



**209 West College Street  
Lake Charles, LA 70605  
(337) 474-0533**

# **2026 Catalog**

EDUCATION BY  
**pivot point.**

Revised January 2026

## Welcome

**Welcome...** to the wonderful and exciting world of Hair and Beauty offered by **Stage One The Hair School**. For the purpose of this document Stage One the Hair School will be further known as "The School". Our unique scientific approach to education brings together the concepts of art and science within a sound educational foundation. Art and science are used to develop our curriculum for teaching in a manner which produces a highly competent and creative designer.

The world of cosmetology is larger than ever and the need for creative, well-trained designers is growing every day. If you love working with people and are willing to devote the time and energy necessary for success, this is the field for you. Once you master a profession in the cosmetology field, the door to numerous career opportunities, opens and awaits you!

The following are only some examples of career opportunities available to you upon completion of our program. Obviously, if you want to teach, you'll need to complete a Teacher's Training course after you've completed one of our other courses. For more specific information on career opportunities, ask your admissions counselor for guidance.

## Career Opportunities

### Salon Opportunities:

\* Hair designer \* Color Specialist \* Nail Technician \* Esthetician (Skin Care and Makeup) \* Salon Owner

### Travel Opportunities:

\* Platform Artist \* Competition Designer \* Private Consultant

### Glamorous Opportunities:

\* TV/Motion Picture Designer \* Celebrity Designer

### Scientific Opportunities:

\* Manufacturer's Representative \* Research Assistant

### Educational Opportunities:

\* Corporate Educational Director \* School Owner \* Educational Consultant \* Instructor

By choosing a profession in the cosmetology field, you can be assured of a rewarding, creative and exciting future. But, to really reach the top and make the best possible use of your talents and artistry, you will need a fine education. Pivot Point International's Cosmetology Research Center can offer you just that. Education that works!

## Job Outlook

The outlook for industry professionals is good. An increasing population and higher incomes are creating a growing demand for salon and spa professionals. At present, the demand for industry professionals is greater than the supply, and that trend is expected to continue.

According to the United States Department of Labor, the U.S. employment rates for hairdressers, hairstylists, cosmetologists, and shampooers are projected to grow by 13 percent through the year 2026, faster than the average for all occupations.

Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook.

## Earnings

According to the United States Department of Labor, salon professionals can average up to \$50,000 including tips. Some of the main factors that determine income include the size and location of the salon, hours worked, the tipping habits of clients and competition from other salons and shops. A cosmetologist's ability to bring in and maintain regular clients is another factor in determining potential earnings. According to The United States Department of Labor, many cosmetologists and other personal appearance workers receive commissions based on the price of the service, or they earn a salary based on hours worked. Nearly every professional in the cosmetology industry receives tips and commissions for the products they sell. Some

salons pay bonuses to employees who bring in new business.

Earnings vary depending on geographic location, size of the town or city, work experience, and the employer. Some professionals working in a salon or spa may earn a straight salary while others may get an additional commission based on the number of clients and services. Typical commission can range from around 30-50% and is negotiated individually. Self-employed professionals who rent space in a salon or spa typically keep all their earnings but pay rent for their station, product costs, taxes, insurance, and other expenses related to maintaining their own business.

The average salary for a salon professional in Louisiana is \$43,545 per year. This average is based on full-time employment and excludes tips. Tips are often an important part of a person's earnings and may account for 10-30% of income, depending upon the salon and spa, service prices, and the city. Note: Tips are considered income and the salon professional is responsible for taxes related to that income.

*Source:*

*American Association of Beauty Schools <https://www.beautyschools.org/students/careers-in-beauty/>  
Indeed <https://www.indeed.com/career/cosmetologist/salaries/LA>*

## **Industry, Physical and Safety Demands**

The beauty industry is best suited for persons who are generally in good to excellent health. Many products are used during the educational process and in the field, that may contain chemicals to which a person may be sensitive. It is, however, a fundamental requirement of these programs to use and/or demonstrate the use of the products carried by the school, both for classroom as well as clinical work.

**Physical Demands:** Stylists and technicians, by the very nature of what they do, are required to spend long hours standing, sitting, bending, reaching, and performing repetitive motions. As with other physically demanding vocations, these work activities can cause fatigue and/or pain in various parts of the body and serious injury can sometimes occur. Some aches, pains and/or injuries develop slowly over a long period of time.

In many cases, health challenges can be prevented through improved posture, better work habits, proper equipment and proper equipment use. An important part of one's education is to understand that developing good habits at the beginning of training will help prevent injury and/or health issues in the future.

**Safety:** In order to protect the general public, state laws, rules, regulations, and/or standards apply to this field. All persons working in the field are responsible for maintaining a level of understanding and are required to practice according to current law as well as adhere to changes in law. The state is not required to directly notify any person or entity of changes in the law and/or changes to standards.

## **Mission Statement/Educational Objectives**

Stage One The Hair School is committed to the belief that our communities expect quality workmanship and artistic professionalism from today's beauty industry. While today's obligations to our students, alumni, and community are recognized priorities, our goal for tomorrow is even greater excellence in educational preparation. Stage One The Hair School, Inc. prepares graduates for employment. This school observes all rules and regulations issued by the Louisiana State Board of Cosmetology and the local Health Department.

Stage One The Hair School encourages its instructors to keep abreast of the latest cosmetology techniques and teaching methods through individual study and training as well as regular attendance at teachers' advanced courses, workshops, and trade shows.

This school participates in educational conferences and regional meetings designed to advance the profession of Cosmetology. Our teaching program incorporates the use of all acceptable teaching techniques and training aids. Stage One The Hair School provides for its students a clean, spacious facility, well equipped with modern teaching tools.

Supplemental textbooks, workbooks and audio-visual aids are used in conjunction with nationally accredited and recognized textbooks to provide complete and up-to-date training for our students. Graduates of Stage One The Hair School have a thorough understanding of basic haircutting, coloring, perming, highlighting, and conditioning. They have also been trained in the basics of salon operations, management, client communications, sales skills, and retail product knowledge. This school maintains honest and fair relationships with our staff, students, patrons, the State Board, and other schools. Stage One The Hair School purchases high quality equipment, cosmetics, and supplies to be used in the instruction of our students. This school advertises truthfully and makes honest representations to our students. All courses are taught in English.

## An Accredited School of Cosmetology

Stage One The Hair School is accredited by the **National Accrediting Commission of Career Arts and Sciences (NACCAS)**, which is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments cosmetology arts and sciences, and massage therapy.

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

Stage One The Hair School is licensed by the **Louisiana State Board of Cosmetology**.

11622 Sunbelt Court  
Baton Rouge, LA 70809-9013  
(225) 756-3404  
<http://www.lsbclouisiana.gov/>

## The Cosmetology and Cosmetology (Hybrid) Course

### Course Objectives

The objective of our Cosmetology and Cosmetology (Hybrid) courses are to acquaint you with all aspects of cosmetology so that you will have the well-rounded background you need to become a successful cosmetologist. We strive to teach you principles which you will be able to rely on throughout your career. You will learn the biology and chemistry of hair, as well as artistic approaches to hair sculpture, design, color and perm. You will be able to work with hair of all lengths, styles and textures. Manicuring, facials, make-up and pedicuring are also part of your training. In addition, you will receive special preparation for the State Board Examination which you must pass in order to practice your profession. To help you better prepare for a more successful career, Stage One The Hair School has a complete People Skills program. It is the first program that addresses communication skills targeted specifically to a salon environment. With a strong technical background and People Skills, you have the resources to become a successful designer.

### Cosmetology Course Hours

1500 Clock Hours (phase I-240 hours, phase II-660 hours, phase III-576 hours)

Stage One The Hair School Cosmetology program consists of the study of artistic and scientific principles of cosmetology in theory, concept and practical application. Within the 1500 clock hours courses, students will be taught through audio-visual presentations, lectures, demonstrations, practical hands-on experiences, and written and practical testing.

### Cosmetology (Hybrid) Hours

1500 Clock Hours (phase I-240 hours, phase II-660 hours, phase III-576 hours)

Phase I = 8 Weeks – Completed via Distance Education

Phase II = 20 Weeks – First 2.5 Weeks Completed via Distance Education/Remaining Weeks Completed On-Campus

Phase III = 18 Weeks – Completed On-Campus

Stage One The Hair School Cosmetology (Hybrid) program consists of the study of artistic and scientific principles of cosmetology in theory, concept and practical application. Within the 1500 clock hours courses, students will be taught through Distance Education Platforms and On-Campus Learning. Instruction is provided through audio-visual presentations, lectures, demonstrations, practical hands-on experiences, and written and practical testing.

### Cosmetology and Cosmetology (Hybrid) Clock Hour Breakdown

75	theory-classroom instruction
75	bacteriology, decontamination, and infection control
75	shampoo, rinse, scalp treatments
150	hairstyling
200	haircutting
125	hair coloring
200	chemical texturizing
175	manicuring, pedicuring
175	facials
50	salon success
200	instructor discretion

**1500 TOTAL HOURS**

## The Esthetics Course –750 Clock Hours (Esthetician)

**DESCRIPTION:** The primary purpose of the Esthetics Course is to train the Student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as an Esthetician or related career path.

**OBJECTIVES:** Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related fields.

### Esthetics Breakdown of Hours:

<b>Subject</b>	<b>Clock Hours</b>
<b>Professional Practices</b>	<b>100 Clock Hours</b>
<b>Sciences</b>	<b>250 Clock Hours</b>
<b>Facial Treatments</b>	<b>200 Clock Hours</b>
<b>Hair Removal</b>	<b>25 Clock Hours</b>
<b>Makeup</b>	<b>100 Clock Hours</b>
<b>Body Treatments</b>	<b>25 Clock Hours</b>
<b>Exfoliation/Chemical Peels</b>	<b>50 Clock Hours</b>
<b>Total</b>	<b>750 Clock Hours</b>

## The Teacher's Training Course

### Teacher's Training Courses Objective

The objective of our Teacher's Training Courses is to prepare you to become a well-trained and well-rounded teaching professional. We strive to teach you teaching principles which you will be able to rely on throughout your career. In addition, you will receive special preparation for the State Board examination which you must pass in order to practice your profession.

### Teacher's Training Course Description - 600 Clock Hours

The 600 Clock Hours Teacher's Training Course consists of theoretical and practical instruction. The students demonstrate their knowledge of all subject matter-in theory and application, through the completion of required written and practical applications.

This curriculum and course of study are designed to instruct a teacher trainee in basic teaching methods and techniques. It is anticipated, for the effective implementation of this program, that the trainee is proficient in the art and practice of cosmetology.

Following sound training principles, the program provides an opportunity for each student teacher to observe and assist experienced teachers in the performance of their duties, to perform skill demonstrations, to supervise practice teaching, as well as to thoroughly study the principles of teaching. The program permits the trainees to apply, in a classroom atmosphere, the practices and theories to which they are exposed as the program unfolds.

The cosmetology profession is in need of well-trained, qualified teachers. The course of study is planned to present a program for the training of the personnel required to supply that need. The program consists of classroom training in the science of teaching, teacher assistance and observation, performance of demonstrations, supervised practice teaching. The time devoted to each of these areas will depend on the total length of the course.

### Instructor Clock Hour Breakdown

200	classroom training-science of teaching	
175	teacher assistance-observation/practice teaching	
25	performance of demonstrations	
200	clinic-supervised practice teaching	<b>600 TOTAL HOURS</b>

The rationale for the Teacher's Training program to extend longer than the State of Louisiana requires is as follows.

1. Because we use the system of Pivot Point to educate our students we feel that it is necessary for the teacher trainee to

- review and renew the terminology, concepts, etc. associated with the system after working in the salon industry.
2. More time is required to learn the variety of techniques and principles that the teacher trainee will be able to rely on throughout their teaching career.
  3. To allow teacher trainee to observe and assist experienced instructors in performing their duties and skill demonstrations and to have supervised teaching practice and thoroughly study the principles of teaching.

I understand that Stage One The Hair School requires that I attend 600 hours (extra 100 hours) for Teacher's Training.

## **Admission Requirements and Procedures**

Stage One The Hair School is a private institution looking for exceptional students who possess the desire and willingness to work hard in order to achieve their dreams. The School does not recruit students who have been admitted to or who are already attending another institution that offers similar programs of study. Stage One The Hair School reserves the right to change scheduled start dates and/or class schedule without prior notice.

The school admits as regular students (1) high school graduates with a high school diploma from "an approved high school" diploma or official transcript with a raised seal showing passing scores, (2) holders of a GED or (3) has completed homeschooling at the secondary level as defined by Louisiana state law. Transcripts must show high school completion. These are the only documents that will be acceptable as of August 2006 according to the Louisiana State Board of Cosmetology. Students must be at least 16 years of age. All potential students must provide proof of self, such as a driver's license or birth certificate; and successfully complete an admissions interview. Stage One The Hair School does not admit ability to benefit students. Stage One The Hair School does not recruit from other schools offering similar programs. A student wielding a foreign diplomamust "have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents in to English and confirm the academic equivalence to a U.S. high school diploma" External Transfer Applicants – Credit for Prior Education

Stage One The Hair School does not accept external transfer applicants. Even though our school does not generally accept transfer credits from other schools, transcripts of incoming students will be evaluated.

## **Re-Enrolling**

A re-enrollment, one who was either terminated or withdrew prior to completion of the program, may be re-admitted into the same program typically within 12 months of his or her last date of attendance and at the discretion of school management. Re-enrollment is not guaranteed and will be determined on a case-by-case basis.

## **Re-Enrollment Procedure**

In order, to be re-admitted to Stage One The Hair School the student must apply for re-enrollment. The application for re-enrollment may be found by contacting the school director during regular business hours. Re-enrollment applications are reviewed by school management. Decisions are final. Additional charges apply and include a \$100 re-enrollment registration fee and all applicable tuition charges, which are calculated with the tuition rate corresponding with the new start date.

Educational material needs will be assessed upon acceptance as a re-enrollment. Appropriate charges and taxes will apply.

## **Re-Enrollment Disclosures**

- Space is limited. Re-enrollments will only be accepted when space is available. Full course starts are granted priority.
- Stage One The Hair School has the right to deny re-enrollment.
- A student will only be considered for re-enrollment typically within 12 months of his or her last date of attendance. The School strongly recommends that the student re-apply as soon as possible following termination/leave of absence, etc. Failure to do so may result in a significant waiting period prior to a new class start.
- A student who failed to complete Phase 1 of his or her course and who is re-enrolling must contact the Admissions office, as he or she is considered a new student for the purpose of placement into class.
- A student who previously enrolled, but who did not re-enroll within one year of his or her last date attended, may be required to apply with the Admissions office and be considered a new enrollment. No prior credit will be granted.
- All prior balances and/or payment plans with Stage One The Hair School must be in good standing in order to be considered for re-enrollment.
- All requests for re-enrollment must include a detailed description of how the student's situation has improved since the prior enrollment period.
- Re-enrollments will typically return to the beginning of the phase/course segment in which they were previously enrolled.
- Students may be re-admitted typically only one time regardless of termination (School-initiated) or withdrawal (student-initiated).
- Upon re-enrollment the student's expected graduation date will be calculated based on 100% attendance rate which will

include any remaining personal time not used during previous enrollment period and as complies with maximum timeframe (125%) of his or her new enrollment period (contracted hours/credits) only.

- It may take up to 90 days for a decision to be made regarding re-admittance. Actual start dates for re-enrolling students are determined as space availability allows.

## **Non-Discrimination Policy/Equal Opportunity Statement**

Stage One The Hair School does not discriminate and expressly prohibits any form of student or staff harassment based on ethnic origin, race, color, religion, sex, national origin, age, handicap or status as a military veteran. This policy applies to all aspects of operation including but not limited to educational opportunity, admissions and/or employment opportunities and benefits pursuant to the requirements of Title IX of the Educational Amendments of 1972, Public Law 92- 318; the Rehabilitation Act of 1973, section 504, Public Law 93-112 and Title III of the Americans with Disabilities Act of 1990.

## **Disabilities and Accommodation**

Stage One The Hair School is committed that no qualified handicapped person, by reason, of his or her handicap, will be excluded from enrolling in a course of instruction or be subjected to discrimination based upon disability. Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. However, all prospective students must meet standard admissions requirements.

Stage One The Hair School does not formally assess students under the standards of a traditional 504 plan (IEP/other). If an applicant for enrollment believes he or she may need an accommodation during his or her program, he or she should advise the School Director prior to class start and must submit a written request for specific accommodation(s). The written request must include documentation of the student's official assessment (for example, an Individual Education Program (IEP) from the student's high school) and outline the specific accommodation(s) requested.

Should a student fail to request accommodation prior to the program start, he or she may submit a written request to the School Director at any time; however, all requests should be made at least four weeks in advance of the date needed. Accommodation plans determined after the program start will be effective from the date determined moving forward.

All requests for accommodation will be reviewed by the School Director and a determination of reasonable accommodations (if applicable) will be provided in writing prior to the start of the student's program and/or within two weeks of the official request for currently enrolled students.

Students requesting reconsideration of the decision regarding the request should contact school management within one week of the date of the response. The student must provide a statement of why and how he or she believes the response should be modified.

Due to state licensing requirements and rigorous industry standards that are in place to protect the public, all students are required to meet the academic standards outlined in this catalog and/or as amended hereafter.

## **Financial Services**

### **Schedule of Fees**

Course costs are subject to change without notice. Please contact the Admissions Office for current information. Several payment methods are available.

#### Schedule of Fees

##### Payment Schedule Cosmetology and Cosmetology (Hybrid)

Tuition	\$ 18,825.00
Books/Kit	\$ 2,650.00
Registration fee	<u>\$ 100.00</u>
Total Charges	\$ 21,575.00

##### Payment Schedule Esthetics

Tuition	\$ 9,248.00
Books/Kit	\$ 2,650.00
Registration fee	<u>\$ 100.00</u>
Total Charges	\$11,998.00

## Payment Schedule Teacher's Training

Tuition	\$ 4,300.00
Books/Kit	\$ 100.00
Registration fee	\$ 100.00
Total Charges	\$4,500.00

### Payment Methods

Whether through the various financial aid programs available, private resources, or a combination of methods, each student is treated as an individual and a payment plan will be agreed upon in writing prior to the start of class. Acceptable payment methods include but are not limited to cash, credit card, personal check, money order, Title IV funding, and private loans.

Stage One The Hair School does offer institutional monthly payment plans that are interest free and extended plans are interest bearing. The standard number of institutional monthly payments varies depending on program length. Students may choose to extend monthly payments beyond the standard for his/her program. Note: Students who choose to extend monthly payments beyond the standard for his/her program, he/she will not receive a diploma or transcript until all payments have been satisfied. See institutional monthly payment schedule below:

Cosmetology and Cosmetology (Hybrid) – 12 payments (standard), 18 payments (extended)

Teacher's Training – 5 payments (standard), 8 payments (extended)

Esthetics – 9 payments (standard), 12 payments (extended) Tuition charges are different for each course offering. Private pay are also required to make a tuition down payment on the first-day class. Payment terms for the remaining balance may be arranged with Financial Services.

Cost of attendance estimates may be found on our website at [www.stageoneinc.com](http://www.stageoneinc.com)

### Over-Exit Charges

The enrollment agreement/contract is based on a standard of regular attendance and includes regularly scheduled holidays, and a reasonable amount of personal time. A student who exceeds the end date on the enrollment agreement/contract will incur over-exit fees of \$396.00 per week, as stipulated in the enrollment agreement, for every additional week needed to complete the program requirements. In situations of mitigating circumstances, a student may appeal.

### Financial Aid (available to those who qualify)

Stage One The Hair School is approved by the U.S. Department of Education to participate in federal aid programs. Additional information may be found in the Student Guide published by the Department of Education. In order to qualify for financial assistance all applicants must complete a Free Application for Federal Student Aid (FAFSA). The application can be completed online at [fafsa.ed.gov](http://fafsa.ed.gov) or by contacting a Financial Services Advisor. The School's school code is 016747.

To be eligible for student aid an applicant must:

- Have a high school diploma, a General Education Development (GED) or the equivalent
- Be enrolled as a regular student working toward a degree or certificate in an eligible program
- Be a U.S. citizen or an eligible non-citizen
- Have a valid Social Security Number (SSN)
- Comply with Selective Service registration if required (males only)
- Not owe a refund on a federal grant or be in default on a federal student loan

Note: Student assistance funds are intended for educational purposes only. All students must meet the eligibility requirements at all times.

Application deadlines may apply. Contact the financial services department during regular business hours for additional information regarding application procedures and deadlines.

### Types of Federal Financial Aid

Stage One The Hair School participates in the following student aid programs (additional descriptions for these programs may be found in the *Student Guide* published by the U.S. Department of Education; a link to the *Student Guide* is available from our website at [www.stageoneinc.com](http://www.stageoneinc.com)

- **Federal Pell Grant:** A Federal Pell Grant, unlike a federal loan, does not have to be repaid. This is a grant to assist undergraduates who have not earned a bachelor's or a professional degree. For current maximum Federal Pell Award amounts, visit <http://studentaid.ed.gov/types/grants-scholarships/pell>.
- **Federal Direct Subsidized Loan:** Direct Subsidized loans are available to undergraduate students who demonstrate financial need. The school determines the amount a student can borrow, and the amount may not exceed the student's financial need. The U.S. Department of Education pays the interest on Subsidized loans while the student is in school, and during periods of deferment. Subsidized loans must be repaid. For maximum loan amounts and current interest rates, visit: <http://studentaid.ed.gov/types/loans/subsidized- unsubsidized>.
- **Federal Direct Unsubsidized Loan:** Direct Unsubsidized loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. The school determines the amount a student can borrow by considering the cost of attendance and other financial aid received. Unsubsidized loans must be repaid. Students are responsible for paying the interest on Unsubsidized loans during all periods. Students can choose not to pay the interest on Unsubsidized loans while in school and during grace periods or forbearance periods; however, interest will accrue (accumulate) and be capitalized (that is, interest will be added to the principle amount of the loan when the student goes into repayment). For maximum loan amounts and current interest rates, visit: <http://studentaid.ed.gov/types/loans/subsidized- unsubsidized>.
- **Federal Direct PLUS Loan:** PLUS loans are federal loans that parents of dependent undergraduate students can use to help pay education expenses. The U.S. Department of Education is the lender. The borrower must not have an adverse credit history. Federal PLUS loans have a fixed interest rate of 7.0%. The maximum amount a borrower can take is dependent of the student's cost of attendance minus any other financial aid received.
- **Loan Counseling:** Prior to loan disbursement, all student loan applicants will be advised of their rights and responsibilities with regard, to loans (and other financial aid funds) including but not limited to repayment requirements, sample repayment schedules, repayment options, and default counseling.

Students have the right to:

- Cancel the loan(s).
- Obtain a copy of the Master Promissory Note; this is legal agreement to repay your loan under the terms stated.
- A notification of loan sale or transfer; your lender must notify you if your loan is sold or transferred to another organization. In the notification, you should have the new organization's name, address, and contact information.
- Know the cost of the program chosen.
- Understand what criteria Stage One The Hair School uses to award student financial aid.
- Know the types of financial assistance that are available, including information on all federal, private, and institutional financial aid programs.
- Understand the criteria for meeting Satisfactory Academic Progress and maintaining financial aid eligibility.
- The current interest rate of any loan accepted and repayment terms for the loan.
- The total amount of student loans borrowed that will need to be repaid prior to attending.

Students are responsible for:

- Completing all financial aid forms accurately and on time.
- Providing additional documentation requested by Stage One The Hair School in order to complete verification or resolve discrepancies.
- Maintaining Satisfactory Academic Progress in attendance, theory and practical in order to remain eligible to receive financial aid.
- Complete exit counseling upon leaving Stage One The Hair School
- Repaying the loan as agreed, even if the student did not complete his or her education, is unable to find employment or is dissatisfied with the education received.
- Repaying the loan even if a bill is not sent; failure to receive a bill does not relieve the student of the obligation to repay loans on schedule.
- Having a thorough understanding of all documents signed.

Students must notify their lender servicer if they:

- Change their name, address and/or other contact information.
- Drop below half-time enrollment.
- Transfer to a different school.
- Are unable to meet the agreed upon payment terms. The bank may be able to work with the borrower by setting up forbearance, which is a period of time when the borrower is allowed to postpone or temporarily reduce the amount of the

loan payment due to financial hardship.

In addition to entrance counseling, all student loan recipients will also be required to complete exit counseling. The financial advisor will review the repayment requirements, options, and default consequences as well as discuss debt management strategies and other issues that will assist the borrower during repayment. Personal contact information will be updated at this time which will be forwarded to the lender. Note: Students should schedule an individual or group appointment with financial services during the final phase of the program. Loan types and amounts may be impacted by the program duration and dependency status of the student. Additional loan information may be found at: <http://www2.ed.gov/offices/OSFAP/DirectLoan/student.html>.

### **Loan Repayment Requirements**

All loans (Direct and PLUS programs) require repayment by the borrower according to the terms of the Master Promissory Note. Repayment options may include deferment and forbearance options. Borrowers should contact their lender as needed. There is no pre-payment penalty for Direct or PLUS loans. Students are encouraged to contact the Department of Education to set up electronic debiting when possible to assist with timely repayment. Additional repayment information may be found at: <http://www2.ed.gov/offices/OSFAP/DirectLoan/inrepayment.html>.

### **Continued Eligibility**

All students must remain eligible for aid at all times; this includes but is not limited to Satisfactory Academic Progress standards. Changes in the student's status and other eligibility requirements will result in recalculation of the aid package, which may lead to a reduction or loss of awards. In the event the aid package is reduced or terminated, the student and/or all guarantors will be responsible for all financial obligations to the School. This responsibility is assumed by the student and his or her guarantors regardless of the reason for the reduction or loss of eligibility.

### **Renewal Applications**

An academic year is defined as the period of time, normally spent completing one year of academic work. If part of the second academic year is in the next award year, applicants may be eligible for additional aid for the new academic year. Students must file a new FASFA application for the corresponding award year. Eligibility requirements still apply.

### **Award Year/Academic Year**

All financial aid is impacted by the definition of an Award Year and an Academic Year. An Award Year is defined by the Federal Government as July 1 of a year to June 30 of the following year.

### **Payment of Awards**

Most funds are disbursed according to payment periods or award periods. Loan disbursements are delayed for at least the first 30 days of attendance. Award amounts in most cases are divided into two payment periods and will only be disbursed after the payment period has begun and only if the student is deemed to be in satisfactory progress. In the case of second payment periods, awards will be disbursed only if the student has successfully completed the appropriate number of clock hours and weeks of instruction required for the payment period. Failure to successfully complete the proper number of clock hours and weeks of instruction by the required date of evaluation may delay the next payment.

To avoid delays in the payment of awards, students applying for financial assistance should make sure that all corresponding application materials, verification documents and/or other financial-aid-related items are provided to the financial aid office. Stage One The Hair School is not responsible for the reduction or cancellation of aid due to a student's failure to submit required application materials or a failure to maintain eligibility standards.

### **Verification**

Some student financial aid applicants will be selected for a process called verification. Stage One The Hair School verifies all applicants selected by the DOE CPS (Department of Education Central Processing System) through their random process as well as others as needed. It is the responsibility of all students chosen for verification to submit the required verification documentation. Should there be discrepancies in the information provided by the student or parent, the Financial Services Advisor will notify them that additional information may be required to resolve the conflict. Based on signed documentation provided by the student or parent, the Financial Services representative will submit any required corrections.

Stage One The Hair School does not award federal, Title IV aid, or permit the student to attend classes until the verification process is complete. Verification must also be complete (if selected) prior to the 2<sup>nd</sup> academic year if applicable.

Students, who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds cancelled.

Stage One The Hair School considers the student to be the responsible party for providing information and completing the verification process. Students can complete the verification process with the Financial Services representative. The representative will enter the corrections (if needed) into the Central Processing System and inform the students of any changes in eligibility.

On the rare occasion that a student is selected for verification after being awarded Title IV aid, the student will be subject to all rules and requirements of verification as those applicants who were selected before being awarded.

If the student's federal Title IV aid eligibility changes as a result of corrections made through the verification process or by the student (online), the student will be responsible for any reduction to his or her Title IV aid. Stage One The Hair School will notify the student in writing of any changes to his or her Title IV aid within 5 business days of the date the institution received the corrected ISIR (Institutional Student Information Record).

Stage One The Hair School identifies the students selected for verification during the financial aid application process by viewing the FAFSA output document called the ISIR.

A review of the student's financial aid application occurs after ISIR data is received and data entry of required information is completed. The verification activity will initially compare applicant data for accuracy and completeness and continue to resolve conflicting information. In this process Stage One The Hair School may require verification of the following but not limited to documentation:

- Household size
- Number in college
- Adjusted Gross Income (AGI)
- U.S. taxes paid
- Untaxed income
- Other untaxed income reported on tax return
- Wages

**Types of documents to submit if chosen for verification:**

Independent Students

- Current year Verification Worksheet for Independent Students
- A copy of your most recent IRS Federal Tax Return Transcript, if applicable. You can obtain a transcript of your federal tax return by visiting [irs.gov](http://irs.gov).
- If you did not file a tax return but earned wages, submit your most recent W-2(s).
- If your spouse did not file a tax return but earned wages, submit his/her most recent W-2(s).
- If you were divorced or separated at the time the FAFSA was filed and filed a "joint tax return", submit copies of your and your spouse's W-2(s) and all schedules submitted with your federal tax return.

Dependent Students

- Current year Verification Worksheet for Dependent Students
- A copy of your most recent IRS Federal Tax Return Transcript, if applicable. You can obtain a transcript of your federal tax return by visiting [irs.gov](http://irs.gov).
- If you did not file a tax return but earned wages, submit your most recent W-2(s).
- A copy of your parent(s) most recent IRS Federal Tax Return Transcript, if applicable. You can obtain a transcript of your federal tax return by visiting [www.irs.gov](http://www.irs.gov).
- If your parent(s) did not file a tax return but earned wages, submit your most recent W-2(s).
- If your parent is remarried, please also include a copy of your step-parent's most recent IRS Federal Tax Return Transcript (if they filed separate returns).
- If your parents are divorced or separated and filed a "joint tax return", please submit copies of their W-2(s) and all schedules submitted with their IRS Tax Return Transcript.

**Fraud**

It is illegal to falsify documents in effort to secure federal or state funds for educational or other purposes. Intentional misreporting

or misrepresentation of information on application forms and/or other documents is a violation of the law, is considered a criminal offense and will subject all parties involved to penalties under the U.S. Criminal Code. Tampering with grades and/or clocking in/out of another student and/or other time clock misuse is considered a misrepresentation of information and therefore may be considered fraud. Disciplinary action up to and including termination will result.

Stage One The Hair School will, in the case of fraud, suspected fraud or other criminal misconduct, make a referral to the U.S. Department of Education's Office of the Inspector General.

## Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The policy complies with all state and accrediting requirements. 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) A student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3) A student cancels his/her enrollment after three business days after signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less a registration fee of (\$100.00 for cosmetology & Teacher's Training).
- 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 the 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 will be determined by the institution by monitoring attendance at least every 30 days.)
- 7) In type 2, 3, 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.

If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and /or program has begun, the school shall at its option:

- a. Provide a full refund of all monies paid; or
- b. Provided completion of the course and/or program.

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school at its option:

- a. Provide a pro rata refund for all student transferring to another school based on the hours accepted by the receiving school; or
- b. Provide completion of the course and/or program; or
- c. Participate in a Teach-Out Agreement; or
- d. Provide a full refund of all monies paid.

Students who receive financial assistance from Title IV programs (Federal Pell Grant, Campus-Based Programs, Stafford loans, PLUS loans) and withdraw from the School are subject to the Return to Title IV requirements of the U.S. Department of Education. The Return to Title IV Refund Policy shall be applicable only to determine the amount of the Title IV funds that may be kept by the School. After determining the amount of Title IV funds the School is entitled to keep, the School then will calculate the student's refund under the Institutional Refund Policy. The School will collect from the student the difference between: (1) the amount owed the School under the Institutional Refund Policy; and (2) the Title IV funds kept by the School under the Return to Title IV refund policy. Prior to applying the following refund policy, unearned Title IV aid must be calculated. Title IV regulations require the return of any unearned funds to the United States Department of Education (if applicable).

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

## Institutional Refund Policy

Percentage of elapsed enrollment time to total time of course	Amount of total tuition owed to the school
0.01% to 4.9% .....	20% Retained
5% to 9.9% .....	30% Retained
10% to 14.9% .....	40% Retained
15% to 24.9% .....	45% Retained
25% to 49.9% .....	70% Retained
50% and Over .....	100% Retained

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 permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged agreement with another institution.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: 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 the enrollment agreement.

### Return of Title IV Funds Policy

Students who receive financial assistance from Title IV programs (Federal Pell Grant, Campus-Based Programs, Stafford loans, PLUS loans) and withdraw from school prior to completing more than 60% of the payment period are subject to the Return of Title IV Funds requirements of the United States Department of Education.

The Return of Title IV Funds procedure is as follows:

- 1) Determine the percentage of the payment period the student completed. To determine the percentage, the number of scheduled clock hours up to the student's last physical day of attendance (determined by last date recorded by time clock) is divided by the number of hours in the payment period.
  - (a) If this percentage is greater than 60%, 100% is used in step 3 below.
  - (b) If this percentage is less than or equal to 60%, determine the scheduled clock hours in the payment period divided by the number of hours in the payment period.
  - (c) If this amount is less than 60%, the percentage from Step 1 above is used in Step 3 below.
  - (d) If this amount is 60% or greater, the institution will determine the clock hours scheduled to be completed as of the date the student withdrew divided by the total clock hours in the payment period. This amount will be used in Step 3 below.
- 2) Determine the amount of aid earned by the student. The amount of aid the student earned for the payment period is determined by multiplying the percentage derived from Step 1(a-d), by the total amount of Title IV aid that was disbursed or that could have been disbursed as of the student's withdrawal date.
- 3) Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.
- 4) Allocate responsibility for returning unearned aid between the school and the student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of unearned funds that must returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant program, the initial amount to be returned will be reduced by 50%.
- 5) Distribute the unearned aid back to Title IV programs.

### Refund Timeline and Refund Allocation

The school will make refunds no later than 45 calendar days of the date the school determines that the student has withdrawn. Refunds will be returned in the following order:

1. Unsubsidized Federal Stafford Loans/William Ford Direct Loans
2. Subsidized Federal Stafford Loans/William Ford Direct Loans

3. Federal Perkins Loan Program
4. Federal PLUS Loans/Direct PLUS Loans
5. Federal Pell Grant Program
6. Federal SEOG Program
7. Other Title IV Programs
8. Other Federal, State, private or institutional assistance

The student:

If the student has earned more than was disbursed, he or she may be eligible to receive a post-withdrawal disbursement. If a post-withdrawal disbursement is available, and the funds come from a student loan, the student or parent (in the case of PLUS loans) must authorize (in writing) its disbursement to the institution or to receive the loan funds. The student or parent will have 14 days from the date of the notice to indicate whether he or she wants some or all, of the post-withdrawal disbursement.

Without written authorization Stage One The Hair School may not disburse the amount. Authorizations are not needed for a post-withdrawal disbursement of grant funds. Keep in mind, financial aid funds are subject to eligibility requirements. Failure in any way to meet those requirements may deem the student ineligible for some or all, of his or her aid regardless of the outcome of the Return of Title IV calculation. The Return of Title IV Policy requirement is separate from the institution's refund policy. It is possible that a student could in fact owe the school based on Stage One The Hair School refund policy while at the same time having a Return of Title IV funds.

Please be advised that this is only the Return to Title IV refund. Once the school determines the amount of Title IV aid that the school may retain the institution will then calculate the institutional/accrediting agencies refund policy.

## **Student Rights and Responsibilities**

All student files are maintained in a secure location/office that is available to authorized personnel only and is locked when not occupied/in use. All students are guaranteed access to their academic and/or financial aid file by scheduling an appointment with the respective office personnel during regular business hours.

Release of educational information is limited to authorized persons only unless such a release is with the written consent of the student or parent of a dependent student. Requests for such release are to be submitted to the Director of Education & Financial Services during regular business hours and must specifically state to whom and what records/information is to be released and for what purpose. Conditions, variations and/or exceptions of these requirements are listed below.

1. All students and/or parents of dependent students have certain rights under The Family Educational Rights and Privacy Act of 1974 (FERPA). Those rights include a right to review a student's educational records; to request amendment to a student's educational records; to request a hearing if an amendment is not granted; to consent or withhold the disclosure of personally identifiable information; and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA.

Students and prospective students may obtain additional information or request a review of records by contacting school management during regular business hours. Annual notice of this policy may be found in the school catalog and/or in other publications or notices.

2. A student or parent (of a dependent student) must make a written request to review educational records. The notice should include a description of the specific records requested for review. There is no fee for reviewing records.
3. Records will be made available during regular business hours and on an appointment basis. Stage One The Hair School will attempt to schedule such a review within 5 business days of the request receipt. Under the law the review must take place within 45 days. The review of all records will be supervised by an appropriate school official who may assist in the interpretation of the records.
4. No personally identifiable information will be released to a third party without the written consent of the student or guardian unless it is:
  - a. To school officials (including, but not limited to, educators) who have educational interest in the information.
  - b. To officials of another school/academy where the student seeks or intends to enroll.
  - c. To representatives of a state or federal governing agency, a company, servicer, or agency contracted by the school, which has a specific business purpose in utilizing the information/data in effort to carry out the duties of their office and/or as required under the law/regulation or on behalf of Stage One The Hair School
  - d. To financial aid representatives and/or servicers contracted by the school as necessary to determine student(s) eligibility for aid, the amount of aid, conditions for the aid, and/or to enforce the terms and conditions of the aid.
  - e. To state officials if required by state statute.

- f. To an authorized representative of the Department of Education. This includes employees of the Department as well as organizations or firms under contract to conduct studies for educational agencies or institutions in order to develop, validate, or administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization, and the information provided to the organization will be destroyed when no longer needed for the study.
  - g. To the school's accrediting agency to carry out accrediting functions and/or duties. To parents of a dependent student.
  - h. To comply with a judicial order, subpoena or *ex parte* order.
  - i. To meet needs in the case of an immediate threat to the health and safety of students or other individuals as authorized under the authority and rights of the Campus Security/Clery Act.
5. The disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.
6. Stage One The Hair School does not produce a student directory.

## Record Retention and Transcripts

Record retention for former students (withdrawals or graduates) is maintained for a period of six (6) years. Former students requesting access to records and/or who need an academic transcript should contact the registrar/records department during regular business hours. Record retrieval takes some time; an advanced request is highly recommended. Note: The required record retention time frame is limited for students who did not complete their program of study.

Each graduate is entitled to receive one free academic transcript upon completion of all graduation requirements. Diplomas are issued only once and only to graduates. Duplicate diplomas are not available.

**Note:** Transcripts are released only to former students who did not complete the program/course if the student has satisfied all charges/fees due to Stage One The Hair School. Requests for transcripts under this policy may be made on the appropriate request form by contacting the Director.

Students are highly encouraged to make a personal photocopy of all-important educational documents at the time of receipt. This would include, but is not limited to, diplomas, transcripts and state board examination and licensure information.

## Student Support Services

### Counseling

Entrance and exit counseling are provided to all students receiving financial aid. Additional counseling services are available upon request, to assist all students in their personal and academic needs. Stage One The Hair School students are advised at the end of each phase regarding their achievements and progress. The school will maintain records regarding all counseling and advisement.

The school's policy on drug abuse is discussed and given out in written form to all students during orientation. Any student who wishes to meet with the Director will be assisted on either an emergency or appointment basis. Students may receive confidential information pertaining to medical problems or substance abuse by contacting any staff member.

*Non-Academic/Non-Attendance Issues:* The School staff will provide advising on general issues of a non-academic or non-attendance nature as needed or requested by the student. Students needing such services should see the School Management during regular business hours. Stage One The Hair School does not employ a professional counselor nor does the School assert responsibility for professional counseling services.

*Professional Referrals:* In the event a student is having difficulty with regard to a personal issue, the School staff may provide referral information. Students needing assistance and referral should contact School Management during regular business hours. Students are hereby advised that the School is required by its accreditation agency to maintain a record of professional referrals made. Such records are kept confidential and are maintained with the student's rights to privacy in mind.

*Substance Use and Abuse Issues:* Stage One The Hair School has a strict drug and alcohol policy that may be found in the student conduct section of this catalog. It is, however, a part of the School's philosophy to provide informational services and referrals to students and staff who may be struggling with related issues. The complete copy of the school's policy on drug and alcohol abuse and prevention is available to students, prospective students, employees, and prospective employees upon request by contacting school management during regular business hours.

*Attendance Advising:* Stage One The Hair School students are monitored and advised monthly regarding their attendance. The School will, at a minimum, officially evaluate a student's satisfactory progress (SAP) at least once by the midpoint of the academic

year or the midpoint of the program for programs that are less than an academic year. See the Satisfactory Academic Progress and Financial Services sections of this catalog for more information on official SAP reviews. Freshmen students that are absent more than two (2) days in the first two (2) weeks, will be expelled from the School.

*General Information and Conduct Issues:* Students are expected to attend orientation on the first day of class. Orientation is intended to inform and advise students of their rights and responsibilities while attending Stage One The Hair School. Students are encouraged to keep this catalog for reference throughout their enrollment.

School staff will also provide verbal or written advisement regarding student conduct and/or violations of School policies and procedures as needed. Policies and procedures may be changed/modified as deemed appropriate by School Management.

*Financial Assistance:* Student Financial Assistance (SFA) information may be found in the Student Guide, which is produced by the U.S. Department of Education; in the financial services section of the catalog; and by contacting Financial Services during regular business hours. Appointments are recommended. Student loan advising is also provided for students who request student loans. Such advising is called entrance and exit counseling. Students should see the Director of Financial Services for assistance.

**Complaint/Grievance Policy**

Stage One The Hair School strives to meet the needs of its students as well as to create an environment that is educational, professional and student-centered. However, when dealing with a large and diverse student population, it is not always feasible to assure agreement of all parties or to meet every specific need desired. It is recommended that in the event of a complaint or grievance, the student first take the issue directly to the person(s) involved with the situation for a personal resolution to the issue.

If this method does not produce the desired result, the student should contact his or her educator for assistance. If the educator is unable to resolve the complaint/grievance the student may submit a formal/written complaint to School Management. If further action is still necessary, the complainant may submit a formal complaint to the appeals committee by submitting a letter to the Director. Formal complaints/grievances must include all information the complainant wishes to have considered including, but not limited to, a description of the complaint and a description of the actions taken by the parties involved to resolve the complaint. All formal complaints will be taken under advisement within 14 business days of receipt.

Stage One The Hair School will do its utmost to reach a positive conclusion to any and all complaints over which it has control. All students have the right to make complaints with the state of Louisiana and/or the School's accrediting body.

However, it is requested that all students afford Stage One The Hair School the opportunity to hear and act on any complaint prior to that action.

**School Calendar**

Stage One The Hair School is open four days a week, Tuesday through Friday. The school is closed for the following legal holidays: New Year's Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. Holiday schedule is subject to change.

**Cosmetology Calendar of Enrollment Dates for 2026**

January 6	January 20	February 3	February 17	March 3
March 17	March 31	April 14	April 28	May 12
May 26	June 9	June 23	July 7	July 28
August 11	August 25	September 8	September 22	October 6
October 20	November 3	November 17	December 1	December 15

**Esthetics Calendar of Enrollment Dates for 2025**

January 12	February 16	March 16	April 13	May 11
June 8	July 6	August 10	September 7	October 5
November 2	November 30			

**Stage One The Hair School retains the right to revise programs of study, hours of classes, the school calendar and any other materials listed in this publication. Changing conditions and requirements may dictate such revisions at any time.**

## Emergency Closures

Stage One The Hair School is committed to the safety and security of students, staff, and visitors on its campus. In order, to support that commitment, Stage One The Hair School maintains a School Emergency Plan. Stage One The Hair School maintains this policy for the purpose, of emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

Stage One The Hair School does not typically close for weather-related conditions. However, when there is a serious weather or other emergency that causes retail businesses and government offices to close, we may temporarily close the School.

Closings can be found online at [www.stageoneinc.com](http://www.stageoneinc.com). Students can also check Calcasieu Parish School Board website, if Calcasieu Parish Schools are closed, Stage One The Hair School will be closed. Closings may also be found local television stations KPLC TV and KVHP TV.

**Note:** Scheduled hours (absent hours) will not be assessed to students for official closures. Students will be unscheduled and will not be charged for over-exit fees for any hours that closure results in extending beyond expected contract end date. Students who choose not to attend on days when the school is officially open will be assessed scheduled hours (absent time).

## Other Closures

The School will close periodically with notice for staff training and meeting purposes.

## Our Educational Facilities

Stage One The Hair School Campus is located at 209 West College Street, Lake Charles, Louisiana 70605. The facility consists of over 4,400 square feet, including offices, clinic area, dispensary, supply room, lounge, and classrooms.

Our workshop style classrooms are spacious, well illuminated, and ventilated. Each one adapts easily to either a lecture or workshop style classroom and contains ample seating, modern audiovisual equipment, sanitized work areas, water facilities and drying cabinets.

The student clinic is divided into sections similar, to a salon, with each section designated for students in a particular unit. This large, well ventilated, and properly lighted area has clinic workstations, a shampoo area, a lab dispensary and reception area. There are also special areas for you to perform skin care, manicures, pedicures, and make-up services.

There are areas around the school with lockers for each student.

The Student lounge is equipped with vending machines and microwave ovens. There you can eat your lunch or converse with other students.

## Library

Stage One The Hair School maintains an extensive library of materials. It includes a large selection of audio-visual programs and textbooks which are available by appointment for student research and make-up work. Tools and a variety of products necessary to complete all assigned services are readily available.

## Academics

### 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 (NACCCAS) and the federal regulations established by the United States Department of Education.

**Evaluation Periods:** For purposes of determining satisfactory progress, the course is broken down into segments. A segment is defined as the time beginning at enrollment to the first satisfactory progress evaluation, and then from each evaluation to the next evaluation, thereafter, until graduation. SAP evaluations are executed at the end of each period, are based on actual hours attended, and are established using an academic year of 900 clock hours.

	1 <sup>st</sup> Evaluation	2 <sup>nd</sup> Evaluation	3 <sup>rd</sup> Evaluation
Cosmetology/Cosmetology (Hybrid):	450 Actual/15 Weeks	900 Actual/30 Weeks	1200 Actual/ 40 Weeks

Esthetics	375 Actual/12.5 Weeks	N/A	N/A
Teacher's Training	300 Actual/10 Weeks	N/A	N/A

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 in the course.

1. **Maximum Time Frame:** The maximum time frame during which students are to complete any course is one and a half times (150%) the regular course length. The maximum time allowed for the Cosmetology course is 68 weeks or 2250 hours and for Teacher's Training the maximum time allowed is 30 weeks or 900 hours. Students who have not completed the course within the maximum timeframe will be terminated from the program and may re-enroll on a cash pay basis in accordance with all re-entry policies.
2. **Attendance Progress Evaluation:** In order, for a student to achieve satisfactory progress, he/she must attend 67% of the scheduled hours at each evaluation. 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 actual hours attended by the number of scheduled hours. 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.
3. **Academic Progress Evaluations:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). One comprehensive practical skills evaluation will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written average of 70%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

#### Grading Scale

93 -100%	A
85 - 92%	B
70 - 84%	C
0 - 69%	F

4. **Determination of SAP 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. Satisfactory Academic Progress evaluations are based on actual contracted hours. 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.
5. **Warning:** Students who fail to meet minimum requirements for attendance or academic progress may be placed on warning and are not considered to be making satisfactory academic progress, financial aid may be temporarily reinstated for one payment period. The student will be advised in writing on the actions required to attain satisfactory 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.
6. **Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and are not considered to be making satisfactory academic progress, financial aid may be temporarily reinstated for one payment 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, developed by the school, 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 on the actions required to attain satisfactory 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 may be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.
7. **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.

8. **Interruptions, Course Incompletes, Withdrawals:** If enrollment is temporarily interrupted for a Leave of Absence, the student will return to the 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 who withdraw prior to completion and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.
9. **Repetitions, Non-credit, Remedial Courses:** These do not apply and have no effect on the institution's satisfactory progress policy.
10. **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 allowable special or mitigating circumstance. The student must submit a written appeal to the school 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.
11. **Transfer Hours:** Stage One The Hair School does not accept transfer hours.
12. **SAP Issues Related to Re-Enrollment:** Students who withdrew or were terminated and who successfully re-enrolled into the same program will return to the program in the same SAP status in which they left (example: on warning = return on warning, in satisfactory progress = return in progress) until the next evaluation period. Students who left during an initial evaluation period (who did not yet have an evaluation) shall be deemed to be in satisfactory progress until an official evaluation period; treated similar, to a student who was on an official leave of absence. Re-enrollment impact of course repetitions – In the event a student re-enrolls into the same program/course and must start at the beginning of a phase/segment of the course, the student must take all tests or exams in that phase/segment (i.e., repeat); the newer score will be used and will impact the student satisfactory progress determination.

### **Practical and Academic Grading System**

A grading system will be part of your curriculum. You will take written and practical examinations throughout your entire cosmetology education. This system of grading allows the teacher to see that all students progress and complete the requirements necessary to graduate from Stage One The Hair School It also tests the ability of the student to execute services on clients. We can evaluate your practical knowledge and convey this grading system to potential salon owners. On all written, practical tests and clinic services you must have an average grade of 70-100%. To graduate from Stage One The Hair School, you must complete and pass all of the required tests and course work. Stage One The Hair School's practical grading criteria is discussed on orientation day. If you should desire a copy of this policy prior to orientation day, please see the office. The written testing is graded according to the following scale.

#### **Grading Scale**

93 -100%	A
85 - 92%	B
70 - 84%	C
0 - 69%	F

### **Graduation Requirements**

To graduate and receive a Certificate of Completion from Stage One The Hair School, the following are required:

- Complete the documented legal hours in the specific areas of training required by the State of Louisiana and Stage One The Hair School
- Complete all school examinations, both written and practical, with an average score of 70% or above.
- Complete all phase requirements, both written and practical, with an average score of 70% or above.
- Pay in full, costs as stipulated in the enrollment agreement, unless other arrangements are made.

### **Make-up Work and Grade Requirements**

**Tests:** It is the student's responsibility to make up any examinations that were missed due to absence or failing grades. Students not present for the originally scheduled test will automatically deduct 7 points from their test. Students must have a passing grade of 70% on an average of all tests. Any student found to be cheating on any exam will be suspended and may be terminated from school.

**Testing:** The student evaluation system includes written and practical testing appropriate to the curriculum. Quizzes and/or review are also conducted periodically. Feedback from the testing results provides useful information for needed adjustments.

**Grade Requirements:** Students receive numeric grades in both their theory and practical work. All work is evaluated on a regular basis. In order to achieve satisfactory progress, the student must achieve 70% or better on his/her grade average.

### **State Board Examination**

In order, to file for the State Board Examination, you must satisfy the requirements of both Stage One The Hair School (see Graduation requirements) and the Louisiana State Board of Cosmetology.

Licensing requirements for the State of Louisiana included in the Administrative Code; Title 46 Professional and Occupational Standards Part XXXI. Cosmetologists state that:

- A. Any person is qualified to receive a certificate of registration as a registered cosmetologist who:
  - 1. is at least 16 years of age;
  - 2. is of good moral character and temperate habit;
  - 3. has, at the time of completion of the required schooling, the equivalent training as would be contemplated in the satisfactory completion of high school or GED;
  - 4. has taken a course at a licensed school of cosmetic therapy approved by the board;
  - 5. has passed satisfactorily an examination conducted by the board to determine his fitness to receive a certificate of registration as a registered cosmetologist.
- B. The referenced course, prerequisite to licensing, may be taken at more than one school, provided the entire curricula set forth herein is followed and further provided the student has advised the board in writing of his change of schools and his reason for that change.
- C. Number of Hours of Study Required for Standard Cosmetician's Course being 1500 hours or Teacher Training Course being 600 or more hours.
- D. Applicant has passed examination required by the board. These examinations shall include practical and written tests; and shall embrace the subjects normally taught in approved schools.

All students prior to enrollment sign that they received a catalog with the above information contained within and that they understand this information.

### **Career Placement**

Stage One The Hair School is dedicated to your success as a professional designer. Although we do not guarantee job placement, we will help you to find employment in the cosmetology/esthetics field after graduation. Stage One The Hair School offers free lifetime placement assistance. When you are nearing completion of your hours you will discuss opportunities with the director of Stage One The Hair School. The director is in constant contact with salons in this area and in other cities. Discussion at this time, will be about where employment is available and whether or not the student is interested in relocating or not.

### **Educational Evaluation**

Annually, each student will be asked to fill out an evaluation form. Your feedback will help us evaluate and improve our curriculum. The faculty members are interested in your opinions. We want each unit to be as clear and interesting as possible. In addition, the student's progress will be evaluated by the instructor. This evaluation is part of your student record.

### **Leave of Absence Policy**

Stage One The Hair School's Leave of Absence (LOA) Policy requires all students who need a temporary interruption in training to follow the following steps to be considered eligible to request and receive a LOA.

The maximum number of days together with any additional LOAs previously granted cannot exceed a total of 180 calendar days within a 12-month period.

During any approved LOA, Stage One The Hair School will not assess the student any additional institutional charges as a result of the LOA.

1. All requests for an LOA must be made in advance unless unforeseen circumstances prevent the student from doing so.
2. If the student's LOA is for an unforeseen reason the student must submit the completed LOA Request and Approval form as soon as physically possible. The institution will document its' decision to accept or deny the LOA Request due to the student's unforeseen circumstance. If approved, the start date of the approved LOA will be the first date the student was unable to attend school.

**\*Examples** of unforeseen circumstances: car accident, an emergency medical condition of a student or family member, death in the family.

3. All requests for a LOA must be in writing using the Stage One The Hair School's Leave of Absence Request and Approval Form and must include the student's reason for the LOA. This form must be signed and dated by the student requesting the leave of absence and if applicable the parent/legal guardian of a dependent minor. The form must also be supported by proper documentation.
4. Stage One The Hair School will review the LOA request and will either approve or deny the LOA within 3 business days of receiving the written request. The LOA will only be considered approved once the school administration has reviewed the request and approved the LOA.
5. Stage One The Hair School will only approve LOA under the following conditions:
  - a) Circumstances that would under normal conditions require the student to quit school because they would not be able to continue meeting the Stage One The Hair School's Satisfactory Academy Policy
  - b) Current circumstances, outside of the control of the student, require the student to miss school for an extended period of time.
  - c) For students that apply for a leave of absence under the requirement of CFR 34 section 106.40 (5) (Title IX) which requires the school to grant a leave of absence deemed medically necessary, or in the case of a student who does not otherwise qualify for leave under such a policy, a recipient shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefore as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began. For those students who are granted a leave of absence under this paragraph all other requirements of this policy apply except if the leave of absence is going to result in the maximum number of days that the student will be gone exceeds 180 days in a 12-month period. If leave of absence required by the student's physician exceeds 180 days, the student Title IV funding will be canceled, and the student will have to reapply when they return.
6. Stage One The Hair School reserves the right to set the return date from the LOA regardless of the student's request for a particular return date on the LOA Request and Approval form. Stage One The Hair School's policy on granting LOA is that all requests will cover the amount of time the institution believes the student will need for the temporary interruption in their training to resolve completely whatever reason the student requested the LOA for, *but under no condition will a student who requested a leave of absence be able to return to Stage One The Hair School before the second new class scheduled class start date following the beginning of the approved LOA.*
  - a) If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Students who were in Satisfactory Academic Progress standing when they went on a leave of absence shall continue in that status. This is an addition to the need to maintain SAP during the regular evaluation period.
  - b) Hours elapsed during a LOA will extend the student's enrollment agreement by the same number of calendar days taken in the LOA and will not be included in the student's cumulative percentage calculation.
  - c) Upon returning from an approved LOA, a student will be given a period of time to make up missed tests during class time designated by staff.

7. If a student does not return to Stage One The Hair School at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.
8. The school administration will provide the student with a signed copy either approving or denying the LOA, which if approved will have an expected date of return from the LOA.
9. A student granted a LOA is not considered to have withdrawn and no refund calculation is required at that time. The approved Leave of Absence Request and Approval Form will also act as an addendum to the enrollment agreement with Stage One The Hair School showing the adjustment to the scheduled class end date for the enrollment agreement and must be signed by all parties. The addendum will be attached to the student's enrollment agreement in the file.

Note: Student loan recipients who fail to return from a LOA are advised that their withdrawal date will be calculated as of the student's last date of attendance; therefore, the loan grace period (for repayment purposes) will begin as of the student's last day of attendance. This will result in the expiration of all or part of the grace period and may require repayment to begin immediately. The schools refund policy and the terms therein are not impacted by the LOA policy.

Taylor Opportunity Program for Students (TOPS) Requesting a Leave of Absence; Current participants of TOPS in need of a Leave of Absence must also obtain approval from TOPS by completing and submitting a "Request for Exception Form". The "Request for Exception Form" can be found on LOSFA website.

## **Attendance Policy**

All students are required to attend class regularly. The student is required to complete all course hours in accordance with state requirements and/or in accordance with the requirements of the School, whichever is higher. The student is expected to maintain a high rate of attendance in order, to assure timely completion of his or her educational program. Failure to complete by the expected contract date will result in over-exit fees and/or may result in termination. Regular holidays are built into the student contract as is a reasonable amount of personal time. This is to allow the average student ample time to complete his or her contracted program. Students who fail to pursue the attendance policy will be withdrawn. Reinstatement to an active status will be considered only when there is sufficient cause.

### **Hours of Instruction/Schedule of Operations for Cosmetology**

Tuesday	8:30 a.m. to 4:30 p.m.
Wednesday	8:30 a.m. to 4:30 p.m.
Thursday	8:30 a.m. to 4:30 p.m.
Friday	8:30 a.m. to 4:30 p.m.

### **Hours of Instruction/Schedule of Operations Esthetics**

Monday	8:30 a.m. to 3:30 p.m.
Tuesday	8:30 a.m. to 3:30 p.m.
Wednesday	8:30 a.m. to 3:30 p.m.
Thursday	8:30 a.m. to 3:30 p.m.

### **Clocking Procedure**

Stage One The Hair School expects students to be punctual and prepared to begin class on time. The student is required to clock in and out in order, to receive hours for the day. The student must be in uniform to clock in upon arrival and is expected to physically be in his or her classroom or student salon and spa assignment prior to its start time. After the student is dismissed by his or her educator at the end of the day, the student is required to clock out at the time clock.

Students will not earn hours for periods in which they do not both clock in and out. Exceptions to this rule may occur at the discretion of School Management.

### **Lunches and Breaks**

A student who attends class for at least 7 hours in, a given day is permitted to take up to two 30-minute educational breaks (one in the morning and one in the afternoon). A 30-minute lunch break is also taken.

Time Clock Use for Breaks: Students are not required to clock out for educational breaks. Time Clock Use for Lunch: Students who leave the School campus for lunch must clock out.

### **Absenteeism**

Any education missed due to absence is the responsibility of the student. In the event of extended absence, see the Leave of Absence policy. A student who is absent for 14 consecutive calendar days will be automatically terminated from the program.

### **Late Arrival (Tardy Policy)**

Students are expected to be clocked in and physically in class/student salon prior to the contracted class start time. A 15- minute grace period have the option of paying \$5 per minute for no more than 10 minutes. After those 10 minutes students will not be admitted to class. These fees will be added to the "Friday Mandatory Attendance" drawing (See Friday Mandatory Attendance). This fee cannot be paid with financial aid funds. Students arriving late are expected to enter class in a manner that allows for limited distraction or disruption. Students are advised that any time missed will affect their attendance percentage (SAP) and may cause over-exit fees. **Note:** Time missed due to a late arrival is deducted from the student's personal time.

### **Pre-Approved Late Arrival**

A student may formally request late admittance into class due to mitigating circumstances, such as medical appointment, court appearance or other verifiable appointment. The formal request should be submitted to the School Director in advance of the requested date and documentation is required prior to late entry to class. The School Director has the authority to grant or deny late entry; all decisions are final.

Students with a pre-approved late arrival are required to notify the School in order to clock in and will be expected to enter class in a manner that allows for limited distraction or disruption. Exceptions to this rule may occur at the discretion of School Management.

### **Early Departure**

A student who leaves the School prior to regular dismissal time is, considered to be an early departure. If a student must leave the School earlier than his or her scheduled dismissal time, he or she is asked to advise the instructor in charge.

### **Friday Mandatory Attendance**

Attendance on Friday is mandatory. If you, are absent on a Friday, your first day back to school you will have to pay a \$20.00 fee to clock in. The day before or after a holiday, the fee will be doubled. This fee will be saved so that periodically, all students that have not been absent on Friday, will put their name in the basket for a drawing of the money collected. Only students with written documentation from a doctor (not stamped notepad) or other documentation approved by the director of education will not be required to pay the \$20.00 fee. This fee cannot be paid with financial aid funds.

### **Student Conduct, Standards and Rules**

Attendees of Stage One The Hair School are preparing for a career in the professional beauty industry. Certain professional standards are to be adhered to at, all times. In addition to the basic standards of professionalism, Stage One The Hair School must maintain policies that are necessary for the efficient operation of the School and for the benefit and safety of students and staff. Therefore, inappropriate behavior and/or negative conduct that interferes with operations, discredits the School, and/or is offensive or harmful to customers, students, or staff will not be tolerated and may be grounds for suspension or termination from the School.

Rules and regulations are subject to change without notice as deemed appropriate or as guided by the above goals, changes in company standards and/or in order, to comply with laws, rules and/or regulations of any outside governing body.

### **Fraternization Policy**

Fraternization between students and instructors will not be tolerated and will result in immediate dismissal. Employees subject to this policy include students, teacher's training, instructors, and administrative staff. Fraternalization subject to this policy shall include, but not be limited to, all contacts through social media, texting/phone conversations, activities with students of any type outside of school, etc. Exception shall not be made for prior relationship or family relations unless first approved in writing by the Director.

### **Crime Prevention and Statistics**

Stage One The Hair School strives to provide a safe educational environment. In accordance with federal requirements the

School reports and maintains statistical information for at least the three preceding years with, regard to crimes, which may have occurred on campus and/or on property used and as related to the educational mission of the School. Those statistics are made available to all prospective students and enrolled students in the admissions office. A complete copy of the annual Campus Crime and Statistics Report may be found in the School's catalog.

### **Dress Code/Uniform Standards**

All students are expected to dress and groom themselves in a manner commensurate with the highest standards of the professional beauty industry. This standard should be maintained during class time and on the salon and spa floor, as well as during approved off-site educational events.

Proper personal hygiene should always be maintained. Makeup (eyes, lips and cheeks) is strongly recommended; styled hair is expected. All students are required to wear socks or stockings and shoes with an enclosed toe and enclosed heel with a heel height of no more than 2 inches. Bare midriffs, and/or head coverings of any kind are not permitted; nor are clothing items bearing logos, phrases, words or lewd and/or offensive symbols permitted.

Students are responsible for their own uniforms. Uniforms must be of such material, style, and length as to be in good taste. Women are to wear black scrub pants, closed, low-heeled shoes, and stockings. Men are to wear black scrub pants, socks, and polished closed shoes. Both male and female students are to wear Stage One The Hair School T-Shirt.

All students are required to wear the Stage One The Hair School designated name tag at all times.

Educators and Administration have the discretion to determine what is appropriate and may ask students to remedy their appearance and/or may send students home for the day when it is determined that attire is inappropriate.

*Students who have a specific medical or religious need to alter the dress code must seek approval and documentation from the school Director. For additional information, students should see the Director.*

### **Drug and Alcohol Use/Abuse**

Stage One The Hair School policy requires the maintenance of a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to Stage One The Hair School operations or as part of School activities. Students are required to abide by the Drug-Free Workplace and Drug-Free Schools and Communities acts.

### **Sexual Harassment & Sexual Violence Prohibition**

Stage One The Hair School maintains that all employees, students, and guests have a right to work and fully participate in an environment free of discrimination, which encompasses freedom from sexual harassment and sexual violence. Therefore, Stage One The Hair School prohibits sexual harassment in any form, by or against employees, students, and guests of the School.

Sexual harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due his or her use of drugs or alcohol or a disability. Sexual violence is a form of sexual harassment and is prohibited by Stage One The Hair School rules as well as U.S. Department of Education Title IX regulations. Stage One The Hair School and Title IX also prohibit gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping even if those acts do not involve conduct of a sexual nature.

Any employee or student who violates this policy will be subject to discipline up to and including termination from the Stage One The Hair School and its programs. Any guest who violates this policy will be counseled and may be required to leave the School's premises. Any person who was subjected to harassment will be apprised of his or her rights under this policy.

A partial list of conduct which may constitute sexual harassment includes:

- Unwelcomed sexual advances, propositions, or comments
- Sexual flirtation
- Discussing sexual activities
- Commenting about an individual's body or physical appearance
- Displaying sexually suggestive pictures, cartoons, or drawings
- Using unseemly gestures
- Using offensive language or telling sexually explicit jokes

- Sexting or sexual cyber bullying
- Unnecessary touching
- Retaliation against a student, employee, or guest for resisting or reporting sexual harassment
- Peeping
- Threats
- Rape, sexual assault, or sexual coercion
- Unwanted physical contact

Sexual harassment is prohibited regardless of whether it occurs verbally, nonverbally, via social media outlet, text message or email.

### **Sexual Harassment Grievance Procedure**

Any employee or student who believes he or she has experienced sexual harassment or has witnessed sexual harassment by any employee or prospective employee, student or prospective student, or guest should bring the matter to the immediate attention of the Director who is the designated Title IX coordinator. If the complainant feels comfortable in confronting the harasser, the complainant should also inform the harasser that the harasser's attention is offensive to them. Stage One The Hair School advises the complainant of his or her right to file a criminal report in instances of alleged sexual violence. Stage One The Hair School will not tolerate violations of this policy and strongly encourages victims of sexual harassment to report such harassment as soon as it occurs.

### **Duty to Warn**

In order, to provide a safe environment, students have a duty to warn Stage One The Hair School staff of any violations of company policies, School rules and regulations, laws and/or to advise staff of any threat to the occupants of the school and/or company-owned properties. Timely warnings in a case of imminent danger will not constitute a violation of FERPA as allowed under the Campus Security/Crime Act.

### **Educational Environment Needs**

Stage One The Hair School is an institution of higher education and cultivates an environment that is conducive to learning. Disruptive conversation, excessive noise and other disturbances that may hinder the learning process will not be allowed. Abusive language and conversational topics that may be deemed by another as offensive may not be expressed. This would include topics of a sexual, religious, ethnic and/or racial nature.

### **Educational Honesty**

Cheating or allowing cheating is not acceptable at any time, nor is theft of Stage One The Hair School test data or materials related to the preservation of academic quality and/or integrity. Alteration of academic records or data will not be tolerated and will be subject to disciplinary action including and up to termination.

### **Food and Drink**

Due to health and safety standards and in order to prevent damage to personal or School property and to facilitate an environment conducive to learning, eating is prohibited in classrooms during periods of educational instruction (class time) and in the salon and spa. Beverages are permitted at the discretion of school management.

### **Guest Service/Student Salon Requirements**

As a part of the learning process, students are required to participate in a variety of student salon services. Failure to perform or refusal of assigned services and/or failure to participate in assigned learning experiences will result in disciplinary action including and up to termination.

### **Health and Welfare of Others**

All students are expected to conduct themselves in a manner that will limit the potential for harm, damage, or injury of another and/or to property. Gross negligence, abuse, or endangering the health and welfare of another is prohibited. This would include but is not limited to the use of verbal or written (including electronic/Internet) threats, intimidation, coercion, verbal or nonverbal abuse or harassment, discriminatory behavior, inappropriate physical conduct, contact or behavior and/or other behavior deemed inappropriate by Stage One The Hair School Management. Students participating or displaying these behaviors or actions are subject to disciplinary action up to and including termination and subsequent legal action.

### **Incident/Accident Reports**

In situations where damage and/or an injury occurs on School property staff may document the occurrence on an incident report. Students who are involved in the occurrence and/or who may have witnessed the occurrence may also be asked to issue documentation on an incident report. Incident report forms may be obtained by contacting the School Management during regular business hours.

### **Acceptable Use Policy for Technology Device**

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Students are encouraged to bring their own technology devices to school to assist their learning experiences. This document is an agreement that we will adhere to as we establish this policy within our school.

### **Definition of Device**

Device means a privately owned wireless and/or portable electronic handheld piece of equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable Internet devices, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image and sound capture/recording, and information transmitting/receiving/storing. (Tablets, laptops, smartphones) Security and Damages.

Responsibility to keep the device secure rests with the individual owner. The school is not liable for any device stolen or damaged on campus. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

### **Student Agreement for Use of Devices**

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her tablet, laptop, mobile phone or other electronic device in non-educational initiatives. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

- The student takes full responsibility for his or her technological device; the school is not responsible for the security, loss, or damage of student-owned technology.
- The technology must be in silent mode while on school campuses.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student accesses only files on the computer or Internet sites which are relevant to the classroom curriculum.
- The student complies with a teacher's request to shut down the device or close the screen.
- The student acknowledges that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- The student understands that providing or infecting the network with a virus, Trojan horse, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of policy and will result in disciplinary actions.
- The student realizes that processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of policy and will result in disciplinary actions.
- The school has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The student realizes that printing from personal technology devices will not be possible at school.
- Social media such as Twitter, Facebook, Pinterest, Instagram, etc. should be used for educational purposes only.

Instructors have discretion over classroom use of devices and are allowed to confiscate a device if a student is using it improperly. The use of mobile phones, pagers, blackberries, PDAs, iPods, and other communication or electronic devices is limited to break times and will only be allowed in the student lounge or outside the School.

### **Record Keeping**

In, an effort to protect fellow students, staff, and Stage One The Hair School salon guests, all students are required to conduct proper client consultations, and are expected to document services rendered on client charts.

### **Sanitation**

Students are responsible for the cleanliness and sanitation of their tools and equipment throughout the day. All students are required to participate in general sanitation and patron protection before, during, and following each service. At the end of the class/day all students are required to participate in the general sanitation of the School/classroom. General sanitation is instituted throughout the entirety of the program in order, to facilitate the learning of general health and safety requirements mandated by the state and/or as mandated by Stage One The Hair School.

## **Search Procedure**

In, an effort to protect the students, guests, and/or staff and faculty of the School, Stage One The Hair School reserves the right to perform routine inspection of student property while on School property.

In general, personal property on School premises in student lockers, bags and/or locked drawers is considered the student's private domain. However, when there is reasonable cause to believe that the student is violating local, state, or federal regulations or laws, Stage One The Hair School reserves the right to inspect student property.

## **Solicitation**

No outside solicitation is permitted without approval from School Management.

## **Smoking Policy**

Stage One The Hair School is a "Smoke Free Campus". This means no smoking (as well as the use of e-cigarettes) is permitted in the building, in break areas and the parking lot.

## **Theft and Misuse of Property**

Stage One The Hair School is not responsible for lost, damaged or stolen property. Students have access to a locker and should be careful to keep all valuables locked up when not in use.

Theft of, destruction or misuse of another's property will subject the student to disciplinary action up to and including termination. Destruction of or defacing School property will result in disciplinary action including charges for the full replacement cost of the item(s) in addition and up to termination.

Equipment or supplies that are not returned by students shall be the financial responsibility of the student who last checked the item(s) out and full replacement is expected.

## **Time Clock Use**

A student who neglects to clock in/out will not receive hours for that period, of time. Students are prohibited from clocking in or out for another student. Clocking in and subsequently leaving the building and/or failing to attend a required class/salon session is considered an inappropriate use of a time clock and may also be considered fraud. Inappropriate time clock use will be a violation of the School's conduct policy. All parties involved will be subject to disciplinary action including and up to termination.

## **Weapons**

The use or possession of any item(s) that is, or bears resemblance to a weapon, firearm or explosive, is prohibited and will result in immediate termination. This policy applies to all persons on School property or at School-sponsored events and activities (including off-site educational events/field trips).

Any person threatening (verbally or otherwise) the use of a weapon against any person related to the School is subject to disciplinary action up to and including expulsion from the program. Violators of this policy are also subject to prosecution under the law.

Any person with knowledge of weapons on School property shall inform an appropriate authority immediately. See the duty to warn policy.

## **Other Conduct-Related Issues**

School management reserves the right to amend or establish additional policies in order to maintain and facilitate an educational environment and/or to meet the goals and mission of the School and its programs. Students are required to maintain compliance with all conduct standards, rules and regulations as stated in a catalog, memorandum(s), and other notice(s) currently in existence and/or as adopted during their enrollment period.

## **Penalty for Violation of Rules**

Students who violate the rules and/or policies of Stage One The Hair School are subject to disciplinary action including and up to termination. Specific sanctions will be determined by School management on a case-by-case basis.

Disciplinary action consists of warnings, suspension and/or termination. Warnings may consist of verbal and/or written warnings.

Repeat violations of the same policy will result in a loss of student benefits and may lead to suspension (temporary involuntary absence) and/or termination (expulsion). In the case of a rule's violation of a serious nature, Stage One The Hair School management has the right to terminate enrollment without first issuing a warning or suspension.

### **Withdrawal Policy**

Any student wishing to voluntarily withdraw from the School must do so by scheduling an appointment with the Director during regular business hours. Such requests for withdrawal must also be made in writing. When the student is under the age of 18, the notice of withdrawal must be signed by the parent/guardian. The student's date of withdrawal will be recorded based on the date of the notice to withdraw or his or her last date of attendance, whichever is later, and cumulative attendance average and will impact the student's SAP status.

### **Unofficial Withdrawals**

Students who do not officially withdraw will be subject to termination for failure to attend when absent for 14 consecutive calendar days. This policy does not apply to students who are on an approved leave of absence.

### **Termination/Expulsion Policy**

Stage One The Hair School reserves the right to terminate a student's enrollment. The reasons for dismissal may include, but are not limited to, the following situations/behaviors:

- 14 consecutive days of absence
- Failure to meet satisfactory progress standards and/or requirements and standards outlined by the school
- Failure to return from a leave of absence on or prior to the scheduled return date
- Failure to successfully progress through the program according to the standards set forth in the maximum time frame policy
- Violation(s) of the law or unlawful acts while on school property and/or at school-sponsored events or violations of the school's rules and regulations including, but not limited to, those listed in the conduct section of this catalog
- Failure to make payment according to enrollment agreement, addendum(s), payment agreement, and/or other financial agreements with Stage One The Hair School
- Other violations of rules and/or regulations of the School or as deemed necessary and for the good of the School or as otherwise deemed appropriate by Stage One The Hair School Management.

### **Termination and Withdrawal Fees**

All persons, regardless of the reason for separation (withdrawal or termination) may be assessed an administrative Withdrawal/Termination fee of \$150 USD as described in the enrollment agreement.

Any student owing a balance to Stage One The Hair School as a result of withdrawal or termination must make satisfactory repayment arrangements by contacting Student Financial Services during regular business hours. Stage One The Hair School has the right to collect late fees and penalties on unpaid balances. If third party collections are deemed necessary to ensure collection of the debt, additional charges will be the responsibility of the student or guarantor of the enrollment agreement.

### **Rules and Regulations**

All students are expected to maintain a professional standard of conduct while attending school. A complete list of our rules and regulations are available at orientation or as posted from time to time.

1. Regular school hours for cosmetology are 8:30 a.m. to 4:30 p.m., Tuesday through Friday and for esthetics, 8:30 a.m. to 3:30 p.m., Monday through Thursday. Students may come to school at 8:00 a.m. and begin working in the workroom at that time.
2. Students must be in class, in appropriate professional attire/uniform by 8:30 a.m.
3. Students are not allowed to leave the school except during designated times or with permission from the office.
4. Students reporting to school without proper professional attire/uniform will be sent home for the day.
5. Students reporting to school without necessary textbooks or implements will be sent home.
6. All students must attend classes (including workroom assignments) or be subject to penalty established by the school.
  - a. If a student is ill, a doctor's excuse is to be presented to the director.
  - b. If the student wishes to be excused to attend a wedding or a family reunion, a copy of the invitation must be presented to the Directors office two weeks prior to that day and permission must be granted by the office.

c. Absence, for the purpose of a job interview must be approved in advance, and a signed statement from the interviewer must be presented upon return to school.

7. In case of illness or emergency on any day, students must call the school to report the absence to the office.
8. Lunch periods will be assigned by the school. Anyone leaving the school for lunch must be back in school within scheduled time. Lunch periods may be altered only if the student is working on a client and is scheduled for lunch at that time.
9. Female students must be neatly dressed, hair cleaned and attractively styled, nails clean and face properly made up, in accordance with Stage One The Hair School dress code.
10. Male students must be neatly dressed, nails clean, hair cleaned and attractively styled in accordance with Stage One The Hair School dress code.
11. Anyone caught stealing will be expelled.
12. Obscene language in the school, physical violence in or on school grounds will all result in immediate expulsion from the school.
13. Chewing gum is not permitted in on the clinic floor.
14. The use of alcohol or any illegal drugs is strictly prohibited.
15. Eating or drinking is only allowed in the student lounge, during specified breaks or lunch.
16. SMOKING IS NOT ALLOWED IN THE BUILDING OR PARKING LOTS. THIS IS A SMOKE FREE CAMPUS.
17. Each student must clean his/her station including the floor after each service. Hair is swept up immediately after the cut is complete.
18. No one except assigned personnel, or student, will be allowed in the dispensary.
19. No student may refuse any assignment by an instructor/staff member. Students who refuse assignments will be sent home for the day. Students have to consult with teacher or student teacher and must do whatever the teacher directs them to do with no comments on any service on clients. Students will be clocked out by the teacher or student teacher at their discretion. This could result in owing additional tuition. Do not go to the director when clocked out. When any staff member reminds students about our rules and regulations, they cannot question the staff members.
20. Clocking out during the school day will be treated like an instance of tardiness.
21. Continued absences will result in suspension or expulsion from the school. Suspensions or expulsion will be at the discretion of the director.

Changes to Rules and Regulations: Stage One The Hair School reserves the right to revise any of the school rules or regulations at its sole discretion without prior notification. All actively enrolled students will receive immediate written notification of any changes which will be posted on the school bulletin board.

Students must follow rules and regulations. Failure of students to obey the rules and regulations of the school as listed/posted may result in suspension or expulsion.

### **Textbooks/Online Learning**

Pivot Point International, Inc. publishes many of the textbook's students receive during their course of study. These books are filled with step-by-step photographs and illustrations. Audio-visual technology through Pivot Point's online learning system corresponds directly to these textbooks and is used within the classroom. Students may utilize our online learning system on devices with Internet capability at school as well as at home. This helps to ensure a consistent education.

Textbooks along with our online learning system not only give a solid educational foundation but also create a reference library that can be used throughout one's education and career.

In addition to issued educational texts, students have access to a wide variety of educational resource materials including industry journals, magazines, DVDs, and other items.

### **Educational Tools and Equipment**

As cosmetology students' progress through each phase or segment of education, they will receive an extensive set of equipment that has been designed for optimum learning.

When taken care of properly, most tools will transition with the graduate as they progress into a future in the industry. Educational materials, once issued, are non-refundable.

Textbooks and/or other educational materials are fundamental to the learning process. All tools should be present and are required to be maintained in a clean and sanitary manner at all times. Stage One The Hair School is not responsible for lost, damaged or stolen materials.

**Note:** In, the event that a phase/segment must be repeated the student will be responsible for the purchase of additional educational materials.

**Campus Crime and Safety**

Stage One The Hair School wants to ensure that students, staff, and clients/guests of our campuses are safe and protected at all times. The doors to our business will remain unlocked during regular business hours. Therefore, all occupants are advised to alert school management of anything or any person they feel may be a threat or may hinder the protective work/educational

the school's policies and procedures that would in any way place the students, staff and/or customers in harm's way.

All buildings used by Stage One The Hair School are equipped with fire safety equipment including but not limited to fire extinguishers and smoke detectors. Security alarm systems are also present.

In our effort to provide a safe and protective environment, Stage One The Hair School students and staff are encouraged to educate themselves on basic safety and crime prevention practices.

Students and/or staff found to be engaging in any kind of criminal activity, including violations of the Drug Free Schools and Communities Act of 1989 will be subject to disciplinary action up to and including expulsion or termination. Crimes will be recorded on the crime report log, which is available for review upon request.

**Reporting of Crime Information**

Stage One The Hair School is required to report crime statistics by October 1 each year. The following is a summary of the last three reporting years. There have been no serious crimes on our campus. <b>Campus Crime and Safety Statistics September 17, 2025</b>						
Collection Period	2024	2024	2023	2023	2022	2022
	On	Public	On	Public	On	Public
	Campus	Property	Campus	Property	Campus	Property
<b>Criminal Offenses</b>						
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0
Sex Offenses - Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Larceny	0	0	0	0	0	0
Arson	0	0	0	0	0	0
<b>Arrests/Referrals for Campus</b>						
<b>Disciplinary Action</b>						
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0
<b>Hate Crimes</b>						
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0

Sex Offenses - Non-Forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Larceny	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-Theft (Except for Motor Vehicle Theft)	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0

**Note:** In accordance with the Annual Campus Security and Crime Statistics Report requirements, Stage One The Hair School will make the full report available upon request to all current and prospective students as well as employees and prospective employees. To review a complete copy\* of the report, please contact the Records Office located at 209 West College Street, Lake Charles, Louisiana, 70605, 337-474-0533.

\*Personal information will not be available as required under the FERPA policy of the school unless that information's disclosure assures the school's compliance with the Campus Security and Disclosure/Cleary Act and/or if the school needs to provide timely warning.

Stage One The Hair School is not responsible for lost or stolen items. Students/staff should take actions to reasonably protect their belongings by using lockers, locking drawers and/or otherwise securing their work area.

### **Educational Faculty**

#### **Teaching and Administrative Staff**

Stage One The Hair School employs a highly trained and educated staff of individuals who are always willing to use their expertise to assist you. A listing of our staff is included with this catalog. Fraternalization with students will not be tolerated and will result in immediate dismissal. This includes Teacher's Training students, instructors, and administrative staff.

#### **Administrative Offices**

Administrative offices include Admissions, Counseling, Financial Aid, Student Records, Educational Director and School Director.

#### **Student Services and Financial Aid Staff**

Narcissa J. Guidry..... School Director/Owner/Instructor  
 Darrell Guidry .....President/Owner/Financial Aid Administration  
 Talia Young .....Director of Education/Instructor  
 Amanda Moore ..... Instructor  
 Kendra Lacombe.....Instructor  
 Tarin Whited.....Instructor  
 Chasity Landry.....Instructor  
 Autumn Bouley.....Instructor