

le GRAND

Institute of Cosmetology

2418 Broad Street
PO Box 2102
Camden, SC 29020
(803) 425-8449

www.legrandinstitute.com

Licensed by:

South Carolina Department of LLR
Board of Cosmetology
110 Centerview Drive
PO Box 11329
Columbia, SC 29211
(803) 896-4588

Accredited by:

The National Accrediting Commission of
Career Arts & Sciences
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

Catalog Revised:
September 12, 2023

TABLE OF CONTENTS

President's Message			Page 1
History/Ownership			Page 1
Faculty & Staff			Page 1
Cosmetology Rates: 2018, 2019 & 2020			Page 1
Statement of Purpose			Page 1
Admission Requirements			Page 2
Transfer Students			Page 2
Class Schedule			Page 2
Graduation Requirements			Page 2
Licensing Requirements			Page 3
School Holidays			Page 3
Career Opportunities			Page 3
Tuition and Fees			Page 3
Financial Aid			Page 4
General Information			Page 4
Financial Aid Policies			Page 5
Verification Policy			Page 6
Student Consumer Information			Page 6
Satisfactory Academic Progress Policy			Page 7
Privacy Policy			Page 9
Collection Policy			Page 9
Refund Policy			Page 9
Refunds & Financial Aid (Return to Title IV – R2T4)			Page 10
Receptionist & Dispensary			Page 10
Check Policy			Page 10
Discrimination Policy			Page 10
Counseling			Page 10
Employment			Page 10
Rules and Regulations			
Dress Code	Page 11	Stealing	Page 14
Personal Appearance	Page 11	Conduct Standards	Page 14
Time Cards	Page 11	Student Clinic Services	Page 14
Attendance Policy	Page 11	Telephone	Page 14
Tardy Policy	Page 12	Visitors	Page 14
Leave of Absence	Page 12	Open Door Policy	Page 14
Dismissal	Page 12	Alcohol/Illegal Drugs	Page 14
Suspension	Page 12	Cell Phone	Page 15
Tests	Page 13	Weapons	Page 15
Monthly Projects	Page 13	Bookbags	Page 15
Sanitation Requirements	Page 13	Parking	Page 15
Duty Roster	Page 13	Correspondence	Page 15
Lockers	Page 13	Appeals Process	Page 15
Smoking Policy	Page 13	Repercussion Policy	Page 15
Public Clinic Services	Page 13		
Cosmetology Course Outline			Page 16
Nail Technology Course Outline			Page 19
Steps to Success			Page 21
Gainful Employment Disclosures			Page 22
Veterans Administrative Policies			
Attendance Policy			Addendum 1
Refund Policy			Addendum 2
Standards of Progress			Addendum 3
VA Pending Payments			Addendum 4

PRESIDENT'S MESSAGE

Welcome to our school! We are a small school with high expectations for each student who chooses to come to our school. We promise to give each student 100% of our abilities in helping them succeed in this industry. The stepping stone to all success is a firm foundation which is exactly what we will stress. We hope that you enjoy this career as much as we do. If you do what you LOVE, you will NEVER work a day in your life!

Kimberly M. Gibson

HISTORY/OWNERSHIP

LeGrand Institute of Cosmetology (LINC) opened in September of 1999. It was founded by Debra R. LeGrand and was owned and operated by her until October 2020. LINC received national accreditation from the National Accrediting Commission of Career Arts & Sciences (NACCAS) in 2003. We have an advisory committee that consists of local businessmen and women who meet yearly to review the school's progress and to make suggestions for improvement. The school is currently owned and operated by Kimberly M. Gibson who has worked at LINC since opening in September of 1999. It is her desire to continue the LEGRAND legacy with continued improvements along the way!

The school consists of 2800 square feet of floor space, which contains classroom facilities, offices, a lounge, and practical workstations. The ample clinic floor can accommodate up to forty students while the classroom is used for practical demonstrations, theory classes, audio/visual presentations, and independent study.

FACULTY & STAFF

Kimberly Gibson	President/Owner
Sonya Truesdale	Director/Instructor
Veronique Ragin	Instructor
Kim Kirby Roberts	Instructor
Amanda Watkins	Administrator
Melvenia Frederick	Instructor

COSMETOLOGY RATES

	2018	2019	2020
Completion	85.71%	60.00%	68.42%
Licensure	100 %	87.50%	100%
Placement	91.67 %	77.78%	100%

STATEMENT OF PURPOSE

The mission of LINC is to provide a quality education in the area of cosmetology and to prepare students to be successful in their chosen profession. Graduates will be knowledgeable in the methodology and have the practical skills necessary to be licensed by the South Carolina State Board of Cosmetology.

LINC is combined of not only dedicated professionals but also individuals that are ready to share their own unique excellence in Geometric Design of Hair-shaping, Relaxers, Press & Curl, and Salon Ownership and Management. Our scientific approach and educational goals, along with our knowledgeable staff, combine to create an encounter of a lifetime in your progression into cosmetology or nail technology.

We welcome you to an exciting adventure of mastering your creative ability along with a career choice that is endless. LINC will walk with you in this journey of success and will train you not only to grow with our industry but also to facilitate your ability to manage your business and your talents. We not only will train you to earn a professional cosmetology or nail technology license but we will offer you all of our expertise in this industry as well as our heart felt journeys from where you are now to where we are today. We promise to constantly update our information on the newest techniques on perms, color, styles, fashion, and nail technology. And we will always listen to you, the student, in the betterment of your education.

ADMISSION REQUIREMENTS

Applicants must submit an application, application fee, and meet the requirements below in order to be considered for our program.

- 1.) Be at least 16 years of age
- 2.) Have a High School Diploma or GED.
- 3.) Have two forms of identification, one being a photographic ID (driver's license or state identification card REQUIRED).

While our institution adheres to a non-discrimination policy, LINC may deny enrollment to any prospective student. Any prospective student seeking admission who have a criminal history will be considered on a case by case basis.

If a student withdraws from the program and wishes to return to complete training, he/she will also have to complete a re-entry application. If the student has less than 600 hours left to complete, the tuition will be calculated at \$11.00 per credit hour to complete training.

TRANSFER STUDENTS

Transfer students should apply for admittance with the Admissions Coordinator. We discourage student transfers unless you have a valid reason for doing so. We do not accept transfer students in the Nail Technology course. We require that at least 600 hours of your cosmetology training be at our school. Each transfer student is considered on an individual basis. Students transferring from another school or state will be charged \$11.00 per credit hour for every hour required to meet the state's requirement of 1500 cosmetology hours.

If you wish to transfer, it is your job to make sure the following records are on file with us:

- (1) Complete transcript of all records of your training at your previous school
- (2) Meet all admissions requirements as a basic student.

If you are accepted for admittance, we will credit you for your previous training in accordance with the regulations of the South Carolina State Board of Cosmetology. Credit will be given for any legally acquired hours of previous training, as certified by the State Board. A transfer student's tuition is based on the total number of hours they need to complete the Cosmetology course. Students will be required to purchase the equipment and supplies needed to complete the course.

CLASS SCHEDULE

Cosmetology

New classes start the first Tuesday in each month provided space is available. The cosmetology class schedule is Tuesday through Saturday from 8:30 am until 3:00 pm. Cosmetology students receive 30 hours per week.

Nail Technology

We have been approved by the South Carolina State Board of Cosmetology to teach a nail technology program. If you are interested in this course of study, please contact our Admissions Coordinator.

GRADUATION REQUIREMENTS

To graduate, each student must satisfy all financial obligations to the school. Each student must clock in the specified number of hours of training (1500 Cosmetology, 450 Nail Technology). Students must take and pass all theory and practical exams with a grade of 80 or higher. Students must take and pass a "Mock State Board" exam administered by the Director or Instructor with a grade of 80 or higher. Students are also required to complete the Senior Project Sheet and must also satisfactorily complete all required services before they will be allowed to graduate. Upon satisfying all graduation criteria, a student will be awarded a plaque verifying program completion and graduation and will be given an application to apply for a cosmetology or nail technology license. Students are responsible for paying all exam fees.

LICENSING REQUIREMENTS

To be eligible to sit for the licensure examination, an applicant must have completed the specified number of hours of training (1500 Cosmetology, 450 Nail Technology), must submit an application for licensure, and must pay the required exam fees. To be licensed by SC State Board of Cosmetology, an applicant must pass a written theory exam and a practical exam with a grade of 70 or higher.

SCHOOL HOLIDAYS

The school is closed for two weeks during the Christmas and New Year's Holidays and one week centered on the fourth of July. The school is also closed Thanksgiving Day and the two days following Thanksgiving. These holidays are added into the contract time.

CAREER OPPORTUNITIES

Some areas of expertise in the field of Cosmetology are:

Hair Designer	Salon Owner	Salon Manager
Make-up Artist	Color Specialist	Trichologist
Manicurist	Wig Designer	Perm Specialist
Theater Artist	Platform Artist	Manufacturers Representative

Some areas of expertise in the field of Nail Technology are:

Manicurist	Nail Artist	Nail Photo Stylist
Nail Technician	Nail Platform Artist	Salon Manager
Salon Owner		

You can have a lifetime of opportunities and success. A career in the beauty industry will allow you to express your creativity and individual talents. By attending continuing education classes and seminars, you can stay up to date on the latest fashion, style, and trends. After proper training in business and management principles, you could own and operate your own business. Your success will be up to you. Your income is usually based on commission or percentage, which enables you to determine how much money you make.

Before making your decision, there are some aspects of this profession that you should consider. While building your clientele, at first you may be standing on your feet for long hours which may cause back strain, you may have to work longer than eight hours per day, and you may have to work on Saturdays, Sundays or at night. Please keep in mind, that these are things you may encounter at the start of your career. You will have to work with chemicals, which means you will have to wear protective gloves or goggles and you will also be working with sharp cutting instruments.

TUITION AND FEES

Cosmetology	1500 Hours	Nail Technology	450 Hours
Application Fee	\$ 50.00	Application Fee	\$ 50.00
Registration Fee	\$ 80.00	Registration Fee	\$ 80.00
Parking Fee	\$ 195.00	Parking Fee	\$ 195.00
Lab Kit	\$ 150.00	Kit, Books and Supplies	\$ 465.00
Books	\$ 285.00	Tuition	<u>\$ 2500.00</u>
Clinic Kit	\$ 1,000.00	Total	\$ 3290.00
Tuition	<u>\$ 15,000.00</u>		
Total	\$ 16,760.00		

LINC accepts the following methods of payment: cash, check, money order, credit card, Title IV - Pell Grants & Student Loans, VA, MYCAA and Voc Rehab.

These are the total costs of the courses offered at LINC. Professional training kits have been prepared to supply you with the materials you will need for a truly up-to-date education in salon techniques. Each kit includes the materials necessary for all

segments of your training. Students will need to purchase appropriate uniforms and shoes. The apron and nametag are included in the cost of the Lab Fee.

Each student will be required to sign an enrollment agreement before beginning school. This agreement is a contract stating the exact cost of the course and the refund policy. Student who are eighteen years and older may accept financial responsibility. Students who are under eighteen years old are required to have their parent, guardian, or sponsoring institution present for signing. Students who do not graduate by their contracted graduation date will be required to pay \$11 for each scheduled hour necessary for the completion of the program. The only exception to this rule is written proof of unusual circumstances that prevented the student from graduating within the required time limit.

FINANCIAL AID

The general purpose of the Financial Aid Office is to help students meet their educational expenses at LINC. Financial assistance is awarded in the area of a Pell Grant, Direct Stafford Loans, Direct Plus Loans, or in certain circumstances Vocational Rehabilitation Assistance. The primary responsibility for financing post-secondary education rests with the student and family; however, our office is available to assist applicants in obtaining financial aid assistance to bridge the gap between our educational costs and what the student and family are reasonably expected to contribute. The office is committed to the timely delivery of financial aid proceeds in accordance with all federal, state, and institutional regulations. All financial aid payments (Pell Grants or Direct Stafford Loans) are first credited to the student account to pay for course costs and any additional funds beyond that are issued to the student for living expenses. Financial aid awards are disbursed in two or more payments.

In order to qualify for federal student aid funds, you must meet the following eligibility criteria:

- Be an U.S. citizen, national, or permanent resident of the U.S. and have an I-151 or I-551.
- Be admitted or enrolled as a student in an eligible program for the purpose of obtaining a certificate.
- Maintain satisfactory progress toward program requirements as stipulated in the Satisfactory Progress Policy.
- Not be in default on any loan or owe a repayment on any kind of grant or other federal-aid program received at any institution.
- Demonstrate financial aid eligibility according to federally approved and institutionally determined criteria.
- Provide proof of high school graduation/GED to LINC.
- Have a valid Social Security number.
- Have not been convicted of a drug related offense that affects eligibility for Title IV aid.
- Be registered (if male) with Selective Service.

GENERAL INFORMATION

Federal Pell Grants – are need-based aid, which does not have to be repaid. Students, who qualify, may receive a Federal Pell Grant if they are enrolled in a program of study which is six months in length or longer, 600 hours in length or longer and have not already earned a bachelor's degree. Eligibility for financial aid is determined by the U.S. Department of Education. To apply for a Federal Pell Grant, students should complete a Free Application for Federal Student Aid (FAFSA). You may apply online at www.fafsa.ed.gov or set up a financial aid appointment with us. You will receive notification of eligibility within six weeks. The amount of the award will be based on the determination of eligibility and the cost of attendance at LINC. The maximum Pell Grant award for the 2023 – 2024 year is \$7395. How much aid you get will depend not only on your financial need, but also on your cost of attending school, whether you are a full-time or part-time student, and whether you attend school for a full academic year or less. Federal Pell grant payments will be disbursed in four payments for the cosmetology program. The first payment will be made between 0 – 450-hours, the second payment at 451 - 900-hours, the third payment at 901 – 1200, and the final payment at 1201 – 1500.

Loans - are borrowed money that must be repaid, with interest, just like car loans and home mortgages. You cannot have these loans canceled because you did not like the education you received, did not get a job in your field of study or if you are having financial difficulty. Loans are legal obligations, so before you take out a student loan, think about the amount you will have to repay over the years. Applicants are should read the publication, "Your Federal Student Loans: Learn the Basics and Manage Your Debt," at www.studentaid.ed.gov/repayingpub.

Direct Stafford Loans are a form of Federal Financial Aid to help undergraduates and graduate students pay for their education. Stafford Loans can be used to pay tuition and living expenses. Your first step in the loan process is to fill out the FAFSA. You will also need to complete entrance counseling and sign your Master Promissory Note. Worksheets can be picked up from the financial aid office to assist you through this process. Before graduating, students will have to complete exit counseling as required by the Department of Education.

Direct PLUS Loans are loans parents can obtain to help pay the cost of education for their dependent undergraduate children.

Payment Plan

Generally, all fees are due on the first day of class. However, if the student is able to demonstrate that he or she is unable to pay the entire amount on the date of enrollment, they will be allowed to make scheduled monthly payments according to the schedule below. All payments are due the first Tuesday of each month. If you prefer to use a plan, there will be a one time 7% interest charge on the balance of any unpaid tuition.

Cosmetology

30 Hours \$16,050 / 12.5 months = \$1284.00 a month

Nail Technology

18 Hours \$2675 / 7.25 months = \$368.97 a month

Vocational Rehabilitation

Students who have physical or mental disabilities may qualify for financial assistance through the South Carolina Vocational Rehabilitation Department office located in the county in which you live. Voc Rehab requires monthly progress reports. If the student is not making satisfactory academic progress, Voc Rehab may decide to discontinue funding to that student. In this case, the student would be responsible for the tuition balance.

In-School Scholarship Program

If a student maintains 100% continuous attendance and scores 95% on all theory and practical examinations, he/she will receive \$500.00 back at the end of their training.

Other Scholarships

LINC has some external scholarships that you may qualify for. Ask the Financial Aid Office for more details.

FINANCIAL AID POLICIES

The following statement of policies is to help you understand the goals of the financial aid program at LINC.

1. The primary purpose of the financial aid program is to help students meet educational costs beyond what the student and/or his/her family can contribute based on a standard analysis of a family's financial situation. LINC uses the Free Application for Federal Student Aid (FAFSA) for the need analysis.
2. In estimating the amount that a student's family can provide for school expenses, LINC will consider the following factors affecting the family's financial strength: income, assets, number of dependents, certain debts, retirement needs, etc. Under unusual circumstances, special financial problems confronting parents and students can also be considered.
3. The student is expected to secure resources to assist in meeting educational expenses.
4. Financial aid awards are payable only while the student is enrolled and attending LINC.
5. Students who transfer to another school cannot receive any financial aid, which has been awarded by LINC.
6. Financial assistance received from any source that is not included in the award letter must be reported to the Financial Aid Office at LINC. Failure to report extra financial assistance could harm a student's chances of receiving financial assistance in the future.
7. LINC makes every effort to meet a student's need. Recipients are selected on the basis of general eligibility as well as specific program qualifications. Once a student has been determined to have financial need, awards are based on the enrollment status of the student and the availability of funds in each program. The determined award(s) comprise the student's financial aid "package." This package may consist of a grant and any other financial aid the student is entitled to.
8. Notification of awards will be made as soon as possible after the successful completion of the

application process. Awards may be declined or adjusted within two weeks of award notification. Conditions of awards will be included with the award letter.

9. If the application has been submitted by the student in a timely fashion and financial aid has subsequently been awarded, the award will usually be paid in four disbursements (based on completion of a set time of hours). LINC Financial Aid Office will apply the award(s) to your student account as appropriate.
10. Under certain circumstances, a student may be deemed ineligible to receive financial aid. These circumstances include: a) not making satisfactory academic progress; b) being in default on a federal student loan; c) owing a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant; d) not demonstrating financial need; e) not enrolling in an eligible program. If any of these apply, feel free to contact the Financial Aid Office at LINC for additional clarification.

VERIFICATION POLICY

Because students sometimes make errors on their financial aid application, verification is a process by which the school verifies that the information the student reported on the FAFSA is true and correct. The school verifies all students selected by the Department of Education. The school also has the authority to select applications that contain inconsistent or questionable information.

Students selected for verification will receive a *Verification Notification & Request Letter* which gives them a deadline of ten days of the date of the letter for submitting the required documents. The letter states that if the required documents are not received by the due date, the student may not be able to start or continue school. Every student will have to complete the verification worksheet and submit copies of the appropriate signed tax returns. Students may also have to submit additional information specific to their situation in order to complete verification.

STUDENT CONSUMER INFORMATION

The Student Right-To-Know and Campus Security Act of 1990 (P.L. 101-542) and the Higher Educational Technical Amendment of 1991 (P.L. 102-26) require that all institutions of higher education collect and make certain information available to students/prospective students and employees/prospective employees upon request. Title I of this act is known as the Student Right-To-Know Act and Title II is known as the Crime Awareness and Campus Security Act. Information requirements are separated into three categories: graduation or completion rates, athletically related financial aid, and campus crime. Graduation or completion rates are prepared by the Admissions Director and are readily available to current and prospective students upon request. Athletically related data is not maintained by this school as it has no bearing on this type of instruction. Statistics on campus crime are published annually and are available upon request to current and prospective students.

The Americans with Disabilities Act (ADA), Public Law 101-336 of 1990 provides anti-discrimination (civil rights) protection and access to equal employment opportunities for persons with disabilities. Accessibility requirements are similar to those imposed under Section 504 of the Rehabilitation Act of 1973 which addresses nondiscrimination in employment and program services by recipients of any federal assistance. The ADA complements section 504 and expands its coverage as well as changes some of the application and accommodation processes.

LINC is committed to the letter and the intent of both the ADA and section 504. If a student has a question concerning possible discrimination due to a disability, they may contact the Admissions Director for further information.

****End of Financial Aid Policies****

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450 scheduled hours and 15 weeks	Nail Technology 225 scheduled hours and 7.5 weeks
900 scheduled hours and 30 weeks	450 scheduled hours and 15 weeks
1200 scheduled hours and 40 weeks	

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 the midpoint in the course. For transfer students, the evaluation periods will be based on actual contracted hours at this institution.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% 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, the school will determine if the student has maintained at least 67% 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 (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1500 Hours	75 Weeks	2250
Nail Technology (Full time, 30 hrs/wk) – 450 Hours	20 Weeks	599

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours. Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students will be evaluated throughout the course using theory and practical exams based on a 100 point grade scale. A written exam will be given upon completion of each theory chapter. A numerical grade will be calculated. Practical exams will be given upon completion of practical exercise. A numerical grade will be calculated based on the accuracy of completed tasks and their assigned point value. All students must earn 80% on each exam to be considered passing in that subject.

Students are also expected to complete the monthly project. It is not a graded exercise; however, any student not turning in their project by the due date will receive an advising form which will result in a monthly deficiency and could result in the student being suspended. If the project is not completed by the Satisfactory Progress Evaluation, the student will receive a zero which will be averaged into their cumulative theory and practical grades.

Students must maintain a written grade average of 80% 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:

[93 - 100 EXCELLENT] [85 - 92 GOOD] [80 - 84 SATISFACTORY] [79 and below UNSATISFACTORY]

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 of the evaluations. 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 who fail to meet minimum requirements for attendance and academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. Financial arrangements must be made in order to remain in the program.

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 the time of withdrawal.

APPEAL PROCEDURE

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

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses 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, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when allowable maximum time frame has been exhausted. For transfer students, the SAP evaluations are based on actual contracted hours at the institution.

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

PRIVACY POLICY

The student or their parents/guardians (in the event the student is still a dependent minor) have the guaranteed right to have access to their files and records. The staff and administration will provide the proper supervision and interpretation of the student's records when they are being reviewed. It is the policy of LINC to require written authorization from any agency desiring information pertaining to a student's record. Accrediting agencies, state and federal governmental agencies, and school officials are exempt from providing written authorization. It is also the policy of LINC that it will not release any information about a student such as grades, hours, financial status, or personal information without the written consent of the student or their parents/guardians (in the event the student is still a dependent minor). LINC will maintain student records for at least three years. A student is considered a minor if they are under the age of 18.

COLLECTION POLICY

If at some point the student's account becomes delinquent, the account would be forwarded to our collection agency, Transworld Systems (TSI) , provided that the SC Right to Cure notice has been complied with.

REFUND POLICY

- (A) If an applicant is rejected by the school or decides to cancel his/her enrollment within three business days of the signing of the contract, regardless of whether classes have begun, the school shall refund all monies collected less the application fee of \$50.
- (B) If an applicant (or in case of a student under legal age, his/her parent or guardian) decides to cancel his/her enrollment after the three business days of the signing of the contract, but before starting any classes, all monies paid to the school less the application fee of \$50 and the registration fee of \$80 shall be refunded by the school within 30 days.
- (C) For students who enroll in and begin classes, and do not cancel their enrollment within the three business days, the following policy shall apply:
 - 1) The application and registration fees are not refundable.
 - 2) There will be a charge of \$100 withdrawal fee for early termination of training.
 - 3) The money paid for tools, books and supplies that have been received is not refundable.
 - 4) Tuition adjustments are calculated as follows:

<u>Actual Hours Divided by Total Length of Course</u>	<u>Amount of Total Tuition Owed to the School</u>
.01%- 4.9%	20%
5.0% -9.9%	30%
10.0%-14.9%	40%
15.0%-24.9%	45%
25.0%-49.9%	70%
50% and above	100%

The refund will be calculated based on the hours accrued between the starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student (official withdrawal), or formal termination by the school (unofficial withdrawal as determined through monitoring clock hour attendance every thirty days), which shall occur no more than thirty days from the last date of attendance, or in the case of a leave of absence, the earlier of the documented date of return or the date the student notifies the school that they will not be returning. The postmark on written notification or the date said information is delivered to the school administrative staff/Director/owner in person will determine the cancellation date. This policy applies regardless of whether or not the student has actually started training.

In the case of illness or disabling accident, death in the immediate family or other circumstances beyond the control of the student, the school shall make a settlement, which is reasonable and fair to both. If the

LeGrand Institute of Cosmetology

school is permanently closed and no longer offering instruction after the student has enrolled, the student shall be entitled to a pro-rata refund of tuition. If a course is canceled subsequent to a student's enrollment, the school, at its option, will either provide a full refund to the student of all monies paid, or provide completion of the course. If the course is cancelled after students have enrolled and instruction has begun, the school shall 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 OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid. In the event the school does not meet these responsibilities, all students have the right to seek relief for prepaid tuition monies from the BONDING agent with whom the school contracts for this purpose.

REFUNDS & FINANCIAL AID (Return to Title IV - R2T4)

In the event a student receives financial aid, completes registration, and subsequently reduces his enrollment status or withdraws, the amount of funds to be returned to federal, state, private or Institutional programs will be in accordance with regulations concerning refunds and repayments for the appropriate programs. A calculation will be made for all financial aid recipients to determine whether a student who completely withdraws during a payment period has earned all of the monies disbursed. A student earns aid based on the enrollment period. During the first 60% of the payment period, a student earns financial aid funds in direct proportion to the enrollment period. Beyond the 60% point, all aid is considered earned. The responsibility to repay unearned aid is shared by the school and the student. Title IV funds must be returned within 30 days the institution determines that the student withdrew. Institutional charges will be included in all Return to Title IV calculations.

RECEPTIONIST & DISPENSARY

All students receive receptionist and dispensary training during their course of study. A different student is assigned this duty each day. The ease of handling the public is only learned by doing. The receptionist's duties include greeting the patron courteously, introducing the patron to the student, checking the money up at the end of day, dispensing all materials to students, answering the telephone, making appointments, and cleaning both areas at the end of the day. Receptionists will also receive a key to lock the register when they have to step away from the front. Do not give this key to another student only to an instructor when going on break. It is the receptionist's responsibility if the money comes up short. All of these aspects of this duty will be considered when assigning a practical grade. Experience such as this is gained from servicing the patrons who come regularly to LINC.

CHECK POLICY

Part of receptionist training is taking money for client services. All personal checks accepted as payment for services must have the following information on them: street address (NO PO BOX), phone number, and driver's license number. Student's must ask for identification and get an instructor to approve and initial the check. If the above criteria are NOT met and the school is unable to collect the money for a returned check, the student or instructor will be responsible for paying for the returned check and the bank service fee.

DISCRIMINATION is against the law. Our school does not discriminate on the basis of sex, race, color, age, religion, or ethnic origin. This practice and requirement of non-discrimination also extends to employment by the school and administration of students in program and activities by the school. LeGrand Institute of Cosmetology is licensed by South Carolina Board of Cosmetology, and is a member of National Cosmetology Association, American Association of Cosmetology Schools, and South Carolina Association of Cosmetology Schools.

COUNSELING is available if and when you need it. You may be having problems, or you may find personal hassles are getting in the way of your training. The school has a number of professional referrals that we can give you. Give us a chance to help. You are a very important person to us.

EMPLOYMENT cannot be guaranteed to any graduate by any trade school or university; however, the Job Coordinator will assist them in resume writing, interviews and job placement. Our graduates will be knowledgeable in all aspects of professionalism. We will always be available to help you throughout your career.

RULES AND REGULATIONS

LeGrand Institute of Cosmetology (LINC) developed a standard of conduct to encourage a professional educational environment in the school. We at LINC believe a person informed clearly of what is expected will do as expected. It is our desire to instill in our students good work habits and a positive attitude during training. By learning these attributes of a professional, it better the career opportunities for our graduates.

DRESS CODE

Students must report to class in the proper uniform. When arriving at school, a student's hair and make-up must already be applied. Students will not be permitted to style hair once they have arrived at school.

All students must wear black scrub tops and bottoms. The scrub top must be short-sleeved and have a v-neck. The scrub pants must have a straight leg. All black shoes and black socks must be worn. All students must wear appropriate undergarments under their uniform. **All students are required to wear black LINC aprons with nametag at all times while at school.**

Students are not permitted to wear weather boots, clogs, slippers, moccasins, high topped sneakers, or high heeled shoes or hats of any kind while at school.

PERSONAL APPEARANCE

Because your appearance is important to your success, being well groomed and adhering to personal hygiene rules are necessary. Your personal appearance tells a lot about the kind of beauty professional you are. Your hair may be worn in any fashionable style, but it should be clean and perfectly groomed. Distracting ornaments are in bad taste on the salon floor. Always look like the professional that you are. (Total look--cleanliness of body, hair, fresh make-up, and polished shoes.)

If the dress code regulations are not followed, the student will be sent home and may result in suspension or termination, if the violation is continuously repeated.

TIME CARDS

Each student is required to clock in at the beginning of the day and out at the end each day. Students are also required to clock in and out for lunch. Failure to do so may result in loss of hours. Students may not clock anyone else in or out. Students may not receive more than eight hours in one day. Students leaving early will not dress or change clothes until they are clocked out.

ATTENDANCE POLICY

Students must attend school on a regular basis, except for excused absences. In order for any absence to be excused, the student must provide proper documentation (doctor's excuse, court order, obituary, government agency report, etc.) the day they return to school. No excuses will be accepted after that date.

A student is given appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Students will receive the actual hours they clock on their time card. Attendance hours are not rounded.

In the event of an absence, students should call before 8:30 am or as soon as they know that they will be absent or tardy. They must speak to an instructor or an appropriate representative NOT to another student. Only students who follow this procedure will be allowed to come to school late.

Excessive absences are not acceptable. Students coming 30 hours can have no less than 20 hours a week. Violation of attendance will result in suspension or termination.

If a student finds it necessary to be out of school for more than a two-week period, a leave of absence should be requested in writing.

If a non-financial aid student's absences (unexcused) exceed 30 consecutive days, he/she will be dropped from enrollment. A re-entry application (\$100) must be completed before the student can continue training. If a financial aid student's absences (unexcused) exceed 10 consecutive school days or 14 consecutive days, he/she will be

dropped from enrollment as an involuntary withdrawal. A refund calculation will be done at this time – please see the section on *REFUNDS & FINANCIAL AID (Return to Title IV - R2T4)* and *REFUND POLICY*. If a student withdraws from the program and wishes to return to complete training, he/she will also have to complete a re-entry application. If the student has less than 600 hours left to complete, the tuition will be calculated at \$10.00 per credit hour to complete training.

TARDY POLICY - THEORY CLASS

Cosmetology Students: Theory & Practical class begins at 8:30 am on Tuesday, Wednesday, and Thursday. Any student arriving after 8:30 am will not be permitted into class until after break or at an instructor's discretion. A student will receive an advising form if they miss 2 theory classes within a month.

Nail Technology Students: Theory will tentatively begin at 10:30 am on Monday, Tuesday, and Wednesday. Any student arriving after 10:45 am will not be permitted into class until after break or at an instructor's discretion. Students are not allowed to clock in until theory class is over.

LEAVE OF ABSENCE POLICY

During one twelve month period of study, a student may be granted two leaves of absence due to medical (documented) or personal (approved by Director or Administrator) not to exceed more than 150 days. This period of time will extend both the student's contract and maximum time frame.

The school does not grant a Leave of Absence except in cases where the student can show just cause, with documentation. This information must be presented to the Director or Administrator who shall determine the validity of the request. The Director or Administrator must have a reasonable expectation that the student will return from a leave before a Leave of Absence may be granted.

Anyone requesting a Leave of Absence must do so in writing, in advance, and include the reason and student's signature unless unforeseen circumstances would prevent him/her from doing so. An individual who does not provide the written request in advance, due to unforeseen circumstances, may still be granted a Leave of Absence. In this case, documentation will be made in the student's file and the proper form and documentation would be collected at a later date. Any Leave of Absence granted, for unforeseen circumstances, will have the beginning date as the first date that the student was unable to attend as determined by the Director or Administrator.

Students, who have been granted a Leave of Absence, will not be assessed any additional institutional charges as a result of the Leave of Absence. He/she will not be considered as withdrawn, therefore, no refund calculations will be made at that time. More than one Leave of Absence may be granted per student if there are exceptional circumstances. Any request for an extension of a Leave of Absence must be re-submitted, with documentation, as was the initial request, and will be considered in the same process. The total amount of Leave of Absences must not exceed a total of 150 days in any 12-month rolling period.

Individuals taking a Leave of Absence will have their contracted graduation date extended the same number of calendar days as the Leave of Absence and a contract addendum should be completed as such. Any student returning after a granted Leave of Absence will be required to meet the same financial requirements as any other re-entering student. If a student does not return on the scheduled return date, the student will be terminated. His/her withdrawal date, for calculating a refund, will be his/her last day of physical attendance.

Students receiving VA Education Benefits will have their benefits discontinued while on an official leave of absence. A Leave of Absence may affect a student's Financial Aid and will affect his/her contracted date of completion.

DISMISSAL

The school has the right to dismiss/discontinue a student for failure to make the agreed upon installment when due, failure to attend class punctually, breach of school rules as set forth in the school catalog, and/or for any cause the school deems necessary for the good and discipline of the school and its reputation in the community.

SUSPENSION

Suspension shall add \$18.00 per day to the student account owed to the college and **MUST** be paid before the student can return to class.

TESTS

If the student is absent and misses a test, he/she must be prepared to take the exam the day they return to school. Students are also responsible for any in-class assignments they may have missed while they were absent. The student must check with the instructor when they return to school about missed tests and assignments.

If tests are not taken by the end of the month, the student will receive a zero on their transcript and deficiency on their monthly review. The test must be taken as soon as possible to satisfy the deficiency. If the test is not taken by the Satisfactory Progress Evaluation, the test will be counted as a zero which will be averaged into their cumulative theory grade and could result in probation and loss of financial aid. State Board Paperwork will not be sent out until he/she has taken and passed all theory and practical tests and completed all assignments. All tests must be taken in pencil. No PENS!!

CHEATING

If a student is caught cheating on any test, the student will be suspended immediately. The student must speak to the Director. The student may be permanently withdrawn from school.

MONTHLY PROJECTS

Monthly projects are to be completed by the due date. Any student not turning their project in on time will receive an advising form which will result in a monthly deficiency and could result in the student being suspended. A deficiency means the student cannot participate in alternate dress code days or receive student services. If the project is not completed by the Satisfactory Progress Evaluation, the student will receive a zero which will be averaged into their cumulative theory and practical grades and could result in probation and loss of financial aid.

SANITATION REQUIREMENTS

Sanitation is part of a student's training. Students are responsible for their workstation, mirror, and hydraulic chair at all times. The student is responsible for cleaning the shampoo area after each use, also for sanitizing any equipment or implements used. Any fine levied against the school because of a student's negligence will be levied against the student.

Kits must be clean and sanitary before putting up each day. No dirty brushes or other materials should be in kit. There will be kit checks each month. According to the SC Statutes and Regulations printed in August of 2000, formulin fumigant containers are required in kits to keep them sanitary.

Students who constantly neglect sanitation regulations will receive a written warning and could lead to suspension or termination. Students will sweep up hair immediately after cutting before proceeding with any other service the patron may need.

No foreign chemicals are to be brought to the school for use on a client. LINC uses professional supplies that insure contamination free chemicals and supplies.

DUTY ROSTER

A duty roster is printed for each month. Each student is responsible for finding out what duty he/she is assigned for the day and making sure the duty is completed even if he/she has to leave early. Two incomplete duties or procedures in one month will result in at least one-day suspension.

LOCKERS

Students will receive lockers. The student must supply a lock for the locker and are required to keep an extra key or the combination in their student file in the administration office. For sanitary purposes no food can be put or left in lockers overnight.

SMOKING POLICY

Smoking, eating, and drinking are permitted only in designated areas. Bottled water will only be allowed at your station.

PUBLIC CLINIC SERVICES

A student may not refuse to do any service assigned to them. Refusal of any assignment will result in the student being clocked out and sent home. If the incident happens at the end of the day, it will result in the student being dismissed for the following day.

LeGrand Institute of Cosmetology

Students must work on assigned lessons or mannequins when not working on customers. Students may not talk to another student while he/she is with a customer. Students may not be interrupted during theory class to serve a client. Students must obey all rules of hygiene and sanitation.

An instructor must supervise all clinic work. Students may not instruct each other to do another student's assignment without permission from the instructor.

STEALING

Any student caught taking something that belongs to another student, customer, or the school, will be dismissed. Found items are to be turned into the office or to an instructor. Charges may be pressed.

Students are personally responsible for their own equipment and personal property. Purses may be locked in your locker during school hours. The college is not responsible for personal property stolen or items left after 60 days.

CONDUCT STANDARDS

Students may not gather at the front desk, sit in the reception area, or sit on the clinic floor.

Unnecessary conversation or noise will not be tolerated on clinic floor or in classroom. Profanity or vulgar language is not permitted at LINC. The use of profanity will result in permanent termination.

The college does not condone any act during school hours that would adversely affect the reputation or well being of the school, its students or instructors. Any such violation may result in permanent dismissal from the school.

Cooperation with instructors is mandatory. If a student back talks or disrespects an instructor, they will be immediately clocked out and sent home for the day. Before the student can return to class, they must speak to the Director.

Students are expected to exercise mature and responsible self-discipline. Students are to behave with courtesy and integrity at all times toward their instructor, fellow students, and clients. Continuing enrollment depends upon maintaining appropriate conduct standards. Failure to follow these conduct standards may lead to termination.

STUDENT CLINIC SERVICES

No student may refuse to work on a patron because of a commitment to another student or to have their own hair done. No responsibility is assumed by the college for negligence, carelessness or lack of skill by any student while practicing any part of the course upon another student or a client.

Students may ONLY get their hair done when:

- 1) Practical Sheets are completed for the day
- 2) All tests have been taken and passed and projects completed – NO DEFICIENCIES!
- 3) Satisfactory Progress in Maintained – NOT ON PROBATION!

An instructor must grant permission by the instructor in charge of them before a student can receive hair services. Student tickets must be written and paid for BEFORE THE SERVICE IS PERFORMED. STUDENTS CANNOT GET THEIR HAIR DONE ON FRIDAY OR SATURDAY – NO EXCEPTIONS! If the student comes to school to have their hair done on a day they did not come to school, they will pay full price.

TELEPHONE

Permission must be granted before using phone. Messages will be taken for personal calls received. Only emergency phone calls will be given to the student immediately. No long distance or toll phone calls will be permitted.

VISITORS

Please advise friends and family that no visitors are allowed during school hours.

OPEN DOOR POLICY

Students have the right to discuss with management personal problems or problems relating to the school which may affect the student's success or failure while in attendance.

ALCOHOL/ILLEGAL DRUGS

No alcohol/illegal drugs are allowed on school premises. A student under the influence of alcoholic beverages or

LeGrand Institute of Cosmetology

drugs, or suspected of being under the influence, will not be admitted to class and will be suspended for the remainder of the day. All students must read, agree to, and sign the *Drug Free Workplace Policy*.

CELL PHONES

Cell phones must be placed in a basket during theory class. After theory class, students may have their cell phones out to document their work, advertise clinic services and/or for reinforced activities assigned by their instructor. Personal use of cell phones should be limited to student's fifteen minute break and thirty minute lunch.

WEAPONS

Do not bring any type of weapon onto school property. This includes knives, firearms, or anything that could be mistaken as a weapon.

BOOKBAGS

Book bags will only be allowed in the classroom if they fit beneath your chair. At the end of class, book bags should be placed neatly at your station or other designated area.

PARKING

Students may not park around the school building. If you park around the school, you will be immediately clocked out and sent home for the day. Students should refer to the parking diagram for the correct place to park.

CORRESPONDENCE

The name "School," "College," "Institute," or "LINC" as referred to herein, pertains to LeGrand Institute of Cosmetology, 2418 Broad Street, Camden, SC 29020. All correspondence should be mailed to PO Box 2102,

Any student has the right to appeal any negative progress report, probation, or termination. The student must submit the appeal in writing within 10 calendar days to the Director. A review will be scheduled with the Director, Instructor, and student to review the decision after an appeal has been made. The school will consider all appeals within 14 calendar days.

REPERCUSSION POLICY

If a student violates the Rules and Regulations of LeGrand Institute of Cosmetology, a repercussion will occur. The Director will determine the repercussion based on the severity of the infraction.

The following infractions will result in Dismissal from school (NO EXCEPTIONS):

- Satisfactory Progress is not maintained in Academics or Attendance
- Student is involved in fighting.
- Student brings alcohol, illegal drugs, firearms, knives or weapons of any kind onto school property.
- Any actions that cause problems regarding staff or the school in a negative manner.

LINC reserves the right to make any changes to the Rules and Regulations, Procedures or Repercussions at any time. LINC will notify the student by posting any changing or additions in the lunch/break room area. All students must abide by the new rules and regulations.

Cosmetology Course Outline

Course Description

The cosmetology course is a 1500 hour course which provides theory, practical, and clinical experience in hair design (shaping and styling), chemical reformation (permanent waves and relaxers), hair color and lightening, scalp and hair care treatments, shampoos and rinses, manicures and pedicures, artificial nails, skin care (facials and makeup), professional ethics, securing employment, and salon management.

Course Goals/Objectives

This course is intended to prepare students to pass the state licensure exam and to enable students to enter the workplace with the skills needed to succeed as a cosmetology professional. The student will be able to follow required regulations regarding sterilization and sanitation in procedures and equipment used.

Instructional Methods

Students will obtain knowledge and practical skills through theory lectures, demonstrations, audiovisuals, and practical experience that is gained by working on the general public under supervised instruction.

Grading Procedures

Students will be evaluated throughout the course using theory and practical exams based on a 100 point grade scale. A written exam will be given upon completion of each theory chapter. A numerical grade will be calculated. Practical exams will be given upon completion of practical exercise. A numerical grade will be calculated based on the accuracy of completed tasks and their assigned point value. All students must earn at least 80% on each exam to be considered passing in that subject.

On a monthly basis, students receive a Monthly Review. The Monthly Review will give the student's cumulative attendance percentage and will list any deficiencies in grades or the project for that month. If the test is not taken by the Satisfactory Progress Evaluation, the test will be counted as a zero which will be averaged into the student's cumulative theory grade and could result in probation and loss of financial aid. If the project is not completed by the Satisfactory Progress Evaluation, the student will receive a zero for the project which will be averaged into their cumulative theory and practical grades and could result in probation and loss of financial aid.

Students are expected to complete daily duties. Daily duties are ranked either complete or incomplete. Two incomplete duties in one month will result in one-day suspension.

SCIENCE OF COSMETOLOGY/HOURS

I. Sanitation and Sterilization (45 Hours)

- A. Bacteriology
- B. Product Knowledge
 - 1. Sterilizers
 - 2. Disinfectants
- C. Sanitary Rules and Procedures
- D. Safety Precautions

II. Personal Hygiene and Grooming (30 Hours)

- A. Personal and Public Hygiene

VII. Trichology (25 Hours)

- A. Composition of Hair
- B. Hair Structure
- C. Hair Analysis
- D. Disorder & Diseases

VIII. Nails (15 Hours)

- A. Structure
- B. Growth
- C. Disorders and Diseases

- B. Visual Poise
- C. Personality Development
- III. Professionalism – Professional Ethics (35 Hours)
 - A. Conduct
 - B. Attitude
 - C. Courtesy and Customer Relations
- IV. Public Relations, Salesmanship, & Psychology (50 Hours)
 - A. Psychology
 - B. Customer Service and Sales Techniques
 - C. Principles
- V. Anatomy (45 Hours)
 - A. Cells
 - B. Body Systems
 - C. Functions
- VI. Dermatology (25 Hours)
 - A. Skin Functions
 - B. Skin Structure
 - C. Skin Disorders and Diseases
- D. Product Knowledge
- IX. Chemistry (100 Hours)
 - A. Matter
 - B. Bonds
 - C. pH Scale
 - D. Shampoos, Conditioners, Rinses
 - E. Permanent Waves
 - F. Relaxers
 - G. Hair Color
 - H. Cosmetics
 - I. Skin Care Products
- X. Safety Precautions (30 Hours)
 - A. Public Safety
 - B. First Aid
 - C. Chemicals

PRACTICE OF COSMETOLOGY

- I. Shampoos and Rinses (45 Hours)
 - A. Effects on Hair
 - B. Types – Product Knowledge
 - C. Draping
 - D. Procedures
 - E. Safety Precautions
- II. Scalp and Haircare Treatments (30 Hours)
 - A. Massage
 - B. Moisturizers
 - C. Reconstructors
 - D. Types – Product Knowledge
 - E. Safety Precautions
- III. Hair Shaping (150 Hours)
 - A. Implements
 - B. Analysis
 - C. Sectioning
 - D. Procedures
- VI. Chemical (Cold) Waving, Relaxers, or Straighteners (225 Hours)
 - A. Chemistry
 - B. Product Knowledge
 - C. Hair Analysis
 - D. Procedures
 - E. Records
 - F. Special Problems
 - G. Safety Precautions
- VII. Hair Coloring and Lightening (225 Hours)
 - A. Chemistry
 - B. Classifications
 - C. Product Knowledge
 - D. Procedures
 - E. Records
 - F. Special Problems
 - G. Safety Precautions

LeGrand Institute of Cosmetology

- E. Safety Precautions
- IV. Hair Styling (325 Hours)
 - A. Design Principles
 - B. Molding
 - C. Roller Placement
 - D. Pin Curls
 - E. Finger Waves
 - F. Thermal Curling
 - G. Thermal Pressing
 - H. Backbrushing and Backcombing
 - I. Blow Drying and Air Waving
 - J. Wiggery
 - K. Product Knowledge - Styling Aids
 - L. Braids
 - M. Safety Precautions
- V. Manicuring (25 Hours)
 - A. Equipment, Implements, and Supplies
 - B. Procedures
 - C. Massage
 - D. Nail Repair
 - E. Artificial Nails
 - F. Pedicuring
 - G. Special Problems
 - H. Safety Precautions
- SECURING EMPLOYMENT (15 Hours)
 - A. How to Obtain Employment
 - B. Preparation of Employment Applications
 - C. Preparation of Resume
- VIII. Facial – Skin Care & Makeup (30 Hours)
 - A. Electricity & Light Therapy
 - B. Theory of Massage
 - C. Facial Procedures
 - D. Product Knowledge
 - 1. Cosmetics
 - 2. Facial Packs/Masks
 - E. Application
 - F. Sanitation
 - G. False Eyelashes
 - H. Superfluous Hair Removal
 - I. Eyebrow Arching
 - J. Safety Precautions
- STATE LAW (15 Hours)
 - A. State Board
 - B. Local and State
 - C. Institution
- SALON MANAGEMENT (15 Hours)
 - A. Site Development
 - B. Advertising
 - C. Sales
 - D. Records
 - E. Business Laws
 - F. Insurance
 - G. Payroll Deductions

Nail Technology Course Outline

Course Description

The nail technology course is a 450 hour course which provides theory, practical, and clinical experience in manicures, pedicures, nail repairs, artificial nails, anatomy and physiology, sanitation and safety, power equipment, and state law.

Course Goals/Objectives

This course is intended to prepare students to pass the state licensure exam and to enable students to enter the workplace with the skills needed to succeed as a nail professional. The student will be able to follow required regulations regarding sterilization and sanitation in procedures and equipment used.

Instructional Methods

Students will obtain knowledge and practical skills through theory lectures, demonstrations, audiovisuals, and practical experience that is gained by working on the general public under supervised instruction.

Grading Procedures

Students will be evaluated throughout the course using theory and practical exams based on a 100 point grade scale. A written exam will be given upon completion of each theory chapter. A numerical grade will be calculated. Practical exams will be given upon completion of practical exercise. A numerical grade will be calculated based on the accuracy of completed tasks and their assigned point value. All students must earn at least 80% on each exam to be considered passing in that subject.

On a monthly basis, students receive a Monthly Review. The Monthly Review will give the student's cumulative attendance percentage and will list any deficiencies in grades or the project for that month. If the test is not taken by the Satisfactory Progress Evaluation, the test will be counted as a zero which will be averaged into the student's cumulative theory grade and could result in probation and loss of financial aid. If the project is not completed by the Satisfactory Progress Evaluation, the student will receive a zero for the project which will be averaged into their cumulative theory and practical grades and could result in probation and loss of financial aid.

Students are expected to complete daily duties. Daily duties are ranked either complete or incomplete. Two incomplete duties in one month will result in one-day suspension.

SCIENCE OF NAIL TECHNOLOGY/ Hours

- I. Sanitation and Safety Measures (75 Hours)
 - A. Bacteriology – Classification
 - B. Sanitation
 - 1.) Chemical Agents
 - 2.) Sanitizing Methods and Procedures
 - 3.) Product Knowledge

- II. Anatomy and Physiology (50 Hours)
(Arms, Hands, and Feet)
 - A. Nail Shapes, Structures, Growth
 - 1. Nail Irregularities
 - 2. Nail Diseases
 - B. Bones, Muscles, Nerves
 - 1. Bones of arm and hand
 - 2. Muscles of arm and hand
 - 3. Nerves of arm and hand
 - C. Skin
 - 1. Histology
 - 2. Functions
 - D. Blood Circulation
 - 1. Blood Vessels
 - 2. Blood Supply of the arm, hand, and foot

- III. Manicuring and Pedicuring (150 Hours)
 - A. Preparation
 - B. Equipment and Implements
 - C. Supplies
 - D. Procedures
 - 1. Basic Manicure
 - 2. Oil Manicure
 - 3. Nail Analysis
 - 4. Hand and Arm Massage
 - E. Pedicure
 - F. Polish – Application
 - G. Specific Needs

- IV. Artificial Nails (110 Hours)
 - A. Sculpturing (liquid or powder brush ons)
 - B. Artificial Nail Tips
 - C. Nail Wraps and Repairs
 - D. Maintenance

- V. Power Equipment (50 Hours)

- VI. State Law (15 Hours)

STEPS TO SUCCESS

During your training, which includes the time spent in classroom and clinic classroom, you should develop a truly professional approach to success.

- 1.) You must be clean and neat as to uniform and shoes. Body cleanliness is a must as in all professions, especially where the technician comes in close contact with the client.
- 2.) Daily baths, regular care and brushing of teeth, avoidance of foods that leave a distasteful mouth odor, and use of deodorants and mouthwash are accepted as the way of life in the beauty profession.
- 3.) Recognize that the school is both a business and a training center and you must conform to both.
- 4.) Recognize that the school establishes rules and regulations for the good of the students and the school and must be observed at all times.
- 5.) Be aware that learning is an active process and that to learn you must participate. With hard work and patience, you will be successful.
- 6.) If you are to be successful in this profession:
 - a. You must be neat and clean.
 - b. You must cultivate and practice a professional attitude.
 - c. You must acquire all the knowledge and skills possible in the few short months you are in school.
 - d. You must be reliable, dependable, tactful, and prompt.
- 7.) The patron is the most important person you will encounter both during your school and professional career.

LeGrand Institute of Cosmetology

Undergraduate certificate in Cosmetology/Cosmetologist, General
Program Length: 50 weeks

Students graduating on time

0% of Title IV students complete the program within 50 weeks ⓘ

Program Costs*

\$14,130 for tuition and fees

\$1,250 for books and supplies

\$13,224 for off-campus room and board

Other Costs

Visit website for more program cost information (<http://www.legrandinstitute.com>)

*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money

92% of students who attend this program borrow money to pay for it ⓘ

The typical graduate leaves with

N/A* in debt ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical monthly loan payment

N/A* per month in student loans with **N/A*** interest rate. ⓘ

*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

The typical graduate earns

\$10,834* per year after leaving this program ⓘ

*This institution has appealed the earnings data for this program.

Graduates who got jobs

92% of program graduates got jobs according to the accreditor job placement rate

Program graduates are employed in the following fields:

Hairdressers, Hairstylists, and Cosmetologists

(<http://online.onetcenter.org/link/summary/39-5012.00>)

Makeup Artists, Theatrical and Performance (<http://online.onetcenter.org/link/summary/39-5091.00>)

Manicurists and Pedicurists (<http://online.onetcenter.org/link/summary/39-5092.00>)

Skincare Specialists (<http://online.onetcenter.org/link/summary/39-5094.00>)

Licensure Requirements ⓘ

This program meets licensure requirements in
South Carolina

Additional Information

Date Created 7/1/2017

These disclosures are required by the U.S. Department of Education

Veterans Administration Policies

The following policies included in this addenda are only for veterans who are eligible to receive VA education benefits.

Attendance Policy

Addendum 1

Refund Policy

Addendum 2

Standards of Progress

Addendum 3

VA Pending Payment Compliance

Addendum 4

LEGRAND INSTITUTE OF COSMETOLOGY

ATTENDANCE POLICY

VA students enrolled in the **Cosmetology** program will be interrupted for unsatisfactory attendance when accumulated absences, tardies and class cuts exceed **twenty (20)** percent of class contact hours. The interruption will be reported to the Department of Veterans Affairs (DVA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A VA student may be re-enrolled for benefits after 30 days from the date of termination/interruption of VA benefits only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a VA student will be interrupted for unsatisfactory attendance when accumulated absences, tardies and class cuts exceed **twenty (20)** percent of the remaining contact hours. The interruption will be reported to the Department of Veterans Affairs (DVA) within 30 days of the VA students' last date of attendance (use VAF 22-1999b).

VA students interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of *mitigating circumstances*.

Mitigating circumstances are issues which directly hinder a VA student's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness or death in the veteran's immediate family.
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

Institutions having a published "Leave of Absence Policy" should discontinue VA educational benefits (use VAF 22-1999b) while that student is on "official leave of absence".

Wendell M. Bis

Signature of Certifying Official

7-12-2021

Date

ADDENDUM 1

REFUND POLICY:

By authority of Title 38, United States Code of Federal Regulations 21.4255, Non-Accredited College and University programs are required to adhere to the following refund policy for veterans and others eligible for VA education benefits (collectively referred to as "veterans" within this policy). The policy will be listed as an addendum to the institution's catalog, bulletin, or handbook.

Date: 7-12-2021

LeGrand Institute of Cosmetology, Inc.

(Name of Institution)

WILL USE AND PROVIDE THE FOLLOWING REFUND POLICY FOR ALL VETERANS AND OTHER PERSONS ELIGIBLE FOR VA EDUCATION BENEFITS UNDER TITLE 38, U.S. CODE:

The school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran:

- Fails to enter the program/course.
- Withdraws, or
- Is discontinued therefrom at any time prior to completion of the program/course.

Such policy must provide that the amount charged to the veteran for tuition, fees, and other charges for a portion of the program/course shall not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course/program bears to its total length, within the following limitations:

Registration Fee – An established registration fee in the amount not to exceed \$10.00 need not be subject to proration. When the established registration fee is more than \$10.00, the amount in excess of \$10.00 will be subject to proration.

Prompt Refund – Refunds will be made promptly (within 40 days). Veterans are not required to file application for refund.
Signature of Certifying Official

Signature: _____

Kimberly M. Gibson

Print Name: Kimberly M. Gibson

Date: 7-12-2021

ADDENDUM 2

LEGRAND INSTITUTE OF COSMETOLOGY

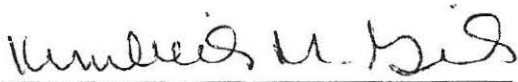
STANDARDS OF PROGRESS FOR "COSMETOLOGY" PROGRAM

Academic progress will be measured at the end of each evaluation period. **(The evaluation period occurs after the completion of 450, 900 and 1200 clock hours)** Failure by a student to maintain a cumulative Grade Point Average (GPA) of at least 80% for any evaluation period will result in that student being placed on academic probation for the following evaluation period. Failure by the student to attain a cumulative GPA of at least 80% during the probation period will result in academic suspension (termination of veteran's benefits) for one month. The interruption will be reported to the Veterans Administration **within 30 calendar days** of the change in status using VA Form 22-1999b.

VA students who are reinstated for benefits after academic suspension who fail to attain a GPA of at least 80% during that evaluation will be terminated from the program. Reinstatement after termination/dismissal will be granted **only** if mitigating circumstances exist.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances. This list is not all-inclusive.

- ❖ Serious illness of the veteran
- ❖ Serious illness or death in the veteran's immediate family
- ❖ Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- ❖ Unanticipated changes in child-care responsibilities
- ❖ Active duty military service, including active duty for training.


Signature of Certifying Official

7-12-2021
Date

ADDENDUM 3

Addendum to Catalog VA Pending Payment Compliance

Facility Name / Address: LeGrand Institute of Cosmetology / 2418 Broad St., P.O. Box 2102,
Camden, SC 29020

DVA Facility Code: 2.5.8079.40

Person / Title Completing Addendum: Kimberly Gibson, Administrator

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

#Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.

- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

I, Kimberly M. Gibson, do hereby certify this addendum to be true and accurate in content and policy. Our institution will adopt this addendum, effective 1 August 2019, and will incorporate into the next revision of our catalog.

Kimberly M. Gibson
Signature of Authorized School Official

7-22-19
Date