



 **empire**
BEAUTY SCHOOLS.

ILLINOIS

CATALOG

2024-2025



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Dear Future Professional,

Please let me be among the first to welcome you to Empire Beauty School... and to the fabulous beauty profession.

This catalog is designed to provide you as much information as we can about your course offerings, rules, regulations, and listings of the student services at your disposal. We have made every effort to make this information relevant and understandable in order to answer any questions you might have about your school experience here at Empire Beauty School. If there are any further questions, your school's Executive Director or any member of our Educational Team will be glad to answer them.



I truly hope that you will work to get the most out of your Empire Beauty School education. There will be a lot of great educational opportunities available to you in the next few months and I urge you to take full advantage of it. I think you will find our exclusive Clic textbooks, and our team of amazing educators teaching with our Empire Beauty School Methodology to be very helpful to your learning.

I hope you will really focus on your career while you are with us. Remember, while it is important to learn great technical skills... it is even more essential for you to learn about how to communicate with and sell to your future clients... and to work with your team of fellow professionals. If you master those skills, you will find that the "sky is the limit" on your future success.

Finally, I urge you to really get involved with your school's culture. Learning can be really fun... and helping others through our National Day of Beauty and other charity events can really give you great satisfaction by helping your fellow human beings.

I wish you the best of luck and success in the coming months... and for the rest of your career. I look forward to meeting you in the future and personally welcoming you into the most beautiful profession in the world.

With warmest regards,

Frank Schoeneman

The mission of Empire Beauty School is to provide quality cosmetology career-oriented higher education to a diverse student population. In addition, we incorporate both professional and personal development into our programs to help our students achieve a lifetime of success.

IN HARMONY WITH ITS MISSION, EMPIRE BEAUTY SCHOOL HAS ESTABLISHED THE FOLLOWING GOALS:

- To offer students real-life based programs developed by faculty and staff through regular assessment and consultation with other educators, industry leaders, and potential employers of our students
- To offer day and evening scheduling options to accommodate the distinctive needs of both traditional and nontraditional students
- To assist students in realizing their potential by establishing basic skills assessment and developmental evaluation
- To provide student services that contribute to students' success and achievement
- To provide career development strategies and employment assistance to facilitate students' successful transition to their careers
- To provide highly motivated and qualified graduates to meet the current and projected needs of the employers we serve

The goals of Empire Beauty School are simple. We want to teach students the best possible salon-centric education and techniques for becoming successful in the cosmetology profession.

For more than 80 years, Empire Beauty School has been providing quality cosmetology education for future professionals. In 1935, the first Empire Beauty School opened in Wilkes-Barre, PA, growing to more than 20 schools in Pennsylvania within a few years.

In 2000, Empire Beauty School acquired Capelli Learning Center in Atlanta, GA. Finding the market to be a good match with Empire Beauty School's philosophies, the company now operates 6 schools in Georgia. That same year Gordon Phillips Schools of Beauty Culture was acquired, giving Empire Beauty School an expanded presence on the East Coast with additional schools in Pennsylvania, Maryland, and Southern New Jersey.

Over the next 10 years, Empire Beauty School expanded through acquisitions, partnerships, and new location development. Today there are Empire Beauty Schools in 21 states.

All of Empire Beauty Schools have tastefully decorated interiors, spacious classrooms, and modern equipment. The Student Salon area of each facility is designed so that students acquire practical experience through servicing guests with a complete menu of hair, skin, and nail services. All services are performed by senior-level supervised students.

Each school houses a library of continuing education aids, which include copies of textbooks, periodicals, DVD's, and other reference materials that support the education process. Students receive an education kit, containing equipment designed for use throughout their program. Classes covering hair, skin, nails, and makeup techniques as well as career readiness, sales, and marketing seminars are incorporated into the curriculum. Top professional educators, hair designers and manufacturers' technical representatives offer demonstration seminars and workshops for our students to keep current with the newest products, equipment, and design trends in the fashion-forward beauty industry.

Empire Beauty School includes demonstration and lecture classrooms, a library, a fully equipped Student Salon floor, Student lounge, dispensary, and faculty and administration offices to assist Students in becoming quality professionals capable of meeting the demands of the salon and spa industry. All Empire Beauty Schools meet or exceed the requirements established by our state licensing authorities.

Please visit our website at www.empire.edu for a listing of all our schools.

SCHOOL LOCATIONS

STONE PARK

3106 West North Avenue
Stone Park Corners
Stone Park, IL 60165
708-316-2802

VERNON HILLS

226 Hawthorn Village Commons
Vernon Hills, IL 60061
847-371-9990

Toll Free for all locations: 1-800-260-5816
Website: www.empire.edu

Hours of Operation

All Empire Beauty Schools operate year round.
Schools are open Monday through Thursday from 8:30am to 10:00pm* and Friday 8:30am to 5:00pm.
Saturday hours vary by location. Contact the school for Saturday operating hours.
The materials in the school library are available to students during these times.

**Not all schools offer evening classes.*

AFFILIATIONS AND ASSOCIATIONS

National Association of Student Financial Aid Administrators
Illinois Association of Cosmetology Schools (IACS)

EMPIRE BEAUTY SCHOOL IS APPROVED BY

AmeriCorps
GoArmy Tuition Assistance
IL DRS Vocational Rehabilitation
IL Department of Human Services
MyCAA
State Approving Agency for Veterans Educational Benefits
These approvals are state and school specific and may not apply to all schools.

ACCREDITED BY

National Accrediting Commission of Career Arts & Sciences

3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

LICENSED BY

Department of Financial and Professional Regulation

320 West Washington Street
Springfield, IL 62786
(217) 758-0800
<http://idfpr.illinois.gov>
Students may contact the Commission for information regarding the performance of each approved program.

ADMISSION REQUIREMENTS

Empire Beauty School is committed to equal educational opportunity and does not discriminate on the basis of sex (including pregnancy, childbirth, and related conditions), race, religion, color, ethnic origin, national origin, veteran or military status, physical or mental disability, age, predisposing genetic characteristics, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local law in admissions, career services, or any other activities.

A Student must meet the state minimum age requirement to enter school (if applicable) and must submit the following:

- A copy of valid state or federal issued photo identification
- A copy of high school diploma or its equivalent, such as a copy of GED certificate or copy of transcript showing high school completion; proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree

Empire Beauty School does not offer Ability to Benefit. Foreign diplomas must be translated to English and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services, or Josef Silny and Associates to indicate that it is equivalent to a US high school diploma

- A copy of Home Schooling Credentials to include: Diploma/transcript signed by parent

- A Career Planning interview
- The required fee(s)
- A Complete Enrollment Package
- Students applying for the Educator Training program must meet state enrollment requirements:
 - Current Cosmetologist License for 1000 hour program or Current Cosmetology license and 2 years practical experience for 500 hour program

Students may have to complete an admissions assessment. Providing false information for the purpose of gaining admission or access to financial assistance is a violation of the law and could result in criminal prosecution as well as denial of admission or termination from school.

STUDENT ORIENTATION

All incoming Students must attend Orientation which will be held prior to the start of the program. During Orientation, the Student will learn about responsibilities and standards, the format of the program, the progression of the program, and how performance will be measured.

TRANSFER

This School may accept appropriate credit from other licensed schools for previous education. This School does not guarantee the transferability of its credits to any other institution unless there is a written agreement with the institution. Empire Beauty School will allow Students to transfer in from another beauty school and may accept their hours based on receiving official transcripts prior to any enrollment, along with the completion of any state transfer requirements (if applicable). Official transcripts will be used to determine the appropriate entry point into the curriculum to provide a better educational experience. A Student has seven years from original start date to complete the state required hours and take the licensing examination. Students who transfer into an Empire Beauty School from another school system will be treated as a new Student in terms of making satisfactory academic progress. The School will not make adjustments to recognize a Student's prior education once the Student has started at Empire Beauty School.

If a current Student wants to transfer from one Empire Beauty School Main school to another Empire Beauty School Main school that is recognized by the U.S. Department of Education and the School's accrediting body, the Student must withdraw from their present School and then enroll at the new School. A refund calculation will be completed by the School from which they are leaving and the Student may need to re-apply for Title IV funding at the new School. Tuition and other fees will be charged based upon the hours and equipment needed. Students that are in Unsatisfactory, Satisfactory Academic Progress status, and have exhausted all appeal opportunities, will not be considered for transfer to another Empire Beauty School owned school.

If a current Student wants to move to another Empire Beauty School owned school that is recognized by the U.S. Department of Education and the School's accrediting body as an "additional location" of the School the Student is presently attending, please see the Re-Enrollment Policy below.

RE-ENROLLMENT POLICY

Students who wish to re-enroll after withdrawing need to consult with, and must have the approval of, their Executive Director prior to re-enrollment.

For currently enrolled Students that want to move to another Empire Beauty School owned school that is recognized by the U.S. Department of Education and the School's accrediting body as an "additional location" of the School the Student is presently attending, then the move would be considered a re-enrollment. Students should know that his/her current Satisfactory Academic Progress standing follow through to their new school when this occurs.

ADDITIONAL ADMISSIONS INFORMATION

Admission Requirements for Foreign Students

Empire Beauty School accepts United States citizens and foreign nationals who are permanent residents (or have documented proof that they are in a candidacy/application part of the process), and foreign nationals with a valid non-immigrant status who are eligible to attend school. Foreign nationals may enroll if they possess a current visa and a valid I-94 (which allows attendance at school), which do not expire prior to their scheduled graduation date. Additional acceptable enrollments:

- U.S. national (includes natives of American Samoa or Swains Island)
- U.S. permanent resident with form I551, I151, or I551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card). Also known as a green card.
- Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services showing
 - Refugee
 - Asylum Granted
 - Cuban-Haitian Entrant (Status Pending)
 - Conditional Entrant (valid if issued before 4/1/80)
 - Parolee – must be paroled for at least one year and must be able to provide evidence from USCIS that he/she is not in the U.S. for a temporary purpose and that he/she intend to become a U.S. citizen or permanent resident
- T-Visa (for victims of human trafficking) or parent holds a T-1 Visa and can produce certification letter from the U.S. Department of Health and Human Services
- “Battered immigrant-qualified alien” who is a victim of abuse by a citizen or permanent resident spouse, or a child designated as such under the Violence Against Women Act
- Citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or Republic of Palau
- Student has a “Notice of Approval to Apply for Permanent Residence” (I-171 or I-464)
- Student has an M-1 (for Manhattan school location only)
- Student holds an A-1, A-2, A-3, E-1, G-1, G-2, G-3, G-4, H-1B, H-1C, H-2A, H-2B, H-3, H-4, I, J-2, L, O, or R
- Deferred Action for Childhood Arrivals or undocumented Students (Dream Act)

Student should note that eligibility to enroll does not ensure access to Federal Financial Student Aid. Financial aid is available to only those that qualify.

All courses are taught in English. Textbooks and course materials are only offered in the English Language.

In addition to satisfying the requirement for a valid high school diploma or equivalent, an applicant must demonstrate the character, readiness and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation(s) for which the program provides training. In determining whether to grant or deny admission, Empire Beauty School will consider information about the applicant’s prior postsecondary educational experiences, employment record, credit record and any criminal record. An applicant may be asked to provide such information and to sign authorizations allowing Empire Beauty School to obtain information from other educational institutions, employers, credit agencies and law enforcement authorities. Empire Beauty School also will consider an applicant’s statements and demeanor during the admissions and orientation process.

Empire Beauty School reserves the right to deny admission to any applicant who Empire Beauty School, on the basis of background, record and statements and conduct during the admissions process, determines to not be qualified to succeed in or benefit from an academic program offered by Empire Beauty School.

Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, Empire Beauty School makes no guarantee that the criminal record will not be an impediment to the applicant’s ability to obtain employment and pursue a successful career.

AMERICANS WITH DISABILITIES ACT (ADA)

Empire Beauty School does not discriminate on the basis of sex (including pregnancy, childbirth, and related conditions), race, religion, color, ethnic origin, national origin, veteran or military status, physical or mental disability, age, predisposing genetic characteristics, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local law. The School is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the Student’s disability and is determined by the needs of the Student, documentation from the Student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual Student’s documentation, personal needs, and academic requirements. A Student’s Reasonable Accommodation may be subject to review and adjustment from time to time.

The Executive Director of the school is generally designated as the Local Disability Compliance Coordinator. All requests for Reasonable Accommodation Forms should be submitted to the Local Disability Compliance Coordinator. Depending on the requested accommodation, the Local Disability Compliance Coordinator and the Division Vice President can approve the Reasonable accommodation.

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

Responsibilities of Students with Disabilities

- **MEET** admission qualifications and be able to perform all items on the Essential Function Form with or without reasonable accommodations
- **SELF-IDENTIFY** as a Student with a disability
- **COMPLETE** the Request for Reasonable Accommodation and provide documentation
- **FOLLOW** established procedures for requesting accommodations
- **REQUEST** accommodations in a timely manner by meeting with the Executive Director
- **NOTIFY** the Executive Director if there are difficulties securing accommodations or with the quality or effectiveness of the accommodations provided

Note: Receiving services or accommodations at the high school level, at another college or university, or from a testing agency does not necessarily mean that Empire Beauty School will conclude that the Student is disabled and/or agree to provide the Student with the same services or accommodations received at other educational institutions or agencies

- **FILE** an appeal if a Request for Reasonable Accommodation is denied within 10 days of its denial, if you disagree with the denial

RESPONSIBILITIES OF EMPIRE BEAUTY SCHOOL

- Ensure that programs, services, and activities are accessible
- Explore and provide appropriate Reasonable Accommodations that maintain the academic integrity of the Educational program
- Communicate with the Student with a disability about Reasonable Accommodations using the Interactive Process
- Ensure that all information will be maintained and used in accordance with applicable confidentiality requirements

START DATES & SCHEDULES

The following class start dates may not be available at every school location.



CLASS START DATES

| | |
|--------------------|-------------------|
| July 8, 2024 | January 6, 2025 |
| July 29, 2024 | January 27, 2025 |
| August 19, 2024 | February 18, 2025 |
| September 9, 2024 | March 10, 2025 |
| September 30, 2024 | March 31, 2025 |
| October 21, 2024 | April 22, 2025 |
| November 11, 2024 | May 12, 2025 |
| December 2, 2024 | June 2, 2025 |
| | June 23, 2025 |



HOLIDAYS

July 4, 2024
 July 5, 2024
 September 2, 2024
 November 28, 2024
 November 29, 2024
 December 25, 2024
 January 1, 2025
 January 20, 2025
 February 17, 2025
 April 21, 2025
 May 26, 2025
 June 19, 2025

PROFESSIONAL DEVELOPMENT DAYS

*School closed for students.
Staff Only.*

August 12, 2024
 October 14, 2024
 March 24, 2025
 June 9, 2025

EDUCATIONAL CLASS SCHEDULE

COSMETOLOGY PROGRAM

The Cosmetology program consists of 1500 hours of instruction. Subjects include haircutting, haircoloring, hairdressing, facials, makeup, manicuring, salon management, and much more. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed cosmetologist.

| SCHEDULE | WEEKS | DAYS | TIMES | INSTRUCTIONAL CREDIT |
|------------|----------|-------------------|-------------------------------------|--------------------------|
| Full-time | 43 Weeks | M-F | 9:00am - 4:30pm | 7 hrs/day |
| Part-time* | 86 Weeks | M-Wed Thursday | 5:30pm - 10:00pm 5:30pm - 9:30pm | 4.5 hrs/day 4 hrs/day |

EDUCATOR TRAINING

The Educator Training program consists of 1000 hours of instruction. Subjects include educational techniques, curriculum development, use of instructional aids, and classroom management and administration. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed educator.

| SCHEDULE | WEEKS | DAYS | TIMES | INSTRUCTIONAL CREDIT |
|-----------------------|----------|--------------------------------|--|---------------------------------------|
| Full-Time | 29 Weeks | M-F | 9:00am - 4:30pm | 7 hrs/day |
| Part-time Day* | 58 Weeks | Monday Tuesday Wednesday | 9:00am - 4:30pm 9:00am - 4:30pm 9:00am - 12:30pm | 7 hrs/day 7 hrs/day 3.5 hrs/day |
| Part-time* Evening | 58 Weeks | Monday T-W-Th | 9:00am - 4:30pm 5:30pm - 9:00pm | 7 hrs/day 3.5 hrs/day |

EDUCATOR TRAINING

The Educator Training program consists of 500 hours of instruction. Subjects include educational techniques, curriculum development, use of instructional aids, and classroom management and administration. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed cosmetologist.

| SCHEDULE | WEEKS | DAYS | TIMES | INSTRUCTIONAL CREDIT |
|-----------------------|----------|--------------------------------|--|---------------------------------------|
| Full-Time | 15 Weeks | M-F | 9:00am - 4:30pm | 7 hrs/day |
| Part-time Day* | 29 Weeks | Monday Tuesday Wednesday | 9:00am - 4:30pm 9:00am - 4:30pm 9:00am - 12:30pm | 7 hrs/day 7 hrs/day 3.5 hrs/day |
| Part-time Evening* | 29 Weeks | Monday T-W-Th | 9:00am - 4:30pm 5:30pm - 9:00pm | 7 hrs/day 3.5 hrs/day |

Every scheduled Educator Training student MUST have at least 1 full 7 hour day of class/theory
Full-time students have a 30 minute lunch and two 10 minute breaks. Part-time students have one 10 minute break.
Breaks are scheduled at the discretion of the school staff. Lunches and breaks cannot be combined.

*Check with campus for availability.

FINANCIAL ASSISTANCE

There are three types of federal Student aid, known as Title IV Funding, available to Students who qualify:

1.) FEDERAL PELL GRANT (PELL)

Pell grants are awarded by the Department of Education to undergraduate students with financial need to help pay for college. The Pell Grant, unlike loans, does not need to be repaid (unless, for example, you withdraw from school and owe a refund). The amount of the Pell grant could change yearly and depends on your Expected Family Contribution (EFC), the cost of attendance, your status of full-time or part-time, and whether you attend for a full academic year or less.

2.) FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) & EMPIRE BEAUTY SCHOOL FSEOG MATCH

These types of grants are awarded to undergraduate Students with exceptional financial need – those with the lowest Expected Family Contribution (EFC). The amount of the award will be determined by the school's Financial Assistance Office.

3.) WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Student loans, unlike grants, are borrowed funds that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible Students and parents borrow directly from the U.S. Department of Education.

There are three types of loans in the program:

- **Subsidized Stafford Loan** – A Student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education pays the interest while you're in school at least half-time and during the grace period. The amount of the loan cannot exceed a Student's financial need or the annual loan limit. The fixed interest rate for 2024-2025 is 6.53%.
- **Unsubsidized Stafford Loan** – A Student can borrow this type of loan up to the annual loan limit to cover some or all of their school expenses. The U.S. Department of Education does not pay interest on unsubsidized loans. The Student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full.
The fixed interest rate of 6.53% can be paid while attending school, during a period of deferment or forbearance, or it can be accrued and the interest added to the principle amount of the loan.
- **PLUS Loans** – Parents of dependent Students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant has a favorable credit history, a repayment period that begins on the date of the last disbursement of the loan, and a fixed interest rate of 9.08%.

OTHER FINANCIAL ASSISTANCE

EMPIRE BEAUTY SCHOOL'S NATIONAL EDUCATOR SCHOLARSHIP

Prospective Students planning to enroll into the Educator Training Program are eligible to apply for the National Educator Scholarship. This scholarship amount varies, but may cover up to and including the cost of the full tuition (not including the kit). Scholarship application and required documentation must be submitted at the time of enrollment. Scholarship requirements include: completion of an interview with the Executive Director and submission of a recommendation letter from an Educator describing the applicant's qualifications. In addition, applicants must meet state board requirements prior to enrollment.

EMPIRE BEAUTY SCHOOL GIVES BACK COSMETOLOGY EDUCATIONAL ENDOWMENT PROGRAM

Prospective Students may apply for the Empire Beauty School Gives Back Endowment if they are (were) a resident of a local shelter within the past 6 months from date of enrollment (confirmed by the Facility Representative, Facility Supervisor or Individual Counselor) and a first time cosmetology Student. The Student must meet all admissions requirements. One endowment is awarded per school per year.

EMPIRE BEAUTY SCHOOL KIDS PEACE EDUCATIONAL ENDOWMENT

Prospective Students may apply for the Empire Beauty School Gives Back Endowment if they are (were) a resident of a Kid's Peace Facility within the past 6 months from date of enrollment (confirmed by the Kid's Peace Facility Representative, Facility Supervisor or Individual Counselor) and a first time cosmetology Student. The Student must meet all admissions requirements. The Empire Beauty School Kids Peace Educational Endowment may be awarded no more than 5 times in the Empire Beauty Schools per year.

GOOD ATTENDANCE SCHOLARSHIP

Students who complete the full Cosmetology program without interruption with a cumulative attendance percentage of at least 85% will be awarded a \$500 scholarship. Students who complete the full Cosmetology program without interruption with at least a 90% cumulative attendance percentage will be awarded a \$1000 scholarship. Scholarships will be posted to the student ledger card to reduce the amount owed to the school. If the posting of the scholarship results in a credit balance, the student will be issued a refund. Students who withdraw or are dropped from the program and/or school will not be eligible for this scholarship.

HIGH SCHOOL SCHOLARSHIP

Any high school senior* enrolled in Empire Beauty School's full Cosmetology program at select locations is eligible to apply for Empire Beauty School funded high school scholarships. Applicants are evaluated and selected by Empire Beauty School's scholarship review board. The deadline for applications is August 1st of the Students' senior year. Award amounts and any deadline extensions, if applicable, are at the discretion of Empire Beauty School.

*Student may not be a child of an Empire Beauty School employee.

VETERANS EDUCATION BENEFITS

Some Empire Beauty Schools are approved for veteran's educational benefits for veterans, eligible dependents of deceased or disabled veterans, and active status National Guard and Reserve personnel. Any Student interested in this type of benefit must verify with the school representative that the school is approved by the State Approving Agency for Veterans' Educational Benefits.

Eligibility: Students who are eligible for VA benefits must provide the following in order to have their enrollment certified with VA and/or have their VA Educational Benefits included in their Financial Aid Package.

- Student's VA Certificate of Eligibility letter or equivalent
- Prior Training Acknowledgement & Request to Use VA Benefits Form – completed and signed

Delay of VA Disbursement to School: Due to a delay in disbursement funding from VA under Chapter 31 or 33,

- Empire Beauty School will:
 - Permit a VA eligible student to attend classes without a payment beginning on the date on which the student provides a VA Certificate of Eligibility (or equivalent) to Empire Beauty School and ending on the earlier of the following dates:
 - The date on which VA provides payment to Empire Beauty School for the course
 - The date that is 90 days after the date in which Empire Beauty School certifies the tuition and fees with VA.
- Empire Beauty School will not:
 - Impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities
 - Require a VA Eligible student to borrow additional funds because of the student's inability to meet their financial obligations to the school

If the student's financial obligation to the school is more than the expected VA funding, the expected Title IV funding, and any other expected funding, the gap balance will be broken up into monthly payments that the student will be required to pay to the school beginning 90 days after the start date.

Prior Credit Policy: Per 38 CFR 21.4253(d)(3), students who will be receiving Veterans Educational Benefits are to provide all previous educational, vocational, and military transcripts to Empire Beauty School. Empire Beauty School will retain and evaluate the transcripts and apply appropriate credit for previous education and training, with the training period shortened proportionately.

NOTE: In order for a Student to continue financial assistance eligibility (including Veterans Educational Benefits), a Student must not be in unsatisfactory progress. (Refer to the Satisfactory Academic Progress Policy). Any Student not maintaining satisfactory academic progress will be ineligible to receive future disbursements of financial assistance. In order for the Student to have financial assistance reinstated, the Student's financial assistance and Empire Beauty School account, along with the maximum time frame, will be evaluated to determine the Student's ability to complete the program within the recommended scheduled allotments. When the Student has met both the academic and attendance requirements, the Student will be removed from the Unsatisfactory Progress status and financial assistance eligibility will be reinstated for the remaining period of time in the program. A Student must complete the program of study in a period of time not to exceed those outlined in the schedules on page 10 or maximum time frame. School holidays will not be considered in the calculation of cumulative attendance. Course incompletes and noncredit remedial courses have no effect on satisfactory progress standards.

Institutions that enter into an agreement with a potential Student, an enrolled Student, or parent of a Student regarding a Title IV Loan are required to inform the Student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

SATISFACTORY ACADEMIC PROGRESS POLICY(SAP)

Satisfactory Academic Progress (SAP) is required for all enrolled Students. All students are provided with access to the catalog and SAP policy prior to enrollment.

REQUIREMENTS

In order to meet SAP, Students must meet the following:

Academic Requirement - 75% Cumulative Grade Average || **Attendance Requirement** - 75% Cumulative Attendance Average

School holidays are not considered in the calculation of cumulative attendance. Course incompletes and noncredit remedial courses are not applicable and have no effect on SAP standards. Clock hours or credits accepted from another institution toward the Student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on contracted hours.

Students meeting the minimum requirement at any evaluation are considered to be making SAP until the next scheduled evaluation.

Students who do not meet academic requirements or attendance requirements as of the evaluation may lose eligibility for financial aid from Title IV program funds, and may be subject to termination from the program.

GRADING PROCEDURE

Students receive a number of theory and practical assessments during each module. Evaluation, feedback and grades are given to the Student for each assessment. Work is graded using the following grading scale:

A – 100-93 || B – 92-85 || C – 84-75 || D – 74-70 || F – Below 70

In case of a failure (F-Below 70), the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis. The Enrichments are evaluated on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety and Technical Skills.

EVALUATIONS

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have had at least one evaluation by the scheduled midpoint of the program.

An academic year consists of 900 clock hours over a period of not less than 26 weeks. All evaluations will be completed within seven (7) school business days following each established evaluation period.

SAP is evaluated based on scheduled hours at the following intervals:

| Cosmetology 1500 hours | HOURS | FULL-TIME WEEKS | PART-TIME WEEKS |
|---------------------------|-------|--------------------|--------------------|
| Payment Period 1 | 450 | 13 | 26 |
| Payment Period 2 | 900 | 26 | 52 |
| Payment Period 3 | 1200 | 35 | 69 |

| Educator Training 1000 hours | HOURS | FULL-TIME WEEKS | PART-TIME WEEKS |
|---------------------------------|-------|--------------------|--------------------|
| Payment Period 1 | 450 | 13 | 26 |
| Payment Period 2 | 900 | 26 | 52 |

| Educator Training 500 hours | HOURS | FULL-TIME WEEKS | PART-TIME WEEKS |
|--------------------------------|-------|--------------------|--------------------|
| Payment Period 1 | 250 | 8 | 15 |

Students will be provided written notice of their SAP standing at the time of evaluation. Copies of evaluations and appeal results will be kept in the Student's file. Students that take a leave of absence (LOA) due to pregnancy and related conditions, withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long they have been out. For Students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours. To be considered making SAP or to re-establish SAP the Student must meet both the cumulative Academic and Attendance requirements of 75%. If there is any additional information like a grade change or attendance correction that may have an impact on SAP, the institution will recheck SAP using the new information.

At the time of evaluation a Student will be in one of three statuses:

1. **Satisfactory** – Requires no action by Student or school. Maintains status until next evaluation.
2. **Warning** – Not meeting Satisfactory Academic Progress Standards. Requires no action by the Student, aid eligibility is retained until next evaluation.
3. **Unsatisfactory** – Student has the right to appeal but must do so in writing. If appeal is granted Student will be put on Probation until next evaluation period and is eligible for aid. If appeal is denied or Student does not file a written appeal Student shall be terminated.

WARNING AND UNSATISFACTORY STATUS

Students who fail to meet SAP at the end of a payment period are automatically placed on Warning Status.

Students may continue to receive Title IV assistance for one payment period while on Warning status. If the Student does not achieve SAP by the end of the Warning Status, the Student will be placed on Unsatisfactory Status, and eligibility, if applicable for Title IV program funds, will cease.

A Student has the right to appeal an Unsatisfactory Status. Providing that the following conditions are met, a Student may be placed on probation and allowed to receive Title IV funds for the subsequent payment period:

- a. Any Student seeking an appeal must do so in writing. Students that do not appeal shall be terminated.
- b. The institution must determine that the Student should be able to meet the institution's SAP requirements at the end of that payment period.
- c. The Student must have a basis to file an appeal. Acceptable reasons might include the death of a relative, an injury or illness of the Student, or other special circumstances. The Student must document what caused the failure to meet the standards and must also explain what has changed in their situation that will allow them to demonstrate SAP at the end of the next payment period. The Student must submit all information relating to the appeal in writing within 10 school business days of being notified of being put on Unsatisfactory Status. If the appeal is granted, the Student will remain eligible for Title IV funds during the Probation period.
- d. If the Student meets the SAP requirements at the end of the probation period, the Student will be removed from probation and will be considered making SAP. If the Student does not meet SAP requirements by the end of the probation period, they will be considered not making SAP and where applicable will lose eligibility for Title IV. The Student shall also be terminated from the program.

A Student seeking reinstatement after termination caused by not meeting SAP or official interruption must first meet with the School Executive Director. The Executive Director will determine if the Student is eligible to re-enroll. If a Student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but where applicable, are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

MAXIMUM TIME FRAME

Maximum time frame for Students is 133% of the Enrollment Period. If, due to attendance or academic problems, a Student must attend additional Program hours beyond the 133% Maximum Program Length in order to complete the Program, the Student's Enrollment Agreement will terminate. The Student may be permitted to complete the program on a cash-pay basis by submitting a request for re-enrollment. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

| Program | Max Hours | Max Weeks Full-Time | Max Weeks Part-Time |
|------------------------|-----------|---------------------|---------------------|
| Cosmetology | 1995 | 57 | 114 |
| Educator Training 1000 | 1330 | 38 | 76 |
| Educator Training 500 | 665 | 19 | 38 |



COSMETOLOGY COURSE DESCRIPTION

The Cosmetology program consists of Pre-Salon and Student Salon.

Pre-Salon

Includes the Fundamentals and Techniques of the following: Hair Styling / Hair Dressing; Hair Coloring, Tinting and Bleaching; Permanent Waving and Hair Relaxing; Esthetics; and Nail Technology; all incorporating Tools and Their Use, including Electrical Devices and Application of Electrical / Mechanical Equipment; Understanding Chemicals, Use and Safety; Sanitation; Hygiene; Anatomy and Physiology; Electricity; Ethics and Business Ethics; Marketing and Merchandising; Pertinent State and Local Laws and Rules.

Student Salon

Involves performing advanced techniques and services on live models or mannequins on the Student Salon floor and time in the classroom studying the following areas: Illinois State Law / State Board; Career Readiness; Salon Hair Dressing / Hair Styling; Salon Hair Coloring, Tinting and Bleaching; Salon Permanent Waving and Hair Relaxing; Salon Hair Styling / Hair Dressing; Salon Esthetics; and Salon Nail Technology; all incorporating Sanitation; Client Relations; Business Ethics; and Marketing and Merchandising.

EDUCATIONAL OBJECTIVES / GOALS:

Upon completion / graduation, students will be able to demonstrate the following:

- The basic practical skills in the following areas: Hair Dressing; Hair Styling; Hair Coloring, Tinting and Bleaching; Permanent Waving and Hair Relaxing; Esthetics; and Nail Technology
- Practice Safety, Sanitation, Disinfection and Sterilization
- Proficiency in all Theory related topics
- Knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing excellent Customer Service

COURSE FORMAT

Course content is identified and prioritized through State and Industry standards. Each course will provide students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service.

INSTRUCTIONAL METHODS

In a student-centered classroom, Educators will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory and hands-on practice. Enrichment Activities will be provided so that the student can individualize their education.

REFERENCES

Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Electronic and/or hard copies of any Textbooks, Periodicals or other Reference Materials may also be available.

GRADING PROCEDURES

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance.

Pre-Salon, assigned work will be weighted:

Theory 60% Practical 40%

Salon, assigned work will be weighted:

Theory 40% Practical 60%



Students take a predetermined number of Theory and/or Practical assessments per module. Work is graded using the following grading scale:

A – 93 – 100

B – 85 – 92

C – 75 – 84

D – 70 – 74

F – Below 70

NOTE: In case of a failure (F-Below 70), the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded.

The Enrichments are evaluated on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety and Technical Skills.

COSMETOLOGY PROGRAM OVERVIEW – 1500 HOURS

PRE-SALON

Hair Dressing / Hair Styling (Hair Cutting) (105 hours)

- Cutting
- Thinning
- Shaping
- Trimming
- Application of electrical/mechanical equipment
- Tools and their use
- Sanitation
- Hygiene

Hair Coloring, Tinting and Bleaching (105 hours)

- Chemical Safety
- Hair Coloring, Tinting and Bleaching
- Shampooing, Toning and Rinsing
- Understanding chemicals and use
- Tools and their use
- Sanitation
- Hygiene

Permanent Waving and Hair Relaxing (105 hours)

- Chemical Safety
- Permanent Waving
- Hair Relaxing
- Understanding chemicals and use
- Tools and their use
- Sanitation
- Hygiene

Hair Styling / Hair Dressing (105 hours)

- Curling
- Hair Treatments
- Blow Drying
- Hair and Scalp Conditioning
- Shampoo

- Types of Hair
- Tools and their use
- Sanitation
- Hygiene

Esthetics (105 hours)

- Skin Diseases and Conditions
- Anatomy and Physiology
- Electricity, Machines and Apparatus
- Esthetics
- Eyelash Extensions, tabs and strips including sanitary standards
- Non-therapeutic massage, excluding the scalp
- Nutrition and health of skin
- Skin Analysis
- Cleansing the Skin
- Mask Therapy and Facial Treatments
- Hair removal, including tweezer method, depilators, waxing and their use
- Professional makeup techniques, including application of eyelash tabs and strips
- Tools and their use
- Sanitation
- Hygiene

Nail Technology (105 hours)

- Anatomy and Physiology
- Manicures
- Pedicures
- Hand, Arm and Foot Massage
- Product knowledge as it is related to nail technology
- Fabric Procedures
- Sculpting Procedures
- Light Cured Gels



PRE-SALON

Nail Technology (105 hours)

- Machines and apparatus used in nail technology
- Other procedures as it relates to nail technology
- OSHA standards relating to chemical use
- Emergency first aid
- Tools and their use
- Sanitation
- Hygiene

COSMETOLOGY PROGRAM OVERVIEW – 1500 HOURS

SALON

State Law / State Board (105 hours)

- Pertinent State and Local Laws and Rules
- Right to Know Laws
- Sanitation
- Hygiene
- Hair styling/ Hair design
- Practical Chemical Application

Career Readiness (105 hours)

- Labor Law
- Workers' Compensation
- Client Relations
- Bookkeeping
- Marketing and Merchandising
- Business Ethics
- Electrical Devices
- Personal Grooming and Hygiene

Salon Hair Dressing / Hair Styling (Salon Hair Cutting) (105 hours)

- Sanitation
- Hygiene
- Cutting
- Thinning
- Shaping
- Trimming

Salon Hair Coloring, Tinting and Bleaching (105 Hours)

- Chemical Safety
- Understanding Chemicals and use
- Hair Coloring, Tinting and Bleaching

Salon Permanent Waving and Hair Relaxing (105 Hours)

- Chemical Safety
- Understanding Chemicals and use
- Permanent Waving
- Hair Relaxing

Salon Hair Styling / Hair Dressing (105 Hours)

- Sanitation
- Hygiene
- Curling
- Hair Treatments
- Blow Drying
- Hair and Scalp Conditioning
- Shampoo

Salon Esthetics and Hair Dressing/Hair Styling (105 Hours)

- Facial Treatments with the aid of machines
- Hair removal, including tweezer method, depilators, waxing and their use
- Professional Makeup Techniques, including application or eyelash extensions, tabs and strips
- Product knowledge as it relates to esthetics
- Advanced Hair Styling/Hair Dressing

Salon Advanced Chemical Applications (105 Hours)

- Advanced Hair Coloring, Tinting and Bleaching
- Advanced Permanent Waving
- Advanced Hair Relaxing

Enrichments (30 Hours)

- Electives



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| PRE-SALON COURSES | Hours of Instruction by Required Subject |
|--|--|
| Hair Dressing/Hair Styling (Hair Cutting) (105) | |
| Hair Styling/Hair Dressing | 105 |
| Hair Coloring, Tinting and Bleaching (105) | |
| Practical Chemical Application/Hair Treatment | 105 |
| Permanent Waving and Chemical Relaxing (105) | |
| Practical Chemical Application/Hair Treatment | 105 |
| Hair Styling/Hair Dressing (105) | |
| Basic Training | 15 |
| Hair Styling/Hair Dressing | 90 |
| Esthetics (105) | |
| Basic Training | 45 |
| Esthetics | 60 |
| Nail Technology (105) | |
| Basic Training | 25 |
| Shop Management | 25 |
| Nail Technology | 55 |

| SALON COURSES | Hours of Instruction by Required Subject |
|--|--|
| State Law/State Board (105) | |
| Basic Training | 30 |
| Shop Management | 75 |
| Career Readiness (105) | |
| Basic Training | 5 |
| Shop Management | 100 |
| Salon Hair Dressing/Hair Styling (Salon Hair Cutting) (105) | |
| Basic Training | 10 |
| Hair Styling/Hair Dressing | 100 |
| Salon Hair Coloring, Tinting and Bleaching (105) | |
| Basic Training | 10 |
| Practical Chemical Application/Hair Treatment | 95 |
| Salon Permanent Waving and Hair Relaxing (105) | |
| Basic Training | 10 |
| Practical Chemical Application/Hair Treatment | 95 |
| Salon Hair Styling/Hair Dressing (105) | |
| Basic Training | 5 |
| Hair Styling/Hair Dressing | 100 |
| Salon Esthetics and Hair Dressing/Hair Styling (105) | |
| Hair Styling/Hair Dressing | 80 |
| Esthetics | 25 |
| Salon Advanced Chemical Applications (105) | |
| Practical Chemical Application/Hair Treatment | 100 |
| Electives | 5 |
| Enrichments (30) | |
| Electives | 30 |
| TOTAL | 1500 |



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| Illinois Required Subjects | Hours of Instruction by Course | Total Hours of Instruction |
|--|--------------------------------|----------------------------|
| Basic Training | | 150 |
| Hair Styling/Hair Dressing | 15 | |
| Esthetics | 45 | |
| Nail Technology | 25 | |
| State Law/State Board | 30 | |
| Career Readiness | 5 | |
| Salon Hair Dressing/Hair Styling (Hair Cutting) | 5 | |
| Salon Hair Coloring, Tinting and Bleaching | 10 | |
| Salon Permanent Waving and Chemical Relaxing | 10 | |
| Salon Hair Styling/Hair Dressing | 5 | |
| Practical Chemical Application/ Hair Treatments | | 500 |
| Hair Coloring, Tinting and Bleaching | 105 | |
| Permanent Waving and Chemical Relaxing | 105 | |
| Salon Hair Coloring, Tinting and Bleaching | 95 | |
| Salon Permanent Waving and Chemical Relaxing | 95 | |
| Salon Advanced Chemical Applications | 100 | |
| Hair Styling/Hair Dressing | | 475 |
| Hair Dressing/Hair Styling (Hair Cutting) | 105 | |
| Hair Styling/Hair Dressing | 90 | |
| Salon Hair Dressing/Hair Styling (Hair Cutting) | 100 | |
| Salon Hair Styling/Hair Dressing | 100 | |
| Salon Esthetics and Hairdressing/Hair Styling | 80 | |
| Shop Management | | 200 |
| Nail Technology | 25 | |
| State Law/State Board | 75 | |
| Career Readiness | 100 | |



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| Illinois Required Subjects | Hours of Instruction by Course | Total Hours of Instruction |
|---|--------------------------------|----------------------------|
| Esthetics | | 85 |
| Esthetics | 60 | |
| Salon Esthetics and Hairdressing/Hair Styling | 25 | |
| Nail Technology | | 55 |
| Nail Technology | 55 | |
| Electives | | 35 |
| Salon Advanced Chemical Applications | 5 | |
| Enrichments | 30 | |
| TOTAL HOURS | 1500 | 1500 |

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, Students must meet the following requirements:

- Complete the required hours of training for the Program;
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice. The School does not guarantee that the Student will pass the examination.

LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.



EDUCATOR TRAINING PROGRAM

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COURSE DESCRIPTION

This Educator Training Course consists of 1000 hours of instruction and practical experience with emphasis on classroom teaching techniques and experience. Throughout the learners' education, they will be exposed to theory audio/visual lectures, demonstrations and practical hands-on experience. Each subject area is covered in-depth and taught using the most up-to-date methods available. The Educator Training Course will prepare the Future Educators in organization, usage and presentation of materials, the development of a positive teaching personality, the desire for further education and complete mastery of the subject matter. In addition to basic teaching skills, the Educator Training Student will, practice teaching situations in actual classroom experience, develop in Students the habit of following orderly procedures and application of good workmanship. Special emphasis is placed on sanitation and safety rules, building good grooming habits, personality and character in Students, as well as developing wholesome attitudes toward the public.

EDUCATIONAL OBJECTIVES / GOALS:

To educate to a degree of competence that will enable one to teach and supervise Cosmetologists. The forward movement in cosmetology education becomes possible only through proper teaching methods. The influence of the competent Educator extends through school and far into the professional services performed in the salon.

At the completion of the 1000 Hour Educator Training program, the Educator in Training will be able to successfully:

1. Pass the State Board examination requirements.
2. Obtain employment as an educator in a public or private school structure.

COURSE FORMAT

Course content is identified and prioritized through State and educational standards. The course is taught using the most up-to-date methods available. The Educator Training Course will prepare future Educators to develop lesson plans and curriculum, design and implement presentation materials, create a positive classroom atmosphere, coach and assess Students, and develop the desire for life-long learning.

INSTRUCTIONAL METHODS

In a Student-centered classroom, Educators will instruct and coach Students to achieve competency in all the various skill sets through problem solving, self-paced study, interactive theory and hands on practice.

REFERENCES

Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Electronic and/or hard copies of any Textbooks, Periodicals or other Reference Materials may also be available.

GRADING PROCEDURES

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance.

All Assigned work will be weighted:

Theory 50% Practical 50%

Theory (quizzes, tests, examinations) and practical work (classroom assisting & presentations) graded as follows:

- A – 93 – 100**
- B – 85 – 92**
- C – 75 – 84**
- D – 70 – 74**
- F – Below 70**

NOTE: In case of a failure (F-Below 70), the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded.



EDUCATOR TRAINING

PROGRAM

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EDUCATOR TRAINING PROGRAM OVERVIEW – 1000 HOURS

PROGRAM OUTLINE

I. Professional Educator (105 Hours)

- The Professional Educator
- Employment Prep and Business Fundamentals
- Communicating Confidently

II. Fundamentals of Learners (105 Hours)

- Learner Characteristics and Learning Principles
- Challenges to Learning
- Classroom Management and Supervision
- Assessing Progress and Advising Students

III. Educational Methods (105 Hours)

- Educational Aids and Technology
- Effective Presentations
- The Student Salon
- Teams at Work

IV. Testing and Evaluating (105 Hours)

- Study and Testing Skills
- Successful Strategies for Students
- Evaluating Professional Performance

V. Education Management (105 Hours)

- Methods of Teaching and Learning
- Program Development and Lesson Planning
- Student Retention

VI. Student Teaching (475 Hours)

| COURSES | Hours of Instruction by Required Subject |
|--|--|
| Professional Educator (105) | |
| Post-Graduate School Training (Including Cosmetology Basic Training) | 20 |
| Application of Teaching Methods | 23 |
| Business Methods | 25 |
| Student Teaching | 37 |
| Fundamentals of Learners (105) | |
| Post-Graduate School Training (Including Cosmetology Basic Training) | 20 |
| Educational Psychology | 10 |
| Application of Teaching Methods | 38 |
| Student Teaching | 37 |
| Educational Methods (105) | |
| Post-Graduate School Training (Including Cosmetology Basic Training) | 20 |
| Teaching Methods (Theory) | 20 |
| Application of Teaching Methods | 13 |
| Student Teaching | 37 |

| COURSES | Hours of Instruction by Required Subject |
|--|--|
| Testing and Evaluating (105) | |
| Post-Graduate School Training (Including Cosmetology Basic Training) | 20 |
| Educational Psychology | 10 |
| Application of Teaching Methods | 13 |
| Business Methods | 25 |
| Student Teaching | 37 |
| Education Management (105) | |
| Post-Graduate School Training (Including Cosmetology Basic Training) | 20 |
| Application of Teaching Methods | 48 |
| Student Teaching | 37 |
| Student Teaching (475) | |
| Post-Graduate School Training (Including Cosmetology Basic Training) | 400 |
| Student Teaching | 75 |
| TOTAL | 1000 |



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| Illinois Required Subjects | Hours of Instruction by Course | Total Hours of Instruction |
|---|--------------------------------|----------------------------|
| Post-Graduate School Training (Including Cosmetology Basic Training) | | 500 |
| Professional Educator | 20 | |
| Fundamentals of Learners | 20 | |
| Educational Methods | 20 | |
| Testing and Evaluations | 20 | |
| Education Management | 20 | |
| Student Teaching | 400 | |
| Educational Psychology | | 20 |
| Fundamentals of Learners | 10 | |
| Testing and Evaluations | 10 | |
| Teaching Methods (Theory) | | 20 |
| Educational Methods | 20 | |
| Application of Teaching Methods | | 150 |
| Professional Educator | 23 | |
| Fundamentals of Learners | 38 | |
| Educational Methods | 28 | |
| Testing and Evaluations | 13 | |
| Education Management | 48 | |
| Business Methods | | 50 |
| Professional Educator | 25 | |
| Testing and Evaluations | 25 | |
| Student Teaching | | 260 |
| Student Teaching | 260 | |
| TOTAL HOURS | 1000 | 1000 |



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In addition, increase in the internship or actual teaching experience:

- Currently the curriculum meets the standards in regards to public safety and sanitation of the State Board of Cosmetology or other state and local regulatory agencies.
- An increase in educational content will exceed the academic need of the students and continue to meet the institutional educational mission.

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, Students must meet the following requirements:

- Complete the required hours of training for the Program;
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice. The School does not guarantee that the Student will pass the examination.

LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.



EDUCATOR TRAINING PROGRAM

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COURSE DESCRIPTION

This Educator Training Course consists of 500 hours of instruction and practical experience with emphasis on classroom teaching techniques and experience. Throughout the learners' education, they will be exposed to theory audio/visual lectures, demonstrations and practical hands-on experience. Each subject area is covered in-depth and taught using the most up-to-date methods available. The Educator Training program will prepare the Future Educators in organization, usage and presentation of materials, the development of a positive teaching personality, the desire for further education and complete mastery of the subject matter. In addition to basic teaching skills, the Educator Training Student will, practice teaching situations in actual classroom experience, develop in Students the habit of following orderly procedures and application of good workmanship. Special emphasis is placed on sanitation and safety rules, building good grooming habits, personality and character in Students, as well as developing wholesome attitudes toward the public.

EDUCATIONAL OBJECTIVES / GOALS:

To educate to a degree of competence that will enable one to teach and supervise Cosmetologists. The forward movement in cosmetology education becomes possible only through proper teaching methods. The influence of the competent Educator extends through school and far into the professional services performed in the salon.

At the completion of the 500 Hour Educator Training program, the Educator in Training will be able to successfully:

1. Pass the State Board examination requirements.
2. Obtain employment as an educator in a public or private school structure.

COURSE FORMAT

Course content is identified and prioritized through State and educational standards. The course is taught using the most up-to-date methods available. The Educator Training Course will prepare future Educators to develop lesson plans and curriculum, design and implement presentation materials, create a positive classroom atmosphere, coach and assess Students, and develop the desire for life-long learning.

INSTRUCTIONAL METHODS

In a Student-centered classroom, Educators will instruct and coach Students to achieve competency in all the various skill sets through problem solving, self-paced study, interactive theory and hands on practice.

REFERENCES

Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Electronic and/or hard copies of any Textbooks, Periodicals or other Reference Materials may also be available.

GRADING PROCEDURES

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance.

All Assigned work will be weighted:

Theory 50% Practical 50%

Students take a predetermined number of Theory and/or Practical assessments per module. Work is graded using the following grading scale:

A – 93 – 100

B – 85 – 92

C – 75 – 84

D – 70 – 74

F – Below 70

NOTE: In case of a failure (F-Below 70), the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded.



EDUCATOR TRAINING PROGRAM

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EDUCATOR TRAINING PROGRAM OVERVIEW – 500 HOURS

PROGRAM OUTLINE

I. Fundamentals of Learners (105 Hours)

- Learner Characteristics and Learning Principles
- Challenges to Learning
- Classroom Management and Supervision
- Assessing Progress and Advising Students

II. Educational Methods (105 Hours)

- Educational Aids and Technology
- Effective Presentations
- The Student Salon
- Teams at Work

III. Testing and Evaluating (105 Hours)

- Study and Testing Skills
- Successful Strategies for Students
- Evaluating Professional Performance
- Employment Prep and Business Fundamentals

IV. Education Management (105 Hours)

- The Professional Educator
- Methods of Teaching and Learning
- Program Development and Lesson Planning
- Student Retention
- Communicating Confidently

V. Student Teaching (80 Hours)

| COURSES | Hours of Instruction by Required Subject |
|---------------------------------------|--|
| Fundamentals of Learners (105) | |
| Educational Psychology | 10 |
| Application of Teaching Methods | 50 |
| Student Teaching | 45 |
| Educational Methods (105) | |
| Teaching Methods (Theory) | 20 |
| Application of Teaching Methods | 20 |
| Business Methods | 20 |
| Student Teaching | 45 |
| Testing and Evaluating (105) | |
| Educational Psychology | 10 |
| Application of Teaching Methods | 20 |
| Business Methods | 30 |
| Student Teaching | 45 |
| Education Management (105) | |
| Application of Teaching Methods | 60 |
| Student Teaching | 45 |
| Student Teaching (80) | |
| Student Teaching | 80 |
| TOTAL | 500 |



EDUCATOR TRAINING

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| Illinois Required Subjects | Hours of Instruction by Course | Total Hours of Instruction |
|--|--------------------------------|----------------------------|
| Educational Psychology | | 20 |
| Fundamentals of Learners | 10 | |
| Testing and Evaluations | 10 | |
| Teaching Methods (Theory) | | 20 |
| Educational Methods | 20 | |
| Application of Teaching Methods | | 150 |
| Fundamentals of Learners | 50 | |
| Educational Methods | 20 | |
| Testing and Evaluations | 20 | |
| Education Management | 60 | |
| Business Methods | | 50 |
| Educational Methods | 20 | |
| Testing and Evaluations | 30 | |
| Student Teaching | | 260 |
| Fundamentals of Learners | 45 | |
| Educational Methods | 45 | |
| Testing and Evaluations | 45 | |
| Education Management | 45 | |
| Student Teaching | 80 | |
| TOTAL HOURS | 500 | 500 |

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, Students must meet the following requirements:

- Complete the required hours of training for the Program;
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

Upon completion of all course requirements, successful completion of the Cosmetology Teacher Examination is required to obtain a license to practice. The School does not guarantee that the Student will pass the examination.

LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.

During career planning interviews and Student orientation, you will receive information about the instructional programs, goals of each course, policies affecting Students and services available to Students.

Our goal is to provide you with a clear picture about:

- Program requirements
- Student performance expectations
- Successful enrollment and financial planning

Empire Beauty School recognizes that balancing the demands of school, family and work can be overwhelming. Often Students experience stress and tension while juggling these demands. The Executive Director will give Students access to resources and support, allowing them to feel that their school is determined to give them as many tools as possible to cope with challenges.

In addition, we may assist you in preparing for school by offering information about:

- Housing and/or roommates
- Transportation options and parking
- Childcare options, if necessary
- Career options and placement information

CAREER PLACEMENT ASSISTANCE

Empire Beauty School Placement Assistance strives to assist every graduate in obtaining a career-related position. Employment opportunities are available for review at each campus.

Career guidance is available. Contact the Executive Director for more information.

Regulations prohibit any school, college or institution of higher learning from guaranteeing placement as an inducement to enter school.

CAREER OPPORTUNITIES

Here are some of the careers available to our graduates:

| SALON | SPA | PRODUCT | INDUSTRY |
|--|--|---|---|
| <ul style="list-style-type: none"> ▪ Nail Artist / Manicurist ▪ Cosmetologist ▪ Makeup Artist ▪ Haircolor Specialist ▪ Chemical Texturizing Specialist ▪ Esthetician ▪ Salon Manager ▪ Salon Owner | <ul style="list-style-type: none"> ▪ Esthetician: Day spas Cruise ships ▪ Day Spa Manager ▪ Day Spa Owner | <ul style="list-style-type: none"> ▪ Product Distributor ▪ Sales Consultant ▪ Manufacturer’s Sales Representative ▪ Product Educator/ Trainer ▪ Salon Sales Consultant | <ul style="list-style-type: none"> ▪ School Educator ▪ School Owner ▪ Freelance Makeup Artist ▪ Image Consultant ▪ Photo / Movie Stylist ▪ Magazine Writer / Editor |

Some positions require a specialized course of study, which may not be available at all of our schools..

ATTENDANCE

All students are expected to attend all classes according to the schedule on their enrollment agreement. Attendance is required to maximize every educational opportunity and to ensure successful completion of their program. Each student is required to clock in to the time and attendance system when entering and clock out when leaving the school.

TARDINESS

Students must report to class on time. Late arrival for any reason must be communicated and explained to the Educator and/or Executive Director at your location. Tardiness will be clocked at the nearest $\frac{1}{4}$ hour.

ABSENCE

All students must attend all classes. Failure to communicate an absence with your Educator and/or Executive Director may result in dismissal from school and/or loss of Title IV funding. Any student who is absent for fourteen (14) consecutive calendar days will be terminated.

MAKE-UP WORK

Make-up work is permitted for missed work related to an absence while the student is still scheduled in their current class.

Students may make-up work during any unscheduled hours during the current scheduled class with prior approval and assigned make-up work ticket(s) from an Educator.

Once the class has ended, students may not complete make-up work for any prior class. The only exception is if an absence occurs during the final week of a class, then the student is permitted to make-up any missed work within 1 week after the class has ended.

Any grade changes as a result of make-up work must also be submitted within 1 week after the class has ended. Students are not allowed to exceed 100% attendance or "Bank Hours" in advance of, or in anticipation of an absence.

Opportunities for make-up work vary by state. Contact your Educator and/or Executive Director for more information.

WEATHER OR EMERGENCY SCHOOL CLOSINGS

In case of a weather or school emergency, the Executive Director makes the decision to open late or close. Check your text messages, Facebook, local TV and/or radio stations for school information.

SCHEDULE & START DATE CHANGES

Schedule Changes may be approved. An approval is dependent upon the course rotation.

A Student who meets the admissions requirements for a start date may request a change their to current start date.

PROGRAM CANCELLATION POLICY

If the start of a program needs to be delayed or cancelled, the School will work with the Student to arrange a new start date. Should a refund be required, it will be done in accordance with the refund policy contained within this catalog.

GRADING PROCEDURE

In Pre-Salon, assigned work will be weighted:
Theory 60% • Practical 40%

In Salon, assigned work will be weighted:
Theory 40% • Practical 60%

Students take a predetermined number of theory and/or practical assessments per module. Work is graded using the following grading scale:

A – 100-93

B – 92-85

C – 84-75

D – 74-70

F – Below 70

In case of a failure (F-Below 70), the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded. Enrichments are evaluated on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety and Technical Skills.

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance.

RECORD RETENTION POLICY

The school permanently maintains official transcript and school record for each student that completes the program. These records include

- Evidence of compliance with the school's admissions requirements
- Credit granted for previous experience or training
- Dates of admission start dates and withdrawal or completion dates
- Reasons for withdrawals, when known
- Daily attendance
- Academic Records
- Tuition and financial aid records, when applicable
- Records shall be maintained after Student either terminates training or graduates .

WITHDRAWAL POLICY

A Student will be considered as withdrawn when one of the following occurs:

1. The Student officially notifies Executive Director, of his/her intent to withdraw.
2. A formal termination (unofficial withdraw) by the Student shall occur not more than 14 consecutive calendar days from the last day of physical attendance.
3. The School officially notifies the Student of dismissal from the program.
4. A student on an approved leave of absence due to pregnancy and related conditions notifies the school that they will not be returning or they do not return on their scheduled return date.

RETURN OF TITLE IV FUNDS/REFUND POLICY

1. Applicants not accepted by the school shall receive a refund of all tuition and fees paid.
2. Notification of Cancellation must be in writing from the Student and provided to the Executive Director. When a Student provides written notice of cancellation within 5 business days after the date of enrollment, all application, registration fees, tuition, and any other charges shall be refunded to the student. The postmark on the written notification will determine the cancellation date, or the date the notification is received by the Executive Director.
3. When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain no more than the application and registration fee, plus the cost of any books or materials provided by the school and retained by the student.

The school shall mail a written acknowledgment of student's cancellation or written withdrawal to the student within 15 calendar days of the notification. Written acknowledgment is not necessary if a refund has been mailed to the student within 15 calendar days.

4. If a written notice of cancellation is provided after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course length, the school may retain the application and registration fee, not to exceed \$100, 10% of the tuition or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.
5. When a student has completed 5% or more of the course of instruction and provides a written notice of cancellation, the school will retain the application and registration fee, not to exceed \$100, the cost of any books or materials provided by the school, and a portion of the tuition charges in accordance with Section 6 of this Policy.
6. Return of Title IV Funds and Refund Policy. The law specifies how Empire Beauty School must determine the amount of Title IV Program Funds that you can earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, Plus Loans and Federal Supplemental Educational Opportunity Grants (FSEOG).

When you withdraw during a payment period, if the amount of Title IV program funds up to that point received on your behalf less assistance is less than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the School must return the excess funds.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period, you earned 30% of assistance that you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive.

If you are due a post-withdrawal disbursement, you may choose to decline loan funds so that you do not incur additional loan debt. Empire Beauty School may automatically use all or a portion of a post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees. If you allow the School to keep the funds it will reduce your debt to the School.

Because of other eligibility requirements, there may be some Title IV program funds that you were scheduled to receive which are not available once you withdraw. For example, if you are a first-time, first-year undergraduate Student and you have not completed the first 30 days of your program before you withdraw, you are not eligible for any Direct Stafford Loan Funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return the portion of excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The School must return this amount even if it didn't keep this amount of your Title IV program funds.

If the School is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirement for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the School to cover unpaid institutional charges. Empire Beauty School may also charge you for any Title IV program funds that the School was required to return. Empire Beauty School's refund policy is also printed in the catalog. Also printed in the catalog are the requirements and procedures for officially withdrawing from school.

If you have any questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID. The center accepts calls from 8am to midnight (EST), seven days a week. TTY users may call 1-800-730-8913. Information is also available on the U.S. Department of Education's "Financial Aid for Students Home Page" at www.studentaid.ed.gov.

7. The following Refund Policy is the same or less strict than the relevant State refund policy and shall apply, after the Return of Title IV Funds calculation has been made, if applicable, to remaining tuition payments once the Student has started actual class attendance. The following refund policy is for all Students, excluding persons enrolled under provision of Title

38, United States Code (Veterans). For Students who are eligible for veteran's educational benefits - Per 38 CFR 21.4254(c)(13) and 4255, the pro-rata policy will be applied to the entire period of time unless the school's refund policy is more favorable to the student.

- a. Application Fee:** This fee is not refundable except as provided in paragraphs 1 and 2, above.
- b. Registration Fee:** This fee is not refundable except as provided in paragraphs 1 and 2, above.
- c. Student Supplies Fee:** Student Supplies Fee will not be cancelled or adjusted unless Student returns the supplies unused and in their original condition within twenty (20) calendar days from receipt of the Student supplies issued by the school on day one. If the student cancels within 5 days of enrollment, Student Supplies Fee will be fully refunded.

d. Tuition:

| PERCENTAGE OF ENROLLMENT TIME TO TOTAL TIME | AMOUNT OF TUITION SCHOOL SHALL RETAIN |
|---|---------------------------------------|
| .001% to 9.99% | 10% Retained |
| 10% to 19.99% | 20% Retained |
| 20% to 29.99% | 30% Retained |
| 30% to 39.99% | 40% Retained |
| 40% to 49.99% | 50% Retained |
| 50% and above | 100% Retained |

- 8.** Enrollment Time means the amount of actual hours completed between the Students' first day of attendance in the Program to the last day the Student actually attended class. Refunds are calculated based on Student's last date of attendance. Total Time means the total hours of instruction for the Program in which the Student is enrolled. Any refunds due to the Student shall be refunded within thirty (30) days of formal cancellation as defined or formal termination by the School, which shall occur no more than fourteen (14) consecutive calendar days from the last day of physical attendance or the date that the Student contacts the institution that he/she will not be returning. School Officials monitor Student attendance every day. If a Student on an approved leave of absence due to pregnancy and related conditions notifies the school that they will not be returning, the date of the withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the Student will not be returning.
- 9.** Where required all refunds due will first be made to the source that provided funding before any refund will be paid to Student.
- 10.** If the selected Program is cancelled subsequent to Student's enrollment, but before Student started class attendance, the School shall provide Student with a full refund of all monies paid by Student or provide alternative means for the Student's completion of the Program.
- 11.** Student shall be entitled to a prorated refund of tuition paid if the School permanently closes and no longer offers instruction after Student begins classes.

- 12.** If the School cancels a course and/or program and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall provide a completion of the course and/or program; or provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.

For additional information on the School's Physical or Financial Hardship Policy (110 ILCS 66/20) to limit debt owed by students that withdraw from the School due to a significant financial or physical hardship, please visit <https://www.empire.edu/cosmetology-schools/illinois>.

GROUNDS FOR DISMISSAL / SUSPENSION

The school reserves the right to dismiss / suspend a Student for any reason, including but not limited to the following:

- Providing fraudulent information or documentation of requirements for admission or attendance;
- Failure to attend classes regularly;
- Refusal to complete assigned classes or Student Salon work;
- Breach of school rules and regulations;
- Falsification of school records;
- Cheating;
- Hazing;
- Theft;
- Conduct or conditions that pose a direct, adverse threat (including bullying) to other Students, guests or employees of Empire Beauty School;
- Failure to make required cash payments;
- Intentional destruction of school property, destruction of other Students' or staff members' property; and
- Physical violence and threats of violence can mean immediate dismissal / suspension without previous warning.

Student understands that a violation of any of the School Policies may be grounds for dismissal. If dismissed, student will still be liable for all amounts set forth in the Enrollment Agreement.

Students are responsible for their own education equipment and personal belongings that may have been left in the School. These items must be removed by the Student from the School's premises within 30 days from their last day attendance or the equipment and personal belongings will be removed by the School and disposed of accordingly.

ZERO TOLERANCE

Empire Beauty School has zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), theft and fraud. If anyone is suspected of any of these types of violations they will be immediately suspended from school during an investigation. Once the investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program. Future enrollments at any Empire Beauty School location will not be approved.

EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION POLICY

Empire Beauty School has developed an "Equal Opportunity, Harassment and Nondiscrimination Policy" that is available by visiting <https://www.empire.edu/consumer-information/titleix>. This Policy is provided to students at the time of enrollment. The Policy provides information on how an individual can bring any violations of the Policy to Empire Beauty School's attention. It also includes guidelines for the investigation of complaints and enforcement of the Policy. Please address any questions regarding the Policy to the Title IX Coordinator - titleix@empire.edu.

NONDISCRIMINATION STATEMENT

Empire Beauty School prohibits discrimination based on sex (including pregnancy, childbirth, and related conditions), race, religion, color, ethnic origin, national origin, veteran or military status, physical or mental disability, age, predisposing genetic characteristics, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local law. The full text of Empire Beauty School's Equal Opportunity, Harassment and Nondiscrimination Policy is available by visiting <https://www.empire.edu/consumer-information/titleix>. Questions regarding non-discrimination policies can be referred to your school's Title IX Coordinator or via email at titleix@empire.edu.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Empire Beauty School is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA), Empire Beauty School has adopted strict policies regarding these matters. Students should refer to the Campus Safety and Annual Security Report provided during the admission process for detailed information. Additional copies can be obtained from the Executive Director or when updated Reports are distributed annually.

PREGNANCY AND RELATED CONDITIONS POLICY

Empire Beauty School has developed a "Pregnancy and Related Conditions Policy" prohibiting discrimination in its education program or activity on the basis of current, potential or past pregnancy or related conditions as mandated by Title IX of the Education Amendments of 1972 (Title IX). This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

The full policy is available by visiting <https://www.empire.edu/consumer-information/titleix>. Students who are pregnant or are experiencing related conditions may contact the Title IX Coordinator by emailing TitleIX@empire.edu to request a Reasonable Modification based on their individual needs. Students may also contact the Title IX Coordinator to initiate a Leave of Absence (LOA) Due to Pregnancy and Related Conditions. Please refer to the Leave of Absence (LOA) Policy Due to Pregnancy and Related Conditions for additional details.

LEAVE OF ABSENCE POLICY DUE TO PREGNANCY AND RELATED CONDITIONS

A leave of absence (LOA) is a temporary interruption in a student's program of study that is deemed medically necessary by a Student's healthcare provider because of pregnancy and/or the birth, adoption, or placement of a child. In order to be placed on a leave of absence, the student must:

1. Complete and sign the school's Leave of Absence Due to Pregnancy and Related Conditions Request Form in advance, unless unforeseen circumstances prevent the student from doing so*
2. Must state the reason for the leave of absence (LOA) request
3. Be approved by the Title IX Coordinator or designee

LOA requests can be approved for a minimum of five (5) consecutive calendar days and may not exceed 180 calendar days in a 12-month period. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the LOA. The student is expected to return to school on the next school day following the end of the LOA. An Addendum to the Enrollment Agreement will be completed upon return from the LOA to extend the contract end date by the applicable number of days and must be signed and dated by all parties.

Failure to be approved for an LOA or to return from LOA will result in the termination of the student's enrollment agreement. The student will be responsible for any remaining balance after the refund calculation is completed. The withdrawal date for the purpose of calculating a refund is always the student's last date of attendance.

In order to grant an LOA, there must be the expectation that the student will be returning to school. A student that is granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

There will be no additional charges for an LOA. For federal aid recipients, the student's payment period is suspended during the LOA and no federal student aid monies can be disbursed during the LOA. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period.

*In special circumstances, the school may grant a leave of absence to a student in the case of medical emergency that would prevent the student from requesting the leave of absence prior to the incident occurring. In these cases, the school will collect the request from the student at a later date and document the reason for granting the LOA after the incident occurred. The beginning date of the LOA will be based on the first date it has been determined that the student cannot participate in class due to the circumstances listed above.

GRIEVANCE PROCEDURE GUIDELINES

Empire Beauty School has an open door policy. Issues or concerns should immediately be shared with School staff. If the issue or concern is not resolved or the student, staff, or interested third party feels uncomfortable addressing the issue in person a formal written complaint may be submitted to the Executive Director. If a resolution is not found and you want to file a formal complaint you must follow the steps below:

To file a formal complaint you must:

1. Complete Grievance form located at www.empire.edu (bottom left of the page) click link to open grievance form.
 - a. Complete all fields
 - b. Give clear detailed information / summary
 - c. Complete contact information
2. Click the submit button and your complaint will be submitted for review.
3. You will receive email confirmation that your complaint has been received.
4. An Empire Beauty School representative will contact you within five (5) business days from the date of your submission to review your complaint.
5. Records of complaints are retained according to the School's record keeping policy.

If a complainant wishes to pursue a matter, a complaint form is available through the Schools' accrediting agency. Empire Beauty School's accrediting agency requires the complainant attempt to resolve any issues through the School's complaint process prior to filing a complaint with the school's accrediting agency. This procedure does not in any way limit a student's right to exercise his or her legally protected rights.

A complaint may also be filed with the school's accrediting or regulatory agency.

National Accrediting Commission of Career Arts and Sciences (NACCAS)

3015 Colvin Street

Alexandria, VA 22314

(703) 600-7600 // www.naccas.org

Complaints against any individual or entity regulated by the Illinois Division of Professional Regulation may be filed by contacting the Complaint Intake Unit.

File an online complaint or download a written complaint form at: <http://www.idfpr.com/admin/DPR/DPRcomplaint.asp>

Send written complaints to:

Department of Financial and Professional Regulation Division of Professional Regulation

Complaint Intake Unit

100 West Randolph Street, Suite 9-300

Chicago, IL 60601 Phone: 312/814-6910

CONSUMER DISCLOSURE STATEMENT

Students interested in other NACCAS-accredited institutions may obtain information by visiting the NACCAS website: www.naccas.org

SOCIAL MEDIA GUIDELINES

Empire Beauty School Students are responsible for what they post on social networking sites (including but not limited to Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, wikis, file-sharing and user-generated video and audio). Empire Beauty School does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Empire Beauty Schools on any of Empire Beauty Schools' social media sites. Empire Beauty School reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Empire Beauty School to protect itself from undue harm related to information that is shared on social networking sites.

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a Student to civil and criminal liabilities. A summary of the penalties may be found at: www.copyright.gov/title17/92appf.pdf. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)

In accordance with the Family Education Rights and Privacy Act, it is the policy of Empire Beauty School (the "School") to maintain confidentiality of information entrusted to it by eligible Students, Prospective Students or Parent / Guardian(s) of a dependent minor child. Therefore, prior to release of information a "Student Authorization to Release Educational Records" form must be filled out by the eligible Student for every request of Student information to a third party. Information is released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the eligible Student or Parent/ Guardian. A "Student Authorization to Release Educational Records" form is not required for Students, Prospective Students, or Guardian(s) of dependent minor Students wishing to review their own records or for legal or accreditation purposes.

School staff members and administrators who the School deems to have a "legitimate educational interest" have access to Students' information as required to perform duties that are specific to their position. Section 99.37 of FERPA permits the School to disclose, upon request, directory information without the Student's consent unless the Student has otherwise directed the School in writing. Directory information may include Student's name, address, telephone number, date and place of birth, field of study, dates of attendance (meaning a period of time during which a Student attended and not specific daily records of a Student's attendance) and degrees/awards received. FERPA also permits release of personally identifiable, non- directory information in connection with a health or safety emergency that presents imminent danger. In this situation, the School will make the determination to release information based on the totality of the circumstances pertaining to a threat to the health or safety of a Student or other individuals. If the School determines that there is an articulable and significant threat to the health or safety of a Student or other individuals, the School will disclose information to any person whose knowledge of the information is necessary to protect the health or safety of the Student or other individuals. Student or parent/ guardian complaints regarding alleged FERPA violations can be filed in writing with the U.S Department of Education's Family Policy Compliance Office.

A Student or parent/guardian of dependent minor Students may review the Student's record by contacting the Executive Director to make an appointment. The Executive Director will be present during the review to provide supervision and interpretation. A Student shall be permitted to review his/her record on file with the School within seven (7) days after the School has received the Student's written request to review his/her records in accordance with the manner set forth in this Catalog or any Supplement to this Catalog. An eligible Student or parent /guardian of a dependent minor Student may seek to amend education records that the Student or parent/guardian believes to be inaccurate, misleading, or otherwise in violation of the Student's privacy rights. The School will make a determination on the Student's request for amendment within 30 days of the request. If the School agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the Student, the School will amend the record accordingly and inform the parent or eligible Student in writing that the record was amended. If the School decides not to amend the record, the Student has a right to a hearing within 30 days of the denial. The School will notify the parent or eligible Student of the time, date and place of the hearing. The decision of the hearing will be sent to the parent parent/guardian of the dependent minor or eligible Student in writing and will be based solely on the evidence presented in the hearing. If the decision not to amend the record is determined, the parent or eligible Student has the right to place a statement in the Student's file contesting the information in the record.

TRANSCRIPTS

Each student and former student is entitled to receive (free of charge) from the school, an official transcript of all hours completed by the student at the school and the grades earned by the student for those hours. The school may charge a reasonable fee, not exceeding \$2.00, for each additional transcript. A diploma or transcript (official or unofficial) will not be withheld due to financial hardship or past due debt. For additional information on the School's Illinois Past-Due Debt Policy (110 ILCS 66/30), please visit <https://www.empire.edu/cosmetology-schools/illinois>.

PROFESSIONAL DRESS CODE

Students at Empire Beauty School are held to the beauty industry standard professional dress code. We require all students to present themselves in a professional manner with regard to attire, personal hygiene and appearance. Students should dress in a manner that is appropriate for a business setting, is not offensive to Guests, and is safe to wear while performing services. Clothing must be clean and neat and must fit appropriately, being neither too tight or too loose. Additionally, dress codes must meet individual state requirements. Tops and bottoms must be black. School issued name tags must be worn at all times. If you are out of dress code or forget your name tag, you will be asked to clock out and clock back in when you conform to the dress code. If you lose your name tag, you will be asked to purchase a new one; if you do not purchase one, you will be asked to clock out. Listed below are examples that meet the dress code standard:

Acceptable:

- Tops and Bottoms must be all black
- Empire Beauty School endorsed logo wear
- Suits, jackets, dress shirts, or blouses
- Shirts must have sleeves and must cover midriff
- Slacks, yoga pants/leggings, capris, or knee-length skirts
- Closed-toe, comfortable footwear
- Accessories
- Hair, nails, and make-up are to be done prior to attending school

Unacceptable:

- Logos, slogans and other words on clothing (except Empire Beauty School Endorsed logo wear)
- Leggings that show skin, undergarments, or have see through panels
- Clothing with holes or rips
- Denim jeans
- Flip flops, sandals, or any open toed shoe
- Shorts or Miniskirts
- Hats and head scarves (may be allowed for religious purposes)
- Undergarments that show through tops or bottoms

STUDENT STANDARDS

- Students are responsible for the cleanliness of their work area and equipment used throughout the day.
- Students are required to wear personal protective equipment (e.g., gloves, mask and safety glasses) as specified in the Safety Data Base Pro (SDS).
- Students must have a complete tool kit, required class materials and completed assignments each day.
- Students must silence all electronic devices (cellular phones, pagers, laptops, tablets, etc.). There are times when electronic devices may be used in the classroom for educational purposes.
- Students must get educator approval for hair, nail and skin services performed. Empire Beauty School may offer discounts on products or services for current Students. Discounts vary by product line. Empire Beauty School reserves the right to alter or cancel any discounts. Exclusions may apply.
- Students who refuse a client may be sent home and will not earn hours for the remainder of the day.
- Students must not eat or drink in the classroom or on the Student Salon floor. Students are permitted to eat in designated areas at the times posted. Bottled water can be present in the classroom in a resealable container.
- Students must only smoke or vape in the designated area outside of school. The area must be kept clean from debris.
- Students may only use the school provided combination locks for lockers. Lockers are school property, and Empire Beauty School reserves the right to open and inspect lockers.
- Students may not use the School business phone for personal use.
- Students are not to provide cosmetology services at home in exchange for money. Solicitation of Empire Beauty School guests to be serviced in your home is unethical and is grounds for termination.
- Students must behave in a professional and courteous manner. Respectful communication with staff, fellow Students, and service guests is required. Unnecessary conversation, creating noise, causing discord, abusive language or using racial, sexual, ethnic or religious slurs or references is prohibited and may result in termination from the program.

Students who do not follow the guidelines or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.

STUDENT CODE OF CONDUCT

Students, faculty, staff and visitors to campus are expected to follow the Student Code of Conduct, federal, and state laws. The following types of behavior are not allowed, and individuals found to have committed such infractions by the procedures set forth in this Code shall be subject to sanctions being imposed including the sanction of suspension or expulsion from the program.

A) Academic Infractions

1. Collaborating, conspiring or cooperating during an examination with any other person by giving or receiving information without authority.
2. Copying or obtaining information from another Student's examination paper.
3. Selling or giving away all or part of an examination.
4. Stealing, buying or otherwise obtaining all or part of an examination.
5. Submitting as one's own any practical assignment, written work or examination of another person.
6. Substituting for another person or permitting another person to substitute for one's self to take an examination.

B) Informational Infractions

1. Fabricating, forging, altering, or misusing any Empire Beauty School document, record, instrument of identification, etc.
2. Furnishing false information to Empire Beauty School with the intent to deceive.
3. Providing false identification to duly authorized Empire Beauty School personnel.

C) Personal Conduct Infractions

1. Disorderly conduct which disturbs the orderly functions and processes of the facility and/or infringes on the rights of others as defined by this Code.
2. The intentional interference with the lawful rights of any person on school property.
3. Loud music, noise, or disruptive conduct at the school that interferes with educational events or processes.

D) Property Infractions

1. Vandalism, destruction, damage, defacement, abuse, or misuse of public or personal property, whether intentional or by negligence.

E) Other Infractions

1. Failure to comply with a lawful order, direction or request of an Empire Beauty School employee made by the employee in the performance of the employee's duties.
2. Any conduct not specifically stated herein which adversely affects the educational processes or the rights of members of the community or others.
3. Aiding or inciting others to commit any infraction in this Code.

ADDENDUMS

ILLINOIS
CATALOG
2024/25

- A - Faculty**
- B - Tuition and Financial Information**
- C - Illinois Student Rights**

FACULTY

& ADMINISTRATION

ADDENDUM A

| | |
|-------------------------|------------------------------|
| School | Empire Beauty School |
| Street Address | 226 Hawthorn Village Commons |
| City, State, Zip | Vernon Hills, IL 60061 |
| Phone Number | 847-371-9990 |

| FACULTY | | | |
|----------------|--------------|---------------------------|----------------------|
| Last | First | Teachers License # | Course Taught |
| Heindl | Lindsey | 12.009362 | Cosmetology |

ADMINISTRATION

Chairman/CEO - Franklin K. Schoeneman
Division Vice President - Kevin Beaver
Senior Director - Michele Salvadore
Executive Director - Heather Schnelle

TUITION

| COSMETOLOGY PROGRAM | |
|--|--------------------|
| APPLICATION FEE | \$25.00 |
| REGISTRATION FEE | \$75.00 |
| TUITION | \$19,860.00 |
| STUDENT SUPPLIES (Does Not Include Sales Tax) | \$2,750.00 |
| TOTAL | \$22,710.00 |

| EDUCATOR TRAINING PROGRAM 1000 HOURS | |
|--|--------------------|
| APPLICATION FEE | \$25.00 |
| REGISTRATION FEE | \$75.00 |
| TUITION | \$12,500.00 |
| STUDENT SUPPLIES (Does Not Include Sales Tax) | \$499.00 |
| TOTAL | \$13,099.00 |

| EDUCATOR TRAINING PROGRAM 500 HOURS | |
|--|-------------------|
| APPLICATION FEE | \$25.00 |
| REGISTRATION FEE | \$75.00 |
| TUITION | \$6,250.00 |
| STUDENT SUPPLIES (Does Not Include Sales Tax) | \$499.00 |
| TOTAL | \$6,849.00 |

METHODS OF PAYMENT

FINANCIAL ASSISTANCE (IF QUALIFIED), CASH, CHECK, CREDIT CARD, OR VIA PAYMENT FROM AN OUTSIDE AGENCY OR SCHOLARSHIP (IF APPLICABLE).

SELF-PAY SCHEDULE

DOES NOT INCLUDE SALES TAX, APPLICATION FEE, OR REGISTRATION FEE

| COSMETOLOGY PROGRAM | | | | | |
|---------------------|------------|----|-------------|---|-------------------|
| | 20% DOWN | | INSTALLMENT | | FINAL INSTALLMENT |
| FULL-TIME | \$4,522.00 | 8 | \$2,009.00 | 1 | \$2,016.00 |
| PART-TIME | \$4,522.00 | 19 | \$904.00 | 1 | \$912.00 |

| EDUCATOR TRAINING PROGRAM 1000 HOURS | | | | | |
|--------------------------------------|------------|----|-------------|---|-------------------|
| | 20% DOWN | | INSTALLMENT | | FINAL INSTALLMENT |
| FULL-TIME | \$2,600.00 | 5 | \$1,733.00 | 1 | \$1,734.00 |
| PART-TIME 17.5 | \$2,600.00 | 12 | \$800.00 | 1 | \$799.00 |

| EDUCATOR TRAINING PROGRAM 500 HOURS | | | | | |
|-------------------------------------|------------|---|-------------|---|-------------------|
| | 20% DOWN | | INSTALLMENT | | FINAL INSTALLMENT |
| FULL-TIME | \$1,350.00 | 2 | \$2,699.50 | | |
| PART-TIME 17.5 | \$1,350.00 | 5 | \$900.00 | 1 | \$899.00 |

As a STUDENT enrolled in an approved school in the State of Illinois, you have the following RIGHTS:

1. You have the RIGHT to a completed enrollment agreement (student contract) before you sign it. This means there should be NO blank spaces on the agreement.
2. If the enrollment agreement is negotiated orally in a language other than English, you have a RIGHT to receive a copy of all disclosures written in the language in which the agreement was negotiated prior to signing the enrollment agreement.
3. You have the RIGHT to receive an exact copy of the enrollment agreement (student contract) which you sign.
4. You have the RIGHT to know the scheduled starting and calculated completion date of your course of study.
5. You have the RIGHT to know the total cost of the course of instruction including any charge made by the school for tuition, books, materials, supplies, and other expenses.
6. You have the RIGHT to cancel your initial enrollment agreement up to midnight of the fifth business day after you have been enrolled.
7. Should you use your RIGHT to cancel your initial enrollment agreement, cancellation MUST be in writing and given to the registered agent, if any, or managing employee of the school.
8. You have the RIGHT to know the number of students who did not complete the course of instruction for which they enrolled for the past calendar year as compared to the number of students who enrolled in the school during the school's past calendar year.
9. You have the RIGHT to keep all hours earned during your course of study. Once hours are earned they cannot be taken away.
10. You have the RIGHT to receive an official transcript upon your graduation or other permanent exit from the school provided you have met all financial obligations set forth in your enrollment agreement.
11. You have a RIGHT to a refund for certain unearned tuition, fees, and other charges. The refund policy is contained in the Illinois Barber, Cosmetology, Esthetics, Hair Braiding and Nail Technology Act of 1985.
12. You have the RIGHT to register complaints against the school with the Department of Financial and Professional Regulation. Direct your written complaints to either COMPLAINT INTAKE UNIT, Department of Financial and Professional Regulation, Division of Professional Regulation, The James R. Thompson Center, 100 West Randolph Street, Suite 9-300, Chicago, Illinois 60601. You may also submit a complaint on the Department's Website at www.idfpr.com, or call the COMPLAINT INTAKE UNIT at 312/814-6910.
13. You may obtain a copy of the Illinois Barber, Cosmetology, Esthetics, Hair Braiding and Nail Technology Act of 1985 and the Rules for the Administration of the Act by calling 217/782-8556



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