VSKI COSMETOLOGY
SCHOOL
ESTABLISHED 2014

Student Catalog and Consumer Information

2070 Sam Rittenberg Blvd Suite B322
Charleston SC 29407
843-203-0000

This catalog/handbook is certified
true and correct by Christopher
Venesky, President/Owner
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VSKICOSMETOLOGY SCHOOL
VSKI STUDENT CATALOG
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MISSION

VskiCosmetology School's mission and goals are to educate cosmetologists and estheticians with all the skills and training necessary to enter the field of cosmetology and esthetics related fields. Our goal is to prepare our students to pass the State Board examination, to become professional licensed cosmetologists and estheticians and to create a positive difference in our profession.

"Our vision is to prepare graduates for employment and licensure by raising the bar on teamwork, leadership, and commitment to excel as one. We will unite as a team, not as a group. A group is independent people with a common interest only. A team has a common goal and a common interest both dependent and interdependent. They know each other's strengths and weaknesses and work toward a common goal. The goals are never compromised, and attainment is expected. When attained, the bar is raised to a new level and so in the team. – Vski mission and vision

HISTORY, ADMINISTRATIVE STAFF AND FACULTY

The School Owner:

Christopher Venesky is a passionate beauty professional with over 30 years of experience in the industry. His career spans assisting mentors, building a loyal clientele in commission salons, and owning both booth rental and commission-based salons. As the school owner, Chris is committed to providing high-quality, modern education in cosmetology and esthetics. By sharing current techniques, design concepts, and real-world client-building strategies, he equips students with the confidence and skills needed for long-term success.

Known for his approachable and supportive leadership style, Chris connects easily with students of all ages and backgrounds. Under his guidance, the school becomes more than a place of learning—it's a community focused on growth, creativity, and excellence. His dedication to innovation ensures students graduate prepared, confident, and competitive in today's ever-evolving beauty industry.

The School Director of Education:

Jennifer Black, School Director of Education, has over 20 years of experience in the beauty industry as a salon owner, educator, licensed instructor, and national platform artist. She has led education at major hair shows across the country and played a key role in developing structured, career-focused programs. Jennifer oversees curriculum development and instructional excellence, ensuring students receive a well-rounded education that prepares them for graduation, licensure, and long-term success in the industry.

As a primary resource for students, Jennifer supports them through every stage of their journey, answering questions about admissions, financials, programs, curriculum, graduation, licensure, and job placement. Known for her clear communication and student-first approach, she helps simplify the process while empowering students to make confident and competent decisions about their future. Her passion for education and commitment to structure, support, and real-world readiness ensure each student is set up to thrive both in school and in their career beyond graduation.

The instructors:

Our instructional team is dedicated to supporting students every step of their educational journey. Instructors create engaging, student-centered classrooms and clinic environments that encourage hands-on learning, collaboration, and skill development. At Vski, students have two main responsibilities: to be a sponge—absorbing as much knowledge and experience as possible—and to be kind, as both are essential to maintaining a positive learning environment. As experienced professionals in their craft, instructors guide students through structured lesson plans, demonstrations, and real-world practice while helping them build independence and confidence in their abilities. With over 50 years of combined experience, our instructors provide clear guidance, timely support, and expert instruction designed to prepare students not just for graduation, but for long-term success in the industry.

Beyond teaching technical skills, instructors serve as mentors and advocates—helping students strengthen self-motivation, accountability, and problem-solving skills essential for life after graduation. They encourage students to take ownership of their education while offering support, resources, and constructive feedback along the way. By fostering independence within a respectful, supportive, and kind learning environment, our instructional team helps students transition confidently from the classroom to the clinic floor, licensure, employment, and a successful career in the beauty industry.

FULL TIME:

CHRISTOPHER VENESKY – PRESIDENT/OWNER/INSTRUCTOR
JENNIFER BLACK – DIRECTOR OF EDUCATION/INSTRUCTOR
ALEXIS PERRY – ADMINISTRATIVE/INSTRUCTOR
YUONNE HARRIS – INSTRUCTOR

PART TIME:

KRYSTAL HILL – INSTRUCTOR
DORY WRIGHT – INSTRUCTOR
LUCIA KRAFT – INSTRUCTOR
DIAMOND SCRIVEN – INSTRUCTOR

FACILITY
The school is incorporated, owned, and operated by Christopher Venesky of VskiCosmetology School and is located at 2070 Sam Rittenberg Blvd in Charleston SC and serves as the main and only campus currently. The school is housed in a spacious 3,100 square feet, up to date facility that includes a large clinic, practical work areas and classrooms. The school contains modern functional equipment both for visual training and practical purposes comparable to those found in a professional salon environment. The student will receive appropriate books and supplies used in training from the school at the appropriate time.

ADMINISTRATON, OWNERSHIP, STATE LICENSING, AND STATE AND NATIONAL AGENCIES
Headquarters Administration:
Christopher Venesky – President / Owner Charleston, SC location
Don Wyant – CPA Accountant
Jennifer Black – Director of Education
Alexis Venesky Perry – Title IX Coordinator / Instructor / Administrator

VSKI COSMETOLOGY SCHOOL
ESTABLISHED 2014
Ownership by:
VskiCosmetology School
Corporate/Administrative Offices
2070 Sam Rittenberg Blvd Suite 322
Charleston, South Carolina 29407

License by: Licensed by the S.C. Department of Labor, Licensing Regulations Board of Cosmetology
Phone: (803) 896-4588
110 Centerview Drive
Columbia, S.C. 29211

"Fully Accredited - 2018"
National Accrediting Commission of Career Arts & Sciences, Inc. [NACCAS]
Phone: (703) 600 -7600
3015 Colvin Street
Alexandria, VA. 22314

South Carolina Department of Health and Environmental Control
Email: info@dhec.sc.gov
Phone: (803) 898-DHEC (3432)
Mail: 2600 Bull Street, Columbia, SC 29201

VskiCosmetology School is an Accredited School as of July 2018

LOCATION AND DESCRIPTION OF SCHOOL

CLASSROOM
The facility is equipped with at least two spacious classrooms, each furnished with ample tables and chairs to comfortably accommodate both the cosmetology and esthetics programs. The campus features a fully equipped cosmetology clinic with professional styling stations and chairs, a dedicated shampoo area, and a spa clinic designed for esthetics training with facial beds and essential equipment. Additionally, the school includes a nail clinic with pedicure chairs and manicure tables, as well as a large dispensary that maintains the appropriate supplies and materials for student training. All classrooms are equipped with audio and video capabilities to support an engaging learning experience.

DISPENSARY BREAK AREA
A student breakroom offers table space and chairs for students' lunch break. Refrigerator is provided for daily use.

SCHOOL RESOURCES
Resources are available to students, offering a variety of materials to support learning and professional growth. Resources include educational books, styling references, motivational materials, videos, and other informative content related to cosmetology and esthetics programs. The school provides internet access on the program tablets issued to each student for researching approved websites and media focused on the cosmetology, health, and beauty industries.
In addition to physical resources, both programs incorporate the use of the Milady CIMA online learning platform, which supports curriculum delivery, assignments, and progress tracking. Students may also choose to add Milady CIMA ExamReady for an additional cost to help prepare for written and practical licensure exams.

CLIENT SERVICE AREA
A diverse array of clients come to Vski Cosmetology School for beauty and wellness services, ranging from walk-ins to students' own scheduled clients. This allows every student the opportunity to perform a variety of hair, skin, nail, and esthetics services within the scope of basic foundation in a salon and spa setting, under the supervision of instructors at their assigned work area. The clinic service area provides the students with the potential of creating a ready-made clientele for when they graduate.

VSKI STUDENT ORDERING PROCESS
Payment is due at the time of ordering, and we expect all students to come prepared to class daily with all required program supply items. You are also welcome to purchase additional items if desired. Your cooperation in maintaining your equipment and being prepared for class is greatly appreciated and necessary for a successful learning experience.

OFFICE AND SCHOOL RESOURCE HOURS
Location hours are from 8:30am to 4:30pm Monday through Friday.

PROGRAMS

STUDENT RESPONSIBILITY: KNOW YOUR CATALOG
Your catalog is your guide to success at Vski Cosmetology School. Each student is responsible for knowing and following the information contained within, including policies, program requirements, and curriculum details. The School may update policies or revise curricula as needed—any changes will include a revised date and may affect enrollment, tuition, program offerings,

courses, and related requirements. Staying informed ensures you get the most out of your education. Additional information about Vski Cosmetology School is also available online at www.vskicosmetology.com
..
Official Course Language: (Taught in English)
As required per NACCAS and the Department of Education, all courses must be taught only in the official course language, which is the same as the student catalog and enrollment agreement. Any additional material used or needed to assist in learning is at the student's expense. The school is not able to translate, provide or offer instruction outside of the official course language.
Students should also communicate with fellow classmates and staff in the official course language, which encourages a friendly learning environment.

Programs Available:
Minimum required by the State Board of Cosmetology - Cosmetology Program (Taught in English) 1500 Hours / Esthetics Program (Taught in English) 600 Hours

Refresher Course: Please note we do not offer a refresher course at this time.

Kit Responsibility and Maintenance:
A starter State Board kit is provided per the syllabus program to provide the essential tools for training and success. For cosmetology students, a program kit is also provided, containing all the materials necessary for daily training. Esthetics students do not receive a program kit, as all machines, products, and supplies needed for their training are provided by the school.

It is crucial that students take immediate responsibility for maintaining their kits and replacing any broken or damaged items. Keeping your equipment in good condition ensures you can work safely, effectively, and confidently—both in school and as you prepare for your career. Replenishing supplies and replacing damaged items is the student's responsibility. Failure to maintain your kit or replace items promptly will be documented and may impact participation in class or clinic activities.

To stay on track:
Regularly inspect and maintain all kit equipment.
Replace broken or damaged items at your own expense within 10 school days.
Ensure all required materials and kit supplies are available daily.

Initially, students have 24 hours to replace broken or damaged items to ensure they can continue practicing skills properly. Remember: taking care of your kit and replacing supplies promptly is not just a rule—it's an investment in your skills, confidence, and long-term success in the beauty industry.

COSMETOLOGY
This cosmetology program includes extensive instruction and practical experience in cutting, hair coloring, perming, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing for cosmetologists.
*The skills learned through this program should prepare an individual for entry-level positions within the field of cosmetology.

ESTHETICS
This esthetics program also includes extensive instruction and practical experience in facials, waxing, body skin treatments, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing for estheticians.
*The skills learned through this program should prepare an individual for entry-level positions within the field of esthetics.

*Currently the school does not have any plans to improve or change its educational programs.
The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

COSMETOLOGY PROGRAM – Course Outline
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Cosmetology Program Description - The primary purpose of the Cosmetology Program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competence in job entry-level positions in Cosmetology or a related career field.

CONTRACT TIME
Minimum required by the State Board of Cosmetology
Cosmetology Program (Taught in English) 1500 Hours Full Time – 40 weeks / Part Time – 55 weeks
Cosmetology Program Educational Objectives
Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self confidence
2. Project professionalism, visual poise, and proper grooming
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment
5. Perform basic manipulation skills in the areas of hairstyling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept
7. Apply academic learning, technical information, and related matters to assure sound judgements, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development.

Cosmetology Program References

The program has access to a wide range of resources to support learning and professional growth, including books, references, periodicals, videos, and web-based materials. Each student is provided with a program tablet with internet access for approved research, and the cosmetology program incorporates the Milady CIMA online platform for curriculum, assignments, and progress tracking. Students may also choose to add Milady CIMA ExamReady for an additional cost to prepare for licensure exams.

ACADEMICS

Grading Procedures – Cosmetology Program

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study with a satisfactory grade or higher to progress to practical assignments. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet a minimum level of satisfaction, it is not counted, and must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain or exceed a written and practical grade of 75% and pass a final written and practical exam prior to graduation. Numerical grades on written work, projects, and exams are considered according to the following grading scale:

93-100	A	4.0	EXCELLENT
85-92	B	3.0	VERY GOOD
75-84	C	2.0	SATISFACTORY
69-74	D	1.0	UNSATISFACTORY
0-68	F	0.0	FAILING

When not actively working with a client, students are expected to practice hands-on skills using a mannequin or study theoretical concepts. Idle time will not be counted toward clock hours. VskiCosmetology School standards are that a student should strive to meet 85% or above in theory and 90% or higher in practical to ensure a well-rounded knowledge of the material. Academics are taken very seriously. The school equates unsatisfactory (74 or below) as insufficient where sufficient is satisfactory and above. If a student is unsatisfactory or below it will be monitored following the 3-strike policy.

***SEE MAKEUP WORK & MAKEUP HOURS FOR ABSENCES**

LICENSING REQUIREMENTS

State of South Carolina Requirements and VskiCosmetology School Requirements

The instructional program of VskiCosmetology School meets or exceeds these requirements for theory and practical.

Cosmetology Program Course Breakdown (includes theory and practical): 1500 Clock Hour Units

1. Science of Cosmetology	**State Hours**	**VskiCosmetology Hours**
(a) Sanitation and sterilization	45	45
(b) Personal Hygiene and Grooming	30	30
(c) Professionalism – Professional Ethics	35	35
(d) Public Relations, Salesmanship, Psychology	50	50
(e) Anatomy	45	45
(f) Dermatology	25	25
(g) Trichology	25	25
(h) Nail Structure	15	15
(i) Chemistry	100	100
(j) Safety Precautions (Public Safety)	30	30
2. Practice of Cosmetology		
(a) Shampoos and Rinses (Safety)	45	45
(b) Scalp and Hair Care – Treatments (Safety)	30	30
(c) Hair Shaping (Safety)	150	150
(d) Hair Styling (Safety) (Thermal Pressing and Curling, Wiggery, Roller Placement, Molding and Pin Curling)	325	325
(e) Nail Technology (Safety)	25	25
(f) Chemical (cold) Waving, Chemical Relaxing or Straightening (Safety)	225	225

(g) Hair Tinting (coloring) and Lightening (bleaching) (Safety)	225	225
(h) Facial – Skin care and Makeup (Safety)	30	30
3. State Law: Rules, Regulations and Code	15	15
4. Threading	10	10
5. Unassigned: Specific Needs	20	20
Total	**1500**	**1500**

In addition to the state requirements listed above, VskiCosmetology School provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.
The above hour requirements must be met by each student, in each category, for the earned hours to be accepted by the applicable regulatory agency for examination. A generous portion of miscellaneous hours is applied as needed in curriculum-related areas or if the student desires to specialize in a specific area.

SYLLABUS

Cosmetology Program Course Syllabi

Course Hours: 1500 clock hours

The student's time at VskiCosmetology School for the full-time cosmetology program is divided into 4 core parts consisting of classroom curriculum instruction, advanced classroom and clinic learning, clinic service-learning experience, and where dreams come true below:

1. **Class Curriculum Instruction**: The first three weeks are devoted to foundation classroom curriculum instruction and then followed by 9 weeks devoted to fundamental classroom curriculum instruction where students learn to design principles, technical information, and professional practices. This part instills the foundations and fundamentals of the cosmetology field. Students are graded and evaluated using written, oral, and practical testing methods. In order to be successful, students are encouraged to attend regularly scheduled daily classes and complete the classroom curriculum instruction prior to advancing to the clinic and advanced classroom learning in cutting, coloring, permanent waving, and chemical texture services. Mock state board theory and practical is introduced in your first 12-weeks and is carried out through the end of the program preparing you for SC State Board testing
2. **Clinic and Advanced Classroom Learning:** The next 12 weeks consists of clinic learning providing guidance with detailed attention and group learning experiences using mini-classes, monthly worksheets, and periodic evaluations developed specifically for this monitoring progress. This is when you begin experiencing your clinic classroom education on clients in the clinic area and revisit critical theory chapters for refreshing and more advanced learning.
3. **Clinic Service-Learning Experience:** The last 12-week part embodies clinic service-learning experience and heavy mock boards. Theory mock boards are reviewed while practical experience is gained in (6) areas: cutting, coloring, facials, waxing, makeup, and nails. Instructors help students conduct retail, motivation, self-improvement, professional development, and attendance of outside education. The students will encounter specialty activities and services with challenging theory and practical design to continue building the student into an amazing beauty industry professional. Finally, students kick it in to "high gear" by dressing, acting, and working like a beauty industry professional by adding artistic and creative abilities while on clinic floor.
4. **Where Dreams Come True:** Finally, once all prior 12-week parts have been completed, the last 4 weeks are spent preparing students for final theory and practical testing to graduate, as well as final exit paperwork, job counseling, and state board preparation.

Total Course Hours: 1500 clock hours

Cosmetology Program Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Cosmetology Program Textbooks

Milady's Standard Cosmetology: Fundamentals (2023) / Milady's Foundation (2023) / Milady CIMA Digital Platform / School issued tablet / Institution utilizes Rubrics as additional instructional material.

SCHEDULES

Cosmetology Program Schedule

The Cosmetology Program curriculum is designed for 1500 hours and takes place through a combination of theory classes, practical mannequin work, and actual hands-on clientele practice.

Cosmetology Program (Full-Time) Weekly Hours -

COSMETOLOGY PROGRAM Full Time (37.5 hrs/wk): Monday – Friday 8:30am – 4:30pm
COSMETOLOGY PROGRAM Part Time (27.5 hrs/wk): Monday – Friday 4:00pm – 10:00pm

Cosmetology Program Written Exams

The number of correct answers is divided by the total number of questions to determine the grade for each test.

Cosmetology Program and Practical and Clinic Work

The following is an outline sample of the four-step assessment used when grading practical and clinic work:

1. ***Connect & Establish Rapport and Build Credibility:*** Student comes to class with necessary classroom and clinic supplies, displays a professional attitude, participates, and greets clinic customers.
2. ***Consult & Arrange a Plan for Moving Ahead:*** Student consults with instructor and/or client to prepare for practical assignments or client services.
3. ***Create & Achieve the Desired Results:*** Student summarizes service decisions by explaining to the instructor implements, products and step-by-step procedures they will use.
4. ***Complete & Provide a Positive Finish:*** Student asks questions to make sure client is satisfied, recommends proper products and care for service, completes all record cards and sanitation.

Cosmetology Program Final Examination

Cosmetology Program - State License preparation consists of administration of (1) Theory and (1) Practical Mock State Board Licensing Final examination covering both State Regulations, and Principles and Practices of Cosmetology. An overall grade of 75% is required for graduation. However, VskiCosmetology encourages students to strive to reach a 85% or above in order to have a well-rounded knowledge of the material.

GRADUATION REQUIREMENTS

Graduation Requirements and Testing Procedure

In order to graduate and be recommended to the State Board of Cosmetology for licensure examination, the student must complete the following requirements:

A. Each student must clock in the specified number of hours of training.
B. Maintain a satisfactory passing average; minimum of 75%
C. Pass a final theory and final practical examination with 75% or higher or provide school with passing licensure theory score report and/or passing licensure practical score report.
D. Complete and submit all rubrics and projects (including additional material) to meet and exceed the required state theory and practical requirements (performed on clients/mannequins) in their entirety and with a degree of perfection.
E. Must receive all documentation required for the program to grant student diploma completion.
F. Satisfy all financial obligations to the school unless other arrangements have been made.

*All students who successfully complete graduation requirements are issued a Certificate of Completion and one official transcript at no cost to the student.

Measurable Performance Objectives

Complete the required number of clock hours of training.

1. Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
2. Satisfactorily pass final written and practical exams.
3. Upon completion, complete exit interviews, job counseling, and receive a graduation certificate.
4. Pass the State Board of Cosmetology exams

Progress Reports (Report Cards)

Cosmetology students will receive one progress report each month while they are enrolled in school. A minimum of one progress report will be given prior to the student reaching the midpoint of the academic year.

Changes made by the Institution – At this time, VskiCosmetology does not plan to change or alter anything listed in the student catalog.

ESTHETICS PROGRAM – COURSE OUTLINE:

Esthetics Program Description – The primary purpose of the Esthetics Program curriculum is to prepare students for the state licensing examination necessary to become a licensed esthetician in South Carolina. The Esthetics Program includes business practices, facial massage, electrical facial treatments, hair removal, make-up, body wraps and other related subjects.

CONTRACT TIME

Minimum required by the State Board of Cosmetology

Esthetics Program (Taught in English) 600 Hours Full Time – 16 weeks / Part Time – 30 weeks

Esthetics Program Educational Objectives

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform basic manipulative skills in the areas of skin and makeup.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information and related matters to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and

methods for career development in esthetic related fields.

Esthetic Program References

The program has access to a wide range of resources to support learning and professional growth, including books, references, periodicals, videos, and web-based materials. Each student is provided with a program tablet with internet access for approved research, and the esthetic program incorporates the Milady CIMA online platform for curriculum, assignments, and progress tracking. Students may also choose to add Milady CIMA ExamReady for an additional cost to prepare for licensure exams.

ACADEMICS

Grading Procedures – Esthetics Program

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study with a satisfactory grade or higher to progress to practical assignments. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet a minimum level of satisfaction, it is not counted and must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain or exceed a written and practical grade of 75% and pass a final written and practical exam prior to graduation. Numerical grades on written work, projects, and exams are considered according to the following grading scale:

93-100	A	4.0	EXCELLENT
85-92	B	3.0	VERY GOOD
75-84	C	2.0	SATISFACTORY
69-74	D	1.0	UNSATISFACTORY
0-68	F	0.0	FAILING

When not actively working with a client, students are expected to practice hands-on skills using a mannequin or study theoretical concepts. Idle time will not be counted toward clock hours. VskiCosmetology School standards are that a student should strive to meet 85% or above in theory and 90% or higher in practical to ensure a well-rounded knowledge of the material. Academics are taken very seriously. The school equates unsatisfactory (74 or below) as insufficient where sufficient is satisfactory and above. If a student is unsatisfactory or below it will be monitored following the 3-strike policy.

***SEE MAKEUP WORK & MAKEUP HOURS FOR ABSENCES**

LICENSING REQUIREMENT

State of South Carolina Requirements and VskiCosmetology School Requirements

The instructional program of VskiCosmetology School meets or exceeds these requirements for theory and practical.

Esthetics Program Course Breakdown (includes theory and practical): 600 Clock Hour Units

	State Hours	VskiCosmetology Hours
1. Professional Practices	50	50
(D) Bacteriology and Sanitation (personal hygiene, public health, methods, procedures)		
(b) Business Practices (management practices, salon development, insurance, client records, and salesmanship)		
2. Sciences	135	135
(a) Histology of Skin (cell, tissue)		
(b) Dermatology (structure of skin and glands, functions of skin and glands, conditions and disorder of the skin, characteristics of skin, (*Elasticity, Color, Skin types) nutrition *nourishment of skin, healthy diet		
© Structure and functions of human systems (skeletal, muscular, nervous, circulatory, cosmetic chemistry)		
3. Facial Treatments	180	180
(a) Facial massage (benefits, analysis, preparation, types of massage, manipulation, safety measures)		
(b) Electrical current – facial treatment (types of current, purpose and effect, procedures, safety measures, equipment)		
© Other kinds of facial treatments (purpose and effects, types and treatments, preparation, procedure, safety measures)		
4. Hair Removal	50	50
(a) Depilatories (b) Tweezing (c) Waxing (d) Threading © Unassigned Specific Needs		
5. Makeup	130	130
(a) Purpose and effects (b) supplies and implements (c) Procedure and Preparation © Safety Measures		
6. Body Wraps	40	40
(a) Purpose and effects (b) Types of treatments (c) supplies and implements, preparation		
7. State Law: Rules, Regulations, Code	15	15

Total	**600**	**600**

In addition to the state requirements listed above, VskiCosmetology School provides training in the areas of communication skills, professional ethics, salesmanship, decorum, record keeping, and client service record cards.
The above hour requirements must be met by each student, in each category, for the earned hours to be accepted by the applicable regulatory agency for examination. A generous portion of miscellaneous hours is applied as needed in curriculum-related areas or if the student desires to specialize in a specific area.

SYLLABUS

Esthetics Program Course Syllabi

Course Hours: 600 clock hours

The student's time at VskiCosmetology School for the Full-time esthetics program consists of classroom curriculum instruction, advanced classroom and clinic learning, clinic service-learning experience, and where dreams come true below:

1. **Curriculum Instruction:** The first three weeks are devoted to foundation classroom instruction followed by 11 weeks of fundamental classroom instruction and clinic work where students learn skin principles, technical information, and professional practices. This instruction instills the fundamentals of the esthetics field. Students are graded and evaluated using written, oral, and practical testing methods. To be successful, students are encouraged to attend regularly scheduled daily classes and complete the classroom curriculum instruction prior to advancing to the clinic and advanced classroom learning in various facial treatments, hair removal services, makeup application and advanced topics. Mock state board theory and practical is introduced in your first 11-weeks and is carried out through the end of the program preparing you for SC State Board testing.
2. **Clinic Service-Learning Experience and Advanced Classroom Learning**: The next 1 week consists of clinic and advanced classroom learning provides guidance with detailed attention and group learning experiences using mini- classes, monthly worksheets, and periodic evaluations developed specifically for this monitoring progress. Theory mock boards are reviewed while practical experience is gained in (5) areas: preparing for the clinic experience including advanced training in facials, waxing, makeup, lash extensions and advanced treatments education. Instructors help students conduct retail, motivation, self-improvement, professional development, and attendance of outside education. The students will encounter specialty activities and services with challenging theory and practical design to continue building the student into an amazing beauty industry professional. Finally, students kick it in to "high gear" by dressing, acting, and working like a beauty industry professional by adding artistic and creative abilities while on clinic floor.
3. **Where Dreams Come True**: Finally, the last week is spent preparing students for final theory and practical testing to graduate, as well as final exit paperwork, job counseling, and state board kit preparation.

Total Course Hours: 600 clock hours

Esthetics Program Instructional Methods

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Esthetics Program Textbooks

Milady's Standard Cosmetology: Fundamentals (2023) / Milady's Foundation (2023) / Milady CIMA Digital Platform / School issued tablet / Institution utilizes Rubrics as additional instructional material.

SCHEDULES

Esthetics Program Schedules

The Esthetics Program curriculum is designed for 600 hours and takes place through a combination of theory classes, practical mannequin work, and actual hands-on clientele practice.

Esthetics Program Weekly Hours –

ESTHETICS PROGRAM Full Time (37.5 hrs/wk): Monday – Friday 8:30am to 4:30pm
ESTHETICS PROGRAM Part Time (20 hrs/wk): Monday – Friday 5:00pm – 9:00pm

Esthetics Program Written Exams

The number of correct answers is divided by the total number of questions to determine the grade for each test.

Esthetics Program Practical and Clinic Work

The following is an outline sample of the four-step assessment used when grading practical and clinic work:

1. ***Connect & Establish Rapport and Build Credibility:*** Student comes to class with necessary classroom and clinic supplies, displays a professional attitude, participates, and greets clinic customers.
2. ***Consult & Arrange Plan for Moving Ahead:*** Student consults with instructor and/or client to prepare for practical assignments or client services.
3. ***Create & Achieve the Desired Results:*** Student summarizes service decisions by explaining to the instructor implements, products, and step-by- step procedures they will use.

4. ***Complete & Provide a Positive Finish:*** Student asks questions to make sure client is satisfied, recommends proper products and care for service, completes all record cards and sanitation.

Esthetics Program Final Examination

Esthetic Program – State License preparation consists of administration of (1) Theory and (1) Practical Mock State Board Licensing Final examination covering both State Regulations, and Principles and Practices of Esthetics. An overall grade of 75% is required for graduation. However, VskiCosmetology encourages students strive to reach a 85% or above in order to have a well-rounded knowledge of the material.

GRADUATION REQUIREMENTS

Graduation Requirements and Testing Procedure

In order to graduate and be recommended to the State Board of Cosmetology for licensure examination, the student must complete the following requirements:

A. Each student must clock in the specified number of hours of training.
B. Maintain a satisfactory passing average; minimum of 75%
C. Pass a final theory and final practical examination with 75% or higher provide school with passing licensure theory score report and/or passing licensure practical score report.
D. Complete and submit all rubrics and projects (including additional material) to meet and exceed the required state theory and practical requirements (performed on clients/mannequins) in their entirety and with a degree of perfection.
E. Must receive all documentation required for the program to grant student diploma completion.
F. Satisfy all financial obligations to the school unless other arrangements have been made.

*All students who successfully complete graduation requirements are issued a Certificate of Completion and one official transcript at no cost to the student.

Measurable Performance Objectives

Complete the required number of clock hours of training.

A. Achieve and receive passing grades on all practical graduation requirements and projects, including practical and theoretical examinations.
B. Satisfactorily pass final written and practical exams.
C. Upon completion, complete exit interviews, job counseling, and receive a graduation certificate.
D. Pass the State Board of Cosmetology exams.

Progress Reports (Report Cards)

Esthetic students will receive one progress report each month while they are enrolled in school. A minimum of one progress report will be given prior to the student reaching the midpoint of the academic year.

Changes made by the Institution – At this time, VskiCosmetology does not plan to change or alter anything listed in the student catalog.

Admissions For Cosmetology and Esthetic Programs

ENROLLMENT INFORMATION

1. **Enrollment periods:** VskiCosmetology School usually begins a new Cosmetology program and Esthetics program up to every 12 weeks depending upon space availability. Please refer to our website for the most current class start dates or contact VskiCosmetology School.
2. **Holidays and school closures:** VskiCosmetology School is closed for the following holidays: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day. VskiCosmetology School reserves the right to include a fall, winter, spring and/or summer break. The school reserves the right to close additional days with posted notice.
3. **Enrollment contract:** VskiCosmetology School clearly outlines the obligations of both the school and the student in the enrollment contract. A copy of the enrollment contract and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.
4. **Payment schedule:** VskiCosmetology School offers a variety of in-house financial payment options. See VskiCosmetology School Admissions for details.

EDUCATION GOALS

VskiCosmetology School strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise to aid in these education goals and objectives to make a positive impact on our industry.

HOW TO APPLY FOR COSMETOLOGY AND ESTHETICS

The first step in the enrollment process is to complete and submit the application to schedule a tour and interview. We encourage applicants to bring their family members to the interview for both the applicant and the family to have the opportunity to learn about the training programs. The interview gives the institution an opportunity to evaluate the applicant.

Submit FAFSA (if applicable). Meet with the Financial Aid Administrator. Learn about curriculum, books and kits, dress code and payment plans. Submit all documentation required for enrollment, pay fees if applicable, and sign enrollment agreement upon acceptance.
*A Catalog and the consumer information is made available to each applicant on our website and available upon request.

ADMISSION POLICY FOR COSMETOLOGY AND ESTHETICS REQUIREMENTS
1. Complete the application form: Complete and submit the application form to the school prior to registration. All forms may be obtained by requesting them from VskiCosmetology School.
2. Submit application fee: Submit $100 application fee to VskiCosmetology School. This fee is not included in the cost of tuition and is nonrefundable.
3.Personal interview: Applicant must complete a personal interview during the "Initial Tour/Interview/PreEnrollment Checklist" with the Admission's Team prior to registration.
4. Provide verification documents

a. Proof of age: Government-issued Photo ID and signed social security card
b. Proof of education (provide one of the following): High school diploma or official high school transcript showing graduation date or GED/HSE certificate or college diploma or official college transcript. For home schooled students, a state issued credential is required. Foreign diplomas – must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency selected from the approved list of providers by State Board of Cosmetology that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma
c. Name change documentation (if applicable) – marriage license, divorce records etc

*Vski Cosmetology School requires that all applicants provide a valid high school diploma or recognized equivalent (such as a GED) as a condition of enrollment. In accordance with 34 CFR 668.16(p), the School has established procedures to evaluate the validity of a high school diploma whenever there is reason to believe it may not be legitimate.
These procedures may include:
Verification of the diploma with the issuing high school or educational agency, including transcripts or confirmation from school officials.
Confirmation that the high school is recognized by the appropriate state, tribal, or Bureau of Indian Education authority.
Review against any Department of Education resources or published guidance regarding schools issuing invalid diplomas.
If a diploma cannot be verified as valid, the applicant may be denied enrollment until a recognized high school completion credential is provided. This ensures compliance with federal regulations and confirms that all students have met the necessary secondary education requirements for participation in the School's programs and eligibility for Title IV federal student aid.

Ability-To-Benefit: VskiCosmetology School does not admit ability-to-benefit students.
Training Agreements: VskiCosmetology School does not have any written agreements with any other entity to offer in whole or part any of its educational programs.
* The School limits the class size for all courses, usually ranging from 10 to 20 students depending on availability and time of year. Early enrollment is encouraged. State Ratio 1:20
**Official transcripts submitted must be signed, embossed, and sealed for delivery to the School.
**The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.*

Applicants with Non-Immigrant Visas:
Applicants with non-immigrant visas include those with work visas, students, visitors and foreign government officials. An applicant with a non-immigrant visa is not eligible for FSA funds unless they have a Form I-94 with one of the endorsements given in the eligible document section. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series. Someone who has only a "Notice of Approval to Apply for Permanent Residence" cannot receive FSA funds.
-In addition to the admission requirements, non-immigrant applicants must also provide documentation, as listed above, to show that they are permitted to be enrolled in a post-secondary school. Those students studying under a student visa at a school approved by SEVIS must attend the full-time schedule and can only attend the program for a period not to exceed 12 months.
**Until all documentation required are provided to satisfy graduation requirements, final program completion documentation will be kept on file for a maximum of 2 years from date of student's program completion.

TRANSFER OF CREDIT
Admission of Transfer Students from another school/ hours:
Each transfer student is considered on an individual basis and program availability. The school must receive a certified detailed transcript of student's academic and attendance of previous hours and grades from all areas of study prior to the scheduled start date to receive any eligible credit. A transfer student may be accepted after careful evaluation of the student's transcript provided and adequate time for testing. Transfer students pay full tuition. Transfer students must begin at the beginning and any transfer hours accepted are applied at the end of training. Certification of transfer hours must be submitted and accepted prior to the completion of the Enrollment Agreement. No more than 20% of the program can be credited from another institution. State required progress, up to 20%, will be accepted and applied as long as it is officially documented and is also submitted prior to enrollment. Acceptance of transfer hours is at the discretion of the school. Tuition cost may be based on a dollar per hour rate.
*We do not recruit students already attending or admitted to other schools offering similar programs.

**Regarding Satisfactory Academic Progress, a student's transfer hours from another School 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 time frame has been exhausted. SAP evaluation periods are based on scheduled hours at the institution.
***If a student wishes to transfer to another School, he/she must submit a written notice prior to departure date. One official transcript will be provided to a student who withdraws which will include hours and academics that the student has completed at no cost.

Extraordinary Circumstances Transfer Review

Notwithstanding the institution's standard transfer credit limitations stated above, VskiCosmetology School reserves the right to conduct an individual transfer review and consider the acceptance of transfer hours in excess of the standard transfer limitations when extraordinary circumstances exist and appropriate documentation is provided.
Examples of extraordinary circumstances may include, but are not limited to:
• Closure of a postsecondary institution;
• Approved teach-out agreements;
• Natural disasters, catastrophic events, or emergencies affecting a student's ability to continue training at the originating institution;
• Regulatory actions affecting the operation of an institution;
• Loss of instructional facilities;
• Significant hardship or relocation circumstances; and
• Other documented circumstances determined by the institution to warrant special consideration.
Students requesting consideration under this provision should provide available documentation supporting prior education and training, which may include transcripts, attendance records, academic records, practical completion records, enrollment agreements, training records, or other documentation deemed acceptable by the institution.

VskiCosmetology School may review available documentation and conduct evaluations, interviews, practical assessments, competency reviews, testing, or other measures deemed appropriate to determine transfer eligibility, academic placement, accepted hours, and remaining graduation requirements.
The institution reserves the right to request additional documentation when necessary to verify training, attendance, academic progress, practical competencies, or hours earned.

Acceptance of transfer hours under this provision is not automatic and shall be determined by VskiCosmetology School based upon its review of available documentation, educational records, competency evaluations, program compatibility, licensing requirements, accreditation requirements, and institutional policies.

The institution may evaluate clock hours earned, academic progress, attendance, practical competencies, educational content completed, licensing requirements, accreditation requirements, and program compatibility when determining transfer eligibility and placement.
Acceptance of transfer hours does not automatically constitute acceptance of academic standing, satisfactory academic progress status, practical completion status, graduation eligibility, curriculum placement, competency completion, or completion of graduation requirements.

Students approved under this provision may be awarded transfer credit in excess of the institution's standard transfer limitations when deemed appropriate by the institution and supported by available documentation and institutional review.
Students approved under this provision shall be assigned an academic placement and graduation plan based upon an institutional review of their educational records, practical competencies, attendance records, academic progress, and the requirements of the applicable VskiCosmetology School program.

For attendance purposes, students awarded transfer credit under this provision shall receive a proportional grace period based upon the number of hours remaining in their program at the time of enrollment. The grace period shall be calculated using the same percentage allowance applied to regularly enrolled students under the institution's current attendance policy.

The institution reserves the right to require additional coursework, practical assignments, competency evaluations, examinations, educational materials, textbooks, uniforms, identification badges, kits, supplies, digital learning resources, or other curriculum requirements necessary to ensure successful completion of the program and compliance with applicable licensing, accreditation, and educational standards.

Tuition, fees, educational materials, kits, supplies, uniforms, digital learning resources, and other charges associated with enrollment shall be determined in accordance with the institution's catalog, enrollment agreement, or any applicable teach-out agreement. Nothing in this provision shall be construed as creating an entitlement to reduced tuition, waived fees, altered financial obligations, or acceptance of transfer credit beyond that approved by the institution.

Any transfer credit awarded under this provision shall be documented in the student's permanent file and maintained in accordance with institutional, accreditor, state, and federal recordkeeping requirements.

Decisions made under this provision shall be reviewed and approved by the School Director or designated institutional official and documented in the student's permanent file.

TRANSFER OF PROGRAMS

Schedule/Program Transfer Procedure between Programs at VskiCosmetology School:

1. When a student requests a transfer to a different program from night to day, or day to night, from part-time to full-time, or full-time to part-time, or any change in schedule, there will be no charge for the first change. Each additional change will be a $50.00 charge. Money will be due on effective date of change. To request a transfer, you must use the following steps:
    a. Submit in writing a request for transfer and details of why transfer is being requested.
    b. Schedule an appointment with the director of the School about the transfer after submission.
    c. Schedule an appointment with financial assistance about the transfer.
    d. After receiving approval from all of the above, the student may be allowed to transfer depending on the space available.
2. These fees do not include T-shirts or name tags which are required by the State Board of Cosmetology, nor the fees required by the State Board of Cosmetology for the License Exam. VskiCosmetology School will not be responsible for paying your application fee to take the licensing exam at any time.
3. Each student will be required to sign an enrollment agreement before beginning School. Students who are 18 and over may accept financial responsibility. Students who are under 18 are required to have their parent, guardian, or sponsoring institution's signed permission.
4. Students requesting a transcript of clock hours and academic grades will be given the first one (1) free of charge. Each additional transcript is $10.00

*Currently we have once location and do not offer transferring between campuses.

RE-ENTRY

Re-entry Students for Interruptions/Withdrawn Students Conditions:

- Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable.
- Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days the student will pay for contracted hours at the current tuition rate.
- All re-enrolling students will be notified of the school's re-enrollment process and will be evaluated by the school Director for placement in the curriculum. Re-enrolling students may be required to purchase the current school kit.
- Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. If the student re-enters the program after 2 years of their last date of attendance they would need to enroll for the entire program as a new student.

STATEMENT OF NON-DISCRIMINATION

The School admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, or ethnic origin. VskiCosmetology School accepts applications from a diverse population. Diversity enhances and enriches the educational experience of the students. VskiCosmetology School does not discriminate based on sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to VskiCosmetology School's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. VskiCosmetology School's Title IX Coordinator is Alexis Venesky Perry, 2070 Sam Rittenberg Blvd Suite B322 Charleston, SC 29407, alexis@vskisalon.com, 843-203-0000 ext 2 VskiCosmetology's nondiscrimination policy and grievance procedures can be located in the student catalog which can be downloaded from the school's website, www.vskicosmetology.com To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the student catalog which can be downloaded from the school's website, www.vskicosmetology.com

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the School to provide equal employment and advancement policies without regard to an employee's race, color, sex, religion, national origin, age, veteran status, marital status, status regarding public assistance, membership or activity in a local commission, sexual orientation, or disability as define in the Americans with Disabilities Act (ADA). All employment related decisions are based solely upon legitimate, job-related factors such as skill and ability, past performance, and company needs. This policy will be carried out by the company in a manner consistent with good business practices and procedures, and in compliance with all applicable state and federal laws.

ACCEPTANCE BY THE INSTITUTION

After a prospect has completed the enrollment application process, the director will review the required admission materials to determine acceptance. Upon acceptance, the applicant will sign their enrollment contract to solidify notification of acceptance.

Acceptance will be based upon successful submission and review of requested documents and having met all admission requirements and Board approval.

VskiCosmetology School is committed to ensuring a safe educational environment and reserves the right to deny admission to applicants with a criminal record. Factors to be considered include the nature and severity of the offense, the relationship of the offense to the program of study, time since arrest/conviction, and any mitigating circumstances.

* All applicants must go through the entire enrollment application process (detailed in the enrollment application) which includes re-entry students (withdrawals) and transfer students.
The catalog and enrollment agreement constitute a binding contract between the student and VskiCosmetology School. Please read both carefully prior to signing the enrollment agreement.

STUDENT SERVICES

PERSONAL COUNSELING
Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, placement, or other areas in which the student may need assistance including referral to professional assistance when necessary. All referrals will be documented and signed by the student.

PROFESSIONAL ASSISTANCE
Students can find available Professional Assistance Contact Information on our student information bulletin board located in the student dispensary/lounge. If a student is unable to find the information they are looking for, please check with an instructor for further help. All professional assistance will be documented and signed by the student as being received and given the appropriate contacts necessary.

HOUSING
VskiCosmetology School can assist students in finding roommates and suitable housing prior to enrollment, although the School does not own or operate housing facilities.

CHILD CARE
Students are not permitted to have children on the campus during regular school hours. Childcare is solely the student's responsibility. Each student should make arrangements for childcare (and backup services in case of emergency), as absences due to lack of childcare will not be excused.

ORIENTATION
All courses have a complete orientation prior to the first day of classes, which provides information about the instructional programs, goals of each course, policies affecting students and services available to students.

VOTER REGISTRATION
The school encourages its students to be registered voters and to exercise their right to vote. Students are advised at orientation in catalog review, that they can register to vote at www.scvotes.org.

STUDENT RECORDS / TRANSCRIPTS

Student Record Management

The school maintains accurate and up-to-date records of attendance and academic progress for each student. These records are provided to students on a monthly basis.

Physical Storage - Student records are kept in secure, metal cabinets with locking mechanisms to ensure confidentiality and protection from unauthorized access.

Digital Records - Computerized records, including attendance and grades, are backed up on a secure server to prevent data loss.

Archiving - Old files are archived by converting key documents into PDF format and storing them on a secure web-based cloud storage system.

Requesting Student Records
Students can request their records from the school by submitting a written request. However, access to these records must be arranged in advance and the Director of Education must be present during the review process.

Copying Records - Copies of file documents can be obtained for a fee of $0.15 per copy.

Transcript Requests

One official transcript will be provided to a student who withdraws which will include hours and academics that the student has completed at no cost. One official transcript will be provided to a graduate at no cost. Additional transcripts are available to students upon written request and notification of permission for a fee of $10.00.

CONFIDENTIALITY & ACCESS OF THE STUDENT'S RECORDS

Family Educational Rights and Privacy Act (FERPA) Notice Regarding Student Records and Privacy

In accordance with the Family Education Rights and Privacy Act of Students (FERPA), the student or parents of dependent minor students have the right to access and review the student's cumulative records. This may be done by written request at a time convenient for both parties. In the case of a student who lives outside of a reasonable driving distance, copies will be sent at $ .50 per page plus postage costs. If the review is done at the institution, the institution reserves the right to have a staff person present during the review. The FERPA also ensures that records cannot be released without the written consent of the student, or parents or guardians in the event the student is still a dependent minor, except in the following situations:

- To school officials who have legitimate educational interest in the records.
- To certain officials of the US Department of Education, of the Comptroller General, and of state or local educational authorities in connection with said supported education programs.
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse.
- To accrediting commission to conduct their functions- judicial order or subpoena – parents of dependent minor students – or appropriate parties in case of a health or safety emergency.

If there is inaccurate information, the student or parents of the dependent minor have the right to request to change the inaccurate information. The school has the right to deny this request. At this time the student, or parents of the dependent minor, may request an internal hearing to challenge the contents. Decisions made at the hearing are final. The school will submit information pursuant to a court ordered subpoena. However, reasonable efforts will be made to notify the student or parent of the dependent student prior to the release of information. This is true except in cases of ex parte which is a subpoena that would require the school to not inform the student or parents of the dependent minor. In case of a health or safety emergency, personally identifiable information may be released to appropriate parties to protect the safety of the student or other individuals.

*** Records of the school will be maintained for a minimum period of 6 years.***

*** The school does not publish a student directory.***

STUDENT PLACEMENT

Employment Assistance/Placement:

The School will help the student gain the employment knowledge needed by offering career facts, career exposure days, and self-promotional instruction.

However, VskiCosmetology School is primarily an institution of learning and does not guarantee or imply job placement directly or indirectly. Successful placement is based not only on educational achievements of each student, but also on his/ her desire to succeed, professionalism, and positive attitude. There is no additional charge for job placement assistance.

The U.S. Department of Labor provides current job information at www.bls.gov/. This website includes information by job positions to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position.

CAREER OPPORTUNITIES

There is a future waiting for you if you are dedicated! Upon graduation from VskiCosmetology School as a Cosmetology and Esthetics Professional there are several options waiting for you in this vast profession.

COSMETOLOGIST: Professional Stylist, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist

ESTHETICIAN: Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, Makeup Artist.

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

ACADEMIC AND CAREER ADVISING

Professionalism: As a student at VskiCosmetology School, you can expect personalized academic support from our dedicated staff. The staff are available, by appointment or informally (with notice), at the end of the school day to meet with students to discuss any challenges you may be facing and provide guidance to help you succeed. If needed, we can also refer you to professional counseling services in the community.

In training to be a professional cosmetologist or esthetician you must be a caring, open-minded individual. You must use your training and knowledge to satisfy the needs and wants of every client. You must be able to put your ego and problems aside, in

order to be a contributing member of the team. You must be an excellent communicator. This requires the ability to listen and observe, to consult with and suggest ideas, services, and products to colleagues, instructors, management, and clients.
Professionalism can be seen and felt in a school, salon, spa, or any technical business. It is a balanced combination of choice of words, tone of voice, physical actions, education, technical training, determination, honesty, good judgment, decision making, cleanliness, sharp appearance and talent. Resume development, interview preparation, and job search skills are extensively covered in business development.

STUDENT ACTIVITIES
While at VskiCosmetology School, students have the opportunity to participate in a variety of events and activities that are educational, interesting, and fun. Networking in the community is part of your education and growth that contributes to your success.

Assemblies and Extracurricular Activities:
All students are encouraged to attend all outside events while in the program.
This not only fulfills school makeup hours but also provides opportunities to build connections and network within the industry.
Missing Events - Students can use these extra hours to protect their attendance and graduation date; keep in mind these opportunities may be rare but beneficial. Students that are late or leave early may not accrue all the makeup hours offered.
Graduation Date - Students cannot graduate prior to their contracted date under any circumstances.
Purpose of Events
Events are a vital component of every program, playing a significant role in your learning experience. They are not just an add-on, but a large part of the business portion of your education:

- Build your confidence
- Learn to communicate with the community
- Provide services outside of a normal setting
- Market themselves as future professionals in the industry

Notification and Consequences
The School will notify the students in advance (or earlier) of upcoming events to plan accordingly. If a student commits and does not attend, the student may not be eligible to have an opportunity for any future events regardless of if they need makeup hours. If the student's event performance is not 100% while in attendance, they may not receive hours. Hours are event (setup/breakdown) equivalent unless otherwise stated.
Event Etiquette
Students must adhere to school rules and policies while at events. All 1-12 grade school related event students will always be in school uniform. School dress code applies to all events, unless otherwise stated. However, occasional community festivals may allow for casual attire. Professionalism -verbal and behavioral, is expected at all events and students that violate professionalism may be sent home and may not be eligible for future events.
Optional Activities
Any "extra cost" activities are not mandatory, and students are not required to attend.

We Celebrate Constitution Day: Constitution Day is celebrated on or near September 17 of each year. More information is found at www.constitutionday.com.

ALUMNI ASSOCIATION
VskiCosmetology School's Alumni Association allows graduates to keep in touch with classmates, receive advanced training and placement assistance, and attend events such as the school career fair.
With mention prior to purchase, Alumni have earned 15% savings on all future CE Vski Association continuing education offers. Alumni have also earned stylist savings on all Vski Professional Products of 50%. (excluding shears, and shear products) Vski Professional Shears and shear products, please contact VskiProfessional for details.

STUDENT DISCOUNTS AND PURCHASE OPPORTUNITIES
VskiCosmetology School proudly offers the following student discounts, provided that all school policies, attendance, and conduct expectations are met:
• Replacement or additional kit requests are at purchase price with shipping (minimum order may apply)
• VskiProfessional Shears – Regular $449 → $299 each (Save $150)
• VskiProfessional Shear Pouches – 25% off retail (3-shear $69 / 5-shear $99 / Pro Pouch $149)
• VskiProfessional Wet Line Products – 50% off retail price

STUDENT PERSONAL SERVICES & DISCOUNT
All student services are a privilege. Having student/personal services is a reward opportunity only, earned by adhering to school policies and conduct. All services/products are to be received at $10 excluding a haircut, hairstyling, basic manicure, basic pedicure, basic facial, basic facial waxing, and basic makeup application. All chemical product used for hair services will be $10 per bowl (30 grams of weighed product). All the above is in regard to services completed on a student or a mannequin.

SERVICE SCHEDULING AND EXPECTATIONS
• All rubric/client services must be approved by an instructor, scheduled in the appointment book, and paid upon completion.
• A minimum of 7 rubric services per day may be scheduled. Students should be mindful of the number of rubrics they are scheduled to complete daily (7) and all student and client services are at the discretion of the instructor on the clinic floor, no exceptions.
• Instructor discretion applies to all student and client services.
• Student-to-student services at the discretion of the instructor during active client times.
• Failure to pay accurate menu prices for any service (student/client) on the day it is performed may result in documentation and disciplinary review for unethical behavior.

CROSS-PROGRAM SERVICE POLICY
• Esthetics students may not receive cosmetology services while clocked in due to program time restrictions. (excluding day of and all graduation requirements met)
• Cosmetology students may receive skin care Esthetics Program services only with Esthetics Instructor approval and paying any price applicable to the service
• Violations of this policy may result in loss of service privileges until completion of hours.

FAMILY AND CLIENT SERVICES
• Family members and clients can receive services at school menu prices and with no discounts on retail products.
• Students are responsible for coordinating all appointments with instructors and menu services before scheduling.
• Clients are assigned by experience level—senior to sophomore. Students may not self-assign clients.

PRODUCT USE AND SERVICE FEES
• Only school-issued products may be used for all client and student services.
• Personal products for mannequins require instructor approval.
• Performing services for pay outside school without a license is prohibited.
• Students may not collect service fees while clocked in; this is considered theft.
• However, cash gratuities from family or clients are encouraged to support students through the program.

GRADUATION REQUIREMENTS
Students meeting all graduation requirements and obtaining Director of Education approval may qualify for focused services and advanced study opportunities.

STUDENT CLIENT EXPECTATIONS
As part of the students' training, they are responsible for supplying their own clients to further perfect their craft, establish their clientele just as they would once, they are licensed! Please note, all clients are expected to pay the listed menu service price. As stated previously under the heading student personal services & discount, if a student would like another student to perform a service on them, it must be first approved by the instructor and the cost will also be at menu price.

STUDENT BREAKROOM/CLASSROOM AND CLINIC FLOOR (FOOD AND BEVERAGES)
Our school is designed to be a comfortable, quiet and relaxing space for you to unwind and recharge while learning. To ensure everyone can enjoy this space, we kindly request that you:

- Keep your voice at a reasonable level and avoid using vulgar language or noises.
- Use devices (cell phones, tablets, smart watches etc) with silent mode or headphones/earbuds when using them.
- All devices (cell phones, tablets, and smart watches etc) must be fully charged (using school outlets is not permitted for electrical safety reasons)
- Respect others by keeping phone conversations and table talk to a minimum, preferably taking them outside if necessary.
- Always practice good manners, school is still a professional environment.

To maintain a clean and safe environment, please:

- Clean up after yourself by disposing of trash and wiping down surfaces.
- Do not leave food or drinks on tables, chairs, floors, or on top of refrigerator/lockers/color bar.
- Avoid consuming food or unapproved drinks on the clinic floor or in classrooms for safety, sanitation, and hygiene reasons.
- Only sealed, leak-proof drinks labeled with your name are allowed in classrooms and clinic areas. Drinks and personal items must not be placed on countertops, tables, or the floor. This helps keep the learning environment clean, safe, and professional for everyone

Breaks, Lunches, Food & Drink
A refrigerator is available in the student breakroom for your use. Please note that there is no microwave. Students are not permitted to bring in any additional heating devices such as crockpots, mini crockpots, mini food warms, coffee pots, etc. It is your responsibility to remove and maintain your own items daily, keeping the refrigerator clean at all times. The school will periodically clean the breakroom and discard any remaining items left behind.

You are entitled to a 30-minute lunch break off the clock. Any additional breaks may be taken off the clock.

STUDENT AND SCHOOL RELATIONSHIP RULES AND REGULATIONS POLICY:

The Student and School Relationship Policy outlines the standards for students and the relationship between the School and its students. It emphasizes values that promote individual growth, development, and a positive learning environment.

As a student at VskiCosmetology School, we expect you to conduct yourself in a responsible and respectful manner towards all staff, other students, and School property. This includes always keeping our facilities clean and tidy. If you are unsure about proper cleaning or sanitation procedures, please notify an instructor immediately (ex. Spilled nail polish, non-flushing toilets, etc). Failure to do so may result in the incident being labeled as defacing School property.

As a future professional in the industry, you will be expected to maintain a clean and organized workspace, including sweeping and cleaning around your chair, as well as participating in towel maintenance. During your time at VskiCosmetology School, you will be expected to demonstrate similar responsibility and attention to detail.

SALON MANAGEMENT

As a student at our institution, you are required to perform salon management duties as part of your training and are not optional. This is an essential part of your education and is assigned daily. Your responsibilities include maintaining the front desk duties or responsibilities, cleanliness of clients' chemical service files, managing supplies, and ensuring towels are clean and ready for use both day and night.

To ensure fairness, a cleaning sheet will be assigned for all classroom/clinic duties. Each student will be assigned salon management by their instructor and will be required to complete the task before being checked off by an instructor. Failure to complete assigned duties may result in disciplinary action. It's essential to note that students cannot switch assigned duties, as this would compromise the requirement set by South Carolina law for you to earn hours.

ACADEMIC INFORMATION AND STANDARDS OF PROGRESS

SYLLABI

Prior to the first day of class for each program, the student receives a program syllabus and program outlines. Students have access to the catalog prior to the first day of class via our website www.vskicosmetology.com and upon request.

ATTENDANCE POLICY

Attendance Policy - Excused and Unexcused Absences:

Students are expected to attend school every day, as per their contracted schedule to complete the hours of state-approved training. For that reason, students must maintain a monthly attendance of 90% or higher. Failure to do so will follow the three-strike policy (see page 48) and may result in a student accruing overtime charges. Attendance records will be monitored for compliance and provided monthly, and students will be informed of their missed hours and the percentage of attendance on their monthly progress sheets. Your contracted graduation date is extended to a specific number of hours, based on your program, for unexpected closings and staff in-service days. You will be notified of such closings.

Report an Absence:

Report an absence, please dial 843-203-0000 option 2 to leave a detailed voicemail by prior to contracted start time. Attendance is the responsibility of the student and is not taken lightly by the school.

Absence Form Protocol:

Students must report any missed time prior to the start of class at 8:30am to the designated google form. If a student is absent, or must be absent from school, it is mandatory and it is the responsibility of that student to contact the school (see Report and Absence).

ONLY Excusable Reasons: Death in Immediate Family, major medical facility – applies to the enrolled student only (excludes, spouses, children, etc.) Example: emergency or scheduled surgery with doctor's written return date, proven traffic accident or traffic citation, child school required attendance (ex. required parent teacher conference) or court. Without any form of viable backup, absences will be considered unexcused, no exceptions. Only excused absences are documented, as all other absences are considered unexcused.

Abuse of Contract Schedule:

Any 20 consecutive scheduled school days violation will result in the three-strike policy disciplinary action and may be terminated from the program.

- (3) Not following Absence Form protocol of advanced (documented 24 hrs prior to the absence) notification of absence.
- (3) Unexcused absences (includes partial/full days) Students should not plan to leave the School once the day has begun except for assigned breaks.
- (3) Not consistently clocking in/out when sign in sheet time exceeds 5 min maximum allowance leaving clinic floor without instructor approval.
- (3) Not consistently clocking in/out may result in loss of hours regardless of how long you were in school. Hours granted will be at the school's discretion.

- (3) Consistently clocking in/out without instructor approval is unethical and grounds for termination.
- Students clocking in or out for one another is unethical and grounds for immediate termination.

Failure to comply with attendance policy will result in the three-strike policy disciplinary action and may be terminated from the program. Any appeal to this decision because of mitigating circumstances would require Director approval/disapproval before a final decision is made. Any student terminated by the school must reapply and pay all fees for re-admittance. Re admission into the school is not guaranteed and will be at the school's discretion.

The three strikes policy is as follows:
Students will be given a verbal warning on their first abuse of contract schedule, a written warning on their second noncompliance of the same issue and on their third noncompliance of the same issue a 1-day suspension. Please be advised on the 3rd strike suspension (included in absence) could apply as well as continuance of this for grounds for termination. Upon receiving a fourth warning for the same infraction, the student may be placed on week suspension or may be terminated from the program.

Each student's contract has a grace period to account for sick days, vacations, or other unforeseen events. Exceeding this grace period will result in over-contract fees being held back and will further delay your progression through the program. An absence, regardless of whether it is requested time off, call-in, or suspension, is considered time missed and is part of the grace period.
The rate of attendance is calculated by dividing the cumulative actual clocked hours by the cumulative scheduled hours recorded during a student's enrollment, rounded to the nearest hundredth.

For Example: a) Student has 350 actual hours and 400 scheduled hours. 350 divided by 400 would be the attendance percentage of 87.5%

Students are expected to be present for class at the time of their scheduled hours and stay through the completion of the day. Failure to do so, or missing school, puts the student at risk of a low attendance percentage as well as possibly going over contract. Counseling and other disciplinary actions may be taken if a student continues to miss class. It may also keep the student from receiving financial aid if they are not making satisfactory progress. Absences are approved/excused, approved/unexcused, or unapproved/unexcused. Excessive time off may put the student over their contracted graduation date and result in additional charges (see Policy on Extra Instructional (Over Contract) Charges).

*Each day absent is a missed opportunity to learn something that a student will need to understand more difficult material later. (See Makeup Work & Makeup hours)

CONTRACT TIME
Clocked Hours:
The School hours are assigned by the program taken. A student's schedule is part of their enrollment agreement and is subject to change. The School reserves the right to close with posted notice.

Students should arrive for all classes and clinics on time. If they arrive early, it does not mean the instructor will allow the student to clock in before their designated time. All students are expected to be in their assigned areas "on time" according to the contracted schedule. "On time" is defined as student earnable hours per the state board. Students do not get state hours for idle time.

POLICY ON EXTRA INSTRUCTIONAL (OVER CONTRACT) CHARGES

a. Cosmetology Program student can complete the (full-time) 1500 total clock hour course in 200 scheduled days or 40 scheduled weeks, if they attend 7.5 hours per day, 5 days per week for a total of 37.5 hours per week. This School allows you to miss 75 scheduled hours of your contracted time, at no penalty. If you miss these allowed scheduled hours, you must graduate before or by _____. If you miss more than the allowed scheduled hours, you will be terminated from School and/or penalized $250 per week, for every week after 75 missed hours.
b. Cosmetology Program student can complete the (part-time) 1500 total clock hour course in 273 scheduled days or 55 scheduled weeks, if they attend 5.5 hours per day, 5 days per week for a total of 27.5 hours per week. This School allows you to miss 75 scheduled hours of your contracted time, at no penalty. If you miss these allowed scheduled hours, you must graduate before or by ----------. If you miss more than the allowed scheduled hours, you will be terminated from School and/or penalized $250 per week, for every week after 75 missed hours.
c. Esthetics Program student can complete the (full-time) 600 total clock hour course in 80 scheduled days or 16 scheduled weeks, if they attend 7.5 hours per day, 5 days per week for a total of 37.5 scheduled hours per week. This School allows you to miss 20 scheduled hours of your contracted time, at no penalty. If you miss these allowed hours, you must graduate before or by _____. If you miss more than the allowed scheduled hours, you will be terminated from School and/or penalized $250 per week, for every week after 20 missed hours.
d. Esthetics Program student can complete the (part-time) 600 total clock hour course in 120 scheduled days or 30 scheduled weeks, if they attend 5 hours per day, 4 days per week for a total of 20 scheduled hours per week. This School allows you to miss 20 scheduled hours of your contracted time, at no penalty. If you miss these allowed hours, you must graduate before or by _----___. If you miss more than the allowed scheduled hours, you will be terminated from School and/or penalized $250 per week, for every week after 20 missed hours.

MAKEUP WORK & MAKEUP HOURS
Make Up Work:
Make Up Tests (Make Up Tests Form (MUTF) – Permission may be granted for makeup test, at the discretion of the school, within federal and state guidelines. If a student misses a test due to an absence, the day of any graded test or assignment, a zero will be

given. All make up tests should be completed within 30 days of the original testing date. Failure to make up the test will result in a final zero unless there are mitigating circumstances. All mitigating circumstances are taken into consideration by the School Director. It is the student's responsibility to complete and submit to the instructor, a MUTF in a timely manner to meet 30-day availability makeup date and academic requirement. To accommodate students, makeup test days are scheduled, time outside of these dates provided is not optional and a final zero will be given. Monthly makeup test dates are (available upon request) posted on the theory and school calendars. Students must complete makeup test at the scheduled time requested on the MUTF, no resubmission for missed test will be considered and a final zero will be given. Related services cannot be performed until the exam has been taken (written/practical test out) with a 75% or higher grade regardless if a final zero was received.
Failure to maintain above satisfactory academic performance may result in disciplinary actions, less than satisfactory can cause loss of or delays in funding, delay in graduation and additional tuition charges.

**Work requested in advance due to a scheduled (approved -excused or unexcused) absence is provided with student timely request only and based on the instructor's discretion. Make up work is not an option only make up test per the MUTF.*

** MUTF may only be considered for missed graded theory chapter test, practical test out, mid term and final exam, this excludes all other theory, practical, and all mock board related testing or graded assignments.*
Retaking of tests – Students who make under a 75% on any chapter test including the state law test, are allowed to retake the test one time. All retaking of examinations are scheduled by the Instructor for the next following attended day only. The higher of the two grades will be accepted. All re-takes must be completed within 30 days of the original testing date. Otherwise, the original test score will remain. Students in Academic Probation may go through an academic appeal process for a re-testing plan.

Mock State Board Testing Grading Theory and Practical –

Mock State Board Theory and Practical exams are mandatory and not eligible for make-ups. Students who are late or absent will receive a zero; late students may still participate to earn clock hours and assess their knowledge, but the zero will remain, and students who do not participate will be required to clock out. For mock practical exams, students must be fully prepared with all required, clean supplies—missing or unclean items may result in a zero for the affected segment. The highest grade earned for both Mock Theory and Mock Practical will be recorded; however, students must maintain a passing grade by VSKI standards by the end of the month (85% or higher for theory and 90% or higher for practical). Clinic floor grades are heavily weighted and can impact academic status quickly, as the school considers scores below these standards insufficient. Neither mock exam is optional or exempt unless a student has taken, passed, and submitted an official copy of their state licensure score report to the school. Students scoring below required standards will be assigned additional theory and/or practical state board assignments (completed in state board timing) prior to resuming regular clinic floor duties, including client appointments.

**If a student has received 3 documented forms related to grades, theory or practical related, the student will be held accountable based on the 3 strike policy. A meeting with the instructor will be required and the student will be blocked from student services and guest services until the theory or practical has been resolved. During the meeting, it will be explained to the student the seriousness of the fact that they cannot graduate without taking the exams as it's part of graduation requirements and the importance of passing theory and practical mocks is not optional in order to complete the program.*

Make Up Hours:

Makeup Time Opportunities
Makeup time may be available in the morning from 8:00 a.m. to 8:29 a.m. when an instructor is available to monitor. To receive credit, students must be clocked in, seated, and in attendance for the entire duration of this time. Students may not leave their seat for any reason (including restroom use, dispensary access, or other activities). This period functions as a quiet study hall and must be used for independent, theory-related work, such as working ahead when applicable, retaking CIMA quizzes, or completing previous test corrections. Makeup time is not guaranteed, even if a student arrives by 8:00 a.m., as instructor availability is required in order for this time to be offered.

Separately, outside events may be offered periodically throughout the year and may be used for students to earn makeup hours or bank hours when approved by the school.

EARLY RELEASE
Early Releases are not permitted unless an illness or emergency occurs. Students needing to leave early must submit an Absence Form providing 24 hr notice. Without any form of viable "ONLY Excusable Reason" backup, early releases will reflect abuse of contract and be considered unexcused, no exceptions.

TARDINESS
Tardy Policy

Tardiness is defined as a student arriving to class or clinic after the scheduled start time. While punctuality is a key aspect of professional behavior, we understand that tardiness is not always avoidable due to unforeseen circumstances. Excessive tardiness, however, will be addressed on a case-by-case basis (ex. Dropping below 90% attendance monthly/sap).

Any of the following circumstances will be considered a tardy, Abuse of Contract Schedule, and Attendance Policy:
*Students who arrive and clock in after their contracted scheduled arrival time (10:01+).
*Returning late from a scheduled break/lunch. (31+ min)
*Leaving school before your scheduled daily ending time (-6:00).

Failure to comply with tardy policy will follow the "Abuse of Contract Schedule and Attendance Policy" within an average of any 20 consecutive scheduled school days will result in the three-strike policy disciplinary action and may be terminated from the program. The school has the authority to take whatever action is necessary to control excessive absences and tardies. If a student clocks-in on time or are clocked in, but are not attending class or clinic, then you they be subject to being clocked out and sent home or a late arrival not requested and approved in advance.

Report a Tardy Protocol:
Report tardiness, student is required to submit the tardy notification via google form.

TIME RECORDS
Students are ultimately responsible for tracking their own hours on a daily basis. VskiCosmetology School will only honor documented daily time earned or that can be verified. Students are allowed only (3) time adjustments per core of contracted program (see Abuse of Contract). Students must scan their badge to clock in and out on the Genesis System at the beginning and end of each day, 30 min is deducted after a 6 hour period to account for required 30 minute lunch break.

Student's hours are recorded digitally by scanning their badge in GENESIS. Each student is responsible for scanning their own badge in, at the start of the day, and out, at the end of the day, correctly. Failure to do so may result in loss of hours by not following time clock procedures accurately. Lunch breaks are assigned or at the instructor's discretion. GENESIS is set to automatically deduct 30 minutes for time over a 6-hour day. Missed punches must fill out a time modification sheet located near GENESIS or failure to do so may result in loss of hours.
All students must comply with the school's attendance and SAP Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, delay in graduation and additional tuition charges.

LEAVE OF ABSENCE/WITHDRAWAL
Leave of Absence Policy:
All students must follow the institution's policy of requesting a Leave of Absence.
A Leave of Absence (LOA) is a temporary interruption in a student's program of study and may be requested for extreme circumstances. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. There is a Leave of Absence Policy and Form that can be requested from the office. This form must be completed in advance and signed by the student, including the reason for the student's request, as well as the approving staff member, and should note the date of return, as well as any other documentation needed for the student files. In the case of an emergency, the student should contact the school as soon as they become aware that they will be absent for an extended period, citing the reasons, and requesting leave. A student cannot wait until they return to school to request a leave of absence.
LOA's may NOT be used for vacations, work related, personal time off, breaks or any other reason. LOA's are ONLY for events that will result in the student being absent for more than 14 consecutive days and must be for medical or nature of emergency.

The institution allows for unforeseen Leave of Absences based on the following examples:

A. If a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the leave of absence in advance.
B. An institution may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of he approved leave of absences would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

If granted financial assistance - No Title IV funds will be disbursed to cover a Leave of Absence; however, no penalty will be suffered by the student.
Please note:

(1) If a student has been granted a Leave of Absence, the scheduled graduation date would automatically be extended for the same number of days as the Leave of Absence.
(2) While there is no penalty for taking a Leave of Absence, the student must understand that the amount of financial aid originally expected to be disbursed may change since he/she will not be clocking the same number of hours first estimated when deter- mining aid eligibility.

Approval of a student's requests for a Leave of Absence is in accordance with the institution's policy.

If approved, the official LOA will stop the contracted scheduled hours in place for the time of the LOA and extend the contract for the same number of calendar days taken as the LOA. No re-entry fee will be charged if the student returns to class on or before the first-class day scheduled after the termination of the Leave of Absence. A student granted a leave of absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution must extend the student's contract period by the same number of days taken on the leave of absence. 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.

A student returning from a leave of absence or other official interruption of training will remain in the same status with respect to satisfactory progress.

If the student is not making satisfactory progress before the interruption of training, the student will resume his/her training in the same status as prior to the interruption. LOA's will generally not be accepted while the student is in 1st Core of Instruction and may require the student to withdrawal and then re-enter at a later date to pick up where they left off in their training.

The institution may not assess the student any additional institutional charges as a result of the leave of absence. The LOA together with any additional LOAs must not exceed 180 days, in any 12-month period.

VskiCosmetology is an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. See Institutional Refund Policy for additional terms and/or see school director for leave of absence form.

If a student fails to return on their scheduled return date, the student will be considered to have withdrawn from the school as of the first day of the LOA. The school has thirty days after the last day of an approved, documented leave of absence to calculate and return any funds due.

WARNING: If you fail to return to school on your scheduled return date, your grace period for your financial aid loan payments will start retroactively from the day the LOA began, and repayment will begin sooner than expected.
Additional Hours Requesting Additional Hours

If a student requests additional instruction:

1. After completing the required number of hours for the program, OR
2. After completing a Cosmetology School program outside of South Carolina, OR
3. When transferring to work in another state and needs more hours, that instruction may be provided at the discretion of the School Director, at the hourly rate indicated on the Enrollment Agreement, to be paid by the student in advance.

LICENSING REQUIREMENTS

The S.C. Department of Labor, Licensing & Regulations requires the following:

1. A license as a cosmetologist shall be issued by the board to any person who:
   a. is at least sixteen years of age and possesses a high school diploma, or at least tenth grade education, or the equivalent as established by tests used in public schools, or equivalent as established by psychological examinations determined by a certified psychologist, or successfully passes a standardized test given by a vocational rehabilitation counselor;
   b. has completed 1500 hours of approved training in the cosmetology program, pay all tuition and fees, and graduate from an approved school;
   c. passes the examination prescribed by the board and pays the required fee.
2. A license as an esthetician shall be issued by the board to any person who:
   a. is at least sixteen years of age and possesses a high school diploma, or at least tenth grade education, or the equivalent as established by tests used in public schools, or equivalent as established by psychological examinations determined by a certified psychologist, or successfully passes a standardized test given by a vocational rehabilitation counselor;
   b. has completed 600 hours of approved training in the esthetic program, pay all tuition and fees, and graduate from an approved school;
   c. passes the examination prescribed by the board and pays the required fee.

Information regarding licensure and endorsement is available by contacting the South Carolina State Board of Cosmetology or by visiting their website at http://www.llr.state.sc.us/POL/Cosmetology/

To become licensed in other states, students should inquire about the laws of that state for licensure. DISCLOSURE: Please be advised that academic achievement hours earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Criminal convictions may affect your ability to become licensed.

South Carolina Board of Cosmetology licensing preparation, registration, and examination fees are supplied, submitted, and paid by the student.

CHANGES MADE BY THE INSTITUTION

If the institution cancels or changes a program of study or location in such a way that the student who has started is unable to complete training, arrangements will be made in a timely manner to accommodate the needs of each student enrolled in the program who is affected by the cancellation or change. If the institution is unable to make alternative arrangements that are satisfactory to both parties, the institution will refund all money paid by the student of the program of hours not yet earned from the total amount paid. Any changes will be stapled to the catalog and/or sent to students.

SATISFACTORY ACADEMIC PROGRESS POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

I. SAP - Satisfactory Academic Progress Policy - Standard of Satisfactory Academic Progress applies to all students enrolled in VskiCosmetology School programs, full and part time, whether receiving Federal Title IV funds, partial funding assistance, or self-pay. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the end of each payment period. Students are advised of their academic and attendance status via a progress report. This report notifies the students of any evaluation that may impact the student's eligibility for Title IV aid and is kept in the student's file.

II. SAP Evaluation Periods - Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Program: 500hours(13.5weeks), 1000 hours(26.5weeks), 1250 hours(33.5weeks) clocked (scheduled) hours

Esthetics Program(600hr): 300 hours (8 weeks) clocked (scheduled) hours

Cosmetology and Esthetic Programs: AY1 – 0 to 1000 hours (26.5weeks)

*Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations may impact eligibility for financial aid and students will be notified. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

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

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

Course	Weeks	Scheduled Hours
Cosmetology Program (Full time, 37.5 hrs/wk) – 1500 Hours	60 weeks	2250
Esthetic Program (Full time, 37.5 hrs/wk) – 600 Hours	24 weeks	900

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

Students who have exceeded the courses maximum timeframe shall be terminated from the program. The student would thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the school's admission policy.

V. SAP Academic Progress Evaluations- The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation.

Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following grading scale: 93-100 = A Excellent // 85-92 = B Very Good // 75-84 = C Satisfactory // 69-74 = D Unsatisfactory // 0-68 = F Failing

VI. SAP Determination of Progress Status - Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining minimum standards are no longer eligible for Title IV unless the student is on warning or has prevailed upon appeal of the determination that has resulted in a status of probation.

VII. SAP Financial Aid Warning - Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not

required to appeal a Warning Status. When a student is placed on warning status, he or she is given a warning notification and it is kept in the student's file.

VIII. SAP Financial Aid Probation - Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation if: a) The institution evaluates the student's progress and determines that the student did not make SAP during the warning period; and b) the student prevails upon appeal of a negative progress determination prior to being placed on probation; and c) The institution determines the SAP standards can be met by the end of the subsequent evaluation period; or d) the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the SAP requirements by a specific point within the maximum time frame established for the individual student.

If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, students will not be deemed eligible to receive Title IV funds. At any time during the probationary period if the student fails to improve, they may be terminated from the School at any time. The student may request an appeal.

IX. SAP Re-Establishment of Satisfactory Academic Progress - Students may re-establish satisfactory academic progress and Title IV, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

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

XI. SAP Financial Aid Appeal Procedure - If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 10 calendar days of the negative determination. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

XII. SAP Non-Credit, Remedial Courses, Repetitions - Non-credit and remedial courses do not apply to our School. Therefore, these items have no effect on upon the school's Satisfactory Academic Progress standards.

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

GENERAL INFORMATION

STANDARDS OF CONDUCT AND PROFESSIONALISM

Student Rules and Regulations:

The School rules serve as standards for the purpose of promoting a positive learning environment and pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance your ability to build confidence in the skills required. These regulations will allow you to exist with a minimum of problems and a maximum of enjoyment in your educational process following academics, attendance, and professional performance. The third violation of any rule may result in a one-day suspension following our (3) strike policy. All tool kits are to be brought to school every day. If you do not bring your tools, you may not be able to clock in.

1. Dress Code Policy:

Students are expected to be in dress code while in attendance. Any dress not in compliance will be addressed, documented, and met with a request for prompt resolution. Students may be asked to clock out until a resolution is met with compliance.

Acceptable school uniform while clocked in is as follows:

• **From Top to Bottom:** All dress articles aside from required uniform shirt must be in acceptable colors (black, gray, orange or white), professional, properly fitted, comfortable, performable, clean, in good condition, no fading, no stains, no wrinkles, and no holes. Replace lost buttons, repair torn seams and repair hems that are out. The School prohibits revealing clothing that does not provide full coverage of skin while in clothing or through clothing (full coverage defined as front side, back side, the area between the collarbones and the ankles) of private body parts. Tops: VskiCosmetology School uniform shirt only (one short sleeve uniform shirt is provided in your program at no cost; additional uniform shirts are available for purchase). Aprons provided in your cosmetology kit should always be worn during (mock and client) chemical services. No articles of any kind should cover your shirt logo. Cold natured students are permitted to wear a short /long-sleeved shirt underneath your uniform shirt, or you may purchase a uniform long sleeve or sweatshirt. Bottoms: Acceptable colors (black, gray, orange or white) from the waist down, full leg coverage (provides additional safety from chemicals). No sweatpants, activewear, or scrubs are permitted.

• **Shoes**: Acceptable colors (black, gray, orange or white), non-slip, rubber soles, closed toes (croc like shoes not permitted), worn with socks for hygiene purposes. No slip on shoes are permitted.

• **Badges:** State board requirement that a student's name badge provided by the school, be worn at all times. (One badge is provided in your program - $5.00 fee for replacement and $5.00 fee for temporary badges.) All badge needs should be handled immediately with your instructor.
• **Head Coverings:** No head coverings/bandanas may be worn on School premises. Fashionable headbands are acceptable if most of the hair is shown. Hair should be styled and makeup applied prior to school arrival.
• **Nails:** All must be clean well-groomed, and professional in appearance (polish on or polish off).
• **Accent Accessories:** Belts, and scarves, or other accessories are allowed in acceptable accent colors.
• **Accessory jewelry, body, and facial jewelry:** must be removed if it is excessive, disruptive, brings undue attention, or a safety issue.
• **Tattoos**: Tattoos must be covered if suggestive, sexual, or offensive in nature.
• **Inappropriate hygiene:** Others may have a sensitivity to synthetic or heavy Perfumes which have a tendency to linger. A very light aroma or perfume is refreshing. Pay close attention to your scent. Be aware that certain foods, smoking scents of any kind, alcohol scents or remnants, body odor or unpleasant personal hygiene, and your health may affect your scent and will be documented confidentially with an immediate request from the student for compliance. Gum chewing is not allowed but breath mints are highly encouraged. You are working in close proximity with the public, fellow students and staff will be expected to deliver the same respect to you. Hands must be washed prior to servicing each guest and all other appropriate times.
• **Head/Ear Devices**: Headphones and cellphones must be stored in your locker and may only be used in the breakroom (silently) or outside the building. Students may not use cellphones, earbuds, digital watches, Ipods, MP3 players, or any other device within the school unless permission is provided by the instructor. Students are not permitted to charge any devices using school outlets.
* Decisions on the appropriateness of student's dress is left to the discretion of the staff. If you are not professionally attired, looking your best with a positive attitude and a smile on your face, you may be asked to clock out and return with a compliant resolution with time missed documented following 3-strike policy. By attending VskiCosmetology School, you are allowing us to hold you accountable for "looking professional at all times".

2. Students are expected to always conduct themselves in a professional manner and be mindful of the following:
   a) To maintain a learning environment for all students, anyone who is disruptive in the classroom or on the clinic floor (rudeness, foul language, or other unprofessional behavior) may be dismissed for the day.
   b) Food is allowed in the breakroom area only. Students are permitted to have a sealed water bottle with them while on the clinic floor or in the classroom.
   c) School is a smoke free facility. Smoking is not allowed on school property. No drugs (prescribed or not), alcoholic beverages, firearms or lethal weapons will be allowed on School premises.
   d) To not interrupt the educational process, students will be notified of emergency phone calls only.
3. To ensure that each student receives consistent and comprehensive instruction in the classroom and clinical environments, students must remain in assigned areas or receive Educator permission to be in unassigned areas.
4. To benefit from the training and technical experience School offers, students must be mentally alert and have a sober state of mind. The National Drug Prevention Program is strongly supported and does not condone the use of controlled substances and intoxicants. Students using controlled substances or intoxicants will be terminated.
5. All services or work done by students must be assigned by, performed under the supervision of, and evaluated by an Educator within the educational situation. Students must follow Instructor's instructions involving any client services (i.e. processing times, product to use, etc) and must show their work to the instructor before the client's service is concluded. Students who refuse an assigned service will be suspended for three days. Student kits are to be used for assigned services only. Only authorized solicitation of products, merchandise, or services will be considered professional.
6. Students are responsible for their own personal property and are provided locks for their lockers and to secure their property in this locked area. For specifics regarding locker use and compliance please refer to Lockers subheading under General Information.
7. It is the responsibility of the student to supply notebooks, pens, pencils, etc. and all issued materials to perform all assignments (clinical, practical, and written) into the building before clocking in. Using or borrowing supplies from an instructor or another student is not allowed. Keeping items in your car is not considered prepared when you are clocked in.
8. Students are responsible for ensuring that the school issued tablets are fully charged before coming to school. Students are not permitted to charge tablets using school outlets.
9. Student Status: Individuals who enroll in a program of study at the School are students. Students of the School will learn in a variety of settings, including classrooms, practical labs, and in the student clinic. Each learning environment is designed to advance and reinforce students' knowledge of their course of study in a different way.
10. No use of the schools music or computerized equipment is permitted unless an instructor has designated a student to do so otherwise it is considered using property that is not yours, which is not allowed.
11. Any fees incurred by the Board of Cosmetology are the sole responsibility of the graduating student unless previous arrangements have been made.
12. Classroom students are only permitted on the clinic floor when clocking in and when under instruction. Clinic students may not disrupt other clinic student services or assignments, unless permission is given by the instructor. Students are not permitted to instruct one another unless given permission from the instructor. • Respect your instructors, staff personnel and fellow classmates at all times. Staff should be referred to by Mr/Ms followed by their first name.
13. If you encounter a possible issue, ask your instructor for a private conference. The instructor may utilize the internal grievance policy.
14. Soliciting of any nature is not permitted on school property.
15. Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service. Guests are not permitted in the breakroom.

16. Students must observe good habits of safety, turning off heating tools not in use, practice sanitation and sterilization of tools and work area while in school.
17. Student manners and etiquette is required as school is still a professional learning and training environment. Disruptive volumes of voices, functions, and/or devices in both permitted and non-permitted areas could result in documentation and the disciplinary 3 strike and termination policy.
18. Be involved in curriculum related activities at all times when clocked in. Excessive time in the student breakroom or classroom is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities. Strive to continually upgrade abilities through education and practice.
19. Refusing to complete salon management duties may result in disciplinary action.
20. Student Rules and Regulations include but not limited to academic, attendance, and performances related to school standards in the student catalog in its entirety. It is the students responsibility to comply or disciplinary action may result. Details are provided under each section and may result in disciplinary action as indicated

The student clinic offers students the opportunity to learn by doing in a simulated salon environment. Students will practice their skills on real, paying customers of the clinic under the supervision of instructors. Practical skills learned in the clinic include, but are not limited to, providing cosmetology or esthetic services for clients relating to hair, skin, and nails; light cleaning and sanitation; laundry related to client services; and practicing product knowledge and sales techniques.

Students are not employees of the School and will not be paid for any time spent learning by performing tasks in the Schools clinic. A student's relationship with the School can only be changed from student – school to employee – employer by not being enrolled in a program and going through an application, interview, and hiring process.

**** All rules herein and posted must be followed or suspension and/or termination may result. VskiCosmetology School reserves the right to make any changes in the rules and regulations at any time. Students will have access to the student handbook via the school's website.**

GROUNDS FOR TERMINATION

Unprofessional conduct that discredits the individual or VskiCosmetology School will be subject to termination. Students must conduct themselves so they do not interfere with other students or educators. The decision to terminate a student is taken seriously. The grounds are simple, it's based on attendance, academics, and performance. It is the actions and the decisions made by the student which causes the termination. Therefore, in essence, the student terminates himself/herself from the program. The school reserves the right to terminate a student, not all inclusive, on any of the following grounds:

• Non-compliance with VskiCosmetology School rules and regulations. Failure to comply with Attendance and Academic related standards of the school. Breach of enrollment agreement
• Unprofessional conduct. Conduct that reflects unfavorably upon VskiCosmetology School or its students.
• Insubordination in any form / Disruption of the educational environment / Negativity verbal and behavioral. Disobedient or disrespectful behavior to faculty or other students.
• Cheating, falsify records, or misrepresentation of the truth in any form
• Theft in any form (included but not limited to tampering with guest tickets and not charging the full amount for services) Time theft occurs when students get hours for non-school work activities while clocked in (ex. extended time over any designated break even by 1 minute isn't considered earned, selective participation, staying busy, you do not get hours for idol time)
• Racial remarks or comments / Threatening language or actions to include bullying / Immoral or improper conduct. Harassment of any kind including intimidation, sexual, and discrimination.
• Fighting / any type of physical attack or participation in such will result in immediate termination / action that causes or could cause bodily harm to a client, student or employee of the school
• Drug and Alcohol usage per policy / Smoking any form of Vaping on school grounds (drugs, alcohol, tobacco, vapes are not permitted, for example in lockers, bathrooms, and purses/bags) Firearms, carrying a concealed or potentially dangerous weapon. Entering the School while under the influence or effects of alcohol, drugs, or narcotics of any kind.
• Willful destruction of school property
• Creating a safety hazard to other students.
• Completion of in-house suspensions with failure to improve, probation, academics etc.
• Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement / Non-conformance with the state laws and regulations governing schools and students / Non-compliance with the school's Satisfactory Academic Progress Policy
• Failure to pay fees when due. Not fulfilling financial obligations to the school / Discussing school financials, attendance, and academics with anyone other than faculty

Dismissals may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. Students are encouraged to voice their grievances with school management or the corporate office by means of the School's Grievance Procedure. Concerns which are not made known to the applicable management personnel, cannot be effectively addressed in a timely manner.

WARNING:

A student will be given written or verbal warning of infractions and documented and kept in their file. Each student will be given a three strikes policy. Please refer to the three strikes policy.

SCHOOL PROBATION:

A student may be placed on probation for a specified time for any infraction of the Standards of Conduct or Rules and Regulations. If the student does not correct the problem, he/she will be subject to suspension and/or permanent dismissal at the discretion of the school administration.

SCHOOL SUSPENSION:

Enrollment may be immediately suspended for up to three (3) days for infraction of the Standards of Conduct, failure to improve attendance or General Policies at the discretion of the school administration. Suspensions while on probation will follow a 1,2,3 policy where the first infraction results in a 1-day suspension and so on. If issue is not resolved after a three (1) day suspension, student will be dismissed from program. During School suspension students are not to be on School premises.

MINOR STANDARD VIOLATIONS

Minor standard violations include assigned area violations, property misuses, client service violations, unprofessional behavior, continually violating the standards of the School, and any disruptive behaviors determined by instructors as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students. At any time during the student's program the violation of a minor standard may result in lost hours, and repeated violations may result in suspension from the school or termination.

MAJOR STANDARD VIOLATIONS

Major standard violations include: using controlled substances/alcohol, defacing or destroying property, stealing, falsifying documents, committing fraud, abusing and/or causing physical harm to others, and violating local state and federal laws. At any time during a student's program, the violation of a major standard will result in termination.

DRUG-FREE INSTITUTION AND WORKPLACE

Drug-Free Policy Statement:

VskiCosmetology School is a drug-free campus and has a zero tolerance for drugs and alcohol. Each student must sign a drug free policy form as part of the enrollment process. The Drug-free Policy applies to all students. No student may be on the School premises or affiliate clinic under the influence of any substance. As a drug-free and alcohol-free environment, individuals under the influence may be subject to immediate dismissal and/or removal. The unlawful possession, use, or distribution of illegal drugs and/or alcohol are strictly prohibited at this school. Students not complying with this standard will be subject to school sanctions. In the event that the school suspects usage all students involved will be subject to drug testing at their expense. Failure to comply will result in termination. The prohibitions for use, possession, and distribution of illegal drugs and/or alcohol apply to all persons on school property or as part of any school activity. Students may request counseling for substance abuse and will be referred to community resources.

School Sanctions: If the student is found to have violated the institution's Drug-free Policy, then immediate termination may take place. The school may make referral to local and state authorities for prosecution.

These measures will be imposed for use, distribution or possession of illegal drugs and alcohol.

The school will notify the student in writing if the school becomes aware of any violation of this policy. The student may request a formal hearing after receiving said notice. Two (2) members from the faculty and staff will comprise the hearing board. If the student fails to request a hearing within three (3) business days, then immediate termination will take place. If a student requests a hearing, the board will notify the student of the date the hearing will take place. The student has the right to be represented by legal counsel for this purpose. The hearing board will take testimony from all individuals involved in the case.

The school's administration will then be notified of the board's decision. In all cases, the hearing board's decision will be final. The school's administration will then notify the student of the board's decision.

****Sources of Rehabilitation are available to each student on the school's website.

PARKING

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. VskiCosmetology School will not be responsible for parking violations and/or towing fees. Designated areas for student parking are the extended parking lot between Belk and Dillard's Department Stores. The school does NOT provide reserved parking for its students. All student related vehicles are not permitted to enter the Dock B area.

DIGITAL COMMUNICATION DEVICE(S)

Using cell phones, digital watches, ear pods during class and on the clinic, floor not only distracts the student, but may cause the student to miss valuable material; it also disrupts the classroom, clinic floor, instructors and fellow classmates which is unfair and unprofessional. The instructor's job is to keep the student professional. Cell phones, digital watches, ear pods are permitted in

assigned areas of the school only and at a non-disruptive volume, otherwise it may result in disciplinary action. In non-designated areas, students must turn off, silence, and/or put away all digital communication devices. This is a learning environment and requires the student's undivided attention. At times the instructor may ask the student to use their cell phone for activities or training and would be permitted in this instance. In the event of emergencies, students are encouraged to provide the school's main contact number in order to reach the student may be reached. Communication devices should not be checked outside of designated areas unless approved by staff. Students are not permitted to use administrative business telephones for personal use. As adults, students should have no difficulty in adhering to this policy. Students may not charge any electronic devices using school outlets for electrical safety reasons.

SOCIAL MEDIA

VskiCosmetology School understands and respects the rights of our students in using social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, newsgroups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, Twitter, Instagram, Snap Chat, You Tube, etc.). Students are personally responsible for all published social media content.
Students are expected to be respectful of fellow students, staff members, and VskiCosmetology as a business. (As a student in a learning facility, while forums can be helpful, they can also be unprofessional and inaccurate when to comes to client consultations and services. All client consultations and services are at the instructor discretion only at the time of service.) VskiCosmetology School does not permit engaging in any conduct that would be unbecoming of a VskiCosmetology School's and/or misrepresent VskiCosmetology School. VskiCosmetology School reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

LOCKERS

Each student will use a locker to store personal and professional belongings. Students are provided with a padlock that must be returned in working condition or a $10 fee will be charged. Students must keep locker clean and free from food or drinks. Lockers are provided and encouraged to be used. All locks must be always locked and not left open. Lockers not being used per rules will then be unassigned and locks must be returned. For a student to be considered prepared and their student kits to be complete, they may not use their car to store items that they may need during clock hours. All cabinets are school property and not to be used for personal storage by students. Clinic floor station drawers may be used during contacted hours only and any items stored within the drawers must be emptied daily. All school equipment must always remain on the School's campus (excludes student kits and/or books). In the event School equipment does leave the campus (intention or unintentional) without permission from the instructor or Director of Education, it is considered theft and will be handled as such.

**The School and its instructors WILL NOT be held responsible for the loss or damage of the student's personal or professional belongings.

CAMPUS SOLICITING

Students are prohibited from any type of solicitation or canvassing on campus for sales of any type of articles, magazines, or merchandise. Certain charitable events may be permitted on a limited basis and must be approved by the Director/ Owner.

SCHOOL CALENDAR

The School is structured on a core system, which allows students to enroll in our programs at designated times throughout the year. The programs corresponds to the number of clock hours in each of the program description. Once a student is accepted for admission, he/ she will be able to start the approved program. The school reserves the right to reschedule, postpone, or cancel classes and students agree to comply with the assigned schedule for the applicable program of study.

WEATHER INFORMATION

Classes will be dismissed early or canceled when the administration deems that the weather conditions would threaten the health or safety of the students. The anticipated graduation date will be extended accordingly. School closings will be posted on our Facebook page.

BULLETINS/SCHOOL ANNOUNCEMENTS

The student bulletin board is located in the breakroom/dispensary. It is the student's responsibility to check the boards on a daily basis for notices and announcements.

TEACH-OUT PLAN & TEACH-OUT AGREEMENTS

VskiCosmetology School has implemented a teach out plan as of August 24, 2020 in the event of a state of emergency in which this would be required.

EXTERNSHIP

VskiCosmetology School does not offer this program.

DISTANCE EDUCATION LEARNING

VskiCosmetology School does not offer this program.

GRADUATION DAY

Students are required to stay until the end of day on the day of their graduation, no exceptions. All graduations are held at the end of the day to ensure completion of the specified clock hour program.

STUDENTS WHO WITHDRAWAL FROM A PROGRAM

Students who withdraw from the program are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of the School. One official transcript will be provided to a student who withdraws which will include hours and academics that the student has completed at no cost.

SMOKERS AND FIRE PRECAUTIONS

This is a non-smoking and vape free school. All related items are not allowed on school property. Students may use designated smoking areas and proper disposal containers outside at designated times only. During orientation students should familiarize themselves with all emergency exits and evacuation procedures in the event of an emergency.

GRIEVANCE PROTOCOL

Internal Grievance Procedure Policy:

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation via catalog review, 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 school files to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process:

1. The student should register the complaint in writing on the designated form provided by the institution within 48 hours of the date that the act, which is the subject of the grievance, occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by the Director and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the Director, it will be referred to an appropriate organization if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. Students should attempt to resolve the complaint through the institution’s internal complaint process before submitting the complaint to the school’s accrediting agency, if applicable.
7. A written record of all complaints filed will be maintained at the School through two complete accrediting cycles.

**Should further resolution be required please contact S.C. Board of Cosmetology at (803)-896-4588 or email boardinfo@llr.sc.gov

TTITLE IX POLICY

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. If any part of a school district or college receives any Federal funds for any purpose, all of the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full- time status, disability, race, or national origin—in all aspects of a recipient’s educational programs and activities

Introduction. VskiCosmetology School (the “School”) is committed to providing a working and educational environment for all faculty, staff, and students that is free from unlawful sexual discrimination, which includes sexual harassment and sexual violence. To that end, this policy prohibits sexual misconduct that constitutes sexual discrimination, sexual harassment, sexual violence, sexual assault, relationship/dating violence, stalking, and related claims of retaliation.

All students and employees receive mandatory Sexual Harassment and Prevention training at orientation and at least annually thereafter. In addition, the School provides training to key staff members to enable the School to investigate any allegations of sexual discrimination promptly and effectively.

As part of the School’s commitment to providing a discrimination-free working and learning environment, this policy shall be disseminated widely to the School community through publications, the School website, new employee orientations, student orientations, and/or other appropriate channels of communication. The School is committed to addressing and responding to all

reports of sexual discrimination, and will take appropriate action to prevent, correct, and if necessary, discipline behavior that violates this policy.

Scope. This policy applies to any allegations of sexual misconduct against any faculty or staff (an "employee") or student, regardless of where the alleged conduct occurs. The actions of third parties (e.g., contractors, vendors, guests, or visitors) that impact students or employees may also be subject to review under this policy. If a third party is the accused, the matter will be referred to the appropriate authorities for resolution.

Definitions. Sexual harassment is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment may include incidents between any members of the School community, including employees, students, and non- employees participants in the School community, such as vendors, contractors, guests, and visitors. It can have the effect of unreasonably interfering with a person's or a group's educational or work performance or can create an intimidating, hostile, or abusive educational or work environment. Sexual harassment can take many forms, and the determination of what constitutes sexual harassment will vary according to the particular circumstances.

Complainant means:

(1) A student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or

(2) A person other than a student or employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations and who was participating or attempting to participate in the recipient's education program or activity at the time of the alleged sex discrimination.

Complaint means an oral or written request to the recipient that objectively can be understood as a request for the recipient to investigate and make a determination about alleged discrimination under Title IX or its regulations.

Disciplinary sanctions means consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.

Party means a complainant or respondent.

Relevant means related to the allegations of sex discrimination under investigation as part of these grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Remedies means measures provided, as appropriate, to a complainant or any other person the recipient identifies as having had their equal access to the recipient's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the recipient's education program or activity after a recipient determines that sex discrimination occurred.

Respondent means a person who is alleged to have violated the recipient's prohibition on sex discrimination.

Retaliation means intimidation, threats, coercion, or discrimination against any person by the recipient, a student, or an employee or other person authorized by the recipient to provide aid, benefit, or service under the recipient's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the 24 person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

(1) Quid pro quo harassment. An employee, agent, or other person authorized by the recipient to provide an aid, benefit, or service under the recipient's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

(2) Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

i. The degree to which the conduct affected the complainant's ability to access the recipient's education program or activity;

ii. The type, frequency, and duration of the conduct;

iii. The parties' ages, roles within the recipient's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
iv. The location of the conduct and the context in which the conduct occurred; and
v. Other sex-based harassment in the recipient's education program or activity; or

(3) Specific offenses.
i. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
ii. Dating violence meaning violence committed by a person:
A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
(1) The length of the relationship;
(2) The type of relationship; and
(3) The frequency of interaction between the persons involved in the relationship;
(iii) Domestic violence meaning felony or misdemeanor crimes committed by a person who:
(A) Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim;
(B) Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
(C) Shares a child in common with the victim; or
(D) Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
(iv) Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
(A) Fear for the person's safety or the safety of others; or
(B) Suffer substantial emotional distress.

Sexual violence is a form of sexual harassment and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion; domestic violence; dating violence; and stalking.

Gender-based harassment is another form of sexual harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment or acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex discrimination prohibited by Title IX.

Sexual assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Domestic violence means a felony or misdemeanor crime of violence committed by—
- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred, or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

Consent is a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Past consent, silence, or an absence of resistance does not imply present or future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

Incapacitation prevents a person from having the capacity to give consent, such as due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability.

Supportive measures means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:

(1) Restore or preserve that party's access to the recipient's education program or activity, including measures that are designed to protect the safety of the parties or the recipient's educational environment; or
(2) Provide support during the recipient's grievance procedures or during an informal resolution process.

Prohibited Conduct.

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
ii. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
iii. it creates a hostile or offensive work environment, which means the alleged conduct is sufficiently serious to limit or deny a student's or ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

VskiCosmetology School has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.
Complaints: The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that VskiCosmetology School investigate and make a determination about alleged discrimination under Title IX:

- A "complainant," which includes:
    - a student or employee of VskiCosmetology School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
    - a person other than a student or employee of VskiCosmetology School who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in VskiCosmetology School education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- VskiCosmetology School Title IX Coordinator.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).
With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:

- Any student or employee VskiCosmetology School; or
- Any person other than a student or employee who was participating or attempting to participate in VskiCosmetology School's education program or activity at the time of the alleged sex discrimination.
- VskiCosmetology School may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

Basic Requirements of Title IX Grievance Procedures:

VskiCosmetology School will treat complainants and respondents equitably.

VskiCosmetology School requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. A decisionmaker may be the same person as the Title IX Coordinator or investigator.

VskiCosmetology School presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures. VskiCosmetology School has established the following timeframes for the major stages of the grievance procedures: The time necessary to conduct an investigation will vary based on complexity but generally the School will conduct an investigation within 60 days of receipt of the complaint.

VskiCosmetology School has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay: Complainants who are considering bringing a formal grievance may at any time meet with the Title IX Coordinator, who will discuss the matter and describe the formal grievance process. A complainant must submit a written grievance to the Title IX Coordinator via use of the available Title IX grievance form.

VskiCosmetology School will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

VskiCosmetology School will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by VskiCosmetology School to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless VskiCosmetology School obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual 7 conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Notice of Allegations:

Upon initiation of VskiCosmetology School's Title IX grievance procedures, VskiCosmetology School will notify the parties of the following:

- VskiCosmetology School Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited; and
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. VskiCosmetology School provides a description of the evidence: The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.

If, in the course of an investigation, VskiCosmetology School decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, VskiCosmetology School will notify the parties of the additional allegations. Dismissal of a Complaint: VskiCosmetology School] may dismiss a complaint of sex discrimination if:

- VskiCosmetology School is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in VskiCosmetology School education program or activity and is not employed by VskiCosmetology School;

• The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and VskiCosmetology School determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
• VskiCosmetology School determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, VskiCosmetology School will make reasonable efforts to clarify the allegations with the complainant.
Upon dismissal, VskiCosmetology School will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then VskiCosmetology School will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
VskiCosmetology School will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then VskiCosmetology School will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:
• Procedural irregularity that would change the outcome;
• New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
• The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome. If the dismissal is appealed, VskiCosmetology School will:
• Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
• Implement appeal procedures equally for the parties;
• Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
• Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
• Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
• Notify the parties of the result of the appeal and the rationale for the result.
When a complaint is dismissed, VskiCosmetology School will, at a minimum:
• Offer supportive measures to the complainant as appropriate;
• If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
• Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within VskiCosmetology School education program or activity.

Investigation:

VskiCosmetology School will provide for adequate, reliable, and impartial investigation of complaints.
The burden is on VskiCosmetology School -- not on the parties -- to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

VskiCosmetology School will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.
Vski Cosmetology School] will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

VskiCosmetology School will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible, in the following manner:

- VskiCosmetology School will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If VskiCosmetology School provides a description of the evidence: VskiCosmetology School will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.;
- VskiCosmetology School will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- VskiCosmetology School will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Questioning the Parties and Witnesses:

VskiCosmetology School will provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination. All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all available relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources

of expert information, as necessary. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. Recordings of interviews are not provided to the parties, but the parties will have the ability to review the transcript of the interview once the investigation report is compiled.

Determination Whether Sex Discrimination Occurred:

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, VskiCosmetology School will:

- Use the [preponderance of the evidence or, if applicable,12 clear and convincing] standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
    - Coordinate the provision and implementation of remedies to a complainant and other people VskiCosmetology School identifies as having had equal access to VskiCosmetology School education program or activity limited or denied by sex discrimination;
    - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
    - Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within VskiCosmetology School education program or activity.
- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.13 Appeal of Determinations, if offered14: VskiCosmetology School offers the following process for appeals from a determination whether sex discrimination occurred:
    - Any party may submit a written request for appeal ("Request for Appeal") to the Title IX coordinator within five (5) days of the delivery of the Notice of Outcome. A single Appeal Decision-maker will Chair the appeal. The Appeal Decision-maker will not have been previously involved in the Resolution Process for the complaint, including in any dismissal appeal that may have been heard earlier in the process. The Request for Appeal will be forwarded to the Appeal Decision-maker or designee for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal,. This appeal process will be, at a minimum, the same as VskiCosmetology School offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.

Informal Resolution, if offered:
In lieu of resolving a complaint through VskiCosmetology School 's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. VskiCosmetology School does not offer informal resolution to resolve a complaint that includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student, or when such a process would conflict with Federal, State, or local law.

Supportive Measures:
VskiCosmetology School will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person's access to VskiCosmetology School education program or activity or provide support during VskiCosmetology School Title IX grievance procedures or during the informal resolution process. For complaints of sex-based harassment, these supportive measures may include

Disciplinary Sanctions and Remedies:
If the School determines that unlawful harassment or other prohibited behavior has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the VskiCosmetology School will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the VskiCosmetology School to be responsible

for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension, or expulsion.
To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with the School's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.
**Effective as of August 1 2024

Investigation and Response to Sexual Harassment Allegations.

The School takes all reports seriously and will provide a prompt and equitable response to all reports of sexual harassment. A prompt and equitable response may include an early resolution of the issue, a formal investigation, and/or targeted training or educational programs designed to prevent recurrence of any sexual misconduct. Mediation will not be used to resolve sexual assault complaints. If an investigation is warranted, the School shall maintain confidentiality for all parties to the extent permitted by law. However, complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment. Nonparty witnesses who participate in sexual harassment investigations shall not share with involved parties, other witnesses, or any others, information revealed to them during the investigation.

The time necessary to conduct an investigation will vary based on complexity but generally the School will conduct an investigation within 60 days of receipt of the complaint. Every complainant will have the right to present his or her case, which includes the right to an adequate, reliable, and impartial investigation of the complaint. Parties will be given an equal opportunity to present witnesses and evidence. The preponderance of the evidence standard will apply to investigations, meaning that the School will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will be given periodic status updates and will receive written notice of the outcome of the complaint. During the investigation, the School will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved. Either party may file an appeal, if applicable.

If the School determines that unlawful harassment or other prohibited behavior has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and the School will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by the School to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination. Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension, or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the School's disciplinary process. To the extent that an employee or contract worker is not satisfied with the School's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Retaliation Prohibited.

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the School or a government agency with respect to such complaints. The School will not retaliate against you for filing a complaint, and will not tolerate retaliation by students or employees. If you believe you have been retaliated against, you should promptly notify your supervisor, Human Resources, or the Title IX Coordinator.

Role of the Title IX Coordinator.

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the School's Title IX Coordinator has primary responsibility for coordinating the School's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this School, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX. Sexual misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX.

The Title IX coordinator oversees the School's response to reports and complaints that involve possible sex discrimination to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the School can address issues that affect the wider school community.

A student should contact the Title IX Coordinator to:

• seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct;
• file a complaint or make a report of sex discrimination, including sexual misconduct;

• notify the School of an incident or policy or procedure that may raise potential Title IX concerns;
• get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct; and
• ask questions about the School's policies and procedures related to sex discrimination, including sexual misconduct.

Alexis Venesky Perry is the School's Title IX Coordinator and can be reached in person at 2070 Sam Rittenberg Blvd Ste B322 Charleston, SC 29407, by telephone 843-557-2451, or via email at alexis@vskisalon.com . Inquiries or complaints that involve potential violations of Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights, by mail at 400 Maryland Avenue, SW, Washington, D.C., 20202-1328, by phone at 800.421.3481, or by email at ocr@ed.gov. Regional office contact information can be found at https://ocrcas.ed.gov/contact-ocr?field_state_value=683

Functions and Responsibilities of the Title IX Coordinator.
The School ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the School's grievance procedures operate. Because complaints can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the School's grievance procedures and any other procedures used for investigating reports of sexual harassment.

Additional Information
Employees should contact Human Resources for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.hhs.gov/ocr/.

CALENDAR

CLASS START DATES

Class Start Dates and Student Hours of Operation:

Cosmetology Program	Full Time (37.5 hrs/wk) Monday – Friday 8:30am to 4:30pm
	Part Time (27.5 hrs/wk) Monday - Friday from 4pm to 10:00pm
Esthetics Program	Full Time (37.5 hrs/wk) Monday – Friday 8:30am to 4:30pm
	Part Time (20 hrs/wk) Monday - Friday from 5:00 pm to 9:00 pm

2025-2026 Start Dates * Due to high demand of our Full Time programs, part time is unavailable until further notice

Programs	Cosmetology Program	Esthetics Program
DAY School: FULL TIME	January 20 2025, April 14 2025, July 21 2025, October 13 2025	February 10 2025, April 21 2025, July 14 2025, September 22 2025, December 8 2025
NIGHT School: PART TIME	TBD	TBD

*All courses and schedules are available on a minimum class start. The School reserves the right to reschedule, postpone, or cancel classes. The student agrees to comply with the assigned schedule for the applicable program of study.

JOB DEMANDS OF THE COSMETOLOGY INDUSTRY

PRE – ENROLLMEN INFORMATION

Facts about the beauty industry before enrolling:

This is a career that allows an individual to become their own boss. If interested in joining the Cosmetology and/or Esthetic industry, this field requires standing long hours and dedicating time to build a clientele. For more information about the field of Cosmetology and Esthetics visit https://www.beautyschools.org/students/careers-in-beauty/

PHYSICAL DEMANDS OF INDUSTRY REQUIREMENTS AND CONSIDERATION

Work is generally in "clean" pleasant surroundings with good lighting and ventilation. Good health and stamina are important because these workers are on their feet for most of their shift. Most full-time cosmetologists and estheticians work a 40-hour week. Work schedules may include evenings and weekends. Nearly half of all the profession work part-time or have variable schedules. The Cosmetology/Esthetic profession requires long hours standing on your feet or long periods of sitting, which could cause vein problems, and arm and hand movement, which can cause carpal tunnel and back stress. It's common for extended use of back and arm movements, and the profession must be able to stand and bend for long periods. Successful professionals in the cosmetology and related fields must have hand and finger dexterity, a sense of form and artistry, enjoy dealing with the public, and be willing and able to follow client instructions. "People skills" are considered so integral to job success that most schools have course work in this area. Prepare to make a strong commitment to the educational process and finish school. Learn business skills applicable to the desired position. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising. There will be exposure to various chemicals and fumes which may cause allergic reactions. The practice of safety and sanitation is essential for effective and successful performance within the industry. Methods of compensation vary

and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

SCHOOL PERFORMANCE STATISTICS
VskiCosmetology School has gathered data to show performance statistics for the most current reporting year:

Most Recent Annual Report for Institution 2025
Graduation Rate 87.5% (Percentage of students who enrolled and completed the program in full)
Placement Rate 100% (Percentage of students who graduated and then passed the state board exam)
Licensure Rate 97.06% (Percentage of students who became gainfully employed)

Most Recent Annual Report for Cosmetology 2025
Graduation Rate 82% (Percentage of students who enrolled and completed the program in full)
Placement Rate 95% (Percentage of students who graduated and then passed the state board exam)
Licensure Rate 100% (Percentage of students who became gainfully employed)

Most Recent Annual Report for Esthetics 2025
Graduation Rate 100% (Percentage of students who enrolled and completed the program in full)
Placement Rate 100% (Percentage of students who graduated and then passed the state board exam)
Licensure Rate 100% (Percentage of students who became gainfully employed)

STATE LICENSING DISCLAIMER
The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the South Carolina Board of Cosmetology to deny licensure. The South Carolina Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not US citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. VskiCosmetology School is not responsible for students denied licensure.

RECIPROCITY
Licensed cosmetologists and estheticians from South Carolina may apply for licenses in their field of expertise in other states and must comply with each state's laws and rules to become licensed there.

SAFETY REQUIREMENTS
The beauty industry has several safety requirements that include blood waste procedures if a client is accidentally cut, OSHA knowledge about the harmful ingredients in different beauty products, and electrical appliances like the use of blow drying, thermal curling and facial devices.

Prolonged exposure to some hair and nail chemicals may be hazardous and cause irritations. Special care must be taken when working with these chemicals. Cosmetologists must wear latex free gloves when applying hair color and permanent waving lotions to avoid skin irritations. Estheticians must wear latex free gloves when working with chemical exfoliants and during services that could potentially expose blood.

Campus Safety – The Student Right to Know:
Please be advised the CAMPUS SAFETY & SECURITY REPORT is available online at www.vskicosmetology.com. You may also request a hard copy from our school admissions office. This annual security report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and is intended to disseminate important information to the school community.

The statements enclosed in this document address the school's policies, procedures and programs concerning safety including sexual misconduct, safety awareness, crime prevention and emergency response. Crime statistics reported have occurred on campus, on property owned or controlled by the school or on public property within or immediately adjacent to the campus and are presented in this report for a three-year period.
The School maintains a well-lit facility with a designated parking area. While every effort is taken to provide a secure learning environment the administration should immediately be informed of any unauthorized people, criminal activity, or action on the premises. The School is a private facility and permits no use of drugs or alcohol anywhere on the property (inside or out), and smoking is not permitted within the building. Firearms are forbidden. In the case of an emergency the local fire or police should be summoned immediately. All employees are responsible for the security of the facilities and grounds. Due to no previous serious criminal activity or actions, no programs designated to inform students and employees about campus security procedures have been needed. The School has no off-campus housing facilities or any formal student organizations which conduct activities off campus. Therefore, the institution has no authority to request notification of criminal activity engaged in by students at off- campus locations. The School will report any instances to the campus community of crime considered to be a threat to its students and employees. Students will sign a crime report prior to enrollment.

OSHA Requirements:

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the workplace and how to use and follow the Safety Data Sheets (SDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

TUITION AND PAYMENT

Education Cost of Tuition and Supplies:

Due to inflationary cycles and occasionally changing tools/equipment to remain current, the School reserves the right for the following tuition information to be subject to change.

* The Application Fee purpose is to help the institution you are applying to pay for the cost of reviewing your application and making an admissions decision. The Application Fee is non-refundable.

**The Registration Fee supports general operations of the registration process. The Registration Fee is non-refundable.

***All fees and tuition should be established prior to the first day of the program.

*Changes effective July 8,2024 per the SC State Board of Cosmetology LLR.

Cosmetology Program (1500 Hours)	
Application Fee	$100.00 (Non-refundable)
Registration Fee Includes: Enrollment fees ($650), Books ($750), and Student Cosmetology Program Kit/State Board Starter Kit ($2900)	$4300.00 (Non-refundable)
Cosmetology Program Tuition	$17600.00
Total (Not including application fee)	$21900.00

Esthetics Program (600 Hours)	
Application Fee	$100.00 (Non-refundable)
Registration Fee Includes: Enrollment fee ($450) and Books ($1150)	$1600.00 (Non-refundable)
Esthetics Program Tuition	$9200.00
Total (Not including application fee/including non-refundable issued state board starter kit ($800.00)	$10800.00

Miscellaneous fees in addition to tuition – All extra costs listed below, non-refundable	
Cosmetology Program Student Kit	$2900.00 (if enrolling as transfer student this fee is applicable as no registration fees are paid which include the kit)
Cosmetology Program Books	$750.00 (if enrolling as transfer student this fee is applicable as no registration fees are paid which include the books)
Esthetics Program Tuition Esthetics Program state board starter kit	$1150.00 (transfer students only) $800.00 (nonrefundable)
Transfer Student Tuition	$10.25 per hour for remaining program hours
Schedule/Program Transfer Fee	$50.00
Withdrawal/Termination Fee	$150.00
Re-Enrollment Fee	$100.00 (For re-entry of withdrawn students)
Transcript Fee/Locker Lock Fee (Lost or Broken)	$10.00
Late Fees	$10.00 per day
File Documents	$0.15 per copy
Extra Instructional Charge	$250.00 per week
Bank Fees	$50.00 for each returned check
T-Shirt	$25.00 short sleeve/$30.00 long sleeve/$40.00 sweatshirt (one short sleeve free in tuition, fee is for additional t-shirts)
Replacement Badge Fee or Temporary Badge Fee	$5.00/$5.00 per day per badge (replacement badge/allow 48 hours)

Required State Board Kit (Not included in Tuition)	At cost (student's responsibility to purchase)
Lost or Damaged Items	At cost (10 school days to resolve, financially/tangibly)
State Board Fines Incurred	At cost (Fines directly related to student violations)
Interest on In–House Financing Fee	25%
*All sales are final.	

***Tuition**

For cash pay students, tuition is due per contract. A $10.00 late fee will apply each day thereafter.
(VA does not pay application fee. VA pays for registration fee. VA can purchase their own books; cost comes out of registration fee.)

STUDENT KIT (COSMETOLOGY PROGRAM) AND STATE BOARD KITS (COSMETOLOGY PROGRAM AND ESTHETICS PROGRAM)

VskiCosmetology Student Cosmetology Program Kit are to always be used (not included in tuition). Additional kit supplies will be replaced at the student's responsibility. There is no esthetic program student kit. Esthetic students will use the school's supplies while in the program.

* Kit items subject to change based on discretion of the school, technology, and availability.

**To be eligible to participate in MOCK Boards students will need to purchase a completed VskiCosmetology approved SC State Board Cosmetology or Esthetics Program Kit (not include in tuition) within 60 days of the start date for the Cosmetology program and and within 30 days of the start date for the Esthetics program. (List of required SC State Board supplies are provided on Orientation Day, which begins the start of the 60 days for the Cosmetology program and 30 days for the Esthetics program). The cost for each program's mock stateboard kit, if budgeted properly, could cost up to $250 rather than an added overall tuition cost of $2500. This is always communicated in your tour/interview as an additional cost found under MISC fees in your catalog.

TUITION PAYMENT METHOD & TERMS
Please contact the school's Financial Aid Advisor for payment options. Payments may be made by cash, check, money order, credit card, through non-federal agency, or loan programs. is a $50.00 Bank fee for each returned check. *Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

*Financial aid available to those who qualify.

Competency-based programs with a clock hour component requires notice to the students that should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution if applicable.

PAYMENT METHODS
Payments Terms and Fees:
Payment Plan - The School has Federal Financial Aid for those who qualify. See director for specific criteria on cash payment options.
Any financial arrangements will be implemented and enforced according to the student's contract. All students are eligible to apply for Financial Aid.
Federal Return to Title IV Funds Policy
The school participates in federal financial aid.
Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the schools, Financial Aid Liaison. The notification may be in writing or orally. The date the notification is received is the date of determination. The Financial Aid Liaison must begin the withdrawal process.
Unofficial Withdrawal Process: For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. The date of determination is 14 days after they cease attendance.

In both cases the last day of attendance will be used in the return to Title IV calculation.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, and Direct Loans or Direct PLUS Loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what the school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

Post Withdrawal Disbursement: If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student's last date of attendance.

Credit Balance: If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. Overpayment must be eliminated prior to offering a credit balance to a student.
The following Title IV return distribution is used for all FSA students: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct PLUS Loan (Parent), and/or Federal Pell Grant.
Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. (unless the school uses less days based on a state, accrediting agency or institutional requirement)

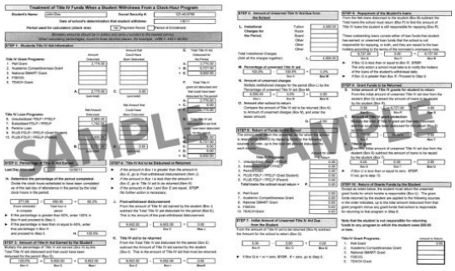
The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

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. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student: repays the overpayment in full to the school; enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintain his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment because of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time, the student fails to meet the terms of the repayment agreement with the school:
1. The student chooses to enter into a repayment agreement with the Department.
2. The student owes an overpayment is ineligible for Tittle IV HEA program funds.
The student must arrange with the school or Department of Education to return the amount of unearned grant funds.



Treatment of Title IV Funds when a student withdraws from a clock-hour program:

"Students Right to Cancel" - Institutional Refund Policy

I. This institutional refund policy is based on your elapsed time known as scheduled hours and complies with the mandated policy, Minimum Tuition Adjustment Schedule (located in Catalog). This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

II. The scheduled hours as of your official withdrawal date is divided by the total number of hours in the program, this percentage is then compared to the table on your contract. The School takes the portion that is earned in scheduled hours and deducts all monies paid to the account in scheduled hours. If the difference incurs a negative balance then the overpayment will be refunded to that student within forty-five (45) days of official cancellation or withdrawal, by courier with signature receipt, from the Schools determination of drop date. If this incurs a positive number then the student owes the School the balance.

Withdrawal Record and Settlement Calculation Worksheets are available upon request.

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal based on scheduled hours. Official cancellation or withdrawal shall occur on the earlier of the dates that:

a) An applicant is not accepted by the school and is entitled to a refund of all monies paid to the school except a non-refundable application fee.

b) A student or legal guardian (in the case of a student under legal age) cancels the contract and demands his/her money back in writing, within seven (7) business days of signing the enrollment agreement regardless of whether or not the student has actually started training. All monies collected by the school shall be refunded except a non-refundable application fee.

c) A student who cancels the contract after seven (7) business days of signing the contract, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less an application fee of $100.

d) A student notifies the institution of his/her official withdrawal in writing.

e) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

f) A student is expelled by the school.

g) Monies paid for student kits are non-refundable.

h) For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification at the following address: VskiCosmetology School, 2070 Sam Rittenberg Blvd Suite 322 Charleston, South Carolina 29407 or the date said information is delivered to the school in person

2. You have the right to cancel your enrollment contract and obtain a refund of charges paid through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class.

3. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance. Any monies due a student, shall be refunded within 45 days of a determination that a student has withdrawn, without notifying the institution.

4. When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.

5. All extra costs, such as books, equipment, application fee, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract.

6. Monies paid for supplies and equipment are non-refundable through attendance of the first day of class or the seventh (7) calendar day of signing the enrollment contract, whichever is later.

7. If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

8. If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.

9. VskiCosmetology School's collection policy requires that a student becomes responsible for all non-payments that may be sent to a collection agency.

10. If the school closes permanently and no longer offers instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

11. A student is entitled to a refund of monies not paid from federal student aid program funds.

12. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.
13. The following refund table distribution is used for all students due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his/her scheduled hours:
Minimum Tuition Adjustment Schedule

Percentage Length Scheduled to Complete to Total Length of Course and/or Program	Amount of Total Tuition Owed to The School
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

Students are responsible for the amount owed. If a student obtains a student loan, he/she is responsible for repaying the loan amount, plus interest, less the amount of any refund. The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

If eligible for a loan guaranteed by the federal or state government and student defaults on the loan, both of the following may occur:
a. The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
b. A student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

Step 1: Identify all amounts paid for instruction less cost of equipment.
Step 2: Subtract Registration/Application fee not to exceed $250.00 The school only charges a application fee of $100.00.
Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program

Below is an example of a pro rata refund for the Cosmetology (1500 hr.) Program: The amount listed is the amount a school may retain based on the percentage of scheduled hours completed in the program.

Tuition amount	$21900
10%	$2190
25%	$5475
50%	$10950
60%	$13140
61% - 100%	$21900

VskiCosmetology School does not have a pending petition in bankruptcy, has never led for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy led against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

The student has the right to withdraw from a course of instruction at any time. If a student withdraws from the course of instruction after the period allowed for cancellation of the agreement, which is until the first day of class session, or the seventh (7) calendar day after enrollment, whichever is later, the school will remit a refund less a registration fee, if applicable, within 30 days following your withdrawal. Student is obligated to pay only for educational services rendered and for unreturned equipment. IF THE AMOUNT THE STUDENT HAS PAID IS MORE THAN THE AMOUNT THE STUDENT OWES FOR THE TIME HE/SHE ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THE STUDENT OWES IS MORE THAN THE AMOUNT THE STUDENT HAS ALREADY PAID, THEN HE/SHE WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

STUDENTS MUST CANCEL IN WRITING. The student does not have the right to cancel by telephoning the school or failing to attend classes. If the student has any complaints, questions, or problems that the student cannot resolve with the school student will need to write or call the South

Carolina Department of Education, 1429 Senate St, Columbia, SC 29201 or by calling (803) 734-8500.

STUDENT FINANCIAL AID RELEASE
The undersigned agrees that VskiCosmetology School does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete.
*Federal Loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.
ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION
Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).

CREDIT BALANCE POLICY
If Title IV disbursements result in a credit balance on the student's account, the Financial Aid office will notify the student. The student has the option to have the school hold the credit balance and can complete an authorization for the school to hold the funds by obtaining an authorization form from the Financial Aid Department. If the student does not want the school to hold their funds, all credit balance disbursements, and refunds due to funding source will be processed within 14 days of the credit balance appearing on the student account. Regardless of the chosen option the school will clear all credit balances on a student account by the end of the award year.

POLICY FOR VERIFICATION OF TITLE IV FUNDING
The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U S Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed. Financial Aid Services sends to the school a change in EFC (Expected Family Contribution) form for students to sign if their EFC changes. FAS handles our student overpayments and alerts the school so it can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

Special provisions for books and supplies
In order to academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

1. Ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and
2. Disbursement of those funds would have created an FSA credit balance.

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES
Our school does not have a list of preferred lenders and we do not offer private education loans.
State Refund:Not applicable
Cost of Attendance Budgets (COA) - To determine a student's level of loan funding, the Department of Education requires the school to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, childcare and expenses related to disability. The following are standard monthly allowances that make up the cost of attendance budgets.

Dependent Student:	Independent Student:
Room and Board	Room and Board
Transportation	Transportation
Miscellaneous	Miscellaneous
Other (case by case)	Dependent Care (optional)

** Subject to change based on award year, please check with financial aid office for current amounts.

Federal Assistance Programs - The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education for the Cosmetology and Esthetics Program. Cosmetology and Esthetic programs are available for students qualifying for assistance:

Federal Grants: Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need-based aid program in which an eligible recipient does not have to repay the funds received.

Federal Direct Loan Program: These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

- Federal Direct Subsidized Loan: This is a need-based loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.
- Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.
- Federal Direct Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or step- parent if person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

Eligibility of Title IV Aid : To be eligible for Title IV Aid, the student must meet the following eligibility criteria:

- Valid high school diploma, GED or equivalent
- Complete the FAFSA for each financial aid year the student is eligible for aid
- Comply with the School's satisfactory academic progress policy
- No be in default on previous student loans
- Not owe repayment on an adjusted Pell Grant
- Not exceed the annual and aggregate loan limits
- Have remaining eligibility if the student is a transfer student
- Be enrolled in an eligible program
- Be enrolled at least half time
- Have ISIR social security match successful or comment code indicated successful INS match
- If male, ages 18-25 have registered with the Selective Service
- Be a US citizen or an eligible non-US citizen
- Have resolved any drug conviction issues

How to Apply for Title IV Federal Financial Aid

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students to complete a web FAFSA. To complete a web FAFSA, the student will complete the application on the website www.studentaid.gov. Be sure to follow all instructions when completing the FAFSA. List the School Code #042815 for VskiCosmetology School. This will allow disclosure of information from the FAFSA to the School. *In the case of a dependent student, both the student and parents will need to complete and sign the FAFSA application to be eligible for financial aid.
2. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized funding.
3. The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student's Career Investment Costs per academic year. These costs include tuition, applicable fees, textbooks and kit items (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.

4. VskiCosmetology School utilizes the information presented on the student's ISIR and the NSLDS (National Student Loan Data System) to determine the student's eligibility and to calculate the students need or unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.
5. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or E-MPN online at www.studentaid.gov.
6. Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of the dependent student must complete a Parent Plus loan application.
7. Students will need to accept or decline eligible aid. Accepted aid will be listed on the student's award letter.
8. Students will complete the process for the 1st academic year and 2nd academic year.
9. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at www.studentaid.gov.
10. A student is required to notify VskiCosmetology School's Financial Aid Administrator if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.

Dependency Status: A student is considered independent if they answer yes to at least one of the following questions:

- Are you at least 24 years of age?
- Are you married as of the day submitting the FAFSA?
- Are you currently serving on active duty in the US armed forces?
- Are you a veteran of the US armed forces?
- Do you have children who will receive more than half their support from you during the academic year?
- Do you have legal dependents (other than your children) who live with you and receive more than half their support from you during the academic year?
- At any time since you turned age 13, were both your parents deceased or were you in foster care or a dependent or ward of the court?
- Are you or were you an emancipated minor as determined by a court in your state of legal residence

Dependency Override - Students who do not meet the federal definition of independent status but have extenuating circumstances beyond their control can appeal their dependency status.
Students must provide written documentation explaining their situation and must provide three letters from professional people other than family substantiating the appeal.

Professional Judgment - Circumstances beyond the student's control that have affected their (or their family) income during the academic year could result in a reduced EFC. Successful appeals may result in an increase in the student's eligibility for aid.
Students with special situations should contact the financial aid office. Those determined eligible will be required to fill out a Professional Judgment form.

Verification - Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the financial aid office. The verification procedures will be conducted as follows:
1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the financial aid office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10-day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The financial aid office reserves the right to make exceptions to the policy stated above on a case-by-case basis for extenuating circumstances.
The financial aid office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

Conflicting Information - The School understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

Entrance Loan Counseling - Entrance Loan Counseling for Direct Loans can be found at www.studentaid.gov. Additionally, VskiCosmetology School discusses Title IV loan counseling with students and/or parents when working with them privately prior to starting classes. Loan counseling and student rights and responsibilities are reviewed again during orientation. Orientation is conducted on the first day of class.

Master Promissory Note - The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s). Unless your school does not allow more than one loan to be made under the same MPN, you can borrow additional Direct Loans on a single MPN for up to 10 years. The MPN can be found on our website at www.studentaid.gov.

Exit Loan Counseling – All students at the school must complete an Exit Interview. This includes the students' review of Exit Loan Counseling for Direct Loans at www.studentaid.gov. All students receive exit loan counseling from the Financial Aid Administrator.

Financial Aid School Code of Conduct

The School is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees and students.

Employees assisting students in the financial aid process are required to affirm that they will:

1. Be ethical and conduct themselves with integrity,
2. Avoid any conflicts of interest and comply with all Codes of Conduct required by the school.
3. Provide prospective and enrolled students with accurate and complete financial aid and policy information,
4. Keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and
5. Comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

SCHOLARSHIPS

Tuition Scholarships / Fee Waivers:

VskiCosmetology School may offer scholarships. Scholarship opportunities, when applicable, are available to all students. Check with Admissions for any scholarships that may be currently available.

VskiCosmetology School does not accept Fee Waivers.

Information regarding student aid and other consumer disclosures is available on the School website at https://www.vskicosmetology.com/test

TERMINATION

Termination Policy:

Grounds for termination by the institution and applicable administrative fee (not to exceed $150.00)$150.00

VskiCosmetology School may terminate a student's enrollment for immoral and/or improper conduct. VskiCosmetology School may also terminate a student's enrollment for any student who exceeds the allowable absences a second time would be terminated and not allowed to re-enroll. If you are terminated for absences, and feel you should be shown special consideration, because of mitigating circumstances, you may appeal our decision, in writing, and provide written documentation to explain the absences.

The School staff would then make a decision as to whether your termination should be lifted, or if it should stay in effect. A student terminated more than one time because of excessive absences would not be allowed to re-enroll.

Disciplinary 3 Strike Policy:

Students must understand that any infraction of the Standards of Conduct, Rules and Regulations or the enrollment agreement could result in disciplinary actions:

WITHDRAWAL/TERMINATION FEE

A student will be given written or verbal warning of infractions and documented and kept in their file. Each student will be given a three strikes policy. The three strikes policy is as

follows: Student will be given a verbal warning on their first offense, a written warning on their second offense of the same issue and another written warning on their third offense of the same issue. Upon receiving a third written warning, the student may be placed on week suspension or may be terminated from the program.

A student may be placed on probation for a specified time for any infraction of the Standards of Conduct or Rules and Regulations. If the student does not correct the problem, he/she will be subject to suspension and/or permanent dismissal at the discretion of the school administration.

Enrollment may be immediately suspended for up to three (3) days for infraction of the Standards of Conduct, failure to improve attendance or General Policies at the discretion of the school administration. Suspensions while on probation will follow a 1,2,3 policy where the first infraction results in a 1-day suspension and so on. If issue is not resolved after a three (1) day suspension, student will be dismissed from program. During School suspension students are not to be on School premises.

WARNING:

A student will be given written or verbal warning of infractions and documented and kept in their file. Each student will be given a three strikes policy. The three strikes policy is as

follows: Student will be given a verbal warning on their first offense, a written warning on their second offense of the same issue and another written warning on their third offense of the same issue. Upon receiving a third written warning, the student may be placed on week suspension or may be terminated from the program.

SCHOOL PROBATION:

A student may be placed on probation for a specified time for any infraction of the Standards of Conduct or Rules and Regulations. If the student does not correct the problem, he/she will be subject to suspension and/or permanent dismissal at the discretion of the school administration.

SCHOOL SUSPENSION:

Enrollment may be immediately suspended for up to three (3) days for infraction of the Standards of Conduct, failure to improve attendance or General Policies at the discretion of the school administration. Suspensions while on probation will follow a 1,2,3 policy where the first infraction results in a 1-day suspension and so on. If the issue is not resolved after a three (3) day suspension, student will be dismissed from program. During School suspension students are not to be on School premises.

1. Termination by School; Deemed Withdrawal. School may terminate the Student's enrollment, by written notice to Student, upon the occurrence of any of the following: (a) Student's non-compliance with VskiCosmetology School rules and policies, including those stated in School Catalogue and the Pre- enrollment Materials, such as attendance requirements; (b) conduct that reflects unfavorably upon the School or its students, including the failure to promptly pay any amount due under a student loan; (c) creating a safety hazard to other students; (d) unsatisfactory academic progress; (e) excessive absences or tardiness; (f) failure to pay tuition or fees when due; (g) cheating; (h) falsifying records; (i) breach of this Agreement; (j) disobedient or disrespectful behavior to faculty or other students; (k) unprofessional conduct; (l) entering the School while under the influence or effects of alcohol, drugs, or narcotics of any kind; (m) carrying a concealed or potentially dangerous weapon; or (n) sexual harassment or harassment of any kind, including intimidation and discrimination.
2. Termination by Student. The Student may terminate this Agreement and the Student's enrollment at any time, for any reason, upon written notice to the School.
3. Notice. Any notice sent from one party to another under this Agreement, including any notice of termination: (a) shall be in writing; (b) shall be sent by United States mail, or delivered in person; (c) shall be sent to the receiving party at its address set forth in this Agreement, or to such other address as such party may, by written notice, designate to the other parties from time to time; (d) if sent to the School, shall be sent to the attention of the School Director; (e) will be deemed to be given on the date of cancellation of the postmark if sent by United States mail, and on the date of receipt by the recipient, if delivered in person.
4. Effect of Termination of Enrollment, If student's enrollment is terminated or canceled for any reason, then (a) this Agreement will be deemed to be terminated automatically; (b) School will pay Student any refund owed pursuant to the refund policy set forth below at Section (5); and (c) School will notify Student if Student owes any amount to School, due to return of unearned Title IV funds (pursuant to Section (5.)g below) or otherwise.

VETERANS TRAINING AND EDUCATION POLICIES

Veterans Education and Training Policies

Standards of Progress:

Academic progress will be measured at the end of each evaluation period. (The evaluation periods are as follows- 500,1000, 1250.) Failure by a student to maintain a cumulative Grade Point Average (GPA) of at least 75 at the end of the first evaluation period the student will be placed on academic probation for the next evaluation period.

Failure by the student to achieve a GPA of 75 after the probationary period will result in academic suspension (termination of veterans' benefits) for one month. The interruption will be reported to the Veterans Administration **within 30 calendar days** of the change in status using VA Form 22-1999b.

Veterans who are reinstated for benefits after academic suspension who fail to attain a GPA of at least 75 during that evaluation period will be placed on academic dismissal for two (2) months. Reinstatement after dismissal will be granted only if mitigating circumstances exist.

Mitigating Circumstances: Mitigating circumstances are those which directly hinder pursuit of a course and which are judged to be beyond the student's control. The following are some general categories of mitigating circumstances.

This list is not all inclusive
- Serious illness of the veteran
- Serious illness or death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the course
- Unanticipated changes in child-care responsibilities
- Active duty military service, including active duty for training

Attendance Policy:

-By authority of Title 38, United States Code 3676 © (14), the State Approving Agency may set
any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word "veteran" is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non- college degree (NCD) programs and receiving VA education benefits.

-Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed Twenty (20) percent of class contact hours

-The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).
A veteran may be re-enrolled for benefits at the end of the suspension period of 30 days following interruption only when the cause of unsatisfactory attendance has been removed.

-Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when
accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours.

-The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b). Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

VA students receiving educational benefits can have their absences excused for extenuating or migrating circumstances. These excused absences will be documented in the student's file. Documentation of excused absences must be turned into the VA Certifying Official within three (3) scheduled days of your return.

It is recommended that both excused and unexcused absent hour(s) be made up. Failure to make up time may result in a change in your graduation date and your VA benefits.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course /program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:
• Serious illness of the veteran.
• Serious illness or death in the veteran's immediate family.
• Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
• Active duty military service, including active duty for training.

Institutions having a published "Leave of Absence Policy*" should discontinue VA educational benefits (use VAF 22- 1999b) while that student is on "official leave of absence".*
Note: VA benefits should be decertified for official and unofficial leave.

VA Students' Policy For Credit of Previous Training at Another Institution

Credit will be given from approved schools for cosmetology work that has been successfully completed. All hours must have been recorded with the school. Credit will depend on the student's theoretical knowledge. The school must receive a certified detailed transcript of previous hours and grades from all areas of study prior to the scheduled start date to receive any credit and to allow adequate time for testing.
Based on the transcript provided, the school will generate a test using a minimum of 10 questions from each area of study from our own school tests. To receive full credit, the student must pass each section of the test with the minimum required grade level as stated in the Satisfactory Academic Progress Policy specific for their program of study. If the student does not meet the minimum grade level, the student may not be awarded any hours for that area of study. Maximum transfer hours accepted will be 750 hours for cosmetology program to receive a Vski Cosmetology School Diploma. Applicants' approved transfer hours that are more than 750 hours for cosmetology will result in a certificate of completion. Those who receive more than 750 hours respectively may be required to take a practical exam to assess their practical skills. The maximum number of hours that may be accepted for an applicant who obtained cosmetology training while in High School is 1000 hours.

Allowed variance from this policy is for students who are eligible for VA Education Benefits and those who have passed both portions of the licensing exam and only need to receive their remaining hours to become licensed. Because of federal guidelines relating to previous training for Veteran students, students may not receive education benefits for hours that have been previously certified. Students eligible for VA Education Benefits who have had previous training may receive more than the schools allowed transfer hours based on the results of the testing as stated above. Any student transferring from this school, who is requesting a transcript of their credit or academic hours will be charged a $35.00 fee for each transcript after their first initial free transcript. All documentation pertaining to previous training must be kept in the students' files.