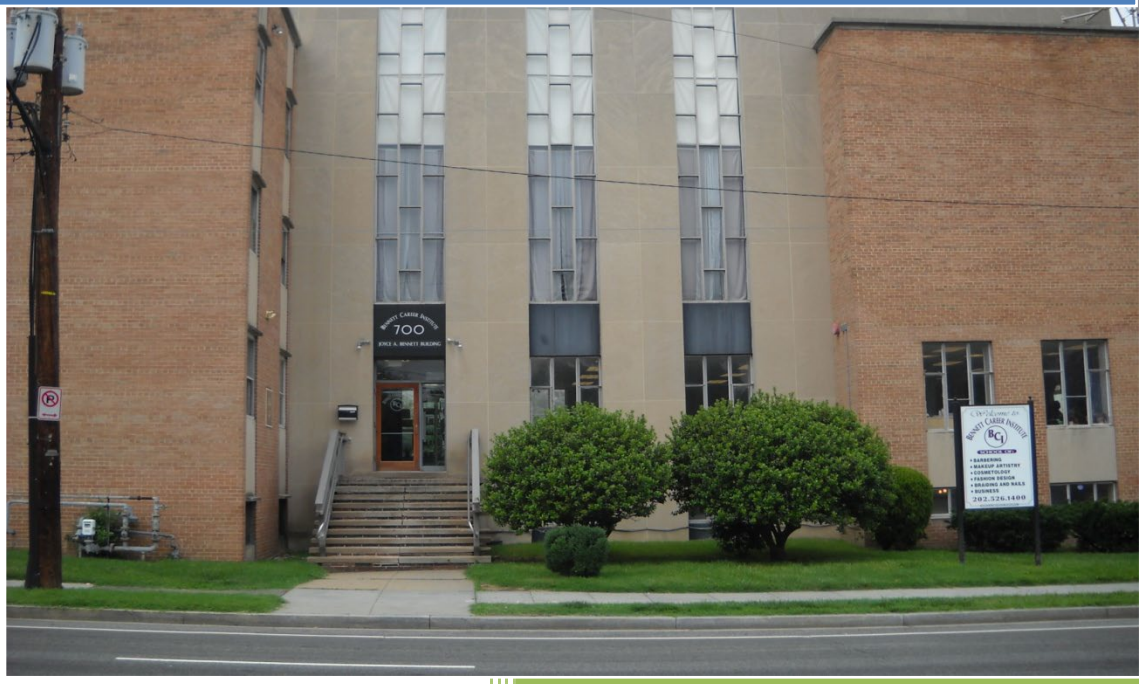
2026-27

BENNETT CAREER INSTITUTE CATALOG



Catalog Certification

Bennett Career Institute

Volume 5, No. 7, Academic Years 2026-2027

This is the current catalog of Bennett Career Institute

and it is Certified to be true and correct in content and policy.

"Originally Published 1996, Updated November 16, 2026".

Signed: *Joyce A. Bennett*

Joyce A. Bennett

President

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This Catalog is written in English.
This Catalog is subject to changes.

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GREETINGS

"Throughout this catalog Bennett Career Institute will herein by referenced as BCI".

Bennett Career Institute, formerly Bennett Beauty Institute, welcomes you to the field of Cosmetology, Barber Styling, Manager, Instructor, Manicuring 1, Esthetics, Make-up Artistry and Braiding. Under the guidance of our highly qualified staff, you will receive a solid foundation in both technical training and practical skills. Bennett Career Institute primary objective is to successfully guide and direct you through the various phases of your chosen curriculum so that you will be fully prepared to pass the corresponding District of Columbia State Board Examination and gain profitable employment in your field of study.

OWNERSHIP

Bennett Career Institute is a family-owned business which was incorporated in the District of Columbia on August 29, 1996. All inquiries pertaining to the school should be directed at Bennett Career Institute, 700 Monroe Street, Northeast, Washington, D.C. 20017.

Bennett Career Institute is owned by Joyce A. Bennett, Chet A. Bennett, Roberta A. Bennett, and Robert L. Bennett, Jr.

Joyce A. Bennett is President and Owner of Bennett Career Institute. She is a graduate of the University of the District of Columbia College with a bachelor's degree in accounting.

Mrs. Bennett oversees the day-to-day administrative and operational functions of the institution. Her duties include:

- Managing institutional operations and administrative procedures
- Supervising office administration, student services, and institutional records
- Assisting with financial oversight, budgeting, and operational planning
- Coordinating communication between departments and leadership
- Ensuring efficient implementation of institutional policies

Dr. Chet A. Bennett is the Founder, Vice President and Chief Executive Officer (CEO) of Bennett Career Institute. Dr. Bennett graduated from Morehouse College with a Bachelors Degree in Religion and from Howard University with a Masters Degree in Educational Administration and Supervision. Dr. Bennett has over 27 years of working experience in the Cosmetology and Barber Styling industry. Dr. Bennett is a VISIONARY.

Dr. Bennett serves as principal decision-maker for the institution. His responsibilities include but are not limited to:

- Establishing the vision, mission, and long-term strategic direction of the institution
- Oversight of all academic, operational, and financial functions
- Ensuring compliance with accreditation standards and state regulations
- Development of industry partnerships and professional programming
- Oversight of curriculum development and instructional quality
- Representation of the institution at professional conferences and community events
- Final authority on institutional policy and major financial decisions

Mr. Robert L. Bennett, Jr., is the Chief Operation Officer and Owner of Bennett Career Institute with over twenty-two years of experience in higher education administration, financial aid and operations management. His responsibilities include but are not limited to:

- Oversight all operational functions, including fiancé, compliance, payroll and strategic planning
- Lead institutional growth and ensure alignment with accreditation and regulatory standards
- Manage staff development, student services, and overall organizational performance
- Assisting with institutional documents and record management
- Coordinate internal and external communications and operational logistics
- Ensure the institution maintains appropriate insurance coverage in accordance with regulatory requirements
- Monitor and enforce safety procedures to minimize institutional risk and liability

Ms. Roberta A. Bennett is the School Director and Owner of Bennett Career Institute. She holds an Associate Degree in Business Technology from the University of the District of Columbia. Her responsibilities include but are not limited to:

- Oversee the daily operations of the institution to ensure efficient and complaint functioning of all departments
- Monitor student attendance, academic progress, and overall student services
- Ensure proper scheduling of classes, instructors and facility usage
- Maintain accurate institutional records and administrative documentation
- Prepare documentation and reports required for regulatory reviews and audits
- Participate in recruitment, interviewing, and selection of qualified staff and instructors
- Oversee onboarding processes including orientation, training, and policy review
- Ensure curriculum delivery aligns with approved program outlines and licensing standards
- Work collaboratively with staff to maintain continuous improvement and compliance

LICENSE

Bennett Career Institute is approved to operate and is licensed by the District of Columbia Office of the State Superintendent and the Higher Education Licensure Commission to teach Cosmetology, Barber Styling, Instructor, Manager, Manicuring 1, Esthetics, Make-up Artistry and Braiding. The Education Licensure Commission is located at 1050 1st Street, NE, 5th Floor, Washington, D.C. 20002, telephone number 202-727-6436.

ACCREDITATION

Bennett Career Institute is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), Inc., 3015 Colvin Street, Alexandria, Virginia 22314, telephone number 703-600-7600. Programs accredited by this national association include Cosmetology, Barber Styling, Instructor Manager, Esthetics, Manicuring 1and Braiding.

FUNDING

Bennett Career Institute partners with the Department of Human Services, Department of Employment Services, Vocational Rehabilitation Services, and Child and Family Services to support students who qualify for funding under these District of Columbia programs.

Students enrolled in the Cosmetology, Barber-Styling, Instructor, Manager, and Esthetics programs may also qualify for U.S. Department of Education Title IV funding. Please note that Makeup Artistry and Braiding programs are self-pay only.

BCI welcomes all students into its training programs and offers flexible payment plans. Accepted methods of payment include cash, check, credit card, and money order.

HISTORY

Bennett Career Institute is a Postsecondary Educational Institution whose charter is to teach Cosmetology, Barber Styling, Instructor, Manager, Manicuring 1, Esthetics, Make-up Artistry and Braiding.

Bennett Career Institute's goal is to raise the standard of excellence by graduating highly competent and qualified students so they will be prepared to compete in the marketplace for job placement and gainful employment. To accomplish this goal, Mr. Bennett has employed a faculty of licensed instructors with many years of collective work and teaching experience in the fields listed above. In addition to fulfilling District of Columbia requirements, Bennett Career Institute's students are required to participate in classroom lectures, demonstrations, audio-visual presentations, practice on other students, and competitions between each other. Bennett Career Institute's plan is to see that students enrolled in these programs receive exposure to all necessary training in order to become one of the best in their trade. Bennett Career Institute also hosts annual cap and gown graduation ceremonies for its students.

MISSION, GOALS AND OBJECTIVES

The **mission** of Bennett Career Institute is to develop fully qualified Cosmetology, Barber Styling, Instructor, Manager, Manicuring 1, Esthetics, Make-up Artistry and Braiding students. Bennett Career Institute will successfully guide and direct its students through the various phases of their chosen curriculum so that they will be fully prepared to pass the District of Columbia State Board Examination and become professionals in their fields of study.

The **major goals and objectives** of Bennett Career Institute are to: 1) develop professionals by providing high quality education in the courses offered, 2) equip students with the practical skills and knowledge required to pass the State Board Examination with confidence, and 3) assist them in obtaining profitable employment in related fields in the industry.

To accomplish the mission, goals and objectives stated above, Bennett Career Institute is committed to the employment of instructors who are experienced, competent, and licensed, and a staff that is dedicated to ensuring that the educational and administrative needs of the students are continually met. Further, BCI is committed to providing its students, faculty, and staff with modern day equipment and supplies, and with an environment that is drug free, safe, and conducive to the process of higher learning.

MEASURES USED TO EVALUATE AND IMPROVE PROGRAM SUCCESS

Bennett Career Institute is committed to continuous improvement to ensure that its educational programs remain consistent with the institution's mission of providing quality training and preparing students for successful careers in the beauty industry. The school utilizes several measures to evaluate program effectiveness and implement improvements when necessary.

1. **Student Academic Progress Monitoring**
The institution regularly monitors student academic progress, attendance, and practical skill development to ensure that students are meeting program objectives. Progress reports and instructor evaluations help identify students who may need additional support or academic counseling.

2. **State Board Examination Results**
Graduate performance on state licensing examinations is reviewed to measure the effectiveness of the curriculum and instructional methods. If results fall below expected standards, the school evaluates curriculum delivery and implements additional review sessions or instructional improvement

3. **Graduation and Completion Rates**
Program completion rates are monitored to assess student retention and success. The administration reviews these statistics to identify trends and develop strategies to improve student persistence and program completion.

4. **Job Placement Tracking**
The school maintains job placement resources including employer partnerships, job boards, social media postings, and a job opportunity book to assist graduates in obtaining employment. Placement outcomes are reviewed to determine the effectiveness of career preparation and industry connections.

5. **Employer and Industry Feedback**
Feedback from salon owners, employers, and industry professionals is gathered to ensure that the skills taught remain relevant to current industry standards. This feedback helps guide updates to curriculum and training practices.

6. **Student and Graduate Surveys**
Student and graduate feedback is collected through surveys and informal evaluations to assess satisfaction with instruction, facilities, and program structure. Suggestions are reviewed by administration to identify areas for improvement.

7. **Curriculum Review and Industry Updates**
The administration regularly reviews course content to ensure that programs reflect current beauty industry trends, technologies, and state regulatory requirements.

8. **Administrative and Instructor Meetings**
Regular meetings are held with instructors and administrators to review student performance data, discuss challenges, and implement strategies to improve program outcomes.

9. **Compliance with Accreditation and Regulatory Standards**
The institution continuously monitors compliance with state regulations and accreditation standards established by organizations such as the National Accrediting Commission of Career Arts and Sciences (NACCAS). Institutional policies and procedures are updated as necessary to maintain compliance.

10. **Strategic Planning for Continuous Improvement**

Advisory Board Members evaluate program outcomes annually and uses the data collected to develop strategies that strengthen student success, improve instruction, and support the mission of the institution.

LOCATION

Bennett Career Institute is located at 700 Monroe Street, Northeast, Washington, D.C. 20017.

FACILITY AND EQUIPMENT

Bennett Career Institute is housed in a well maintained, air-conditioned building with over 28,000 square feet of luxurious space. Bennett Career Institute has several spacious classrooms, a library, lockers and locker rooms, and elegant senior cosmetology and barber styling clinics where hair, skin and nail services are performed by qualified supervised students. BCI's students study from current learning materials and work with modern equipment. Further, there is limited parking available just outside the doors of BCI and the Brookland Metro Station (Red Line) is only a half block away. Additionally, a security monitoring system is in operation 24 hours per day, seven days per week. The student/teacher ratio at Bennett Career Institute is 30:1.

STATEMENT OF NON-DISCRIMINATION

Bennett Career Institute is committed to providing a non-discriminatory employment, educational, and client environment for its employees, students/applicants, and clients.

The policy of Bennett Career Institute is to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination against any individual on the basis of race, religion, color, sex, age, national origin, ethnic origin or ancestry, genetic information, disability, status as a veteran, marital status, sexual orientation, gender identity or gender expression. Bennett Career Institute promulgates policies and programs to ensure that all persons have equal access to its employment opportunities and educational programs, services, and activities. The principal objective of this policy is to provide fair and consistent treatment for all students and employees of Bennett Career Institute. Bennett Career Institute is also committed to policies and programs that increase the diversity of the student body.

All policies and procedures applicable to students are administered in accordance with this policy. Bennett Career Institute provides academic adjustments and auxiliary aids and services, and accommodations to applicants and qualified students and employees with disabilities in accordance with federal law.

This policy seeks to encourage faculty, staff, clients and students to report and address incidents of discrimination. Retaliation against faculty members, clients or students for reporting or complaining of discrimination, for participating or assisting in the investigation of a complaint of discrimination or for enforcing this policy is strictly prohibited.

The school director has been designated to coordinate Bennett Career Institute's compliance with its non-discrimination policy. For more information about the Institute's non-discrimination policy or how to file an Internal Complaint, you may contact:

The School Director
700 Monroe Street, NE
Washington, D.C. 20017
(202) 526-1400

or Go to: http://bit.ly/bencompinfo

Procedures for Resolving Complaints of Discrimination

Introduction

Bennett Career Institute is committed to maintaining an environment that recognizes the inherent worth and dignity of every person, fosters tolerance, sensitivity, understanding and mutual respect, and encourages its members to strive to reach their potential.

Any employee, student, client or visitor, or person participating in a Bennett Career Institute activity who believes he or she has experienced or witnessed discrimination and or harassment is encouraged to report the incident(s) promptly. Prompt reporting of complaints is vital to the Institute's ability to resolve the matter.

There are both internal and external processes for resolving complaints of discrimination and/or harassment. A Complainant may elect to invoke either the internal or external resolution process. While a Complainant is encouraged to attempt to resolve his/her concerns using the internal process, if the

Complainant finds that initial internal efforts are unsatisfactory or chooses not to pursue the internal resolution process, the Complainant may seek external resolution.

Complainant(s)

A person or persons making a complaint under the Internal Resolution Process or the External Resolution Process.

Respondent(s)
The person or persons whose conduct is the subject of concern under these procedures.

Procedures
The procedures set forth in this document.

Institute Investigator
A person designated by the CEO to investigate an internal complaint.

Contact Person
Ms. Roberta Bennett, School Director (202) 526-1400 Ext:101
Address information: 700 Monroe Street, NE Washington, D.C. 20017

General Information

All employees and students have an obligation to cooperate in the conduct of these procedures. In the event that a Complainant does not cooperate by failing to furnish information requested by the Institute's Investigator or to make himself or herself available for the interview by the Institute Investigator, the Director may dismiss the complaint. The Director shall provide written notice of such dismissal to the Complainant(s) and Respondent(s). In the event that a Respondent does not cooperate by failing to furnish information requested by the Institute's Investigator or to make himself or herself available for interview by the Institute's Investigator, the Institute's Investigator may conclude that such information or interview, if provided or conducted, would be adverse to the Respondent.

When extenuating circumstances warrant, the CEO or Director as the case may be, has the authority to extend any of the time limits contained in these procedures. Where circumstances necessitate an extension of time to complete an investigation, the CEO or Director will notify the parties and provide an estimated time for completion.

In the event that a complaint concerns the conduct of the Director, the CEO shall designate an individual who shall be responsible for implementing the responsibilities of the Director pursuant to these Procedures. In the event that a complaint concerns the conduct of the CEO, the President shall designate an individual who shall be responsible for implementing the responsibilities of the CEO pursuant to these Procedures.

Internal Resolution Process

Persons who believe they have experienced or witnessed discrimination or harassment are encouraged to report the incident promptly to the contact person. To file an internal complaint, a Complainant must (1) notify the Contact Person within 120 school days of the incident of discrimination or harassment or, where the discrimination or harassment is of an ongoing nature, within 120 school days from the most recent incident and (2) sign a completed Complaint Information Form. However, under limited extenuating circumstances, the time for filing a complaint may be extended.

The Contact Person will take steps to ensure confidentiality of the Complainant and Respondent during the Internal Resolution Process to the extent maintenance of confidentiality does not interfere with the Institute's obligation to address allegations of discrimination and/or harassment.

Any person may consult the Contact Person for advice, without obligation to file a complaint. If the Complainant declines to participate in the completion of the Complaint Information Form, in certain instances, the Contact Person may still have an obligation to invoke the Internal Resolution Process or otherwise process the Internal Complaint.

1. Processing of Internal Complaints

   Within three days following the Contact Person's receipt of a complaint, the Contact Person must (1) forward a copy of the signed Complaint Information Form to the Institute's CEO or COO and (2) either attempt to resolve the Internal Complaint or refer the matter for resolution to another Contact Person.

2. Conclusion of the Internal Resolution Process

   The Internal Resolution Process is designed to empower the parties to an Internal Complaint to reach a mutually satisfactory agreement. The Contact Person will attempt to conclude the Internal Resolution Process within 30 school days. The Internal Resolution Process will be concluded by one of the following: (1) a decision to stop further action on the Internal Complaint, (2) a resolution of the Internal Complaint by agreement of the parties or (3) an adequate, reliable, and impartial investigation of the complaint during which the parties are provided an opportunity to present evidence, including witness testimony in support of their claim.

   Possible resolutions by agreement of the parties may include, but are not limited to: an apology to the Complainant, assisting the Respondent to better understand the effects of his or her conduct and ways in which this behavior could 8 be changed, participation in educational programs about equal opportunity, verbal or written reprimands, or other interventions or actions aimed at ending the misconduct, as well as actions to correct the effects of the challenged actions on the Complainant. The Contact Person will attempt to conclude the Internal Resolution Process within 30 days. The Contact Person will provide written notice of the outcome to the parties.

   Within 10 school days following conclusion of the Internal Resolution Process, the Contact Person must complete and submit a copy of the Status Report Form to the CEO.

Appeal Procedure

The Complainant and the Respondent each have the right to appeal the decision of the School Director and imposition of any sanction to the School's CEO. The appeal must be in writing and filed within 10 school days of the issuance of notification of the decision with all supporting materials attached. Decisions not appealed within such time are deemed final.

The CEO will issue a decision on the appeal to all parties involved. The decision will be made within 10 school days from the date of the appeal was received. The written decision of the CEO shall constitute the Institute's final action.

External Resolution Process

Upon the election of a Complainant, or if there is no mutually acceptable resolution of an Internal Complaint during the Internal Resolution Process, an External Complaint of discrimination and/or harassment may be filed. Therefore, persons who believe that they have been subjected to discrimination and/or harassment may file a complaint with the following external agency:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW,
Washington, D.C. 20202-1475
Main Line (202) 453-6020
TDD (800) 877-8339
Email: OCR@ed.gov

To get more information about your rights, go to http://www.ed.gov/ocr.

Please note that persons who believe they have been discriminated against may also seek resolution through the Equal Employment Opportunity Commission and/or the District of Columbia's Office for Human Rights.

REQUESTING DISABILITY SERVICES

It is the student's responsibility to notify the School's Director of an impairment/condition that may require accommodations and/or classroom modifications. Students can go online and download the Accommodation Request Form http://bit.ly/benreasaccform or obtain the form in person at the Institute from the School Director. Indicate the nature of your impairment/condition and the services requested. Return the form to the School Director.

Documentation of Disabling Conditions

Documentation provides a valuable tool to assist BCI to understand how programs, systems, and facilities may present barriers for students with disabilities. In addition, documentation is utilized for planning strategies and reasonable accommodations to facilitate equal access. The external documentation is used to enhance and supplement conversations with students and to support requests for accommodations.

The Institute asks students who request disability accommodations to:

- Describe their condition(s)
- Describe past use of accommodations or services
- Describe the likely impacts of the condition(s) related to their educational experience

In addition to student self-report, and depending on the type of disability, the following forms of documentation can be utilized to support accommodation requests:

- Medical and health records
- Psycho-educational/Neuro-Psychological reports
- School records
- Observation and interaction

Sources for Documentation of Disability

An individual with a physical or mental condition must provide current documentation from a licensed professional such as a physician, physical therapist, occupational therapist, ophthalmologist, optometrist, audiologist, psychologist or, psychiatrist. While documentation from a previous school indicating participation in a program for students with disabilities or receipt of related aids and services will protect students from discrimination, accommodations -- including academic adjustments and/or auxiliary aids and services -- cannot be provided until current and appropriate documentation is received and approved. If a student has any questions about the document requirements, he or she should contact the school's director.

Bennett Career Institute is required to respond to the needs of the students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 through the provision of auxiliary aids and services that allow a student with a disability.

STUDENT INFORMATION

GENERAL ADVISING SERVICES

Advising services are available to BCI students through both the School Administrator and the Director of Education. The school's CEO also provides student advising services as necessary. The School Administrator, the Director of Education and the CEO have an "open door" policy and provide students with the opportunity to discuss any problems they may have concerning their education, career goals, or social and personal problems. All discussions are confidential unless the student gives permission for release information for the purpose of seeking further help. BCI also have a working relationship with professional counselors at Greater Mount Calvary Holy Church and when circumstances warrant, counseling sessions are arranged.

ORIENTATION

Prior to beginning classes at Bennett Career Institute, each student must attend the new student orientation session. The purpose of this session is to go over the rules and regulations of the school, the evacuation plan, to provide a tour if necessary, to reiterate class schedules and to answer any questions the student may have, and to make sure the student fully digest all important information in their Orientation Packet.

ACADEMIC AND ATTENDANCE ADVISING

Students training in Cosmetology and Barber Styling will receive their report cards and advising services at450, 900, and 1200 actual clock hours. Students taking the instructor will receive their report cards and advising services at450 and 900 actual clock hours. Students taking the Manager and the Esthetics will receive their report card and advising services at the 300 actual clock hours. Manicuring 1 will receive their report cards and advising services at clock-hour point 175 actual clock hours. Braiding students will receive their report card and advising services at 50 actual clock hours. Make-up Artistry students will not receive report cards and advising services.

TUTORIAL SERVICES

Upon request, one-on-one cosmetology and Barber Styling tutorial services are provided or arranged by the Director of Education. Also, Mock State Board Examinations are practiced periodically to provide students with confidence in higher level test taking. There is no charge for tutorial services for Bennett Career Institute students.

FIELD TRIPS

To reinforce classroom information and training, field trips are provided. Field trips also provide the opportunity for students to enhance their public relations skills.

LECTURERS

Guest lecturers are invited to Bennett Career Institute on a frequent basis to introduce students to the latest innovations in their field. The students receive different perspectives and are motivated when given the opportunity to meet people who have succeeded in the cosmetology, Barber Styling and Esthetics industry**.**

TARDINESS

Students who are not physically present at the start of the class period will be considered tardy. Students who are tardy for more than 10 minutes will not be admitted to class until the start of the next designated class period. Students are not allowed to attend class if they arrive late on the third day in the same week. Excessive tardiness is grounds for a student to be placed on probation. Any student continuing excessive tardiness after being placed on probation may be suspended or terminated from the school. It is important that students arrive to school on time in order to be present for theory. Excessive tardiness is when a student arrives more than 10 minutes past the start of class more than twice in one week for three consecutive weeks.

ABSENTEEISM

An excused absence is one due to illness, death of an immediate family member, or other unforeseen circumstances. In order for an absence to be excused, the school must be informed of the reason for the absence within 24 hours and the reason must be supported by documentary evidence when deemed necessary. The absence must be reported by a telephone call, email, or handwritten document to the admissions representative or a school administrator. It is not sufficient to inform your instructor only.

Students are responsible for all work missed during their absence and it is their obligation to consult with their instructor to receive make-up work.

PROGRESS RECORDS

Progress records are maintained on all BCI students and report cards are issued at the accumulated hour points specified under the heading "ACADEMIC AND ATTENDANCE ADVISING". The instructor will discuss both academic and attendance progress with the student and will enter advising notes in the "Instructor Comments" section of the report card when necessary.

Students who do not meet minimum satisfactory academic progress standards in both academics and attendance at a specified clock hour points will be given a written warning but will be considered making satisfactory progress until re-evaluated at the next scheduled clock hour point interval.

STUDENT RECORDS

1. FERPA gives parents certain rights with respect to their dependent's education records. These rights are transferred to the student when he or she reaches the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are eligible students.

2. Records may not be changed or deleted during the inspection and review process.

3. The institution gives rights to the students and parents or guardians of dependent minors.

4. Student that are enrolled their records are maintained according to institutional policy, state regulations, and accreditation requirements. Records are kept in secure files (electronically or physical) and access is limited to authorized personnel to protect student privacy.

5. After a student graduates, withdraws or is terminated, the school maintains records for historical documentation, regulatory compliance, and transcripts request. Physical documents are maintained for up to seven years while electronic documents are maintained indefinitely if student was enrolled after the year 2005.

GRADUATION REQUIREMENTS

Each student will be awarded a "Certificate of Completion" within 3-5 days after the following criteria have been met:

1. Successfully completed the required clock hours for the respective program,
2. Received passing score of 70% and above on all theory and practical examinations.

No certificate of completion or transcript will be issued to a student who has not satisfied his/her clock hour requirements, examination requirements, and financial obligations to BCI.

LICENSING REQUIREMENTS

1. Successfully complete all requirements for graduation.
2. Complete an application and submit fees for testing.
3. A date and all relevant information is given to the student for time of testing.
4. A student may apply at a licensure commission in the DC, MD, VA area.
5. Students must pass the theory exam before testing for the practical exam (DC only)
6. When both tests are successfully completed, a license is granted.
7. The license is usually granted for a two (2) year period before renewal is due.

EMPLOYMENT ASSISTANCE

BCI does not guarantee employment or salary to its students upon graduation. However, Bennett Career Institute will provide placement assistance upon request, which will consist of identifying employment opportunities and advising its graduates on appropriate means of attempting to realize these opportunities. To accomplish employment assistance, Bennett Career Institute maintains continuous contact with the Cosmetology and Barber Styling industry.

DRUG FREE ENVIRONMENT

Bennett Career Institute provides a drug and alcohol-free environment to its students and employees. Therefore, students and employees are prohibited from the unlawful possession, distribution or use of a controlled substance or alcohol anywhere on property controlled by Bennett Career Institute This includes inside the building and on the parking lots around the building. Drug and alcohol use are also prohibited while participating in any school-related activities on or off Bennett Career Institute's controlled property. Students and employees who violate this policy will be subject to stringent disciplinary action or termination. Bennett Career Institute is also a non-smoking facility and must be treated as such by Bennett Career Institutes' students, employees and clients.

DRUG COUNSELING AND ASSISTANCE

Students who need drug counseling or related services may seek assistance from the Calvary Alternative To Alcohol And Drug Abuse (CATAADA) program by calling 202-832-8336. You may also seek help by calling the National Drug Treatment 24 Hour Help Line at 1-877-476-4777 or 1-800-711-6402

RULES AND REGULATIONS

The following rules and regulations are important and will result in disciplinary action if not followed. The rules and regulations at BCI are not arbitrary, but reflect the level of conduct that Cosmetologist, Barber Stylist, Instructors, Managers, Esthetician, Make-up Artist, Braiders, and Manicurist are expected

to maintain while at BCI and throughout their careers. They are meant to encourage and motivate each student to be as professional in their learning experience as they will be in their careers.

1. Day students (both full and part-time) must be in school and ready for class promptly at 9:00 am Tuesday through Friday and at 8:00 am on Saturdays. A maximum grace period of 10 minutes is allowed for emergency purposes only. If day students are not in class within the 10 minute grace period for emergency purposes, they must wait until the theory period is over to start class. Night students must be in class at 5:00 pm or 6:00 pm on Wednesday through Friday and at 8:00 am on Saturdays. The maximum 10 minute grace period for emergencies will apply. Day classes for full-time students are from 9:00 am to 3:30 pm Tuesday through Friday and on Saturdays from 8:00 am to 3:45 pm. Part-time day classes are from 9:00 am to 1:00 pm on Tuesday through Friday and from 8:00 am to 12:00 noon on Saturdays. Classes for part-time night students are from 5:00 pm to 9:00 pm Wednesday through Friday, and from 8:00 am to 4:45 pm on Saturdays.

2. Students cannot leave school or their assigned areas without making prior arrangements. Students must attend theory classes on a regular basis to meet graduation requirements.

3. Students must be well always groomed. Students must wear clean uniforms. See policy under "UNIFORMS". Any student not in uniform will be signed OUT for the day. Students wearing soiled uniforms will be asked to clean their uniform or to purchase a new uniform. Students must obey personal hygiene, sanitation and sterilization rules to remain in school. Students may not practice Cosmetology, Barber Styling, Braiding, Esthetics or Manicuring 1 functions if they have a communicable, contagious, or infectious disease as defined by a doctor.

4. Students are responsible for all information covered in class, whether on an excused or unexcused absence.

5. No student is allowed to act as an instructor to another student. You may share but not instruct.

6. Students who are too ill to perform assigned studies and /or clinic services will be dismissed for the day.

7. All students, staff, faculty, and clients must be addressed as Mrs., Ms., or Mr.

8. Students are responsible for the sanitation and care of their own equipment. All equipment must be properly marked and cleaned and sanitized when not in use. Workstations and sinks must be cleaned after each service, including the floor around the workstation and sink.

9. Each student will be assigned clean-up duty days which includes towel duty and ensuring that the classrooms and senior clinics are maintained in an orderly manner.

10. The instructor who assigns the clients to the students must introduce the client and the student. The student must then seat the client and prepare him/her for their desired service. The student must give his/her full attention to the client. Loud talking and excessive conversation with another student while servicing a client will not be tolerated.

11. Only the services that appear on the ticket should be rendered to the client. If the client changes his/her mind, the student must immediately notify the instructor of the change. The instructor will assure that the cost of the service is adjusted.

12. No profanity or obscenity will be tolerated on BCI premises. No communications on cell phones will be allowed in the classrooms or in the cosmetology and barber clinics.

13. Instructors may use their own discretion concerning homework assignments and classroom theory and whether or not a student may attend a theory class, as long as rulings are consistent with school policy.

14. Gum chewing, eating or drinking of refreshments are only allowed in the lunchroom area on the second floor.

15. Students must not loiter around the receptionist's desk in the lobby area or in other classroom areas.

16. Unnecessary disruptions to student education will not be allowed. When a student in the cosmetology or barber clinic has a visitor, the visitor must tell the receptionist at the front desk, who will notify the instructor of who the visitor is looking for. The instructor may dismiss the student for a minute to confer with his/her visitor, but the student must immediately return to the clinic. If a student in one of the classrooms has a visitor, the visitor must notify the receptionist, who will then notify the instructor. The instructor will notify the student of the visitor and may allow the student a few minutes to confer with the visitor. The student may briefly confer with the visitor and promptly return to class. The visitor must not loiter at the school.

17. Any student who refuses to follow instruction from an instructor or refuses to perform a service on a client, or student, will be suspended from school immediately for 3 days.

18. Students must never attend BCI while under the influence of drugs or alcohol.

19. BCI is not responsible for personal belongings (money, equipment or supplies). Lockers are available and students are encouraged to use the lockers for the safekeeping of their personal items. The lockers are property of BCI and we reserve the right to open the lockers if deemed necessary.

20. Borrowing or lending at BCI is prohibited.

21. Students caught taking supplies or equipment from the school or a fellow student will be disciplined by BCI.

22. A library of professional materials is available for student and instructor use. All materials are located in the Administrator office and must be signed out and in with the office staff. The digital library can be found in the CIMA learning platform along with Google.com, Youtube.com and Quizlet.com. Students may have access to the auditorium/multipurpose room for quiet time and studying when permitted.

23. Weapons and firearms are prohibited on or around the school premises.

24. All absences must be reported to the Director or Administrator by telephone before 9:00 am for the day students and 5:00 pm for the night students.

25. At enrollment, each student is given a start date and a contract end date. Any student who goes beyond the end date will be charged their per hour rate as stated on their enrollment agreement for all extra hours beyond that date. Contract end dates will be revised in cases where leave of absence (LOA) periods have been approved or schedule change have been approved.

26. A written request is required from all students who decide to go on a leave-of-absence. The request must be approved and signed by the School Administrator.

27. BCI reserves the right to interrupt training whenever a student is behind in his/her tuition payments.

28. All accounts with BCI must be paid in full, and all academic requirements must be met before full graduation can occur. No hours or credits will be given or transferred until all financial obligations have been satisfied.

29. Out-of-pocket tuition for all training programs is due on the 15th of the month. After 5 days of the due date (on the 20th of the month), payments are considered late, and a $25.00 late fee is charged.

30. Refusal to cooperate or follow an instructor's instructions will be considered as insubordination and is subject to disciplinary action. Students who fail to comply with class schedules will also be subject to disciplinary action. Further, BCI reserves the right to take appropriate measures against students where it is felt that the student is not conducting himself/herself in a professional manner. Professionalism is a requirement while in attendance at BCI.

31. Students will not be allowed to continue to accumulate clock hours if they are not arriving at school on time to receive theory and tests. Students are allowed to miss two classes a week because of tardiness. If the student arrives late for the third class for that week, he/she must return home for that day.

32. Students are required to sign in and out on their classroom attendance rosters. Proof of in school attendance can only be verified the classroom roster for daily school attendance. Failure to follow protocol on this matter will result in lost hours.

VIOLATION OF RULES AND REGULATIONS

BCI reserves the right to take disciplinary action against students for violation of its rules and regulations.

Students have the right to appeal a disciplinary action. All appeals must be in writing and must fully address the matters that precipitated the disciplinary action.

BCI POLICY ON TRACKING AND MAINTAINING STUDENT ATTENDANCE

On the first day of class all students will be assigned a four-digit identification number using the last four digits of their cell phone number which allows the student's time to be maintained on the school's timekeeping computer system.

All students are required to signature by their name and record their time in and out on the class roster daily. That means that the student must register upon arrival and out at departure. Failure to complete the signing in and out process will result in lost time.

It is the student's responsibility to keep track of their hours. Weekly attendance reports are available to students in their classrooms to verify the accuracy of their hours. Discrepancies with hours should be addressed as soon as possible by submitting an "Hour Adjustment Form" to the timekeeper for updating. Time adjustment after 30 days will not be adjusted in the system unless student can justify the reason in writing for the late request. Therefore, any request for audits on student's time will be made for 30 days or less if deemed necessary by the administrator or timekeeper.

Students who participate in community service, field trips, Makeup Mondays or events outside of the school must sign in and out on the designated approved event roster to receive hours. The Instructor that accompanies the students to the event must signature the roster as well when applicable.

APPEAL PROCEDURE TO RESOLVE STUDENT GRIEVANCES

1. The student should first submit his/her grievance to his/her instructor to see if the grievance can be resolved at that level.

2. If not resolved, the student may submit a written grievance to the School Administrator.

3. The School Administrator will schedule a personal interview with the student to gather additional information or to gain clarification as necessary, and to resolve the grievance, if possible.

4. The results of the grievance/appeal will be submitted to the Vice President. The Vice President will review the Appeal and the results of the interview, and make a final decision concerning the grievance

Matters concerning the license of the school may be submitted to the Higher Education Licensure Commission, if not resolved by the school. HELC contact info: Email: osse.elcmail@dc.gov.

INTERNAL SCHOOL COMPLAINT PROCEDURE

A student, teacher, or interested party may file a complaint against the school; however, the complaint must be in writing to the School Administrator/Vice President and must outline the allegation or nature of the complaint.

A school representative will meet with the complainant within 10 days of receipt of the written complaint. The meeting between the school representative and complainant will be documented, and the complainant will be provided with a copy of this written record.

If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The complaint committee will review all allegations received. The committee will be comprised of the following: President, Vice President, School Administrator, Financial Aid Administrator, an instructor, and a student or member of the public interest group.

The school's complaint committee will meet within twenty-one (21) calendar days of receipt of the complaint and review all allegations.

If more information is needed from the complainant, a letter will be written outlining the additional information needed.

If no further information is needed, the complaint committee will act on the allegations and a letter will be sent the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

The complainant shall not be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint.

The National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexander, VA 22314, telephone number 703-600-7600, is the accrediting agency for Bennett Career

Institute The complainant may pursue the matter further with this agency only after exhausting all means to resolve the complaint with the school.

BCI will maintain written records of all complaints filed for two (2) complete accreditation cycles.

STUDENT CONDUCT

BCI students must conduct themselves in a professional manner at all times. Further, BCI students must abide by the rules and regulations outlined in this catalog and any other posted regulation. BCI's rules and regulations are not arbitrary and reflect the level of conduct graduates are expected to maintain throughout their careers.

When a student is suspended for conduct the incident will be documented and the student is notified in writing and by email the number of days they are required to be out of school. The student has demonstrated a pattern of unprofessional behavior at that point.

The students' school history in these matters makes them ineligible to return to our school. A complimentary transcript will be released to the student in order for them to seek another school of their choice.

UNIFORM POLICY

BCI students must wear uniforms. The cosmetology, barber and Manicuring 1student uniform consist of all black medical BCI scrub top and bottom. A medical skirt or dress (knee-length) with pantyhose can be another option. Black T-shirts (BCI T-shirts are an exception) and jeans will NOT be acceptable as a substitute for a uniform. The BCI lab jacket should be worn at all times. Senior students ONLY are allowed to wear black aprons once they are on the clinic floor. Socks and shoes of any color must be worn, that are closed in and comfortable (No Holes or canvas material). Clogs, crocks or leather tennis shoes are preferable. There should be no bellies, chest cleavage, bust line, or waistlines exposed. No excessive jewelry should be worn, no more than one bracelet per arm; earrings should not touch the shoulder and no more than two rings per hand. Head gear such as caps, scarves, head bands or wraps can NOT be worn inside the building unless for religious purposes. Students wearing improper attire or having poor personal hygiene will not be permitted in class or the clinic.

*Students must be in complete uniform on the day of their orientation.

*Students may dress in regular attire appropriate for all Hybrid classes.

*Instructor and Manager students are required to dress professionally with the BCI lab jacket at all times.

*The District of Columbia State Board requires all candidates to wear regular appropriate attire along with a white lab coat (long sleeves and knee length) for the Practical Examination.

LOCKERS

Lockers are available for BCI students to rent based on availability.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT--PRIVACY POLICIES

BCI is committed to following the guidelines of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99). FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible students then have the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible students has the right to place a statement with the record setting forth his or her view about the contested information.

Students may obtain a copy of his/her academic and financial records by requesting it in writing or in person from the School Director and/or Director of Financial Services.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

School officials with legitimate educational interest;

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

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

For additional information, you may call 1-800-USA-LEARN (1-800-872-8327) (VOICE). Individuals who use TDD may use the Federal Relay Service (/about/contacts/gen/index.html#frs).

ADMISSIONS POLICIES AND PROCEDURES

Bennett Career Institute (BCI) seeks students who demonstrate a sincere interest in the school and a genuine desire for training in the curriculums taught for the purpose of becoming better qualified for gainful employment.

ADMISSIONS POLICIES

Applications for enrollment and other inquiries must be submitted to Bennett Career Institute, 700 Monroe Street, NE, Washington, D.C. 20017.

Students and parents are encouraged to visit the school for a tour prior to making an application. If a visit is not possible, a telephone interview may prove beneficial.

BCI has an open enrollment policy, which means that a student may enroll at any time throughout the year. BCI also offers day and evening classes to meet the needs of both full-time and part-time students.

Applicants may be accepted only after all the enrollment requirements have been met and the interview process has been completed. Acceptance into the programs is not guaranteed however, applicants will be notified in person, in writing or by telephone of their acceptance or denial in the program within 3 to 5 days after the enrollment process has been completed.

BCI does not recruit students already attending or admitted to another school offering a similar program of study.

Classes will begin on the following days:

Fulltime – Monday
Esthetics Program
Fulltime – Tuesday
Cosmetology Program
Barber Styling Program
Instructor Program
Manager Program

Part-time Day – Tuesday
Cosmetology Program
Barber Styling Program
Instructor Program
Manager Program

Part-time Evening - Wednesday
Cosmetology Program
Barber Styling Program
Esthetics Program
Instructor Program
Manager Program
Braiding Program
Manicuring 1 Program
Make-up Artistry Program

Note: If the scheduled start date of a class falls on a holiday, the official first day of class will be the next class day.

The Manicuring 1 and the Manger courses are currently not being offered. Updates regarding future availability will be announced when applicable.

ADMISSIONS/ENROLLMENT REQUIREMENTS

To apply at BCI, a student must:

- Be 17 years of age or older,
- Have a valid high school diploma or its equivalent (GED),
- Complete an enrollment application.

*High school diploma or its equivalent (GED) is not required for Makeup Artistry Course.

All high school diplomas, transcripts and their equivalent must have an official school seal or stamp along with the appropriate signatures. High school transcripts or official documents must show the high school completion date and be in a sealed envelope with the school logo or faxed from the official school. The Admissions Office will contact the appropriate agency to check the validity of high school diplomas, transcripts and/or any high school equivalency documentation if it is believed that the document is not valid or was not obtained from an accredited school. Any applicant that has a foreign high school diploma must have it translated into English and the translation must be performed by an outside agency that is qualified to translate documents into English and qualified to confirm the academic equivalent to a U.S. high school diploma. For information refer to the American Translators Association, the National Association of Credential Evaluation Services or Embassy. All documents must be presented in the original language accompanied by an English translation.

Students who do not have a high school diploma or GED or who are beyond the age of compulsory school attendance in the District of Columbia, must refer to the "GED STATEMENT", found in the "New Student Orientation Packet" or can obtain a list from the Admissions Office which list programs in the District of Columbia that has been proven successful in obtaining a GED or High School Equivalency certificate. As of July 1, 2012 the Department of Education no longer supplement secondary education schools with Title IV funds for Ability to Benefit (ATB) students. However, ATB students may pass the acceptable standardized test and pay out-of-pocket for classes rendered.

A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may establish eligibility at the same Title IV institution or a different Title IV institution, as long as the student previously attended an eligible program at an eligible Title IV institution. It does not matter whether the student received Title IV, HEA student assistance prior to July 1, 2012. The change to the law that removes the ATB alternatives applies to students who "first enroll in a program of study on or after July 1, 2012."

ADMISSIONS/ENROLLMENT PROCEDURES

A student must bring the following to the scheduled enrollment interview:

1. An official High School Diploma or GED certificate,
2. Two forms of identification (one must be a valid government/state photo id and a birth certificate or social security card),
3. Proof of income (if applicable),
4. *$25 Application Fee.

***The Application Fee is a separate charge and is not included in the cost of tuition.**

RE-ENTRY POLICY AND FEE

Any student who leaves a BCI program in a "satisfactory academic progress" status will be allowed to return to that program in the same progress status. Students who leave BCI while in an "unsatisfactory academic progress" status must remain in that same status upon re-entry. Their status will not change until their performance level reach the standards defined under heading "RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS".

Students who return to school within 180 days of their last date in school are not required to pay a re-enrollment fee. However, students who return to school after 180 days of the last class date in school must

pay a re-enrollment fee of $100.00. The re-enrollment fee is part of the scheduled charges when calculated and is not viewed as a separate cost.

TRANSFER HOURS/CREDIT FOR PREVIOUS TRAINING

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

1. Credit for out-of-state training must be submitted to the District of Columbia Board before being accepted by BCI. Course work for students with approved credits will be shortened accordingly and all records of previous education will be maintained in the student's permanent file.

2. Credit for local transfer students must be submitted to BCI under proper signature of a transcript from a licensed School. To prevent fraud, all transfer documents will be verified.

3. Transfer credit information must be submitted to BCI at the time of enrollment.

4. Consistent with the District of Columbia law, transfer students (both out-of-state and local) with 500 or less credit hours, will receive credit for all prior hours earned. However, these students will be tested to determine if they need to repeat any parts of the freshman program.

5. Students with 501 hours and up must also submit their hours at the time of enrollment. However, the student will be tested to determine their exact level of competence and transfer credit hours will be adjusted according to test results. In other words, if a transfer student has earned 1000 hours at another school but test out at BCI at a level comparable with 700 hour students at BCI, the transfer student will only be credited for 700 hours.

6. Tuition for transfer students will be calculated at the current per hour charge for tuition for the number of hours remaining to be completed.

7. Students applying for the Instructor program and the Manager program must have successfully completed the Cosmetology program, passed the State Board of Cosmetology Examination, and hold a valid District of Columbia operator's license.

HOLIDAYS

BCI is closed during the following holidays:

New Year's Day	Fourth of July	Day after Thanksgiving	New Year Eve
Martin Luther King Holiday	Labor Day	Day before Christmas	Juneteenth Day
President's Day	Columbus Day	Christmas Day	Emancipation Day
Memorial Day	Thanksgiving Day	Day after Christmas	

WEATHER EMERGENCIES

During an emergency weather situation such as snow and ice, Bennett Career Institute will use its own discretion concerning late arrivals and school closing. Therefore, BCI students and staff are required to call the school switch board and listen to the recording for instructions on what is expected.

CHANGE OF NAME AND ADDRESS

All students are responsible for notifying the Administrative Office on when there has been a change in their name or address. Also, the Administrative Office should be notified immediately if there is a change in the student's emergency contact person.

ACADEMIC INFORMATION

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress Policy consistently applied to all students enrolled full-time or part-time at the school and is printed in the catalog to ensure that all students receive a copy prior to enrollment. Students may print a copy of the Catalog from the internet or receive a printed copy from the institute. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated in actual clock hours for Satisfactory Academic Progress as follows:

COSMETOLOGY AND BARBER STYLING	
1st Evaluation Period Ends:	450 Clock Hours and 15 Weeks
2nd Evaluation Period Ends:	900 Clock Hours and 30 Weeks
3rd Evaluation Period Ends:	1200 Clock Hours and 40 Weeks
4th Evaluation Period Ends:	1500 Clock Hours and 50 Weeks
INSTRUCTOR	
1st Evaluation Period Ends:	450 Clock Hours and 15 Weeks
2nd Evaluation Period Ends:	900 Clock Hours and 30 Weeks
3rd Evaluation Period Ends:	1000 Clock Hours and 34 Weeks
MANAGER AND ESTHETICS	
1st Evaluation Period Ends:	300 Clock Hours and 10 Weeks
2nd Evaluation Period Ends:	600 Clock Hours and 20 Weeks
MANICURING 1	
1st Evaluation Period Ends:	175 Clock Hours and 6 Weeks
2nd Evaluation Period Ends:	350 Clock Hours and 12 Weeks

SAP is applied consistently to all students whether they are receiving financial aid or not. It includes both cumulative quantitative and qualitative elements evaluated at designated periods throughout the programs. SAP establishes evaluation periods similar in length whether in clock hours, weeks or months.

Students will have their first evaluation no later than the midpoint of the academic year or program, whichever comes first. Transfer students will be evaluated at their midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluation periods are based on actual hours completed. All evaluations will be completed within 7 business days following the established evaluation points.

Students training in Cosmetology and Barber Styling will receive their report cards and advising services at 450, 900, and 1200 actual clock hours. Students taking the Instructor Course will receive their report cards and advising at 450 and 900 actual clock hours. Students taking the Manager Course will receive their report card and counseling at the 300 actual clock hours. Manicuring 1 will receive their report cards and advising services at 175 actual clock hours, Esthetics Course will receive their report card and counseling at the 300 clock hours, the Make-up Artistry advising services are continuous and Braiding students will receive their report card and advising services at 50 actual clock hours.

BCI students are responsible for regular and punctual class attendance and must accept the consequences of poor attendance**.**

SCHOOL HOURS

Hours for full-time day students are 9:00 am to 3:30 pm Tuesday through Friday, and 8:00 am to 3:45 pm on Saturday. Hours for part-time day students are 9:00 am to 1:00 pm Tuesday through Friday, and 8:00 am to 12:00 noon on Saturday's. A maximum arrival grace period of 10 minutes is allowed in the mornings for emergency purposes; otherwise, students must wait for the theory period to be completed before starting class. Students who start at 9:00 am and leave at 3:30 pm on Tuesday through Friday (with a 45-minute lunch period) will be credited with 5.75 hours of training per day. Students starting at 10:00 am will be credited with 4.75 hours. All full-time students whose hours are from 8:00 am to 3:45 pm on Saturday, with a 45-minute lunch period, will earn 7 clock hours. Part-time day students are not eligible for lunch periods. Part-time day students who start at 8:00 am and leave at 12:00 noon on Saturday's will earn four clock hours, and those who are in class from 9:00 am to 1:00 pm on weekdays will earn four clock hours. Theory for all full-time and part-time day students is from 9:00am to 10:00am, and theory for all part-time night students is on Thursday evenings.

Hours for part-time night students are Wednesday through Friday, 5:00 pm to 9:00 pm or 6:00 pm to 9:00 pm, and Saturdays from 8:00 am to 4:45 pm. Night students will earn either three (3) or four (4) clock hours of training on weeknights (depending on 5:00 pm or 6:00 pm schedule), and eight (8) hours on Saturdays. A lunch period is not allowed for night part-time students on weeknights; however, night students will receive a 45-minute lunch period on Saturdays.

ATTENDANCE REQUIREMENTS

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

Full-time day students are expected to complete 30 hours of training per week and part-time day students are expected to complete 20 clock hours of training per week. Night students are expected to complete 17-20 clock hours of training per week.

MAXIMUM TIME FRAME

The maximum time frame for completing any BCI program is 150% times the scheduled time of the program.

Name of Course	Scheduled Course Length in Clock Hours	Academic Year	Maximum Time Frame for Course Completion
Cosmetology	1500 hours	900 hours	2250 hours
Barber Styling	1500 hours	900 hours	2250 hours
Instructor	1000 hours	900 hours	1500 hours
Manager	600 hours	900 hours	900 hours
Manicuring 1	350 hours	900 hours	525 hours
Make-up Artistry	60 hours	------	90 hours
Esthetics	600 hours	------	900 hours
Braiding	100 hours	------	150 hours

The institution operates all programs according to a schedule of 900 hours and 30 weeks per academic year of instruction.

Full-time Cosmetology and Barber Styling students will have a maximum time frame of 2250 clock hours or 18 months to complete the Cosmetology and Barber Styling training course, plus any period of approved leave of absence.

Full-time Instructor students will have a maximum time frame of 1500 clock hours or 13 months to complete the Instructor training course, plus any period of approved leave of absence.

Full-time Manager students will have a maximum time frame of 900 clock hours or 8 months to complete the Manager training course, plus any period of approved leave of absence.

Full-time Esthetics students will have a maximum time frame of 900 clock hours or 8 months to complete the Esthetics training course, plus any period of approved leave of absence.

Students in Manicuring 1 will have a maximum time frame of 525 clock hours or 44 weeks to complete the Manicuring 1training course, plus any period of approved leave of absence. Only a part time schedule is available for Manicuring 1.

Make-up Artistry students will have a maximum time frame of 90 hours or 6 weeks to complete the Make-up Artistry program.

Braiding students will have a maximum time frame of 150 hours or 7.5 weeks to complete the Braiding Program.

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

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

All students who do not complete their clock hours within 10% of the scheduled time frame will be charged the per hour tuition rate indicated on the student's completed "Enrollment Agreement" for the

remaining hours to be completed. Students will be credited for all approved Leave Of Absence (LOA) periods and any other time frames BCI deem as being beyond the control of the student.

With regard to 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.

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. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

The grade scale for theory and practical work are as follows:

QUALITY	PERCENTAGE SYSTEM
A	90% to 100%
B	89% to 80%
C	79% to 70%
D	69% to 60%
FAIL	Below 60%

All test dates will be bought to the students' attention in advance. The student is responsible for being present and prepared for all tests. In the event a test is missed or failed (70% or below), the student must make arrangements with their instructor or the Director of Education to receive a make-up test.

DETERMINATION OF PROGRESS

Students meeting the minimum requirements of 67% in attendance and 70% in academic theory and practical work on a cumulative basis at the determined clock hour evaluation points will be considered making satisfactory academic progress until the next scheduled clock hour evaluation. Students will receive a hard copy of their satisfactory academic progress report (report card) at the time of each of the evaluation. Students deemed not maintaining satisfactory academic progress are ineligible for federal financial aid, if applicable, unless the student is on a warning or has prevailed upon appeal resulting in a status of probation. The institution notifies students in writing of any evaluations that impact the student's eligibility for federal financial aid.

WARNING

Students who fail to meet the minimum requirements for attendance (67%) or academic (70%) progress are placed on a warning and considered to be making satisfactory academic progress during the warning period. This warning period is limited to one payment period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the

warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive federal financial aid.

PROBATION

Students who fail to meet the minimum the requirements for attendance or academic progress after the warning period will be considered not making satisfactory academic progress. In order for the student to be placed on probation and continue to receive federal financial aid, the student must appeal the negative satisfactory academic progress decision and prevail upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period or students placed on an academic plan with the ability to meet the requirements set forth in the academic plan by the end of the maximum timeframe may be placed on probation. This probation period is limited to one payment period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students who are progressing according to their specific academic plan will be considered making satisfactory academic progress and deemed eligible for federal financial aid. If the student does not meet the satisfactory academic progress standards by end of the probation period, he/she will be determined as not making satisfactory academic progress and, if applicable, will be deemed ineligible for federal financial aid.

APPEAL PROCEDURE

If a student is determined not to be making satisfactory academic progress after the warning period and is deemed ineligible for federal financial aid, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative satisfactory academic 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 with supporting documentation of the reasons why the determination should be reversed. This information should include why the student failed to meet the satisfactory academic progress requirement and what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents (i.e. doctor's notes, obituaries, narrative statement, and/or counseling records) 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's file. If the student prevails upon appeal, the student will be placed on probation, considered making satisfactory academic progress, and federal financial aid will be reinstated, if applicable. If the student does not prevail upon appeal, the student will be considered not making satisfactory academic progress and deemed ineligible for federal financial aid. Students are responsible for all of the work they miss during their absence(s) and it is their obligation to consult with their instructor about make-up work and examinations.

RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS

Students can re-establish satisfactory academic progress and federal financial aid, if applicable, by bringing his/her attendance and/or academic up to the Satisfactory Academic Progress standards by the end of the warning or probationary period. The minimum overall grade point average for theory and practical work is 70%, and the minimum attendance requirement is 67%. Once minimum requirements are met, the student will be considered meeting satisfactory academic progress and eligible to receive financial aid.

Students that are unable to establish satisfactory in attendance based on their scheduled hours may result in termination because of the maximum timeframe policy. A student would be ineligible to re-enroll to complete their program after termination from the school.

LEAVE OF ABSENCE

Students must follow the institution's policy for requesting a leave of absence (LOA). Should a student find it necessary to be out of school for an extended period of time (7 calendar days or more), a leave of absence must be requested. The reason for which a leave of absence may be granted includes sickness, medical reasons, major surgery, maternity leave, death in the immediate family, lack of childcare, or a planned vacation. All requests for a leave of absence must be submitted to the School Administrator in advance in writing, including the reason for the LOA and the student's signature. The maximum leave of absence period will be determined by the School Administrator. A leave of absence request in excess of 60 days will not be approved, except for medical reasons, i.e. maternity leave, major surgery, etc. Extended medical leave of absences must be supported by medical certification from a doctor. Prior attendance and the reason for the LOA will be considered in the approval process. Students granted an official LOA in accordance with the institution's policy is not considered to have withdrawn, therefore, no refund calculation is required at this time.

The School Administrator may grant a leave of absence if there are some unforeseen circumstances that prevent the student from doing so, i.e. car accidents. The School Administrator will document the reason for its decision and collect documentation from the student at a later date. The beginning date of the approved LOA will be the first date that the student was unable to attend due to the unforeseen circumstance.

Students on approved leave of absences must continue to pay their monthly tuition. The student will not be assessed any additional institutional charges as a result of the LOA. When students are on an approved leave of absence, the maximum time frame and enrollment contract end date will be extended by the same number of calendar days in the approved leave of absence period. Changes to the enrollment contract will be initialed by all parties. LOA addendum to the enrollment agreement must be signed by all parties. The LOA together with additional leaves of absence must not exceed a total of 180 days in one 12-month period.

Students who do not return from an approved leave of absence at the scheduled time, or do not officially request an extension will be terminated from the school on the scheduled day of return. This date will become the institution's determination of withdrawal date that will be used on termination notices and the last date of actual attendance will be used on refund calculations (R2T4s).

The institution will report on the students' change in enrollment status to the loan holder through the National Student Loan Database System. The institution will inform Direct Loan borrowers of the possible consequences that withdrawing will have on their repayment terms i.e. grace period exhaustion. Also, if the students' grace period is exhausted and students are unable to repay their student loan, they may be able to apply for a deferment or forbearance.

EARLY WITHDRAWAL

To establish an official withdrawal date, students who wish to withdraw from school prior to graduation must do so in writing. Students who do not officially withdraw in writing will be terminated when the school determines that the student is no longer attending (missed 14 consecutive days without prior

approval). A "Termination Notification" letter will be prepared and forwarded to the student. This letter will begin the refund calculation process.

Students who wish to enroll at another school after they officially or unofficially withdraw from their program must pay their balance (if applicable) owed to the school in full in order to receive their transcripts.

Credits earned at the school are transferable to another institution at the sole discretion of the accepting institution.

INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

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

INCOMPLETES, REPETITIONs, AND NON-CREDIT REMEDIAL COURSES

Incompletes, repetitions and non-credit remedial courses are not applicable to programs at BCI. Therefore, they have no effect on the Satisfactory Academic Progress standards.

TITLE IV REFUND POLICY

The Financial Aid Office is required by federal statue to recalculate Title IV eligibility for students who are terminated, withdrawn, or cease enrollment up to completing 60% and after completing 60% of a payment period or term.

The official withdrawal date for the purpose of calculating the Return of Title IV funds is the date that the student notifies the institution in writing of their intent to withdraw. In the event of an unofficial withdrawal (i.e. student did not return from a Leave of Absence or the student missed 14 consecutive days from school), the institution will use the student's last date of attendance for the purpose of calculating the Return of Title IV funds.

If a student ceases enrollment at the institution up to 60% of a payment period or term, a prorated calculation is completed to determine the amount of Title IV Funds the student has earned at the time of withdrawal.
If a student ceases enrollment after 60% of the payment period or term, then the student has earned 100% of the Title IV Funds received. The institution will still complete a refund calculation (R2T4) to determine whether the student is eligible to receive a post-withdrawal disbursement (PWD). PWD is defined as the total amount of Title IV funds earned by a student prior to their withdrawal date.

After receiving notification that a student has withdrawn, the Financial Aid Office will perform the Return of Title IV calculation (R2T4). The Financial Aid Office will then return the appropriate funds as determined by the R2T4 calculations. Title IV funds must be returned within 45 days of the institution's date of determination that the student withdrew.

Recalculation is based on the percentage of aid earned using the following Federal Return of Title IV funds (R2T4) formula:

- Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by (÷) the total days in the payment period or term.

Once the earned Title IV Funds percentage is determined, the institution calculates the amount of unearned Title IV Funds that must be returned to the Department of Education.

Calculating the Return of Title IV funds amount:

- Unearned Title IV Funds Percentage multiplied by (×) the Total of all Title IV Funds Received = Total Unearned Title IV Funds

The Return of Title IV Funds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than Plus Loans)
- Subsidized Direct Stafford Loans
- Federal Plus Loans (Parent)
- Direct Plus Loans
- Federal Pell Grants for which a Return of funds is requested
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g. LEAP)

Students will receive a letter within 30 days after their last day of school notifying them of the amount of Title IV funds that are due to be returned to the Department of Education by the student.

To settle an account a student may owe the institution upon dropping from the institution or graduation, the student should use one of the following methods to settle their account:

Method of payments: Cash, Check, Credit, Money Order

The institution's Title IV Credit Balance Policies and Procedures are located in the 2025-26 Financial Aid Policies and Procedures manual pages 15-16.

CURRICULUMS

COSMETOLOGY

The Cosmetology program conforms to the requirements of District of Columbia Board of Barber and Cosmetology. It is a 1500 clock hour course designed to prepare students for an operator's license and profitable employment upon graduation. The course will include theory, online activities, audio visual presentations, demonstrations, related field trips and practical work on mannequins, other students, and clinic clients.

SUBJECT	THEORY	ONLINE THEORY/ACTIVIES	PRACTICAL	TOTAL
Cosmetology: History and Career Opportunities	05	03	00	08
Life Skills	05	03	00	08
Your Professional Image	07	03	00	10
Communicating for Success	05	05	00	10
The Healthy Professional	05	05	00	10
Infection Control	05	05	05	15
General Anatomy and Physiology	05	05	00	10
Chemistry & Chemical Safety	05	04	00	09
Electricity & Electrical Safety	10	05	00	15
Hair & Scalp Properties/Disorders & Disease	08	08	00	16
Principles of Hair Design	10	08	10	28
Hair Service Preparation	15	10	50	75
Haircutting	15	10	75	100
Hairstyling	15	10	200	225
Braiding and Braid Extensions	10	5	50	65
Wigs and Hair Addition	10	05	50	65
Chemical Texture Services	20	10	100	130
Hair Coloring	25	15	100	140
Skin Structure & Growth/Disorders & Diseases	10	05	00	15
Hair Removal	10	10	30	50
Facials	10	05	40	55
Make-up	08	05	10	23
Nail Structure & Growth/Disorders & Diseases	08	05	0	13
Manicuring 1and Pedicuring	20	10	40	70
Advanced Nail Techniques	10	05	05	20
Career Planning	10	05	00	15
On the Job	05	05	00	10
The Beauty Business	10	05	00	15
Applicable D. C. Law	05	00	00	05
Assignments, Projects, Videos & Field Trips	100	50	120	270
TOTALS	**386**	**229**	**885**	**1500**

Upon completion of the Cosmetology program, the student will be qualified to work in all phases of the cosmetology industry. The student will know the importance of projecting a professional image and will have knowledge of D.C. law pertaining to cosmetology. Further, the student will be fully equipped to pass the District of Columbia State Board Examination and receive a cosmetology operator's license.

Educational Books and Digital Materials Required for this program: Milady Standard Cosmetology, 14th Edition and Foundations 1st Edition
Hardcover Cosmetology + Foundations Textbook Package – ISBN-13: 9780357871492
CIMA Digital Course – (2 year access) – ISBN-13: 9780357873441
Printed Exam Review – ISBN-13: 9780357379103

BARBER STYLING

The Barber Styling program is a 1500 clock hour training program designed to fully prepare the student for the District of Columbia State Board Examination. The study of this course will include theory, online activities, audio visual presentations, demonstrations, related field trips, practice on other students and mannequins, and practical operations on clinic patrons. This curriculum conforms to the requirements of the District of Columbia Board of Barber and Cosmetology. Instructors will provide individual assistance to each student throughout all phases of the curriculum.

SUBJECT	THEORY	ONLINE THEORY/ACTIVIES	PRACTICALS	TOTAL
The History of Barber Styling	05	03	00	08
Life Skills	05	03	00	08
Your Professional Image	07	03	00	10
Infection Control: Principles and Practices	10	10	15	35
Implements, Tools, and Equipment	40	10	40	90
General Anatomy and Physiology	12	05	00	17
Basics of Chemistry	12	05	00	17
Basics of Electricity	05	05	00	10
The Skin: Structure, Disorders, and Diseases	15	10	00	25
Properties and Disorders of the Hair and Scalp	15	08	00	23
Treatment of Hair and Scalp	13	07	10	30
Facial Massage and Treatments	20	15	50	85
Shaving and Facial Hair Design	15	10	90	115
Men's Haircutting and Styling	40	15	245	300
Men's Hair Replacement	15	5	5	25
Women's Haircutting and Styling	20	15	70	105
Chemical Texture Services	25	10	40	75
Hair Coloring and Lightening	40	10	50	100
Preparing for Licensure and Employment	05	06	00	11
Working Behind the Chair	10	10	00	20
The Business of Barber Styling	10	10	00	20
Nail Care	15	6	00	21
Assignments, Projects, Videos & Field Trips	100	100	150	350
TOTALS	**454**	**281**	**765**	**1500**

Upon completion of the Barber Styling program, the student will be qualified to pass the District of Columbia State Board Examination for the Barber Styling Operator License. The student will then be qualified to work in the barber profession and other jobs in the industry.

Educational Books Required for this program: Milady Standard Barber Styling, 6th Edition Foundations – 1st Edition
Hardcover textbook – ISBN-13: 9781305100558
CIMA Digital Course (2 year access) – ISBN-13: 9780357812587
Printed Exam Review Book – ISBN-13: 978130510067

INSTRUCTORS

The Instructors program is a 1000 clock hour program of study designed to perfect what the student learned in the Cosmetology or Barber Styling program. Additionally, the student will receive information and training on educational techniques, curriculum development, and proficiency in practical skills. Classroom management skills will be taught, and the student will receive information on the use of instructional aids. The student will also receive training in advertising, merchandising, and on recordkeeping techniques. To qualify for the Instructor Course, the student must have completed 1500 clock hours of Cosmetology or Barber Styling training and have worked as a licensed operator for at least six (6) months.

SUBJECT	THEORY	ON-LINE THEORY/ACTIVITIES	TOTAL
The Professional Educator	08	04	12
Study & Testing Skills	15	05	20
Learner Characteristics and Learning Principles	15	05	20
Methods of Teaching & Learning	10	08	18
Program Development and Lesson Planning	30	10	40
Educational Aids & Technology	10	05	15
Communicating Confidently	10	05	15
Effective Presentation	15	05	20
Classroom Management & Supervision	10	08	18
Challenges of Learning	06	03	9
Assessing Progress & Advising Students	12	05	17
Success Strategies for Students	05	04	09
The Student Salon	05	04	09
Learning is a Laughing Matter	04	05	09
Student Retention	12	05	17
Teams at Work	08	08	16
Employment Preparation & Business Fundamentals	10	05	15
Evaluating Professional Performance	10	06	16
Applicable D. C. Law	10	00	10
Practical Work (Classroom & Clinic Instruction)	460	35	495
Assignments, Projects, Videos & Field Trips	50	150	200
TOTAL	**715**	**285**	**1000**

Upon completion of the Instructors program, the student will be prepared to pass the District of Columbia State Board Examination for a Cosmetology, Barber and Esthetics Instructor License. Further, the student will be equipped to work in all phases of the Cosmetology and Barber Styling industry.

Educational Books Required for this program: Milady Professional Educator, 4th Edition
Printed Textbook – ISBN-13: 9781337786836
Printed Exam Review Book – ISBN-13: 9781337786874
CIMA Digital Platform (2 year Access) – ISBN-13 - 9781337786867
Program Textbook – (see ISBN# for Cos, Bar, Instr, Esth, or Braiding)

MANAGER

The Manager program is a 600-clock hour program of study designed to prepare the student for the District of Columbia State Board Examination. The student will be performing what has been learned in the Cosmetology or Barber Styling course and will gain knowledge and understanding on salon and barber shop operations, to include: decorating, record keeping, advertising, and merchandising. The student will also become familiar with the various products that are common to salon and barber shop use and will gain a working knowledge on how to deal with the public. To receive a Manager's license, the District of Columbia Board of Barber and Cosmetology requires that the student successfully complete not less than 2100 clock hours of training, which includes the 1500 clock hours of training taken to become an operator. Additionally, the student must have served as a licensed operator for at least six (6) months.

SUBJECT	HOURS
Salon/Barber Shop Types and Their Locations	20
Types of Leases and Rent Agreements	30
Permits, Public Utilities, and Insurance	30
Financing the New Salon/Barber Shop	35
Decorating/Arranging Reception Area	30
Decorating/Arranging Styling Area	25
Supply Room	20
Salon/Barber Shop Personnel	30
Salon/Barber Shop Operating Cost	35
Salon/Barber Shop Forms & Items for Recordkeeping	30
Salon/Barber Shop Advertising	25
Merchandising	10
Key Points for Successful Salon Operation	25
Applicable D.C. Law	15
Practical Work	240
TOTAL	**600**

Upon completion of the Manager program, the student will be prepared to pass the State Board Examination for a Manager's license, and fully equipped with the skills necessary to become the manager of a salon, chain of salons, or barber shops.

Educational Books Required for this program: Milady Successful Salon & Spa, 6th Edition

Textbook – ISBN: 9781435482463
Workbook – ISBN: 9781435482470
Online Licensing Preparation – ISBN: 9781435482494

MANICURING 1

Manicuring 1 is a 350 clock hour course designed to provide the student with a basic understanding of the human body and its functions. The student will learn how to perform a professional manicure, artificial nail applications, and a pedicure. The student will also receive knowledge about the nail and skin parts, disorders and diseases. Additionally, the student will learn professional ethics and proper salon conduct. This course will include both theory and practical work and the student will be tested. The student will also work on live models.

SUBJECT	HOURS	PRACTICAL
Life Skills	5	0
Professional Image	5	0
Communicating for Success	5	0
The Healthy Professional	6	0
Infection Control	8	0
Chemistry & Chemical Safety	12	0
Electricity & Electrical Safety	12	0
Career Planning	7	0
On the Job	7	0
The Beauty Business	12	0
History & Career Opportunities	8	0
General Anatomy & Physiology	8	0
Skin Structure, Disorders, Diseases	7	0
Nail Structure, Disorders & Diseases	7	0
Nail Product Chemistry	10	0
Manicuring	6	20
Pedicuring	7	20
Electric Filing	10	10
Nail Tips & Forms	10	10
Nail Resin Systems	10	10
Monomer Liquid & Polymer Powder Nails Enhancement	10	15
Gel Nail Enhancements	10	10
Nail Art	10	10
Applicable D. C. Law	8	0
Practical Work	0	15
Assignments, Projects, Videos & Field Trips	00	30
TOTAL	**200**	**150**

Upon completion of the Manicuring 1 program, the student will be equipped with the skills necessary to pass the District of Columbia Manicuring 1examination to become licensed, and to gain employment as a Manicurist or Nail Technician.

Title IV Funding is not available for this course.

Educational Books Required for this program:

Hardcover Nail Technology – ISBN: 9781337786553
Printed Workbooks Bundle – ISBN: 9780357482865
Printed Exam Review Book – ISBN: 9780357871485

MAKE-UP ARTISTRY

The Make-Up Artistry program consists of 60 clock hours of training. The curriculum consists of both theory and practical applications and will provide the student with a comprehensive knowledge of the art of make-up. Instructors will utilize text, lectures, practical demonstrations, and audio and visual aids.

SUBJECT	HOURS
Orientation	5
Professional Image	5
Sanitation and Sterilization	10
Cleansing the Skin and Client Preparation	10
Color Theory and Make-up	10
Demonstrations	2
Laboratory Work	15
Oral, Written, and Practical Tests	3
TOTAL	**60**

Upon completion of the Make-up Artistry Course, students may seek a career as a Cosmetics Demonstrator, a Sales Representative, and a Make-up Artist for Modeling Operations and for Department Stores, etc.

Title IV Funding is not available for this course.

Educational Books required for this program: N/A

Lecture materials are referenced from the Milady Cosmetology 14th Edition and Esthetics Textbook 12th Edition

BRAIDING

The Braiding program is a 100 clock hour program of study which will include instruction on sanitation and sterilization; decontamination and infection control; Career Opportunities; Natural Hair Care Services; Braiding and Braiding Hair Extensions. BCI's Braiding Curriculum conforms to the requirements of the District of Columbia Board of Barber and Cosmetology and is designed to prepare students for an operator's license and profitable employment upon graduation. Field trips and participation in competitions are not a course requirement, but participation is encouraged.

SUBJECT	HOURS
History and Career Opportunities	3
Infection Control Principles and Practices	3
Basic Principles for Personal &Professional Success	4
The Professional Consultation	4
Hair Types, Structure, and Textural Differences	3
Hair and Scalp Disease and Disorders	2
Basic Anatomy, Physiology, and Nutrition	3
Shampoos, Conditioners, Herbal Treatments & Rinses	9
Textured Hair is Manageable	8
Natural Hair and Braid Sculpting Techniques	59
Applicable D. C. Law	2
TOTAL	**100**

The student will learn the functions of: The District of Columbia Board of Barber and Cosmetology; the purpose of the State Board Inspectors; will become familiar with the documentation requirements for obtaining an operator's license; will learn the primary objective of the cosmetology operator's license; reviewing overall rules and regulations that pertain to the cosmetology field.

Title IV Funding is not available for this course.

Educational Books required for this program: Milady Standard Natural Hair Care & Braiding, Published 2014

Textbook – ISBN–13: 9781133693680
Workbook – ISBN-13: 9781133765653

ESTHETICS

The Esthetics program conforms to the requirements of the District of Columbia Board of Barber and Cosmetology. It is a 600-hour program designed to prepare students for an Esthetics license and profitable employment upon graduation. The course will include theory, online theory and activities, audio visual presentations, demonstrations, field trips and practical work on manikin, students and clients.

SUBJECT	THEORY	ONLINE THEORY/ACTIVITIES	PRACTICALS	TOTAL
Life Skills	05	04	00	09
Your Professional Image	05	04	00	09
Communicating for Success	10	10	00	20
The Healthy Professional	05	05	00	10
Infection Control	10	10	00	20
Chemistry & Chemical Safety	05	05	00	10
Electricity & Electrical Safety	05	00	05	10
Career Planning	05	05	00	10
On the Job	07	05	00	12
The Beauty Business	10	05	00	15
Career and Opportunities and History of Esthetics	07	05	00	12
Anatomy and Physiology	10	10	00	20
Physiology and Histology of the Skin	10	06	00	16
Disorders and Diseases of the Skin	08	04	00	12
Skin Analysis	05	05	10	20
Skincare Prod: Chemical, Ingredients & Selections	10	10	00	20
The Treatment Room	10	10	00	20
Facial Treatments	15	06	50	71
Facial Massage	15	7	30	52
Facial Devices and Technology	10	10	10	30
Hair Removal	12	06	30	48
Makeup Essentials	10	04	20	34
Advanced Topics and Treatments	05	05	10	20
Assignments, Projects, Videos &	25	25	50	100

Field Trips				
TOTALS	**219**	**166**	**215**	**600**

The student will learn the functions of: The District of Columbia Board of Barber and Cosmetology; the purpose of the State Board Inspectors; will become familiar with the documentation requirements for obtaining an operator's license; will learn the primary objective of the esthetic operator's license; reviewing overall rules and regulations that pertain to the esthetics field.

Title IV Funding is available for this course.

Educational Books required for this program: Milady Standard Esthetic: Fundamentals 12th Edition and Foundations 1st Edition

Hardcover Esthetics Foundation and Fundamental Textbooks – ISBN - 9780357263792
Workbook – ISBN - 9780357482841
Exam Prep Book – ISBN – 9780357871478
CIMA Student Seat (2 Year Access) – 9780357812563 (includes e-book, digital learning platform and CIMA exam prep). Go to Milady.com and create an account for pricing and purchase options.

CLASSIFICATION OF STUDENTS

BCI students are classified based on the number of chapters they have completed and on their grade point average in both theory and practical work. Students will not be allowed to advance to the next level unless they have at least a 70% average in theory and practical work.

The classification for Cosmetology students is as follows:

CLASSIFICATION AND CHAPTERS COMPLETED

Freshman/Junior	**Chapters 1-5, 7-16**
Senior	**Chapters 6-10, 18-32**

The classification for Barber Styling students is as follows:

CLASSIFICATION	**CHAPTERS COMPLETED**
Freshman	**Chapters 1-5, 16-18**
Senior	**Chapters 6-15, 19-21**

Students in the Manicuring 1, Braiding, Esthetics, Instructor and the Makeup Artistry Courses will not be classified based on the curriculum being taught from one level in the same class.

PRE-CLINIC COMPLETION REQUIREMENTS

In accordance with Bennett Career Institute standards and District of Columbia State Board requirements, all students must complete a minimum of 150 clock hours of Pre-Clinic Training prior to performing any services on the clinic floor.

This training period is designed to ensure that every student demonstrates professional readiness, technical competence, and a clear understanding of sanitation, safety, and client communication protocols.

Students must successfully complete and pass all theoretical and practical instruction and exams before being approved for clinic floor services. Failure to meet these requirements will result in delayed clinic floor access until all components are satisfactorily completed.

Program-Specific Pre-Clinic Requirements

Cosmetology Students must complete both theory and practical instruction in the following areas before servicing clients:

Shampooing and Conditioning
Hairstyling
Thermal Curling
Chemical Hair Relaxing

Barber Styling Students must complete both theory and practical instruction in the following areas before servicing clients:

Shampooing
Men and Women Haircutting
Chemical Hair Relaxing
Shaving
Facials

Esthetics Students must complete both theory and practical instruction in the following areas before servicing clients:

Facials
Hair Removal
Makeup

Braiders Students must complete both theory and practical instruction in the following areas before servicing clients:

Draping
Shampoo
Hairstyling

Manicuring 1 Students must complete both theory and practical instructions in the following areas before servicing clients:

Manicure
Pedicure

Manager Students and Instructor Students

N/A

Completion includes participation in classroom instruction, demonstrations, written exams, and skill performance evaluations. All course requirements must be verified and approved by the department before clinic floor assignments are granted.

The Pre-Clinic Completion Policy is strictly enforced by the Bennett Career Institute Cosmetology Department to maintain educational integrity, compliance with state regulations, and to ensure the safety and satisfaction of all clients and students.

LICENSING REQUIREMENTS IN THE DISTRICT OF COLUMBIA

Cosmetology--To become a licensed cosmetology operator, the student must have completed 1500 clock hours of study, fulfilled all financial and academic requirements of the school, and applied for and passed the State Board Examination for the District of Columbia. Cosmetology applicants are required to pass both written and practical examinations.

Barber Styling--To become a licensed barber-stylist, the student must have completed 1500 clock hours of study, fulfilled all financial and academic requirements of the school, and applied for and passed the State Board of Examination for the District of Columbia. Barber Styling applicants are required to pass both written and practical examinations.

Instructor Course--To receive an instructor license in the District of Columbia, the student must have completed not less than 2500 clock hours of training and must have served in the capacity of a licensed operator for at least 6 months. 1500 hours of general cosmetology or Barber Styling training is required, and the student must successfully complete an additional 1000 hours of instructor training. Upon the successful completion of at least 2500 clock hours of training and 6 months of work as an operator, the student must apply for and pass the District of Columbia State Board Examination for an instructor license. The Instructor applicant is required to earn a passing score on both a written and practical examination.

Manager Course--To receive a manager license in the District of Columbia, the student must have completed not less than 2100 clock hours of training and must have served as a licensed operator for at least 6 months. 1500 clock hours of general cosmetology or Barber Styling training is required, and the student must successfully complete an additional 600 clock hours of manager training. Upon the successful completion of at least 2100 clock hours of training and 6 months of work as an operator, the student must apply for/pass the District of Columbia State Board Examination for a manager license. The Manager applicant is only required to pass a written examination with a passing score.

Manicuring 1 Course— To become a licensed Manicuring 1, the student must have completed 350 clock hours of Manicuring 1training, fulfilled all financial and academic requirements of the school, applied for and passed the State Board of Examination for the District of Columbia.

Esthetics Course—Applicants for an Esthetics Operator license by examination shall furnish proof, satisfactory to the Board, that the applicant has completed six hundred (600) hours of instruction at a licensed school, or school otherwise acceptable to the Board in their courses of study. Esthetics applicants are required to pass both a written and practical examinations.

Braiding Course - To become a licensed braider, the student must have completed 100 clock hours of study, fulfilled all financial and academic requirements at the school, and applied for and passed the State Board of Examination for the District of Columbia. Braider applicants are required to pass a written examination only.

CONTRACT COSTS AND PAYMENT TERMS

The total cost of matriculation at Bennett Career Institute (the application fee, enrollment fee, tuition, and the cost of kit and books) is due in full at the time of signing the Enrollment Agreement. However, at

BCI's discretion, students may be allowed to make a down payment and agree to an approved monthly payment plan outlined in the student payment agreement. The down payment and monthly payments must equal the total cost of matriculation. Payments are due on the 15th through the 20th of each month. A $25.00 late fee will be added to payments made after the 20th of the month unless prior arrangements were made with the Director.

Students who fail to make their agreed monthly payments or become delinquent on their tuition account; the school has the right to interrupt their training until payment(s) are made or until their account becomes current.

Students are required to pay their tuition balance in full prior to completing their desired program. Therefore, no documents will be released to the student in order to verify completion of the program.

Students that are not eligible for Financial Aid or prefer to pay their tuition in full out-of-pocket will be required to put a cash down payment for the cost of the kit, access code, books (if applicable) and tablet. It is suggested that additional funds be made as well to lower the cost on monthly payments. Students may pay the total balance in full before the start of class or make monthly scheduled payments outlined above.

Returning students, transfer students and students receiving credits from a prior program with 500 hours or more must purchase their own kit prior to starting their program when being placed on the clinic floor.

BCI participates with the District of Columbia Educational Grant Programs, as well as the U.S. Department of Education Title IV Federal Financial Aid Program. Programs. Funds from these programs are accepted on behalf of eligible students who qualify for assistance.

INSTITUTIONAL REFUND POLICY

This refund policy applies to all terminations, for any reason, by either party, including student decision, course or program cancellation, or school closure. It requires that refund calculations are performed, and that refunds are made timely. Refund calculations are based on actual hours. This policy complies with mandated policy.

1. An applicant not accepted for training by BCI will be entitled to a refund of all monies paid, except the $25.00 non-refundable application fee.

2. If a student or legal guardian cancels the enrollment agreement within three (3) business days of signing the enrollment agreement, and demands his/her money back in writing, shall be reimbursed all monies paid, **regardless of whether the student has actually started training,** all monies are paid to the student except the non-refundable application fee. For cancellations or withdrawals, the cancellations date will be determined by the postmark on the written notification, or the date said information is delivered to the school and person. This policy applies regardless of whether the student has actually started training.

3. A student who cancels his/her enrollment agreement after three (3) business days after signing, but prior to starting classes, shall be entitled to a refund of all monies paid to BCI, less the application fee of twenty-five ($25.00) dollars.

4. Any monies due a student or legal guardian shall be refunded within forty-five (45) days of formal cancellation, or formal termination by the school, which shall occur no more than thirty (30) days from the last day of attendance, or in the case of a leave of absence, the documented date of return. If a student on approved leave of absence notifies the school that he/she will not be returning; the date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies BCI that he/she will not be returning. The required date of the refund is determined by counting from the date the withdrawal was determined. However, the refund itself is calculated based on actual hours the student have on his/her last date of attendance.

5. Any monies due a student, who unofficially withdraws from BCI, shall be refunded within forty-five (45) days of a determination that the student has withdrawn. BCI will monitor attendance records every thirty (30) days to determine unofficial withdrawals. When a student notifies BCI of his/her withdrawal, refunds will be made within fort-five (45) days of the notification. Students who terminate prior to course completion will be charged a $100.00 termination fee.

6. Any monies owed to the school (BCI) after a student officially or unofficially withdraws or is expelled from their program will be required to settle their financial obligation before their transcript or hours can be released to them.

7.A student who is expelled by the school will receive a refund calculation of the time spent at the school and if money is due to the student, he/she will receive the refund within 45 days of the time they were expelled. The expelled student does not pay a termination fee. The expelled student only pays for hours spent at the institution.

8. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized to meet the minimum standards for refunds:

% Length Completed to Total Length of Program/Course	Amount of Total Tuition Owed to School	Time in Weeks Full-Time Students	Time in Weeks Part-Time Students
0.01% to 4.9%	20%	1 Day to 2.5 Wks.	1 Day to 3.8 Wks.
5% to 9.9%	30%	2.6 Wks. to 5.1 Wks.	3.9 Wks. to 7.7 Wks.
10% to 14.9%	40%	5.2 Wks. to 7.7 Wks.	7.8 Wks. to 11.6 Wks.
15% to 24.9%	45%	7.8 Wks. to 12.9 Wks.	11.7 Wks. to 19.4 Wks.
25% to 49.9%	70%	13 Wks. to 25.9 Wks.	19.5 Wks. to 38.9 Wks.
50% and over	100%	26 Wks. and over	39 Wks. and over

9. When situations of mitigating circumstances are in evidence, **BCI** may provide a refund to the student which exceeds the Tuition Adjustment Guidelines.

10. Cost of the kit, books, equipment and supplies are not included in tuition adjustment computations. These items become the property of the student when issued and are non-refundable.

11. If a course and/or program are cancelled subsequent to a student's enrollment, and before instruction and/or program has begun, the school shall at its option:

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

12. If **BCI** cancels a course and/or program and ceases offering instruction after students have enrolled and instruction has begun, the school shall at its option:

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

13. If **BCI** closes permanently and ceases to offer instruction after student has enrolled, and instruction has begun, the school must make arrangements for students, and a list of the enrolled students will be provided to NACCAS. The school shall at its option:

a. Provide a pro rata refund; or
b. Participate in a Teach-Out Agreement

SCHOOL RELATED CHARGES

Application Fee	$25.00
Returned Check Fee	$25.00
Late Payment Charge	$25.00
Transcript Fee	$10.00
Termination Fee	$100.00
Locker Fee	$10.00
Uniform Fee	$25.00 - $35.00 (Based on Size)

Method of Payments: Cash, Check, Credit, Money Order

Note: School-related charges are separate costs and are not included in the cost of tuition. These charges are considered non-refundable fees.

COLLECTION POLICIES AND PROCEDURES

Collection procedures shall reflect ethical business practices. The name of the National Accrediting Commission of Career Arts and Sciences is not used in the institution's refund policy nor in any of its collection efforts. Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discontinued to third parties, the third party must comply with the cancellation and settlement policy of the institution.

STUDENT RIGHT TO KNOW INFORMATION:

SAFETY REQUIREMENTS

Cosmetology, Barber Styling, Instructor, Manager, Braiding, Esthetics and Makeup Artistry, Manicuring 1 students must be willing to learn bacteriology, sterilization and sanitation procedures, the composition and dangers of chemicals, and how to work safely with them. Safety precautions for personal protection and for clients must be practiced at all times. Persons with communicable, contagious, or infectious diseases should not choose these professions.

CAMPUS SECURITY REPORT

The following is a listing of campus crimes that have been reported to Bennett Career Institute and local law enforcement authorities between January 2023 and December 2023.

Murder = 0 Motor Vehicle Theft = 0 Aggravated Assault = 0

Robbery = 0 Rape = 0 Burglary = 0

There has been NO On-Campus arrest for liquor law, drug abuse, or weapon possession violations. BCI students and staff must report all on-campus crimes to the Administrative Office immediately. Students and staff may also report crimes to the **local police**.

COMPLETION, PLACEMENT, AND LICENSURE RATES

COMPLETION, PLACEMENT, AND LICENSURE RATES AT BENNETT CAREER INSTITUTE FOR ANNUAL REPORT YEAR 2023 ARE AS FOLLOWS:

COMPLETION RATE 66%

PLACEMENT RATE 66.67%

LICENSURE RATE 100%

COURSES OFFERED **Effective Date 9/11/2024**

COURSE	HOURS REQUIRED	APPROX. TIMEFRAME FULL-TIME STUDENTS	APPROX. TIMEFRAME PART-TIME STUDENTS	
			20 HRS/WK	17 HRS/WK
Cosmetology	1500	12 Months	18 Months	22 Months
Barber Styling Course	1500	12 Months	18 Months	22 Months
Instructor Course	1000	8.5 Months	12.5 Months	13.5 Months
Manager Course	600	5 Months	7 Months	8 Months
Manicuring 1	350	---	24 Weeks	----
Make-up Artistry	60	---	6 Weeks	----
Braiding Course	100	---	5 Weeks	6 Weeks
Esthetics	600	5 Months	7 Months	8 Months

****Braiding Course (5-9 PM) 100 12 Hours/Week 8 Weeks**
****Braiding Course (6-9 PM) 100 9 Hours/Week 11 Weeks**

COURSE COST

COURSE	TUITION	ENROLLMENT FEE	KIT & COURSE MATERIALS	TOTAL COST	HOURLY RATES
Cosmetology	$19,000.00	$50.00	$1,450.00	$20,500.00	$12.66
Barber Styling Course	$17,000.00	$50.00	$1,450.00	$18,500.00	$11.33
Instructor Course	$7,550.00	$50.00	$900.00	$8,500.00	$7.55
Manager Course	$5,650.00	$50.00	$800.00	$6,500.00	$9.42
Manicuring 1	$1,575.00	$50.00	$250.00	$1,875.00	$4.50
Make-up Artistry	$1,450.00	$50.00	$350.00	$1,850.00	$24.17
Braiding Course	$730.00	$50.00	$70.00	$850.00	$7.30

COURSE	TUITION	ENROLLMENT FEE	LAB FEE	KIT & COURSE MATERIALS	TOTAL COST	HOURLY RATES
Esthetics	$9,000.00	$50.00	$150.00	$1,300.00	$10,500.00	$15.00

The total cost of matriculation at Bennett Career institute (the application fee, the enrollment fee, tuition, and the cost of the kit, course materials and/or books) is due in full at the time of enrollment. However, at BCI's discretion, students may be allowed to make a down payment and to pay-as-they-go. Under the payment plan, students are required to make a down payment and to make monthly payments throughout their tenure at BCI. The down payment and monthly payments must equal the total cost of matriculation. BCI is also a participant with the District of Columbia Educational Grant Programs, and with the U.S. Department of Education Title IV Funding Program. Payments for eligible students are accepted from these programs. All students are required to satisfy their financial obligations in full before receiving grades and accumulated clock hours from BCI.

METHOD OF PAYMENTS: CASH, CHECK, CREDIT, MONEY ORDER

Upon receipt, the kit, course materials and/or books become the property of the student, and therefore, the fees collected for them are non-refundable. Kits are a requirement.

No deposit for those who qualify. Application fees are non-refundable fees of $25.00.

STUDENTS TAKING THE MAKE-UP ARTISTRY COURSE AND THE BRAIDING COURSE MUST PAY THEIR FULL TUITION BEFORE CLASSES BEGIN!

******* KITS ARE A REQUIREMENT*******

BENNETT CAREER INSTITUTE (BCI)

FACULTY AND ADMINISTRATIVE STAFF

FACULTY LISTING	PROGRAM OF INSTRUCTION	DATE OF HIRE
CHET A. BENNETT	COSMETOLOGY/INSTRUCTOR- INSTRUCTOR	8/29/96
RONDA BOYD	COSMETOLOGY/INSTRUCTOR-INSTRUCTOR	5/26/2021
JAUAN CLARK	COSMETOLOGY/INSTRUCTOR-INSTRUCTOR	10/13/2026
LENARD REESE, JR.	COSMETOLOGY/INSTRUCTOR/MANICURING 1-INSTRUCTOR	10/13/2026
DENNIS SMITH	BARBER STYLING/INSTRUCTOR-INSTRUCTOR	7/16/19
CAROLYN SMITH	BRAIDING/INSTRUCTOR-INSTRUCTOR	10/19/15
GENISE CHAMBERS	ESTHETICS/INSTRUCTOR-INSTRUCTOR	1/27/21
SYLVESTER JONES	BARBER STYLING/INSTRUCTOR-INSTRUCTOR	3/1/2022

NOTE: Manicuring 1 and the Manager Courses are not being Offered currently. Updates regarding future availability will be announced when applicable.

SUBSTITUTE FACULTY:

DWAYNE JONES	BARBER STYLING INSTRUCTOR
ACIA WILLIAMS	COSMETOLOGY/BARBER STYLING INSTRUCTOR
TAMIRA WHITE	COSMETOLOGY/BARBER STYLING INSTRUCTOR
TINESHIA ALEXANDER	ESTHETICS INSTRUCTOR

STAFF LISTING		DATE OF HIRE
JOYCE BENNETT	PRESIDENT	8/29/96
CHET BENNETT	CEO AND FOUNDER	8/29/96
ROBERTA BENNETT	CO-FOUNDER AND SCHOOL DIRECTOR	8/29/96
ROBERT BENNETT	CHIEF OPERATING OFFICER	8/29/96
DEVIN BENNETT	ADMINISTRATIVE ASSISTANT	5/11/18
TARA GREGG	CUSTOMER SERVICE SPECIALIST	2/28/22
DENISE DAVIS	DIRECTOR OF FINANCIAL AID	8/12/03
SEAN WOODARD	ENVIRONMENTAL CONTROL	9/23/13
ANDREW TEEL	PRODUCT MANAGER	12/28/20
MALAKAH BAKER	ADMISSION REPRESENTATIVE	9/8/2026
TAVON LAMBERT	ENVIRONMENTAL CONTROL	4/1/2026
EKOW QUAINOO	ENVIRONMENTAL CONTROL	9/13/22

COVID 19 OPERATION PLAN

UPDATED 9/2023

COVID MANDATED SHUT DOWN OCCURANCE – If the Federal Government place in order to stay-at-home due to Covid Variance, Bennett Career Institute has the ability to conduct its normal business through Hybrid learning. The business and classes will continue to operate through online classes and Zoom to hold interactive meetings for more hands-on approach for the lessons.

PURPOSE:

To continue providing quality care to OUR STUDENTS HERE AT THE Bennett Career Institute during times of major emergencies and/or disasters or when such events are reasonably believed to be pending by maintaining close coordination and planning links with local emergency response organizations on an ongoing basis.

PLAN

Our first line of defense is to email and text all students what the current situation is. We will then utilize the internet to continue operations. We will monitor the progress and adjust activities as needed; we have established communication protocols to ensure our organization's recovery is proceeding in support of the goals to continue the matriculation of all our students. We will also conduct a post-event evaluation and improve our plan where necessary.

While Covid -19 is no longer a major threat, individuals may continue to display the symptoms of Covid such as high fever, lost of taste, chills or feeling weak. Students and staff are recommended to stay home and get tested before returning to school or the building. If it is confirmed that a staff or student has tested positive they should notify the school Director immediately. A negative result is needed to return to work or school.

If there is a report of a Covid outbreak (two or more) in a room or class, the Administrator has the authority to close off the area for at least 5 days for monitoring purposes and to perform a deep cleansing of the area. If the classes are canceled in the building due to Covid it will resume online during the 5 days period. However, if there are other confirmed cases being reported from the same area, the number of days out of the building can be extended.

Exhibit A

BENNETT CAREER SCHOLARSHIP

EFFECTIVE 1/1/2026 – 12/31/2026

Eligibility Requirements:

- You must be at least 17 years or older with General Education Diploma or High School Diploma.
- You must be eligible for Federal Student Aid.
- You must be a first-time student at Bennett Career Institute or a licensed graduate, Transfer hours from another institution are not eligible.
- You must complete free application for Federal Student Aid (FAFSA) online at https://studentaid.gov/fafsa and enter our school code 034096
- You must schedule a one-on-one interview with The Admission's Director, Dr. Chet Bennett.
- As a condition of receiving your scholarship, you must pledge to stay drug and alcohol free for the full term of your award. You must maintain an 80% grade point average and 80% attendance. Failure to graduate by your contract date of completion will result in additional charges not covered by your scholarship.

Award Amount:

- The goal of the scholarship is to minimize the amount of money you have to borrow to pay off your tuition, the awarded scholarship and loan amount cannot exceed the cost of tuition
- The maximum award is $1,500
- Cosmetology and Barber Styling students will be awarded one payment once they reach the required disbursal point of 1200 actual hours.
- Esthetics students will be awarded one payment at 300 hours.
- Instructor students will be awarded one payment at 900 actual hours.

Maintaining Scholarship Requirements:

- As a recipient of the Bennett Career Institute Scholarship, you are expected to conduct yourself in a professional manor (as defined in the BCI Catalog) failure to follow all guidelines and maintain satisfactory progress as stated in "Eligibility Requirements" will result in the loss of your scholarship. *You will then be responsible for any unpaid balance.*

ADDENDUM

GROUNDS FOR TERMINATION

- Students who are absent for more than 33% of the scheduled class time will be considered excessively absent and will be warned of the possibility of having to appeal their status or be terminated. Students who are absent from school for 14 consecutive calendar days without prior approval will be automatically terminated from their program.

- Students cannot leave school or their assigned areas without making prior arrangements. Students must attend theory classes on a regular basis to meet graduation requirements. Non-compliance will result in academic probation, suspension, or termination.
- Any student who refuses to follow instruction from an instructor or refuses to perform a service on a client, or student, will be suspended from school immediately for 3 days. After 3 refusals, the student will be terminated from the school.
- The use of drugs or alcohol in any form during class hours (on or off premises) will not be tolerated and violators will be terminated. In other words, students must never attend BCI while under the influence of drugs or alcohol.
- Students caught taking supplies or equipment from the school or a fellow student will be terminated from BCI.
- Weapons and firearms are prohibited on or around the school premises. Failure to adhere to this rule will result to immediate termination.
- Students are required to sign in and out on their classroom attendance rosters. Students caught forging another student's name will be terminated from the school.
- Students may be terminated for unprofessional conduct such as fighting, using ongoing profanity in the classroom or use to school authority figures, bullying another student or creating a hostile environment for others. If a second incident occurs for the same offense it will result in termination.
- Students who do not officially withdraw in writing will be terminated when the school determines that the student is no longer attending (missed 14 consecutive days without prior approval).
- Students who do not return from an approved leave of absence at the scheduled time, or do not officially request an extension will be terminated from the school on the scheduled day of return.
- Students who fail to comply with the rules and regulations of the school may be suspended or terminated.

Disciplinary action may take the form of a verbal or written warning, suspension for a period of time, or termination from the school.

BENNETT CAREER INSTITUTE
700 MONROE STREET, NE WASHINGTON, DC 20017
(202) 526-1400 www.bennettcareerinstitute.org (202) 526-1405 FAX

NOTICE OF ACCREDITATION STATUS

Effective October 8, 2026

The National Accrediting Commission of Career Arts & Sciences (NACCAS) has placed Bennett Career Institute on low outcomes monitoring for its institutional and Section 12.04 programmatic placement rates, effective October 8, 2026. This action constitutes placement on Probation or Equivalent Status under NACCAS' Rules of Practice and Procedure.

NACCAS has deferred action on Bennett Career Institute's application for renewal of accreditation pending the outcome of its Change of Program processes.

This notice is provided to all current and prospective students in accordance with NACCAS disclosure requirements.

For questions concerning this notice, please contact Bennett Career Institute's administrative office at 202-526-1400 or visit 700 Monroe Street NE, Washington, DC 20017.

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C. Alan Systems
C. Alan Foundation
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www.calanlifestyle.com