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The College Catalog

Volume 18-071718

OUTLINE

about

United Beauty College is approved and regulated by the Colorado Department of Higher Education, Private Occupational School Board and is Privately owned by United Beauty College Inc. It meets the requirements of Certificate of Approval pursuant to the Private Occupational Education Act of 1981, Title 12, Section 101.

LICENSING/ACCREDITING AGENCIES

United Beauty College is approved by the Colorado Department of Higher Education, 1600 Broadway, Suite 2200, Denver, CO 80202; phone: 303-862-3001; fax 303-996-1329; United Beauty College is accredited by NACCAS, 3015 Colvin St., Alexandria, VA 22314; phone 703-600-7600; fax 703-379-2200.

COURSES

(Accredited courses)

COSMETOLOGY.....	1500 Clock hours)	
ESTHETICIAN.....	600 Clock hours	
NAIL TECHNICIAN.....	600 Clock hours	HAIRSTYLIST.....1200
Clock hours		

(Non-Accredited Courses – does not lead
to licensure or certification))

PERMANENT MAKEUP.....	132 Clock hours (standalone course)	MANICURIST WAXING
.....	6 Clock hours (standalone course)	ELECTRIC FILES.....8 Clock hours (standalone

course) EYELASH EXTENSION.....24 Clock hours (standalone course)

MISSION STATEMENT

The mission of the United Beauty College is to provide quality educational programs and support services to individuals in fulfillment of their lifelong educational goals in the professions of Cosmetology, Esthetician, Hairstylist, Nail Technician, Permanent Make Up, Manicurist Waxing, Electric Files and Eyelash Extension to instill in the students the integrity and ethical behavior pertinent to these professions, and to maintain educational programs to meet the rapidly changing educational needs of student.

SCHOOL OBJECTIVE

The objective is to prepare the students with the knowledge and the basic skills of Beauty's field in order that they take the State Examination and to provide guidance for the transition from school to a position in the industry. In addition to United Beauty College's general goals, we seek their education potential via extracurricular activities and competition.

FACILITIES

United Beauty College is a modern, air-conditioned facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for the student's use with facilities, eating and rest areas. Each student uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the phone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our objective is help the students become "salon-ready".

United Beauty College is furnished with an extensive library of reference materials needed to learn this phase of education. All educational courses are supported by audio/visual references. Students are encouraged to take advantage of these references as much as possible.

NON-DISCRIMINATION/NON-RECRUITMENT

United Beauty College does not discriminate on the basis of race, color, sex, age, religion, nationality, ethnic origin, or orientation.

ADMISSION REQUIREMENTS

Enrollees are admitted as regular students under the following criteria:

- High School Diploma/GED. In the event of a foreign student's high school diploma, there must be a translation and verification performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- If the student is home schooled, there must be evidence of completion of homeschooling.
- Proof of age (birth certificate, driver's license, etc.). Person under 18 years of age must have signature a parent or guardian

United Beauty College is authorized to train students through the Department of Labor and Employment (TAA Program). *See Dan for details.*

TRANSFER OF CREDIT

Applicants must meet the regular student admission requirements. Tuition will be pro-rated based on the amount of hours accepted and other charges will apply as applicable. Credit for prior training may be granted, however, such credit has to be evaluated and approved by school director. Due to varied state requirement and curriculum differences. There is no guarantee the transferability of its credit to any other institution. United Beauty College does not recruit students already attending or admitted to other schools offering similar programs of study.

RE-ENROLL

Students who wish to re-enroll will return in the same status at which he or she left. Tuition will be figured based on how many hours are left to complete at the time of re-entry. Other fees may apply as applicable.

HEALTH AND PHYSICAL DEMANDS

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long period of time. A person must consider his/her physical limitation in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

DAILY CLASS SCHEDULE

The hours of operation are as follows:

Tuesdays through Fridays	10:00am to 7:00pm	(summer extend up to 2 hours)	Saturdays	10:00am to 7:00pm
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Students scheduled to be at United Beauty College for more than half the day are advised to take at least a 30 minutes lunch for that day. Breaks are provided as necessary.

CALENDAR/HOLIDAYS

We operate on a rotating schedule. This means students can start any Tuesday of the month. United Beauty College is closed on Sundays, Monday s and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, Lunar New Year's Days (options) and two-week vacation. First year (vacation: a week of Christmas and New Year, second vacation: a week of July 4.) Should there be any other unscheduled closing due to inclement weather, students will be informed verbally in class and a memo will be posted on the bulletin board. Weather closures and days closed for holidays will not be considered school days for satisfactory progress.

ADMINISTRATIVE STAFF AND FACULTY

President/Director/Instructor: Dan Jose Nguyen

Vice President Pendleton Than

Floor Manager: Ninh Nguyen

Secretary/Instructor/ Officer of Financial Aid: Lan Than

Instructor Danjose Nguyen, Lan Than, Vimone Khotpanya, No T. Pham, Hanh Thi Ngoc Tran

EQUIPMENT AND SUPPLIES

Kit contains the equipment necessary for satisfactory completion of the course; students are required to purchase kits directly from school. Kits and textbooks will issue at the beginning of the freshman class. Students are expected to maintain the kit by replacing lost or broken articles; United Beauty College is not responsible for the lost or broken implement or articles.

PLACEMENT

United Beauty College's job placement service is to keep an extensive salon referral records on the bulletin board, and these referrals are

Available to all students without charge. United Beauty College cannot guarantee employment.

TUITION COLLECTION POLICY

All monthly tuition payment is due on or before the fifth day of every month (unless other arrangement has been made). Should a student find it necessary to be withdrawn or should termination occur, all owed tuition is due and payable within thirty days. Beyond the thirty-day period, United Beauty College administration will consult a collection agency (unless other arrangements have been made). In the event legal action is necessary to collect the money due, the student shall be responsible to pay all cost of collection, including reasonable attorney's fees. No credits (hours), grades or other information concerning a student will be transferred to any other school or institution until all moneys owed United Beauty College are paid in full.

TUITION AND FEE SCHEDULE

Course	Registration Fee	Books	Kit	Tax	Tuition	Total
Cosmetology	\$250	\$110	\$1100	\$75	\$10305	\$11,840
Esthetician	\$250	\$95	\$300	\$21	\$3,407	\$4,073
Nail Technician	\$250	\$95	\$300	\$21	\$3,407	\$4,073
Hairstylist	\$250	\$110	\$600	\$42	\$7,931	\$8,823
Permanent Make-up	0	0	0	0	\$1500	\$1,500
Electric file	0	0	0	0	\$150	\$150
Waxing for manicurist	0	0	0	0	\$150	\$150
Eye lash extension	0	0	0	0	\$500	\$500

- Kits are required for all courses and should be purchased directly from United Beauty College. Additional kits may be purchased from an outside supplier but they must be covered under MSDS (Material Safety Data Sheet).
- Kits are not returnable once issued due to sanitary reasons.
- Tuition fees for transfer and re-enrolled students are based on each individual transcript and the time frame that needs to be completed, but the student will be charged at current tuition rates. Transfer students must still meet the admission requirements for enrollment.

METHOD OF PAYMENT

ALL TUITION AND FEES ARE PAYABLE IN ADVANCE unless other arrangements have been made prior to commencement of classes. Payment schedules are available. Accepted forms of payment are cash, credit card, money order, cashier's check, financial aid (if qualified)

general

ACADEMIC POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training or another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Students must abide by all school rules and regulations as they now exist or as may be changed or come into existence. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

RULES AND REGULATIONS

- School hours are Tuesday-Friday 9:30A.M. – 8:00 P.M, Saturday 9:30A.M.-6:00 P.M

- In case of illness or emergency on any day, the student must call in to report his/her absence before 9:15 A.M that morning. In case of illness or emergency on any day, the student must call in to an administrator or instructor to report his/her absence before 9:15 A.M that morning or it is unexcused. The student may still come to class after the first time, but after that, the student is not allowed to clock in.
- Students are required to be in class for all roll promptly at 9:30 A.M in a clean, prescribed uniform.
- Dress Code: United Beauty College students must arrive with neat and clean attire, styled hair and appropriate make-up. Students must wear a lab coat during school hours. Opposition dressing and no revealing clothing is prohibited (tube tops, tank tops, skirts or shorter than 3 inches above the knee)
- Lab coats are to be purchased at United Beauty College only since our school logo is required and it appears on the lab coat.
- Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time
- Students are advised to take a 30-minute lunch if they are here more than half the day. The instructor in charge determines breaks and lunch times.
- A student must use the time clock to punch "IN" when entering and "OUT" when leaving.
- No student is allowed to clock out during school hours without permission from the instructor.
- No student may clock in and out for any other student.
- Smoking is allowed in assigned areas only OUTSIDE of the building.
- No visitors are permitted in the classroom or student lounge area unless approved by the instructor.
- College business phones may not be used for personal calls. A pay phone is provided for student emergency use only. All calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.
- Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times. Students must keep workstation, in class or on the floor, clean and sanitary at all times.
- A minimum of ½ hour sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day
- All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointment assigned to them. Failure to take a patron is grounds for suspension.
- No students may leave a patron while doing a perm or hair coloring services, except in an emergency and if is excused by an instructor.
- Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- Any work that is missed must be made up. The student will need to arrange any make up tests/homework with the instructor.
- **Termination:** The school shall have the right to place on suspension or terminate a student for cheating, theft, dishonesty, creating dissension, using profanity, immoral unprofessional conduct, gossiping, or using intoxicating liquors or drugs during or before school.

DISCLOSURE OF STUDENT RECORDS

Adult students, parents or guardians of dependent minor students have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined and are maintained by the institution. School will maintain files for six years or since the last grant of accreditation, whichever is longer. Students are not entitled to inspect the financial record of their parents. Written consent is required before education records may be disclosed to the third parties with the exception of accrediting commissions or governmental agencies so authorized by laws.

Schools may also disclose, without consent, "directory information" such as student's name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, United Beauty College must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that United Beauty College not disclose that information about them.

GRADUATION REQUIREMENTS

Upon Satisfactory completion of all contracted hours, passing all tests with a 70%, and meeting all financial obligations (either paid in full or payment plan), United Beauty College will award a diploma to the student.

HOUSING

There are no housing facilities available. Administration will, however, be happy to help in any way to find suitable housing options.

ADVISING

Students are counseled individually, as often as necessary at least at the end of basics and at least two weeks prior to graduation to review the student's progress and adjustment. Successful salon owners and stylists are scheduled into United Beauty College regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and director. Students may request additional counseling sessions at any time.

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for State Examination.

conduct

CONDUCT

United Beauty College shall have the right to place on suspension or terminate a student for cheating, theft, dishonesty, creating dissension, using profanity, immoral unprofessional conduct, gossiping, or using intoxicating liquors or drugs during or before school. United Beauty College reserves the right to withdraw from any student the privilege of attending college for any lawful reason that United Beauty College deems appropriate. The mission of United Beauty College as a private educational institution establishes its identity as an independent community with a distinctive culture and history.

Student Code of Conduct

The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct at United Beauty College. This statement serves as a general framework and is not intended to provide an exhaustive list of all possible infractions. Students violating any of the following are subject to disciplinary action. All sanctions imposed by the student conduct system must be obeyed or additional sanctions may be levied. While attending school during regular hours or during school-sponsored activities, students are expected to follow these basic rules, procedures, and expectations:

- Your priority at United Beauty College is to learn; avoid any distractions that interfere with that mission.
- Be ready in the assigned place with appropriate materials, ready to work at the designated time that class begins.
- Keep hands, feet, and objects to yourself and never intentionally harm another student and/or person(s) to include but not limited to visitors, training personnel and faculty and United Beauty College Facilities and equipment.
- Use school appropriate behavior at all times while maintaining friendly and courteous behavior.
- Encourage your fellow students. Give every other student the opportunity to maximize their potential.
- Achieve the maximum possible benefits from your educational experience. All students

are encouraged to be present and prompt. School attendance is the responsibility of students.

- Represent yourself in a manner that you will be proud of in ten years. You only get one opportunity to get life right. Take advantage of the opportunities you have at school. They will help you be successful throughout your life.

THE COLLEGE DISCIPLINARY PROCESSES

United Beauty College takes pride in the responsibility of its students and the social and educational atmosphere of its campus. All students are held responsible for their conduct at all times. Any student who engages in academic or social misconduct shall be subject to disciplinary action by of United Beauty College.

United Beauty College's standards of conduct and the procedures for determining responsibility for misconduct reflect its particular mission and history. These standards and procedures do not attempt to duplicate civil and criminal legal processes, nor do they attempt to be a substitute for them. United Beauty College has an independent interest in upholding standards of academic and social conduct, and these expectations may differ from those found in society at large. United Beauty College is committed to fundamental fairness in its student conduct procedures.

- By the action of registration at United Beauty College, students voluntarily enter an educational community with standards of academic respect for persons and property. In choosing to enroll in United Beauty College students become responsible in their conduct to those standards as stated in the Student Code Conduct.
- United Beauty College may address student academic and social misconduct through its own processes and apply sanctions governing the terms of membership in United Beauty College. United Beauty College reserves the right to deal with misconduct, whether or not law enforcement agencies are involved and/or criminal charges may be pending.



SATISFACTORY ACADEMIC PROGRESS (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in a NACCAS-approved program at United Beauty College. It is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

- EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress on the following **ACTUAL** hours as follows:

Cosmetology	450, 900, 1200 clocked hours	Nail Technician	300, 600 clocked hours
Esthetician	300, 600 clocked hours	Hairstylist	450, 900, 1200 clocked hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The evaluation results are provided to students for review so that he or she is aware of progress status, as well as any potential impact to eligibility of Title IV funding, if applicable.

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

- ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours actual. At the end of each evaluation period, the college will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

- MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED WEEKS	ACTUAL HOURS
Cosmetology (Full time, 37.5 hrs/wk) - 1500 Hours	60 Weeks	2250
Cosmetology (Part time, 20 hrs/wk) – 1500 Hours	112 Weeks	2250
Esthetician & Nail Technician (Full time, 37.5 hrs/wk) – 600 Hours	24 Weeks	900
Esthetician & Nail Technician (Part time, 20 hrs/wk) – 600 Hours	45 Weeks	900
Hairstylist (Full time, 37.5 hrs/week) – 1200 Hours	48 Weeks	1800
Hairstylist (Part time, 20 hrs/week) – 1200 Hours	90 Weeks	1800

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the actual contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

- ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated 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). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations 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 college. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

9

0

-

1

0

0

A

8

9

-

8

0

B

79- 70

C (SATISFACTORY)

- DETERMINATION OF PROGRESS STATUS

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

- WARNING

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

- PROBATION

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

- APPEAL PROCEDURE

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

- RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS AND TITLE IV ELIGIBILITY (as applicable)

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.

- LEAVE OF ABSENCE, INTERRUPTIONS (RE-ENROLLMENT)

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

- COURSE INCOMPLETES, REPETITION, NONCREDIT REMEDIAL COURSES

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

- TRANSFER HOURS

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

refund

REFUND POLICY

(12-59-114, Rules & Regulations of Private Occupational Act of 1981)

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Students will be terminated after missing 30 days.

- As a condition for granting a certificate of approval a school shall maintain a policy for the refund of tuition and fees in the event, and within thirty days of the date, a student fails to enter the course, withdraws or has been discontinued from there at any time prior to completion, and such policy shall provide for at least the following:
- A full refund of all monies paid if the applicant is not accepted by the school;
- A full refund of tuition and fees if the applicant withdraws within three (3) business days after signing the contract or making an initial payment if the applicant has not commenced training;
- A full refund of tuition and fees paid in the event that the school discontinues a course or program of education during a period of time within which a student could have reasonably completed the same; excepts that this provision shall not apply in the event that the school ceases operation;
- That the school use a method of determining the official termination date of the student which complies with the established criteria of the state board for community colleges and occupational education;
- That except for retention of a cancellation charge not to exceed \$150.00 or 25% of the contract price, whichever is less, the policy for cancellation, settlement and refund of tuition and fees provides for at least the following:

Refund Table

<i>Upon withdrawal/termination</i>	<i>Student is entitled to:</i>
• Within first 10% of program	90% less cancellation charge
• After 10% but within first 25% of program	75% less cancellation charge
• After 25% but within first 50% of program	50% less cancellation charge
• After 50% but within first 75% of program	25% less cancellation charge

(VI) After 75% [if paid in full, cancellation charge is not applicable]	NO Refund
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- (a) A School offering education using an individualized instruction method shall;
 - Establish a time period during which a student should complete the training;
 - Outline school policies relative to satisfactory progress including an average rate of assignment completion;
 - Establish a policy for termination in the event that a student does not maintain said rate of assignment completion.
- (b) Under these conditions, a refund of tuition and fees required by this section may be computed based on said time period or on assignments completed in accordance with the policy previously adopted by the school
- The board may require a school to submit the board a notice of each tuition refund paid or contract cancelled in the manner and to the extent determined by the school.

United Beauty College recognizes that a student may have to drop out of the program due to circumstances beyond his/her control:

- Students not accepted by United Beauty College and students who cancel this contract by notifying United Beauty College within three business days are entitled to a full refund of all tuition and fees paid.
- If a student (or in the case of a student under the state's legal age, his/her parents or guardian) cancels his/her enrollment, in writing, within three (3) business days after the contract has been signed, all monies collected by United Beauty College shall be refunded. The date will be determined by the postmark on the written notification or the date said information is delivered to the administrator/owner.
- Student who withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid and the cancellation charge of \$150, or whichever is less.
- In the case of student withdrawing after commencement of classes, United Beauty College will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

r2t4

RETURN TO TITLE IV (R2T4) FUNDS & REFUND POLICY

WHAT IS TITLE IV AID?

Title IV of the Higher Education Act of 1965 (the Act, the HEA) covers the administration of the United States federal student financial aid programs. American colleges and universities are generally classified with regard to their inclusion under Title IV.

Students must be enrolled in an eligible Title IV program and be eligible students receiving Title IV aid in order for the R2T4 requirements to apply. The student must also withdraw from all of his/her classes. If a student withdraws from only some of his/her classes, that student is not a withdrawal, and R2T4 would not apply in that situation. Students earn Title IV aid through attendance in the payment period or period of enrollment. The percent that a student earns is equal to the percent of the payment period or period of enrollment that the student completes. If United Beauty College has disbursed more aid than the student has earned, money must be returned to the Title IV programs. If United Beauty College has disbursed less aid than the student has earned, the student is due a post-withdrawal disbursement. A R2T4 calculation in order to determine which of these scenarios is applicable when a student withdraws or otherwise ceases attendance in all of his/ her classes.

Please contact the United Beauty College if you have questions about Return to Title IV Funds at United Beauty

College. We may be able to provide a draft Return of Title IV funds calculation to help you determine the financial impact of withdrawing.

WITHDRAWALS AND THE RETURN OF TITLE IV FUNDS

United Beauty College is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

The Return of Title IV funds policy applies to any student who cancels enrollment, withdraws, drops to zero hours, takes a leave of absence, or is dismissed. This policy applies to students who discontinue enrollment in all classes on or after the first day of the term. When you withdraw, two separate calculations must take place:

A refund of tuition and fees must be calculated by the Officer of Financial Aid. The Officer of Financial Aid must calculate the Return of Title IV aid.

If you cancel your registration prior to the first day of classes, this policy will not apply to you. Also if you drop some but not all of your classes; these policies will not apply, however, you should notify the Officer of Financial Aid because your continued financial aid eligibility may be affected. Contact the Officer of Financial Aid for information on withdrawing. Your withdrawal date is the date you submit your [withdrawal form HYPERLINK "http://www.ubc-denver.com/forms/withdrawal"](http://www.ubc-denver.com/forms/withdrawal) to United Beauty College, Officer of Financial Aid.

UNOFFICIAL WITHDRAWAL

The Officer of Financial Aid reviews posted grades at the end of every term. If a student receives all non-passing grades (F, I, W, or no grade), attendance in the term cannot be verified and as a result they are determined to have unofficially withdrawn. The Officer of Financial Aid will contact professors and use the campus learning management system to determine if there was any attendance. If no attendance can be verified, then all aid must be canceled. If attendance is confirmed in at least one course, then the withdrawal point is the 50% point of the term, or the last date of attendance that can be confirmed after the midpoint. Unofficial withdrawals are determined within 30 days of the end of term, and the return to Title IV calculation within 45 days of the end of the term.

REFUND OF TUITION AND FEES

Based upon the date you discontinue enrollment, you may receive a full or partial refund of your tuition and fees. This refund will not impact the Return calculation, but does affect the amount of money you may owe back to the College for withdrawing.

RETURN OF TITLE IV FUNDS (EARNED VERSUS UNEARNED AID)

Within 45 days from when you discontinue enrollment, the Officer of Financial Aid calculates the amount of financial aid you have earned prior to the date the action was filed. Any aid received in excess of the earned amount is considered unearned. The unearned financial aid must be returned to the respective federal programs no later than 45 days from when the student separated from United Beauty College. The calculation is based upon only the amount of Title IV Aid for which you were eligible.

The responsibility to pay unearned aid is shared by United Beauty College and the student. United Beauty College's share is the lesser of the

amount of Title IV funds that the student does not earn or the amount of institutional charges that the student incurred for the payment period.

multiplied by the percentage of funds that was not earned. The student's share is the difference between the total unearned aid amount and the institution's share. The institution's share is allocated among the Title IV programs, before the student's share. The student share(s) of loans are repaid by the student according to the terms of the student's promissory note.

CALCULATING EARNED FINANCIAL AID

The amount of earned financial aid is calculated on a daily basis from the first day of classes. The process uses

calendar rather than business days. Earned aid is determined by the percentage of the number of days attended before enrollment ended divided by the total number of days in the term (excluding any breaks of five days or more).

A student is considered to have earned all of their financial aid if they complete 60% of the days in the term and attendance is confirmed.

CALCULATING RETURN OF TITLE IV AID AMOUNT

Once the earned and unearned aid percentages are determined, the next step is to calculate the dollar amount of unearned aid that must be returned to the financial aid programs. The return amount is determined by multiplying the unearned aid percentage by the total of all Title IV aid received.

Unearned Aid Percentage multiplied by Total of all Title IV Funds Received = Total Unearned Aid

SCHOOL PORTION OF THE RETURN

The amount of unearned aid that must be returned by United Beauty College is a percentage of the institutional charges (tuition, and or fees) for the term. Once the dollar amount of United Beauty College portion of the Return is determined, it is compared to the total amount of all unearned aid.

If United Beauty College portion is less than the total unearned aid, then United Beauty College must return the amount of United Beauty College portion. If the calculated school portion exceeds the total unearned aid, then United Beauty College must return the amount of the total unearned aid.

Financial aid will be returned to the aid program from which it came. If returned to a loan program, your outstanding balance will be reduced by the amount of the return. After United Beauty College returns the correct amount of aid, any amount of the total unearned aid that remains becomes the student portion of the Return. The student portion of the Return is calculated by subtracting the amount of United Beauty College Return from the total unearned aid.

Total Unearned Aid minus School Return Amount = Student Portion of Return

Unearned federal grant funds are returned on behalf of the student and the returned funds are considered a debt to the institution. Students may work with the Officer of Financial Aid to pay any outstanding debts; however, a student must not have an outstanding balance on their account upon re-entry.

LATE OR POST-WITHDRAWAL DISBURSEMENT

Students may be eligible for a late or post-withdrawal disbursement if they have accepted aid that did not disburse at the time of withdrawal from United Beauty College.

If eligible, the Officer of Financial Aid will send notification of the action required to either accept or decline a portion, or all, of the late disbursement. The student or parent has 14 days to respond instructing United Beauty College to make a post-withdrawal disbursement. If the student or parent does not respond within the 14 day timeframe, United Beauty College may make the late disbursement upon request at a later date. The student is notified in writing with the outcome of the late request. Post-withdrawal disbursements cannot be made after 180 days of the date of determination that a student withdrew or ceased attending.

CANCELLATION OF REGISTRATION

If you cancel your registration prior to the beginning of the term you will not be considered a student for that term. If this occurs, you are not entitled to receive any form of financial aid during the term and your aid will be canceled and returned to the appropriate programs.

If cancellation takes place close to the beginning of the term and you have already received financial aid to cover living expenses, you will be required to repay the entire amount received.

Notification to the Student

Once the Return to Title IV Funds calculation has occurred, the Officer of Financial Aid will notify the student of the results of the calculation and the aid that was returned.

The Officer of Financial Aid will notify the student of any outstanding balance now due to the institution as a result of the adjustment to tuition, fees and other miscellaneous charges, federal Title IV aid returned based on

the Return of Title IV calculation, and any returns of institutional, state, or private grants or scholarships.

FUTURE AID ELIGIBILITY

Withdrawing may affect your eligibility to receive financial aid in subsequent terms. Notify the Office of Financial Aid if you are planning to return. If your loans should go into repayment once you withdraw from school, it is important to make your payments on time to prevent default. If you default on a loan, you could lose your eligibility for any future financial aid. Withdrawal from school may also affect your Satisfactory Academic Progress standing and future eligibility for financial aid.

POSTPONEMENT OF START DATE

"Postponement of a starting date, whether at the request of United Beauty College or the student, requires a written agreement signed by the student and United Beauty College. The agreement must set forth:

- whether the postponement is written forth: for the convenience of United Beauty College or the student
- the deadline for the new start date, beyond which the start date will not be postponed

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with "The College's" refund policy and all applicable laws and Rules concerning the Private Occupational Education Act of 1981."

United Beauty College recognizes that a student may have to drop out of the program due to circumstances beyond his/her control:

- Students not accepted by United Beauty College and students who cancel this contract by notifying United Beauty College within three business days are entitled to a full refund of all tuition and fees paid.
- If a student (or in the case of a student under the state's legal age, his/her parents or guardian) cancels his/her enrollment, in writing, within three (3) business days after the contract has been signed, all monies collected by United Beauty College shall be refunded. The date will be determined by the postmark on the written notification or the date said information is delivered to the administrator/owner.
- Student who withdraw after three business days, but before commencement of classes, are entitled to a full refund of all tuition and fees paid and the cancellation charge of \$150, or whichever is less.
- In the case of student withdrawing after commencement of classes, United Beauty College will retain a cancellation charge plus a percentage of tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

PELL GRANT CALCULATIONS

Based on the 37.5 clock hours:

1500 Hours	1200 Hours	600 Hours
0-450 (15 Weeks)	0-450 (15 Weeks)	0-300 (10 Weeks)
451-900 (15 Weeks)	451-900 (15 Weeks)	301-600 (10 Weeks)
901-1200 (10 Weeks)	901-1200 (10 Weeks)	
1201-1500 (10 Weeks)		

The student must:

- Maintain a cumulative academic of "C" (70%) or better on all tests (theory and practical).
- Students who have more than 30 consecutive days of absences will be dismissed. This standard shall apply to all the students except those on Leave - of- Absence. A leave will extend the contract period

- and maximum time frame by the same number of days in the leave of absence.
- Students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in School Policy for other related information see Disclosures section.
- Complete the course within 1.5 the length of the course as defined in the enrollment agreement.

courses

COURSE DESCRIPTIONS

COSMETOLOGY

The curriculum for students enrolled in a cosmetologist program shall consist of 1500 clock hours of technical instruction and practices constituting the art of cosmetology. He/she will gain the basic technical knowledge and practical skills thoroughly understanding the science of professional cosmetology, cosmetology services include; all phrases of manicuring, hair and scalp treatment, hair cutting, hair styling, coloring, shaving, and restructuring of the hair which is necessary for successful salon management and salesmanship.

The phases and the allotment of time per subject are as follows:

	Hours of Theory	Hours of Lab	Total Hours
Shampoo and scalp treatments	12.5	37.5	= 50
Hair coloring	50	150	= 200
Hair cutting	50	150	= 200
Hairstyling	43.75	131.25	= 175
Chemical textures services	25	75	= 100
Basic manicuring and pedicuring	43.75	131.25	= 175
Application of artificial nails	37.25	93.75	= 125
Facial skin care	43.75	131.25	= 175
Facial make-up	6.25	18.75	= 25
Hair removal	18.75	56.25	= 75
Laws, rules and regulations	25	0	= 25
Management, ethics, interpersonal skills Salesmanship	6.25	18.75	= 25
Sanitation, Sterilization and Safety Work and practices	37.5	112.5	= 180
	375	1,125	= 1500
		Total	= 1500 Clock hours

The above hours including related theory, safety, sanitation and sterilization will be taught in each subject area as it pertains to that specific subject. It is expected that students attend all theory classes throughout the entire course in order to reinforce this knowledge. Upon successful completion of the program, the student will be required to pass the State exam in order to enter the cosmetologist industry. Possible professions include cosmetologist, salon owner, school owner, product demonstrator, sales representative, etc.

ESTHETICIAN

The curriculum for students enrolled in a cosmetician program shall consist of 600 hours of technical instruction and practical operations covering all practices of an esthetician pursuant to the cosmetology Act. For this

purpose, technical instruction by demonstration, lecture, classroom participation, or examination practical operation shall mean the actual performance by the student of a complete service on another person. The phases and the allotment of time per subject are as follows:

	Hours of Theory	Hours of Lab	Hours
Sanitation, sterilization, and safety work practices	52.5	157.5	= 210
Facial and skin care	52.5	157.5	= 210
Facial make-up	7.5	22.5	= 30
Hair removal	22.5	67.5	= 90
Laws, rules and regulations	30	0	= 30
Management, ethics, interpersonal skills Salesmanship	7.5	22.5	= 30
	172.5	427.5	= 600
Total			= 600 Clock hours

The above hours including related theory, safety, sanitation and sterilization will be taught in each subject area as it pertains to that specific subject. Upon successful completion of the program, the student will be required to pass the State exam in order to enter the skin care industry. Possible professions include esthetician, spa owner, makeup specialist, theater productions (makeup), owner, school owner, product demonstrator, sales representative, etc.

NAIL TECHNICIAN

The curriculum for students enrolled in a nail technician program shall consist of 600 hours of technical instruction and practical operations covering all practices of this program. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by student of a complete service on another person. The phases and the allotment of time per subject are as follows

	Hours of Theory	Hours of Lab	Hours
Sanitation, Sterilization and Safety work practices	45	135	= 180
Basic manicuring and pedicuring (Waxing below elbow, and below knees)	52.5	157.5	= 210
Application of artificial nails	37.5	112.5	= 150
Law, rules and regulations	30	0	= 30
Management, ethics, interpersonal skill and Salesmanship	7.5	22.5	= 30
	172.5	427.5	= 600
Total			= 600 Clock hours

The above hours including related theory, safety, sanitation and sterilization will be taught in each subject area as it pertains to that specific subject. Upon successful completion of the program, the student will be required to pass the State exam in order to enter the manicuring industry. Possible professions include nail technician, nail artist, salon owner, school owner, product demonstrator, sales representative, etc.

HAIRSTYLIST

The curriculum for students enrolled in a hairstylist course shall consist of 1200 hours of technical instruction and practical operations covering all practices constituting the art of hair. He/she will gain the basic technical knowledge and practical skills thoroughly understanding the science of professional hair services. The phases and the allotment of time per subject for hairstylist curriculum are as follows:

	Hours of Theory	Hours of Lab	Hours
Shampoo and scalp treatments	15	45	= 60
Hair coloring	60	180	= 240
Hair cutting	60	180	= 240
Hairstyling	52.5	157.5	= 210
Chemical textures services	30	90	= 120
Laws, rules and regulations	30	0	= 30

Management, ethics, interpersonal skills and Salesmanship	7.5	22.5	= 30
Sanitation, sterilization and safety Work practices	67.5	202.5	= 270
	322.5	877.5	= 1200
		Total	= 1200 Clock hours

The required hours including related theory, safety, sanitation and sterilization will be taught in each subject area as it pertains to that specific subject. Upon successful completion of the program, the student will be required to pass the State exam in order to enter the hair industry. Possible professions include beautician, salon owner, school owner, product demonstrator, sales representative, etc.

THE FOLLOWING COURSES ARE NOT APPROVED BY NACCAS AND ARE NOT ELIGIBLE FOR TITLE IV FUNDING

WAXING BY MANICURING

The curriculum for students enrolled in a manicuring program shall consist of six clock hours of technical instruction and practical operations covering waxing below the knees and elbow by a manicurist pursuant to the cosmetology Act, for this purpose, technical instruction by demonstration, lecture, classroom participation, or examination. The phases and the allotment of time per subject are as follows:

Course Topic	Hours of Theory	Hours of Lab	Hours
Skin Histology	1	0	
Client safety and Protection	0.50	0.50	
Products for Hair Removal and Application	0.50	2.50	
Disinfection, Sanitation, State rules and Safety	0.50	0.50	
Work and practices			
	Total	2.50	3.50 = 6

The above hours including related theory, safety, sanitation and sterilization will be taught in each subject area as it pertains to that specific subject. The required hours may vary by up to 25% in each subject but will be equal to the overall 6 hours requirement. It is expected that students attend all theory classes throughout the entire course in order to reinforce this knowledge. Possible professions include waxing specialist in a spa, spa owner, school owner, product demonstrator, sales representative, etc.

PERMANENT MAKEUP

Stand-alone course consists of 132 clock hours for the students by licensed esthetician and cosmetologist. After finishing this course, the student will be able to perform permanent makeup or facial cosmetic pigment implantation services; the process of beautifying the face by inserting or implanting facial cosmetic pigment under the surface of the human skin.

Course Topic	Hours
Cleaning, Disinfection, Sterilization, and Safety	12
Skin Analysis	8
Equipment and Supplies	8
Color Theory and Effects	32
Client Consultation	8
Application of Pigment	64
Total	132

Possible professions include make-up artist, salon owner, school owner, product demonstrator, sales representative, etc.

EYE LASH EXTENSION

Standalone course consists of 24 clock hours for the students by licensed esthetician and cosmetologist. After finishing this course, the student will be able to perform eye lash extension services. The process of beautifying the face by applying extension eye lashes

Course Topic	Hours
• Client safety and protection	2
• Disinfection, Sanitation, State Rules & Safety	2

- Types of products and Applications of eyelashes 20
Possible professions include make-up artist, salon owner, school owner, product demonstrator, sales representative, etc.

ELECTRIC FILE

Stand-alone course consists of 8 clock hours for the students by licensed cosmetologist and manicurist. After finishing this course, the student will be able to operate the electric files for manicuring and pedicuring but limited natural nails services, filing, maintenance, and removal of artificial enhancement products and pedicure services.

Course Topic	Hours
1. Cleaning and disinfection	2.5
2. Client protection during filing	1
3. Bit selection and use	0.5
4. Machine specifications and uses	0.5
5. Natural nail procedures	0.5
6. Artificial enhancements	2
7. Pedicure procedure	1
Total	8

disclosures

STUDENT RIGHT-TO-KNOW/DISCLOSURE

The United Beauty College wants you to know that, according to the latest information reported to United Beauty College's accrediting agency, the National Accrediting Commission of Career Arts and Sciences:

97.18% or 69 of the 71 students scheduled to graduate in 2016 went on to graduate;
69.57% or 48 of 69 students who completed their course and were eligible for employment
in 2016 found jobs in the field; 100% or 56 of the 56 students taking the test passed that
examination for the eligible cohort year.

CONSUMER INFORMATION

Federal regulations require United Beauty College to provide consumer information to all of its students. You will find below a list of the areas for which information is provided and links to websites for more information where applicable. Should you need a paper copy or assistance in obtaining this information, please contact our office at (303)922-1852 and ask to speak with Dan.

NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL AID INFORMATION

Institutional and Financial Aid Information can be found at the United Beauty College website. Students who need a paper copy of this information may contact the Financial Aid Office (FAO).

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

United Beauty College
1907 W.
Mississipp
pi Ave,
Denver
CO 80223
(303)
922-1852

NOTICE OF FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

(From Section 484r of the Higher Education Act) 1. IN GENERAL. A student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal student aid assistance during the period beginning on the date of such conviction and ending after the interval specified in the following table:

If convicted of any offense involving the possession of a controlled substance, ineligibility period is:

First Offense.....	1 Year	Second Offense
.....	2 Years	Third Offense.....
		3 Years

The sale of a controlled substance, ineligibility period

First Offense.....	2 Years	Second Offense.....
		Indefinite

REGAINING ELIGIBILITY

A student may regain eligibility for federal financial aid after the required period of time has elapsed since the conviction, or if the conviction is reversed or set aside, or if the student can certify completion of a qualified drug rehabilitation program. A qualified drug rehabilitation program must include at least two unannounced drug tests and must also satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program

- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by a federal, state, or local government agency or court
- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor

THIS DISCLOSURE STATEMENT IS PUBLISHED AS REQUIRED
BY THE HIGHER EDUCATION ACT. FOR MORE
INFORMATION, PLEASE CONTACT THE COLLEGE OFFICE.

United Beauty College
1907 W. Mississippi Ave. CO 80223
Phone: 303-922-1852 Fax: 303-922-1498

Email:

[ubcdenvr@
yahoo.com](mailto:ubcdenvr@yahoo.com)
[http://www.u
bc-
denver.com/f
inancial-
aid.html](http://www.ubcdenvr.com/financial-aid.html)

COMPLAINTS

Students who have a problem or grievance related to the operation of the United Beauty College should use the following procedure to resolve the problem or grievance

GRIEVANCE STEPS:

- Speak directly to the person(s) involved to resolve the issue.
- Speak to Owner who will render a written and /or oral decision within 3 school days. Follow the steps in order to reach a solution that is satisfactory to all person(s) parties involved in all fair.

Students that complaints may be filed: online with the Division of Private Occupational Schools and there is a two-year limitation on the Division taking action on student complaints. Division at : <https://higher.ed.colorado.gov/dpos/> HYPERLINK "https://higher.ed.colorado.gov/dpos/" and/or phone number 303 862 3001. The address for Colorado Department of Higher Education and Division of Private Occupational Schools is 1600 Broadway, Suite 2200, Denver, CO 80202. The complainant may also submit the complaint to NACCAS, 3015 Colvin St., Alexandria, VA 22314 703-600-7600

COMPLAINT PROCEDURES

If you would like to file a complaint against a Colorado institution (public or private) or report a possible diploma mill HYPERLINK "https://www2.ed.gov/students/prep/college/diplomamills/resources.html" or illegal school, follow the steps below to determine your next step in reporting a complaint/grievance to the Colorado Department of Higher Education and Division of Private Occupational Schools.

IMPORTANT!! PLEASE READ BEFORE YOU FILE:

If you have a complaint (that is not about a diploma mill), please be advised that according to statute, the Division of Private Occupational Schools (Division or DPOS) may only accept a written (or electronically filed) complaint from an individual who was denied enrollment; is a current student; or is a former student of a private occupational school that is approved to operate in Colorado.

If you are a former student, the Division may only process a complaint provided not more than two (2) calendar years have passed since you last attended United Beauty College that is the subject of the complaint. Under very limited circumstances, a third-party, who can show a monetary interest, in a matter involving a current or former student of a private occupational school (i.e. parent or legal guardian) may also be able to file a complaint. If you have a question about this filing process or the Division's complaint procedures please contact DPOS at: 303-862-3001.

To File a Complaint, [click here](#).

For more information on diploma mills, [click here](#)

CRIME REPORTING

The issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act and is in section 485(f) of the HEA. On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) (Public Law 113-14) was signed into law. VAWA includes amendments to the Clery Act.

United Beauty College statistics can be found on our website here, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes. Specifically, these changes added or modified requirements related to:

- Ongoing prevention and awareness campaigns for students and employees
- Disclosure of procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred
- Implementation by United Beauty College and disclosure of procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault and stalking, including: descriptions of each disciplinary proceeding used by United Beauty College, the standard of evidence used during each disciplinary proceeding, possible sanctions imposed following the results of disciplinary proceedings, and the range of protective measures that the institution may offer a victim;
- Provisions to ensure that proceedings will be prompt, fair and impartial
- Provisions that state that proceedings will be conducted by officials who receive annual training
- Ensuring equal opportunities for the accuser and accused to have others present during proceedings, including an advisor of their choice.

SAFETY REQUIREMENTS

Anyone involved in this profession should take precautions to prevent adverse reactions to allergens caused by chemicals used in the profession that are inhaled or come in contact with the skin. Also, exposure to germs from the general public is common.

FIRE SAFETY REPORT

On August 14, 2008, the Higher Education Opportunity Act was signed into law requiring colleges to provide fire safety information about fire drills, fire safety policies, education and training programs, fire safety equipment and plans for future improvement.

All United Beauty College facilities have smoke and heat detectors. Our fire alarm networked system can be activated by any of the following:

- Smoke
- Heat
- Activation of fire-suppression sprinklers

Our fire alarm system, fire extinguishers and our sprinkler system are tested and inspected annually through our contractor.

When a networked fire alarm is activated, on such an alarm to determine cause and whether the fire department should be notified. United Beauty College Instructors and/or Officers can and may supervise such occurrence.

SUPERVISED FIRE DRILLS

Mandatory, supervised, announced and unannounced fire drills are conducted for each fall and spring semesters by Instructors. A fire can happen at any time, our drills are conducted at various times, night and day.

EVACUATION POLICY AND PROCEDURES

United Beauty College emergency response plan is available at the Bulletin. They provide the following instruction in the case of an evacuation emergency:

- Know the location of the nearest exits
- Get out when the fire alarm sounds.
- Know what to do if you are trapped. If the exits are blocked by heavy smoke or fire, retreat as far as you can, closing (but not locking) as many doors as you can between you and the fire. If possible, call the fire department (911 from a campus phone) and give them your exact location. If smoke starts coming in, try to seal the door as best as you can. Try to signal the fire department and be ready if smoke is drawn into your refuge.
- Get down for life. If there is smoke, stay low; it will be easier to breathe.
- Do not create a trap. Keep your office safe. Do not increase your risk by clogging your office with papers or other items. Simple good housekeeping is an important part of fire safety.
- Practice. Stage mandatory fire drills. Fire drills and fire safety training are good team-building exercises.

Students are not expected to fight fires and are encouraged not to use fire extinguishers unless designated and trained. Individuals designated and trained by United Beauty College in the proper use of extinguishers may use a portable fire extinguisher to fight a small fire where there is little risk of harm from smoke, heat or flames.

EVACUATION PROCEDURE FOR DISABLED PERSONS

Persons whose mobility is impaired are individually responsible for informing their supervisors, residence life staff of their name, location and the nature of their disability. This information will be given to emergency responders during an emergency situation. The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for responding fire units. Co-workers may assist in evacuating disabled persons only if this places them in no personal danger. Always ask someone with a disability how you can help before attempting any rescue technique. Ask the individual if there are any special considerations or items that need to come with the person. Someone should stay with the disabled person if it does not place them in additional danger, and someone should meet responding fire fighters to report the location of disabled persons. Visually impaired persons should have a sighted individual guide them to safety. Inform hearing-impaired persons of the nature of the emergency. Do not assume they know what is happening by watching others.

FIRE SAFETY VIOLATIONS AND PROHIBITIONS

Covering or tampering with smoke detectors and/or sprinkler heads are life safety hazards and strictly prohibited. No flammable liquids such as lighter fluid, kerosene, gasoline, etc., may be stored in rooms.

Flammable items such as sheets, cloth, fish net, etc., may not be hung or draped from the walls or ceiling. Light fixtures may not be covered with flammable items such as cloth, paper or cellophane.

SMOKING

Smoking is allowed in assigned areas only OUTSIDE of the building.

Smokers who choose to smoke outside United Beauty College must use the proper containers (ashtrays and metal trashcans) for disposing of cigarettes and ashes.

INCIDENT REPORT

There are no fire incidents of note, personal injuries or casualties to report involving fire activity on United Beauty College campus. Nonetheless, all fire alarms, fire drills and related incidents are documented on Incident Reports. Copies are maintained in our fire safety log book for easy public access and inspection.

FUTURE IMPROVEMENT

United Beauty College continues to upgrade and improve its fire safety systems on an as-needed basis. Planned improvements coincide with scheduled renovation, summer projects and/or new construction.

copyright

COPYRIGHT AND FAIR USE POLICY

United Beauty College wants to protect you and our information resources. Our policy is compliant with federal regulations to include Computer Use and File Sharing.

DEFINITION

- Computer Use when you use United Beauty College resources you must obey the law and comply with United Beauty College Policies. United Beauty College prohibits the use of College property for any illegal purpose. Violators are subject to disciplinary action up to and including dismissal or expulsion.
- File Sharing; peer-to-peer (P2P) - users share files online through an informational network of computers running the same software. P2P file sharing for updates and software purchases are legitimate. File sharing of copyrighted material, uploading, and/or downloading of someone else's works may be the act of copyright infringement and you may be unwittingly breaking the law. We strongly encourage you to use legal file sharing services for obtaining any copyrighted material such as movies, music, TV, games, books, etc... on and across the internet.
- Copyright is one of the major intellectual property rights. Copyright protection applies to certain classes of work or authorship to include:
 - literary works (written text and software)
 - artistic works (drawings, photographs and graphics)
 - musical works
- A copyright notice or a copyright statement. This document that may be incorporated into more general terms and conditions, or may be used as a stand-alone notice. A copyright statement includes the following sections:
 - ownership of copyright
 - this copyright notice
 - copyright license
 - data mining
 - permissions
 - enforcement of copyright
 - infringing material
- Copyright Infringement is the act or use of works protected by copyright law without permission, or grants to reproduce, distribute, display or perform the protected work.
- Fair Use permits limited/transformational use of copyrighted material without having to first acquire permission from the copyright holder. Examples of limited or transformational uses to comment, news reporting, teaching, scholarship, research, criticize or parody a copyrighted work.

COPYRIGHT INFRINGEMENT EXAMPLES

- The act of copying webpage of someone else “alias –some other person” for the reuse of video clips or sound recordings without permission. The video clips or the sound recordings are authored and copyright protected automatically for artists.
- Any unauthorized duplication for distribution or use of protected intellectual property, is illegal.

FAIR USE

The fair use exception includes, but is not limited to, whether the material is used for educational rather than commercial/financial gain. It may not be fair use based on the nature of the copyrighted work, what extent of entire work is used, if there is any value of the copyrighted work.

PENALTIES FOR COPYRIGHT INFRINGEMENT

Copyright infringement includes civil and criminal penalties.

- Legal action available to the owner of the copyright includes obtaining an injunction preventing future infringement activity as well as monetary compensation that may exceed \$150,000.00.
- A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can include imprisonment of up to five years and fines of up to \$250,000/offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

acknowledgement

IN SIGNING HIS FORM, I ACKNOWLEDGE THAT I HAVE BEEN MADE AWARE THAT “THE COLLEGE’S” CATALOG, POLICIES AND DISCLOSURES:

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FIRE SAFETY REPORT

SAFETY AND CRIME REPORTING as posted on the Theory Class bulletin board and also available for my inspection on "The College's" website. I may request a copy of this report from the office of United Beauty College at any time.

I have read and understand the above,

Name of Student

Date

Signature

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