creative images
Institute of Cosmetology
An Education. A Passion. A Career.

STUDENT HANDBOOK & CATALOG

WELCOME!

Thank You for choosing us and Congratulations on making one of the best decisions of your life! We are excited to work with you to change your life and to prepare you for your exciting, passionate and creative career.

MISSION STATEMENT:

To offer an advanced, hands-on education that simulates real world experience and provides our students with the technical and professional skills needed for licensure and career placement in today's modern salons and day spas.

LICENSING & ACCREDITATION:

- Licensing: We are licensed by the Ohio State Cosmetology and Barber Board, 1929 Gateway Circle, Grove City, Ohio 43123-9309, and (614) 466-3834.
- Accreditation: CIIC is nationally accredited by NACCAS (National Accrediting Commission of Career Arts & Sciences), 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600. The locations that are nationally accredited by NACCAS are:

North Dayton (Vandalia):
7535 Poe Ave, Dayton, OH 45414
PH: (937) 454-1200 * FAX: (937) 415-3658

South Dayton (Centerville):
568 Miamisburg-Centerville Rd, Dayton, OH 45459
PH: (937) 433-1944 * FAX: (937) 433-2044

WEBSITE: WWW.CREATIVEIMAGES.EDU

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DEFINITIONS & ABBREVIATIONS

Creative Images Institute of Cosmetology	May be abbreviated as CIIC, CI or Creative Images. Might also be referenced as Institute or the Institute.
Student Salon	For internal purposes, the clinic, or student salon, may be referred to as the Student Salon. For advertising purposes and to the general public, only "clinic" or "student salon" will be used.
Ohio State Cosmetology and Barber Board	May be abbreviated as State Board.
U.S. Department of Education	May be abbreviated as DOE.
NACCAS	Our accrediting agency, The National Accrediting Commission of Career Arts & Sciences.
Cumulative Grade Point Average	May be abbreviated as CGPA. Defined as your final grade point average taking all grades in all subjects into consideration per their weighted values.

ORGANIZATIONAL HIERARCHY:

- Organizational Hierarchy (Faculty): See Attachment A-1
- Corporate Name: Creative Images College of Beauty, Inc.; dba Creative Images Institute of Cosmetology (see abbreviations)
- Chief Executive Officer/ Owner: Charles Gross, CEO

WHO DO YOU TURN TO FOR HELP?

Your Educator → Campus Manager → Chief Executive Officer

- Most Concerns: Always turn to your Educator(s) first, as most of the time, your Educator can help you with your concern(s).
- Financial Aid Concerns: See the Financial Planning Specialist at your location.
- Educator Concerns: If you are having a problem with your Educator, please see the Campus Manager.
- Questions Regarding Your Hours: If your Educator cannot assist you, please see the Education Coordinator or Campus Manager.
- SCHEDULE AN APPOINTMENT: To ensure availability and good service to all students, please make an appointment to meet with administrative staff.

FACILITIES & EQUIPMENT:

- Vandalia Location: Located near the intersection of I-75 and I-70 in Vandalia, Ohio. The accessible facility is roughly 12,700 square feet; including the Student Salon open to the public containing 37 styling stations and 9 nail tables, and a day spa with 7 facial/massage rooms, Vichy shower, 6 pedi thrones and 3 natural nail tables; generously sized classrooms, a senior practical room that is also a professional development room, two dispensaries, storage, conference room, student and staff/guest bathrooms, and 6 offices. Over 50 restaurants, retail stores and hotels are located within 1.5 miles of CIIC. Student parking is available on campus property. The facility is approved for occupancy of 400 people at one time. Teacher to student ratios do not exceed 1 to 25.
- Centerville Location: Located in the Home Center on Miamisburg-Centerville Road, which is State Route 725. The Dayton Mall is located about three miles West on 725 and surrounding our location is a multitude of shopping centers, restaurants and retailers. The facility is accessible and is approximately 5,000 square feet. The facility is approved for occupancy of 200 people at one time. Teacher to student ratios do not exceed 1 to 25. We have additional administrative offices (approximately 3000 square feet) located at 584 Miamisburg-Centerville Road. This expanded campus location is used specifically for administrative offices, a bathroom, and storage closet. There is no additional classroom space available at this location for any of our programs.
- Lockers: The lockers are the property of CIIC. You will be assigned a temporary locker for you to store your personal items. This locker may be shared by up to one other student. You are to keep your locker clean, sanitary and free of permanent personal fixtures, including stickers. If you damage the locker in any way, you will be responsible for the cost to repair the damage, which may include replacement. CIIC and the State Board are authorized to conduct unannounced locker searches at any time. You are responsible for providing your own combination lock (key locks are not acceptable and will be cut off by management without warning). You must give your Educator the combination to your lock, which will be held in confidence. If you do not provide the combination and CIIC cuts your lock off for any reason, you will be responsible for replacing the lock at your expense. Thirty days after you graduate or discontinue or receive a notice from CIIC to remove your personal items, if you do not have all contents from your locker removed, the remaining items will become the property of CIIC and will be disposed of, used or sold. It is also important to point out State Board classifies your locker and your bag (carrying case) as a dry sanitizer. This means you must keep your equipment contained within them clean and free of hair and debris. This also means only sanitized implements are allowed in them. Books, pens, food, and other non-sanitary items can be in the locker or bag, but they must be in a separate container or compartment. Additionally, since your bag is a dry sanitizer, the State Board and CIIC both have the right to conduct unannounced searches of your bag. Bags must also be stored out of traffic areas to prevent clients and other persons from tripping over them.
- REASONABLE ACCOMMODATION: CIIC admits as students individuals in need of reasonable accommodation. Due to the nature of the training, individuals requesting significant accommodations must schedule an appointment with the Campus Manager of their chosen campus. The Campus Manager will review, as students, those individuals whose need for reasonable accommodation: (1) would not create a safety hazard to themselves or their training; (2) would not interfere with their ability to benefit from the training offered through their classroom performance capabilities; and (3) have a reasonable career employment potential following graduation. If you are approved for a reasonable accommodation, you may be eligible to complete an ADA form with the Education Coordinator to be sent to State Board at the time of your State Board exam application submission. Be sure to mention this to the Education Coordinator at your graduation appointment.
- Non-Discrimination Policy: It is the expressed policy of this institution in its admissions, instruction and graduation practices not to discriminate on the basis of age, race, color, creed, sex, religion, financial status, disability, ethnic origin or country or area of origin.

ADMISSION REQUIREMENTS:

- Age: All students must be the compulsory age of the state (16) by their scheduled date of graduation.
- Citizenship or Permanent Residency: All applicants must be a US citizen or a permanent resident of the United States.
- Valid photo ID: All applicants must provide an acceptable, valid state-approved photo ID (i.e. driver's permit/license, non-driver ID).
- Prior Education:
  - High school diploma or its equivalent (i.e. GED, diploma for an Associate or Bachelor of Science Degree or transcripts from a degree-granting, nationally accredited college or university). The potential new student may provide acceptable documentation of meeting the requirements of HS graduation, home school completion, or the successful completion of the GED equivalency. Acceptable documentation may include a HS diploma from a recognized HS, a transcript from an accredited post-secondary school (demonstrating a graduation date for an Associate's Degree or at least 60 semester or trimester credit hours or 72 quarter credit hours that do not result in an Associate's Degree and is acceptable for full credit toward a Bachelor Degree-or enrollment in a Bachelor's Degree program where at least 60 semester or trimester credit hours or 72 quarter hours have been successfully completed, including those transferred into a Bachelor's Degree program or an accredited post-secondary school transcript stating the individual was a HS graduate (with a date provided). Home school graduation must be from an approved home school program recognized by the student's state.
  - United States Citizens or Permanent Residents, who graduated with foreign secondary school credentials, are required to provide documentation that their credentials are equivalent to a United States high school education and be translated to English. For further information, ask your Admissions Representative.
- Transfer Students: In order to provide our students with the knowledge and skills to reflect the excellence we profess, the following hours at a maximum may be transferred into our programs:
  - Three hundred (300) hours of a student's prior Cosmetology hours of education and training may be applied to our Cosmetology/Advanced Cosmetology.
  - One hundred fifty (150) hours may be applied to Advanced Esthetics.
  - Forty (40) hours may be applied to Nail Technician; sixty (60) hours to Advanced Nail Technician.
  - A transfer student in any of the above-mentioned programs will provide approved documentation from their prior school(s) of enrollment indicating the student's prior levels of training, both academic and hours of attendance. The transferred hours will be deducted from the required program hours. Additionally, the student is required to complete our Proficiency Examination, which is practical in nature, to determine their skill competencies; and per our assessment, the hours will be

applied in either classroom or clinic (Student Salon). We reserve the right to accept or deny all transfer of education and hours and, once evaluated and defined, the student's adjusted hours for enrollment will be determined. This adjustment may not be revised following enrollment in their scheduled class starting date.

- A transfer student will provide their requested transfer hours to the Ohio State Cosmetology and Barber Board through the use of the State Board's DT-1 form. This form may be obtained directly from the State Board or from our Admissions Department. The DT-1 Form and required documentation will be transmitted by the student to the State Board.
- The State Board will provide CIIC with the potential student's recognized education levels and hours prior to CIIC'sreview.

- The transfer student may apply for CIIC Admission as follows:
  1. Prior to evaluation of prior education and hours a student will make application for their full program of study and a financial plan will be determined. Once the evaluation process of their prior hours and education is completed, their academic schedule may be adjusted and a Contract/Contract Addendum will be generated to reflect any possible changes as well as a new financial plan. No changes will be made following the student's enrollment.
  2. A student with prior hours of education and training must meet all Admission requirements prior to enrollment on their scheduled class starting date.

- Re-Entry Students: If you previously attended CIIC and your enrollment was interrupted and now you want to return, as long as you are approved for re-enrollment and are re-enrolled within five years from the date you originally started your training at CIIC, your original hours will be accepted and may apply 100% toward the same program for which you are returning. If you are returning for a different program other than the one you originally attended, this is a case-by-case situation and you may contact our Education Coordinator for specifics. We will contact The Ohio State Cosmetology and Barber Board to determine when your hours might expire. All hours will be charged at the current tuition per hour. If your hours are accepted, you will return in the same Satisfactory Academic Progress (SAP) standing you were in prior to your interruption. You will need to sign a new Enrollment Contract/Addendum and you will need to satisfy any outstanding balances owed to CIIC prior to you being allowed to return.

PROGRAM OFFERINGS & DESCRIPTIONS:

Program	Number of Hours	Program Length (Full-Time)	Program Length (Part-Time)
Cosmetology	1500 Hours	Approximately 46 weeks	Approximately 82 weeks
Advanced Cosmetology	1800 Hours	Approximately 55 weeks	Approximately 98 weeks
Advanced Esthetics*	750 Hours	Approximately 23 weeks	Approximately 41 weeks
Nail Technician	200 hours	7 Weeks	Approximately 11 Weeks
Advanced Nail Technician	300 hours	11 Weeks	Approximately 17 Weeks
Advanced Esthetics and Nail Technician*	1050 Hours	Approximately 32 weeks	Approximately 57 weeks

*Please note that the Advanced Esthetics Programs are exclusively offered at our Vandalia campus.

- Scheduled Hours: Full-time represents a minimum of thirty-five hours per week and part-time represents a minimum of 19.5 hours per week. You are required to attend the full scheduled hours per your Enrollment Contract/Addendum to ensure you receive the entire education and graduateon time.
- Theory & Student Salon: You start your training in the classroom, which is classified as theory. Once you complete your theory training, you advance to the Student Salon, which is where you will be performing services on paying patrons from the general public. CIIC is prohibited from paying you since you are not yet a licensed professional, but you keep all the tips.
- Descriptions & Educational Objectives:
  - Cosmetology: Cosmetologists are qualified to perform hair, nail and skin care services. Although salons lead as the largest employer of graduates, Cosmetologists can choose from a variety of careers; such as teaching, sales (i.e. for product companies like Wella), writing (i.e. beauty industry related magazines and publications), platform design, or they can even specialize in the salon (i.e. shampoo tech, chemical specialist, etc.). For a more detailed list, refer to the occupations handout given to you by the Admissions Representative and the following weblink: www.bls.gov/ooh. The Cosmetology Program is designed to provide you with the technical skills, soft skills, marketing skills and managerial skills you need to successfully pass the State Board licensing examination and to gain and enjoy a career as a Cosmetologist in the beauty industry. The Program includes the following subjects and hours (theory/lab): Infection Control 20/40 hours, Properties of Hair & Scalp 40/80 hours, Hair Procedures & Practices 200/260 hours, Chemical Procedures & Practices 201/279 hours, Manicure & Pedicure Procedures & Practices 55/65 hours, Skin Care Procedures & Practices 51/37 hours, Artificial Lashes/Extensions 3/7 hours, Facial Make-up/Brow Tinting 11/11 hours, Salon Operations & Communications Skills, Resume Building, & Career Preparation 16/104 hours, Cosmetology State Laws & Rules 13/6 hours, Human Trafficking 1 hour.
  - Advanced Cosmetology: The Advanced Cosmetology Program combines the Cosmetology training with additional training that is designed to provide you with the technical skills, soft skills, marketing skills and managerial skills needed to succeed in the Beauty Industry at a managerial level, as well as become a Cosmetology educator and salon owner. The additional training includes the following subjects and hours (theory/lab): Cosmetology State Laws & Rules 32/18 hours, Public Health & Safety 32/18 hours, Advanced Techniques 11/189 hours.
  - Advanced Esthetics: Estheticians are qualified to perform a variety of skin care services. Estheticians not only get employed by salons, but also by Dermatologists and Plastic Surgeons to perform routine skin care services and post-surgery skin treatments. Refer to the occupations handout given to you by the Admissions Rep and the following weblink: www.bls.gov/ooh. The Advanced Esthetics Program is designed to provide you with the technical skills, soft skills, marketing skills and managerial skills needed to successfully pass the State Board licensing examination and to gain employment as an Esthetician in the Beauty Industry. The Advanced Esthetics Program includes the following subjects and hours (theory/lab): Infection Control & Principles/Practices 25/25 hours, Anatomy 30/10 hours, Specialized Equipment 34/10 hours, Massage 10/30 hours, Chemistry 20/30 hours, Skin Care Procedures & Practices 100/85 hours, Study of Skin 40/15 hours, Make-Up 24/30 hours, Artificial Lashes 4/4 hours, Salon Operations & Communication Skills, Resume Building, & Career Preparation 30/50 hours, Cosmetology Laws & Rules 34/39 hours, Human Trafficking 1 hour, Public Health & Safety 10/30 hours, Advanced Techniques 0/30 hours.
  - Nail Technician: Nail Techs are qualified to render nail services. Although salons are the largest employers, Nail Techs also work out of tanning centers, and for various other employers (i.e. product reps and educators, Educators, etc.). For a more detailed list, refer to the occupations handout given to you by the Admissions Rep and the following weblink: www.bls.gov/ooh. The Nail Technician Program is designed to provide you with the skills you need to successfully pass the State Board licensing examination and to gain and enjoy a career as a Nail Tech in the Beauty Industry. The Program includes the following subjects and hours (theory/lab): Infection Control 15/17 hours, Anatomy 3/2 hours, Massage 3/5 hours, Nail Care Procedures & Practices 28/27, Chemistry 2/1 hours, Nail Enhancements 32/29 hours, Specialized Equipment (Drill) 4/6 hours, Salon Operations & Communications Skills, Resume Building, & Career Preparation 9/6 hours, Cosmetology State Laws & Rules 3/7 hours, Human Trafficking 1 hour.
  - Advanced Nail Technician: The Advanced Nail Technician Program combines the nail technician training with additional training that is designed to provide you with the technical skills, soft skills, marketing skills and managerial skills needed to succeed in the Beauty Industry at a managerial level, as well as become a Nail educator and salon owner. The additional training includes the following subjects and hours (theory/lab): Cosmetology State Laws & Rules 20/20 hours, Public Health & Safety 10/30 hours, Advanced Techniques 5/15 hours.
  - Advanced Esthetics and Nail Technician: This Program combines the training of both the Advanced Esthetics and Advanced Nail Technician Programs, so review the individual sections for each of these courses for a complete description of this Program.
  - Note Regarding Advanced: Each hour you spend in Advanced training is recorded as training in Advanced per the State Board. In the event you decide to transfer from a program that includes Advanced to one without Advanced, hours earned in Advanced training are nontransferable. The benefits Advanced Programs offer you for your career include salon management, instructor license application, and generally more job opportunities. However, if you are not sure if Advanced is right for you, start in the program that does not include Advanced and then add Advanced later if you desire. Transferring from one program to another ("dropping Advanced") involves being discontinued, additional fees apply, tuition increases apply and some negative impact could occur for your financial planning to pay for your education.

PROGRAM STARTING DATES: (SEE ATTACHMENT A)

PROGRAM COSTS: (SEE ATTACHMENT A)

HOLIDAYS & EMERGENCY CLOSING POLICY:

- Emergency School Closing Information: When extreme conditions arise which force CIIC to close (i.e. bad weather), students and staff are notified through our OneCallNow

notification system; and WHIO-TV Channel 7 television station.

- Closed Holidays: New Year's Day, Martin Luther King Jr. Day, Washington's Birthday/Presidents Day, Memorial Day Saturday & Monday, Juneteenth, Independence Day (July 4th), Labor Day Saturday & Monday, Veterans Day Monday, Thanksgiving Thursday, Friday & Saturday, and for Christmas Break CIIC closes roughly 5 days around Christmas Day and New Year's Day (see page 33 for details).

GRADUATION REQUIREMENTS:

- In order to graduate, receive CIIC diploma and be eligible to take the State Board licensing examination, Student must: (1) have a minimum cumulative grade point average of seventy-five percent (75%) or higher; (2) have all financial obligations to CIIC satisfied prior to graduation or made satisfactory payment arrangements; and (3) have completed all required program hours. CIIC reserves the right at its sole and absolute discretion to change, from time to time, the requirements of graduation with a reasonable notice to Student. Upon graduation, Student will receive a diploma from CIIC identifying the program you graduated from and the year you graduated.

GRADING POLICY:

- AREAS GRADED:

PROGRAM	QUIZZES, HOMEWORK & PRACTICALS*	WRITTEN TEST-OUTS, MID-TERMS & FINALS	HANDS-ON TEST OUTS
Cosmetology	10%	50%	40%
Advanced Cosmetology	10%	50%	40%
Advanced Esthetics	10%	50%	40%
Advanced Esthetics & Nail Technician	10%	50%	40%
Nail Technician	10%	50%	40%
Advanced Nail Technician	10%	50%	40%

  - NOTES:
    1. Practicals may include practical assignments on mannequins, fellow students, paying patrons (clients) and/or other guests of CIIC.
    2. CIIC reserves the sole and absolute right to change the areas graded and the corresponding weighted percentages towards the CGPA. In the event a change(s) is made, CIIC will do its best to give all students reasonable notice.
    3. It is the intention of CIIC to institute grading criteria in the future that would include an student being evaluated on career level performance factors, including but not limited to: professionalism- as it relates to appearance, attitude, preparedness and communication, student's participation in community and/or charitable events, customer service, Student Salon services, retail, up-selling, pre-booking, client referrals and client retention. Employers are very concerned about these areas so it's our intention to create a system that trains and grades you on all these areas to best prepare you for your successful career.
- INCOMPLETES: For any phase/subject you receive an Incomplete, you are required to make up the lost material or your Incomplete could result in you not graduating or it will bring down your cumulative grade point average (CGPA) since an Incomplete represents a zero. Your educator will give you more specific information about how make-up work applies to your situation specifically. Students may return to the classroom for subjects missed. Post graduate non-credit remedial courses do not apply, so they do not have any effect on satisfactory progress standards.
- GRADING SCALE:

93-100	A
84-92	B
75-83	C
74 and below	F

  - A letter grading system is used where the letter grades "A" through "C" represent a satisfactory score and "F" represents an unacceptable score.
  - Also refer to Graduation Requirements, as your CGPA must be a 75% or higher for you to graduate.
- You will receive a report card each month.
- There are incidences where giving a specific grade is not feasible, so a pass/fail grading system is used whereas passing represents a 100% and a fail represents a 0% (i.e. some practicals are pass/fail). You are graded both in Theory (classroom) and in Student Salon (all practicals). The grading system remains the same for both Theory and Student Salon, so you need to pass both areas. CIIC reserves the right to change its grading policy at its sole discretion.
- RE-TAKE POLICY: In order to encourage students to be well prepared and thoroughly study before taking an exam, there will be deductions for each subsequent time a student re-takes an exam. The table below shows how much of a "penalty percentage" is taken off of your passed exam score and for each subsequent exam you have to take on each subject. This policy is designed to encourage students to work hard on their first attempt at any exam (written or practical), thus allowing Educators more time for teaching versus retesting. If a student does not have a reasonable accommodation, they will not be administered the same exam each time they have to retake an exam. If a student has a reasonable accommodation, relating to education, they may retake the same exam they have been given before the accommodation.

Second time retaking an exam	5% deduction from final score
Third time retaking an exam	10% deduction from final score
Fourth time retaking an exam	15% deduction from final score
Fifth or more time taking an exam	20% deduction from final score

Below are some examples of how retakes are scored:

- A student is retaking a test for the 2nd time. They receive an 80%. Their final score after their 5% penalty is a 75%
- A student is retaking a test for the 3rd time. They receive an 80%. Their final score after their 10% penalty is a 70%. This student must take the test again and will receive a 15% deduction the next time.
- A student is retaking the exam for a 4th time. Due to the penalty deduction of 15%, the student must receive a 90% on their own to have the final passing score of 75%.
- A student is retaking their test for the 5th time and receives an 82%. Their final score after their penalty is a 62%. This student must take the test again and will receive a 20% deduction again the next time. At this point the student will have to receive a 95% on their own; then they will receive a 75% after their 20% penalty deduction.

RECORDING YOUR CLOCK HOURS:

- YOU ARE RESPONSIBLE FOR YOUR TIME: You are responsible for clocking in and out EVERY TIME you enter and exit the facility; so if you forget, it is NOT the responsibility of CIIC. Failure to clock in or out could result in your hours not being recorded correctly. Our commitment is to make it as easy and accurate as possible to ensure you receive every minute of education you deserve, so carefully read these instructions and follow them to ensure you do.
- Keep Your Own Time Journal: We have forms for you to use – Weekly/Monthly Report of Hours & Subject Matter - to track your hours and where you spent them. You are responsible for updating these daily.
- How Your Hours Are Recorded: CIIC follows the Ohio State Cosmetology and Barber Board policy for how schools in Ohio are to record and report hours each month: (1) The exact time you clock in and out each time will be used to total your hours each month – for example: if you clock in at 8:33am, your time starts at 8:33am; and (2) At the end of each month, the total number of minutes you accumulated in the month will be rounded to the nearest fifteen minute increment, where 7 minutes is the cutoff, so 1 to 6 minutes would round down and 7 to 14 minutes would round up. Examples: For a month, if you have a total of 9003 minutes, the hours would be rounded down to 9000 minutes. If you have a monthly total of 9008 minutes, the hours would be rounded up to 9015 minutes. In all examples, the total minutes would end with a zero (9000), fifteen minutes (9015), thirty minutes (9030), or forty-five minutes (9045).
- Be Early: It is IMPORTANT THAT YOU COME IN EARLY, prior to schedule, keeping in mind, the potential for inclimate weather and your safety. If you arrive at the last minute, such as at 8:28am or 5:28pm, there could be a line at the time clock, so you may not be able to clock in until after your shift begins, which means you are late. By coming in early you have a much better chance of ensuring you are on time. As always, think of your career. You will need to arrive 5 to 15 minutes early to work each day to ensure you start your day on time. The same concept applies with CIIC. To support this, you may clock in early to ensure your clock in time is the beginning of your scheduled begin time. Any clock-ins up to 45 minutes early will scan in as the begin time of your contracted schedule. While you can clock in early, your actual clock-in time will be your scheduled begin time. Exceptions may be determined through our Educational Attainment process.
- Clock In & Out On Time: Be sure you clock in and out on time each time you punch the clock (such as for lunch and at the end of your schedule) or it could cost you hours and/or place you under your satisfactory progress requirements for attendance. Every minute counts in your career goals!
- How To Scan Your Hand: We use a biometric hand scanner, so you will literally scan your hand and our system will automatically record your time in our computer.
  - Place your hand in the scanner in the correct position and wait until it makes one distinctive beep and reads “Handprint Accepted” and “Clock in/out successful”. If you do not hear a beep and see these messages, notify your Educator IMMEDIATELY.
  - If the time clock is down, you will need to record all your clock ins and outs on a provided sign-in sheet. Your time will be entered into the computer.
  - All students clocking more than 6 hours in a day must scan out for a ½ hour lunch, and then scan back in once the ½ hour lunch period is up. If you do not clock out for your ½ hour break, it will be taken out for you.
- Time Corrections: We understand time corrections, due to time clock malfunctioning, may require adjustments. These rare instances to adjust your time require educational verification through the use of CIIC’s form “Documentation Required To Make a Time Change” which must be signed by an educational representative. Proof consists of a visual/mechanical demonstration that the time clock malfunctioned. If you fail to verify the malfunction and/or provide the required documentation, your time can no longer be adjusted and will be recorded as is. Additionally, you have a maximum of one (1) business days (based upon the student’s scheduled days) to identify and correct a problem. No time will be adjusted after this correction period. Please work with us to ensure your time is recorded accurately. The last thing we want is for your time to be recorded incorrectly; and remember it’s your responsibility as it would be in your employment.
- Example Situations:
  - All students who scan in at the start of the day, but do not have any other scans for the day, will be clocked out at the same time of their clock in.
  - All students who scan in for the morning and out at lunch with no other scans for the day will receive only the hours clocked.
  - For students who do not scan out, their last clock in for the day will be considered their time out.
- Disputing Your Monthly Recorded Hours: You will receive a monthly report card that shows the total hours you accumulated for the month. Compare your Weekly/Monthly form to your monthly report card. If you think there’s a discrepancy, you have one week to dispute this. Your dispute must be in writing and it must contain the same type of proof, or supporting documentation, for adjusting your time. If you do not make your dispute within one week, if your dispute is not in writing, or if you do not provide the required proof, you forfeit your right to dispute your time and your time will stay as posted on your report card. We want our students’ time to be kept accurately. That’s why we invested in a nationally recognized, computerized time recording system. Let’s work together to ensure your time is as accurate as possible.
- Disciplinary Actions: Abuse of the time system is considered a serious matter which may lead to withdrawal. If abuse is suspected, a review will be conducted; including, but not limited to, the use of surveillance equipment which will allow us to determine your last time in/out of the school.
- Fieldtrips: Before participating in fieldtrips, you may be required to sign an agreement with stipulations for attendance in school, before and after the event; to receive hours for the event.

ATTENDANCE POLICY:

- General Policy: CIIC Attendance Rate requirement is 85%. Students are required to follow their contracted schedule. Any unauthorized deviation from your schedule could result in losing part(s) of your training, graduating late, loss of financial aid and/or withdrawal. Deviations include absences, tardiness, and leaving early; and all such deviations count against your satisfactory progress and delay your graduation. You must graduate by your required date of graduation. There are allowable absences built in for you to take off for sickness, vacation, etc. (this is the difference in days between your estimated date of graduation and your required date of graduation). As such, you may have allowable misses supported and documented (i.e. doctor’s notes and appointment documents confirmed by management, and they will still count against your academic progress. If in any given month, the student falls below an Attendance Rate of seventy-five percent (75%), the student may be withdrawn. If you do not graduate by your required date of graduation, you will be withdrawn from school.
- WITHDRAWAL: Withdrawn/termination/discontinued/expelled mean you are no longer enrolled in CIIC. If you are not in attendance for 14 consecutive days, and you are not on Leave of Absence (LOA), you may be withdrawn. This does not include extreme weather conditions and holiday closings. If you decide to return, you will need to re-enroll

by signing another Enrollment Contract/Addendum, and you will be subject to any tuition increases along with applicable fees, such as Termination Fee, Registration Fee, Application Fee and applicable Lab Fee. For refund purposes, your enrollment period is used to determine your financial responsibility. The date used to establish your formal withdrawal date is the date CIIC receives your official written notification of withdrawal. In the event you are withdrawn, CIIC will determine your official withdrawal date as the last date of your physical attendance or, in the event of not returning from a LOA, as the date your LOA expired.

- Schedule Change: This may affect your SAP, so these must be approved per CIIC's schedule change practice.
- Veteran Students: For SAP, the same provisions apply to you as illustrated above in this section. Any leave of absence or change in schedule must be reported to the U.S. Department of Veterans Affairs. These adjustments could affect your Veteran Educational benefits. In addition, any student receiving VA educational benefits will need to adhere to more frequent assessments and restrictions regarding attendance and GPA. See page 32 for details.
- Payment Options: Losing your financial aid does not mean you are withdrawn from CIIC. However, any aid that you lose will become your personal liability to CIIC, so you will need to make payment arrangements with the Financial Planning Office before you will be allowed to continue your training once your aid has been lost.

LEAVE OF ABSENCE POLICY (LOA):

- A LOA is defined as a temporary interruption in a student's program of study where the student is not in attendance during the LOA. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.
- A LOA will extend the estimated, required and expulsion dates (if applicable) (which includes the student's contract period and maximum time frame) in direct proportion to the duration of the leave, and the leave duration is not factored into satisfactory academic progress calculations. The student returns from the leave in the same satisfactory academic progress status as when the leave began.
- LOAs are intended for emergency situations, such as medical, legal and/or military conditions, deaths in the immediate family, natural disasters or mitigating circumstances beyond the control of the student. LOAs are not intended for vacations, ordinary sickness (like a common cold), or other non-emergency situations - CIIC's attendance policy provides ample leeway for student to miss for these types of reasons. CIIC reserves the sole and absolute right to deny any requested LOA.
- If the student does not return from a personal leave on the specified return date, the student will be withdrawn from CIIC. Even if the student shows up the day after, it will be too late unless the student notified CIIC in advance of the original specified date of return, provided a new return date, and received management approval for the extension. If withdrawn, the student may have the option to re-enroll with a new contract and pay termination, registration and application fees, and be subject to any tuition increases.
- Upon return from a LOA, the student will need to initial updated graduation dates on his/her contract; after which, the student will receive a copy of the updated contract.
- Financial aid and veteran benefits will be interrupted during the leave.
- If the student is on a monthly payment to CIIC, the monthly payment will NOT be interrupted during the leave unless the student has paid all balances due by the leave date.
- A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal and requiring CIIC to perform a refund calculation.
    1. All LOA requests must be submitted in advance in writing on a LOA request form and this form must be approved by a CIIC official. The request (at a minimum) must include the reason for the student's request and the student's signature.
        a. The student is required to apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to CIIC, the student would not have been able to request the LOA in advance.
        b. CIIC may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the reason for the decision is documented and the request from the student is collected at a later date. Using the same example, the beginning date of the approved LOA would be determined by CIIC to be the first date the student was unable to attend the institution because of the accident.
        c. LOA requests for less than two weeks will not be considered. For necessary absences less than two weeks, the student will need to coordinate an action plan of additional education with educator.
        d. All LOA supporting documentation must be turned in to the Education Coordinator no later than one week from the date of the LOA request.
- The student must follow CIIC's policy in requesting the LOA.
- There must be a reasonable expectation that the student will return from the LOA.
- Approval of the student's request for an LOA is in accordance with CIIC's policy.
- CIIC will not assess the student any additional institutional charges as a result of the LOA.
- The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- CIIC will extend the student's contract period by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA; and the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

- Satisfactory progress in attendance and academic work is a requirement for all students enrolled in this school. Federal regulations require all schools participating in state and federal financial aid programs to monitor SAP. These standards are applicable to all students attending the Institution. This policy is made available to all prospects and students prior to enrollment; located in our school catalog, on our institution's website and in our Admissions office.
- SAP Standards: This institution requires its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, in order to graduate successfully and to continue to be eligible to participate in the federal government's Title IV financial aid programs. These standards apply to all students, regardless of the source of the student's funding, and to all students, regardless of their status (full-time or part-time). All students must comply with the following standards:
    1. To be considered making satisfactory progress, all students must maintain a minimum cumulative attendance average of eighty-five percent (85%) or better (hereinafter referred to as the minimum attendance rate).
    2. To be considered making satisfactory academic progress, all students must maintain a minimum cumulative grade point average (CGPA) of a seventy-five percent (75%) or better (hereinafter referred to as the minimum academic rate). The following grading scale is used to determine Student's CGPA:

CGPA (%)	Grade	Explanation
93-100 84-92 75-83 74 and below	A B C F	☐ A letter grading system is used where the letter grades "A" through "C" represent a satisfactory score and "F" represents an unacceptable score. ☐ Also refer to Graduation Requirements, as your CGPA must be a 75% or higher for you to graduate.

- The CGPA is calculated based upon written tests, hands-on test outs, quizzes, homework and practicals (services on mannequins, fellow students, paying patrons and other guests of CIIC).

3. All students must complete the program within a maximum time frame of 118% (hereinafter referred to as the maximum time frame) of the normal length of time required to complete the program as defined in the enrollment agreement. This time frame will be measured in terms of clock hours attempted.

- In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined on pgs. 7-8.

Title IV, HEA Quantitative Requirement:

- All students must complete their educational program in no longer than 118% of the published length of the program. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence.
- All clock hours at the institution and transfer hours must be counted toward the 118% eligibility whether a student received Title IV, HEA federal student aid or not in order to graduate within the maximum time frame.
- Any student who does not graduate within the maximum timeframe will be determined as NOT making satisfactory academic progress and withdrawn from the program (and, if applicable, student will not be deemed eligible to receive Title IV funds - financial aid). Student may re-enroll with the institution at a later date, on a cash-pay basis, per CIIC Admissions policy; specifically, re-enrollment provisions.
- Students must also meet the attendance requirements as outlined in the Student Handbook & Catalog.
  Academic Year Definition: Creative Images Institute of Cosmetology's academic year is defined as 900 clock hours and 26 weeks for Title IV, HEA purposes. For Title IV, HEA payments, the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.
  Incompletes: For any cycle/subject you receive an Incomplete, you are required to make up the lost material or your Incomplete could result in you not graduating or it will bring down your cumulative grade point average (CGPA) since an Incomplete represents a zero. Your educator will give you more specific information about how make-up work applies to your situation specifically. Students may return to the classroom for subjects missed.

Evaluation Periods: Creative Images Institute of Cosmetology's academic year, as defined by 900 clock hours and 26 weeks, is applied across all our programs. Student compliance with SAP is divided into evaluation periods and is assessed at the conclusion of each evaluation period:

Program	Evaluation Clock Hours/Weeks
Cosmetology (1500 Clock Hours)	
1st Evaluation Period Ends:	450 Clock Hours and 13 weeks
2nd Evaluation Period Ends:	900 Clock Hours and 26 weeks
3rd Evaluation Period Ends:	1200 Clock Hours and 35 weeks
Advanced Cosmetology (1800 Clock Hours)	
1st Evaluation Period Ends:	450 Clock Hours and 13 weeks
2nd Evaluation Period Ends:	900 Clock Hours and 26 weeks
3rd Evaluation Period Ends:	1350 Clock Hours and 39 weeks
Advanced Esthetics (750 Clock Hours)	
Evaluation Period Ends:	375 Clock Hours and 10.7 weeks
Nail Technician (200 Clock Hours)	
Evaluation Period Ends:	100 Clock Hours and 2.9 weeks
Advanced Nail Technician (300 Clock Hours)	
Evaluation Period Ends:	150 Clock Hours and 4.3 weeks
Advanced Esthetics and Nail Technician (1050 Clock Hours)	
1st Evaluation Period Ends:	450 Clock Hours and 13 weeks
2nd Evaluation Period Ends:	900 Clock Hours and 26 weeks

*For any student completing the COS 1500 program and transferring into the COS 1800 program, there will be a SAP evaluation conducted at 1500 Clock Hours and 48 weeks to measure continued satisfactory academic progress.

EVALUATION PERIODS ARE BASED UPON ACTUAL HOURS COMPLETED BY THE STUDENT.
NOTE: SAP will be assessed as of the day when the student completed the hours and weeks, as well as academic requirements to date, where an evaluation is due. Additionally, the institute will perform a SAP consultation with the student within 7 days of this date. The student is considered to be making Satisfactory Academic Progress until the next scheduled evaluation if the minimum standards for attendance and academics are met and the student is projected to be able to graduate within the maximum timeframe, at the time of the evaluation.

- Formal Evaluations: You will be given a formal evaluation for each scheduled evaluation. This evaluation will consist of a report card that YOU MUST SIGN. The institution will notify student of all evaluation results and the student will receive a copy of the completed evaluation. Students have access to their filed evaluation results, per CIIC Access to Files & Privacy Policy (Student Handbook & Catalog).
- Disputing Your Evaluation: If you do not agree with your evaluation, you may dispute it. Your dispute must be in writing and submitted within one week of receiving your formal evaluation. Your dispute must contain material evidence. Disputes submitted without material evidence will be denied. For disputing your GPA, material evidence consists of graded papers, tests and/or practicals and client services that demonstrate a grade contrary to the one entered into the computer, or the lack thereof. Our institute is committed to ensuring accurate evaluations, so we have invested in a school management computer program that isnationally recognized.

WARNING / APPEAL / PROBATION :

- Students who fail to meet minimum requirements for attendance or academic progress are placed on warning until the next evaluation period and considered to be making satisfactory academic progress during the warning period. If applicable, students may continue to receive assistance under the Title IV HEA programs for one payment period. At the end of the warning period if the student has met the minimum attendance and academic requirements, the student is considered to be making Satisfactory Academic Progress with no loss of Title IV, HEA eligibility.
- If the student is not meeting the minimum requirements for attendance and academic progress at the end of the warning period, the student is deemed as not making satisfactory academic progress, and if applicable, will lose Title IV eligibility and be required to meet specific criteria of an improvement plan to assist them in regaining

SAP and Title IV eligibility. During this period the student will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Appeal Process:

- A student who loses their financial aid eligibility due to not making SAP at the end of a warning period has the right to file an appeal regarding their Satisfactory Academic Progress Evaluations.
- A student who wishes to appeal their loss of Title IV, HEA eligibility, must obtain a SAP Appeal form from the Financial Planning Office. The student will need to complete the form and submit it to Financial Planning, with any supporting documentation (as noted on the SAP Appeal form), within five (5) business days of being notified that they are in a non-satisfactory progress status.
- The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance beyond the student's control. Documentation the student must provide for the special circumstance includes, but is not limited to, eulogy, newspaper clipping of relative's death, medical documentation, etc. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.
- Once the Director of Financial Planning (or designate) receives the appeal form and supporting documentation from Financial Planning, he/she will evaluate the appeal and make a written determination within three (3) business days from receipt of the appeal documents. Financial Planning will notify the student in writing of the decision and all decisions are final. All documentation from appeal, including written decision are maintained in student's financial planning file, in the Financial Planning Office.

APPEAL GRANTED/FINANCIAL AID PROBATION STATUS:

- Any student that prevails upon the appeal process shall be placed on financial aid probation and will be eligible to receive Title IV, HEA funding during this period. The student may also be placed on an individual development plan to assist the student in regaining SAP at the end of this payment period. Those who are not making SAP at the end of the Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the subsequent payment period. A student must meet SAP prior to having eligibility reinstated.
- If the student is not granted a Probation they will remain on Academic Warning with a loss of Title IV, HEA funding for at least one payment period, at which time they must be making SAP in order to regain Title IV, HEA funding for the next payment period.

REQUIREMENTS FOR THE ACADEMIC IMPROVEMENT PLAN:

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.
- Maintain the minimum academic CGPA or higher in remaining tests, homework, practicals, and hands-on testouts.
- The academic improvement plan will be monitored by the Education Coordinator.
- The school will notify the student each month on their academic improvement status during the monthly progress report/advising session. Status of the students report will be
- written on the progress report form for the student to sign.
- Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.
- Must show that student has the ability to graduate within maximum timeframe.

Leaves of Absences & Withdrawals: A leave of absence will extend the estimated and required dates (which includes the student's contract period and maximum time frame) in direct proportion to the duration of the leave, and the leave duration is not factored into satisfactory academic progress calculations. The student returns from the leave in the same satisfactory academic progress status as when the leave began. With regard to re-entry, if you withdraw from our institute and then re-enroll, you will re-enter in the same SAP status in which you left.

Transfer Students: Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at this institution.

Re-Establishment of Satisfactory Academic Progress: Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements at the next evaluation point.

Reinstatement of Financial Aid: Title IV, HEA funds will be reinstated to qualified students who have received a financial aid probation as a result of a successful appeal or who have re-established satisfactory academic progress by meeting the minimum cumulative attendance and academic requirements at the end of a payment period and are able to complete their program within the maximum time frame.

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

PROFESSIONAL JUDGMENT POLICY:

If you believe you have special circumstances that may warrant a professional judgment with regard to your financial plan, you may fill out a Request for Professional Judgment Packet (obtained from the Financial Planning Office) and turn in the completed packet with supporting documentation to the Financial Planning Specialist. Professional judgments are performed on a case-by-case basis. The Financial Planning Specialist will take into consideration unusual family situations, financial hardship, and other mitigating circumstances that may be cause for a FAFSA adjustment or Dependency Override. All decisions are final, not eligible for appeal, and given to the student in writing within two weeks of all documentation being completed and turned in.

VERIFICATION POLICY:

- All Institutional Student Information Records (ISIRs) selected for verification by CPS will be verified by the Financial Planning Office.
- Verification documents are only put in the file if student is selected for verification. Verification documents may include, but are not limited to, federal tax returns, U.S Citizenship certificate/paperwork, social security card, drivers license, verification worksheet, marriage certificate, social security benefits, child support decree, proof of address documents, etc.
- All verification documentation to complete financial aid packaging and student enrollment must be turned in to the Financial Planning Office in a timely manner. Therefore, there will be a deadline of no later than two weeks after date of notification for all verification to be turned in or student will be locked out of the time clock.
- In the case of any award changes for student due to verification, the Financial Planning Office will notify the student in person, by telephone, email, or postal mail within one week of known change.
- Once verification documentation is turned in and it is found that changes need to be made, the Financial Planning Specialist (FPS) will make an appointment with student to go over changes and input them on the FAFSA as a correction.
- In the case of an overpayment, whether Pell or Direct Loan, the FPS will refer to the Federal Student Aid Handbook, Volume 5, pages 5-1 through 5-11, for instructions specific to each situation.
- Whenever there is conflicting data with regard to a student's financial aid eligibility and information reported by the student, the data conflict will be resolved before any aid is requested for the student.
- The FPS reviews every student's FAFSA. In cases of conflicting data, the student is interviewed for an explanation to resolve conflicting data and/or documentation to resolve the data conflict is requested/required.
- If the FPS suspects a student has committed fraud or engaged in fraudulent behavior, the FPS will gather information/documentation that supports his/her suspicion and submit it to the Vice President, Compliance (VPC) for review. The VPC will review the situation and documentation with the Chief Executive Officer of Creative Images Institute of Cosmetology to determine whether there is sufficient evidence to support an investigation of fraud. If it is so determined that an investigation is warranted, the Office of Inspector General will be notified by the VPC to further investigate the suspected fraud.

CAREER ASSISTANCE:

Employment assistance begins before you even start CIIC. We have many salons and spas that look to CIIC for graduates to fulfill openings. CIIC works hard to maintain high visibility in the industry and a sound reputation so employers know when they hire from CIIC they are getting a well-trained individual. We invite employers in to give in-house interviews and presentations to enhance your learning experience. We send CIIC representatives into the field to meet with employers to continue our strong working relationships. We allow our students the opportunity to interview with and visit employers as a part of our standard training. We also encourage our students and salons to participate in our intern program. Job openings sent to CIIC are posted on social media pages (i.e. Facebook), CIIC's website, and job boards located in both campuses. As a graduate, you are always welcome to use our employment assistance in the future. We cannot ever guarantee employment placement, but we do make numerous attempts to assist you before and after you graduate.

STUDENT'S ACCESS TO FILES & PRIVACY STATEMENT:

- Access to Your Records: CIIC maintains a file in a fire-proof cabinet containing your records; including attendance, hours, grades, etc. You (or parents/legal guardian in the case of a dependent minor student) can have supervised access to your file and records during normal CIIC administrative hours by asking a CIIC administrator or Educator. You are not allowed to write on or take any documents in your file. Your records are kept in CIIC for ten (10) years.
- There is a file printing/copying fee of $0.15 per page.
- Release of Information: You (or parents/legal guardian in the case of a dependent minor student) will be asked to sign The Family Educational Rights & Privacy Act of 1974 (FERPA). This is designed to protect your records from being randomly distributed. It states CIIC does not release your records to anyone without written consent from you, except to specific agencies that are listed on the form. FERPA regulations prevent us from giving out student information to prospective clients.

Notification and Policy of Rights under FERPA

- The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:
    1. The right to inspect and review the student's education records within 45 days after the day Creative Images Institute of Cosmetology receives a request for access. A student should submit to the Financial Planning Office, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
    2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the Campus Manager, clearly identifying the part of the record the student wants changed; specifying why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before CIIC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Creative Images Institute of Cosmetology in an administrative, supervisory, academic, research, or support staff position. A school official also may include a volunteer or contractor outside of Creative Images Institute of Cosmetology who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Creative Images Institute of Cosmetology.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Creative Images Institute of Cosmetology to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including educators, within Creative Images Institute of Cosmetology whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising CIIC's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against

him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

POLICY FOR COMBATING THE UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL BY USERS OF CIIC NETWORK:

- As required by the Higher Education Opportunity Act of 2008, Creative Images Institute of Cosmetology has developed a plan to effectively combat the unauthorized use and distribution of copyrighted material, including peer-to-peer file sharing.
- Computers utilized by CIIC students and staff are periodically monitored for sites visited and content of downloads to ensure that no one is engaging in illegal downloading or unauthorized use or distribution of copyrighted material, including peer-to-peer file sharing. We also have restricted access to our network server, with no students allowed access, other than to the internet. Students must obtain access to school computers directly from their educator.
- CIIC will accept and respond to all Digital Millennium Copyright Act (DMCA) notices received, investigate all complaints made by copyright owners, and implement disciplinary procedures for those to have been found engaging in any illegal downloading or unauthorized use or distribution of copyrighted material or peer-to-peer file sharing.
- If a student or staff member is determined to have engaged in any illegal downloading or unauthorized use or distribution of copyrighted material, including peer-to-peer file sharing, he or she may be subject to disciplinary action, as well as civil and criminal liabilities. Disciplinary action for students may include loss of access to school computers, suspension, and/or expulsion. Disciplinary action for staff members may include a formal write-up, probation, and/or termination of employment.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

- Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.
  Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Policy Review and Access:

- This policy is reviewed periodically (at least annually) for effectiveness and updated legal alternatives for downloading or otherwise acquiring copyrighted material; and is made available to prospective/enrolled students via our school website.

Legal Downloading Alternatives: The following website provides links to legal alternatives for downloading music, video, books, and other media:
http://www.educause.edu/legalcontent

SCHOLARSHIPS:

Scholarships: CIIC cooperates with salons and other organizations who offer scholarships and we are open to working with other scholarship organizations. Scholarships currently available include the following:

- Military Scholarship – As a "Thank You" to our veterans, armed forces and their dependents, eligible recipients will receive 10% off the cost of tuition for any program offered at CIIC. Recipients must meet CIIC's Admission requirements and be an honorably discharged military veteran, an active duty or retired military member or the dependent of a veteran, active duty or retired military member and produce Government issued identification information. Eligible recipients also include National Guard and Reservists. Upon acceptance of this scholarship, recipient agrees to graduate from their chosen program. Scholarship monies represent the last monies paid toward financial obligations to CIIC by the recipient. Failure to graduate and/or to maintain the required attendance and GPA rates could result in losing the scholarship in whole. Scholarship award amounts are not redeemable for cash and are not valid for students currently enrolled at CIIC. See our Admissions or Financial Planning departments for further details.
- Salon Referral Scholarship – Recipient must meet CIIC's Admission requirements and write an essay describing: (A) What does "success" look like to you, and how do you plan to achieve it in this field?; (B) What makes you most excited about learning and training in this field? (C) Why do you want to attend CIIC?: (D) Why would you like to work at the salon offering this scholarship, and what do you hope to bring to the team?; and (E) What does it mean to be a professional in the beauty industry today?
  Upon acceptance of this scholarship, recipient agrees to graduate from the chosen program and pursue a career with the salon granting this scholarship. In the event any one or more of the criteria above are not met, the applicant could lose the scholarship amount in whole. Scholarship monies represent the last monies paid toward financial obligations to Creative Images by the recipient, are not redeemable for cash, and are not valid for students currently enrolled at Creative Images. See our Admissions department for further details.
- Scholarships for Graduating High School Seniors – These scholarships range from $500 to $2,500 for the program of your choice. Eligible recipients must be a current year high school graduate, complete a Contract for Educational Services and meet CIIC entrance requirements, provide a copy of your high school transcript, complete a scholarship application available from our Admissions Department, and submit an essay describing: (A) Why you want to work in this industry; (B) Why you feel you should receive this scholarship; (C) Why you want to attend Creative Images; (D) What your goals are for the future; and (E) What type of charitable works or community-focused actions you have performed. Applications must be received by March 10th, for committee review. Scholarships are awarded by May 15th. Recipients must start their program within the current year, subject to availability. Scholarship monies represent the last monies paid toward financial obligations to Creative Images by the recipient. Scholarship award amounts are not redeemable for cash. See your Admissions Representative for further details.
- Beauty Industry Scholarships - Recipient must meet CIIC's entrance requirements. Scholarship monies represent the last monies paid toward financial obligations to CIIC by the recipient and are not redeemable for cash. See our Admissions Department for further details on these scholarship opportunities.
- Scholarship Conditions- Recipient must begin classes on their scheduled class starting date (certain mitigating circumstances may be considered which may include (and not limited to); natural disasters, direct military deployment (student or direct relative as spouse-Mother-Father), documented medical and/or legal circumstances of significant nature. The student is to graduate with an Attendance Rate and an academic GPA of no less than 85% or the scholarship may be revoked in full.
  - Revoked Scholarships-if a loss of scholarship occurs in which CIIC does not receive scheduled funding, the student will become liable for the scholarship amount to CIIC, per the student's Contract for Educational Services with CIIC.

PAYMENTS & FEES:

For payment of fees and tuition, CIIC accepts cash, check, money orders, and major credit cards except American Express. Additional fees may include Change of Program Fee ($50) and Campus Transfer Fee ($50), as applicable. We also have the option of making tuition payments through our online payment portal located on the home page of our school website. Please note: Once student has presented a dishonored check to CIIC, all further financial obligations must be satisfied via cash, money order, credit card or cashier/certified check. For checks returned for non-sufficient funds (NSF), we charge a $25 NSF fee.
Fee Policy (waiver): Students who have mitigating circumstances, CIIC may, at its discretion, opt to waive certain fees.

Provision for our U.S. Veteran students:
In accordance with Section 103 of the Veterans Benefits and Transition Act of 2018, Creative Images Institute of Cosmetology will not impose any penalty, including the assessment of late fees, the denial of access to classes or other institutional facilities. In addition, Creative Images Institute of Cosmetology will not require a Chapter 31 or Chapter 33 recipient to borrow additional funds to cover the individual's inability to meet his or her financial obligations due to the delayed disbursement of a payment by the U.S. Department of Veterans Affairs.

Payment Methods & Terms of Payment of Monies Owed by Student to CIIC Payment options may vary based on the financial planning process, qualifications and availability thereof.	
• Full payment at time of signing this Enrollment Contract.	
• Third party financing – agreement between Student and the third party.	
• Student will pay a set amount before classes begin and will make consecutive monthly payments according to a payment plan.	
• Federal Student Aid – utilized to pay Student's program charges, and if needed, private payments in addition thereof.	

ADVISING SERVICES:

Career Advising: When you originally visited CIIC you were given information about the industry. If at any time during your program of study, should you want any additional career consultations to explore career interests, ask an Admissions Representative.
Attendance & Academic Advising: During your enrollment period you are given the opportunity to meet privately with your educator(s) to discuss your progress and/or problem areas.

RULES AND REGULATIONS:

Conduct Policy: Students are expected to act professionally; including practicing the golden rule (treating others how you want them to treat you), and using proper vocabulary (no profanity, yelling, threatening, etc.). Students are required to follow CIIC's rules and regulations, which may change at CIIC's discretion. For those students who decide to break CIIC's rules and/or regulations, there are corresponding actions CIIC will take. CIIC would like to avoid enacting corrective communications for improper behavior, so we expect cooperation and respect from all students and for all students to professionally treat all CIIC personnel, classmates, clients and other guests with courtesy, kindness and respect.

- Misuse of dress code.
- Posting negative or slanderous comments regarding CIIC.
- Use of abusive and/or offensive language.
- Inappropriate conduct or behavior [including in CIIC, in the parking lot, on school functions (field trips), etc.].
- Deviation from sanitary procedures.
- Leaving your assigned education space without permission from your Educator.
- Using CIIC phones for personal use outside of an emergency (this includes other people calling you and saying it is an emergency when it is not).
- Eating and/or drinking, other than sealed water in no more than a 38.5 oz., container, in scheduled and assigned time in classrooms is prohibited. Food and beverages may be consumed in classrooms and break rooms during student assigned breaks and lunch. Following those exceptions such food and beverages must be stored out of sight as to not interfere with the educational experience.
- Refusing an educational assignment and/or not adhering to educational instruction.
- Cellular phones are not to be used at CIIC unless for approved educational purposes or on an assigned break in the break room or classroom.
- Exiting CIIC premises without clocking out and/or without permission.
- Receiving chargeable personal services without following Student Service Guidelines.
- Committing fraudulent acts.
- Vandalism and/or theft of property belonging to CIIC, its staff, its students or its guests.
- Attending CIIC under the influence of alcohol and/or non-prescription drugs (including in the parking lot and while on field trips).
- Having and/or promoting alcohol and/or non-prescription/prescription drugs of any sort on CIIC grounds (including the parking lot and while on field trips. Prescription drug information must be on file with CIIC if the student is to take such drugs during the course of their schedule.
- Possession and/or promotion of weapons on CIIC grounds (including the parking lot and while on field trips).
- Physical abuse of, or serious threat of physical harm to, CIIC staff, students or guests. All threats are taken seriously and punished accordingly.
- Breaking State Board regulations.
- Acts of discrimination.
- Smoking in non-designated areas will first result in a warning, then suspension and finally expulsion
- No solicitation. .
- Other acts that CIIC, at its sole discretion, deems serious enough to warrant Progressive Communication, which may include withdrawal.

DISCLAIMERS:

- In addition to being expelled for acts of vandalism and/or theft, CIIC will prosecute to the fullest extent of the law.
- CIIC maintains the right to change the corresponding punishments for each action as it sees fit.
- The above-listed rules, regulations and corresponding punishments are subject to change from time to time without notice. CIIC maintains the right to enforce all rules and regulations, written or unwritten.

COMPLAINT PROCEDURE:

As a general rule, CIIC has an Open-Door Policy, meaning we are open to your ideas, suggestions and opinions (refer to the Who Do You Turn To For Help). We appreciate hearing from our students as it is our intention to provide you with a quality education and educational environment. A good time to bring up ideas is during your evaluations. If something is bothering you, please speak with your Educator first. If the problem is still not resolved, see the Campus Manager. If, during your enrollment, you have a problem you feel is not being resolved after speaking with your Educator and Campus Manager, please follow these steps:

1. Submit a formal complaint in writing to the Chief Executive Officer (CEO) within sixty days of the date that the act which is the subject of the grievance occurred. You must either hand deliver or mail via certified mail the complaint to only one of three CIIC officials: (1) your Educator; (2) Campus Manager; or (3) the CEO. The complaint, at a minimum, must contain:

a. Your full name.
b. Your program of study.
c. Date of the incident.
d. Date you submit the complaint.
e. Thoroughly explain the full nature of the complaint. Include any necessary documentation to support your complaint.
f. Thoroughly describe what resolution you are seeking.
g. Be sure to sign your letter/complaint.

2. The complaint will be reviewed by management and whereas we do our best to provide a response in 10 days, a response will be sent in writing to you within at least 30 days of receiving the complaint. Because we strive to provide a high level of customer service, we will make every effort to resolve any issues that are not frivolous or without merit. Please understand that the initial response may not provide for final resolution of the problem but will notify you of continued investigation and/or actions being taken regarding the complaint.
3. If the complaint is of such nature that it cannot be resolved by management, it will be referred to an appropriate agency if applicable.
4. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
5. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by CIIC who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in CIIC, and another member who may not be employed by CIIC or related to the owners of CIIC. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by CIIC'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's testimony and a recommended resolution for the dispute. CIIC management, led by the CEO, shall consider the report and either accept, reject, or modify the recommendations of the committee.
6. After Student follows this complaint procedure and if Student is not satisfied with the result from CIIC, Student can contact outside resources; including:
    a. The Ohio State Cosmetology and Barber Board: 1929 Gateway Circle, Grove City, Ohio, 43123; phone number: 614-466-3834.
    b. NACCAS: 3015 Colvin Street, Alexandria, VA 22314; phone number: 703-600-7600.

Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in CIIC files in order to determine the frequency, nature, and patterns of complaints for CIIC.

WITHDRAWAL AND SETTLEMENT POLICY:

Enrollment Termination: If CIIC classifies Student as unofficially withdrawn after Student is absent for a period of fourteen (14) consecutive days, CIIC will classify Student's official termination date as Student's last day of physical attendance; which shall be used for computing Student's financial liability. Unofficial withdrawals for clock hour Students are determined by CIIC through monitoring clock hour attendance. The refund is calculated based on scheduled hours from Student's start date through Student's last date of attendance. Student shall be responsible for a $150.00 Termination Fee in any termination under this article. If Student and/or Student's legal guardian (in the event Student is a dependent minor) terminates his/her enrollment at CIIC or CIIC terminates Student's enrollment, such termination must be done so in writing. Said notice shall be served personally upon the opposite party or by U.S. Mail, postage pre-paid. If Student delivers notice in person, it must be delivered exclusively to a school Manager/Director. Notice shall be effective according to the postmark on said notice or upon the date of personal delivery. Any refunds due Student by CIIC under this article shall be made to Student within forty-five (45) days of a determination that Student has withdrawn, whether officially or unofficially, which shall occur on the earlier of the dates that: (1) Student is not accepted by CIIC and is entitled to a refund of all monies paid except the $100.00 non-refundable Application Fee which can be applied for up to one year from the original start date deposited for, (may be refundable by senior management approval for military circumstances, and circumstances as determined by the Financial Planning Department.); (2) Student or legal guardian cancels this Contract and demands his/her money back in writing within three business days of signing this Contract regardless of whether Student has actually started training, all monies collected by CIIC are refunded except the $100.00 non-refundable Application Fee (may be refundable by senior management approval) ; (3) Student or legal guardian cancels this Contract after three business days of signing this Contract but prior to entering classes, Student is entitled to a refund of all monies paid to CIIC less the $100.00 non-refundable Application Fee and the $250.00 Registration Fee; (4) Student or legal guardian notifies CIIC of Student's withdrawal; (5) If Student is on an approved LOA and Student does not return by the final specified date of return, and/or Student notifies CIIC in writing of Student's intent to terminate, Student shall be terminated and the date of withdrawal shall be the earlier of the date of expiration of the LOA or the official date of the notification; or (6) Student is withdrawn by CIIC. If Student or their legal guardian cancels Student's Contract or Student is discontinued by CIIC after three business days of the signing of this Contract and after Student has started classes, Student shall be liable for the per item charge of all materials issued to Student by that time (Student keeps issued materials(non-refundable)), for the $100.00 Application Fee, the $250.00 Registration Fee, the applicable Lab Fee, the $150.00 Termination Fee and for tuition according to the Tuition Adjustment Schedule:

TUITION ADJUSTMENT SCHEDULE

Percentage Length Completed to Total Length of Program or Academic Year (if student is still in first academic year of program)	% Of Tuition Owed To CIIC By Student
0.01% to 4.99%	20%
5.00% to 9.99%	30%
10.00% to 14.99%	40%
15.00% to 24.99%	45%
25.00% to 49.99%	70%
50.00% and over	100%

Student understands that if Student is out of attendance (except during an approved LOA) that Student is classified as enrolled and Student is accruing instructional charges accordingly. Equipment charges and fees are always held separate from tuition charges. If Student is forced into termination for reasons beyond the immediate control of Student, such as dismemberment, natural disasters, etc., CIIC will make a settlement to Student which is reasonable and fair to both parties. All monies owed to the Federal Department of Education (USDOE) Title IV Programs, as calculated per current Refund/Return to Title IV Policies as published by the USDOE, shall be returned to the appropriate USDOE Title IV Programs within forty-five (45) days of determining Student's withdrawal; not to exceed sixty (60) days for unofficial withdrawals.

Course and/or Program Cancellation & School Closure:

1. If a course and/or program is canceled subsequent to Student's enrollment and before instruction in the course and/or program has begun, CIIC at its option shall: (a) provide a full refund of all monies paid; or (b) provide completion of the course and/or program.

2. If CIIC cancels a course and/or program and ceases to offer instruction after Student has enrolled and instruction has begun, CIIC shall at its option: (a) provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or (b) provide completion of the course and/or program; or (c) participate in a Teach-Out Agreement; or (d) provide a full refund of all monies paid.
3. If CIIC closes permanently and ceases to offer instruction after Student has enrolled and instruction has begun, CIIC will make arrangements for students where at its option shall: (a) provide a pro-rata refund; or (b) participate in a Teach-Out Agreement.
4. In the event of a pro-rata refund, CIIC shall use a pro-rata calculation to determine Student's tuition obligation versus the percentages reflected in the tuition adjustment schedule, and a list of all the students who were enrolled at the time of school closure including the amount of each pro-rata refund will be reported to NACCAS.

Transfer Students Who Transfer From CIIC To Another Beauty School: The same refund guidelines apply for you as with any student who is discontinued or who discontinues. Additionally, you will need to have all outstanding balances paid to CIIC in full prior to CIIC releasing your hours to another beauty school. Once all outstanding balances are paid in full to CIIC, we will promptly transfer your hours (within a maximum time frame of thirty days). Your hours will be transferred to the Ohio State Cosmetology and Barber Board on a DT-1 Form, and from there your hours will be transferred to the school of your choice.
Leave of Absence (LOA): If you are on an LOA and notify CIIC you will not be returning the date of withdrawal shall be your last day of physical attendance.
Refunds by CIIC: In the event CIIC should ever owe you a refund, it would be sent no later than forty-five (45) days from the time we receive your official cancellation or withdrawal, this is to include refunds due as a result of you not returning from an LOA.
Returns to Title IV: Federal Financial aid, such as Pell Grants and Direct Student Loans, are considered Title IV aid distributed by the U.S. Department of Education. If you receive any of these Title IV funds while attending our institution and then discontinue, a Return to Title IV funds calculation will be made. This calculation determines whether any Title IV funds received were unearned by the student at time of discontinuance. The calculation is based upon the number of hours the student was scheduled for in his/her last payment period before discontinuing. If a student was not scheduled for more than 60% of the hours in that payment period at the time of discontinuance, a portion or all of the aid received during that payment period will have to be returned to the U.S. Department of Education. This will increase the amount the student will owe to our institution. Please refer to our Return To Title IV Funds Policy for more details.
Collection Policy: Our collection procedures reflect good taste and sound, ethical business practices. Our accrediting commission is not used in name or elsewhere in any collection activities; collection correspondences regarding cancellation and settlement from CIIC itself, banks, collection agencies, lawyers or any other third parties representing CIIC clearly acknowledge the existence of the withdrawal and settlement policy of CIIC; and for use with third parties, a part of your enrollment contract authorizes CIIC to sell or discount to third party collection agencies who are required to collect in direct accordance with the withdrawal and settlement policy of this institution.

RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Creative Images Institute of Cosmetology will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY
This policy applies to students' who withdraw official, unofficially or fail to return from a leave of absence or dismissed from enrollment at Creative Images Institute of Cosmetology. It is separate and distinct from the Creative Images Institute of Cosmetology refund policy. (Refer to institutional refund policy)
The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.
The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds do not include funds from sources other than the Title IV, HEA programs.
Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.
The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.
The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.
"Official" Withdrawal from the School
A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Planning office or Assistant Campus Manager in writing of their intent to withdraw.
The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:
1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Creative Images Institute of Cosmetology, records.

Upon receipt of the official withdrawal information, Creative Images Institute of Cosmetology, will complete the following:
1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. Two calculations are performed:
   a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
   b. Calculate the school's refund requirement (see school refund calculation):
3. The student's grade record will be updated to reflect his/her final grade.
4. Creative Images Institute of Cosmetology will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The school will provide the student with a letter explaining the Title IV, HEA requirements:
   a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
   b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled

attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.

c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet and letter will be kept in the student's file.

Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, the Financial Planning office must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for 14 consecutive calendar days, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date of the 14th day of consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. CREATIVE IMAGES INSTITUTE OF COSMETOLOGY calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. CREATIVE IMAGES INSTITUTE OF COSMETOLOGY, Financial Planning office will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, CREATIVE IMAGES INSTITUTE OF COSMETOLOGY will provide the student with a refund letter explaining Title IV requirements:
   a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
   b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
   c) Supply the student with a final student ledger card showing outstanding balance due the school and the available methods of payment.
9. A copy of the completed worksheet and letter will be kept in the student's file.

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the payment period. Title IV,HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Planning Director.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

CREATIVE IMAGES INSTITUTE OF COSMETOLOGY measures progress in Clock Hours and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE TOTAL
HOURS IN PERIOD = % EARNED

b) If this percentage is greater than 60%, the student earns 100%.
c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed; or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or

less.
CREATIVE IMAGES INSTITUTE OF COSMETOLOGY will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

a) Repay the overpayment in full to CREATIVE IMAGES INSTITUTE OF COSMETOLOGY or Sign a repayment agreement with the U.S. Department of Education.

Order of Return
CREATIVE IMAGES INSTITUTE OF COSMETOLOGY is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.
In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans – received on behalf of the student
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV, HEA assistance

Post-Withdrawal Disbursement
If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt (student has 14-days to respond to accept or decline the offer). Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).
The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The school will disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew, and disburse any loan funds a student accepts within 180 days of that date.
Time frame for returning an unclaimed Title IV, HEA credit balance
If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.
If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.
The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.
Institution Responsibilities in regard to return of Title IV, HEA funds
CREATIVE IMAGES INSTITUTE OF COSMETOLOGY's responsibilities in regard to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for thosestudents;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.
Overpayment of Title IV, HEA Funds
Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with Department of Education to return the amount of unearned grant funds.
Student Responsibilities in regard to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were disbursed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional official.

Refund vs. Return to Title IV, HEA Funds
The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that CREATIVE IMAGES INSTITUTE OF COSMETOLOGY may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. CREATIVE IMAGES INSTITUTE OF COSMETOLOGY may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.
If you do not already know what CREATIVE IMAGES INSTITUTE OF COSMETOLOGY's refund policy is, you may ask your School's Financial Planner for a copy.
Return to Title IV, HEA questions?
If you have questions regarding Title IV, HEA program funds after visiting with your Financial Planning Specialist, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.
*This policy is subject to change at any time, and without prior notice.

HOW TO VOTE:

It is your civil right to vote, so we encourage all students to do so. All you need to do is to register at your local Driver's License Bureau, where you can also find out where it is you go to vote at the various election times. You can vote for local authorities in your city, for State Representatives, and for the President.

REQUIREMENTS NEEDED FOR YOUR STATE BOARD EXAM APPLICATION:

YOUR APPLICATION IS YOUR RESPONSIBILITY: It is our intention to get your State Board application processed within two business days of your graduation, but before we can submit your application, we will need the following information from you at your graduation appointment with our Education Coordinator:

- Completed Forms: Fill out the State Board exam fee application in advance. Although this form cannot be completely filled out until the day you graduate, you can fill out the majority of it now.
- Proof of Education: A copy of your proof of education submitted at time of enrollment.
- Valid photo ID: We are required to send in valid photo identification with your State Board paperwork, so if your photo ID copy that we have for you in your file has expired, you will need to turn in a current, valid photo ID for our records and your State Board paperwork.
- Exam Fees: A credit/debit card for $40.00, for the regular exam and $40.00 for the advanced exam (total of $80.00). If you want a work permit, it is an additional $15.00. Fees are set by the Ohio State Cosmetology and Barber Board.
- We have guides for taking the State Board licensing exam, so be sure to get one from your Educator.
- COSMETOLOGISTS & ESTHETICIANS: We request you meet with the Education Coordinator one month in advance if possible, but one week at a minimum.
- NAIL TECHNICIAN STUDENTS: You need to make your graduation appointment once you transition from theory to Student Salon.
- ALL STUDENTS: Any student who does not turn in the required items in advance, is subject to not having the application ready within two business days of your graduation day.

- Creative Images Institute of Cosmetology does not support or endorse a boutique type of beauty career. As a result, we only support full licensure.

SUMMARY STATEMENT:

CIIC strives to provide you with an education that far exceeds the industry standards, but it is not possible for us to give you this education unless you apply yourself. Your cooperation is absolutely essential to your success in CIIC and in the industry after you graduate from here. All the principles we teach and require you to follow are designed to get you your license and to give you a competitive edge in your career, so the harder you work here is the easier it will be for you in your career. Thanks again for choosing us and we look forward to adding you to our list of satisfied and successful graduates.

ATTACHMENT A-1
ORGANIZATIONAL HIERARCHY

Updated September 2025

HOME OFFICE (Vandalia)

Title	Name
Chief Executive Officer/Owner	Charles Gross
Vice President	Cheryl Gross
Vice President, Compliance	Angie Copeland
Vice President, Finance	Kurt Westfall
Vice President, Marketing	Samantha Sternad
Director, Financial Planning	Autumn Lewin
Fiscal Coordinator	Paige Collins
Education Developer	Katie Kiraly
Student Experience Coordinator	Olivia Lay

Title	Vandalia Campus	Centerville Campus
Campus Manager	Jessica Fasick	Tracy Watts
Admissions Representative	Kalani Hubbard Caitlyn Bordelon	Christina Turrin Keyona Smith
Financial Planning Specialist	Gwynndalen McGrath	Autumn Lewin
Education Coordinator	Mackenzie Christopher	Jade Shanks
Cosmetology Educator – Classroom, Days	Shirlynn Kirby	Monica Boyd
Cosmetology Educator – Classroom, Eves	Crystal Black	Shawna Glenn
Esthetician Educator – Days	Sharay Dixon/Jaquata Mitchell	NA
Esthetician Educator – Eves	Brandone Allen	NA
Nail Technician Educator – Days	Valentina Carson	Jordan Washington
Nail Technician Educator – Eves	Amber Berlin Combs	Sophia Gates
Student Salon Educator – Days	Fathiyyah Al'Quddus Seaham Farraj	Linda Turner Tiffany Clay
Student Salon Educator - Eves	Emily Blanton Taylor Linkhart	Deborah Atkinson

ATTACHMENT A: PROGRAM START DATES & PROGRAM COSTS
(Effective October 2025)

Cosmetology Program Cost:

Tuition ($14.40/hour)	$21,600
Kit and Books (non-refundable)	$ 2,764
Supplies/Lab Fee	$ 1,064
Registration Fee (non-refundable after 3 bus days)	$ 250
Non-Refundable Application Fee	$ 100
Total Cosmetology Program Cost	$25,778

Advanced Cosmetology Program Cost

Tuition ($14.40/hour)	$25,920
Kit and Books (non-refundable)	$ 2,878
Supplies/Lab Fee	1,266
Registration Fee (non-refundable after 3 bus days)	$ 250
Non-Refundable Application Fee	$ 100
Total Advanced Cosmetology Program Cost	$30,414

***Per State Board hour/curriculum requirements, no additional Saturdays, extended hours, nor Monday hours are allowed during the Advanced portion.**
***If adding Advanced portion of Cosmetology after completion of Cosmetology program and before graduating, you will receive a Discount; so, the final cost will not be more than the total cost of the Adv. Cos. Program.**

Kit, Books & Supplies (non-refundable):

- Kit: You receive one of the largest training kits in the nation, including higher quality items that enable you to render quality services. Although CIIC attempts to provide you with ample equipment to complete the program, you may be required to purchase additional items.
- Supplies & Lab Fee: This charge includes all supplies and school equipment utilized in the practicing of required techniques for all subjects - including but not limited to shampoo, conditioner, styling products, texturizing products, relaxers and color, along with use of shampoo bowls, stations, thermal equipment, and all other supplies and equipment student will need to adequately practice all required subjects. Most, if not all, products are professional grade to enhance your learning experience.
- As our curriculum is updated, you may be required to purchase additional items (such as books).

Note: Program costs are subject to change.

2026 Start Dates: Jan. 12, Feb. 9/17, Mar. 23, April 13/20, May 18, June 1/22, July 13, Aug. 10/17, Sept. 21, Oct. 12/19, Nov. 16/30, Dec. 21

Advanced Esthetics Program Cost:

Effective October 2025

Tuition ($14.40/hour)	$10,800
Kit and Books (non-refundable)	1,231
Supplies/Lab Fee	884
Registration Fee (non-refundable after 3 bus days)	250
Non-Refundable Application Fee	100
Total Esthetics Program Cost	$13,265

Advanced Esthetics & Nail Technician Program Cost: Effective October 2025

Tuition ($14.40/hour)	$15,120
Kit and Books (non-refundable)	1,962
Supplies/Lab Fee	1,313
Registration Fee (non-refundable after 3 bus days)	250
Non-Refundable Application Fee	100
Total Program Cost	$18,745

Kit, Books & Supplies (non-refundable):

- Our goal is to provide for you the equipment and supplies you need to sufficiently practice the required techniques and to reach a graduate skill level. Your kit includes books and equipment designed to be used for both classroom and Student Salon practical training.
- Supplies & Lab Fee: This charge includes all supplies and school equipment utilized in the practicing of required techniques for all subjects - including but not limited to makeup and skincare products, applicators, facial equipment and all other supplies and equipment student will need to adequately practice all required subjects. Most, if not all, products are professional grade to enhance your learning experience.
- You will be using salon professional products to best prepare you for the types of products you will be using in your career. We will provide you with supplies and products for client services.
- As our curriculum is updated, you may be required to purchase additional items (such as books).

Note: Program costs are subject to change.

2026 Start Dates: Feb. 23, Mar. 9, May 4, July 13/20, Sept. 21, Nov. 30

Nail Technician Program Cost:

Effective October 2025

Tuition ($14.40/hour)	$ 2,880
Kit and Books (non-refundable)	603
Supplies/Lab Fee	307
Registration Fee (non-refundable after 3 bus days)	250
Non-Refundable Application Fee	100
Total Program Cost	$ 4,140

Advanced Nail Technician Program Cost

Tuition ($14.40/hour)	$ 4,320
Kit and Books (non-refundable)	759
Supplies/Lab Fee	429
Registration Fee (non-refundable after 3 bus days)	250
Non-Refundable Application Fee	100
Total Program Cost	$ 5,858

Supplies & Lab Fee: This charge includes all supplies and school equipment utilized in the practicing of required techniques for all subjects - including but not limited to supplies needed for the practice of full sets, manicures, pedicures and other nail practical services along with the use of CIIC equipment utilized in the practice of nail services. Use of equipment and products issued are in measured quantities designed to allow the student to adequately practice all required subjects. Most, if not all, products are professional grade to enhance your learning experience.

Payment Options:

1. Cash Upfront: *SAVE $500!*
   - Nail Technician: $3640 with $350 due at registration and $3290 due before Orientation.
   - Advanced Nail Technician: $5358 with $350 due at registration and $5008 due before Orientation.

2. Paid by Graduation: *SAVE $350!*

	Cost	Due at Registration	Due before Orientation	Pmts	Amount	Term
Nail Technician	$3790	$350	$1540	2	$950	Every 3 weeks
Advanced Nail Technician	$5508	$350	$2008	3	$1050	Every 3 weeks

*Note: All payments must be received by graduation or discount(s) will be lost. Every 3 weeks' payments will begin on the first of the month, past the student's class start date.

3. 3 Months Same as Cash: 0% APR!

	Due at Registration	Due before Orientation	Pmts	Amount	Term
Nail Technician	$350	$950	3	$774	Monthly
Advanced Nail Technician	$350	$1779	3	$975	Monthly

*Note: All payments must be made on time.

4. Extended Financing:

	Due at Registration	Due before Orientation	Pmts	Amount	Term
Nail Technician	$350	$1490	4	$650	Monthly
Advanced Nail Technician	$350	$1608	6	$700	Monthly

*Note: Payments reflect a $300 financing fee.

*You will receive supplies to perform the required classroom practicals and Student Salon services for paying patrons.
*Program costs, kit contents and brands used are subject to change.

2026 Start Dates: Jan. 26/27, Mar. 2/3/23/24, Apr. 27/28, May 18/19, June 22/23, July 6/7, Aug. 10/11/24/25, Sept. 28/29, Oct. 12/13, Nov. 16/17, Dec. 7/8

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Cosmetology

REQUIRED PROGRAM SCHEDULE

1500-HOUR COSMETOLOGY:

FULL-TIME (DAYS): about 46 WEEKS (approx. 11 months)*

- First 13 Weeks (Classroom): Monday thru Friday 8:30am – 4:00pm
- Remaining Weeks (Student Salon): Tuesday thru Friday 8:30am – 5:00pm
  : Two scheduled Saturdays per month from 8:30am – 4:00pm

PART-TIME (EVENINGS): about 82 WEEKS (approx. 19 months)*

- First 26 Weeks (Classroom): Monday thru Thursday 5:30pm – 9:30pm
  : Two scheduled Saturdays per month from 8:30am – 4:00pm
- Remaining Weeks (Student Salon): Monday thru Thursday 5:30pm – 9:30pm
  : Two scheduled Saturdays per month from 8:30am – 4:00pm

1800-HOUR ADVANCED COSMETOLOGY:

FULL-TIME (DAYS): about 55 WEEKS (approx. 13 months)* – Same schedule as above.

PART-TIME (EVENINGS): about 98 WEEKS (approx. 23 months)* – Same schedule as above.

1800-HOUR ADVANCED COSMETOLOGY STUDENTS:

- You first complete the 1500-Hour Cosmetology Program and then add the 300-Hour Advanced.
- Evening Students must attend Wednesdays during the day from 8:30am – 5:00pm for Advanced training.

ALL STUDENTS:

- On Saturdays, Phase 1/Classroom Students primarily concentrate on front desk, dispensary, and reviewing or practicing subjects learned during the week.
- Weeks provided for completion are estimates based upon attending the required schedule.
- All schedules are subject to change.

*Please note: Due to our graduation date calculation including any upcoming holidays/school closings, the number of weeks for program completion are approximate; depending on what holidays occur during student's enrollment period.

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Advanced Esthetics

REQUIRED PROGRAM SCHEDULE

750-HOUR ADVANCED ESTHETICS:

FULL-TIME (DAYS): about 23 WEEKS (approx. 5 ½ months)*

- First 9 Weeks (Classroom): Monday thru Friday 8:30am – 4:00pm
- Remaining Weeks (Student Salon): Tuesday thru Friday 8:30am – 5:00pm
  : Two scheduled Saturdays per month from 8:30am – 4:00pm

PART-TIME (EVENINGS): about 41 WEEKS (approx. 9 ½ months)*

- First 19 Weeks are Classroom and remainder is Student Salon
- Schedule: Monday thru Thursday 5:30pm – 9:30pm
  : Two scheduled Saturdays per month from 8:30am – 4:00p

IMPORTANT NOTES:

ALL STUDENTS:

- You are provided a half-hour lunch break each day that you attend six or more hours.
- On Saturdays, Classroom Students primarily concentrate on front desk, dispensary, and reviewing or practicing subjects learned during the week.
- Weeks provided for completion are estimates based upon attending the required schedule.
- All schedules are subject to change.

*Please note: Due to our graduation date calculation including any upcoming holidays/school closings, the number of weeks for program completion are approximate; depending on what holidays occur during student's enrollment period.

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Advanced Esthetics & Nail Technician

REQUIRED PROGRAM SCHEDULE

1050-HOUR ADVANCED ESTHETICS & NAIL TECHNICIAN:

FULL-TIME (DAYS): about 32 WEEKS (approx. 7 ½ months)*

- First 9 Weeks (Esthetician Classroom): Monday thru Friday 8:30am – 4:00pm
- Next 2 Weeks (Nail Tech Classroom): Tuesday thru Friday 8:30am – 1:30pm
  : Two scheduled Saturdays month from 8:30am – 4:00pm
- Remaining Weeks (Student Salon): Tuesday thru Friday 8:30am – 5:00pm
  : Two scheduled Saturdays per month from 8:30am – 4:00pm

PART-TIME (EVENINGS): about 57 WEEKS (approx. 13 months)*

- First 25 weeks are Classroom and remainder is Student Salon.
- Schedule: Monday thru Thursday 5:30pm – 9:30pm
  : Two scheduled Saturdays per month from 8:30am – 4:00pm

IMPORTANT NOTES:

ALL STUDENTS:

- You are provided a half-hour lunch break each day that you attend six or more hours.
- On Saturdays, Classroom Students primarily concentrate on front desk, dispensary, and reviewing or practicing subjects learned during the week.
- Weeks provided for completion are estimates based upon attending the required schedule.
- All schedules are subject to change.

*Please note: Due to our graduation date calculation including any upcoming holidays/school closings, the number of weeks for program completion are approximate; depending on what holidays occur during student's enrollment period.

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Nail Technician

REQUIRED PROGRAM SCHEDULE

200-HOUR NAIL TECHNICIAN:

FULL-TIME (DAYS): about 7 WEEKS*

- First 2 Weeks (Classroom): Tuesday thru Friday 8:30am – 1:30pm
  : One scheduled Saturday from 8:30am – 4:00pm
- Remaining 5 Weeks (Classroom & Student Salon): Tuesday thru Friday 8:30am – 4:00pm
  : Two scheduled Saturdays from 8:30am – 4:00pm

PART-TIME (EVENINGS): about 11 WEEKS*

- First 6 weeks are Classroom and remainder is Student Salon.
- Schedule: Monday thru Thursday 5:30pm – 9:30pm
  : Two scheduled Saturdays per month from 8:30am – 4:00pm

300-HOUR ADVANCED NAIL TECHNICIAN:

FULL-TIME (DAYS): about 11 WEEKS* – Same schedule as above.

PART-TIME (EVENINGS): about 17 WEEKS* – Same schedule as above.

IMPORTANT NOTES:

ALL STUDENTS:

- You are provided a half-hour lunch break each day that you attend six or more hours.
- On Saturdays, Classroom Students primarily concentrate on front desk, dispensary, and reviewing or practicing subjects learned during the week. Once you complete a subject in Classroom, you have the option to begin performing client services only for those subjects.
- Weeks provided for completion are estimates based upon attending the required schedule.
- All schedules are subject to change.

*Please note: Due to our graduation date calculation including any upcoming holidays/school closings, the number of weeks for program completion are approximate; depending on what holidays occur during student's enrollment period.

ATTACHMENT B: SALON INTERNSHIP PROGRAM

STATE BOARD + CIIC RULES & PROCEDURES FOR THE SALON INTERNSHIP PROGRAM

Creative Images Institute of Cosmetology
Student Internship Program
Rules & Procedures for the Student

IT IS IMPORTANT FOR ALL STUDENTS TO UNDERSTAND THAT THIS PROGRAM IS A BENEFIT TO YOUR CAREER PREPARATION. THIS IS ANOTHER EXAMPLE OF HOW CIIC IS CONCERNED WITH GIVING OUR STUDENTS THE BEST EDUCATION POSSIBLE. YOU WILL BENEFIT FROM YOUR PARTICIPATION IN THIS PROGRAM.

1. Eligibility: In order to participate in the Salon Internship Program, students must meet the following criteria:
   You must be in satisfactory progress for both attendance and academics.
   - You must have a minimum of:
     i. 1050 hours if you are in the Cosmetology Program.
     ii. 525 hours if you are in the Advanced Esthetics Program.
     iii. 150 hours if you are in the Advanced Nail Technician Program.
     iv. 100 hours if you are in the Nail Technician Program.
   - You must be attending your schedule.
   - Student must complete internship program no later than two full business weeks prior to estimated graduation date to ensure the school is given proper time to review intern hours and assessments and calculate student's graduation date and time accurately.
2. Requirements for Hours:
   - You are allowed to complete a maximum of:
     i. 180 hours in a salon if you are in the Advanced Cosmetology Program.
     ii. 150 hours in a salon if you are in the Cosmetology Program.
     iii. 75 hours in a salon if you are in the 750-hour Advanced Esthetics Program.
     iv. 20 hours in a salon if you are in the Nail Technician Program.
     v. 30 hours in a salon if you are in the Advanced Nail Technician Program.
   - You must be in attendance at CIIC while you are participating in this program. In other words, you cannot exclusively accumulate hours in a salon. You must be attending both the salon and CIIC in order to receive hours for your salon hours.
   - For each week, you cannot complete more hours in the salon than in CIIC; but you can complete more hours in CIIC than in the salon. If you intern more hours than you attend school in any given week, the intern hours above what you attended in school will NOT be accepted.
   - When you create your schedule with the salon, make sure you plan to either be in the salon on a given day or in the school, not both (in other words, we do not allow you to attend in the morning at the school and then go to the salon in the afternoon – you attend at the salon for a day and then the school a day).
3. Getting Started:
   - Start the process 3 to 4 weeks before you plan on interning.
   - READ the materials in this package (both produced by the school and the Ohio State Cosmetology and Barber Board (OSCBB)).
   - The Internship Agreement & Release, Orientation Checklist, and Salon Setup Form, in this packet must be completed and signed by you and the salon mentor and given to your CM or designated school official.
4. Process:
   - Once you have completed your internship packet, this information is forwarded to the (OSCBB) for approval. This may take up to two weeks to get approval.
   - Once approved by the OSCBB, CIIC will provide an Intern ID badge to the student.
5. Reporting:
   - Familiarize yourself with the following forms that need to be completed:
   - Record of Hours: This form is provided to you and is used to monitor your hours at the salon. It must be signed by the Salon Mentor. This form is due monthly by the 7th of the month, reporting on the previous month. This is to be turned into the EC.
   - Daily Journal: This form is also provided and is used to track what you do each day at the salon. It must be signed by the Salon Mentor. The school is required to compare this journal against the training plan provided to ensure you are learning as you should. This form is due monthly by the 7th of the month, reporting on the previous month. This is to be turned into the EC.
   - Please note: No intern hours will be accepted if the Record of Hours and Daily Journal forms are not turned in by the 7th of the month.
   - Hour Assessment Form: Your intern hours will be assessed by your salon mentor. This must be done each fifty hours interned for Cosmetology, each 30 hours interned for esthetics, and each 10 hours for nail technician.

*If a student is released from our Internship Program by the salon for any reason, he/she can no longer participate in the Internship Program. Management reserves the right to make decisions based upon extenuating circumstances beyond the student's control.

DRUG & ALCOHOL ABUSE PREVENTION POLICY

STANDARDS OF CONDUCT AND ENFORCEMENT
Creative Images Institute of Cosmetology does not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or co-worker. Creative Images Institute of Cosmetology shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary actions as appropriate.

For a student, the disciplinary action may include, and not be limited to, withdrawal. For a co-worker, such administrative or disciplinary action may include, and not be limited to, progressive communication, separation of employment, and requirement that the co-worker participate in and/or successfully complete an appropriate program. Any client engaging in any act prohibited by this policy shall be called upon to immediately desist from such behavior. If any co-worker, student, visitor or client shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that co-worker, student, visitor or client shall be subject to referral to law enforcement officials.

FEDERAL, STATE, AND LOCAL PENALTIES
Ohio law prohibits illicit selling, cultivating, manufacturing, or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines, knowingly or recklessly furnishing them to a minor, and administering them to any person by force, threat, or deception with the intent to cause serious harm. These offenses are felonies. The law also prohibits knowingly obtaining, possessing, or using a controlled substance and permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing, or using hypodermics for unlawful administration of drugs and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors.

Federal law forbids the illegal possession of and trafficking in controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between $1,000 and $100,000. A second conviction carries a prison term of up to two years and a fine of up to $250,000. Subsequent convictions carry prison terms of up to three years and fines of up to $250,000. Imprisonment for 5-20 years and fines of up to $250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second, and one gram on subsequent convictions. In addition to the above sanctions, a person convicted of possessing a controlled substance may be punished for forfeiture of property used to possess or facilitate possession, if the offense is punishable by more than one year in prison, forfeiture of any conveyance used to transport or conceal a controlled substance, denial of federal benefits, such as student loans, for up to five years, ineligibility to receive or purchase a firearm, and a civil penalty of up to $10,000.

Ohio Drug Possession Laws at a Glance

Statutes and Definitions
Ohio Revised Code Section 2925.11 (Drug possession)
Ohio Revised Code Section 3719.41 (Controlled substance schedules)
Possession of drugs: If the possessor has Schedule III, IV, or V controlled drug substances, then he or she is guilty of drug possession.
Aggravated possession of drugs: If the possessor has Schedule I or Schedule II drugs (with the exception of marijuana, heroin, cocaine, LSD, and others specified in the statute), then he or she is guilty of aggravated possession of drugs.

Penalties and Sentencing
The penalties will vary based on the type of drug involved and the bulk amount. The following is a general example of penalties for drug possession:
Less than bulk amount: misdemeanor in the first degree; up to 180 days in jail, a fine of up to $1000, or both; For second and subsequent offenders: felony in the fifth degree; a 6 month (minimum), 12 month (maximum) jail term, up to $2,500 in fines, or both.
Bulk amount or more, but less than five times the bulk amount: felony in the fourth degree; at least 9 months in jail, fines up to $5000, or both.
Drug cultivation or manufacturing: Ohio Revised Code Section 2925.04
Corrupting another with drugs: Ohio Revised Code Section 2925.02

Possession of Drugs
Possession of controlled substances is illegal in Ohio under Ohio Revised Code Section 2925.11. The penalties vary based on:
The type of drug (schedules I-V)
The amount possessed
Location (e.g. near a school)
Prior drug convictions
Possession can be a misdemeanor or felony depending on the circumstances.

Penalties
Felony drug convictions in Ohio carry these sentencing ranges:
1st degree felony: 3-11 years in prison, up to $20,000 fine
2nd degree felony: 2-8 years in prison, up to $15,000 fine
3rd degree felony: 1-5 years in prison, up to $10,000 fine
4th degree felony: 6-18 months in prison, up to $5,000 fine
5th degree felony: 6-12 months in prison, up to $2,500 fine
Other consequences may include driver's license suspension, probation and difficulties finding employment. Those convicted of drug trafficking may also face asset forfeiture.

Ohio law provides for mandatory fines, which must be at least $500, and possible imprisonment of any person who sells or furnishes beer or intoxicating liquor to an underage person or who buys beer or liquor for an underage person in violation of the law. Persons found knowingly to allow underage persons to possess and/or consume alcoholic beverages on their premises are guilty of a misdemeanor.

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age who orders, pays for, attempts to purchase, possesses, or consumes beer or liquor, or furnishes false information to affect a purchase, commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of $1,000 to $5,000. Ohio law requires the mandatory suspension of an individual's license from six months to five years for violation of the Controlled Substance Act.

HEALTH RISKS

Illicit drugs can cause the following symptoms to occur in the user: hallucinations, confusion, loss of coordination, irrational behavior, lethargy, apathy, lowered resistance to other diseases such as hepatitis, exhaustion, depression, paranoia, psychosis, panic, tolerance, flashbacks, physical and psychological dependence, suicidal depression, heart problems, infections, malnutrition, damage to lungs, brain, liver and bone marrow, convulsions, respiratory paralysis, coma and death. In addition, withdrawal from drug use may be very painful. Smoking may cause destruction of nasal membranes and lung lesions. Depressants taken with alcohol are very dangerous. Illegal drugs can cause birth defects in a user's unborn child(ren).

Effects from specific, illicit drugs:

- **Cocaine:** Highly addictive, cocaine is involved in nearly one in five overdose deaths; its health effects include asthma, bowel decay, and increased risk of HIV.
- **Methamphetamine (Meth):** Meth causes devastating health effects, such as
  Increased blood pressure and body temperature
  Faster breathing
  Rapid or irregular heartbeat
  Loss of appetite, disturbed sleep patterns, or nausea
  Erratic, aggressive, irritable, or violent behavior
  Permanent damage to the heart and brain
  High blood pressure leading to heart attacks, strokes, and death
  Liver, kidney, and lung damage
  Anxiety, confusion, and insomnia
  Paranoia, hallucinations, mood disturbances, delusions, or violent behavior (psychotic symptoms can sometimes last for months or years after meth use)
  Intense itching, causing skin sores from scratching
  Premature osteoporosis
  Severe dental problems
  and sometimes death, even on the first try. Meth speeds up the body's systems to dangerous levels. Chronic users experience anxiety, confusion, insomnia, paranoia, aggression, and more.
- **Prescription and illicit opioids:** Highly addictive, the substances are the top cause of overdose deaths; health effects include confusion, nausea, constipation, coma, and brain damage.
- **Marijuana:** Even though it is legal in many states, studies link marijuana use to various negative outcomes, such as:
  Brain health: Marijuana can cause permanent IQ loss of as much as 8 points when people start using it at a young age. These IQ points do not come back, even after quitting marijuana.
  Mental health: Studies link marijuana use to depression, anxiety, suicide planning, and psychotic episodes. It is not known, however, if marijuana use is the cause of these conditions.
- Athletic Performance: Research shows that marijuana affects timing, movement, and coordination, which can harm athletic performance.
- Driving: People who drive under the influence of marijuana can experience dangerous effects: slower reactions, lane weaving, decreased coordination, and difficulty reacting to signals and sounds on the road.
- Baby's health and development: Marijuana use during pregnancy may cause fetal growth restriction, premature birth, stillbirth, and problems with brain development, resulting in hyperactivity and poor cognitive function. Tetrahydrocannabinol (THC) and other chemicals from marijuana can also be passed from a mother to her baby through breast milk, further impacting a child's healthy development.
- Daily life: Using marijuana can affect performance and how well people do in life. Research shows that people who use marijuana are more likely to have relationship problems, worse educational outcomes, lower career achievement, and reduced life satisfaction.

Alcohol can cause health problems in the user such as cirrhosis of the liver, cancer of the oral cavity, stomach and esophagus damage, pancreatitis, nausea, digestive difficulty, heart disease, malnutrition, psychological disorders, gynecological and sex problems, poor vision, memory loss, brain damage, and loss of coordination and sensation. In addition, alcohol consumption by a pregnant woman can have an adverse effect on the fetus and cause birth defects such as physical and mental growth deficiencies, abnormalities of eyes and lips and behavioral problems.

AVAILABLE RESOURCES:

Alcoholics Anonymous
Liberty Tower #211
120 W. Second Street
Dayton, OH 45402
centraloffice@aadaytononline.org
(937) 222-2211

Center for Alcoholism and Drug Addiction Services
4100 West 3rd Street
VA Medical Center Building 410, 3rd Floor
Dayton, OH 45428
(937) 461-5223

Clothes That Work
1133 S. Edwin C. Moses Blvd., Ste. 392
Dayton, OH 45417
(937) 222-3778
(Free interview/work appropriate clothing With referral from

American Red Cross
(937) 222-6711

Breast/Cervical Cancer Early Detection Project
937) 227-9444 or (866) 838-8973

Cincinnati Restoration Church
Men's Home & Women's Home
Church: 1101 Harrison Avenue, Cincinnati
Home: 2163 Colerain Avenue, Cincinnati
(513) 333-0212

Combined Health District
Center for Alcoholism and Drug Addiction Services
600 Wayne Avenue
Oregon Plaza
Dayton, OH 45410

partner listed on website – www.clothesthatwork.org)

Crime Victim Services:
- Montgomery County Prosecutor's Victim Assistance – (937) 225-5623
- Ohio Attorney General Crime Victim Compensation – (614) 848-8500

Crisis Counseling
Domestic Violence Crisis Hotline
(937) 222-7233 (24 hours)
First Lutheran Church (meal site)
138 W. First Street
Dayton, Ohio
Sat. 12:30pm-1:30pm & Sun. 6:30am-8:00am

Gettysburg Gateway
For single men
1921 S. Gettysburg Avenue
(937) 222-7350 (24 hours)

Goodwill Industries
1511 Kuntz Road
Dayton, Ohio
(937) 461-4800

Hope House Mission (Homeless)
34 South Main Street
Middletown, OH 45044
(513) 424-4673

Mercy Reach
1343 N. Fountain
Springfield, OH
(937) 390-5338

Montgomery County Job & Family Services
Job Center
1111 S. Edwin C. Moses Blvd.
Dayton, OH
(937) 496-6720

Nova House Association Inc
732 Beckman Street
Dayton, OH 45410
(937) 253-1680
www.novahouse.org

Ohio Crisis Text Line
Text the keyword "4HOPE" to 741-741

Ohio Department of Mental Health and Addiction Services Help Line and COVID-19 resources 1-877-275-6364 (to find resources in your community)
http://mha.ohio.gov/coronavirus

The PEER Center Warm Line
(614) 358-8255
Recovery Works Healing Center
705 S. Brown School Road
Vandalia, OH 45377
(937) 890-5400
www.recoveryworkshealingcenter.com

St. Paul United Methodist Church
(meal site)
101 Huffman Avenue
(937) 252-4467
Sat. 9:00am, Tues. 11:30am

(937) 461-5223

Crisis Care
601 Edwin C. Moses Blvd.
Elizabeth Place (Northwest, 1st floor)
Dayton, OH 45408
(937) 224-4646 (24 hours)

Free HIV and Hep-C Testing & Counselin
Mt. Olive One-Stop Center
502 Pontiac St.
(937) 723-9341
Tues – Thurs, 10:30am-2:30pm

Ginghamsburg Church
6759 S. County Road, 25A
Tipp City, OH 45371
(937) 667-1069

Greene Hall Outpatient Services
1141 North Monroe Drive
Xenia, OH 45324
(937) 879-5770
www.greene-memorial.org

Mental Health Treatment Facility Locator
(800) 789-2647

Miami County Recovery Council
1059 N. Market Street
Troy, OH
(937) 335-4543

National Disaster Distress Helpline
(800) 985-5990

Office for Victims of Crime
(800) 851-3420 or (301) 519-5500

National Human Trafficking Hotline
www.humantraffickinghotline.org
888-373-7888

St. Vincent De Paul Gateway
Emergency Shelter for single women and for families
120 West Apple Street
Dayton, Ohio
(937) 461-7837 (24 hours)

Sunrise Treatment Center/Dayton
1435 Cincinnati Street, Suite 150
Dayton, OH 45417
(513) 941-4999 x404
www.sunrisetreatmentcenter.net

Suicide Prevention Center
(937) 229-7777

Teen Connection
141 West Third Street
(937) 228-8336
Walk-in hours, Mon-Fri: 2-5pm

United Way HelpLink
(937) 225-3000 or "211"
(24 hours; call collect, if necessary)

Wright Patterson Air Force Base Alcohol/Drug Abuse Prevention Program
74 MDOS/SGOHS
1811 Van Patton Drive Building 169
Dayton, OH, 45433
(937) 257-8560

YWCA Shelter & Housing Network
(937) 222-6333 (24 hours)

Substance Abuse and Mental Health
Services Administration Helpline
www.samhsa.gov/find-help/national-helpline/
800-662-HELP

Veterans Crisis Line
www.veteranscrisisline.net
988 then Press 1, 711 then 988

Love is respect (dating abuse)
www.loveisrespect.org
866-331-9474

National Sexual Assault Hotline
www.rainn.org
800-656-HOPE

National Domestic Violence Hotline
www.thehotline.org
800-799-SAFE

CAMPUS SECURITY POLICY

It is the policy of Creative Images that all persons who enter and utilize its facilities must comply with all federal, state, and local ordinances. Students, faculty, and staff are also required to comply with the rules and regulations set forth in the Creative Images Student Handbook & Catalog. Violations reported or otherwise detected will be completely investigated and submitted to proper authorities for prosecution.

NOTIFICATION IN EMERGENCY SITUATIONS:
In case of an emergency response or evacuation, students and staff will be notified immediately by the emergency broadcast system or television news channel 7 (weather), an alarm or verbal notification (fire or tornado), and/or through a One Call Now system by phone or email.

Taking into account the safety of the community, Creative Images management will determine the content of the notification and initiate the notification system, unless the notification will, in management's professional judgment, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The process for confirming that there is a significant emergency will include conferring with local law enforcement and the owner of Creative Images. Once an emergency determination is made, all affected (those who would be attending school at the time of the emergency) staff members and students will be notified. The content of the notification will include specific details of the emergency, where to go to for safety, and/or if the school will be closed. Finally, the notification system will be initiated by the Chief Executive Officer of Creative Images.

Persons responsible for carrying out this process include:

Chief Executive Officer
Campus Managers
One Call Now Emergency Notification Service

The procedure for disseminating emergency information to the larger community includes notifying the local news station to display the message across the television screen.

Testing of the emergency notification and evacuation procedures is held periodically, throughout the year.

All Creative Images Institute of Cosmetology (CIIC) co-workers and students are to be aware of emergency exits and/or safe areas so that in the event of an emergency they may reach an area of safety and be out of harm's way. To ensure that all co-workers, guests and students are familiar with emergency situations that may include evacuation procedures, we have provided practices below to support the safety of CIIC occupants.

FIRE EVACUATION:

1. If time permits, notify the Fire Department by dialing 911 (or through the use of Sonitrol keypads located throughout CIIC campus and administrative locations).

2. Students and staff will exit the building through the nearest exits. There are signs posted in each room for emergency evacuations and you are expected to know where the proper exits are for your area. Exits are clearly identified by illuminated exit signs. The following is a list of all exits:

Vandalia

A. Front of building:
1) Student Salon main entrance
2) Employee entrance

B . Rear of building:
1) Cosmetology classroom
2) Spa area hallway
3) Break room and PDR room
4) Admissions office rear door

Centerville

A. Front of suites:
1) Student Salon, Nail classroom, Campus Manager's office and Administrative front door

B. Rear of Building:
1) PDR hallway
2) Spa and nail area
3) Admin area breakroom

1. If the fire extinguishers are needed:

   They are red in color and they are located throughout each campus, on hooks, and clearly marked with a red and white sign with an arrow pointing to each, identifying them as fire extinguishers.

   *To use an extinguisher, remove the safety pin, which will release the handle.

2. Before you (staff member) exit the school, check your area to ensure that students and guests of CIIC have safely exited the school.

3. All students, co-workers, and clients will remain outside of the school building until permission is granted for entry by the Campus Manager (or designate), Chief Executive Officer, or Fire Department official (including Police and other response officials).

4. It is important for co-workers, students and guests to remain calm during any emergency situation and as a co-worker to encourage our students and guests of the school to do the same. Exit the building in a quick manner, but do not run and do not move others out of yourway.

5. Fire drills: All staff and students need to participate in fire drills, which will be held at least twice a year. These are to be taken seriously. Once all staff members and students are outside, no one is permitted entrance back into the school until after the Campus Manager (or designate) or senior level manager has given permission. At the end of the fire drill, the Education Coordinator will document the drill and those in attendance.

TORNADO EMERGENCY PROCEDURE:

1. When threatening weather approaches, it is the Campus Manager's (or designate) to monitor weather related conditions to determine what the weather conditions are in our area.

2. When a "Tornado Warning" has been issued, all students and staff will proceed immediately to the interior locations such as hallways, bathrooms and classrooms to seek shelter. While taking shelter, it is recommended to sit on your legs on the floor, place your head down by your knees with your hands over your head, as well as tables/desks to protect yourself from injury. If time permits, take communication devices with you so you can keep abreast of the storm and when it is over. No one is to leave the designated areas until the tornado warning has been lifted and permission provided by the Campus Manager (or designate) to leave thespace.

3. Students may want to call family members or phone calls might be coming in, but when a Tornado Warning is announced, the phone is not to be answered and no one is to make any calls until after the warning has been lifted! If a guest of the school (i.e. client) will not comply they will need to exit our building as anyone who is in the building needs to comply with this emergency procedure.

4. Safety comes first; please stay calm.

INTRUDER RESPONSE PROCEDURE:

1. If a student or staff member is threatened, verbally or physically, a member of leadership should be contactedimmediately.

   A. If threat is immediate and if leadership is unable to reason with the person(s) causing the threat, the local police department should be called (911) and/or the police and red distress levers/button may be activated on the Sonitrol keypads located throughout our campuses.
   B. If this is not possible, co-workers, students and guests will move to the nearest safe zones as possible-- close and lock doors and hide behind desks, tables and other such objects for protection.

2. If threat is ongoing, our immediate response system, OneCallNow, should be utilized to notify students and staff to stay away from campus until threat has ended by the Chief Executive Officer (or designate).

3. Safety comes first; please stay calm.

SECURITY MEASURES:

Campus buildings are locked after evening classes by the evening educators and opened prior to morning classes by morning educators. Buildings remain locked when school is not in session.
Security cameras and emergency lighting are in place at both campus locations.
We have periodic, campus-wide presentations provided by local law enforcement officials.

REPORTING PROCEDURES:
Any and all crimes or offenses should be immediately reported to an educator and/or Campus Manager and the local law enforcement authorities in a timely manner. Once local authorities arrive on the scene, an investigation into the occurrence will be conducted. Please note that Creative Images does not maintain a separate campus security department.

LOCATING REGISTERED SEX OFFENDERS:
Students are encouraged to visit the following website to locate registered sex offenders in their area:
http://www.city-data.com/so/Ohio.html

ANNUAL SECURITY REPORT DISTRIBUTION:
Statistics relating to incidents occurring on either of the Creative Images campuses, for the previous three years, are available from the Admissions representative at either campus and on our website.

It is the policy of CIIC that our annual security report shall be distributed to each student and employee of CIIC by October 1 of each year.

VA Student Additional Requirements:

The following additional requirements apply to students receiving Veterans Administration Educational Benefits (hereinafter referred to as VA Students or Student):

Satisfactory Academic Progress (SAP):
1. VA Students are required to abide by Creative Images Institute of Cosmetology (CIIC) SAP policy as published in the Student Handbook & Catalog (Catalog). The following requirements are additional provisions that only VA Students are held accountableto.
2. Student is advised to review the Catalog, especially for all issues related to attendance (including but not limited to "Satisfactory Progress Policy", "Recording Your Hours", "Emergency & Holiday Closing Policy", "Attendance Policies", Leave of Absence Policy" and "Withdrawal and Settlement Policy") and academics (including "Graduation Requirements" and "Grading Policy").

Evaluation Periods:
1. All VA Students will have their attendance and grade point average (GPA) reviewed every three weeks from the first day of class throughout their enrollment.
2. The Student will receive a report reflecting his/her attendance rate for the specific three-week timeframe (not cumulative) and cumulative GPA.
3. The Student's educator will review this report with the Student, advising him/her of any needed improvement in either/both area(s).
4. The educator and Student will sign the evaluation.
5. The original signed copy will go in the Student's Financial Planning file and a copy will be given to the Student.

Additional Attendance Requirements:
1. Attendance Warning: If, in any evaluation period, the Student's attendance rate is below the CIIC required attendance rate (hereinafter referred to as "attendance rate") as posted in the Catalog and Enrollment Contract, the Student will be placed on Attendance Warning until the next evaluation period and will be notified in writing.
   a. Student is expected to meet the required attendance rate by the next evaluation period.
2. Attendance Probation: If a Student on attendance warning fails to meet the attendance rate by the next evaluation, Student will be placed on Attendance Probation until the next evaluation period and will be notified inwriting.
   a. Student is expected to meet the required attendance rate by the next evaluation period.
   b. Probation is only granted if the Student is mathematically capable of obtaining the required attendance rate by the next evaluation period. If, at any point, it is mathematically impossible for the Student to obtain the required rate of attendance by the next evaluation period, Student will be reported to the VA to terminate Student's VA Educational Benefits at that point, which may create a debt with VA for the Student.
   c. A Student on Attendance Warning or Probation is classified to be making satisfactory progress until the next evaluation period.
   d. At the next evaluation period, if a Student on probation has not met the required attendance rate, Student will be withdrawn from CIIC and a report will be submitted to the VA to terminate Student's VA Educational Benefits at this point, which may create a debt with VA for the Student.
3. Make-Up Hours: VA will not pay benefits for any make-up hours. Students not completing all their required hours by the end of the program's original term ending date must pay out-of-pocket any additional charges for these make-up hours.
4. Early Graduation: Students who graduate sooner than the estimated date of graduation as posted on his/her Enrollment Contract may create a debt with VA for the Student.

Additional Academic Requirements:
1. Academic Warning: If, in any evaluation period, the Student's GPA falls below the required Satisfactory Progress GPA rate (hereinafter referred to as "GPA rate") as posted in the Catalog, the Student will be placed on Academic Warning until the next evaluation period and will be notified in writing.
   a. Student is expected to meet the GPA rate by the next evaluation period.
2. Academic Probation: If a Student on academic warning fails to meet the GPA rate by the next evaluation, Student will be placed on Academic Probation until the next evaluation period and will be notified in writing.
   a. Student is expected to meet the required GPA rate by the next evaluation period.
   b. Probation is only granted if Student is mathematically capable of obtaining the required GPA rate by the next evaluation period. If, at any point, it is not possible for Student to obtain the required GPA rate by the next evaluation period, Student will be reported to the VA to terminate Student's VA Educational Benefits at that point, which may create a debt with VA for theStudent.
   c. A Student on Academic Warning or Probation is classified to be making satisfactory progress until the next evaluation period.
   d. At the next evaluation period, if a Student on probation has not met the required GPA rate, Student will be withdrawn from CIIC and a report will be submitted to the VA to terminate Student's VA Educational Benefits at this point, which may create a debt with VA for the Student.

   Right to Appeal: Students may appeal their academic or attendance probation by submitting a letter of explanation to the SCO (School Certifying Official) along with any supporting documentation within two calendar days of their probation notification. This appeal will be reviewed by the Vice President of Compliance. In special circumstances, an academic or attendance probation status may be lowered to Warning status. The decision will be made within one week and is final. Appeals for academic standards will be limited to one per program. Appeals for attendance probation are limited to two per program.

   Re-Enrollment: In the event Student is withdrawn and wishes to re-enroll, Student must follow the procedures as set forth in the Catalog, including that Student will receive transfer credits for hours successfully completed during the initial term of enrollment (see Catalog for time restrictions) and Student will be charged tuition only for the remaining hours needed for program completion.

Holiday Closings:

Martin Luther King Jr. Day
- Closed for the day

Washington's Birthday (President's Day)
- Closed for the day

Memorial Day
- Closed Saturday and Monday

Juneteenth
- Closed for the day

Independence Day
- Closed July 4th

Labor Day
- Closed Saturday and Monday

Veterans Day
- Closed the Monday of the week in which Veteran's Day occurs

Thanksgiving
- Closed Thursday thru Saturday

Christmas & New Year's Day on a Monday*
- Closed Mon the 25th thru Thurs the 28th
- Open Fri the 29th and Sat the 30th
- Closed again Mon the 1st

Christmas & New Year's Day on a Tuesday*
- Closed Mon the 24th thru Thurs the 27th
- Open Fri the 28th and Sat the 29th
- Closed again Mon the 31st and Tue the 1st

Christmas & New Year's Day on a Wednesday*
- Closed Tues the 24th thru Fri the 27th
- Open Sat the 28th and Mon the 30th
- Closed again Tues the 31st and Wed the 1st

Christmas & New Year's Day on a Thursday*
- Closed Wed the 24th thru Sat the 27th
- Open Mon the 29th and Tues the 30th
- Closed again Wed the 31st and Thurs the 1st

Christmas & New Year's Day on a Friday*
- Closed Thurs the 24th thru Sat the 26th
- Open Mon the 28th thru Wed the 30th
- Closed again Thurs the 31st thru Sat the 2nd

Christmas & New Year's Day on a Saturday*
- Closed Thurs the 23rd thru Sat the 25th
- Open Mon the 27th thru Thurs the 30th
- Closed again Fri the 31st and Sat the 1st

Christmas & New Year's Day on a Sunday*
- Closed Sat the 24th thru Wed the 28th
- Open Thurs the 29th and Fri the 30th
- Closed again Sat the 31st

* For Christmas & New Year's Eve, the closings are dependent on which day of the week the actual holidays are on.