



Accredited by National Accrediting Commission of Career Arts & Sciences, Inc.

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Email: makbeautyinstitute@yahoo.com

CATALOG

2018



WELCOME MESSAGE

Welcome to MAK Beauty Institute. We are glad that you are interested in a successful and rewarding career in Cosmetology. Our goal is to help you obtain the knowledge and skills you will require to become successful in the career that you are passionate about. We are committed to help you receive the education needed to become a Master Cosmetologist or an Instructor-Master Cosmetology. The field of beauty and cosmetology presents plenty of opportunities for educated professionals, but to get started in this field you must receive the Georgia State MASTER COSMETOLOGY LICENSE, INSTRUCTOR-MASTER COSMETOLOGY LICENSE OR HAIR DESIGNER LICENSE.

MISSION

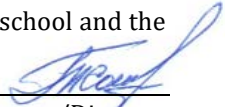
MAK Beauty Institute is dedicated to provide students with effective post-secondary education and train them to be confident, knowledgeable, and successful hairdressers that build their careers in the evolving beauty industry. Our school teaches the most up-to-date industry trends allowing students to master the technical skills necessary to excel and cultivate their talents.

SCHOOL HISTORY AND OWNERSHIP

MAK Beauty Institute is a private school, owned by Tatyana Carr, and has been in continues operation since its opening in November, 2011.

Certification Statement

I certify that the information and policies contained in this brochure are true in content, and that the school enforces these policies to ensure adherence to the standards and regulations set-up by the school and the industry.



Tatyana Carr, Owner/Director

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SCHOOL DESCRIPTION

Facility

MAK Beauty Institute is conveniently located at 570 Lakeland Plaza, Cumming at Hwy 400 exit 14th.

School's 4,000 sq. ft. standalone building with private entrance, starts with:

- inviting front desk and waiting area;
- Main floor Salon equipped with 16 work stations, 5 washing stations, 3 nail stations and 1 makeup station;
- One theory classroom, which can accommodate up to 30 students at a time;
- One practical classroom, where students can practice their skills on mannequins;
- One facial room;
- Laundry facility, break room, storage rooms, and restrooms.
- Private administrative office for interviewing and advising students.

Parking

The school is located at the plaza and has ample free parking. Students must abide by local parking rules. Students shall not park in front of the school; these parking lots are reserved for clients. The school will not be responsible for parking violations and/or towing fees.

Operation, Products and Supplies

Our school also operates as a full service salon where students can perform services on clients, practicing the day-to-day duties and responsibilities that you may experience while working in various beauty salons.

MAK Beauty Institute is the follower of the Redken line of hair beauty products and uses exclusively Redken products for all training purposes and client services. Students may benefit from the Redken classes organized periodically at our school or at Redken salons where they can gain valuable information and knowledge of Redken products.

Staff

Ms. Tatyana Carr – Owner / Director of Education/ Cosmetology Instructor

Ms. Dilyara Rogers – Office Manager/Director of Financial Aid/Admissions

Ms. Fataneh Amirasayafi – Cosmetology Instructor

Ms. Sevil Aslanova - Cosmetology Instructor

Ms. Taylor Moore - Cosmetology Instructor

Hours of Operation

Monday – Thursday: 9am – 8pm
Friday: 9am – 4pm
Saturday: 10am – 4pm
Sunday: CLOSED

Administrative offices hours

Monday – Thursday: 9am – 5:30pm
Friday: 9am – 4pm
Saturday: CLOSED
Sunday: CLOSED

School Holidays 2018

Mak Beauty Institute will be closed on the following holidays:

January 1	New Year's Day
April 2-7	Spring Break
May 28	Memorial Day
July 4	Independence Day
September 3	Labor Day
November 22 - 23	Thanksgiving Break
December 24-25	Christmas Day

Inclement Weather

We use Forsyth County Schools portal (forsyth.k12.ga.us) as a guideline for closing our school during conditions of severe weather. Follow us on **Facebook** for that information.

Stay connected

Follow our social media to stay connected!



Facebook: MakBeautyInstitute



Instagram: MakBeautyInstitute

Constitution Day

Mak Beauty Institute celebrates Constitution Day on or near September 17 of each year. For more information visit www.constitutionday.com.

Voter Registration

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Georgia can be found at www.sos.ga.gov. For information on Voter Registration and Election Dates for Federal Elections visit www.eac.gov/voter_resources.

Student Right-to-Know (Graduation, Licensure, Placement rates)

Final Regulations published December 1, 1995; effective July 1, 1996; Final Regulations revised and published Nov. 1, 1999; effective July 1, 2000. **REQUIRES:** Disclosure of graduation or completion rates for the general population of full-time, first-time degree or certificate-seeking, undergraduate students (34 CFR 668.45)

MAK Beauty Institute is proud of our student's achievements and outcomes of our educational delivery.

The rates of achievements for 2016:

	MAK Beauty Institute	NACCAS Standard
Graduation Rate:	95.65%	50%
Licensure Rate:	100%	70%
Job Placement Rate:	90.91%	60%

REGULATORY & ACCREDITATION AGENCIES

MAK Beauty Institute is licensed and regulated by the Georgia State Board of Cosmetology. The license is displayed in the school office.

Georgia State Board of Cosmetology and Barbers:

237 Coliseum Drive, Macon, GA, 31217-3858, tel: (478) 207-1300.

Currently, MAK Beauty Institute is accredited by the **National Accrediting Commission of Career Arts and Sciences Inc.** (NACCAS), which is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology, and massage.

NACCAS: 3015 Colvin St. Alexandria, VA 22314, tel: (703) 600-7600.

FINANCIAL AID ELIGIBILITY (Refer to the policy and procedure manual for federal financial aid)

MAK Beauty Institute is eligible to participate in financial aid programs of the U.S. Department of Education. Approved programs: Master Cosmetology, Instructor-Master Cosmetology.

Federal grants and loans are available to those who qualify. Each student is given eligibility information during the admissions process. The federal programs offered include:

- PELL Grant Program: These are needs-based and do not have to be repaid.
- Direct Student Loan Program: This included Subsidized, Unsubsidized, and Parent PLUS Loans. These loans have to be repaid with interest.

ADMISSION PROCESS

General Requirements

MAK Beauty Institute admits students those who are high school graduates, holders of high school graduation equivalency certificates (GEDs).

The school's admission policy requires that each admitted student meet one of the following:

- Have a high school diploma, or its equivalent, a transcript showing high school completion, or a *certificate of attainment (*only applicable for non-Title IV recipients),

- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential. Title IV students required to have this credential.

b. Must provide a proof of age, including, but not limited to, birth certificate, driver's license, government-issued identification, birth registration, passport, etc.

High School Diploma / GED

MAK Beauty Institute recognizes several equivalents to a high school diploma:

- A GED;
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or

Homeschooling

Homeschooled prospective students can be admitted to school providing:

- their secondary school education was in a home school that state law treats as a home or private school.
- State issued a secondary school completion credential to homeschoolers.

Foreign High School Diploma

Prospective students, who have completed high school or equivalent education programs in a foreign country, must provide the official credentials evaluated prior to start of the program enrolled. Any supporting documents that are not in English, must be accompanied with the certified translation.

The foreign credential evaluations may be performed by:

WES Credential Evaluation at www.WES.org; Foreign Credits at www.foreigncredits.com; or Evaluation World at www.evaluationworld.com

Admission Procedure:

- **Personal Interview:** Prospective applicant must complete the Information form before the personal interview with the school's Director or designee prior to registration.
- **Complete the Application Form:** Complete and submit the Application Form to the school, if you would like to reserve the spot in the class.
- **Submit the Fee along with the Application Form:** Registration will be processed only upon the receiving the application fee of \$100.00. Payments are accepted in cash, check/money order or debit/credit card and shall be payable to the MAK Beauty Institute. This fee is not refundable.
- **Provide Verification Documents:** Copies of your high school diploma or GED, and driver's license or birth certificate are required. We are required to verify that your proof of education is from a valid high school or GED program. If we determine that your diploma or GED certificate is not valid, you will be denied admission to the school.
- **Complete the Enrollment Agreement:** Complete and submit the Enrollment Agreement to the school.
- **Submit the down payment along with the Enrollment Agreement (Contract):** Payments are accepted in cash, check/money order or debit/credit card, and shall be payable to the MAK Beauty Institute.
- **Instructor program:** Student must provide a copy of your valid high school transcript or GED as well as proof of a valid and current master cosmetology license.

Acceptance:

Upon review of the Application Form and all supporting documentation by the school administration, the applicant will be provided with the written Enrollment Contract.

All applicants must go through the entire enrollment process, including re-entry and transfer students.

If you have a disability and need an academic accommodation, please notify us as soon as possible so the school can review your request.

MAK Beauty Institute does not require a student to have immunizations / vaccinations to enroll in our school.

The eligible transfer hours accepted by the school are applied to the total number of hours necessary to complete the program.

ENROLLMENT INFORMATION

School Calendar 2018

Enrollment periods: New classes start 1st Monday of every month.

Enrollment Agreement/Contract

The contract outlines obligations of both the school and the student. The copy of the enrollment agreement and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.

Readmission Procedure

- a. Those students who have been terminated or suspended from school may apply to be readmitted 30 days after dismissal. They will be enrolled on a probationary status, and satisfactory progress will remain the same as before termination. A student who withdraws from a program and then re-enters within 180 days is considered to remain in the same payment period when he/she returns and is eligible to receive FSA funds for which he/she was eligible prior to withdrawal, including funds that were returned under the R2T4 rules.
- b. Those students that have been withdrawn from school may also re-enroll:
 - a student who withdraws and then re-enters the same program after 180 days; or
 - a student who withdraws from a program and enrolls in a new program within any time period.A new contract will be drawn up and tuition will be charged for the remaining hours at the current rate.

TRANSFER POLICY

The eligible transfer hours accepted by the school are applied to the total number of hours necessary to complete the program.

MAK Beauty Institute accepts transfer hours from other institutions as follows:

- a. From high schools that offer Cosmetology courses or programs;
- b. From other Cosmetology schools;

The official transcripts of completed hours must be submitted to MAK Beauty Institute directly from the transferor institution.

The transfer credit will be accepted as follows:

- a. By default, the total completed hours at other institution less 250 hours;
- b. In addition, the transferred student will take the practical exam; and upon evaluation, the transfer credit will be granted, including the possibility that no such transfer credit is granted.

ATTENDANCE

The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. Attendance is calculated using a computerized, biometric time clock and does not round hours. Mak Beauty Institute has flexible schedule: morning classes start at 9am and evening classes end at 8pm. All students follow one of three approved schedules: Half-time (20 hours/week), $\frac{3}{4}$ Part-time accelerated (28 hours/week) or Full-time 34 hours/week. Mandatory attendance: Monday, Tuesday, Wednesday, students must be scheduled on these days to attend theory class; also, two or all four Saturdays per month (from 10am to 4pm) -mandatory practice days. All hours attended/earned on Thursday and Friday will be counted as well. Full-time students may choose schedule of 34 hours/week on weekdays only. If student earns 34 hours of actual schedule during the week days, then Saturday attendance is not mandatory. Attendance according to the selected schedule is mandatory.

Students may have only one unexcused absence per month. All illness-sick days or doctor appointments will be considered as an excuse absence if relevant supporting documentation provided. For planned absences-vacation time, requests must be submitted in writing and in advance, also must be approved.

All absences (excused and unexcused) are subject to make up in order to avoid extra-instructional charge after contract ending date.

In event of illness or emergency, student must call/email to school and report absence before scheduled time. Failure to follow the rules will result in corrective action steps. If student requires to leave during the school hours, he/she must inform class instructor or other school officials and obtain the approval.

If student was absent from school for any reason, except approved Leave of Absent, all class reading assignments, activities, and testing must be made up.

All absences (excused and unexcused) are taken into consideration when evaluating satisfactory progress attendance. Only approved leave of absence excused from calculations.

Students are required to clock in and clock out. Students are not allowed to clock in or manually sign in other students. Violations of this rule will consequence up to the termination. Students shall not leave school property during the scheduled hours.

TARDY POLICY

Students must clock in at the time written on the contract, otherwise will be considered as arriving late. Leaving school early (before the contracted end time) will be considered as an early departure. Exceeding two late arrivals/early departures per month leads to warning. All missed hours are subject to make up. Excessive and habitual tardiness may result in an advisement session and if the tardiness continues, the student may be suspended from school for a period of time to be determined by the school director.

MAKE UP POLICY

Students must complete all makeup tests on Monday. Also, if student desire to make up missed clock/credit hours, the makeup hours request must be approved by Director or designee. To accommodate students, make up days for clock/credit hours are scheduled for Thursday, Friday or Saturday during school hours. Students must complete make up work at the scheduled time and be opened on the appointment book. Also, all make-up hours have to be documented on the make-up hours schedule sheet and turned in to the office.

LEAVE OF ABSENCE POLICY

An authorized **leave of absence (LOA)** is a temporary interruption in a student's program of study.

- LOA refers to the specific time period during a program when a student is not in attendance.
- An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.
- An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

In order for an LOA to qualify as an approved LOA:

1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student's signature.
 - a. Student must apply for an LOA in advance unless unforeseen circumstances prevent the student from doing so.
 - b. An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date.
2. The student must follow the institution's policy in requesting the LOA.
3. There must be a reasonable expectation that the student will return from the LOA.
4. Approval of the student's request for an LOA is in accordance with the institution's policy.
5. The institution may not assess the student any additional institutional charges as a result of the LOA.
6. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The institution will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
9. If student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date, for the purpose of calculating a refund, is always student's last day of attendance.

STATE EXAMINATION

After completion of the enrolled course Students receive the Graduation Diploma; students must take and pass the examination given by the Georgia State Board of Cosmetology in order to receive a license. The examination will consist of a written exam and a practical exam, which will be performed on a mannequin. MAK Beauty Institute trains students for the State Board practical and written exams, also we prepare paperwork to obtain the State Board License. The student is responsible for all associated with the exams and licensure fees.

TUITION INFORMATION

The below rates are effective as of February 1, 2018. Due to inflation the school reserves the right to change the tuition and fees at its own discretion.

	Master Cosmetology	Instructor - Master Cosmetology	Hair Design
Tuition	\$15,000	\$5,000	\$6,800
Application fee (non-refundable)	\$100	\$100	\$100
Tool kit, equipment, textbooks, supplies (non-refundable)	\$750	\$150	\$650
Extra-Instructional charge	\$10 /hour	\$6.66/hour	\$5.13/hour
	\$15,850	\$5250	\$7,550

Student kit

The student kit includes all basic tools and supplies necessary to complete the program of study, including: textbook, theory workbook and exam review (Milady Standard Cosmetology, 12th Edition 3-book Set (ISBN-13:978-1-4390-5929-6, List Price \$201.03); mannequins, scissors, combs, brushes, blow-dryer, Marcel and smooth irons, clippers, manicure kit, esthetician kit, etc. A complete kit list will be provided upon request. Please note that students are responsible for the purchase of stationery supplies.

Payment Schedule

Mak Beauty Institute offers in-house financing payment option. Our in-house financing option doesn't require a credit check. No interest will be applied. To take advantage of our in-house financing option, we require a down payment and a minimum of: \$350.00(part-time course); \$500.00(full-time course) for Hair Designer or Instructor Master Cosmetology programs. Monthly payments for Master Cosmetology program vary based on estimated payment plan assigned for each student. Tuition payments are due the first day of every month with a grace period of the first 5 days. Tuition may be paid with cash, check, or major credit cards (Discovery, Visa, and Master Card). A return check fee of \$35.00 will be applied to your balance for any returned check to MAK Beauty Institute. \$25.00 fee will be applied to the tuition balance for late payments. A student who is **15 DAYS** or more behind on tuition will be subject to disciplinary action up to and including termination.

Extra-Instructional charge

If student did not earn contracted hours on the day of contract end date, indicated in the contract, school will call a board meeting. Only upon an approval of Commission student may finish the remaining hours and:

- failure to complete all practical/theoretical examinations or Final State Board Drill Test, prior the contract end date, will be subject to extra charge in the amount of \$400.00 (four hundred) per month;
- she/he must work on the clinic floor to make up all remaining hours (clock/credit);
- must follow the contracted schedule or new approved schedule of 20,28,34 hours/week;
- school will charge extra-instructional fee for clock or credit hours remaining (whichever is greater) after the contract ending date at the hourly rate per requested program.

Institutional Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. If a student cancels contract within three (3) business days of signing, regardless of whether the student has actually started training, all monies collected by the school are refunded, less the non-refundable application fee of \$100.
3. If a student cancels the contract after three (3) business days of signing by prior to entering to classes is entitled to a refund of all monies paid to school less a non-refundable application fee of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals for clock hour students are determined by the institution through monitoring clock hour attendance at least every thirty (30) days).
7. In cases 2, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
 - For students who enrolled and began classes but withdrew/expelled prior to course completion, the following schedule of tuition earned by the school applies based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15 - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If the course is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
- If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun the school shall at its option: provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course and/or program OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- This refund policy-applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g. extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

PROGRAMS DESCRIPTION

MASTER COSMETOLOGY PROGRAM

Course hours: 1500 hours (offered in full or part time basis).

MAK Beauty Institute's cosmetology program offers hands on training from the day you start. At our school you will be using quality products and tools provided in your starter kit to help practice for real-life settings. Our Instructors will guide you in mastering the basic techniques and skills so you can take your talents to the next level. Students will have the opportunity to study in our new state of the art salon environment.

Upon successful graduation from the Program the student will be awarded the Master Cosmetologist Diploma.

This program is offered in full or part time basis.

The Georgia State Board of Cosmetology requirement for students enrolled in a school of cosmetology to complete course of a minimum of nine (9) months and fifteen hundred (1,500) clock hours. Additionally, school requirement is to complete course of a minimum of eleven (11) months and 1500 credit hours. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

The course is divided into classroom instructions and clinic learning experiences.

Enrollment Requirements

- Have a high school diploma, GED certificate or equivalent documentation.
- Provide proof of age.
- Financial Aid available for those who qualify.

Instructional Methods

The program provides the supervised instructions using lectures, demonstrations, guest speakers, audio visuals etc. The institution provides students and teachers with access to current written reference materials to support the educational program. In order to fulfill program requirements, the institution makes available to students the following:

- Textbooks and text materials;
- Supplementary instructional resources, i.e. DVDs, Internet Sources, guest speakers etc.;
- Equipment as applicable; and
- Products and supplies; as applicable.
-

Classroom Instructions: Theory classes are offered: Monday through Wednesday 9:00am to 11:00am for day classes and from 6:30pm to 8 pm for night classes. During theory classes the students will learn basic hairdressing techniques, terminology, and proper procedures from the Milady text book (included in the tool kit). These classes are geared to deliver essential knowledge to students required to complete State Board Exam.

Practice room open daily 9am – 8pm and available for students to practice techniques and procedures on mannequin.

Clinic Learning Experience: After first 250 hours of classroom and practical training, the remaining 1250 hours is spent on the clinic floor where you will work with the live models and clients performing such services as cutting, coloring, makeup and nails.

Upon completion of the 1000 hours in the program, the students are offered extensive State Board Drill training to gain confidence and prepare for the State Board Exam.

Program Breakdown

Pre-clinical Phase: The student is required to complete a minimum of 250 hours of classroom training consisting of the following subject matter and achieve a minimum score of 80% before they can progress to the clinic floor.

Subject	Clock Hours
1. Basic Theory: Chemistry, sanitation, and sterilization, introduction to skin care and nail care, EPA/OSHA, infection control standards, communicable diseases	40
2. Theory/practice of Permanent Waiving	45
3. Theory/practice of Hair Coloring	45
4. Theory/practice of Hair and Scalp Treatment	20
5. Theory/practice of Hair Cutting	25
6. Theory/practice of Shampooing	15
7. Theory/practice of Hairdressing/Hairstyling	35
8. Theory/practice of Nail Care and Skin Care	25
Total phase hours:	250

Clinical Phase: upon completion of the first 250 hours of classroom training the student must cover the following subjects, which include clinic floor services performed on clients and classroom training.

Subject	Completed Hours	Number of practical applications
1. Advanced Theory: Sterilization and sanitation, physiology, electricity, safety, chemistry of beauty products, salesmanship, telephone etiquette, business ethic, and salon management.	100	N/A
2. Social Skills, Reception Desk, Art and Ethics, State Board Laws and Rules.	50	N/A
3. Laboratory / Dispensary.	50	N/A
4. Hairdressing, Shampoo, and Comb-out.	255	170
5. Hair Cutting and Shaping.	124.5	166
6. Permanent Waiving.	150	50
7. Chemical Hair Relaxing.	139	139
8. Hair Coloring and Hair Lightening.	155	155

Subject	Completed Hours	Number of practical applications
9. Scalp and Hair Treatment.	49	49
10. Facial treatment.	30	30
11. Make-up Applications.	20	20
12. Brow and Lash Tint.	2.5	2.5
13. Hair Removal.	30	30
14. Manicure	25	25
15. Pedicures.	20	20
16. Nail Sculpting.	45	15
17. Sanitizing and Disinfection of Tools, Implements and Equipment	5	10
Total phase:	1,250	881.5

INSTRUCTOR - MASTER COSMETOLOGY PROGRAM

Course hours: 750 hours (offered in full or part time basis).

If you are interested in a sharing your wealth of cosmetology knowledge with eager and ambitious students, this program may set you up for an exciting career path as a Master Cosmetology Instructor. Cosmetology school instructor training will equip you with all the skills and tools you need to help share your experience of the beauty industry.

Upon successful graduation from the Program the student will be awarded the Instructor Master Cosmetologist Diploma.

The Georgia State Board requires that students enrolled in an instructor training course shall complete the course within 7 months and up to one (1) year and 750 hours of training as stated below. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

Enrollment Requirements

To be eligible for enrollment into this program, the prospective student must fulfill the following requirements:

- a. Be the resident of Georgia State;
- b. Have a valid GA Master Cosmetology License;
- c. Have one-year experience as a Master Cosmetologist.

Instructional Methods

The program provides the supervised instructions using lectures, demonstrations, guest speakers, audio visuals etc. The institution provides students and teachers with access to current written reference materials to support the educational program. In order to fulfill program requirements, the institution makes available to students the supplementary instructional resources, i.e. DVDs, Internet Sources, guest speakers etc., products and supplies; as applicable.

Theory classes are offered three days a week, Monday through Wednesday 9:00am to 11:00am.

The instructor's course is divided into three phases:

1. General Education – 250 hours;
2. Teaching techniques and Audio Visual Aids – 250 hours;
3. Practice Teaching – 250 hours.

Program Breakdown

Subject	Completed Hours
1. General Education	250
2. Preparation of Lesson Plan	100
3. Lecturing Class	50
4. Using Different Teaching Method	75
5. Practice Teaching	275
Total hours:	750

HAIR DESIGN PROGRAM

Course hours: 1325 hours (offered in full or part time basis).

MAK Beauty Institute's Hair Design program offers hands on training from the day you start. At our school, you will be using quality products and tools provided in your starter kit to help practice for real-life settings. Our Instructors will guide you in mastering the basic techniques and skills so you can take your talents to the next level. Students will have the opportunity to study in our new state of the art salon environment.

Upon successful graduation from the Program the student will be awarded a Hair Designer Diploma.

This program is offered in full or part time basis.

The Georgia State Board of Cosmetology requirement for students enrolled in a school of cosmetology to complete course of a minimum of seven (7) months and thirteen hundred and twenty-five (1,325) clock hours. Additionally, school requirement is to complete course of a minimum of nine (9) months and 1,325 credit hours. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

The course is divided into classroom instructions and clinic learning experiences.

Enrollment Requirements

- Have a high school diploma, GED certificate or equivalent documentation.
- Provide proof of age.
- Make a down-payment toward the program cost.

Instructional Methods

The program provides the supervised instructions using lectures, demonstrations, guest speakers, audio visuals etc. The institution provides students and teachers with access to current written reference materials to support the educational program. In order to fulfill program requirements, the institution makes available to students the following:

- Textbooks and text materials;
- Supplementary instructional resources, i.e. DVDs, Internet Sources, guest speakers etc.;
- Equipment as applicable; and

Products and supplies; as applicable

Classroom Instructions: Theory classes are offered: Monday through Wednesday 9:00am to 11:00am for day classes and from 6:30pm to 8 pm for night classes. During theory classes the students will learn basic hairdressing techniques, terminology, and proper procedures from the Milady text book (included in the tool kit). These classes are geared to deliver essential knowledge to students required to complete State Board Exam.

Practice room open daily 9am – 8pm and available for students to practice techniques and procedures on mannequin.

Clinic Learning Experience: After first 250 hours of classroom and practical training, the remaining 1,075 hours is spent on the clinic floor where you will work with the live models and clients performing such services as hairdressing/hairstyling, hair cutting and shaping, hair coloring and hair lightening.

Upon completion of the 1000 hours in the program, the students are offered extensive State Board Drill training to gain confidence and prepare for the State Board Exam.

Program Breakdown

Pre-clinical Phase: The student is required to complete a minimum of 250 hours of classroom training consisting of the following subject matter and achieve a minimum score of 80% before they can progress to the clinic floor.

Subject	Clock Hours
1. Basic Theory: Chemistry, sanitation, and sterilization, EPA/OSHA, infection control standards, communicable diseases	50
2. Theory/practice of Permanent Waiving	45
3. Theory/practice of Hair Coloring	45
4. Theory/practice of Hair and Scalp Treatments and Conditioning	20
5. Theory/practice of Hair Cutting	30
6. Theory/practice of Shampooing	15
7. Theory/practice of Hairdressing/hairstyling	45
Total phase hours:	250

Clinical Phase: upon completion of the first 250 hour of classroom training the student must cover the following subjects, which include clinic floor services performed on clients and classroom training.

Subject	Completed Hours	Number of practical applications
8. Advanced Theory: Sterilization and sanitation, physiology, electricity, safety, chemistry of beauty products, salesmanship, telephone etiquette, business ethic, and salon management.	100	N/A
9. Social Skills, Reception Desk, Art and Ethics, State Board Laws and Rules.	50	N/A
10. Laboratory / Dispensary.	50	N/A
11. Hairdressing, Shampoo, and Comb-out.	313	276
12. Hair Cutting and Shaping.	124.5	166
13. Permanent Waiving.	150	50
14. Chemical Hair Relaxing.	78	78
15. Hair Coloring and Hair Lightening.	155	127
16. Scalp and Hair Treatment.	49	49
17. Sanitizing and Disinfection of Tools, Implements and Equipment	5.5	4.5
Total phase:	1,075	280

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next evaluation achieved. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Evaluation Periods

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint the course.

All students must be evaluated for Satisfactory Academic Progress as follows:

Master Cosmetology:	450, 900, 1200 actual clock hours
Instructor - Master Cosmetology:	375 actual clock hours
Hair Design:	450, 900, 1112 actual clock hours
Transfer students:	Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Attendance Progress Evaluations

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations will be conducted at the end of each payment period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total clock hours accrued by the total number of scheduled hours.

Academic Progress Evaluations

A qualitative student academic progress will be evaluated according to the MAK Beauty Institute Satisfactory Academic Progress policy as follows:

- Academic learning is evaluated after completion of each module of study;
- At least two comprehensive practical skills evaluations will be conducted during the course of study;
- Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation.
- Students must make up failed or missed tests and incomplete assignments.
- Numerical grades are considered according to the following scale:

Grading System	Academic Achievement	
Excellent:	93-100%	4.0 GPA (A)
Good:	85-92%	3.0 GPA (B)
Satisfactory:	75-84%	2.0 GPA (C)
Unsatisfactory:	Below 75%	1.0 GPA (F)

Maximum Time Frame

The students are allowed to complete each course at satisfactory academic progress within the maximum time frame, which shall not exceed 133% of the scheduled program length. Refer to the table below for details.

PROGRAM	HOURS	MAXIMUM TIME ALLOWED
		WEEKS
Master Cosmetology - full time (34hrs/wk, 45 weeks)	1500	58
Master Cosmetology - part time accelerated (28 hrs/wk, 54 weeks)		71
Master Cosmetology - part time (20 hrs/wk, 75 weeks)		100
Instructor - Master Cosmetology - full time (25 hrs/wk, 30 weeks)	750	40
Instructor - Master Cosmetology - part time (15 hrs/wk, 50 weeks)		66
Hair Design - full time (34hrs/wk, 39 weeks)	1325	52
Hair Design - part time accelerated (28 hrs/wk, 48 weeks)		63
Hair Design - part time (20 hrs/wk, 67 weeks)		88

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

Students failing to meet minimum requirements will be notified in writing and placed on Warning for the next evaluation period. They will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Warning period, the student has still not met the attendance, academic and maximum time frame requirements student will be deemed ineligible to receive Title IV funds, unless student appeals the decision, and prevails upon appeal.

Probation

A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has ten (10) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory progress determination. If the student appeals the decision, and prevails on appeal, he/she will be placed on Probation. If at the end of probationary period, the student has still not met the attendance, academic and maximum time frame requirements for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and the student will lose eligibility to receive Title IV funds.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

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 time frame 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 course and wish to re-enroll will return in the same satisfactory academic progress status as at time of withdrawal.

Appeal Procedure

If the student is determined to not be making satisfactory academic progress, the student may appeal the determination within **10 (ten)** calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, any injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form describing why they failed meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. Documentation for extenuating circumstances will be accepted from the following sources: Law Enforcement Officials, Medical and Surgical Professionals, Legal Aid Attorneys, Department of Human Services or information documented by newspapers or other sources providing valid information on student's circumstances (i.e. medical documentations, jury duty documents, death certificate, etc.). Examples that will not be considered acceptable reasons for appeal but are not all inclusive: anything work related, illnesses such as the common cold, flu, poison ivy, headache, etc. for student or family member (everyday ailments), transportation for student or family member. Individual decisions will be determined on a case by case basis by the appropriate personnel. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within **14 (fourteen)** calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit, remedial courses, repetitions

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Transfer hours

With regard to Satisfactory Academic progress, student transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on completed contracted hours at the institution.

GRADUATION REQUIREMENTS

- (1) Complete the required amount of clock and credit hours, and credit units;
- (2) Complete and receive passing grades on all practical assignments;
- (3) The students must complete all worksheets;
- (4) Pass all written and practical exams with passing grade of 75%;
- (5) Pass State Board Drill Test with score of 85% for Master Cosmetology and 60% for Hair Design;
- (6) Fulfill all tuition and payment requirements associated with the program enrolled.

LICENSURE REQUIREMENTS

Applicants for licensure must meet the required educational and training requirements before they are allowed to sit for the practical and written examination. Students who are not U.S. citizens or who do not have documented authority to work in the United State will not be eligible to apply to take the state licensure examination.

MAK beauty Institute is not responsible for students denied licensure.

Regulatory Restrictions

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Georgia State Board of Cosmetology to deny licensure. The Georgia State Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

FINANCIAL AID INFORMATION

MAK Beauty Institute participates in Financial Aid Programs to assist students with financial needs. Whether a student is eligible for assistance, and how much, is determined by the need of the particular student. Each case is different. The Federal Financial Aid Programs which the school makes available are the Pell Grant and the Direct Loan Program. The Free Application for Federal Student Aid (FAFSA) is available online (www.fafsa.ed.gov). The FAFSA form must be completed first then processed online. Student will need to enter our school code (042566). Our Financial Aid office will assist every student that needs help with their applications.

Financial Aid Programs for Those Who Qualify/ All students receiving federal loans must take the entrance and exit counseling for default management.

Eligibility

In general, you are eligible for Federal Aid if you meet the following requirements:

1. You must be enrolled at least half-time.
2. You are a U.S. Citizen or an eligible non-citizen.
3. You show that you have financial need.
4. You are making satisfactory progress in your program of study (See Satisfactory Academic Progress Policy).
5. You are not in default on a National Direct Student Loan (NDSL), F.F.E.L. or PLUS/SLS Loan.
6. You do not owe a refund on a Pell Grant.
7. You must sign a statement that you understand how Federal Student Aid funds work and that only Stafford Loans get pay back.
8. You must sign a statement of registration status on Form 3 indicating you have registered with the Selective Service, if you are required to do so. (Males only)

National Student Loan Data System (NSLDS)

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED) central database for student financial aid. It receives data from schools, agencies that service loans the Federal Direct Loan program, the Pell grant program and other ED programs. NSLDS provides a centralized, integrated view of Title IV loans and grants are tracked through the entire cycle, from aid approval through closure.

NSLDS Student Access Website

Students and parent borrowers can track and monitor their federal student loans and grants through the NSLDS Student Access Website. To access their information on the website, select "Financial Aid Review" to display the terms of use. Select the "Agree" button to display the login screen. Enter the username and password and select LOGIN if the user already has an FSA ID. If an FSA ID has not yet been created, select the Create an FSA ID tab and enter the requested information. A student and parent must each have their own FSA ID to access any of the Department of Education's websites.

VERIFICATION PROCESS

Verification is the confirmation through documentation that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires all Title IV approved institutions to verify or confirm the data reported by students and their parent(s) on the FAFSA. The verification process ensures that eligible students receive all the financial aid to which they are entitled and prevents ineligible students from receiving financial aid to which they are not entitled. You may be selected for verification either by the U.S Department of Education Central Processing System (CPS) or by the Office of Financial Aid (OFA) at the school. If you are selected for verification by CPS, there will be an asterisk next to your Expected Family Contribution (EFC) on your Student Aid Report (SAR). You will also be informed of having been selected for verification in the SAR acknowledgement letter, which will be included with your SAR documents. If you are selected for verification, the OFA will notify you in writing via email to the email account you provided to the school upon enrollment, via phone or in person (if you are an active student). If you are notified by the OFA that you have been selected for verification you have 30 days from the date you received notification or up until the first day of class (for new students) whichever comes first, to submit the required documentation. Documentation required to complete verification may include a copy of the most recent tax return transcripts for the student and parents (if applicable), a verification worksheet and any additional documents and forms required depending upon the information the student and/or parent provided on the FAFSA. Students should submit the requested information in a timely manner and by the stated deadline to prevent any delays in the processing of their awards. Failure to submit the requested documents will result in cancellation of all federal financial aid awards. Students are advised to retain copies of any document submitted to the Financial Aid Office. If corrections or updates are required as a result of the verification process, the school will submit the corrections to the U.S. Department of Education and the student will receive a corrected SAR. All documents provided by a student for verification will be retained in the student's file for auditing purposes. The student's Expected Family Contribution (EFC) may change based on the corrections made. If the award changes due to verification, the students will be notified in writing by the Office of Financial Aid. A student's financial aid is the sole the responsibility of the student. Each student is responsible for accurately completing all applications and processing paperwork in a timely manner. If student aid is not received by Mak Beauty Institute while the student is in school, the student is responsible for all tuition and fees due to the school. No Federal funds will be disbursed until verification process is completed.

FINANCIAL AID AWARDING PROCESS

Upon receipt of the student's FAFSA and resolution of any outstanding issues (verification, c-codes, conflicting information, etc.), the school is ready to calculate the student's Title IV eligibility and package the student's total financial aid award.

Packaging involves awarding financial aid without exceeding the student's financial need. Many factors are taken into consideration when estimating a student's financial aid award:

- Title IV eligibility
- Other estimated financial assistance
- Program academic year structure

DISBURSEMENT OF AID

All financial aid is applied directly to the student account for the appropriate payment period. The disbursement schedule for Direct Loans is in accordance to federal regulations. The following conditions must be met before any federal or institutional financial aid will be disbursed: 1. The student must be meeting all financial aid eligibility criteria as outlined above; 2. The student must be enrolled in a qualifying program 3. Student must maintain Satisfactory Academic Progress (SAP). If the student is selected for verification, all documents required for verification must be submitted to the Financial Aid Office and verification must be completed. In addition, there may be requirements specific to a specific award that must be met before that award can be applied to the student account.

RETURN OF Title IV Funds (R2T4)

The Financial Aid Office is required by federal statute to calculate the percentage of earned Title IV Funds received or pending to be received and to return the unearned funds for a student who withdrew, was terminated or failed to return from an approved leave of absence. If a student fails to return from a Leave of Absence the Date of Withdrawal is the last day the student attended class before the Leave began. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula: Percentage of aid earned = the number of scheduled hours in the payment period completed up to the student's last date of attendance as per the school's attendance records, divided by the total clock hours in the payment period. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed. If this percentage is less than 60%, then the percentage earned is equal to the calculated value. Funds are returned to the appropriate federal program based on the percent of unearned aid using the following formula: Aid to be returned = (100% minus the percent earned) multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student may be required to return a portion of the funds. All Title IV funds that the institution must return will be made no later than 45 calendar days after the date the school determines that the student withdrew. When Title IV funds are returned, the student may owe a balance to the institution. If a student earned more aid than was disbursed to him/her, the institution must send written notification to the student (or parent for PLUS loan funds) to offer a post-withdrawal disbursement for any amount not credited to the student's account no later than 30 calendar days after the date that the school determines that the student withdrew. The institution is required to make a post-withdrawal disbursement within 45 days of the student's date of determination that they withdrew for grants and 180 days of the student's date of determination that they withdrew for loans.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The student

PRE-REQUISITES FOR EMPLOYMENT

Physical Requirements of the Industry

There are physical demands placed on the body in any career. In cosmetology, care must be taken to protect your back, legs, and feet. One way to do this is strength training to enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Prospective Occupations

There are many career opportunities available within the beauty industry. Upon completion of the Master Cosmetology and Instructor - Master Cosmetology or Hair Design programs, the graduates will be able to pursue the following occupations: Hair designer, Hair color specialist, Cutting specialist, Salon manager/owner, Cosmetology Instructor etc.

EMPLOYMENT ASSISTANCE

Although MAK Beauty Institute **does not guarantee employment**, MAK Beauty Institute does maintain business relationship with many of the beauty salons that may provide job opportunities for graduates and will inform students of job opening. MAK Beauty Institute also participates in industry organized events and contests to promote students and allow students for active professional networking.

MAK Beauty Institute coordinate placement with local and national salons by inviting guest speakers like salon owners and artists.

MAK Beauty Institute supports its commitment by working directly with the students to guide them through the career path. The school's Director networks with Atlanta area beauty salons, product companies and distributors, and other businesses to recommend employment opportunities.

As a part of the programs, MAK Beauty Institute offers professional development classes such as resume writing, interviewing skills, etc.

PROFESSIONAL ASSISTANCE

MAK Beauty Institute is committed to provide assistance to all students going through the personal issues related to Domestic Violence, Depression, Planned Parenthood, Anger Management, Grief and Loss etc. Upon request, the school staff will provide students with the appropriate information on professional assistance.

POLICIES & LEGAL STATEMENTS

Statement of Non-discrimination

MAK Beauty Institute in its admission, instruction, and graduation policies and practices does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or staff member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matters to the school administration (owner or office manager) in person or by calling 770-292-9669 immediately, so the appropriate action can be taken.

Conduct

At MAK Beauty Institute we work with public and it is important that the image we project is of a professional nature. Students should exhibit the following qualities: good work ethics, people skills, desire to learn, positive attitude and the ability to work well in a team. We provide drug and alcohol-free environment and the student caught using drug or alcohol will be **EXPELLED**. Students must treat other students, staff and guests with respect and professional manner. Disruptive behavior of any kind in the classroom or on the salon floor will not be tolerated. Stealing personal property belonging to the school or another student is unacceptable and is grounds for immediate termination.

Termination Policy

MAK Beauty Institute may terminate student's enrollment for immoral and/or improper conduct, failing to comply with educational requirements, and/or the terms as agreed upon within the enrollment contract.

Dress Code

Students must maintain well-groomed: nails, hair, make up and good personal hygiene is required. Aprons must be worn on the salon floor. Clothing must be professional, clean, and free of stains. Students must wear at least 70% black every day, black bottom is required (black jeans are acceptable). Unacceptable Attire:

see-through clothing, jeans; tank or sleeveless tops, backless or strapless tops; sweatpants and sweatshirts; printed T-shirts with logos other than MAK; shorts, mini-skirts. No skirts that come above the knee. No hats. NO tennis shoes or sneakers. NO athletic outfit. If you are not properly dressed you will be asked to go home to change and return to school to finish your hours.

Privacy Policy

Under the Privacy Act, all information in student files is confidential. No information will be released without a written permission of the student. As an exception allowed by the Privacy Act, the student information and records may be released to the Authorized Representatives. Any third-party request of information will require written authorization from the student. For more details refer to MAK Beauty Institute policy - Student Right of Access and Record Retention.

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a post-secondary institution.)

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to: 1. Review their education records, 2. Seek to amend inaccurate information in their records, and 3. Provide consent for the disclosure of their records.

All records concerning student’s academic, financial or personal information are confidential. Student has the right to review all the information which is maintained by the school in the file for this particular student. The request must be made in written to the school owner, or designee. No files or any part of the student records contained in the file can be removed from the office. Students are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request. Copies of all records can be requested.

Release of information

A student must provide written consent (authorization form) before the school may disclose personally identifiable information from the student's education records. The written consent must:

- (1) State the purpose of the disclosure;
- (2) Specify the records that may be disclosed;
- (3) Identify the party or class of parties to whom the disclosure may be made; and
- (4) Be signed and dated.

FERPA Disclosures to Parents

The school requires student to sign authorization form in order to release students’ academic, attendance, enrollment status, financial aid and/or any other information to parents.

While the rights under FERPA have transferred from a student’s parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student’s education records to his or her parents if the student is a dependent student under IRS rules. Note that the IRS definition of a dependent is quite different from that of a dependent student for Financial Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent’s income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Release of Information to Regulatory Agencies or another third-party request

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. “Authorized representatives” include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies. NACCAS reserves the right to inspect student records for any accreditation purposes. The institute requires written consent from the student for release of records in response to each third-party request unless otherwise required by the law.

Disclosures in Response to Subpoenas or Court Orders

FERPA permits schools to disclose education records, without the student’s consent, to comply with a lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency

has prohibited such disclosure. The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice.

Disclosures for Other Reasons

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

Record Maintenance

Student records are maintained for a minimum of 6 (six) years.

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

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

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

For more information, please see the Web site of the US Copyright Office at www.copyright.gov, FAQ's at: www.copyright.gov/help/faq

Grievance Procedure

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures are discussed during the new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 5 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 7 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
5. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 10 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 7 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
6. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
7. If the complaint is of such nature that it cannot be resolved by the management, the student may contact Georgia State Board of Cosmetology:
237 Coliseum Drive,

Corrective Action Steps

The school's rules and policies are enforced through an advisory system. A student advisory is given for each major rule violation and is generally accompanied by disciplinary action including suspensions and in certain cases termination from the school. The specific disciplinary action will vary depending on the frequency and/or severity of the infraction:

1st Infraction - verbal documentation;

2nd Infraction - written warning 1;

3rd Infraction - written warning 2;

4th Infraction - suspension from school for two weeks. Infraction on the fourth warning results in a two-week suspension (the tuition payments have to be current during the suspension; all practical and theoretical tests for missed days must be made up upon returning. The graduation date will not be extended); Suspended students may only be readmitted to school upon paying the administrative suspension fee of \$100.00.

5th Infraction - final notice/termination.