sent to the lender until verification is completed. This verification process is required by Federal regulation. We are required to adhere to these procedures.

WHAT FINANCIAL AID PROGRAMS ARE AVAILABLE?

Le Melange Academy of Hair participates in the following federal student financial assistance programs:

- A. Federal Pell Grant
- B. Federal Direct Loans
- C. Federal Parent Loan for Undergraduate Study (PLUS)

Please obtain a Federal Student Aid Fact Sheet brochure published by the U.S. Department of Education for detailed information about each of the programs listed above.

HOW IS MY FINANCIAL AID AWARD DETERMINED?

Applicants are offered financial aid award packages composed of grants and loans. The school determines which programs to include in your package based on your need and availability of funds. A

Student Financial Plan will be provided to you with a payment schedule. If there are special circumstances, they will be explained to you at that time.

FEDERAL PELL GRANT

This grant is designed to assist needy undergraduate students who desire to continue their education beyond high school. Federal Pell Grants are only awarded to undergraduate students who have not earned a bachelor's or professional degree. Each student is entitled to apply for a Federal Pell grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC), the cost of attendance, and the Pell Lifetime Eligibility Used (LEU).

For many students, the Federal Pell Grant provided a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant programs from the Financial Aid Office of the College or from a high school counselor. The application will be transmitted electronically through the Central Processing System which will determine the applicant's EFC.

SCHOLARSHIPS

Scholarships are considered on a case-by-case basis based on type of scholarship and available funds. If you are interested in a scholarship, please notify the school Admissions or Financial Aid Office.

Students are encouraged to visit their library or research on the Internet as a source for additional scholarship programs not administered or awarded by the institution.

METHOD OF DISBURSEMENT

All Financial Aid programs offered by this institution have their proceeds disbursed during each payment period by posting funds to the students' school record. A notification is sent to the borrower at the time of disbursement. In order to receive Federal loan processed by the student (parent in the case of PLUS loans) must complete and sign a valid promissory note. A first time, first time borrower's account will not be credited with Stafford loans until 30 days after their first day of class and completed a loan entrance interview. The loan proceeds are used to satisfy the student's tuition and fees for each payment period. Any questions regarding your student loan should be directed to the Financial Aid Office.

SUBSIDIZED FEDERAL STAFFORD LOAN

The subsidized Federal Stafford Loan program provided low interest loans that are insured by a guarantee agency and made available through the U.S. Department of Education's Direct Loan Program. The Subsidized Stafford Loan is awarded based on financial need. The maximum annual loan amount for the first academic year is \$3500 for undergraduate students less origination and other fees (if applicable). The federal government pays the interest for you during in-school, in grace, and deferment periods. Interest does not accrue until the student enters repayment six months after leaving school or dropping bellowing half-time enrollment status. The minimum repayment amount is \$50 per month; however, subsidized federal Stafford loans provide many flexible repayment plans as outlined in the loan counseling materials. Payments are based on the repayment plan selected by the student.

Please see your Financial Aid Administrator to receive further information regarding the maximum annual loan amount for second or subsequent academic years.

TIME LIMITATION ON DIRECT SUBSIDIZED LOAN ELIGIBILITY FOR FIRST TIME BORROWERS ON OR AFTER JULY 1, 2013

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150% of the published length of your program. You can find the published length of any program of study in your school's catalog.

UNSUBSIDIZED FEDERAL STAFFORD LOAN

If you do not qualify for a full or partial Subsidized Staff Loan based on your financial need, or need additional loan funding, you may qualify for an Unsubsidized Stafford Loan. The federal government does not pay the interest on unsubsidized loans while you are in school or have loans in a deferred status. Student loan borrowers accrue interest on unsubsidized loans while you are in school or have loans in a deferred status. Student loan borrowers are responsible for all interest that accrues on the loan while enrolled, during your grace period, and any deferment periods. You may elect to make interest payments while in school to avoid the capitalization of interest and lower the overall repayment debt. Loan repayment begins six months after leaving school or if you elect to attend less than half time. Independent students can borrow up to \$9500 (Subsidized and Unsubsidized combined) for the first academic year. Dependent students can borrow up to \$5,500 (Subsidized and Unsubsidized combined) for the first academic year.

Please see your Financial Aid Administrator to receive further information regarding the maximum annual loan amounts for second or subsequent academic years.

PARENT PLUS FEDERAL LOAN

The Federal PLUS loan is available to parents who wish to apply for additional assistance for their dependent child's education. Parents of dependent students include the biological or adoptive mother or father. The PLUS loan is also available to stepparents if their income and assets are taken into consideration when calculating the student's EFC. PLUS loans are not based on need; however when combined with other resources the loan cannot exceed the student's cost of attendance less other student aid awarded. Re-payment begins within 60 days after the final loan disbursement unless the parent qualifies for and is granted a deferment by the lender. There is no grace period on these loans. Interest begins to accumulate at the time the first disbursement is made, and parent will begin repaying both the principal and the interest while the student is in school. Although the minimum payment amount is \$50 per month with at least five years but no more than ten years of repayment, the actual payment and schedule is determined by the amount borrowed.

INTEREST RATE AND FEES FOR FEDERAL STAFFORD LOANS

Beginning July 1, 2008, the interest rate on Stafford loans made to undergraduate students was different from year to year. Rates changes from year to year apply to Stafford loans first disbursed on or after July 1 of each year through June 30 of the next year. For more information on prior and current interest rates visit: <http://studentaid.ed.gov/types/loans/interestrates>.

Stafford loans have a loan fee assessed that the borrower is responsible to repay. For more information on prior and current fees visit: <http://studentaid.ed.gov/types/loans/interest-rates>.

Interest rate on a borrower's loan may be changed to 6 percent during the borrower's active military service. This applies to both FFEL and Direct loans. Additionally, this law applies to borrowers in military service as of August 14, 2008. Borrowers must contact the creditor (loan holder) in writing to request the interest rate adjustment and provide a copy of the borrower's military orders.

BORROWER CONFIRMATION FOR LOANS IN SUBSEQUENT ACADEMIC YEAR

Subsidized and Unsubsidized Master Promissory Note (MPN) Students have the ability to obtain loan funds not to exceed the established loan limit through the Subsidized and Unsubsidized Federal Stafford Loan program without having to sign a new Master Promissory Note for each academic year. The institution will notify the borrower of the loan amounts awarded through the Estimated Student Financial Aid Award Letter.

PARENT PLUS MASTER PROMISSORY NOTE (PLUS MPN)

For Parent PLUS loans made under the multi-year feature of the MPN, the regulations that govern the loan program require the financial aid office at the school to document an active confirmation of Parent PLUS loan funds via an estimated financial aid award letter. The confirmation process is to provide a means for the parent borrower to accept or decline a PLUS loan made for a student's subsequent academic year. This assists in providing the parent borrower with greater control and understanding of PLUS loan debt.

Active confirmation can be completed via a signed plus loan pre-approval form or documented by telephone or electronically.

CREDIT BALANCE PROCEDURES

If the total of all resources applied to the student's account, as described above, exceeds the student's total charges, the overage will be paid to the student in (as agreed upon on the Student Credit Balance Form) after the student's tuition is paid in full. A student statement regarding tuition account and application of Title IV credit balance is provided to students by the Financial Aid Office soon after enrollment. Student and parents (of a dependent student applying for PLUS loans) review that certification, select the appropriate authorization category, and provide the signed form to the Financial Aid Office. For continuing students who previously signed this statement, the initial authorization will continue to be valid for subsequent award years or enrollment periods. The application may be changed by completing and signing a new form at any time, however it is not retroactive. The authorization categories available for student/parent selection are as follows:

- Return any credit balance to the appropriate lender to reduce loan debt.
- Return any credit balance to the student (within 14 days).
- Retain any existing credit balance on the account to cover any institutional charges; tuition and fees that may incur prior to the end of the student's loan period/award year. In addition, once all charges for the current award year/applicable loan period are settled on the account, then any remaining credit balance (up to \$200) will be applied towards any institutional charges incurred from the immediate preceding year.

HANDICAPPED STUDENT SERVICES

No special services are provided for Handicapped Students. However, all doors, hallways, pay telephones, and restroom facilities are in compliance with standards for access to Handicapped persons existing at the time of their construction or installation. Please feel free to visit the campus to determine its adequacy to your special needs. Express any additional assistance you may require to the Director of the campus who will attempt to assist you.

WHO ARE... WHERE ARE... AND HOW DO I CONTACT THE ADMINISTRATIVE PERSONNEL

All administrative personnel are available during regular business hours, to the extent reasonable and practical, by telephone and in person. They prefer that you make an appointment so they can be

prepared to answer any questions you may have; but, there is a strict open-door policy and you are welcome to drop in at any time. During other hours, they are available by a mutually agreed upon scheduled appointment.

Name	Title
Lynda J Jordan	School Director
Darcell Scottmiller	Compliance Consultant
Joyce Hangman	Office Manager/ Business Services
Sara Doughton	Student Service Coordinator/Bursar

HOW DOES SATISFACTORY PROGRESS AFFECT MY FINANCIAL AID?

Satisfactory Progress standards and procedures are applied consistently to all Le Melange Academy of Hair students, regardless of whether you have applied for Financial Aid. Please see the catalog for Le Melange Academy's Satisfactory Progress Academic Policy.

However, when you accept a Financial Aid Award, you agree to achieve Satisfactory Academic Progress toward your educational goal, as a condition of continued receipt of Federal Student Financial Assistance.

ACADEMIC YEAR

The academic year consists of at least 26 weeks and 900 clocked hours. Students are generally funded for two payment periods. The first payment period is composed of at least half of the coursework in the academic year as measured in clock hours. Such as 1-450 hours or 13 weeks of instruction. The second payment period comprises 451-900 clocked hours or 13 weeks of instruction.

Please Note: In cosmetology the later part of program only consists of 700 hours. This is not a full academic year so payment will be based on a pro-rated amount. However, in our Esthetic program in which 600 clocked hours are required the payment periods are on a pro-rated amount, because 600 hours is not a full academic year and program completion is less than 26 weeks or 900 clocked hours.

STUDENT LOAN REPAYMENT

YES!!! You must repay your student loans. Furthermore, repaying your student loan is good for you! It will help you to establish credit to permit future borrowing and will provide money for other students to borrow.

ENTRANCE AND EXIT INTERVIEWS

An Entrance Interview is conducted as a part of your financial aid process with the Financial Aid Office and during the first week of school. The information distributed at that time is very important and attendance is mandatory at these discussions. The following information will be included in the Loan Entrance counseling, which will be presented to a first-time student borrower prior to the first disbursement of loan funds.

- Repayment plans available and a comparative analysis of the features of each of the plans available, including average projected monthly payments under each plan and the difference in interest and total payments the student can expect to pay under each plan.
- How interest accrues and is capitalized when not paid by the student or the Department.
- Option to pay interest on unsubsidized Stafford and Plus loans while in school.

- Definition of half-time enrollment for all terms, including summer, and the consequences of not maintaining half-time enrollment.
- Importance of contacting the appropriate office at the school if the student plans to withdraw before completing the program, so the school can provide exit counseling.
- Obligation to repay the loan even if the student does not complete the program or does not complete the program within the regular time for program completion, is unable to obtain employment, is dissatisfied with the school or does not received the services from the school.
- Debt management strategies to assist the student in repaying their loans.
- Effects of accepting the loan on eligibility for other aid.
- Use of the Master Promissory Note (MPN).
- Seriousness and importance of the repayment obligation.
- Consequences of defaulting, including adverse credit report, federal offset, other federal delinquent debt collection procedures and litigation.
- Information concerning NSLDS for students and how the student can access his or her record on the NSLDS site.
- Information on the availability of the Student Loan Ombudsman's Office.

An Exit counseling session is required to complete prior to graduating or shortly before the student ceases enrollment of at least half- time study. Students who seek to withdraw from the campus should see the Financial Aid Office to obtain exit counseling. Several topics presented at the entrance counseling session are covered again during exit counseling. During this counseling session, the following information will be covered:

- Repayment plans available and a comparative analysis of the features of each of the plans available, including average projected monthly payments under each plan and the difference in interest and total payments the student can expect to pay under each plan.
- A review of the use of the Master Promissory Note (MPN) and the student's obligation to repay the loan.
- Explanation of the student's responsibility to repay the loan even if the student did not complete the program, did not complete the program within the regular completion time for that program, is unable to obtain employment, or is dissatisfied with the education received.
- Terms and conditions to obtain full or partial loan forgiveness or discharge. Provide a copy of US Department of Education publication that describes assistance programs. · Terms and conditions to obtain deferments and forbearance.
- Explanation that the student can prepay their loan, request a shorter repayment schedule, and change repayment plans.
- Debt management strategies to assist the student in repaying their loans.
- Effects of loan consolidation.
- Tax benefits available to students.
- Consequences of defaulting, including adverse credit report, federal offset, other federal delinquent debt collection procedures and litigation.
- Information concerning NSLDS for students and how the student can access his or her record on the NSLDS site.
- Information on the availability of the Student Loan Ombudsman's Office

SAMPLE REPAYMENT SCHEDULES

Sample repayment schedules can be found in the Student Guide which is published by the U.S. Department of Education.

LOAN DEFERMENTS FOR BORROWERS

Students should visit the Financial Aid office for the terms and conditions under which students receiving federal education loans may obtain a deferment for repaying student loan debt.

LOAN DEFERMENTS FOR CERTAIN INDIVIDUALS

Loan deferments terms and conditions are further defined for those serving in the Peace Corps; under the Domestic Volunteer Service Act; and as a volunteer for a tax-exempt organization of demonstrated effectiveness in the fields of community service. These individuals should visit the Financial Aid office for additional information.

NATIONAL STUDENT LOAN DATA SYSTEM

National Student Loan Data System (NSLDS) is the U.S. Department's central database for student aid. Student financial aid information is submitted to the NSLDS. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, the Pell Grant program, and other ED programs. NSLDS Student Access provides centralized, integrated view of Federal Student Aid Loans and grants so that recipients of funds from these programs can access and inquire about the Federal Student Aid loans and/or Grant data. Once the data is reported to NSLDS, this site and all information contained within is accessible to Financial Aid Administrators, Guarantee Agencies, and students. All users must sign-in and be an authorized user. To access the site, visit www.nsls.ed.gov

FEDERAL STUDENT AID OMBUDSMAN NOTIFICATION

Students should contact the Financial Aid Administrator at the institution who is always ready to assist with any questions or concerns regarding Federal Family Education Subsidized or Unsubsidized Loans.

If a situation exists that a Financial Aid Administrator cannot resolve; students should follow procedures in the school catalog regarding "Student complaint/grievance procedure".

In addition, the U.S. Department of Education's Office of the Ombudsman for student's issues is available. The ombudsman resolves disputes from a neutral and independent viewpoint. The Office of Student Financial Assistance Ombudsman will informally research borrower's issues and suggest solutions to resolve. Student borrowers can contact the Office of Ombudsman by:

Via Online Assistance: <http://studentaid.gov/repay-loans/disputes/prepare>

Via Toll-Free Telephone: 1-877-557-2575

Via fax: 606-396-4821

Via mail: U.S. Department of Education, FSA Ombudsman Group,
P.O. Box 1843
Monticello, KY, 42633

ACCREDITATION

Via Mail..... National Accrediting Commission
.....of Career Arts & Sciences, Inc NACCAS
.....3015 Colvin Street, Alexandria, VA 22314

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to you the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the

file-sharing context downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504, 505

Willful copyright infringement can also result in criminal penalties including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the US. Copyright Office at www.copyright.gov, especially their FAQs at www.copyright.gov/help/faq

The Academy may make computers available to students in a Resource Room. However, the use of the computers is limited to text-editing programs and/or digital media that the Academy had created internally or have permission to use from publishers of student textbooks. Internet access is blocked for most sites except for the Academy’s web page.

The Academy does not tolerate unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign in sheets, whether inadvertent or deliberate.

Engaging in the unauthorized use of distribution of copyrighted material any result in probation, suspension or termination/expulsion.

CONSTITUTION DAY AND CITIZENSHIP DAY

Pursuant to legislation passed by Congress, education institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on **September 17 of each year.**

Le Melange Academy of Hair presents programs pertaining to the United States Constitution on **September 17 of each year.**

CAMPUS INFORMATION

Campus Address
931 Coombs St.
Napa, CA 94559
Phone: 707-257-7767

SECURITY/FIRE SAFETY OFFICER:

Lynda Jordan

LOCAL POLICE CRIME STATISTICS

The statistics reported in this report include crimes occurring on campus and on public property directly adjacent to the campus facilities, and include statistics reported to our addresses by local law enforcement.

HATE CRIME STATISTICS

In the years 2014, 2015, and 2016, there were no reported Hate Crimes at this school. If you witness or are a victim of a crime while on school property, or any public adjacent to the school, please contact the Education Director and complete an incident Report Form immediately. Le Melange Academy of Hair is committed to maintaining a safe, crime and drug free environment for students and the public. Please see the Administrative Offices located on the Second Floor adjacent to the Main Building, to obtain a copy of the Annual Security Report.

For more information about our school, please visit our website: lemelangeacademy.com

TEXTBOOK INFORMATION

COSMETOLOGY

Salon Fundamental 2015 – 3rd Edition

2015 Publisher Pivot Point
ISBN: 978-1-937964-81-8
Textbook- Cost: \$225 (Bundle 3)

Workbook 2015 – 3rd Edition
ISBN: 978-1-937964-82-5 Study
Guide 2015 – 3rd Edition ISBN:

ESTHETICS

Salon Fundamental 2016 – 2nd Edition
ISBN: 10-0-9742723-7-X
Textbook – Cost: \$250 (Bundle 3)

Workbook –
ISBN: 0-978-9742723-6-8

Study Guide –
ISBN: 978-0-9779961-8-6

MANICURING

Salon Fundamentals 2016 – 1st Edition
Textbook – Cost: \$160 (bundle 3)
ISBN: 978-0-9742723-8

14th Printing
Workbook- ISBN: 978-0-
9779961-3

Exam Review Book
ISBN: 978-0-9789765

INSTITUTIONAL OUTCOMES 2017

To enable you to make decision about whether to enroll in one of our beauty programs, Le Melange Academy of Hair has provided information that was submitted on our last Annual Report submitted to the National Accrediting Commission of Career and Sciences (NACCAS) in November 2017 for the reporting of 01/01/2016 to 12/31/2016.

Le Melange Academy of Hair – Cosmetology, Napa, CA

Program Title	Completion	Placement	Licensure
Cosmetology	86%	64%	90%
Esthetician	100%	77%	94%
Manicure	100%	100%	100%
Institutional Total	90%	70%	95%

Learn more information by visiting <http://nces.ed.gov/collegenavigator> (Search: Le Melange Academy of Hair)