

Pre-Enrollment Package

1. **Catalog is given to students as hard copy.**
2. **Programs offered and GA State Licensing Training Requirements:**

- Master Cosmetology 1500 Hours
- Nail Technology 525 Hours
- Esthetician 1000 Hours
- Master Educator 750 Hours
- Nail Care Instructor 250 Hours
- Esthetician Instructor 500 Hours

Each student will receive a certification of Completion if he/she meets all the requirements below. The school considers a student that has completed all his/her required program hours and services as a "candidate for graduation". However, the student will not receive a certificate of completion until he/she complies with the following requirements:

1. Complete the required hours of training;
2. Complete the curriculum requirement;
3. Take and pass Final examinations;
4. Fulfill all Financial obligations to the school OR have an agreed upon payment plan to satisfy any unfulfilled financial obligations to the school.

3. Annual Report (2022)

- **Graduation Rate:** 93.20% for students who have successfully graduated from Lovett Beauty School. Which is 43.20% above Accreditation Agency's requirement.
 - Nail Technology: 94.03%, Master Cosmetology: 90.90%, Esthetician: 90.90%, Master Educator: 100%, Esthetician Instructor: N/A, Nail Care Instructor: 100%
- **Licensure Rate:** 95.74 % for students who have received licensure. Which is 25.74% above Accreditation Agency's requirement.
 - Nail Technology: 96.29%, Master Cosmetology: 80%, Esthetician: 100%, Master Educator: 100%, Esthetician Instructor: N/A, Nail Care Instructor: 100%
- **Placement Rate:** 71.79% for students who have been placed. Which is 11.79 % above Accreditation Agency's requirement.
 - Nail Technology: 63.63%, Master Cosmetology: 75%, Esthetician: 81.81%, Master Educator: 100%, Esthetician Instructor: N/A, Nail Care Instructor: 100%

4. SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

This policy applies to all students enrolled in an approved course and all available types of schedules. Students will receive access to the School Catalog, which includes this Satisfactory Academic Progress Policy, prior to enrollment.

MEASUREMENT OF ACADEMIC PROGRAMS

The school measures all its academic programs in terms of clock hours. Clock hour is defined as a minimum of 50 minutes of instruction during a 60-minute period. In the presence of the instructor, the students must utilize the time to study and train. Lunch breaks do not count toward the student's clock hours. Each student will have the opportunity to know how many hours he/she completed and the remaining hours to complete during the evaluation periods, which are based on actual hours, or he/she can request the information anytime during the training.

EVALUATION PERIODS

To ensure that students are making sufficient progress, both quantitatively and qualitatively, SAP is officially assessed at the end of an evaluation period. SAP evaluation periods are based on actual hours completed. The first evaluation will occur no later than the mid-point of the program. All evaluations will be done within 7 school business dates from the date of the evaluation point, and students shall receive a copy of the report (in-person or email). Lovett Beauty School operates all programs according to a schedule of 900 hours per academic year of instruction over 30 academic weeks. Evaluations listed in the chart below are expressed as hours/weeks, which both must be met. Students will receive

Course	Evaluation Points (Based on Actual Hours)			
Master Cosmetology	450 hours/15 weeks	900 hours/30 weeks	1200 hours/41 weeks	1500 hours/52 weeks
Esthetician	450 hours/15 weeks	900 hours/30 weeks	1000 hours/34 weeks	
Nail Technology	262.5 hours/9 weeks	525 hours/18 weeks		
Master Educator	375 hours/13 weeks	750 hours/26 weeks		
Nail Care Instructor	125 hours/4 weeks	250 hours/8 weeks		
Esthetician Instructor	250 hours/8 weeks	500 hours/17 weeks		

ATTENDANCE REQUIREMENT

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, Lovett Beauty School will determine if the student has maintained at least an 80% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The Maximum Time Frame allowed for students to complete each course is 125% of the course length.

It is as follows:

Course		Contract hours (Hours)	Maximum Time Frame (Hours)	Contract Course Length (Full-Time)	Maximum Course length (Full-Time)	Contract Course Length (Part-Time)	Maximum Course length (Part-Time)
Master Cosmetology		1500	1875	52 weeks	65 weeks	83 weeks	103 weeks
Nail Technology	Day	525	656.25	18 weeks	22 weeks	28 weeks	35 weeks
	Night	525	656.25	33 weeks	41 weeks	n/a	n/a
Esthetician		1000	1250	34 weeks	44 weeks	54 weeks	67 weeks
Master Educator		750	937.5	26 weeks	32 weeks	40 weeks	50 weeks
Nail Care Instructor		250	312.5	8 weeks	10 weeks	13 weeks	16 weeks
Esthetician Instructor		500	625	17 weeks	21 weeks	27 weeks	33 weeks

The maximum time allowed for transferring students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours.

Students who fail to make SAP by exceeding Maximum Time Frame shall be terminated and the students will be permitted to re-enroll in the program according to the Re-Admission Policy. Students are expected to make financial arrangement to cover any school fee(s) and tuition cost.

ACADEMIC PROGRESS/GRADING SYSTEM

Students are required to maintain a minimum 75% cumulative grade point average (GPA) at each evaluation point of the program.

Practical work is graded based on written criteria using school-prepared practical evaluation forms. The form uses checkmark (Y/N). Each satisfied skill/application will receive a checkmark or a Y, which is then totaled and converted to a percentage. Students are graded on theoretical knowledge at the end of each course. A final examination will be given at the completion of each program. The exam will consist of two (2) parts: theory and practical. Both portions of the examination are graded according to the following scale.

A	=	100% - 90%	=	Excellent
B	=	89% - 80%	=	Good
C	=	79%-75%	=	Satisfactory
D	=	74%-60%	=	Poor
F	=	59%-0%	=	Failing

Students who scored lower than 75% are required to retake the exams.

The above-stated grading scale will also be used to score all tests administered by this institution.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics (75%) and attendance (80%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted (if applicable), unless the student is on warning or has prevailed upon appeal resulting in a status of probation. ***Disclaimer: Lovett Beauty School is currently not approved to offer Title IV Funding.***

WARNING

Students who are not making SAP will be placed on warning and considered to be making SAP until the next evaluation period. The students will receive a warning letter and will be advised on the actions required to attain satisfactory academic progress by the next evaluation. If by the next evaluation point, the student is still not making SAP, the student may be placed on probation after a positive appeal result. Please note, failure to prevail upon appeal will result in termination of Title IV funds (if applicable).

PROBATION

Students who fail to meet minimum requirements after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, **if** the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students may be placed on an academic plan as long as, if the plan is followed, the student is able to meet the institution's SAP requirements by a specific point within the maximum timeframe. *During the probation period, the student is considered making SAP until the next evaluation point.* If at the end of the probationary period, the student is still failing to make SAP, he/she will be determined as NOT making SAP, and if applicable, he/she shall be notified that he/she is no longer eligible to receive Title IV, and other funding if applicable. He/she is required to make financial plans to cover tuition costs and extra instructional fees.

APPEAL POLICY

Students have the right to appeal unsatisfactory academic progress status.

- The appeal process is as follows:
 - ✓ The student must submit "**Appeal Request**" form to the School Director
 - ✓ The form must state the reason(s) for not making satisfactory progress and/or the mitigating circumstances for the appeal, including proof of documentation(s). EX: Death, illnesses, or other mitigating circumstance., and what has changed to allow student to meet SAP.

- ✓ The form must be received within (10) school business days of the date the unsatisfactory notice was provided to the student.
- ✓ The School Director and the administrator staff shall evaluate the appeal and notify the student in writing of the decision within (10) school business days.

Should a student's appeal be successful, they will be notified and placed under a probation, which enables the student to continue to receive funding if applicable.

Should a student's appeal be unsuccessful, the student will be informed in writing. The student is determined to be not making SAP and is expected to make financial planning to cover tuition cost and extra instructional fee is applicable. The results of the appeal are stored in each student's folder for records.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may regain or re-establish satisfactory academic progress (SAP) and continue to receive Title IV funding (if applicable) by meeting the minimum attendance and academic requirements by the end of a warning and/or probation period.

RETAKE/MAKE-UP POLICY

Students can request make-up tests/exams and missing hours with the approval of the instructors and/or school director. Make-up dates are on one Saturday of every month, and prior signing up is required. Students are allowed to stay one more hour after school closes after requested and approved by Director. Make up dates may change based on the school director's discretion. Students must retake any tests, quizzes, exams that are lower than 75 points or a C. The requirements for SAP are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

COURSE INCOMPLETES, REPETITIONS, NONCREDIT, REMEDIAL COURSES

Course incompletes, repetitions, and non-credit remedial courses have no effect on the institution's SAP standards.

TRANSFER HOURS

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

*****End of Satisfactory Academic Progress Policy*****

5. Students will be required to do light cleaning of their classroom(s), and work area.

6. The school is NOT responsible for:

- Testing fees (\$109)
- Licensing fee (\$35, not including processing fee)
- Testing kits (kits may be rented \$50 For Nail, \$150 for Cosmetology)
- Restocking supplies

7. The Family Educational Right and Privacy Act (FERPA) is in the catalog, on page 15-16.

8. License requirement

It is Important that applicants understood the licensing process and the State Board requirements. It is also important to note that there are variations from state to state. Lovett Beauty School is licensed and in compliance with Georgia State Board of Cosmetology and Barber regulations and requirements. Upon completion of the course, students need to pass both theory and practical exams with a 70 or higher in order to obtain licensure. For more details and up to date information for your course please follow the link: http://sos.ga.gov/plb/acrobat/laws/28_%20Cosmetology_and_Barbers_new.pdf

9. Employment Requirement

Applicants who are interested and have passion in the field of Cosmetology, Beauty, and related fields should consider all aspects before applying:

- Have a sense of style, and artistic intuition;
- Able to give exceptional consumer service quality;
- Able to interact and willing to give professional opinions;
- Willing to work long hours and endure some physical burdens such as sitting and/or standing for long hours and regular rest/lunch time;
- Be wear of exposure to fume and other chemicals in working environment;
- Responsible to stay up-to-date with the latest and newest information and techniques;
- Work well with others and able to take in constructive criticisms;
- And please note*** payment/salary is varied from place to place, state to state. Commission ratio of 60:40 is the most commonly practiced. Other forms of compensation also observed such as straight salary, salary plus commission, etc.,

10. Placement services & Advice are available but not guaranteed of hiring.

11. Refund Policy:

CANCELLATION AND REFUND POLICY: apply to all terminations, by the school or by the student

Grounds for Cancellation/Termination:

If an applicant is not accepted by the school, he/she is entitled to a refund of all monies except for the Application fee which is non-refundable (\$50).

If the student is expelled from the school for any reason(s), a refund calculation will be performed based on the student's last date of attendance.

Student's attendance will be monitored every 15 calendar days, if the student is absent for 14 days consecutively without notifying the school, the student will be considered withdrawn. A refund calculation will be performed based on the student's last date of attendance.

Change in Schedule Start Date: The school reserves the right to cancel a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all monies paid or apply all monies paid to the next scheduled class.

If the original method of instruction is no longer possible, the school will utilize substitutes to allow students to complete the program.

NOT Returning after an LOA:

Students who fail to return after an LOA, fail to notify the school, and fail to gain an extension on the LOA shall be withdrawn by school. Refund calculation will be performed based on the actual earned hours and, on the student's last date of attendance.

Cancellation/Termination by the Student: If a student wishes to terminate training, the student should notify the school Director in writing. Student must complete and sign the **"Withdrawal Request Form"**. Notice may be hand delivered or mailed. Cancellation date will be the date the school receives the notice.

All money due to a student shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn whether officially or unofficially. Registration fee(s), Books, lab, and supplies fees in this case are non-refundable.

A full refund will be issued to a student or legal guardians who makes the request within three business days after signing enrollment agreement, all monies collected will be refunded by the school, regardless of whether the student has actually started training. Cancellation date will be determined by the postmark on written notification, or the date said information is delivered to school in person.

In the event that an applicant cancels his/her enrollment more than three business days after signing, but prior to entering classes, he/she is entitled to a refund of all monies paid except for the Application fee (\$50).

School or Course and /or Program Cancellation Policy

In the case of a program/ course is canceled subsequent to a student's enrollment, and before instruction has begun, the school shall, at its option provided a full refund of all monies paid, or provide completion of the program.

In the case a program/course is cancelled with enrolled students and after instruction has begun:

- Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or,
- Provide completion of the course and/or program or,
- Participate in a Teach-out Agreement or,
- Provide a full refund of all monies paid.

In the case Lovett Beauty School closes permanently and cease to offer instruction after a student has enrolled and instruction had begun, the school will provide pro rata refund of tuition or participate in a Teach-Out Agreement.

If the student wishes to be withdrawn from the program after attendance has begun, but prior to 50% of the program being completed based on actual hours, Lovett Beauty School shall abide by the following rules:

% of completion of the program	% of due tuition
0% (Withdrawal before attendance)	0%
0.01%- 4.9%	20%
5% - 9.9%	30%
10%-14.9%	40%
15%-24.9%	45%
25%-49.9%	70%
>50%	100%

*** **ALL** Refund calculations are based on actual hours.

All money due to a student shall be refunded within forty-five (45) calendar days from the date of determination that a student has officially withdrawn.

ALL proof documentation including the refund calculation and evidence of the refund made will be kept for record.

12. COLLECTION POLICY

Lovett Beauty School is committed to upholding the highest ethical standards in all aspects of our operations, including our collection procedures. Our practices adhere to ethical business standards to ensure transparency, fairness, and respect for our students.

Any collection correspondence related to cancellations and settlements, whether initiated by the institution itself, banks, collection agencies, lawyers, or any third parties representing the institution, will explicitly acknowledge the existence of our Cancellation and Refund Policy and Withdrawal Policy.

Inactive students, including those who have withdrawn or graduated, possessing an outstanding balance with Lovett Beauty School are provided the opportunity to settle their financial obligations without resorting to involvement with a collection agency.

These students have a year from their last date of attendance to pay off the balance or/and contact school official to come up with a payment plan. In cases of absence of a response or remedial action, the institution reserves the right to engage a collection agency for the purpose of contacting and collecting the outstanding balance.

13. Students will be given services to clients when appropriate as part of the training with the supervision of the instructor. When assigned clients, students are not allowed to refuse clients (except for medical problems, which need paper documents to be exempt. Students are expected to



complete the service if the service time goes over lunch break. He/she will be able to take the lunch break after the service is completed.

14. Students understand that during the training, Lovett Beauty School may take videos and pictures for social media as part of school advisement.
15. Lovett Beauty School develops all the curriculums based on GA State Board requirements and is not required to include other advanced or newly trending techniques/products. However, students can request demo of a particular technique or service that is not in the curriculum, and we will try our best to satisfy those requests.

By signing this form, I acknowledge that I have been given this Pre-Enrollment Package, read, and understood, before I sign the Enrollment Agreement.

Perspective Student Print NAME: _____

Perspective Student Signature: _____ Date: ____/____/____

School Official Signature: _____ Date: ____/____/____