

Delaware Learning Institute of Cosmetology

The Team of Delaware Learning Institute of Cosmetology would like to **“THANK YOU”** for choosing our School and for letting us guide you on your path of Cosmetology, Manicuring, Massage Therapy and/or Esthetics

The Team of Delaware Learning Institute consists of Two Departments:

Administrative Team:

School Owner/Director: John H. Cook
Financial Aid: Melody Morgan

Educational Leader: Cindy Evans

With respect to the team of the Delaware Learning Institute of Cosmetology, please direct any questions you may have to the correct team member.

About US

Accreditation:

Delaware Learning Institute of Cosmetology is accredited by the National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS, Inc.), located at 3015 Colvin Street, Alexandria, VA 22314; (703) 600-7600. NACCAS, Inc. is recognized by the United States Department of Education as a national accrediting agency for Cosmetology and related studies.

Pivot Point:

Pivot Point teaches design through its “Designer’s Approach.” This approach has its roots in the Bauhaus Theory, established by Walter Gropius in 1899. The inventor’s theory is based on a unique harmony between science, technology and art. Originally directed toward architecture, Gropius broke tradition by blending scientific formulas and measurements with artistic visual effects. Decades later, Leo Passage used these same principles to create a cosmetology curriculum based on a set of design principles that would bridge cultural and language barriers. This makes it possible for virtually anyone to learn through the Pivot Point system of teaching. Cosmetology, as with any art form, can be broken down into basic elements. Design principles are universal plans of organization that can be effectively applied to hair, skin and nails as is done with music, poetry and other art forms. Our philosophy helps you understand, appreciate, and utilize the full range of Pivot Point’s world-wide resources.

Pivot Point has developed and utilized an educational foundation based on timeless universal principles of art and science. These two disciplines blend to form a practical educational framework that has a scope beyond that of most other cosmetology training courses. Our concepts are internationally accepted. Visit the website at www.pivot-point.com.

Earnings:

Earnings vary depending on geographic location, size of town or city, work experience, and the employer. Some professionals working in a salon or spa may earn straight salary, salary with commission, or strictly commission. Typical commissions can range from around 30 to 50 percent, and are negotiated individually. Self-employed professionals who rent space are considered private contractors. Typically, they keep all their earnings but pay rent for their station, product, costs, taxes, insurance and other expenses related to maintaining their own business.

As reported by NACCAS, Inc. in 2007, the national average salary for an industry professional is 35,973, excluding tips. The average annual salary for a professional in Delaware is 34,277, excluding tips. In Maryland, the average was 38,601, excluding tips.

Industry Physical and Safety Demands:

Students are exposed to chemicals associated with the industry and the chosen field of study. All students must participate unless a doctor’s note is provided as to why the student cannot participate in the assigned activities. The field of Cosmetology and Massage require students to stand, bend, reach, and perform repetitive motions that are conducive to the learning environment of the industries, and to becoming a success. In order to protect the general public, all state laws, rules, regulations, and or standards

apply to the chosen area of study. 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 the law. The state is not required to directly notify any person or entity of change in law.

Educational Facilities:

Delaware Learning Institute of Cosmetology located at 32448 Royal Blvd. Suite A, Dagsboro, DE 19939 is at this time our only learning facility. The facility consists of more than 10,000 square feet. Offices are located on site as well as our student styling center, dispensary, laundry room, nail room, break room, library and classrooms.

Our work style classrooms are spacious, well lit and ventilated. Each one adapts easily from a lecture workshop class to a hands on learning workshop. Classes have ample seating, audiovisual equipment and storage cabinets. The student styling center is designed for learning in a clinical, scientific atmosphere. The styling center is divided into sections similar to a salon and or spa. This large well ventilated and properly lighted area has workstations, shampoo stations, dispensary, manicure, pedicure, facial, and massage areas.

Educational Materials:

The Delaware Learning Institute of Cosmetology's curriculum is a highly interactive system that allows students to move from simple to complex.

Educational Textbooks/Downloadable:

Educational textbooks are supplied by Pivot Pint International, Inc. and Milady publishing companies. These books are filled with step-by-step photographs and illustrations. Supporting audio-visual programs, related directly to these textbooks are used within the classroom. This helps to ensure a consistent education. Textbooks 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 downloadable books, magazines, DVD's and other items. The items in our Educational material are copyrighted by Pivot Point International and Milady and may not be copied, distributed, displayed, reproduced or broadcasted in any form by any means, unless otherwise noted.

Educational Supplies (Kit):

Delaware Learning Institute of Cosmetology purchases students supplies from professional vendors at a discounted price. Students seeking to purchase supplies may do so on their own. Supplies must be the exact/identical as the supplies provided by the school, of the same quality, and same condition. After School Director approval of supplies, student's account will be credited at OUR cost.

Educational Tools and Equipment:

The educational tools provided are professional, state of the art items designed by artists and educators who believe in workmanship. As Cosmetology students' progress through each phase of education, they will receive an extensive set of equipment that has been designed for optimum learning. Educational material for Esthetics and Nail Technology courses are provided at the beginning of the education. Massage Therapy students will receive equipment (i.e. tables) upon order placement. Textbooks and other educational materials are fundamental to the learning process. All tools should be present and are required to be maintained in clean and sanitary matter at all times.

Educational and Administrative:

The team members of Delaware Learning Institute of Cosmetology are dedicated to the education of our students. All educators are required to take advanced education in both teaching methodology and education in their chosen field, to better educate the students of the Delaware Learning Institute of Cosmetology. Please visit our website at www.delawarecosmetology.com to learn more about our team.

Admissions

Admissions:

Delaware Learning Institute of Cosmetology in all its policies (admissions, instruction, graduation, etc...) practices no discrimination on basis of color, race, age, sex, religion, ethnic origin, residence, or financial status.

Admissions Procedure:

Delaware Learning Institute of Cosmetology is looking for exceptional students who possess the desire and willingness to work hard in order to achieve their dreams.

Delaware Learning Institute of Cosmetology is a private institution and admission is determined on a case-by-case basis. To be considered for admission to any program, a prospective student must complete the following requirements:

- ✂ Schedule an interview with an Admissions Representative
- ✂ Complete a student admission profile
- ✂ Must be a high school graduate with a graduated transcript and/or general educational development (GED) certificate
- ✂ Prospective Student is provided with a catalogue, pre-admissions checklist and Delaware State Board Rule 16.0 Felony Restrictions.

The State of Delaware requires any applicant to check with the Felony list provided.

Delaware State Law may inhibit the candidate's ability to obtain a state license.

Delaware Learning Institute of Cosmetology reserves the right to reject admission of potential students with felony/felonies whether on the list or not, and will not be held responsible for students inability to obtain a license to such felony/felonies.

Students who have been home schooled* may be eligible for enrollment if they meet the standards under state law and if they are beyond the ages of compulsory education.

*See Admissions Representative for home school qualification evaluation

Enrollment Procedure

New Student Enrollment Procedure:

Along with Delaware State requirements, once admittance to the program is determined, in order for a potential student to enroll they must:

- ✂ Submit a \$100.00 non-refundable enrollment fee
 - ✂ Copy of Drivers License or State Issued Identification
 - ✂ (2) Official copies of valid graduated transcripts or GED *(from an approved educational institution approved by Delaware Learning Institute of Cosmetology)
 - ✂ If applicable, any documents for financial aid
 - ✂ \$500.00 Kit Deposit*
 - ✂ Student receives copy of signed contract, enrollment checklist is completed
- *Must be provided prior to class start date

Transfer Students:

Delaware Learning Institute of Cosmetology does not typically accept hours for prior training and reserves the right to review requests for transfer of hours from students whose prior training was at a Pivot Point Member School. No hours will be considered from courses other than that for which he or she is applying. Each applicant's transfer of hours request is reviewed on a case-by-case basis. Delaware Learning Institute of Cosmetology strives to provide the best possible opportunity for success in the field and has the right to accept or deny the transfer of hours according to its policies and procedures. If accepted, Delaware Learning Institute of Cosmetology reserves the right to limit the hours accepted. An original transcript from a Pivot Point Member School is required prior to acceptance to determine proper course placement. All external transfer applicants must apply for admission through the admissions office and must otherwise meet all admissions requirements. Transfers will only be accepted when space is available. Full course starts are granted priority. The transfer of hours will not impact Delaware Learning Institute of Cosmetology's refund policy.

Transfer Hours:

Hours that are allowed to be transferred in from another school will be considered attempted and completed. Transfers are at the discretion of the Director. Non credit and remedial courses do not apply to this institution. Therefore, these items have no effect on the school's Satisfactory Academic Progress.

- ✂ Potential transfer students must disclose any hours obtained at another institute.
- ✂ Potential transfer students must provide a transcript that includes attendance and academic records.
- ✂ Charges for approved students will be charged on the hours and or credits needed for completion at the tuition rate at the time of the transfer students start date
- ✂ Additional educational materials will be assessed on a case by case basis and appropriate charges will occur
- ✂ The transfer of credit will not impact the institutes refund policy

Re-Enrollment Procedure:

Delaware Learning Institute of Cosmetology reserves the right to review requests for re-enrollment. Students who have withdrawn from Delaware Learning Institute of Cosmetology may schedule an appointment with the School Director for re-enrollment. Students re-enrolling within 180 calendar days, from the last day of attendance, will return under the original contract, and in the same status as the previous enrollment.

Students with poor attendance or behavioral issues will not be considered for re-enrollment.

DISABLED STUDENTS

No qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. Additionally, the school will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. If you would like to request academic adjustment or auxiliary aids, please contact the School Director. You may request academic adjustments or auxiliary aids at any time. The School Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3 of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the School Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the School Director at (302) 732-6704
- 2) The School Director will respond within two weeks of receiving the request.

In accordance with Delaware State Law, Delaware Learning Institute of Cosmetology must maintain a student/educator ratio of no more than 25/1.

Orientation:

A mandatory orientation is scheduled for all new students before the start of class. Orientation will specifically outline a clear and concise set of expectations and guidelines while in attendance at Delaware Learning Institute of Cosmetology and its functions.

Financial Aid Program

Financial Aid Available:

Financial Aid is available to those who qualify.

Delaware Learning Institute of Cosmetology is approved by the Department of Education to participate in several federal aid programs. In order to qualify for assistance all applicants must complete a FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA). The application must be completed online. Application deadlines may apply.

Eligibility:

Must be a U.S. Citizen or Eligible Non-Citizen

Must have a valid Social Security Number

Must have a validated High School Diploma, a GED or equivalent

Must have complied with Selective Service Registration (if required)

Must be enrolled as a regular student working towards a degree or certification in an eligible program

Must not owe a refund on a federal grant or be in default of a federal student loan

Student assistance funds are intended for educational purposes only. All students must meet requirements at all times. Not all aid programs are available for students in all educational courses.

Financial Aid Offered:

Federal Pell Grant:

Federal Pell Grants are a need based grant

Federal Pell Grants are determined by the student's information provided on the FAFSA

Federal Pell Grants award amounts depend on eligibility and program funding levels

Federal Pell Grants award years are used in the timing and determination of Pell awards

Student Responsibility:

Students must apply prior to enrollment

Students crossing over in award years MUST Re-Apply

Students **MUST** maintain Satisfactory Academic Progress

Please see the Financial Aid Administrator for further information.

Federal Pell Grant: Ineligibility

Federal Pell Grants are not available to students who have a completed a Bachelor's or Masters Degree

*There is a limit to the total amount of Federal Pell Grants that a student may receive, which is the equivalent of 6 school years. Once a total amount of Pell Grant eligibility has been received, a student can no longer receive Pell Grant aid.

Federal Pell Grants are not available for all programs at The Delaware Learning Institute of Cosmetology.

Award Year/Academic Year:

Award Year is defined by the Federal Government as July 1st of a year to June 30th of the following year.

Academic Year is defined by the institution for each program offering financial aid

Academic Year must be within guidelines established by the Federal Government
Financial Aid is prorated according to the length of the program and according to the number of hours the student will be in attendance during the award year

Federal Stafford Loan Program:

Stafford Subsidized Loan:

Need based aid
No interest accrues while in school
Interest accrues after graduation

Stafford Unsubsidized Loans:

Non-need based
Interest accrues from the date the loan is fully disbursed

Student Responsibility:

***Entrance Counseling:** Please See Financial Aid Administrator, to be completed online

***Exit Counseling:** Please See Financial Aid Administrator, to be completed online

School Responsibility:

Enhanced Exit Counseling: Upon graduation, the School Director will meet with the Student to discuss the loans that have been taken, and the consequences of not repaying the loans.

***Student MUST maintain Satisfactory Academic Progress to receive Financial Aid. Please See Satisfactory Academic Progress.**

***Student receiving Financial Aid, if convicted of possession or sale of illegal drugs may be terminated from Financial Aid.**

Federal Plus Loan:

Loan borrowed by parent to fund child's education
Payments begin within 60 days of final disbursement

Verification:

Students selected for verification will be notified by the Financial Aid Administrator to provide further documentation. It is the **Student's responsibility** to provide documents.

Fraud:

It is illegal to falsify documents in an 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 and is considered a criminal offense. All parties will be subjected to penalties under the U. S. Criminal Code. The Delaware Learning institute of Cosmetology will in the case of fraud, suspect of fraud or other criminal misconduct make a referral to the U. S. Department of Education's Office of the Inspector General.

Scholarships:

Applied to student account in the last 100 Hours of training
Available on basis of need (limited)

Financial Services Contracted:

Payments made to Student accounts, are to be paid on the 8th of the month. Please remit your payments to School Director/Student Services

Student Responsibility: Repayment of Loans

Stafford Subsidized, Unsubsidized, and Parent Plus loans require repayment by the borrower according to the terms of the promissory note. Repayment options may include deferment and forbearance options. Borrowers should contact their lender as needed. There is no Pre-payment penalty for Stafford and or Parent Plus loans.

Default Management:

The Administrative Team of Delaware Learning Institute of Cosmetology makes every effort for our Students to understand their loans and the consequences of not making loan payments, and or defaulting on loans.

The consequences of failure to repay a loan include:

- A damaged credit rating for at least 7 years
- Loss of generous repayment schedule and deferment options
- Possible seizure of Federal and State income tax refunds
- Exposure to civil suit
- Referral of the account to a collection agency
- Liability for collection costs and attorney's fees
- Garnishment of wages (Attached)
- Loss of eligibility for further Federal Title IV student assistance

*Refund
and
Return to
Title IV*

Refund Policy, Cancellation and Settlement:

This policy applies to all terminations, for any reason by either party including student decision, course or program cancellation or school closure. A termination fee of \$100.00 is applicable if a student does not complete more than 50% of their program.

1. If the Delaware Learning Institute of Cosmetology is permanently closed and no longer offering instruction, after the student is enrolled, the student shall be entitled to a pro-rata refund.
2. If the course is cancelled subsequent to the student's enrollment and before instruction has begun, the school in its option shall a) provide a full refund of all monies paid, or b) provided completion of the course.
3. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option a.) Provide a pro rate refund for all students transferring to another school based on the hours accepted by the receiving school b.) Provide completion of the course and/or program c.) Participate in a Teach-Out- Agreement d.) Provide a full refund of all monies paid.
4. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its options a.) Provide a pro rate refund b.) Participate in a Teach-Out-Agreement.
5. If the student (or in case the student is under legal age, his/her parent or legal guardian) cancels his/her contract and demands the money back in writing within (3) business days of signing the contract, all monies collected by the school shall be refunded. The postmark on the notification or the date that said letter is hand delivered to the School Director, will determine the cancellation date. If the student or legal guardian cancels his/her enrollment after (3) business day after signing the contract, but prior to entering classes, he/she will be entitled to a refund of all monies paid, less the enrollment fee of \$100.00.
6. If the student for any reason, does not complete the course, refunds after the first day of instruction and after (3) business days of signing the contract pursuant to item 2 above, shall be based on the total contract price for the course and shall include all fees except the enrollment fee, and charges for supplies which have been purchased by and are property of the student. Enrollment time is defined by the time elapsed between the actual start date and the students scheduled hours at last physical date of attendance at the Delaware Learning Institute of Cosmetology. Any monies due to applicant or student shall be refunded within (30) days of the formal cancellation by the student, as defined in item 4, or formal termination by the school which shall occur no more than (25) days from the last date of physical attendance, or, in the case of a leave of absence, the documented date of return. School scheduled vacation periods of five days or more are not included in enrollment time. An applicant not accepted by the school shall be entitled to a full refund of all monies.

7. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance every 10 days.

Standard Refund Policy:

Percentage (%) of Enrollment Time	Amount of Refund
0.1% to 4.9%	80% minus \$100.00 termination fee
5.0% to 9.9%	70% minus \$100.00 termination fee
10% to 14.9%	60% minus \$100.00 termination fee
15% to 24.9%	55% minus \$100.00 termination fee
25% to 49.9%	30% minus \$100.00 termination fee
50% to 100%	no refund Termination Fee 100.00 waived

RETURN to Title IV Refund Policy:

Students enrolled in a Cosmetology or full specialty programs and receive assistance from federal Title IV programs are subjected to a special withdrawal policy when they terminate from the school, as per federal regulations. Federal Aid is based on payment periods (0-450, 451-900, 901-1200, 1201-1500) Cosmetology, and 0-300, 301-600 for full specialty programs). When a student terminates from the school, the school must determine what aid the school is entitled to retain by determining what percentage the student earned. The calculation is based on 1) in which period the student terminated, and 2) the number of hours that were completed in that period. Any payment period in which less than 60% was completed, the school can only retain the exact percentage of aid earned and must refund the remaining amount. If 60% or more was completed of a pay period, the school is entitled to retain 100% of aid. In certain cases, this federal calculation results in the student also refunding aid money. Should that occur, the student would be notified in writing. Federal regulations require that Return to Title IV funds be made in the following order, if applicable: Unsubsidized Loans, Subsidized Loans, Perkins Loans, Plus Loans, Pell Grants, SEOG, or other Title IV, within 30 days from documented day of return. Once Title IV Refund policy has been applied, the school may apply their standard refund policy and charge for unpaid portions of their school.

Refunds Pertaining to Veterans:

The following refund policy applies to students who are receiving Veteran’s assistance for any approved programs:

The following forms are completed, filed and sent to the Department of Veteran Affairs. Any monies received on the Student account, are prorated based on scheduled hours from the first day of the class start date.

- Student Withdrawal Computation based on scheduled hours of program
- Department of Veteran Affairs Form 22-1999B
- Enrollment Fee, Termination Fee, and Supplies are non-refundable
- Students withdrawing for the following will be prorated by the above calculation
 - Involuntary call to active military duty
 - Death of the student
 - Illness of such a duration and severity that completion of term is precluded

Cosmetology

Program: Cosmetology

Course Length:

1500 Clock Hours

Students who attend regularly **scheduled** hours can expect to complete the Cosmetology program in an average of 13 months.

Schedule: Subject to School Director Discretion

Full Time Day Program:

Monday, Tuesday, Wednesday, Thursday, Friday 9:00 to 4:00

Full Time Night:

Subject to School Director Discretion

Course Objective:

This course, which is taught in English, consists of fifteen hundred (1500) hours of instruction in the art, science, and business of professional beauty care. A comprehensive full service approach applicable in today's salon environment is stressed. The student will receive instruction in "theory" (downloadable textbook/lecture oriented material) and in "clinical" experiences (actual models and clients).

Student Characteristics:

The team of the Cosmetology Department prepares the students to be upbeat, creative, motivated and is dedicated to preparing our Cosmetology students for employment. We feel the students should strive to be prepared for the Cosmetology industry and to be as motivated as our team.

Job Opportunities:

The job opportunities for Cosmetologists are not limited to the art of Hair, Skin, and Nails. The creativity of this industry can take you from being an educator, to a distributor, to a platform artist able to travel the world. Please see your Educator for opportunities available.

Licensure Requirements:

1500 School Clock Hours/Official High School Transcript or GED Equivalent

Areas of Knowledge: Set Up and Client Protection, Thermal Curling, Haircutting, Chemical Waving, Hair Lightening and Hair Coloring, Chemical Relaxing, Manicuring, Facial.

Written Exam: Scientific Concepts, Hair Care and Services, Skin Care and Services, Nail Care and Services

Cost: Apply through www.pcshq.com See website for current fees. Additional fees for temporary permit may apply

Median Loan Debt incurred for the average Delaware Learning Institute of Cosmetology student for the Cosmetology program is \$6091.91.

Delaware Learning Institute of Cosmetology makes every attempt to help gainfully employ all of its graduates. In accordance with the US Department of Labor and Bureau of Labor Statistics 2010 all Standard Occupational Classification (SOC) Codes and Occupational Profiles from O*NET are listed for all Gainful Employment Programs.

Cosmetologist

SOC Code- 39-5012

Profile- <http://www.onetonline.org/link/summary/39-5012.00>

Esthetics

Program: Esthetics

Course Length:

600 Clock Hours

Students who attend regularly **scheduled** hours can expect to complete the Esthetics program in an average of 6 months.

Schedule: Subject to School Director Discretion

Full Time Day:

Monday, Tuesday, Wednesday, Thursday, Friday 9:00 to 4:00

Night: Subject to School Director Discretion

Course Objective:

This course, which is taught in English, is a study of the artistic and scientific principles of skin care, its theory, concepts, and applications. The course will prepare you for the fastest growing area of the cosmetology industry, and includes the study of skin, analysis of skin types and condition, as well as how to apply makeup for all occasions. In addition, maintenance and corrective facial treatments, facial massage techniques, spa body services, product knowledge, hair removal, aromatherapy, reflexology, sales techniques and communication skills are included.

Student Characteristics:

The team leader of the Esthetics Department prepares the students to be the utmost professionals. We encourage the students to be professional, artistic, and motivated in the industry of Esthetics.

Job Opportunities:

The opportunities for Esthetics are not limited to the art of Skin, Makeup and Waxing. The creativity of this industry can take you from being an educator, to a distributor, to a platform artist able to travel the world. Please see your Educator for opportunities available.

Licensure Requirements:

600 School Clock Hours/Official High School Transcript or GED

Cost: Apply through www.pcshq.com See website for current fees. Additional fees for temporary permit may apply.

Areas of Knowledge: Client Protection, Cleansing Skin and Face, Steaming the Face, Massaging the Face, Mask/Pack, Hair Removal, Tweezers and Mock Wax, Facial Makeup, Clean Up. Applicants for the State of Maryland will need a letter of VERIFICATION from the State of Delaware.

Median Loan Debt incurred for the average Delaware Learning Institute of Cosmetology student for the Esthetics program is \$5282.40.

Delaware Learning Institute of Cosmetology makes every attempt to help gainfully employ all of its graduates. In accordance with the US Department of Labor and Bureau of Labor Statistics 2010 all Standard Occupational Classification (SOC) Codes and Occupational Profiles from O*NET are listed for all Gainful Employment Programs.

Esthetics/Skin Care Specialists: SOC Code- 39-5094

Profile- <http://www.onetonline.org/link/summary/39-5094.00>

Massage Therapy

Program: Massage Therapy

Course Length:

600 Clock Hours

Students who attend regularly **scheduled** hours can expect to complete the Massage program in an average of 6 months.

Schedule: Subject to School Director Discretion

Full Time Day Program:

Subject to School Director Discretion

Full Time Night Program:

Monday, Tuesday, Wednesday, Thursday 5:30 p.m. to 10:00 p.m.

Saturday 9:00 a.m. to 4:00 p.m.

Course Objective:

The objective of the Massage Therapy Course is to train students in the art of Massage Therapy. We strive to prepare our students for National Licensure and entry-level employment in a full service salon.

Student Characteristics:

The Massage Therapy students are generally holistic minded and seeking wellness through the power of touch.

Job Opportunities:

The job opportunities for Massage Therapy students may include the area spas and or a private practice. Please see your Educator for opportunities available.

Licensure Requirements:

Delaware Massage Technician: 300 School Clock Hours/Official Transcript/ CPR Certification

National Certification Exam: 500 School Clock Hours/ Official Transcript/CPR Certification

Delaware Massage Therapist: 500 School Clock Hours/Official Transcript/CPR Certification/National Exam Certification

Delaware Massage Technician Upgrade to Delaware Massage Therapist /Requires National Exam

Cost:

Apply through www.fsmtb.org. See website for current fees. Additional fees for temporary license may apply. At Delaware Learning Institute of Cosmetology, we train our future Massage Therapists for National Certification.

Median Loan Debt incurred for the average Delaware Learning Institute of Cosmetology student for the Massage Therapy program is \$4782.04.

Delaware Learning Institute of Cosmetology makes every attempt to help gainfully employ all of its graduates. In accordance with the US Department of Labor and Bureau of Labor Statistics 2010 all Standard Occupational Classification (SOC) Codes and Occupational Profiles from O*NET are listed for all Gainful Employment Programs.

Massage Therapist: **SOC Code- 31-9011**
Profile- <http://www.onetonline.org/link/summary/31-9011.00>

Rationale for clock hours

Delaware Learning Institute of Cosmetology prides itself on providing every student with the finest and most current education possible. In some cases, this may mean going above and beyond the state requirements for hours. Massage Therapy is one of these programs. The state requirements are 500 clock hours and our program is 600 clock hours. We feel as a student you will be given detailed studies of diverse and advanced modalities, a more comprehensive coverage of the national examination, proper business practices and over all public safety and sanitation. Our policy is no diplomas or transcripts will be released without completion of all 600 hours.

Manicuring

Program: Manicuring

Course Length:

300 Clock Hours

Students who attend regularly scheduled hours can expect to complete the Nail Technology program in an average of 4 months.

Schedule: Subject to School Director Discretion

Day Time:

Monday, Tuesday, Wednesday, Thursday and Friday 9:00 to 4:00

Night:

Subject to School Director Discretion

Course Objective:

Delaware Learning Institute of Cosmetology, which is taught in English, consists of three hundred (300) hours of instruction in the art, science, and business of professional nail care. A comprehensive, full service approach applicable in today's modern salon environment is stressed. Basic manicuring, pedicure, nail tipping, nail sculpting, and other artificial nail applications are covered in the course. The student will receive instruction in "theory" which consists of textbook and lecture oriented material, as well as "practical" instruction that consist of classroom and clinical hands on experience.

Student Characteristics:

The team of the Delaware Learning Institute of Cosmetology prepares the Manicuring students to be creative, professional, and interactive with clients. We feel the students should strive to be personable and professional.

Job Opportunities:

The job opportunities are not limited to the art of manicures and pedicures. The creativity of this industry is constantly growing with the unlimited amount of nail enhancements, including all aspects of gel nails and shellac services. Please see your Educator for opportunities available.

Licensure Requirements:

300 School Clock Hours/Official High School Transcript or GED

Areas of Knowledge: Set Up and Client Protection, Manicure, Nail Tip, Nail Wrap, Sculptured Nail, Polish

Written Exam: Scientific Concepts, Nail Technology Procedures

Cost: Apply through www.pcshq.com See website for current fees. Additional fees for temporary permit may apply.

Delaware Learning Institute of Cosmetology makes every attempt to help gainfully employ all of its graduates. In accordance with the US Department of Labor and Bureau of Labor Statistics 2010 all Standard Occupational Classification (SOC) Codes and Occupational Profiles from O*NET are listed for all Gainful Employment Programs.

Manicuring/Nail Technologist:

SOC Code- 39-5092

Profile- <http://www.onetonline.org/link/summary/39-5092.00>

Teacher Training

Program: Teacher Training

Course Length:

600 Hours / 250 Hours (Two years as a licensed operator and proof of two years' work experience)

Students who attend regularly **scheduled** hours can expect to complete the Teacher Training program in an average of 6 months for 600 hours or an average of 2 months for 250 hour training.

Schedule: Subject to School Director Discretion

Full Time Day:

Monday, Tuesday, Wednesday, Thursday, Friday 9:00 to 4:00

Night:

Subject to School Director Discretion

Course Objective:

This course, which is taught in English, consists of six hundred (600) / two hundred and fifty (250) hours of instruction and is designed to prepare a licensed professional to teach all phases of beauty culture in a licensed school. The student not only learns theoretical concepts, but must also demonstrate in the classroom by student teaching under the supervision of a licensed educator. The student is taught employability skills and given a mock licensing exam for instructors.

Student Characteristics:

The Educators of the Delaware Learning Institute of Cosmetology are looking to educate students that are flexible, motivated, organized and understanding. We feel the students for this program need to be adaptable to our students and be able to recognize the different types of learners.

Job Opportunities:

The Delaware Learning Institute of Cosmetology is always looking to hire Educators if positions are available. There are several other schools in the area, and a recommendation may be made, please see the Director.

Licensure Requirements:

600 School Clock Hours or 250 School Clock Hours with Two Year Experience/ Licensed

Areas of Knowledge: Theory Lesson Plan, Theory Lecture, Demonstration Lesson Plan, Demonstration Lecture

Written Exam: The Professional Instructor, Classroom Management

Costs: Apply through www.pcshq.com See website for current fees. Additional fees for temporary permit may apply.

Delaware Learning Institute of Cosmetology makes every attempt to help gainfully employ all of its graduates. In accordance with the US Department of Labor and Bureau

of Labor Statistics 2010 all Standard Occupational Classification (SOC) Codes and Occupational Profiles from O*NET are listed for all Gainful Employment Programs.

Teacher Training:

SOC Code- 25-1194

Profile- <http://www.onetonline.org/link/summary/25-1194.00>

General School Policies

Check In /

Check Out

Times

Observed Holidays:

Labor Day, Thanksgiving, Christmas Day, New Years Day, Memorial Day

Summer Break: One Week in July

Winter Break: One Week in December

Inclement Weather:

In the case of inclement weather, students should visit www.wboc.com to keep up to date with closing/delay listings and check the status of our Facebook page. Students may also sign up for our texting service during orientation or by contacting a School Official.

****Scheduled Hour Assessment Due to Weather or Closings:** Breaks and Holiday closings are included in the contract. Unscheduled closings due to weather, natural disasters, hurricane, tornado, electrical power outage or other closings are not reflected on your contracted graduation date. The Administrative Team manually tracks and adjusts contracted time frames.

Constitution Day:

On September 17th of each year or the first day back to school, DLI will hold a day dedicated to the Constitution of the United States. At least three months before holding this event we will actively request suggestions from both our current student body and staff on how they feel that we could best commemorate the September 17, 1787 signing of the Constitution.

Attendance:*

Cosmetology Students will NOT be permitted to perform clinic services until they have completed Phase One Training.

Esthetician Students will NOT be permitted to perform clinic services until **100** hours.

Massage Students will NOT be permitted to perform clinic services until **100** hours. Students may be counseled on attendance on a regular basis by the Director.

Check In/Check Out Procedures:

The programs offered at Delaware Learning Institute of Cosmetology are based on **clock hours**. It is extremely **important** for your attendance to be calculated properly.

*Academic Advancement of others prohibits late arrivals. *

Please follow the procedure below.

- Students must check **IN** and **OUT**
- Students must sign **IN** and **OUT** on Attendance Sheet
- Students are **NOT** permitted to check **IN** or **Out** and or Sign **IN** or **Out** for another student
- Students are **NOT** able to clock during a class in session
- Students must have and use their timecard daily. If you have forgotten and or misplaced your time card, you must purchase one in the Administrative Offices for a charge of \$15.00

- Students signing **IN** without clocking **IN** will not receive their hours
- Students are not required to check **OUT** for lunch
- Students will be given designated break and lunch times by their Educator.
- Students performing services through their lunch period, must have Educator approval and sign-off on the sign-in sheet

Day Schedule: Monday through Saturday

Before 9:00

10:00 to 10:05

Night Schedule: To be Determined by School Director

Before 5:30

6:30 to 6:35

Students must call out/e-mail a School Official by 9:00 a.m. if absent or late for the day. E-mails must be sent to attendance@delawarecosmetology.com

Makeup Hours:

****May not be available for all programs**** All days and times listed are at the discretion of the School Director and can be changed at any time

*Makeup availability is reserved for students who have completed all required practical exams

*Approval must be granted by 12:00 p.m. on the Friday prior to the Saturday requested.

***First and Third Saturday:** 9:00 a.m. to 4:00 p.m.

*Students who are **not** missing time, may **not** makeup hours

Students refusing a service during day hours, will not be able to attend makeup hours for the following available Saturday

Late Arrival to Class:

Late arrival to class and or scheduled activities, returning from break and or lunch **will not** be permitted. Students arriving late will be issued a write up.

Absenteeism:

The Delaware Learning Institute of Cosmetology does not excuse absences, unless mitigating circumstances occur. PLEASE See Satisfactory Academic Progress.

Every effort will be made by the Administrative Department to contact the student's that are absent. Students are required to call in if you are not attending for your scheduled hours. Students leaving earlier than scheduled hours must clock out and give notice to the Educator. **Students that are absent from the program for 10 consecutive CALENDAR days may be terminated from the program. Please contact a School Official if you are going to be absent.** Students who have been dropped due to attendance will not be considered for Re-Enrollment. Mitigating circumstances for attendance will be reviewed by the Director with proper documentation.

End of Contract Institutional Charges:

Each course at the Delaware Learning Institute of Cosmetology has an allotted time frame. A grace period of 10% of a program has been provided for absences that may

occur. The school has reserved space, equipment, and licensed educators for each student and course. It is not realistic to expect to receive an education for free. The following is the policy for End of Contract Institutional Charges:

- All students are contracted and allotted an additional 10% of their program time for absenteeism
- Students receive Written Warnings once a month for attendance below 70%
- Makeup Hours may be provided at the School Director's discretion.
- Students that do NOT make up hours before the Contract End Date will accrue End of Contract Institutional Charges at the discretion of the School Director
- Students accruing more than their additional 10% of absenteeism hours at the contract end date may be subjected to End of Contract Institutional Charges at a rate of \$12.00 per hour.
- Student will purchase scheduled hours needed to Graduate at the price listed in the contract
- Payment is due the day the account is charged and or a payment plan will be provided unless other arrangements have been made with a School Official. Students unable to pay may be placed on Financial Suspension, unable to graduate and transcripts may not be released
- Student will Receive Amended Contract End Date based on scheduled hours needed
- Hours purchased are based on scheduled hours needed to Graduate. Student may choose to makeup hours to expedite Graduation, however, hours purchased are non-refundable
- Students that do not graduate by the Amended Contract Date due to further absences will meet with a School Official. The School Director reserves the right to terminate the Student from the program, and/or depending on attendance, a School Official will charge the student account for hours needed to graduate and a Subsequent Amended Contract End Date will be given.

Clinic:

Clinic services for Cosmetology are performed starting after Phase One

Clinic services for Esthetics and Massage Therapy are performed once a student has reached 100 hours

Clinic services for Nail Technology are performed once a student has reached 50 hours

Clinic services are performed from 9:00 a.m. to 4:00 p.m. Day Program

*Evening Clinic services are at the discretion of the School Director

All Clinic services must be checked by an Educator to receive a proper grade.

All Clinic services must be performed by the student that the service was assigned to.

Students refusing a client for **ANY REASON** will be sent home for the day. Students may receive a **written warning** and may resume education the following day.

Students may have Client Requests; however, we cannot guarantee that you will be able to perform the service at that time. To ensure that you may service your guest, please ask your guest to schedule an appointment.

Requirements:

Students are **NOT** permitted to graduate from Delaware Learning Institute of Cosmetology until all requirements are completed. Students may not refuse a service if requirements are met.

Clinic Clients:

All Clients of the Delaware Learning Institute of Cosmetology must sign the Client Release Form provided at the Reception Desk. Students must perform a Client Consultation prior to service.

Classroom Activities:

The Delaware Learning Institute of Cosmetology is a Hands-On Learning Environment. Students attending classes must participate in the assignments on that given day. This may require exchanging assignments among your fellow classmates. If you as a student feel this exchange cannot take place due to certain circumstances, please speak to your Educator, and your request will be considered. However, you are not EXEMPT from the assignment.

Exams and Written/Online Tests:

Students attending scheduled hours for the day **MUST** take an Exam or Written/Online test if in attendance. Students absent during a scheduled Exam or Written/Online test are encouraged to complete the assignment within a three day time period upon return. **Students, who have not completed Exams or Written/Online tests within their phase, will receive a 0 for the assignment, and this may result in receiving a Financial Aid Warning.** Please make arrangements with your Educator to complete assignments. Students must pass a written/online test and or exam with a 70%. If retaking a test, the highest grade that may be given is 70%.

Food and Drink:

Water is permitted in a clear container only. Food and Drink (other than water in a clear container) of any kind are **NOT** permitted in the classrooms and or clinic. An Educator will ask that you put your food and drinks in the Lunchroom and you may have them at break. If this policy is violated, a student may be asked to clock out for the day.

Lockers:

Lockers are available and are the property of Delaware Learning Institute of Cosmetology. Lockers may be inspected/searched at any time. Locker combinations must be given to a School Official and will be kept on file.

****Delaware Learning Institute reserves the right to remove locks that are unreported to a School Official.**

Kit Policy:

- ✂ Students are issued a kit on the first day of class and are the property of the student.
- ✂ Cosmetology Students will be disbursed proper level kits within that Level.
- ✂ Students must be prepared for class with all necessary supplies.
- ✂ Students who are **not prepared** for class will be issued a write-up
- ✂ Delaware Learning Institute of Cosmetology **does not assume** any responsibility for supplies that may be lost and or stolen.
- ✂ Any Kits and/or Supplies that are left on the premises for thirty (30) days become the property of Delaware Learning Institute of Cosmetology.

Standards of Conduct

Dress Code: Can Do (Acceptable)

- ✂ All Students must provide and wear black scrub pants
- ✂ Cosmetology, Esthetics and Nail Technology Students must wear their School Issued T-Shirt
- ✂ Massage Therapy Students must provide and wear a Black Scrub Shirt
- ✂ Students may wear a black or white solid shirt under their School Issued T-Shirt or Scrub Shirt
- ✂ Students must wear **CLOSED** toed and **CLOSED** back black or white leather shoes. Ex. Sneaker
- ✂ Students **MUST WEAR** their Level Lanyard and Time Card at ALL Times

Dress Code: Cannot (Unacceptable)

- ✂ Students are **NOT** permitted to wear a T-Shirt or Scrub Shirt that has been ALTERED Ex. Neck and or Sleeves Cut
- ✂ Students may be asked to purchase a T-shirt free of stains
- ✂ Students are **NOT** permitted to wear any hats, scarves, bandannas, headbands, etc. See Director for policy on head coverings for religious reasons prior to start of class
- ✂ Students are **NOT** permitted to wear sweatshirts, hoodies, jackets, zipups, etc.

Dress Down Day: (Scheduled Periodically throughout the Curriculum)

- ✂ Students are NOT permitted to wear leggings, jeggings, jeans with holes, or shorts
- ✂ Skirts, Dresses, etc. must be no shorter than 2 inches above the knee
- ✂ Undergarments must be covered at all times
- ✂ Sleeves must be at least 2 inches wide (No Spaghetti Straps)
- ✂ Midriffs must be covered
- ✂ Proper clinic shoes must be worn (wipeable and completely enclosed foot...closed toes and closed backs)

Time Card:

- Student missing a time card will be asked to purchase another card and or go home.
- Time Card charge is \$15.00.
- Once a time card has been replaced, the old card is no longer active and should be disposed of.

Educator/ Director Discretion: A School Official may deem you are not properly dressed. After review by the Director, you may be sent home for the day. Cosmetology and Esthetics Students are **highly encouraged** to apply light makeup and have hair styled prior to the start of class. Hair styling and Makeup applications are not permitted during class time unless it is a scheduled assignment.

Duty to Warn:

In order to provide a safe environment, students have a duty to warn the team of the Delaware Learning Institute of Cosmetology of any violation of company policies, rules and regulations, laws and or to advise the team 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. Delaware Learning Institute will make every effort to make timely contact with students in the event of a threat or emergency on campus, which may affect the student’s ability to attend.

Environment Needs:

Delaware Learning Institute of Cosmetology strives to provide a learning environment that is conducive to learning. Disruptive conversation, abusive or offensive language, controversial subjects will not be tolerated. Foul language may result in **suspension**. An Educator may find the conversation to be offensive and or controversial, and will request the student to change the subject, if continued; the student will receive a **written warning** and will meet with the Director, and may result in being sent home for the day.

Educational Honesty:

The Educational team of Delaware Learning Institute of Cosmetology prepares the students for every Written/Online Test and or Exam. Cheating and or allowing cheating will not be tolerated, and may lead to further action taken by the school.

Solicitation:

Outside solicitation is prohibited unless approved by the Director.

Smoking:

Smoking is **prohibited** in front of the entrance of the Delaware Learning Institute of Cosmetology. **Please smoke in the assigned area, and use the receptacles provided.** It is at the discretion of the Director to have a Smoke Free Campus, if the above is not abided by.

Educational Events:

Delaware Learning Institute of Cosmetology organizes and or hosts educational events outside of our learning environment. The students may be permitted to drive to these events; however, you may **not** drive with a Staff Member. Delaware Learning Institute of Cosmetology will not be held responsible for an accident that may occur. Events that are organized by the School that require a **bus, and a ticket**, must be purchased from the School for hours to be received. Hours may not accrue more than 6 hours. Students must sign on a roll sheet to receive hours and hours will not be permitted without an Educator present at the event.

Gum Chewing:

Students may chew gum in a classroom setting.

Students may not chew gum on the Clinic Floor.

Students **cracking gum** and or **blowing bubbles** may be asked by an Educator to **discard** in the trash.

Incident and Accident Reports:

In situations where damage and or injury occur on school property, the Team of Delaware Learning Institute of Cosmetology may document the occurrence. Students who are involved in the occurrence and or who may have witnessed the occurrence may be asked to document the issue by filing an incident report. If you would like to file an incident report, please see the Director.

Library:

Library material is available for the students to research topics.

Lunches and Breaks:

Students attending a 6 hour day are permitted to take up to two 5 minute breaks at designated break times. A 60 minute lunch is also provided for day students. Evening class breaks are also provided. Please see your Educator for designated lunch times.

Sanitation:

Students are responsible for the cleanliness and sanitation of their tools and equipment.

Students must practice all Safety and Sanitary procedures for all services.

Students must sweep any hair from the floors prior to blow-drying a service.

Students must clean up any water that may be spilled.

Students are responsible for the area they have used.

Students may be assigned a **Chore List** that includes **LIGHT** Duties to be performed at the end of the day

Transcripts:

Delaware Learning Institute of Cosmetology will not grant an Official Transcript to any Student who has a balance remaining on an account, and or a Student that is going to accrue Overtime Charges.

State Board Exam Assistance:

Delaware Learning Institute of Cosmetology strives to provide our students with the knowledge to pass the State Board Examination. Students are encouraged to pack their kits while in attendance, but it is not required, and kit packing will not be offered after graduation. **A separate fee not associated with the Delaware Learning Institute of Cosmetology is required for all examinations.** Any student that has graduated may seek assistance for the examination by contacting Cynthia Evans via e-mail at cevans@delawarecosmetology.com. Students attending must follow the same rules as our currently enrolled students as to not interrupt the learning environment.

Career Placement Assistance:

Delaware Learning Institute of Cosmetology provides the students with Resume Development, Job Interview Assistance and each course of study complete a business chapter. The team of Delaware Learning Institute of Cosmetology will make every effort to provide Job Placement for our currently enrolled students and graduates; however we cannot guarantee you employment.

*Satisfactory
Academic
Progress*

Satisfactory Academic Progress is applied to all students enrolled at Delaware Learning Institute of Cosmetology, regardless of receiving Title IV funding or not. The Satisfactory Academic Progress Policy is reviewed and explained during the **admission interview**, **enrollment session** and explained extensively during the **orientation** for your chosen area of study. The policy complies with the guidelines of our accrediting agency (NACCAS) and the federal regulations of the United States Department of Education. The policy is based on **minimum** standards of **academic** and **attendance**. Course incompletes, withdrawals, or repetitions do not apply to Satisfactory Academic Progress **Only students who maintain Satisfactory Progress are eligible for Title IV funding.**

Evaluation Periods

Official Checkpoint: Determines if Student is or is not making Satisfactory Academic Progress

Students will be evaluated on **scheduled hours** and will meet with the Director to review and sign.

Cosmetology Checkpoints: 450, 900, 1200

Esthetics and Massage Therapy: 300 (Midpoint of program)

Nail Technology: 150 (Midpoint of program)

Teacher Training: 125 (250 Hour Program) 300 (600 Hour Program) (Midpoint of program)

Students not making Satisfactory Academic Progress at an **official checkpoint** will meet with the School Director, will receive a **Financial Aid Warning**, and may be subject to be placed on a Probation Status. Students will have access to their Satisfactory Academic Progress evaluations at each scheduled checkpoint of their program.

****All students will be issued a final Satisfactory Academic Progress Report at the completion of the program****

Students who meet minimum requirements are considered making Satisfactory Academic Progress until the next scheduled evaluation.

Financial Aid Warning:

Students receiving a Financial Aid Warning will have until the next Official Checkpoint to improve on attendance and or academics, and to make Satisfactory Academic Progress. A student on Financial Aid Warning will be able to receive the funds discussed with the Financial Aid Administrator for that period of enrollment. At the next Official Checkpoint, a student still not making Satisfactory Academic Progress may **appeal** the decision. If the student can provide **SUBSTANTIAL** Documentation for why Satisfactory Progress was not met, this status will now become a **probationary period**.

Probationary Period:

A student who has received a **Financial Aid Warning**, that has not made Satisfactory Academic Progress at the next Official Checkpoint, **may appeal the decision prior to being placed on probation**, by submitting to the Director **SUBSTANTIAL** documentation

as to why the Satisfactory Academic Progress was not met. The Director will review the student documentation, and will determine if the student can meet the Satisfactory Academic Progress by the next checkpoint. The student will not be terminated from Financial Aid if this can be documented and approved.

In order for a student to be granted a Probationary Status, the following criteria must be met:

1.)Pace:

The number of actual hours completed, divided by the scheduled hours. The percentage is what determines if a student is making Satisfactory Academic Progress. Under 67% the student is considered not making progress. A students pace on attendance determines the length of time a student will be enrolled, if the pace of the student goes beyond the contracted graduation date, the student will incur Extra Institutional Charges (SEE Extra Institutional Charges) or may be terminated from the program. Students who maintain a 90% attendance will complete within the contracted time frame. The student must complete the program within the maximum time frame (150%), or may be terminated.

2.) Substantial documentation is defined as, but is not limited to:

Death of a relative (**Documentation** must be provided)

Accident, Illness, Or Injury (**Documentation** must be provided)

Extreme mitigating circumstances (**Documentation** must be provided)

All Substantial documentation will be noted by the Director and will be placed in the students' file.

Termination of Financial Aid:

Students not making Satisfactory Academic Progress at the next Official Checkpoint will be terminated from receiving Financial Aid. If this shall occur, the student will become responsible for the remainder of the balance owed and or will be terminated.

(See Probationary Period and Appeal)

How Does Satisfactory Academic Progress Work?

Attendance Progress Evaluation (Quantitative):

Students are required to attend 67% of the scheduled hours in order to be considered making Satisfactory Academic Progress. The Satisfactory Academic Progress is based on cumulative hours. Cumulative is from the first day of enrollment to the Official Checkpoint.

Maximum Time Frame

The maximum time frame (which does not exceed 150% of the course) allowed for students to complete an area of study at satisfactory progress is stated below.

Hours	Full Time	Actual	Contracted	Maximum
1500 Cosmetology	Full Time	50 Weeks	55 Weeks	75 Weeks
1500 Night Cosmetology	Full Time	62.5 Weeks	69 Weeks	94 Weeks
600 Massage Day	Full Time	23 Weeks	26 Weeks	35 Weeks
600 Massage Night	Full Time	25 Weeks	27.5 Weeks	37.5 Weeks
600 Esthetics Day	Full Time	20 Weeks	22 Weeks	30 Weeks
600 Esthetics Night	Full Time	25 Weeks	27.5 Weeks	37.5Weeks
600 Teacher Day	Full Time	20 Weeks	22 Weeks	30 Weeks
600 Teacher Night	Full Time	25 Weeks	27.5 Weeks	37.5 Weeks
300 Manicuring Day	Full Time	10 Weeks	11 Weeks	15 Weeks
300 Manicuring Night	Part Time	12.5 Weeks	13.75 Weeks	19 Weeks
250 Teacher Training	Full Time	8.5 Weeks	9.5 weeks	12.5 Weeks
250 Teacher Training	Part Time	11 weeks	11.5 Weeks	16 Weeks

All students are reminded that if they follow the maximum time frame, **they will owe a substantial amount of Extra Institutional Charges** .All students' contracts are based on the above contracted time.

Academic Progress Evaluation (Qualitative):

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are required to maintain a minimum of 70% in all theory and practical/laboratory work in order to make Satisfactory Progress.

Grading System for Theory Work:

From	To	Symbol
90%	100%	A
80%	89%	B
70%	79%	C
65%	69%	D
0	64%	F

Grading System for Practical and Laboratory Work:

95%	Excellent, no errors (all steps followed, exact)
85%	Very Good, (1-2 procedures incorrect)
70%	Satisfactory, (3 procedures incorrect)
65%	Unsatisfactory, (4 or more procedures incorrect)

Written/Online Tests and Exams:

Students who are absent on the day of a scheduled test and or exam are **encouraged** to make the assignment up within a **three day time period** upon return. All tests and exams are to be completed within the level of study before proceeding to the **next level**. Failure to complete tests and or exams within a level will result in the grade of a zero and therefore will impact Satisfactory Academic Progress.

Remedial Assistance:

Students who feel they do not understand assignments may ask the Educational Team for assistance. Students seeking assistance must arrange a date and time with their Educator via e-mail. Students receiving assistance outside of scheduled hours will not receive hours for this time. Educational time must not exceed two hours a session. Sessions will be offered once per week.

*Non credit and remedial courses do not apply to this institution. Therefore, these items have no effect on the school's Satisfactory Academic Progress.

Interruptions That May Occur: Updated Policy May 16, 2013

Leave of Absence: (LOA) A Leave of Absence is defined as a temporary interruption in a student's program of study. **A Leave of Absence will be granted for medical reasons and or extreme mitigating circumstances**, with reasonable expectation that the student will return from the LOA. A student that is granted an LOA that meets these criteria is not considered to be withdrawn and no refund calculation is required at that time.

Medical documentation must be submitted to the School Director. A LOA may be granted to a student during enrollment, and may not **exceed** 180 days. If a student does not return to the institution on the expected return date, the withdrawal date for the purpose of calculating a refund is always the students' last day of attendance. Student's wishing to obtain a LOA **must submit in writing in advance** to the Director the reason for the LOA and how many days the student is requesting. The Director may approve or disapprove the request for a LOA. Circumstances may occur whereas a student may not have the opportunity to submit in writing in advance. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of unforeseen circumstances. The Director will note the student's account and information about the LOA will be provided and documented in the student's file upon the student returning. A LOA will extend the student's contract by the same number of days as the student requested. The institution may not assess the student any additional institutional charges as a result from the approved LOA. A student returning from a LOA will return in the same status as when the student left.

*Leave of Absence Request Forms may be found on the school website at www.delawarecosmetology.com

Withdrawals:

Students who officially withdrawal from their program, and return within 180 calendar days from the last day of attendance may Re-enroll and will return in the same Satisfactory Academic Progress as previous enrollment. Students who do not officially withdrawal may not be considered for re-enrollment. An unofficial withdrawal is defined as any student who is absent from their program for 10 consecutive calendar days.

*Withdrawal Forms may be found on the school website at www.delawarecosmetology.com

Transfers:

Hours that are allowed to be transferred in from another school will be considered attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. **Satisfactory Academic Progress Evaluation Period Are Based on Actual Contracted Hours At Delaware Learning Institute of Cosmetology.**

*Discipline
and
Termination*

Disciplinary Policy:

Students who violate the rules and or policies of the Delaware Learning Institute of Cosmetology are subject to Disciplinary Action including and up to termination. Specific sanctions will be determined by the Institute management on a case by case basis. Disciplinary action consists of warnings, suspension, and or termination. Warnings will be in written form your Educator and will be reviewed by the Director. Repeat violations of the same policy may result in suspension and or termination from the program. In the case of a rules violation of a serious nature, the Administration has the right to terminate enrollment without first issuing a warning.

Students must abide by all rules and regulations set forth by the school as may now exist or may be changed or come into existence from time to time. The school reserves the right to dismiss the student for failure to attend class regularly or breach of the schools rules and regulations. Delaware Learning Institute of Cosmetology follows a written warning procedure. The first violation will result in a written warning. The second violation will result in a second warning and the student will be sent home for the day. A third infraction of the same violation will result in a third written warning and suspension. A suspension is for the remainder of that day and the following. Upon the fourth violation, a fourth written warning will be issued and the student is subject to termination.

Delaware Learning Institute of Cosmetology strives to provide a learning environment that is beneficial to all of our students. The Director reserves the right to amend or establish any policy, in order to benefit the learning environment of our students.

Termination Policy:

Delaware Learning Institute of Cosmetology reserves the right to terminate a student's enrollment. The reasons for dismissal may include but are not limited to the following situations or behaviors.

- **Students absent for 10 consecutive calendar days without contacting the school.**
- **Failure to return from a leave of absence on or before the scheduled date.**
- **Failure to meet Satisfactory Progress standards and or requirements and standards outlined by the school.**
- Physical or Verbal abuse of the team of Delaware Learning Institute of Cosmetology
- Violation of the law or unlawful acts while on school property and or school sponsored events or violations of the school's rules and regulations

Students deemed to be terminated and or withdrawn must make satisfactory payment to the Delaware Learning Institute of Cosmetology. The institute reserves the right to collect late fees and penalties on unpaid balances. If third party collections are deemed

necessary, additional charges will be the responsibility of the student or guarantor of the enrollment agreement.

Suspendable Offenses:

A Student may be suspended for the following offenses:

- Vulgarity or Profanity
- Fighting and or Bullying
- Cheating on Tests and or Exams
- Repeated Violation of Rules

*Suspensions are not to be more than the remainder of the day and the following day

*Suspensions are provided with written documentation

*Suspensions are not limited to the above offenses

Weapons:

Weapons of any kind, threatening behavior and or bullying is strictly prohibited and may result in the termination of the program. Violators of this policy may also be subject to prosecution under the law.

Theft and Misuse of Property:

Theft of property of the Delaware Learning Institute of Cosmetology may result in termination from the program.

Social Networking Sites:

Students are encouraged to promote themselves and their work on Social Networking sites such as Facebook and Twitter. Delaware Learning Institute of Cosmetology respects the rights of students and Co-Workers to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Instagram, Pintrest, Twitter, You Tube, blogs, wikis, file sharing and user generated video and audio. Delaware Learning Institute of Cosmetology students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will be public for a long time.

Respect your audience. Delaware Learning Institute of Cosmetology does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would not be acceptable in Delaware Learning Institute of Cosmetology or any of Delaware Learning Institute of Cosmetology's social media sites. Delaware Learning Institute of Cosmetology reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Delaware Learning Institute of Cosmetology to protect itself from undue harm related to information that is shared on social networking sites.

Cell Phone Use/ Electrical Devices:

Communication devices are prohibited during scheduled classes and should be set to silent. The use of communication devices is limited to the break/lunch room during scheduled break/lunch times ONLY! In the case of an emergency incoming call, the staff

at Delaware Learning Institute of Cosmetology will allow a student the choice to receive the call in respect to the FERPA.

Search Procedure:

The Delaware Learning Institute of Cosmetology reserves the right to perform routine inspections of student's property while on the school's property.

Personal property, lockers, bags, and locked drawers are considered to be the students private domain, however when there is reasonable cause to believe that the student is violating local, state or federal regulations or laws , the institute reserves the right to inspect students property.

Complaint/ Grievance Policy

If a student feels they need further assistance with an incident, they may file a complaint through the State Board of Private Licensed Schools. We prefer to resolve the incident in our institute. Delaware Learning Institute of Cosmetology will keep all complaints for 6 years.

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

1. The students should submit the complaint in writing on the Complaint/Grievance Form within 30 days of the date of the alleged grievance incident.
2. The complaint form should be submitted in person or mailed to Delaware Learning Institute of Cosmetology 32448 Royal Blvd. Suite A Dagsboro De 19939
3. School management will meet regarding the complaint within 10 days of receipt of the grievance form and a response will be written to the student within 15 days of the meeting. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint. If more information from the student is needed, it should be provided to the school management in writing.
4. If the complaint is of such nature that the school management cannot resolve it, it will be deferred to an appropriate agency, if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the

committee will prepare a report summarizing each witness' testimony, and a recommended resolution for the dispute. School management shall consider the report of the hearing committee and either accept, reject, or modify the recommendations of the committee. The administration's decision at this stage is final. Schools accredited by the National Accrediting Commission of Career Arts and Sciences must have a procedure and operation plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints must be in written form, with permission from the complainant(s) for the Commission to forward a copy as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

NATIONAL ACCREDITING COMMISSION
OF CAREER ARTS AND SCIENCES
3015 Colvin Street
Alexandria, VA, 22314

Delaware Learning Institute of Cosmetology is licensed by:

State Board of Private Licensed Schools, Department of Education, 401 Federal Street
Suite 202, Dover DE 19903 (302) 739-4686

The Delaware Learning Institute of Cosmetology is accredited by:

National Accrediting Commission of Cosmetology Arts and Sciences Inc.(NACCAS)
3051 Colvin Street Alexandria, VA 22314 (703)600-7600

*Student
Privacy
(FERPA)*

STUDENT RIGHT TO PRIVACY:

Student's Right to Privacy and Access to Records

Delaware Learning Institute of Cosmetology respects and protects each student's right to privacy and access to records. No personal information about the student will be communicated by staff to anyone without the student's written consent. The school does not publish a student directory. The school requires written consent from the student or guardian before releasing any student information in response to a third party request, other than a request by NACCAS, unless otherwise required by law. Student files are maintained and secured in the school's business office. Access to student files is limited to appropriate personnel only. Students may inspect their files, provided the inspection takes place in the presence of authorized staff only.

PROCEDURE:

1. Written consent from the student or parent/guardian of a dependent minor for release of records is required for each third party request.
2. The school will not release original documents from student files without permission from the School Director.
3. Staff will not acknowledge phone inquiries. All third party requests must be made in writing and require the consent of the student. Emergency phone calls will be dealt with on a case-by-case basis.
4. Students may access their school records by appointment. Requests must be made in writing. Authorized staff will be available to provide supervision and interpretation of student records.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct the records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or

eligible student then has the right to a formal hearing. After the hearing if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State Law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, and newspaper article) is left to the discretion of each school.

INDIVIDUAL PRIVACY

Students may not make video, audio or photographic recordings of other students, faculty or staff without the permission of those intended to be recorded. The use of cell phones to allow outside parties to monitor conversations and activities of the school and its occupants is forbidden. All matters of student financial aid are confidential and should only be discussed with the Financial Aid Advisor.

*Safety
and
First Aid*

Purpose

Delaware Learning Institute of Cosmetology is committed to the safety and security of students, staff and visitors on its campus regardless of sexual orientation or gender identities. In order to support that commitment, Delaware Learning Institute maintains a School Emergency and Crisis Response Plan. Delaware Learning Institute maintains this policy for the purpose of emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters. This procedure has been developed with the cooperation of federal, state and local authorities. We commit the school's resources to ongoing training, exercises and maintenance required to keep it current.

Emergency Notification

Students and staff members are required to provide three types of communication for contact in the event of a significant emergency situation.

Students and staff will be notified of significant emergency situations that require the school to be closed for the day, evening, and/or extended periods of time.

In the event of a significant emergency situation involving an immediate threat to the health or safety of students or staff, The Institute will make every effort to notify all parties within 20 minutes of the determination. In an effort to ensure the timeliness of notification to students and staff of a significant emergency situation, personal contact information changes should be communicated to your School Director as soon as possible.

Safety and Crime Prevention

All campuses and buildings used by Delaware Learning Institute of Cosmetology are equipped with fire safety equipment, including but not limited to fire extinguishers and fire alarms. In some cases smoke detectors, sprinklers and/or security alarm systems are also present. In our effort to provide a safe and protective environment, Delaware Learning Institute of Cosmetology students and staff are encouraged to educate themselves on basic safety and crime prevention practices.

Before an emergency occurs:

- o **KNOW** the established emergency procedures for your building and work area.
- o **KNOW** the hazards of any materials or equipment in your building and work area and the precautions to take to avoid or minimize associated risk.
- o **KNOW** two means of exits from your area.
- o **KNOW** the locations of fire alarm pull stations.
- o **KNOW** the locations of portable fire extinguishers and how to use them.
- o **KNOW** the location of the nearest first-aid kit.

Duty to Warn

The doors to our business will remain unlocked during regular business hours. In order to provide a safe environment, students have a duty to warn Delaware Learning Institutes of Cosmetology 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.

Emergency Evacuation

Delaware Learning Institute of Cosmetology has Safety Committee members, which is typically the school director and lead educator. A Committee Head Back-up, and Safety Monitors and Searchers, comprised of designated educators and support staff members.

In the event of an emergency evacuation the Safety Committee Members will go to each room, announce the evacuation, direct all occupants to exit the building via the nearest exit and instruct all to meet at the designated area outside of the building.

Designated meeting areas:

* Parking lot across from Kidz Akademy, closest to the green field.

Safety Committee members will exit the building after they have ensured the building has been successfully evacuated by all students, guests and staff.

Students and staff will be notified of emergency situations that require the school to be closed for the day, evening, and/or extended periods of time.

Lockdown

When there is a threat of violence or serious incident that could jeopardize the safety of students, staff and/or guests, the Safety Committee Head and/or designee will initiate the lockdown procedure. Students, staff, and guests are directed to return to the nearest classroom or office and lock the doors. Alarms and bells for evacuation should be ignored unless otherwise advised.

The Safety Committee Head and/or designee will contact the local authorities and Proper higher up officials.

The Safety Committee Head and/or designee will provide further instruction based on counsel from the local authorities.

Fire and/or Fire Alarm

When there is a fire or the fire alarm sounds, an immediate evacuation of the school will occur. The Safety Committee members will initiate evacuation procedures as indicated under Emergency Evacuation on page 4. All parties will be instructed to meet at the designated area outside the building.

The Safety Committee Head and/or designee will contact 911 immediately as well as the Proper higher up officials. The Safety Committee Head and/or designee will meet with the Fire Department, and wait for clearance to re-enter the building. Re-entry of the building will only occur when the Fire Department has granted permission to do so.

Utility Loss or Failure

In the event of a gas leak the Safety Committee Head and/or designee will call 911 to inform local authorities of the leak and initiate Emergency Evacuation. See guidelines for Emergency Evacuation on page 4.

In the event of a power outage, students and staff are directed to remain in their designated areas until further instruction from the Safety Committee Head and/or designee. The Safety Committee Head and/or designee will contact the local utility company and will determine the anticipated duration of the outage.

Weather-Related Closures

Delaware Learning Institute of Cosmetology does not typically close for weather-related conditions. However, when there is a serious weather or other emergency that causes retail businesses and schools to close, we may temporarily close the school. Closures will be determined by 7:00 a.m. for day classes and 4:00 p.m. for evening classes. An announcement will be placed on the institute's website and social media accounts. Every attempt will be made to announce closings with WBOC.

Tornado/Hurricane

When the National Weather Service has issued a tornado/Hurricane warning or a tornado has been sighted in the area, students and staff are directed to go to an interior hallway or classroom on a lower floor and away from windows.

Earthquake

In the event of an earthquake, and when you first feel shaking, immediately take cover under something sturdy—a desk or table, for example. When the initial shock is over, students and staff should evacuate the building. See Emergency Evacuation guidelines on page 4.

Bomb Threat

Take any bomb threat seriously. If you receive a written bomb threat, do not handle it more than necessary and place it in an envelope to preserve any fingerprints. Notify the Safety Committee Head and/or designee and local police immediately. The Safety Committee Head and/or designee will also contact the proper higher up officials. If you receive a telephoned threat, you should notify another person if possible by writing a note, indicating the call is a bomb threat. The other person can then inform local police and the Safety Committee Head. Note the exact time of the call and attempt to write down the exact words of the caller. Ask the caller to repeat information. Get as much information as possible by asking when the bomb is going to explode, what kind of bomb it is, where it is located, and what it looks like. Give all information to local police when they arrive. The Safety Committee Head and/or designee will provide further instruction based on counsel from local authorities. If an evacuation is determined, see Emergency Evacuation guidelines on page 4.

Medical Emergency

In the event of a medical emergency, contact the local authorities immediately by dialing 911. Notify Safety Committee Head and/or designee. The Safety Committee Head will assess the situation, assign a staff member to remain with the injured or sick person, and assign a second staff member to meet emergency medical service responders and lead them to the injured or sick person.

Chemical Contact

In the ordinary, day-to-day activity of the beauty school environment, you will come in contact with various chemicals both by breathing and dermal intake.

Some of the chemicals include, but are not limited to: acetone, ethyl, acetate, ethyl methacrylate, alcohol, thioglycolic acid, methacrylic acid, aerosols and many others. You may come in contact with these chemicals via providing services to others or by receiving services yourself and in some cases, by simply watching technical demonstrations. You should be advised that these chemicals could create allergic reactions in some people. We recommend that you check with your physician if you have known allergies or health-related problems such as asthma, emphysema, pregnancy and other miscellaneous conditions that could be affected by exposure to and working with these chemicals. The school maintains MSDS (Material Safety Data Sheets) for chemical products; MSDS binders are located in the dispensary area. Students and staff are directed to familiarize themselves with this information.

Structural Failure

In the event of a structural damage and/or failure, students, staff and guests are directed to vacate the affected area. In the event of a collapse, all persons in the affected area are directed to, DROP, COVER, and HOLD. The Safety Committee Head and/or designee will make a determination for evacuation based on the severity and scope of the failure. If an evacuation is determined follow the Emergency Evacuation guidelines on page 4. The Safety Committee Head and/or designee will contact local authorities and/or Proper higher up officials.

Campus Security Report:

The information contained herein Delaware Learning Institute of Cosmetology's policy on crime awareness and campus security as it pertains to our students and employees. Crime here at Delaware Learning Institute of Cosmetology has been a non-statistical entity. As mandated by law, our institution, as a yearly basis statistic concerning acts of crime on campus and surrounding areas.

Campus Security Policy :

Delaware Learning Institute of Cosmetology's policy concerning security and access to our facility is that anyone entering the facility must report to the reception area, which is located in our main lobby. The school's policy for students is that they must sign in

upon entering the facility and sign out when leaving the facility. Delaware Learning does not have campus residences.

Campus Security Reporting Procedures:

Delaware Learning Institute of Cosmetology's policies regarding procedures for reporting crime and other emergencies is that we maintain an open door policy to enable anyone to come directly to our Director's Office who maintains an on going relationship with local, county, and state authorities. Delaware Learning will respond swiftly and decisively to these reports to come to a just conclusion, beneficial to all involved. All criminal violations will be brought to the attention of local authorities. All students and employees are encouraged to report criminal activity in and about the facility. Our students and employees are briefed time to time on the importance of reporting

Campus Security Notification:

Delaware Learning Institute has set up a program in which students and employees are made aware of our security procedures and practices. Incoming students are briefed on these procedures during new student orientation programs. Employees and students are made aware of any events taking place relating to a breach of security or criminal content when and if it occurs, in or about our facility.

Annual Security Report:

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the school collects crime statistics as the basis Delaware Learning's annual security report that is made available to students, employees, and applicants, for enrollment and employment. Campus is defined as any building or property owned and controlled by the school within the same contiguous area used by the school in direct support related to its educational purpose.

Campus Security Act Disclosure Statement:

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period 2010-2013.

The following criminal offenses, published each year and must be report no later than October 1 of each year, include any crime statistics that occurred on campus during the previous three calendar year periods.

Crimes Reported	2014	2015	2016
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assaults	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny	0	0	0
Simple Assaults	0	0	0
Intimidation	0	0	0
Destruction of Property	0	0	0
Arrest Made			
Alcohol	0	0	0
Drug	0	0	0
Illegal Weapons	0	0	0

Hate Offenses:

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534)

General Information:

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the School Director, Institutional Official and/or in the event of

emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).

2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911). Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's Director who contacts the correct police department district for statistics and the institution's "Daily Incident Log", and then records those statistics.

3. Only students, employees and other parties having business with this institution should be on institutional property. When the school closes for the night, the school's official or supervisor will inspect the building to see that it is empty and then set the alarm and then lock down the campus. Other individuals present on institutional property at anytime without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:

a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.

b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to nonviolently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

a) Do not leave personal property in classrooms

b) Report to your institutional official, any suspicious persons.

- c) Always try to walk in groups outside the school premises.
 - d) If you are waiting for a ride, wait within sight of other people
 - e) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
 - f) The “Crime Awareness And Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
 - g) The School has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h) Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee or evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Institutions daily Incident Log located on campus in the Admissions Office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
10. Information concerning drug and alcohol abuse education program are posted at campus and is distributed annually to students and staff. (Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).
11. Sexual assaults (criminal offences) on campus will be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has

zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.

12. The Institution encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.

13. In the event a sex offense should occur on campus, the victim should take the following steps:

- Report the offense to the school administration.
- Preserve any evidence as may be necessary to the proof of the criminal offense.
- Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
- Request a change in the academic situation if necessary.

14. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

15. These records are available upon request through the administrative offices

16. The institution must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim.

17. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

www.familywatch.dog.us

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's officer but rather contact the appropriate agency by calling (911).

John H. Cook

School Director

302-732-6704

jcook@delawarecosmetology.com

Information for Crime Victim about Disciplinary hearings:

Institution must, upon written request disclose to the alleged victim of any crime of violence, or a forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009 (HEOA amendment).

Drug and Alcohol Abuse Information:

Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public 101-226 and what Delaware Learning Institute of Cosmetology requires of Staff and Students.

Staff and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment. Additionally, there are numerous local, state, and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated. Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug related crime may prevent a person from entering a certain career. Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses and responsibility and coordination. There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction-Information Treatment. There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00am to 2:00am, Monday through Friday and 11:00am to 2:00 am on weekends, 1-800-662-4357. Delaware Learning Institute of Cosmetology will conduct an annual review of its "Drug and Alcohol Free Schools and Campuses Program" to determine:

- a. Effectiveness of its program and implement changes to the program as deemed necessary
- b. Insure that any disciplinary sanctions conducted during that time are consistently enforced.

SEXUAL HARRASSMENT

Delaware Learning Institute of Cosmetology believes that every student should learn in an environment free from sexual harassment. Sexual harassment is prohibited and we have a zero tolerance policy. Sexual harassment includes a wide range of unwanted sexual behavior, whether committed by the same or opposite sex. It is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1.) Submission to the conduct made, explicitly or implicitly, a term or condition of admission and/or continued attendance;
- 2.) Submission to or rejection of the conduct is used as the basis for admissions

decisions

3.) The conduct has the purpose or effect of unreasonably interfering with the student's school performance or creating an intimidating, hostile or offensive school environment. While it is Delaware Learning Institute's intent to regulate students' social interactions or relationships freely entered into, sexual harassment in any form is prohibited. In addition, fraternization between both faculty/students and administration/students is strictly prohibited. Any student who believes she/he is being subjected to sexual harassment should feel free to object to the behavior and the incident should immediately be reported to your instructor or an administrative staff person. Complaints against an instructor or an administrative staff person should immediately be reported to the School Director. All complaints of sexual harassment will be promptly investigated, and if warranted, swift, appropriate corrective action will be taken. No retaliation will be taken against a student making a complaint in good faith. Students who choose to engage in inappropriate and prohibited behavior, despite this policy, are subject to discipline up to and including termination from school and/or involvement of the local authorities. All faculty and staff are responsible to relate any received complaints immediately to the School Director. Any faculty and/or staff who knowingly allow or tolerate sexual harassment are in violation of this policy and are subject to disciplinary action, up to and including termination from employment. The School Director will investigate all complaints promptly and appropriately. The facts will determine the response to each complaint. Each situation will be handled discreetly and information will be shared only on a need-to-know basis. If a student believes she/he has not received proper treatment in accordance with the policy, whether by another student, faculty member or administrative staff person, she/he should immediately contact the School Director.

SEXUAL ASSAULT, RAPE OR MISCONDUCT

The School is committed to providing a learning environment free of all forms of abuse, harassment, or coercive conduct. The School adheres to the notion that any expression of behavior must conform with and affirm the integrity, dignity, health, and safety of oneself and others. That includes behavior in the realm of human sexuality. Sexual assault is a crime. It is also an issue of justice and each act harms not just an individual but the School community generally. The School does not tolerate sexual assault or misconduct in any form or to any degree. The School has an array of public safety, medical, psychological, administrative, and disciplinary services available for referral to students reporting instances of sexual assault or misconduct. The School's policy and procedures regarding sexual misconduct seek to achieve the following goals:

- To provide prompt, professional, and attentive support services to reduce the sexual assault victim's trauma and alleviate suffering
- To provide a comprehensive framework in which the needs and decisions of the victim, duly informed, are central in determining further administrative response and assistance
- To create a campus climate that facilitates prompt reporting of assaults

- To facilitate, in cooperation with the local law enforcement, the apprehension of assailants when acts of misconduct or assault are committed
- To cultivate a campus climate of education and attention where incidence of assault and misconduct are avoided through preventative measure, training, and thoughtful discourse
- To protect the rights of the victim of an assault

Violations

The School undertakes inquires and disciplinary hearings and renders disciplinary sanctions regarding sexual assault or misconduct in a noncriminal context. Although the definitions utilized by The School may be similar to those set forth in the penal code and/or used in a criminal court system, they are specific to The School and limited to the meaning given to them by The School. An act which might not be criminally prosecuted under either state or federal law may still violate the policies of The School. The School disciplinary jurisdiction is limited to conduct which occurs on campus, Rape: At the School, rape is any sexual penetration (anal, oral, or vaginal), however slight, with any object or sexual intercourse between individuals without effective consent. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object and also includes oral copulation by mouth to genital contact or genital to mouth contact. Attempted rape is also prohibited under this policy.

Sexual Assault

At The School, sexual assault is any sexual touching; however slight, with any object or with any part of the body without effective consent Sexual assault also includes disrobing or otherwise exposing oneself to another without consent, Attempted sexual assault is also prohibited under this policy

Sexual Exploitation:

At The School, sexual exploitation occurs when a student takes nonconsensual, unjust, or abusive sexual advantage of another for his/her own benefit or for the benefit of anyone other than the one being exploited, and that behavior does not otherwise constitute rape, sexual assault, or sexual harassment. Examples of sexual exploitation include but are not limited to, prostitution, videotaping without knowledge and consent of all parties, peeping tom, transmission of HIV or STD, or inducing incapacitation with the intent to rape or sexually assault regardless of whether sexual activity actually takes place.

Consent: At The School, effective consent is informed consent which freely and actively given; it is mutually understandable words or actions indicating a willingness to do the same thing, at the time, in the same way with each other. Mutually understandable consent is almost always viewed under an objective, reasonable person standard. The only context in which mutually understandable consent would be viewed under a subjective standard is in the instance of a long standing relationship where a couple has

established patterns of communicating consent, but even then there must still be evidence of free and knowing participation to establish consent. Consent which is obtained through the use of fraud, force (actual or implied), threats, intimidation, or coercion is ineffective consent. Consent may never be given by a minor (in Connecticut, those not yet 18 years of age). Mentally disabled persons cannot give effective consent to sexual activity. Physically incapacitated persons cannot give consent. One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent.

Sexual Harassment

At The School, sexual harassment includes unwelcome sexual advance, direct or indirect sexual demands, request for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success
- Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive working, living, or educational environment.

For more information regarding sexual harassment, students are encouraged to seek out the assistance of the School Director or School owner on what to do if you have been assaulted. The School strongly encourages students to report incidences of rape, sexual assault, and sexual misconduct. Trained professionals and support services are available to assist students and anyone else impacted by such events. Resources exist off campus. The wishes of the victim of an assault or misconduct will guide how incidents are handled. If a student is in IMMEDIATE DANGER they should get to a safe place and DIAL 911 for the local Police Department. Similarly, if a student is hurt and in need of medical attention, they should dial 911. The school will be able to review options with the victim and assist in facilitating contact with any other resource or service the victim may need and desire.

Depending on the student's wishes and the circumstances, the Director will facilitate the following services which include, but are not limited to:

- Obtaining medical attention at a hospital
- Filing a Confidential Crime Report
- Filing an Incident Report with the School Administration
- Filing a Criminal Report with the local police department
- Contacting a clergy member
- Issuance of a "Timely Warning" alert to the campus community.
- Often times, the first person a sexual assault victim will turn to is a friend or trusted member of the staff. If a student tells a staff member about the sexual offense, the staff member must tell the School Director. The School Director consults with the student to determine his/her wishes for support services.

For Third parties

If a student's friend has been assaulted or raped, they should;

- Listen and be supportive;
- Let the friend make his or her own choices;
- Resist touching the friend unless the student knows he or she welcomes it

Reporting Options

When a student is sexually assaulted, he/she has reporting options. Victims of sexual misconduct are encouraged, but not required to, file report. If a student elects to file a report, the student has reporting options available: (1) the filing of a Confidential Crime Report, (2) the filing of an Incident Report with the School Director; and (3) the filing of a Criminal Report with the local Police Department.

Confidential Crime Report:

A student may fill out or seek assistance in completing a Confidential Crime Report. A Confidential Crime Report does not contain the name of the victim or the offender. A Confidential Crime Report will be kept in the file of the School Director and recorded for purposes of the Jeanne Clery reporting disclosure requirements. Confidential Crime Reports allow The School to track reported incidents of sexual assault. Completing the Confidential Crime report does NOT constitute an incident report, a police report, or a student conduct report, and The School will NOT initiate investigatory or student conduct proceedings. The victim will NOT be contacted by The School unless the victim indicates a desire to be contacted.

Incident Report:

Sexual assault is a crime and is a violation of the rules and regulations of The School. As such, a student may always file a standard, formal Incident Report with the School Administration. An Incident Report will include the name of the student filing the report and the name of the alleged offender, if known. Upon the filing of an Incident Report, The School Administration will conduct an investigation which will include notifying the local Police Department. Upon a finding of responsibility, The School will take disciplinary action against the offender. The offender may also be prosecuted under state criminal statutes, and the victim may also sue the offender in a civil action. The results of these various actions are independent of each other. After the filing of an Incident Report, the student filing the report has the option to take no further action with respect to the investigation. In that instance, the student will be advised that The School may still take action regarding the alleged offender as The School has the responsibility to protect its students.

Criminal Report:

Sexual assault and rape are against the law in the STATE OF DELAWARE and may be prosecuted under state criminal and /or civil statutes. In that respect, and in addition to the reporting options listed above, students who have been sexually assaulted are encouraged to contact the local Police Department directly by calling 911. Filing a Criminal Report with the local Police Department isn't different than filing an Incident Report with the School Administration. If a student files a report, a Criminal investigation will occur and if the case will be referred for prosecution.

Confidentially

Students have the right to decide whether or not to report a rape, sexual assault, or other sexual misconduct. We recommend that students contact a School official as soon as possible. While The School is required by law (e.g., the Jeanne Clery Act) to report incidents of sexual assault, confidentiality laws may prohibit us from disclosing a victim's name or any other personal or identifying information. This means that a student's identity will be protected unless the student agrees otherwise. It is certainly understood the victims of sexual assault experience significant distress and may desire confidentiality. If a student desires confidential support following an incident, he or she is encouraged to seek out professional help through the local resources available as mentioned above. Students should be aware that School administrators must fulfill separate obligations as a matter law. All personally identifiable information shall be kept confidential, but statistical information must be passed along to the School Administration regarding the type of incident and its general location (e.g., on campus or off campus) for inclusion in the annual crime statistic report, but no name will be used. The School will maintain the victim's confidentiality to the extent permitted by the law. However, The School reserves the right to investigate and pursue resolution of an incident when it is deemed necessary to protect the interests of members of the campus community. In addition, School administrators must issue timely warnings for incidents reported to them that continue to pose a substantial threat of bodily harm or danger to members of the School community.

Disciplinary Process

The School will initiate disciplinary action when an Incident Report is filed by a student alleging sexual misconduct. In most circumstances where rape or sexual assault is alleged, both the victim and the accused will meet separately with the School Director or School owner. When a determination of responsibility is made, the victim will be notified of the decision as well as sanctions as- signed. In cases of rape and sexual assault, the typical sanction is dismissal or expulsion.

Sex Offender Registration

In compliance with the Campus Sex Prevention Act of 2000, members of the School community may search the following registries for information concerning registered sex offenders: National Sex Offender Public Website at www.nsopr.gov/

ALCOHOL AND DRUG INFORMATION

It is a school policy that we do not sponsor or accept any liability for any functions that involve alcohol and/or drugs. This policy includes all student functions and employee functions, i.e. Christmas parties, etc. In an effort to help you recognize the effect of drugs and deal appropriately with them, we have included the following pages listing the major drugs in use today. If in reading this information you become aware that either you, a co-worker or a student may have drug or alcohol problem, please discuss this confidentially with your Director so that the situation can be handled appropriately and the individual be given the opportunity to seek outside help. Unfortunately drugs are a fact of life in our society and we need to be aware of who uses them, the effects of major drugs, and what we can do.

- Most kids get their first illegal drugs from a close friend or relative for free.
- The younger they start the more likely they are to become an addict and advance to hard drugs.

How common is drug use—

- 6 out of 10 high school students have tried an illegal drug.
- If you add alcohol it's 9 out of 10.
- 1 out of 4 high school seniors has used marijuana.
- 1 out of 4 fourth graders has been pressured to try marijuana.
- The main reason given for starting drug use is peer pressure.

ALCOHOL

- Of the 10 million alcoholics in America 1/3 are teenagers.
- Works first on the part of the brain that controls inhibitions. May feel high but because it depresses the central nervous system, they are actually slowing down.

* It is known as a gateway drug -- easy to get, used by adults to relax, many people think there is nothing wrong with it, relaxes their inhibitions so peer pressure is easier.

MARIJUANA

- impairs memory function
- distorts perception
- hampers judgment
- diminishes motor skills
- impairs driving skills for 4-6 hours after one joint.

SIGNS OF USE

- bloodshot eyes
- hunger
- giggling out of control
- paranoia

COCAINE

- very strong stimulant to the central nervous system
- accelerated heart rate
- pupils dilate
- nasal problems
- feelings of restlessness
- irritability
- anxiety
- paranoia
- depression when not on
- need more and more cocaine to trigger same feeling

SIGNS OF USE

- nasal problems
- glassy eyes
- weight loss
- changes in behavior

FREE BASING

* Form of cocaine that is smoked.

- Reaches the brain within seconds.
- Sudden intense high.
- Euphoria quickly disappears leaving an enormous craving.

CRACK

- Most addictive form of cocaine. Cheap and easy to conceal.

SIGNS OF USE

- nasal problems
- severe weight loss
- severe changes in behavior

STIMULANTS SIGNS OF USE

- needle marks
- appetite loss
- severe depression
- glassy eyes

LSD SIGNS OF USE

- dilated pupils
- nervousness
- mood swings

DOWNERS (reds, yellows v = valium) SIGNS OF USE

- slurred speech
- tremors
- drunken behavior

PCP

- a hallucinogenic drug
- alters sensation, hearing, touch, smell, taste and visual sensation.
- induces a profound departure from reality leading to bizarre behavior.
- mental depression
- memory perception functions, concentration, and judgment are often disturbed permanently.

HEROIN

* causes physical and psychological problems such as shallow breathing, nausea, panic, insomnia, and a need for higher doses to get same effect.

SIGNS OF USE

- euphoria
- drowsiness
- respiratory depression
- constricted pupils
- nausea

WITHDRAWAL SYMPTOMS

- watery eyes
- runny nose
- yawning
- loss of appetite
- tremors
- panic
- chills
- sweating
- nausea
- muscle cramps
- insomnia

CLUES TO DRUG USE

- * an abrupt change in mood or attitude
- * sudden and continuing decline in attendance or performance
- * Impaired relationships with family or friends
- * Unusual temper flare-ups
- * Increased need for money
- * Stealing from school
- * Heightened secrecy about actions
- * Associating with a new group of friends
- * Language changes
- * Respect changes
- * Violent language and behavior

HOW YOU CAN HELP

- * Understanding -- listen to reasons why he/she uses/abuses drugs (don't jump to Conclusions).
- * Firm -- explain why you feel that use is harmful, and why they need to seek counseling and treatment.
- * Supportive -- assist the user in finding help and provide moral support during Treatment.
- * Self-examination--are you and your school good role models (do you let them know you drink, etc.).

ACTIONS TO AVOID

- * sarcastic
- * accusatory
- * stigmatizing
- * sympathy seeking for yourself
- * self-blaming
- * avoid/emotional appeals, which may just lead to guilt and more abuse.
- * don't cover up or make excuses.
- * don't argue with them when they are under the influence.
- * Do talk to your students about drugs and drug testing -- Federal Bureau of Labor statistics estimated last year that more than 145,000 private business establishments which employ 16.6 million workers had drug testing programs. Watch your local papers and bring in articles about companies that are drug testing.
- * Help them start feeling good enough about themselves that they don't need drugs

Reference Numbers:

- Youth and Family Services 302-633-2500
- Housing Development 302-697-3187
- Unemployment 302-368-6600
- Adoption 302-475-8977
- Voc Rehab 302-856-5730
- Child Services 302-856-2388
- Social Security 800-772-1213
- Planned Parenthood 302-655-7293
- Drug And Alcohol 800-304-2219

Educational Materials

Program	Textbook Title	ISB Number	Cost
Cosmetology	Fundamentals Textbook	978-1-934636-21-3	79.90
Cosmetology	Fundamentals Study Guide	978-1-934636-39-8	59.00
Cosmetology	Fundamentals Exam Prep	978-1-934636-20-6	34.00
Cosmetology	Salon Success	978-1-934636-24-4	123.20
Cosmetology	Designer's Approach Color	978-1-934636-12-1	78.00
Cosmetology	Designer's Approach Sculpture	978-1-934636-06-0	180.00
Cosmetology	Designer's Approach Texture	978-1-934636-29-9	71.00
Cosmetology	Designer's Approach Hair Design	978-1-934636-09-1	155.00
Cosmetology	Salon Success	N/A	19.95
Esthetics	Fundamentals Textbook	978-0-9742723-1-3	75.90
Esthetics	Fundamentals Study Guide	978-0-974272723-7-5	58.70
Esthetics	Fundamentals Exam Prep	0-9742723-6	41.40
Esthetics	Salon Success	978-1-934636-24-4	123.20
Esthetics	The Book Dermalogica	N/A	N/A
Nail Technology	Milady	978-1-43549-76-89	87.74
Nail Technology	Milady Study Guide	978-1-465497634	31.99
Massage Therapy	Therapeutic Massage Textbook	978-1-4018-8029-3	72.18
Massage Therapy	Therapeutic Massage Workbook	978-1-4018-8013-6	53.95
Massage Therapy	Atlas of Skeletal Muscles	089582-808-1	67.53
Massage Therapy	Complete Review Study Guide	0-9711926-0-X	29.95
Massage Therapy	A Massage Therapists Guide to Pathology	1608319105	69.00
Teacher Training	Milady's Master Educator	10:1428321519	150.95
Teacher Training	Milady's Master Educator Exam Review	978-14-28321540	49.95