



# 2018

## Course Catalog

Le Melange Academy of Hair and Esthetic's

931 and 937 Coombs Street

Napa, CA 94559

[www.lemelangeacademy.com](http://www.lemelangeacademy.com)

707.257.7767

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## **AREA OF STUDY**

- Cosmetology
- Esthetics
- Manicuring

Your training will encompass three types of learning:

1. Theoretical knowledge: the foundation of your education;
2. Practical experience: the application of your knowledge;
3. Professional business-building skills: vital for your success.

## **CAREER OPPORTUNITIES**

### Salon/Spa Industry

- Hair Stylist
- Esthetician
- Make-up Artist
- Nail Technician
- Platform Artist
- Sales Representative
- Permanent waving specialist
- Hair Coloring specialist

### Education & Other Fields

- Instructor
- State Board member or inspector
- Director of Education
- Consultant/trainer
- Paramedical esthetician
- School owner
- Freelance make-up artist
- Stylist or make-up artist for film, theater
- Fashion or print

# **ABOUT LE MELANGE ACADEMY OF HAIR AND ESTHETIC'S**

## **MISSION STATEMENT, VISION & OBJECTIVE**

To deliver an exceptionally relevant education that prepares students to be industry ready.

### **VISION**

To create a community that provides comprehensive, state of the art instructions in all aspects of hair design, skin care and nail design. To have our students complete their program of study with all the skills and knowledge to pass the Cosmetology, Esthetic and Manicuring state exam and become "Salon Ready".

### **OBJECTIVE**

Upon completion, students leave with highly desirable and employable skills as new talent entering the industry as Cosmetologists, Estheticians, and Manicurists.

## **APPROVAL DISCLOSURE STATEMENT**

Le Mélange Academy of Hair and Esthetic's, 931 Coombs Street, Napa, CA 94559 is a private institution and was granted approval from the Bureau for Private Post-Secondary Education. The Bureau's approval to operate means that the institution and its operation comply with the minimum state standards established under the law for occupational instruction by Private Post-secondary educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau.

Approved are the following courses:	<u>SOC Codes</u>	<u>CIP Codes</u>
Cosmetology . . . . 1600 hours	39-5012-Cosmetologists	12.0401-Cosmetologists
Esthetics. . . . . 600 hours	39-5094-Skin Care Specialist	12.0409-Skin Care
Manicuring . . . . . 400 hours	39-5092-Manicurists & Pedicurists	12.0410- Manicurists

## **ACCREDITATION**

### **Le Mélange Academy of Hair and Esthetics is Accredited by:**

National Accrediting Commission of Career Arts and Science, Inc. (NACCAS) 3015 Colvin Street, Alexandria, VA 22314 703-600-7600 (Phone) 703-379-2200 (Fax) e-mail: [naccas@naccas.org](mailto:naccas@naccas.org)

Accredited since February 2011 #014383-00

NACCAS IS RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION AS A NATIONAL AGENCY FOR THE INSTITUTIONAL ACCREDITATION OF POST-SECONDARY SCHOOLS AND DEPARTMENTS OF COSMETOLOGY ARTS AND SCIENCES, INCLUDING SPECIALIZED SCHOOLS.

## **APPROVAL**

- Bureau for Private Post-Secondary Education
- Department of Consumer Affairs
- Board of Barbering and Cosmetology

## **APPROVAL TO OPERATE**

Le Mélange Academy of Hair and Esthetic's is approved to operate as a private post-secondary institution in the State of California and is based on provisions of the California Private Post-Secondary Education act(CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8) which is effective January 1, 2010. The act is administered by the Bureau for Private Post-Secondary Education under the Department of Consumer Affairs. The bureau can be reached at PO Box 980818, Sacramento,

CA 95798-0818, 916-431-6959 or toll free at 888-370-7589. The Academy is approved as an accredited institution through September 30, 2019.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Post-Secondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number 888-370-7589 or by fax 916-263-1897 or to the National Accrediting Commission of Career Arts and Science (NACCAS), 3015 Colvin Street, Alexandria, VA 22314, 703-600-7600.

The school is currently participating in the federal student financial aid programs. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### **OWNERSHIP STATEMENT**

Lynda Jordan is the sole proprietor of Le Mélange Academy of Hair and Esthetics and serves as the:

- Chief Academic Officer
- Chief Executive Officer
- Chief Operating Officer

### **LOCATION**

Le Mélange Academy of Hair and Esthetic's, 931/937 Coombs Street, Napa, CA 94559, 707-257-7767, [www.lemelangeacademy.com](http://www.lemelangeacademy.com). The Academy is centrally located in Napa in the Native Sons building on Coombs Street, south of First and is easily accessed by Highway 29 on the west and the Napa Vallejo Highway on the east. Free, all day parking is readily available in close proximity.

The campus utilizes approximately 4,500 square feet and is mainly on the ground level. There are classrooms on the second-floor level with elevator access. The premises contain the following: 1 reception area, staff lounge, lockers, 3 restrooms, 1 theory classroom, pedicure and manicure areas, 2 clinic areas for practical work, 1 esthetics room with the latest facial equipment, make-up area, business office and all equipment and educational supplies. All classes are taught in English only.

Le Mélange Academy of Hair and Esthetic's does not have a pending petition of bankruptcy and is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it with the preceding five years that resulted in a reorganization under Chapter 11 or the United States Bankruptcy Code (11 U.S.C. Section 1102et seq.) cec94909.



## **FACULTY**

**Lynda Jordan**-*School Director and Licensed Cosmetologist* with over 45 years of experience as a practicing cosmetologist. Lynda was born and raised in Sonoma, CA and started her career in Cosmetology at the age of 19. After receiving her cosmetology license, she opened her first salon in Sonoma, CA. The salon was successful for several years and she later moved to the Napa Valley. In 1995 she opened Le Mélange Academy of Hair. Le Mélange Academy of Hair has had 20 years of success and continues to produce professionals with a passion in hair coloring, bridal and hair cutting as a reflection of Lynda. Licensed Cosmetologist #KC55704.

**Tiffany Miller**-*Assistant Director and Creative Clinic Floor Assistant*, Tiffany has over 20 years of entrepreneurship and continues to hone her cutting skills with specialty classes and the latest techniques. Licensed Cosmetologist #KK194919.

**Richard Yniguez**- *Director of Education*, Richie has over 15 Years as an Educator. He is a passionate educator who believes in combining theoretical and practical learning in an upbeat and fun learning environment. "If a student can feel a part of the experience and all 5 senses can be stimulated then lifelong learning can take place" is Richie's philosophy. He brings structure and team building to the academy along with up to date training for all educators. Licensed Cosmetologist #KK503137.

**Bernie Tatum**-*Director of Esthetics*, Bernie has more than 25 years of experience in cosmetology and esthetics education. She has devoted her career to teaching both subjects. She is passionate about the skin, diseases and disorders and treatment of the skin. She is well trained and certified in various skin care machines and modalities. Bernie is noted for lifelong mentoring of her students as an instructor and friend. Many of her students are Spa owners and directors. Licensed Cosmetologist #KK537837.

**Ashley Tremblay**-*Advanced Color Educator*, she has over 20 years in the beauty industry and she is a quarterly guest artist at Le Melange Academy of Hair and Esthetic's and Esthetic's. She is certified Master Educator in hair coloring in formulation and the latest techniques. Ashley is a Le Mélange Academy of Hair alumni with a strong desire to mentor students with the quality education that has enabled her to become the successful owner of more than two salons in the Napa Valley. She is passionate about sharing her knowledge for future professionals on their journey to successful client retention. Licensed Cosmetologist #KK376254.

**Thu Nguyen**-*Manicure Instructor*, Thu has more than 15 years as a cosmetologist and manicurist. Thu's passion is teaching professionalism and cleanliness in the beauty industry. She is greatly respected by her peers and students for her loyalty to school policies and student success. Thu has assisted many manicurists to achieve their goals as nail tech professionals. Licensed Cosmetologist #KK175838.

**Jacqueline Santos**-*Cosmetology Educator*, Jackie has been instructing at Le Mélange Academy of Hair for over 15years and has over 20 years of experience as a successful salon owner of 2 salons in the Vallejo area. She is extremely talented in men's haircutting in both shear over comb and clippers. She spent more than 9 months training as an instructor of cosmetology. Licensed Cosmetologist #KK175838.

**Brandi Proffitt**- *Front Desk Coordinator/Makeup Educator*, Brandi brings more than 10 years of experience in cosmetology and a passion for makeup artistry. Students rave about Brandi's makeup classes. Customer service first, is her professional motto.

## **ADMINISTRATION**

**Joyce Hangman-*Chief Financial Officer***, Joyce has more than 50 years of experience in bookkeeping and professional office management skills. She has been with Le Mélange Academy of Hair since the days when Le Mélange was a thriving salon. She was instrumental in the conception of Le Mélange Academy of Hair.

**Darcell Scott-Miller-*Financial Aid Administrator/Compliance***, Darcell has been with Le Mélange Academy of Hair for many years as an instructor. She is now the head of compliance regulations regarding the State of California, NACCAS with accreditation and the US Department of Education. Darcell enjoys helping students finance their journey in the field of Cosmetology. She's very passionate about insuring students understand their financial responsibility of student loans and private loans. She has over 35 years in the Cosmetology industry. Licensed Cosmetologist #45525.

**Sara Doughton- *Student Services Coordinator/Student Bursar who also serves as the Academy's Treasurer***- Sara is our most recent addition. She recently moved here from Pittsburgh, PA. She is responsible for making sure student's hours are entered into the system properly. Sara has had her cosmetology license from NY, where she grew up and now has her PA license in Cosmetology and Esthetics. She is looking forward to getting her CA license and working closer with the students.

## **INSTRUCTOR QUALIFICATIONS**

Each member of our Academy staff is dedicated to the success of our enrolled students. Educators are trained in all educational areas offered in their respective educational programs. California and NACCAS instructors must possess a minimum of 3 years of experience, education and training in current practices in the subject area they are teaching, per California Law, Le Mélange Academy of Hair and Esthetic's instructors work under the direct supervision of a Director of Education

# **EDUCATIONAL PROGRAMS OFFERED**

## **COSMETOLOGY PROGRAM**

Our cosmetology program offers the student an essential balance of theory and practice. It is made up of several cycles each having a definite area of concentrated study. By the time the student reaches the clinic floor, he/she will be given live models where skills and confidence in working with clinic customers will be developed. Through a combination of clinic, classroom guest speakers, hands-on, and audio-visual instruction, students will be introduced to the fascinating world of cosmetology.

*\*\*Externship is for students with 90% attendance only*

## **MINIMUM REQUIRED**

<b>Subject</b>	<b>Theory Hours</b>	<b>Operations</b>
Wet Styling	40	130
Thermal Hairstyling	25	140
Press and Curl		20
Permanent Waving	20	80
Chemical Straightening	20	25
Hair Cutting	20	80
Hair Coloring	60	50
Bleaching		20
Facials-Manual	5	10
Facials-Electrical	10	15
Chemicals	10	15
Eyebrow Arching Hair Removal	10	20
Make-up	15	10
Water and Oil Manicure	5	15
Complete Pedicure	5	10
Nails-Liquid Powders-Brush-on	10	50 Nails
Artificial Nail Tips	10	50 Nails
Nail Wraps and Repairs	5	20 Nails
Cosmetology Act-Board Rules and Regulations	20	
Cosmetology Chemistry	20	
Health/Safety/Hazardous Substances	20	
Theory of Electricity	5	
Disinfection and Sanitation	20	
Bacteriology, Anatomy, Physiology	15	
Board Prep Class	5	

*Final Written Exam 75% passing score or better. Final Practical 75% passing score or better.*

## **ESTHETICS PROGRAM**

Esthetics training is given in a private esthetics room equipped with a state of the art system. As with all our facilities, this immerses the student into the atmosphere of a working clinic from the very beginning of instruction. With a combination of clinic, classroom, guest lectures, hands-on, and audiovisual instruction, students will be introduced to the fascinating world of skin care, make-up and waxing. Additional training includes the theory of color as it relates to skin and clothes.

### **MINIMUM REQUIRED**

<b>Subject</b>	<b>Theory Hours</b>	<b>Operations</b>
Cosmetology Act & Board Rules & Regs	10	
Esthetician Chemistry	10	
Health/Safety/Hazardous Substances	20	
Electricity and Safety	10	
Disinfection and Sanitation	10	
Bacteriology, Anatomy and Physiology	15	
Facials-Manual	20	60
Facials-Electrical	30	40
Chemicals	20	40
Eyebrow Arching-Hair Removal	25	50
Make-up and Eyelash Application	20	40
Preparation	15	
Board Prep Class	5	

*Final Written Exam 75% passing score or better. Final Practical 75% passing score or better.*

## **MANICURING PROGRAM**

The Manicuring program provides training using modern equipment. In addition to the basic course of study, instruction is concentrated on the application of nail tips, sculptured nails and other nail wrapping procedures.

### **MINIMUM REQUIRED**

<b>Subject</b>	<b>Theory Hours</b>	<b>Operations</b>
Cosmetology Act & Board Rules & Regs	10	
Cosmetology Chemistry	10	
Health/Safety/Hazardous Substances	15	
Disinfection and Sanitation	10	
Bacteriology, Anatomy, Physiology	10	
Water and Oil Manicure	15	40
Pedicure-, Ankle & Foot Massage	10	20
Artificial Nails-Liquid Powders & Brush on	15	80 Nails
Artificial Nail Tips	10	60 Nails
Nail Wraps and Repairs	5	40
Board Prep Class	5	

Le Melange Academy of Hair and Esthetic's  
931 Coombs Street  
Napa, CA, 94559

## **Cosmetology Course Outline**

**Course Objectives:** To prepare and qualify a student who has the desire and aptitude to become a licensed Cosmetologist and to complete the requirements of the State Board for Examination for License and be prepared for a successful career in the cosmetology profession.

**Course Descriptions:** The curriculum for students enrolled in the cosmetology program consist of 1600 hours of Technical and Practical Training, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, California health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

### **Teaching Technique:**

1. Individual assignments
2. Workbooks kept up to date
3. Practical application on manikins, fellow students and patrons
4. Technical instruction by demonstration and lecture, classroom participation and examinations

**Grading:** Students need to adhere to the following grading scale:

A =94-100%

B=85-93%

C=75-84%

D=65-74%

F=0-64%

Students will be graded on written work, practical work and other performances. The grade point average is determined by accumulating and combining all grades received. Students must maintain an overall minimum. GPA of 75% to be maintaining academic satisfactory progress at the Academy.

## **COSMETOLOGY CURRICULUM OVERVIEW**

**FULL-TIME- 46 WEEKS- 1600 HOURS**

**PART-TIME 77 WEEKS- 1600 HOURS**

Le Mélange Academy of Hair and Esthetic's has chosen to divide its state mandated curriculum into Three (3) Phases. Our Cosmetology Curriculum is supported by various tools such as: Salon Fundamental Pivot Point with the methodology of Collectiv Hairdressing Experience (haircutting skills), Framesi Italian Professional Color, and Martin Parsons for intriguing up-do styles, make-up, along with many other guest speaker events and workshops.

### **PHASE ONE (1) FRESHMAN: Consists of 349 Instructional Hours / 251 Hours of Guided Practice**

The primary goal of our Introductory Phase is to prepare students for guided practice on our clinic floor. Students will spend the first nine (9) weeks of their journey at Le Mélange Academy of Hair and Esthetic's learning the fundamentals of Cosmetology. Phase one (1) theoretical classes start with the Sciences such as: Salon Ecology, Anatomy, Chemistry Trichology, Chemical Texture Services, and Nail Care. A Professional Development segment is also included early in cosmetology, with the objective of developing professionalism from the start of the program.

Great emphasis on a strong foundation in the following guided practice skills, Phase one (1) includes continuous practice in basic facials, manicuring, haircutting, styling techniques, and basic color theory and application techniques. Upon completion of Phase one (1) students will have developed confidence for live model experiences and clinic floor (student salon) task with skill. Theoretical knowledge necessary for Phase two (2)

### **PHASE TWO (2) SOPHOMORE: Consists of 219 Instructional Hours / 381 Hours of Guided Practice**

The foundation has been laid for more advanced training in all aspects of Cosmetology. Phase two (2) targets the objective of building competency in live clinical experiences with models and clients. Students will continue training in more advanced techniques such as: mastery over four (4) new cutting forms. Chemical texture services, Martin Parson intermediate styling, advance highlighting hair-color techniques with emphasis on color formulation and business skill classes which includes desk training. Instructional lectures on the theory of hair design, haircutting fundamentals, color concepts and salon experience on our clinic floor.

Upon completion of Phase two (2) students will be ready for more advance salon services and can qualify for our externship program.

### **PHASE THREE (3) JUNIOR/SENIOR: Consists 150 Instructional Hours/250 Hours of Guided Practice**

During this last and final phase, Phase three (3) you will explore more advanced color, cutting, creative make-up artistry and styling techniques in Guided Practice. Instructional classes are now geared to help students for successful completion in skills such as: business, resume writing, job search, interview preparation, professionalism and state board preparation classes to ensure readiness for both written and practical exams delivered by the Department of Consumer Affairs.

All Phases include written and practical evaluations. Completion of Phase three (3) will enable students to complete our cosmetology graduation requirements. Portfolio, resume, drills, workbook and business skills class. Extensive make-up skill is demonstrated and practiced through-out all (3) phases.

## COSMETOLOGY SUBJECTS

	<b>Subjects</b>	<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
1.	<b>Health and Safety – Units of Instruction 200 Hours</b> Laws and Regulations Health and Safety Disinfection and Sanitation Anatomy and Physiology	20 45 20 15	
2.	<b>Hair Dressing – Units of Instructions 1100 Hours</b> Hairstyling Permanent Waving/Chemical Straightening Hair Coloring and Bleaching Hair Cutting	65 40 60 20	240 105 50 80
3.	<b>Esthetics – Units of Instruction 200 hours</b> Manual, Electric and Chemical Facials Eyebrow Beautification and Makeup	25 25	40 30
4.	<b>Manicuring and Pedicuring – Units of Instruction 100 hours</b> Manicuring and Pedicuring Artificial Nails and Wraps	10 25	25 120
5.	<b>Career Development</b> This section includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations. Fundamentals of beauty and wellness business management are taught throughout the program.	Taught throughout the program of study	Taught throughout the program of study
6.	<b>Le Mélange Academy of Hair and Esthetic's Method</b> Advanced techniques in haircutting, hairstyling, hair coloring, texturizing, esthetics, manicuring, pedicuring, makeup and guest service	Taught throughout the program of study	Taught throughout the program of study
7.	<b>Specific Program Graduation Requirements</b> In addition to meeting the basic Le Mélange Academy of Hair graduation requirements, students are required to successfully complete the 1600 clock hours of cosmetology training described above.		



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## **Esthetics Course Outline**

**Course Objectives:** To prepare and qualify a student who has the desire and aptitude to become a licensed Esthetician and to complete the requirements of the State Board for Examination for License and be prepared for a successful career in the esthetician profession.

**Course Descriptions:** The Esthetics course of study consists of 600 clock hours covering all phases of skin care, facials and makeup mandated by the California State Department of Barbering and Cosmetology. The course is designed to develop the professional skills and attitudes relative to an esthetics career, prepare the student to pass the California State Board of Barbering and Cosmetology licensing examination and to help the student to obtain knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requirement to obtain an Esthetician license. The license is a requirement to operate as an esthetician in the state of California. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

### **Teaching Technique:**

1. Individual assignments
2. Workbooks kept up to date
3. Practical application on manikins, fellow students and patrons
4. Technical instruction by demonstration and lecture, classroom participation and examinations

**Grading:** Students need to adhere to the following grading scale:

A =94-100%  
B=85-93%  
C=75-84%  
D=65-74%  
F=0-64%

Students will be graded on written work, practical work and other performances. The grade point average is determined by accumulating and combining all grades received. Students must maintain an overall minimum GPA of 75% to be maintaining academic satisfactory progress at the Academy.

## **ESTHETIC CURRICULUM OVERVIEW**

**FULL TIME 18 WEEKS 600 HOURS**

**PART TIME 29 WEEKS 600 HOURS**

Le Mélange Academy of Hair and Esthetic's in partnership with Pivot Point, Dermalogica and GM Collins, has a combined course to reflect both theoretical and practical knowledge to reflect current industry standards in Esthetics. Classes consist of instructor guided practice classes and lecture. Twenty five percent of this course is reinforced with guest speakers, lectures, inter-active online resources from Dermal Institute and Pivot Point and hours of hands on experiences. Napa is full of live spa experiences with a host of salon and destination spas that offer a variety of our course subjects. Field trips and Alumni students provide several workshops throughout the curriculum.

### **PHASE ONE (1) FRESHMAN: Consists of 85 hours Instructional / 55 hours of Guided Practice**

Phase one (1) stresses the importance of the fundamentals of skin analysis, basic facial, product knowledge and treatment selection. Instructional course in Salon Ecology, Anatomy, Massage and Make-up artistry.

Classes are developed with lecture, demonstration and DVD support material. Upon completion of Phase One (1) students are prepared for clinic experiences with competency in tasks such as: Skin Mapping, Product selection, basic facials, make-up application and waxing techniques.

### **PHASE TWO (2) SOPHOMORE: Consists of 115 hours of instruction/ 200 hours of Guided Practice**

Phase two (2) emphasizes the need for consistent guided practice. Live model experience is stressed along with practical use of various electrical modalities for greater facial results. Students are introduced to more advanced facial manipulations, chemical peels and all over body waxing techniques. In depth study of the skin physiology, cosmetic chemistry, hair removal, retailing and advance treatments.

Upon completion of Phase two (2) students demonstrate confidence in manipulative skills for massage, skin mapping, and skin analysis with a view of prescribing treatment. Knowledge of retailing product and all the theoretic training allows students to move on to Phase three (3).

### **PHASE THREE (3) JUNIOR/SENIOR: Consists of 55 Instructional Hours/ 100 Hours of Guided Practice**

Students are impressed with their level of skill by Phase three (3). Students can efficiently deliver facials, chemical peels, microdermabrasion, make-up and waxing techniques in a timed environment.

Goal setting skills, career planning, spa management, resume writing, interview preparation, professionalism and theoretical knowledge required for written State board examination, along with practical practice from NIC Bulletin. Upon completion of Phase three (3) Esthetic students are ready for Salon/spa readiness for their individual journeys.

## ESTHETICS SUBJECTS

	<b>Subjects</b>	<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
1.	<b>Health and Safety – Units of Instruction 200 Hours</b> Laws and Regulations Health and Safety Disinfection and Sanitation Anatomy and Physiology	10 40 10 15	
2.	<b>Facials - Units of Instructions 350 Hours</b> Manual, Electrical, and Chemical Facials Preparation	70 15	140
3.	<b>Hair Removal and Makeup – Units of Instruction 50 hours</b> Eyebrow Beautification Makeup	25 20	50 40
4.	<b>Career Development</b> This section includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations. Fundamentals of beauty and wellness business management are taught throughout the program.	Taught throughout the program of study	Taught throughout the program of study
5.	<b>Le Mélange Academy of Hair and Esthetic's Method</b> Advanced techniques in esthetics, makeup and guest services	Taught throughout the program of study	Taught throughout the program of study

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Napa, CA, 94559

## **Manicuring Course Outline**

**Course Objectives:** To prepare and qualify a student who has the desire and aptitude to become a licensed Manicurist and to complete the requirements of the State Board for Examination for License and be prepared for a successful career as a nail technician.

**Course Descriptions:** The manicuring course consists of 400 hours of theory and practical training in the art and sciences of nail tech, including, manicures, pedicures, sculptured nails, artificial nails, air brush techniques, paraffin treatments, retailing, equipment care, business management, etc. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

### **Teaching Technique:**

1. Individual assignments
2. Workbooks kept up to date
3. Practical application on manikins, fellow students and patrons
4. Technical instruction by demonstration and lecture, classroom participation and examinations

**Grading:** Students need to adhere to the following grading scale:

A =94-100%

B=85-93%

C=75-84%

D=65-74%

F=0-64%

Students will be graded on written work, practical work and other performances. The grade point average is determined by accumulating and combining all grades received. Students must maintain an overall minimum. GPA of 75% to maintain academic satisfactory progress at the Academy.

## **MANICURING CURRICULUM OVERVIEW**

### **PART-TIME ONLY- 19.5 WEEKS- 400 HOURS**

Le Mélange Academy of Hair and Esthetic's has developed a Manicuring Curriculum with Salon Fundamentals by Pivot Point. It stresses the importance of the industry's need for the Manicurist to be salon ready early in the program. Great emphasis on proper Sanitation and Disinfection skills based on theoretical study of Microbiology early in the program. Manicuring curriculum consist of three (3) Phases as follows:

#### **PHASE ONE (1) FRESHMAN: Consists of 40 Instructional Hours/ 65 Hours of Guided Practice**

Fundamentals of the Manicuring industry are emphasized in our foundation phase. Students will learn all the sciences of the profession such as: Microbiology, Anatomy, Structure of the Nail, and Cosmetic Chemistry for products used in services. Guided practice will consist of: Basic Manicures, Basic Pedicures, Nail Enhancements, Spa Services and Business Project. Upon completion of Phase one (1) students are prepared for clinic floor experiences with live models and confidence to move into Phase 2 (2).

#### **PHASE TWO (2) SOPHOMORE: Consists of 70 Instructional Hours/ 105 Hours of Guided Practice**

Advance training in Spa Services is the hallmark of Phase two (2). Students continue with theoretic study of all the services available in the industry along with the proper treatment protocols for all services. OPI nail enhancement services are taught and demonstrated. Guided practice classes consist of the following: Spa Manicure and Pedicure, Nail Enhancement Services (nail tips, overlays, acrylics, wraps and gel polish) Professional Nail Care Specialist will teach at least two of the classes within this phase. Subjects of theory will include: Understanding Manicure Services, How to Build a Business, Client Care, Nail Enhancements and Nail Art. Students will continue to work on Business Projects in Phase two (2). Upon completion of this phase students will feel confident with manicures and pedicures and all the implements used for these services. Students are now prepared to move into Phase three (3).

#### **PHASE THREE (3) JUNIOR/SENIOR: Consists of 65 Instructional Hours/ 55 Hours of Guided Practice**

Phase three (3) gives interest to speed building skills for timely delivery of accurate services. State Board training is given with an overview of all the possible theoretic questions in which could be present in a written exam, practical portion of State Board is demonstrated and practiced by way of drills. Students will be preparing to present their project to classmates and a Salon owner. Desk Training, Nail Art, Salon Fieldtrip and completion of all unit tests are done at this point. Upon completion of this phase student's feel confident and prepare for entry level positions as a Nail Therapist. All Program Phases include both written and practical evaluations, Field Trips, Desk Training, Business Classes, State Board Preparation Classes and Resume Writing Classes, interviewing skills and job search.

## **MANICURING SUBJECTS**

	<b>Subjects</b>	<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
1.	<p><b>Nail Care – Units of Instruction 300 Hours</b>            Manicure &amp; Pedicures – Includes water and oil manicures with hand and arm massage, application of artificial nails, including liquid, gel and powder brush-on, nail tips, nail wraps and repairs and nail analysis; pedicure includes foot and ankle massage</p>	60	60 & 180 Nails
2.	<p><b>Health &amp; Safety - Units of Instructions 100 Hours</b>            Laws &amp; Regulations – Includes Barbering and Cosmetology Act &amp; the BBC Rules &amp; Regulations.</p> <p>Health &amp; Safety Considerations – Includes chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical inquiries, health and safety laws and agencies, ergonomics and communicable diseases, including HIV/AIDS and Hepatitis B.</p> <p>Disinfection and Sanitation – Includes procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2, and 980.3</p> <p>Bacteriology, Anatomy &amp; Physiology – Includes bacteriology, anatomy, physiology and nail analysis and conditions.</p>	<p>10</p> <p>25</p> <p>20</p> <p>10</p>	10
4.	<p><b>Career Development</b>            This section includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations, basic tax responsibilities related to independent contractors, both renters, employees and employers, and spa industry business practices with emphasis on service techniques and utilization of organic and environmentally sustainable products.</p>	Taught throughout the program of study	Taught throughout the program of study

## **PROGRAM COST**

### **COSMETOLOGY**

Regular Tuition	\$19,485.00
Application Fee (non-refundable)	50.00
Registration Fee (non-refundable)	100.00
Books	225.00
Kit Supplies	1,905.00
STRF Fees (non-refundable)	.00
Sales Tax 7.75%	169.95
Uniform	50.00
TOTAL	 \$21,984.95

### **ESTHETICS**

Regular Tuition	\$8,815.00
Application Fee (non-refundable)	50.00
Registration Fee (non-refundable)	100.00
Books	250.00
Kit Supplies	1,125.00
STRF Fee (non-refundable)	.00
Uniform	50.00
Sales Tax 7.75%	110.43
TOTAL	 \$10,500.43

### **MANICURING**

Regular Tuition	\$5,575.00
Application Fee (non-refundable)	50.00
Registration Fee (non-refundable)	100.00
Books	160.00
Kit Supplies	305.00
STRF Fee (non-refundable)	.00
Uniform	50.00
Sales Tax 7.75%	39.91
TOTAL	 \$6,279.91

## CLASS START DATES

### **2018**

January 09, 2018
March 06, 2018
May 01, 2018
July 03, 2018
September 04, 2018
November 06, 2018

### **2019**

January 08, 2019
March 05, 2019
May 07, 2019
July 09, 2019
September 10, 2019
November 05, 2019

## HOLIDAYS

The following holidays will be observed in addition; other times may be announced.

Independence Day	-	Wednesday, July 4 <sup>th</sup> 2018
Thanksgiving Day		Thursday, November 22 <sup>nd</sup> , 2018
Black Friday	-	Friday, November 23 <sup>rd</sup> , 2018
Christmas Day	-	SCHOOL IS CLOSED
New Year's Day	-	SCHOOL IS CLOSED

## HOURS OF INSTRUCTION

- Regular school day hours for **COS and AES Full Time**, are Tuesday through Saturday 9:00am to 4:30pm
- For **COS and AES Part Time**, Tuesday, Thursday and Saturday 9:00am to 4:30pm
- For **MANI**, Tuesday, Wednesday and Saturday 9:00am to 4:30pm
- Morning break – 10:00 to 10:10
- Lunch is 30 minutes
- Afternoon break – 3:00 to 3:10
- Theory hours are 9:00am - 10:00am Tuesday-Friday (with exception of the first 2 weeks)
- If you arrive after 9:01am Tuesday-Saturday, you will be sent home for the day Saturday attendance is MANDATORY. If you do not have an approved absence excuse or a doctor's note you will be SUSPENDED FOR 3 DAYS. (No exceptions)



## **STUDENT TUITION RECOVERY FUND**

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer, and you have no separate agreement to repay the third party. "

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau of Private Post-Secondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffer an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

# **ADMISSIONS**

Le Mélange Academy of Hair and Esthetic's welcomes new students interested in our school with a professional welcome mat. We are excited that you've chosen to consider our school as an enrollment prospect.

Your first step in enrolling at Le Mélange Academy of Hair and Esthetic's is to set up an interview appointment. Your interview will be 30 minutes in length with one of our dedicated faculty team members. You will be provided a tour of our facilities and introduced to current students and most educational staff. During your interview, you will discuss, program of study, career objectives and preferences. Parents of younger adults are invited to the interview for questions regarding curriculum and instructional classes. Students are encouraged to apply for admission as soon as possible to insure the desired start date.

## **ADMISSION PROCEDURES**

Le Mélange Academy of Hair encourages interested students to download a student admission application online at [www.lemelangeacademy.com](http://www.lemelangeacademy.com). An admission application can also be provided at the end of the interview. The financial aid specialist will be on hand to answer your questions about eligibility at this time or a later time if not available.

## **ENROLLMENT STEPS:**

1. Personal interview and facility tour.
2. Ask questions about your program of study.
3. Choose program and start date.
4. Complete admission application.
5. Make required down payment to secure your spot.
6. Schedule enrollment appointment.
7. Meet with financial aid advisor.
8. Take entrance exam.
9. Sign enrollment agreement and all corresponding sign-up documents.

## **REQUIREMENTS FOR ADMISSION:**

To enroll or re-enroll or to transfer between courses at Le Mélange Academy of Hair and Esthetic's, all students are required to pass an entrance exam (basic aptitude test). The exam will be administered during the sign-up appointment. Students under the age of 18 must have a co-signer.

Students are required to have a high school diploma or a GED. Le Mélange Academy of Hair will verify the authenticity of the diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing graduation dates. NACCAS and the Department of Education require all students to have a valid state issued photo ID or passport and a valid social security card (required by State Board) to be copied during the enrollment process. Enrollment takes at least 1.5 hours.

## **TRANSFER STUDENTS**

Students who have attended a previous school will be subject to the same requirements and procedures as new applicants. Credit for prior training is given at the discretion of the school owner and transfer students must have the following:

- Provide an official transcript;
- Proof of hours or license;
- Be prepared to take a manual proficiency test to determine the level of training to be able to determine the number of hours Le Mélange Academy of Hair will accept (manual testing means level of practical skill performance)

## **MANUAL PROFICIENCY RUBRICS**

The Director of Education will take three designated rubrics (rubrics chosen will be at the discretion of Director of Education) from the transfer program for manual evaluation. Evaluations can be performed by any instructor for the decision of hours accepted. Le Mélange Academy of Hair and Esthetic's has a high standard for its Pass/Fail rate and will not give hours to students in which more hours of instruction are needed to comply with our standards.

Students who need to transfer or discontinue their training program are eligible to transfer hours obtained at Le Mélange Academy of Hair and Esthetic's, providing obligations to Le Mélange Academy of Hair and Esthetic's have been satisfied. No POT document or transcript will be sent to a new school until all financial obligations to the Academy are paid in full.

Maximum transfer credit is granted foremost to students already holding a license in course of study, however we use the same scale for currently enrolled students transferring from one program to another.

(Please reference Board of Barbering and Cosmetology Transfer of Credit Worksheet)

Le Mélange Academy of Hair and Esthetic's does not discriminate on the basis of sex, race, color, religion, ethnic origin, physical disabilities or age. Le Mélange Academy of Hair and Esthetics reserves the right to deny admission to a person it believes does not have the ability to benefit from the training offered at Le Mélange Academy of Hair and Esthetic's. Le Mélange Academy of Hair and Esthetic's does not accept Ability to Benefit students. The school does not recruit students already attending or admitted to another school offering similar courses of study.

This institution has not entered into an articulation or transfer agreement with another institution. Le Mélange Academy of Hair and Esthetic's does not award credit for prior experimental learning.

## **RE-ENROLLMENT POLICY**

Student's desiring to reinstate in Le Mélange Academy of Hair and Esthetic's within six months of their last date of attendance will be readmitted at their original cost. Students desiring to re-enroll in Le Mélange Academy of Hair and Esthetic's after a 6-month lapse must sign a new enrollment agreement. The new enrollment agreement will be based on the current cost of tuition and fees; however, the previous hours earned may be used as credit in computing a new charge, depending on the elapsed time between the last day attended and re-enrollment. A Student re-enrolling will receive the same progress status as when they left, if student was failing to meet minimum satisfactory progress requirement at the time of withdrawal they too will have same returning status. Financial aid can be denied until satisfactory progress is made at next evaluation point.

## **NOTICE CONCERNING TRANSFERABILITY OF HOURS EARNED**

The transferability of hours you earn at Le Mélange Academy of Hair and Esthetic's is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the hours, you earn at Le Mélange Academy of Hair and Esthetic's are not accepted at the institution to which you seek to transfer; you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at Le Mélange Academy of Hair and Esthetic's will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Le Mélange Academy of Hair and Esthetic's to determine if your hours will transfer.

## **CREDIT FOR PRIOR LEARNING**

Le Melange Academy of Hair and Esthetic's does not offer credit for prior experiential learning. All subjects must be taken and no life or job experience credit is given.

## **ALL CLASSES**

All classes are taught in English only. English language services are not offered. You must be an eligible United States citizen or an eligible non-citizen to attend class.

## **CATALOG**

Le Mélange Academy of Hair and Esthetic's shall provide a catalog pursuant to section 94909 of the CEC, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying catalog. CCR78719

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet which will be provided to you prior to signing an enrollment agreement. 94909

## **FINANCIAL POLICY**

A total of all charges quoted to each student, at the time of signing the enrollment agreement, will be the total amount necessary to graduate from the particular educational program. No other charges will be assessed or incurred by the student incidental to classroom study, practical workshops, theory, test, work on paying patrons and/or other expenses for completion of other curriculum with following exceptions:

- Should a student find it necessary to complete their educational program beyond the designated graduation or expiration date provided in the enrollment agreement, a charge per program hour will be assessed for each day that the student has to attend to complete his/her hours required.(example Cosmetology is \$12.18 x 7 hours a day=\$85.26 ) Waiver of this charge will be considered only if extenuating circumstances beyond the students control exist (extenuating circumstances are at the owner's discretion, not the student's opinion). Full documentation is required.
- When the educational program is not paid in full prior to the start of classes, the student agrees to make monthly payments as set up by the Academy. Payments are included in the enrollment agreement. Payments will be considered on time if paid by the date due. When not paid within 5 days, a delinquency charge is assessed at the rate of 5% or \$25.00 dollars, whichever is greater, of the unpaid payment for each month said payment is delinquent. Students would also be responsible for other costs such as attorney's fees and charges necessary for the collection of any amounts not paid when due. Checks from students which are returned by the bank will be subject to a charge of \$25.00.
- At the student's option, this school may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first session is disclosed on the enrollment agreement. There are not any prepayment penalties on early payoff of any extended contract.
- Re-entrance or re-contract fees are \$300.00 and would be the result of a withdrawal, a discontinuance or by a student's request for a schedule change that would affect the enrollment period. The school's registration fee becomes an administrative fee upon withdrawal from school. This is allowed at owner's discretion. Must have approval from the owner, Lynda Jordan. If the student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.
- In making consumer loans to students, Le Mélange Academy of Hair and Esthetic's complies with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code. Any outstanding balance of an institutional loan must be paid seven days prior to the date of graduation, in full, by cash or money order or student will not receive his/her diploma and the proof of training will not be faxed to the State of California. Your State Board test will not be administered without the proof of training. (OUTSTANDING BALANCE MEANS-Any delinquent institutional loan payments or overage charges, not the full balance.)

- A student's final payment for their educational program must be in cash. This is since upon graduation, the student is given their diploma and their proof of training to show that the student has graduated and is ready to take their State Board exam. A copy will also go to the State Board Exam facilities if you applied for Examination while still enrolled (Pre-Application). Students' applying for examination after graduation will enclose the POT Document with Examination Application. This applies only to students who have agreed to pay their institutional loan in full prior to graduation.

# **FINANCIAL ASSISTANCE**

## **SOURCES OF FINANCIAL ASSISTANCE**

You can afford a quality education. Le Mélange Academy of Hair and Esthetic's participates in the Federal Student Aid Program, which can help make your education affordable and attainable. During your Career Planning Session, your financial aid coordinator will explain all your financial options and explain everything you need to know to create a financial plan that works for you. To make education something everyone can afford. Le Mélange Academy of Hair and Esthetic's offers competitively priced career programs and an interest free payment plan.

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a postsecondary education. Financial aid is money made available to help students meet the cost of college attendance. If you wish to apply for financial aid or if you have questions, contact the Le Mélange Academy of Hair and Esthetic's Financial Aid office at 707-257-7767.

Additional information regarding the student aid program may be found in the Free Application for Federal Student Aid" (FAFSA) published by the U.S. Department of Education. You may call the Federal Student Aid Information Center Monday through Friday between 9am and 5pm (Eastern Time) at 1-800-433-3243.

## **COMPLIANCE STATEMENT**

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds and the tracing of individuals who have borrowed funds from federal, state or private programs. A student is eligible for Federal Financial Aid at Le Mélange Academy of Hair and Esthetic's if he/she:

- Is enrolling in the Cosmetology or Esthetic program;
- Is a U.S. citizen or eligible non-citizen;
- Has a valid social security number;
- Does not owe a refund on a Pell Grant at any school;
- Is not in default on a Federal Direct Stafford loan at any school;
- Maintains satisfactory academic progress while in school (see the Le Mélange Academy of Hair SAP policy in our Course Catalog)
- Be registered for selective service (if the student is a male between the ages of 18-25)
- Have a High School Diploma (or equivalent) or a GED.

Le Mélange Academy of Hair and Esthetic's is an eligible institution approved by the U.S. Department of Education for participation in the State and Federal funding programs. These funding sources are generally referred to as "Title IV" funding. Upon the determination of eligibility, the school will assist any applicant to apply for the Title IV educational funding. Qualifications are based on individual needs and criteria determined by the federal government and or respective funding organization. The school does not determine funding acceptance. Financial assistance availability to any student does not in any way imply a guarantee of admission to Le Mélange Academy of Hair and Esthetic's or employment placement. If a student obtains a loan to pay for an educational program, the student shall have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. We will be happy to assist you with the application process at Le Mélange Academy of Hair and Esthetic's or, if you prefer, you may begin by contacting [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This application will request a school code. Our code is 041935. Once established for eligibility for any or all financial assistance programs, students are required to meet Satisfactory Academic Progress (SAP).

Financial assistance payments are disbursed per the Department of Education guidelines. Payments toward tuition, tools, other school debts and/or supplies may be either direct payment or signed authorization as credit to account for tuition, books and supplies.

- **Pell Grant:** A federal Pell grant, unlike a loan does not have to be repaid. Pell grants are generally only available for undergraduates. Students must attend at least half-time to qualify (at least 12 clock hours per week). The courses at Le Mélange Academy of Hair and Esthetic's qualify for Pell grant funding. Eligibility is determined by a standard formula. Amounts awarded may vary depending on specific student circumstances. Pell grants are usually the foundation of funding to which other types of funding may be added. For more detailed information, please go to [www.studentaid.ed.gov](http://www.studentaid.ed.gov).
- **William D. Ford Direct Loan Program:** Students must have determined their eligibility for Pell grant funding and attend at least half time to qualify for the Direct Loan Program. Students may receive both a subsidized and unsubsidized loan for the same training period. Subsidized loans are awarded based on a financial need. Subsidized Direct Loans interest does not begin to accrue until the last day of attendance. Unsubsidized Direct Loans begin accruing interest once the loan funds are disbursed. Payments for both subsidized and unsubsidized loans will begin six months after the last date of attendance.
- **Plus Loans:** These loans are available to the parents of dependent students to assist in paying for their child's education. For information regarding available loan amounts, eligibility requirements and applications on any of these funding [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

### **ENTRANCE COUNSELING**

Upon creating the estimated award letter for FAME (third party processor for Le Mélange Academy of Hair and Esthetic's), prospective student is called to discuss their estimated total award, make decisions on loans, and, if accepting loans, to schedule a loan counseling session with the Financial Aid Advisor. The prospective student is also required to complete the Department of Education online entrance counseling session and sign a Master Promissory Note at [www.studentloans.gov](http://www.studentloans.gov) prior to any funds being disbursed.

The Title IV Authorization form is completed during the Entrance Counseling meeting. The student can decide how the funds will be applied to his or her account. The financial advisor MUST inform the student that if he or she chooses to allow the Academy to retain any credit balance to apply for academic year two, the resulting interest is retained by the Academy.

The Award letter from FAME provides a breakdown of the aid received. The financial aid representative will explain in detail what each type of aid consists of and how it is determined, disbursed and applied to the students account.

### **EXIT COUNSELING**

When a student graduates or withdraws from Le Mélange Academy of Hair and Esthetic's, he or she is required to complete online exit counseling at [www.studentloans.ed.gov](http://www.studentloans.ed.gov). It is mandatory that this counseling be completed for the student's hours to be released to the State Board of California for licensure. The Financial Aid Advisor will be available to answer any questions about the following: repayment of your Direct Loans, budgeting tools for successful repayment, interest rates and payment plans that work best for your financial goals.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school for whatever schedule. It is provided prior to enrollment.

**NOTE:** Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress to continue eligibility for such funds. Satisfactory academic progress is defined as the individual student's performance in the areas of cumulative academics and attendance. This is checked as follows:

Cosmetology:	450/900/1250	Actual hours
Esthetics:	300	Actual hours
Manicuring:	200	Actual hours

The evaluations are designed to occur no later than the midpoint of the academic year of the course, whichever occurs sooner. Students will receive a hard-copy of their satisfactory academic progress determination at the time of each of the evaluations.

A minimum cumulative grade average of 75% must be maintained for a student to be considered as making satisfactory academic progress. Students need to adhere to the following grading scale:

A=94-100%    B=85-93%    C=75-84%    D=65-74%    F=0-64%

Students will be graded on written work, practical work and other performances. The grade point average is determined by accumulating and combining all grades received. Students must maintain an overall GPA of 75% to maintain academic satisfactory at the Academy. Students are graded on theory and practical evaluations. Practical work is based on established criteria that are converted into a grade. Students either get the point or they do not and then the number correct versus the number possible is calculated into a grade percentage. Clinical work is marked as having been completed, but is not weighed into the overall grade point average.

Attendance is completed for all students regardless of their course of study. Students must maintain a minimum cumulative average of 80% of the hours scheduled in their written enrollment agreement to be considered as making satisfactory progress in the area of attendance. Based on the 80% attendance requirement, the maximum time to complete the educational program is 125% of the course length to be measured in academic years to be in satisfactory progress. However, overtime charges will apply as soon as the student surpasses his/her contract end date.

Students who meet the academic and attendance requirements are considered to be making satisfactory until the next scheduled evaluation. Students deemed not making academic progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal of the determination that resulted in the status of probation. Students are notified of any evaluation that could impact their Title IV money, if applicable, by receiving written notification of the determination.

## **WARNING**

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



## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of a student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the student will be placed on probation and federal financial aid will be reinstated, if applicable.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision and prevails upon appeal. Additionally, only students who have the ability to meet the satisfactory academic progress policy standards by the end of the evaluation period may be placed on probation. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by academic plan, he/she will be determined as NOT making satisfactory academic progress and if applicable, students will not be deemed eligible to receive Title IV Funds. The school will develop an action plan to help a student re-attain satisfactory progress status.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. Students who do not achieve the minimum standards are no longer eligible for Title IV.

Any student who must interrupt his/her training due to a leave of absence will be re-admitted on or before their documented date of return at the same progress level they had attained prior to their leave of absence. A student who was making satisfactory progress at the start of their leave of absence will be considered making satisfactory progress when they return. A leave of absence will extend the students contract period and maximum time frame by the same number of days taken in the leave of absence. Students who withdraw and wish to re-enroll may do so at the same level or progress they had attained prior to withdrawal. Students who are re-admitted will be placed on probation for a period of 30 days. At the end of the 30 days, the student's progress will be evaluated. If the student is not making satisfactory progress in all areas, their enrollment will be terminated and they will not be eligible to re-enroll.

## **COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses do not apply. Therefore, these items have no effect upon the school satisfactory academic progress standards.

## **TRANSFER HOURS**

With regard to satisfactory academic progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **GRADUATION AND LICENSURE**

To receive a diploma from Le Mélange Academy of Hair and Esthetic's, you must:

1. Successfully complete the required number of clock hours and operations set forth by the State Board of Cosmetology;
2. Maintain a C or 75% or higher average on all work;
3. Complete all tests required;
4. Complete State Board drills;
5. Prepare a resume and cover letter;
6. Create a portfolio of 10 before and after pictures;
7. Pass mock board and final written exam;
8. Complete tuition and fee obligations per contract;
9. Have met SAP requirements.

To receive a license in the State of California, a cosmetologist, esthetician or manicurist student is required to:

1. Successfully demonstrate competency in all modalities of required curriculum;
2. Submit state required exam fees and application;
3. Successfully complete a written theory and practical examination conducted by the California Board of Barbering and Cosmetology;
4. Complete the required hours in an educational program;

The California Board of Barbering and Cosmetology sets minimum standards for the programs of study. The minimum number of class hours and total class hours for each program, outlined in the Board's rules and regulations booklet, must be met to qualify the student for licensure (Section 7321-7331).

Example: The Board shall admit for examination for licensure as a cosmetologist, esthetician or manicurist any person who has made application to the Board on the proper form, paid the fee required by this chapter and is qualified as follows:

1. Is not less than 17 years of age;
2. Has completed the 10<sup>th</sup> grade in the public school or its equivalent;
3. Has completed the course in an approved school by the Board;
4. Has a current driver's license and social security card;

# **POLICIES AND STANDARDS**

## **STANDARDS OF CONDUCT:**

Le Mélange Academy of Hair and Esthetic's has a high standard of model behavior that we expect from all enrolled students. To succeed in your chosen journey of cosmetology, esthetics or manicuring, you must mirror these behaviors. Le Mélange Academy of Hair and Esthetic's believes that the hours in your chosen program of study is your opportunity to rehearse behaviors that will carry over into a solid career. Le Mélange Academy of Hair and Esthetic's expects to observe and critique these behaviors while you are enrolled in school.

These standards include:

- We have zero tolerance for UNPROFESSIONAL BEHAVIOR. Le Mélange Academy of Hair and Esthetic's reserves the right to discipline accordingly for non-compliance to this standard of conduct. Disciplinary action can include termination when deemed necessary to protect the professional integrity of our environment;
- Le Mélange Academy of Hair and Esthetic's expects students to treat all property with respect. If any student is found stealing or abusing school property or that of another person, upon sufficient proof, student will be terminated;
- It is expected that students will respect the privacy of our neighbors in the area of the school. Gathering on the steps or doorway of neighboring buildings, leaving garbage lying around or defacing property injures the professional reputation of the Academy in our community.
- Students are not allowed to smoke in the front of building on Coombs Street at any time. Students can smoke 20 feet away from building on the side of building near parking lot and back entrance. **SMOKING IS ONLY ALLOWED ON BREAKS AND LUNCH PERIODS!** Students caught smoking on periods other than break or lunch will be clocked out for the day.
- Cell phones are only allowed on your personal breaks or lunch period. We cannot tell you where you must keep your cellphone. However, if it is seen out while on the clinic floor or doing class-time it can result in a 1 to 3-day suspension at the discretion of instructor. **ONE VERBAL WARNING CAN BE GIVEN.** We reserve the right to suspend thereafter on all occasions for cellphone use on times other than break or lunch. (Can be used for classroom assignments and pictures for portfolio)
- Clear water bottles with caps are allowed on clinic floor and classrooms. No other open containers of any type (example: coffee, soda, tea or any beverage container in which content cannot be seen shall be permitted); No electrical devices are permitted in classes or clinic floor. (Headphones, radios, iPod, etc.);
- Le Mélange Academy of Hair and Esthetic's requests that students knock before entering the office. Staff needs and deserves the respect of students in this area. We maintain an open-door policy for all enrolled students. However, we would like to respect the privacy of potential students going through the enrollment process and the right to privacy for documentation on the desk in the office;
- Students must be occupied during the entire school hours in either practice or study of theory, as per curriculum
- Students are required to accept all assignments given to them. Refusal to accept any assignment may result in being sent home for the day
- Students are expected to maintain a clean and neat styling station and work area at all times. Work areas are subject to random inspection. Each student is fully responsible for the cleanliness of their own styling station and work area. Students found with deficient equipment or unsanitary conditions are subject to dismissal from school;
- Upon beginning training, students are provided with all approved equipment and textbooks for their specific training course. Students are expected to arrive at each class prepared to study with the appropriate equipment. Borrowing equipment from other students is not recommended. The school is not responsible for property belonging to students. The school highly recommends permanent identification of all equipment

- Students are provided with a student break area as well as sufficient lunch and periodic breaks. Eating, drinking, smoking, or any other physical distractions are NOT permitted in the building or out front.

### **PARKING**

Le Mélange Academy of Hair and Esthetic's students are allowed to park in the Pearl Street parking garage only. Le Mélange Academy of Hair does not provide designated parking spaces for students. Failure to park in the Pearl Street garage can cause disciplinary actions. Students may not clock in and then park their car. This would-be grounds for ONE-day suspension.

### **FRONT DESK**

Students are provided front desk training. Students are allowed behind the front desk only on training days or when assigned to work the front desk.

### **LOCKERS**

Students may provide a lock and utilize any available locker, on first day of attendance. Each student is expected to keep their locker neat, clean and free of any controversial materials or food, securely locked always. Money or items of value should never be left in lockers. Le Mélange Academy of Hair and Esthetic's is a private school and the administration has the right to inspect your locker at any time. Le Mélange Academy of Hair and Esthetic's is not responsible for any locker theft or damage to property while in locker.

### **PERSONAL SERVICE**

Students may receive personal services on the clinic floor with the permission of an instructor and the front desk must issue a service ticket as per normal client procedures. Public clients will always be given priority for service operations. Personal services for students will not be allowed to interfere with class schedules, required assignments, or assigned public clients. Personal services are intended to increase knowledge of the services from the client's point of view; therefore, personal services are only to be administered during student's regularly scheduled school hours and for services directly related to their program of study. Personal services include polishing your own nails or styling your own hair.

*Check with the Director of Education for most recent requirements for personal services.*

Students are required to accept any client. Exceptions will only be permitted by an instructor or the Education Director due to contraindications discovered during consultation. If a student violates this requirement without permission or creates a negative scene on the student salon floor, the student will immediately be dismissed for the day. Repeat infractions may result in temporary or permanent suspension of training.

Each service performed by a student MUST have a ticket issued by the front desk and be inspected and cleared by an instructor.

Students may perform services for family or friends, if they pay the regular student salon rates and perform the service. Immediate family members (spouse, parents, children and siblings) are entitled to a 50% discount from the regular student salon rates. Discount applied only when student performs the service. Family discounts are not available on Saturdays.

## **DRESS CODE POLICY**

Professional dress at Le Mélange Academy of Hair and Esthetic's is of utmost importance. Our policy is not designed to hinder creativity or personal taste. The goal of our policy is designed to create an atmosphere of professionalism attractive to potential students, clients and potential employers.

Students are allowed one day each month for personal expression. Professional dress day is the 1<sup>st</sup> Tuesday of every month. However, no blue denim (jeans) or hats are allowed.

### **DAILY**

Our dress code consists of black and white attire. A black smock is provided in the student kit. It must be worn at all clock in times. It must be clean and in good repair. (White smock for estheticians) Black and white tops and bottoms are worn under uniform smock at all times. Black un-faded denim is ALLOWED.

Pants and skirts that are longer than your smock can be black and white print, pinstriped or solid in design. Sweaters or jackets must be black or white and worn under smocks. Black and white aprons are allowed on Saturdays only and at the owner's discretion. Hats and sweatpants of any type are considered unprofessional and they are NOT ALLOWED. Scarves and headbands that are black or white are NOT ALLOWED.

Shoes must be black and closed toed and business looking in nature. Boots are allowed along with tennis shoes that are clean and in good repair. (No colored stripes on tennis shoes). At no time are slipper like shoes allowed on clinic floor area. (Safety reasons)

Name tags must be worn at all clocked in times. Phase one (1) Student must wear a name tag with the word "Freshman" on it until they are working on paying clients. Students arriving without a name badge will be suspended for one day. The board of Barbering and Cosmetology does not recognize paper name badges. (Please note: If you lose your name badge, please order another one from Napa Valley Engraving) Jewelry must not interfere with services performed. One small studded facial jewelry is allowed.

Hair and make-up must be done prior to arriving at school. Not allowed after arrival even if it is before class. This does not mirror professional dress standards of the beauty industry. If in the opinion of the school, a violation exists, the student will be required to leave school until the condition is corrected. Citations can be given for out of uniform violations.

## **ATTENDANCE**

Le Mélange Academy of Hair and Esthetic's adheres to a strict attendance policy. The policy has been designed to assist students with on-time completion and to reduce dropout rates at our academy.

Our goal is to prepare you for future employment. We operate like a professional salon environment. Late arrivals and absences interrupt your training and clinic floor, just as if you were employed in a salon, day spa or other professional environment.

All students must use the time clock for daily entries and the Sign In sheets for breaks and lunch and when leaving school premises for the day and at any time when not applying themselves to training. Students must abide by their individual schedules. Students arriving at 9:01 am will be considered ON-TIME.

Students arriving after 9:01 or later will not be allowed to clock-in without the approval of the Director of Education. If student is allowed to stay he or she will be docked one hour off daily total clocked hours.

Students are given two (2) ten minute breaks and a 30-minute lunch break. Students are not allowed to leave premises on breaks, only during lunch break.

Late returns from lunch or break will result in the loss of one (1) hour off daily total clocked hours.

### **ABSENCE POLICY**

Absent students are recorded on an Attendance Sheet by the instructor in which the student speaks with during the hour of 8:30 to 9:00am. Students are not allowed to leave early. Absent students must fill out a "REQUEST FOR TIME OFF" slip. This form must be signed and initialed by an instructor. Requests should be made 24 hours prior to the time off requested. Not the same day.

### **SATURDAY ATTENDANCE**

You must attend school on Saturday unless you have it written in your enrollment agreement or you have a Request Time Off in your student file with School Director's signature. Not attending on Saturday will result in a three (3) day suspension. Written doctor's excuses must accompany your return on Tuesday. Excuse must have a doctor's letterhead and not be a call-in appointment, excuse is only to avoid suspension from school.

### **EXCUSED ABSENCE POLICY**

We currently have NO EXCUSED ABSENCES. Notes are strongly encouraged to avoid attendance warnings. **Students absent for fourteen (14) consecutive days without notification will be dropped from program.**

### **TARDINESS POLICY**

Tardiness is only allowed when road conditions affect five (5) or more students. Call in is mandatory.

### **TIME CLOCK POLICY**

All students are responsible for clocking in, in the proper manner.

The student must have final OUT punch for every day present.

State board requires the use of a time clock and further prohibits instructors from altering or approving manual clock entries. The law requires that students have a 30-minute break after six (6) hours of applied effort. Applied effort is necessary for every clocked hour.

### **APPLIED EFFORT IN THEORY CLASS**

This includes class participation, readiness with class materials, attentive listening skills, note-taking and taking exams along with class requirements.

### **APPLIED EFFORT IN DEMONSTRATION CLASS**

Visual contact without distraction, questions that apply to demonstration and immediate practice of techniques demonstrated.

### **APPLIED EFFORT ON CLINIC FLOOR**

Respect for floor instructor's leadership. Quality client care with all clients. Manikin practice when not serving a client. Recording all procedures on your Tracker Sheet. Keep accurate accounting for your time. Record all operations and required hours daily. Each operation must be initialed.

## **LEAVE OF ABSENCE POLICY**

Extenuating circumstances such as family illness, personal medical problems, death of immediate family member, employment issues, and active military duty are possible interruptions during a student's enrollment period. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance.

All above reasons are the reasons in which Academy will grant a leave of absence. Please Note: Proper documentation must be attached (doctor's notes, military orders, obituary or formal letter from employer).

The following guideline must be followed for formal leave of absence:

- The student will request an appointment with the School Director. Student must fill out a formal written request in advance of the time off requested. The request should be signed and dated by the student and must contain the dates the student expects to be unable to attend school, including the date the student expects to return to school.
- There must be a reasonable expectation that the student will return from LOA. In order for the LOA to qualify as an approved LOA, the request must be submitted in advance in writing as described above, must include the reasons for the student's request, the expected return date and the student's signature. All leave of absence requests must be approved by the Academy's Director, Lynda Jordan.
- In the event that unforeseen circumstances prevent a student from providing the request prior to the LOA. (Car accident for example) Le Mélange Academy of Hair will document the reason for granting the LOA and will require the request from the student at a later date. In this instance, the beginning date of approved LOA would be determined by the Academy to the first date the student was unable to attend the Academy because of the unforeseen circumstance.
- A student on a leave of absence will incur no additional charges by the school. A LOA and/or failure to return from a Leave of Absence may affect your loan interest rates and/or repayment timeline. Please see Financial Aid Advisor for more information.
- The LOA together with any additional leaves of absences must not exceed a total of 180 days in any twelve (12) month period.
- A student granted an LOA that meets these criteria is not considered to have withdrawn, a no refund calculation is required at that time. The Academy will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- If a student loan recipient does not return from an approved leave of absence, the withdrawal date will be set retroactively and the student could have used up some or all the grace period for their loan. The grace period starts on the last day of attendance.
- The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. All refunds will be due 45 days from the date of determination. Any student failing to return to school after the expiration of a leave of absence will be withdrawn from school on that day and the withdrawal date will be their last day of attendance.
- Students who do not return are required to complete an exit counseling interview with the Financial Aid Advisor.
- Students returning from an authorized LOA will retain all credit of clocked hours and work projects completed and will return to the same SAP status held prior to leave.

## **MAKE UP POLICY**

In order to make up work missed, student must complete, in pen, an "Extra Day' Request" at least 24 hours in advance and have it signed by the Director of Education. A part-time student can only make up two (2) extra days per month. Student should coordinate with the instructor for make-up tests or operations.

## **OVERAGE TIME**

You must attend classes per your contract. If you have frequent absences, you will be subject to citations, warning notices, probation, suspension or termination. Overage charges for attendance past your estimated graduation date will be charged on an hourly rate per program. Example Esthetics is \$14.69 an hour x 7 hours a day=\$102.83 per day over scheduled completion date.

## **DISCIPLINARY POLICY:**

Students must understand that any infraction of the Standards of Conduct, Rules and Regulations of the Board of Barbering and Cosmetology, Le Mélange Academy of Hair and Esthetic's Enrollment Agreement or Student Catalog could result in disciplinary action: Our policy starts with a Warning and could possibly end with Termination. Disciplinary Action Sheets are used when infractions occur. They must have both educator and student's signature and be maintained in student's file.

**Warnings:** Verbal or written warnings can be given first for infractions of standards of conduct, or non-compliance with educational requirements. If the student does not correct the problem, they may be suspended for one to three days depending on the severity of the infraction. If the problem is not corrected the student may be placed on 30- day probation.

**Probation:** The student will be observed for 30 days for any infraction in which he or she has been warned in writing and or possibly suspended for short duration and if the matter continues to be a problem, academic, attendance, or behavioral probation may be given. Students on probation are not allowed to receive personal services, attend field trips, or serve as models for demonstrations.

A monthly list of students on probation will be given to each instructor. (Exceptions can be made when the probation is a SAP determination and a pass has been given by School Director and Financial Aid Advisor) Example would be when lapse in attendance was beyond student's control of circumstances.

**Suspension:** Enrollment may be immediately suspended of 1 to 3 days for any infractions of the Standards of Conduct and Rules and Regulations, non-compliance with any educational requirement. This includes failure to make payments as agreed in the enrollment agreement. Students on suspension are not allowed to be on school premises or receive services on clinic floor.

**Termination:** Enrollment may be terminated at the discretion of the School Director for any reason deemed necessary. To maintain the positive educational environment and general objective of the school, or for any of the following reasons with no warning given:

- Immoral or improper conduct
- Non-compliance with educational requirements
- Use of drugs and or alcohol, which includes prescription marijuana during school hours
- Cheating or stealing
- Bullying a student (refer to harassment policy disclosures)
- Parking in unassigned merchant parking lots

## **GROUNDS FOR TERMINATION**

The student enrollment may be terminated if the student's academic progress, behavior, attendance, tardiness, dress, etc., does not conform to the school policies regarding these issues. Not attending school regularly per contract is also grounds for termination. The extent of the student's tuition obligation will be in accordance with the school Refund Policy. Failure to make required contractual payment is grounds for termination.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and or bullying, such termination is final and may not be appealed.



# **CANCELLATION, WITHDRAWAL & REFUND**

## **INSTITUTIONAL REFUND POLICY**

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

### **STUDENT'S RIGHT TO CANCEL**

1. A student has the right to cancel his or her agreement for a program of instruction and receive a full refund, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed sixty (60) percent or less of the program. Changes to programs, i.e. Drops and/or Adds, can only be made during the first 7 calendar days of the program.
3. Cancellation may occur when the student provides a written notice of cancellation at the following address: Le Melange Academy of Hair and Esthetic's 931/937 Coombs Street Napa, CA 94558. This can be done by mail, FAX, email or by hand delivery.
4. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the academy in person.
5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
6. If the Enrollment Agreement is cancelled, within 45 days after the notice of cancellation is received, the academy will refund the student any money he/she paid, less a registration/application fee not to exceed \$150.00 and less any deduction for equipment that the student has received and signed for.

**REMEMBER THAT YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by telephoning the academy or by not coming to class.

### **WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the academy at any time after the cancellation period (described above) and receive a pro-rata refund within 45 days of withdrawal if you have completed 60 percent or less of the period of attendance, based on scheduled hours. The refund will be less a registration fee not to exceed \$150.00, and less any deduction for equipment that the student has received and signed for.

For the purpose of determining a refund under this section, a student's official cancellation or withdrawal shall occur on the earlier of the dates of any of the following instances:

- An applicant is not accepted by the academy. The applicant shall be entitled to a refund of all monies paid.
- The student notifies the institution of the student's withdrawal in writing.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the academy.
- The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
- Failure to return from a leave of absence. The date of the student's withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

All refunds are calculated based on the student's last date of attendance.

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

<b><u>Percent of Scheduled Time Enrolled to Total Program</u></b>	<b><u>Total Tuition School Shall Retain</u></b>
0.01% to 60%	Prorated based on percentage of scheduled attendance
60.01% and over	100%

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

If Le Melange Academy of Hair and Esthetic's cancels a program subsequent to a student's enrollment, and before instruction in the program has begun, the academy shall provide a full refund of all monies paid.

If Le Melange Academy of Hair and Esthetic's cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the academy shall at its option:

- Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- Provide completion of the program; or
- Participate in a Teach-Out Agreement; or
- Provide a full refund of all monies paid

In the event the academy closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the academy will make arrangements for students to attend an alternate institution through participation in a Teach-Out Agreement. Should the student elect not to attend the alternate institution, a pro-rata refund of tuition will be made in accordance with the refund policy outlined above. Any monies due are refunded within 45 days.

When situations of mitigating circumstances are in evidence, the academy may adopt a policy wherein the refund to the student may exceed the minimum requirements.

Institutional Refund Policy based on (5 CCR 71750 a,b,c,d,e Ed. Code 94919)

**PLEASE NOTE:** If a student cancels his or her enrollment within three (3) business days after signing the contract, a full refund will be in order. Enrollment agreements cancelled after the three (3) day period, but prior to starting the program, all monies will be refunded except for the non-refundable registration fee of \$150.00. Students enrolled and in class beyond the three (3) day period after signing the enrollment agreement will fall under the Institutional Refund Policy based on (5CCR 71750) stated above.

### **Collection Policy**

Collection procedures reflect good taste and sound ethical business practices. Collection correspondence regarding cancellation and settlement from the school, banks, collection agencies, lawyers or any other third parties representing the institution will acknowledge the existence of the refund policy outlined in enrollment agreement. If promissory notes or contracts for tuitions are sold or discounted to third parties, the third party will comply with the refund policy of the institution.

### **Unofficial Withdrawals**

Unofficial Withdrawal are handled by our Registrar. Attendance is monitored on a weekly basis. Students are notified by phone and mail that they are dropped after 14 days without absent notice. All withdrawal procedures are documented regardless if the student owes money or not. The refund is based on the students last day of attendance.

## **RETURN TO TITLE IV FUNDS**

The law specifies how Le Melange Academy of Hair and Esthetic's must determine the amount of Title IV program assistance that a student earns if a student withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants and Direct Stafford Loans.

When a student withdraws during their payment period (see award letter for payment periods) the amount of Title IV program assistance that the student has earned up to that point is determined by a specific formula. If the student received (or the students' school received on students behalf) less assistance than the amount that the Student earned, the student may be able to receive those additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

Title IV funds will be returned in the following order, contingent on the school's participation upon these programs: Unsubsidized Stafford Loan, Subsidized Direct Stafford Loan, Direct PLUS (Parent), and finally Pell Grant.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student completed 30% of the student's payment period, the student earns 30% of the assistance the student was originally scheduled to receive. Once the student has completed more than 60% of the payment period, the student earns all the assistance that the student was scheduled to receive for that period.

If the student did not receive all of the funds that the student earned, the student may be due a post withdrawal disbursement. If the post withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that the student does not incur additional debt. The school may automatically use all or a portion of the student's post-withdrawal disbursement (including loan funds, if the student accepted them) for tuition and fees. For all other school charges, the school needs the student's permission to use the post withdrawal disbursement. If the student does not give the school permission (which some schools ask for when you enroll), the student will be offered the funds.

There are some Title IV funds that the student was scheduled to receive that the student cannot earn once the student withdraws because of other eligibility requirement. For example, if the student is a first-time, first year undergraduate student and the student has not completed the first 30 days of the student's program before the student withdraw, the student will not earn any Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

If the student receives (or the school receives on the student's behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

- The student's institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds.
- The school must return this amount even if it did not keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student must repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.
- Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.
- The requirements for Title IV program funds when a student withdraws are separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return.

**Questions regarding Title IV Program**

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**Post Withdrawal Disbursement (PWD)**

A PWD is due when the amount of Title IV aid earned is greater than the amount of Title IV aid disbursed. The actual amount of the PWD is the difference between the amount of Title IV aid earned and the amount of the Title IV aid disbursed. If outstanding charges exist on the students account, the school may credit the students account with all or a portion of the PWD. However, if Title IV loan funds are used to credit the students account the college must first notify the student and provide the opportunity to cancel all or a portion of the loan. Any amount of a PWD that is not credited to the students account must be offered to the student within 30 days of the date of that the academy determined that the student withdrew. The offer must be made in writing and will also notify the student that no PWD will be made if the student does not respond within 14 days of the date that the academy sent the notification. The notification will also inform the student that they may accept or decline some or all of the PWD that is not credited to the students account.

# **STUDENT SERVICES**

## **DIRECTORY OF STUDENT SERVICES**

<b>Service and Support</b>	<b>Please See</b>
Academic Advising	Richie or Bernie
Change of address or phone number	Darcell or Joyce or Sara
Admissions and Catalog Information	Joyce
Cancellation of Program	Lynda first, then Darcell or Joyce
Leave of Absence	Lynda
Complaints	Lead Instructor first, then Lynda
Kit Issues	Bernie
Pre-Application	Darcell
Transcripts	Joyce or Darcell
Graduation/Exit Interview	Sara
Program Changes	Always see Lynda first
Financial issues	Darcell
FERPA Release	Joyce
Schedule Change	Always see Lynda first
Payments	Joyce

*Le Melange Academy of Hair and Esthetic's has an open-door policy to support all students regardless of the need.*

## **STUDENT ADVISORY ASSISTANCE**

Instructors conduct advisory sessions with students at each SAP checkpoint evaluation and when performing practical rubrics with students. Instructors critique student and periodically have done a one to one verbal exchange in regards to any problem the student might be encountering in the program. Students are encouraged during these visits if they need any academic or personal assistance to talk with the Director of Education. From time to time a student needs services that are out of our field of expertise or capabilities of the school. Although in the office there are pamphlets for many issues such as: Drugs and Alcohol, Domestic Abuse, Trans Gender, Sexually Transmitted Diseases and Depression. Napa is rich with services for these issues and it is our goal to refer our students to professionals for immediate assistance.

## **RELEASE OF STUDENT INFORMATION AND ACCESS TO RECORDS**

The release of information concerning any individual student will be allowable only by the express written consent of the student or parent or guardian of minor students. Exceptions include records under subpoena as required by law, the accrediting body for accreditation purposes and designated staff members. Copies of records are subject to charge. Students or a parent or guardian of dependent minor students may review records at any time. To view the records, an appointment must be made with an administrator.

Students can request an amendment to his/her records and request (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student. This notification must be done annually. (FERPA) For information call 1-800-872-5327.

*Family Educational Rights and Privacy Act (FERPA) Policy* to protect the privacy of students and families, federal law sets certain conditions on the disclosure of personal information from records kept by schools that participate in the FSA programs. The relevant law is the Family Educational Rights and Privacy Act of 1974 (FERPA). For a hard copy of Le Mélange Academy of Hair's FERPA policies, please visit the administrative offices, review the School Catalog or go to the school's website at [lemelangeacademy.com](http://lemelangeacademy.com). Le Mélange Academy of Hair and Esthetic's FERPA Policy covers important information with regards to the rights provided to student's records. This policy covers important information, including, but not limited to, the following:

- The right to inspect and review the student's educational records within 45 days of the day the School receives the request for access, and records that are exempt and not included as the student's record;
- The right to request an amendment of the student's educational records that the student believes are inaccurate, misleading or in violation of the student's privacy;
- The right to deny consent to disclosures of personally identifiable and directory information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
- The definition of what Le Mélange Academy of Hair and Esthetic's has designated as "Directory Information" that may be released without consent to any inquirer;
- Information regarding how students may request additional Personally Identifiable Information be disclosed to a specific individual (in writing);
- Prevention of disclosure of directory information;
- Access without consent, and the right to file a complaint about alleged non-compliance with FERPA. The policy is designed to ensure student's rights by safeguarding our academic and financial records and ensuring only authorized persons access them.

**Privacy and File Access Policy:** Information contained in a student's file is confidential. In compliance with the Family Education Rights and Privacy Act of 1974, the school does not release any personal information on a student to a third party without written consent each time by the student, parents or guardians of a minor child.

### **RECORD RETENTION**

Le Mélange Academy of Hair and Esthetic's maintains current records for a period of not less than 5 years in its principle place of business within the State of California. Transcripts are maintained indefinitely.

### **GRIEVANCE POLICY**

Le Mélange Academy of Hair and Esthetic's aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps of further discussions and resolution at higher levels of authority as necessary.

Steps:

1. If a student has a problem with another student or even a staff member, it is first recommended that they try to talk with that person and constructively work out the grievance;
2. If not satisfied, then it is recommended that they go to their lead instructor to mediate and help with the problem;
3. If instructor is unable to help them, make an appointment with the School Director, Lynda Jordan. Lynda will request the grievance be put in writing and it will go in the student's file;
4. Director will have seven (7) work days to investigate the grievance and to speak to all parties involved. Discussion with all parties will be provided with Lynda serving as the facilitator;
5. If the grievance involved the school, we will make every possible effort to remedy the concern of student. However, if the student is still not satisfied and it involves his/her education, the following can be exercised:

## **COMPLAINT POLICY**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-Secondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

Complaints about your education can also be referred to:

Board of Barbering and Cosmetology  
2420 Del Paso Blvd Road, Suite 100  
Sacramento, California 95834  
(800) 952-5210 or e-mail: [barbercosmo@ca.gov](mailto:barbercosmo@ca.gov)

OR

National Accrediting Commission of Career Arts and Science (NACCAS)  
3015 Colvin Street.  
Alexandria, VA. 22314  
(703) 600-7600

NACCAS is recognized by the U.S. Department of Education as a national agency for institutional accreditation of postsecondary schools and departments of cosmetology arts and science including specialized schools.

## **PLACEMENT**

Le Mélange Academy of Hair and Esthetic's has many offspring stylists and owners in the Napa, Sonoma, Marin and Solano county areas. It gives us great joy to see our alumni students go on to soar like eagles in the beauty industry. Especially some of our Estheticians who own and operate some of the finest Spas and work directly with doctors and nurses in Dermatology departments. Stylists that work for newscasters on sets, not to mention our stylists that have been hired right on the spot from field trips to Union Square in San Francisco with one of our instructors who is dedicated to exposing the students to as many career opportunities available in the industry. Our Director of Education insists on having students create quality portfolios of their in-school talents and projects to showcase future professionals. The school owner offers a business class on Resume Writing, Types of Salons, Retailing, Business Plans and interviews with successful owners in the area. Applied effort is still the best marketing tool for success!

***Le Melange Academy of Hair and Esthetic's Does Not Guarantee Job Placement!***

## **DRUG POLICY** (PLEASE REFER TO STUDENT HANDBOOK CONSUMER DISCLOSURES)

Le Mélange Academy of Hair and Esthetic's maintains a drug and alcohol free school. The standards of conduct at this school clearly prohibit the unlawful possession, use or distribution of drugs and alcohol by students and employees on our premises and at any activities involving the school (i.e. Field Trips). A copy of the school's policy will be provided to all students at the time of enrollment (Student Handbook/Disclosures) and will include a description of the above, the applicable legal sanctions and a statement of the consequences for violation of these standards. Consumer information is on the web-site: [www.lemelangeacademy.com](http://www.lemelangeacademy.com).

Le Mélange Academy of Hair and Esthetic's operates with 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 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.

### **CHEMICAL AND SUBSTANCE ABUSE**

No student may attend school under the influence of any kind of mind-altering substance. (Alcohol, drugs, etc., this includes strong narcotics type prescription drugs that impair one's ability to perform or causes one to fall asleep during classes). The following will cover all school activities on the campus, school functions, or times and places involving school (trade shows and classes off premises).

- 1) Selling and aiding and abetting with the selling of any controlled mood-altering substance (alcohol, drugs, etc.) will result in immediate expulsion from school;
- 2) Possessing or being under the influence of any controlled, mood-altering substance will result in the following:
  - a) The first offense will bring immediate suspension. The student will not be readmitted until there has been a drug education conference with the office.
  - b) The second offense will require immediate suspension and may result in expulsion. If suspension is the action taken, the student will be required to enroll in either an in-patient or out-patient treatment program depending on the seriousness of the chemical dependency. The determination for the in-patient or out-patient program will be made after consultation and evaluation from professionals.
  - c) Failure to enroll to participate in chemical dependency classes or programs will result final termination.

### **VACCINATION POLICY**

Le Mélange Academy of Hair and Esthetic's currently has no policy for vaccination of student's.

### **CONSTITUTION DAY**

The Academy observed Constitution Day every year on September 17<sup>th</sup>. A special class observance and assignment is given on the day or within a week to instill principles of respect for our Constitution. Students must sign in to show participation in the program. Instructors must keep an Outline of observance.

### **STUDENT'S INFORMATION**

VOTERS REGISTRATION: You may register to vote by completing the online voter registration form at: <https://www.sos.ca.gov/nvrc/fedform> and then mailing it to the pre-printed address on the form. You may also register to vote whenever you apply for renewal of your driver's license or state issued ID card. Voter registration forms are also available in the admission and financial aid offices always. For more information please visit the California Secretary of State website: <http://www.sos.ca.gov/elections/> elections.

### **HOUSING**

Le Mélange Academy of Hair and Esthetic's does not have on campus dormitory housing. While the institution has no responsibility to find or assist students in finding housing, the following represents approximate rental fees for two-bedroom apartments in the Napa/Sonoma county vicinity of the school's location in downtown Napa Valley, California (\$1,250 to \$1,500 per month). Based on an average of prices of rental units available on *rent.com* as of 01/2015.



## **EXTERNSHIP**

The availability of externship programs varies and is dependent upon the number of salons and spas that have contracted with the Academy and our students. Externships, however, provide the students with real life, hands on experience at highly successful, dynamic and inspiring salons and spas. Students earn classroom hours while participating and assisting in salon and spa activities. Students who have achieved a minimum of 90% in both attendance and academics, have completed 60% of program study, and are current with their clinic operations may participate in the externship if available. Attendance for externships may not exceed eight (8) hours per thirty-five (35) hour week and cannot exceed 10% of the total clock hours required for the completion of the education program. Externship is an Article 8.5 of your Rules and Regulations from State Board of Barbering and Cosmetology. Externship is not a part of curriculum. However, it is a way to award students exceeding expectations with great attendance. Not required for graduation.

## **LEARNING RESOURCES**

Supplementary instructional resources are available to the students through online learning modules that are accessible in the computer lab area. CDs and a tremendous number of DVDs are available on a large variety of techniques and styles. Skin care students can check this material out from the desk of the Director of Esthetics, Bernie Tatum and Cosmetology and Manicuring students can check material from the Director of Education, Richie Yniquez's office. Resources must remain on school property at all times, one-day use only. California State Board of Barbering and Cosmetology prints an annual booklist in which state written exam questions will be derived from. Students should request other textbooks and material other than Pivot Point for a well-rounded view of all possible questions for state exam.

## **CONSUMER DISCLOSURE**

In addition to the school catalog, the following is a list of information that is available on our institutional website to employees, students, prospective students, and the public at the following website: [www.lemelangeacademy.com](http://www.lemelangeacademy.com). For more information, or a hardcopy version of any of these disclosures, please visit your school's administrative office.

## **STUDENTS WITH DISABILITIES**

Le Mélange Academy of Hair and Esthetic's does not discriminate in admission or access to our program on the basis of disability. If you would like to request academic adjustments or accommodations with auxiliary aids, please contact the ADA Compliance Coordinator. You may request academic adjustment or auxiliary aids at any time. The Compliance Coordinator is responsible for coordinating compliance with section 504 of the Rehabilitation Act of 1973 and Title of the Americans with Disability Acts of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and /or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- Notify the Compliance Coordinator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and or the need for the accommodation or auxiliary aid. The request should be made at least four (4) weeks in advance of the date needed.
- The Compliance Coordinator, Darcell Scott-Miller will respond within two weeks of receiving the request.
- Individuals disagreeing with the approved reasonable accommodation may appeal the decision using the ADA Grievance Procedure.

## **ADA GRIEVANCE PROCEDURE**

Le Mélange Academy of Hair and Esthetic's has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.794) Any person who believes she/he has been subjected to discrimination on the basis of disability, or who wishes to appeal an approved accommodation pursuant to this policy, may file a grievance as outlined below. The School will not retaliate against anyone who files a grievance in good faith or cooperate in the investigation of a grievance.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined to coordinate the efforts of the School to comply with Section 504.

## **PROCEDURE**

Grievances must be submitted to Darcell Scott-Miller 931 Coombs St., Napa, CA, 94559, 707-257-7767, the Section 504 Grievance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy of relief sought.

The Section 504 Grievance Coordinator (or her designee) shall investigate the complaint (i.e., identify and obtain relevant evidence, identify and obtain statements from relevant witnesses) and afford all interested persons as opportunity to submit relevant evidence. The complainant may also present witnesses relative to the complaint. The Section 504 Grievance Coordinator will maintain the files and records relating to such grievances. The Section 504 Grievance Coordinator will issue a written decision on the grievance no later than 30 days after its filing.

The person filing the grievance may appeal the decision of the Section 504 Grievance Coordinator by writing to the Compliance Specialist, Darcell Scott-Miller 931 Coombs St., Napa, CA, 94559, 707-257-7767, with 15 days of receiving the Section 504 Grievance Coordinators' decision. The Compliance Specialist shall issue a written decision in response to the appeal no later than 30 days after its filing.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U.S. Department of Education, Office for Civil Rights. The School will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

The school will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Section 504 Compliance will be responsible for such arrangements.

## **INSTRUCTIONAL OUTCOMES**

To enable you to make a good decision about whether to enroll in one of our beauty programs, Le Mélange Academy of Hair and Esthetic's wants you to be aware of the information that has been submitted to the National Accrediting Commission of Career Arts and Sciences (NACCAS) with regards to Institutional Outcomes, such as Completion, Licensure and Placement; our most recently reported Institutional Outcomes are available for review.

GE Program Disclosures Pursuant to federal regulation 34 CFR § 668.6 (b), Le Mélange Academy of Hair and Esthetic's has provided the following Program Information; SOC Codes, Employment Opportunities, On-Time completion, Tuition and Fees, Books and Supplies, Placement Rates and Median Loan Debt, for each program offered by our school, Annual Security Report and Campus Crime Statistics Pursuant to the Jeanne Clery Act and Higher Education Act of 1965.

Le Mélange Academy of Hair and Esthetic's has implemented an Annual Security Report (ASR), which is updated annually on October 1, that provides institutional information, including but not limited to: Le Mélange Academy of Hair and Esthetic's Security Policies and Procedures (Emergency Evacuation Procedures, Emergency and timely Warning Policies, Public Crime Log, etc.), Crime Awareness and Prevention Program, Sexual Assault Awareness Program, and the Annual Crime Statistics Reports. The most recent ASR is available upon request. Drug and Alcohol Abuse Policy & Prevention Program in accordance with the Drug-Free Schools and Communities act. Le Mélange Academy of Hair and Esthetic's has implemented a comprehensive Drug and Alcohol Abuse Policy and a Prevention Program aimed at ensuring our campus community is drug and alcohol free.

### **INSTITUTIONAL OUTCOMES**

Refer to Student Disclosure Handbook on website [www.lemelangeacademy.com](http://www.lemelangeacademy.com)

### **STUDENT RIGHT-TO-KNOW**

Le Mélange Academy of Hair and Esthetic's has provided what is commonly known as the "Student Right-to-Know" which is the Completion Rate of certificate or degree seeking, first-time, full-time, undergraduate students that were able to complete the program within 150% of the normal time to complete the program. Textbook Information & References: Le Mélange Academy of Hair and Esthetic's uses Pivot Point series of textbooks for each of our programs and has also been providing numerous business and technical books and videos that are available in the student library. All books and videos must be checked out through the Director of Education. Consumer information on College Navigator, The National Center for Education Statistics has a website in which the public can view information that institutions have provided to the US Department of Education.

THE FOLLOWING LINK: will take you directly to our school's College Navigator pages: <http://nces.ed.gov/collegenavigator> (Search: Le Mélange Academy of Hair)

### **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](http://www.copyright.gov), especially their FAQs at [www.copyright.gov/help/faq](http://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 regarding 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 Mélange Academy of Hair and Esthetic's presents programs pertaining to the United States Constitution on **September 17 of each year.**

### **NON-DISPARAGEMENT POLICY – POSITIVE PRESENTATION OF THE ACADEMY**

Students of the Academy acknowledge and agree that disparagement refers to negative remarks about Le Melange Academy of Hair and Esthetic's, its students, employees and associates, which are made maliciously and/or recklessly about those individuals and/or entities. The availability of social media (Facebook, YouTube, Twitter, etc.) carries the responsibility to use these forms of communication with integrity in networking for employment and/or social interaction, therefore, students shall refrain from making any public statement or statements, through social media or otherwise, about the Academy and/or other students, former students, instructors, or employees and staff members of the Academy. Violation or non-compliance with this policy will result in disciplinary action, up to and including immediate termination from the Academy.