

BENNETT CAREER INSTITUTE CATALOG



Catalog Certification

Bennett Career Institute

Volume 5, No. 2, Academic Years 2023-2024

**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 October 10, 2023”.

Signed: Joyce A. Bennett

Joyce A. Bennett

President

Postmaster: Sent Address Changes to:

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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 may be referenced as BCI”.

Bennett Career Institute, formerly Bennett Beauty Institute, Inc., welcomes you to the field of Cosmetology, Barber-Styling, Manager, Instructor, Manicuring, 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, Inc. 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 to Bennett Career Institute, 700 Monroe Street, North East, Washington, D.C. 20017.

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

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

LICENSE

Bennett Career Institute is licensed by the District of Columbia Office of the State Superintendent and Education Commission to teach Cosmetology, Barber-Styling, Instructor, Manager, Manicuring, Esthetics, Make-up Artistry and Braiding. The Education Licensure Commission is located at 1050 1st Street, N. E., 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 and Braiding.

FUNDING

Bennett Career Institute partners with the Department of Human Services, the Department of Employment Services, Vocational Rehabilitation Services and Child & Family Services for students who qualify for funding under these District of Columbia programs are Cosmetology, Barber-Styling, Instructor, Manager, Esthetics, Make-up Artistry and Braiding. Students who qualify may also participate in the U.S. Department of Education **Title IV Funding Program** for the above-named courses, except Make-up Artistry and Braiding. Self-pay students are also welcome in our training programs, and payment plans are available.

HISTORY

Bennett Career Institute is a Postsecondary Educational Institution whose charter is to teach Cosmetology, Barber-Styling, Instructor, Manager, Manicuring, 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 fruitful 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 host annual cap and gown graduation ceremonies for its students.

MISSION, GOALS AND OBJECTIVES

The **mission** of Bennett Career Institute is to develop fully qualified Cosmetologist, Barber-Stylist, Instructor, Manager, Manicurist, Esthetic, 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.

LOCATION

Bennett Career Institute is located at 700 Monroe Street, North East, 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 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 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, DC 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:11

Address information: 700 Monroe Street, NE Washington, DC 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 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, DC 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 student's through both the School Administrator and the Director of Education. The school's CEO also provide 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 of 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 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 at 450, 900, and 1200 actual clock hours. Students taking the Instructor will receive their report cards and advising services at 450 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 I 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 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. A student does have the right to appeal for reinstatement.

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 children's education records. These rights transfer 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. All student records are maintained for seven years after a student is no longer enrolled at the school.

GRADUATION REQUIREMENTS

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

1. Successful 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 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, maintain continuous contact with the cosmetology and barbering 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, Esthetics and Make-up Artist, 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. Non-compliance will result in academic probation, suspension, or termination.
3. Students must be well groomed at all times. 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, barbering, or manicuring 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 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 an instruction from an instructor or refuse 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.
18. 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.
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 safe keeping 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 terminated from 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. Failure to adhere to this rule will result to immediate termination.
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. Students caught forging another student's name will be terminated from the school. Therefore, 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. Disciplinary action may take the form of a verbal or written warning, suspension for a period of time, or termination from the school.

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 account 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 in upon arrival and out at departure. Failure to complete the signing in and out process will result in lost time.

It is the student responsibility to keep track of their hours. Weekly attendance reports are available to students in their classrooms in order 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 done 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. Students who fail to comply with the rules and regulations of the school may be suspended or terminated. 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. If a second incident occurs for the same offense it will result in termination. The student has demonstrated a pattern of unprofessional behavior at that point.

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. Students are notified immediately of their status in person and an official notice of termination will be emailed to them outlining the steps to close out their enrollment and financial aid account. 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 student 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 a 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 has 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.

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, N.E., Washington, D.C. 20017.

Students and parents are encouraged to visit the school for a walk through 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 have been completed.

Esthetics day classes begin on Mondays. Cosmetology, Barber-Styling and Instructor day classes begin on Tuesdays. Cosmetology, Barber-Styling and Instructor night classes begin on Wednesdays. The Braiding classes will begin on Wednesday evenings. Braiding classes will be evenings only.

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

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 101 students.

All high school diplomas, transcripts and its equivalent must have an official school seal or stamp along with the appropriate signatures. High school transcripts or official documents must be in a sealed envelope with the school's 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 who attended high school outside of the U.S. must have their transcripts translated and evaluated by a professional translating or evaluating service. 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

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".

HOLIDAYS

BCI is closed on 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 is 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	450, 900, 1200 clocked (actual) hours
Barber-Styling	450, 900, 1200 clocked (actual) hours
Instructor	450, 900 clocked (actual) hours
Manager	300, 600 clocked (actual) hours
Manicuring 1	175, 350 clocked (actual) hours
Esthetics	300, 600 clocked (actual) hours
Braiding	50 clocked (actual) hours

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 week days 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	Maximum Time Frame for Course Completion
Cosmetology	1500 hours	2250 hours
Barber Styling	1500 hours	2250 hours
Instructor	1000 hours	1500 hours
Manager	600 hours	900 hours
Manicuring 1	350 hours	525 hours
Make-up	60 hours	90 hours
Esthetician	600 hours	900 hours
Braiding	100 hours	150 hours

The institution operates all programs according to a schedule of 900 hours 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 1 training 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 students 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 brought to the student's 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 hardcopy 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 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

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.

The School Administrator may grant a leave of absence if there is some unforeseen circumstance(s) that prevent the student from doing so, i.e. car accident. 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 days in the approved leave of absence period. 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).

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, REPETITION, AND NON-CREDIT REMEDIAL COURSES

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

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.

TITLE IV REFUND POLICY

The Financial Aid Office is required by federal statute 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 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 earned aid 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:

The different methods of payments accepted are:

- Cash Debit Card Money Order Apple Pay
- Check Credit Card Title IV Funds

The institution's Title IV Credit Balance Policies and Procedures are located in the 2022-23 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, audio visual presentations, demonstrations, related field trips and practical work on mannequins, other students, and clinic clients.

SUBJECT	THEORY	PRACTICAL	TOTAL	ONLINE
Cosmetology: History and Career Opportunities	05	00	05	03
Life Skills	20	00	20	03
Your Professional Image	10	00	10	03
Communicating for Success	10	00	10	10
The Healthy Professional	05	00	05	10
Infection Control	15	50	65	10
General Anatomy and Physiology	10	00	10	05
Chemistry & Chemical Safety	10	00	10	04
Electricity & Electrical Safety	13	40	53	04
Hair & Scalp Properties/Disorders & Disease	12	00	12	04
Principles of Hair Design	15	10	25	08
Hair Service Preparation	15	40	55	10
Haircutting	30	125	155	10
Hairstyling	15	60	75	20
Braiding and Braid Extensions	30	100	130	05
Wigs and Hair Addition	15	55	70	05
Chemical Texture Services	25	135	160	07
Hair Coloring	40	150	190	10

Skin Structure & Growth/Disorders & Diseases	10	00	10	05
Hair Removal	10	50	60	10
Facials	10	60	70	10
Make-up	15	20	35	10
Nail Structure & Growth/Disorders & Diseases	10	50	60	10
Manicuring and Pedicuring	20	85	105	04
Advanced Nail Techniques	10	50	60	02
Career Planning	10	00	10	04
On the Job	10	00	10	04
The Beauty Business	15	00	15	10
Applicable D. C. Law	05	00	05	00
Assignments, Projects, Videos & Field Trips	00	00	00	175
TOTALS	420	1080	1500	375

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, 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	PRACTICAL	TOTAL	ONLINE
The History of Barbering	05	00	05	03
Life Skills	05	00	05	03
Your Professional Image	10	00	10	03
Infection Control: Principles and Practices	20	25	45	10
Implements, Tools, and Equipment	40	50	90	10
General Anatomy and Physiology	20	00	20	05
Basics of Chemistry	20	00	20	05
Basics of Electricity	10	00	10	10
The Skin: Structure, Disorders, and Diseases	25	00	25	10
Properties and Disorders of the Hair and Scalp	25	00	25	08
Treatment of Hair and Scalp	20	10	30	07
Facial Massage and Treatments	20	75	95	10
Shaving and Facial Hair Design	20	100	120	10
Men's Haircutting and Styling	40	425	465	15

Men's Hair Replacement	15	20	35	05
Women's Haircutting and Styling	25	80	105	15
Chemical Texture Services	25	50	75	10
Hair Coloring and Lightening	40	70	110	06
Preparing for Licensure and Employment	05	140	145	06
Working Behind the Chair	10	00	10	03
The Business of Barbering	10	00	10	03
Nail Care	15	30	45	03
Assignments, Projects, Videos & Field Trips	00	00	00	215
TOTALS	425	1075	1500	375

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 Barbering, 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: 9781305100671

INSTRUCTOR

The Instructor 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	HOURS	ON-LINE
The Professional Educator	10	02
Study & Testing Skills	15	02
Learner Characteristics and Learning Principles	20	03
Methods of Teaching & Learning	10	03
Program Development and Lesson Planning	20	10
Educational Aids & Technology	10	05
Communicating Confidently	10	05
Effective Presentation	15	05
Classroom Management & Supervision	10	03
Challenges of Learning	06	03
Assessing Progress & Advising Students	06	02
Success Strategies for Students	05	02
The Student Salon	05	02
Learning is a Laughing Matter	04	03
Student Retention	06	02
Teams at Work	08	02

Employment Preparation & Business Fundamentals	10	05
Evaluating Professional Performance	10	03
Applicable D. C. Law	10	03
Practical Work (Classroom & Clinic Instruction)	460	35
Assignments, Projects, Videos & Field Trips	00	150
TOTAL	1000	250

Upon completion of the Instructor program, the student will be prepared to pass the District of Columbia State Board Examination for a Cosmetology Instructor License or a Barber 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 a 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	ON-LINE
Life Skills	5	1
Professional Image	5	1
Communicating for Success	5	2
The Healthy Professional	6	1
Infection Control	8	2
Chemistry & Chemical Safety	12	2
Electricity & Electrical Safety	12	2
Career Planning	7	1
On the Job	7	2
The Beauty Business	12	2
History & Career Opportunities	8	1
General Anatomy & Physiology	8	2
Skin Structure, Disorders, Diseases	7	2
Nail Structure, Disorders & Diseases	7	3
Nail Product Chemistry	10	1
Manicuring	6	2
Pedicuring	7	2
Electric Filing	10	1
Nail Tips & Forms	10	1
Nail Resin Systems	10	2
Monomer Liquid & Polymer Powder Nails Enhancement	10	3
Gel Nail Enhancements	10	3
Nail Art	10	2
Applicable D. C. Law	8	1
Practical Work	150	6
Assignments, Projects, Videos & Field Trips	00	40
TOTAL	350	88

Upon completion of the Manicuring 1 program, the student will be equipped with the skills necessary to pass the District of Columbia Manicuring examination 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: Milady Standard Nail Technology, 8th Edition

Hardcover Nail Technology + Foundations Textbook – ISBN: 9780357446867

Printed Workbooks Bundle – ISBN: 9780357482865

Printed Exam Review Book – ISBN: 9780357871485

CIMA Digital Platform (2 year access) – ISBN: 9780357812570

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 101

The Braiding 101 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 101 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 esthetician license and profitable employment upon graduation. The course will include theory, audio visual presentations, demonstrations, field trips and practical work on manikin, students and clients.

SUBJECT	THEORY	PRACTICAL	TOTAL	ONLINE
Life Skills	20	00	20	01
Your Professional Image	10	00	10	01
Communicating for Success	15	00	15	02
The Healthy Professional	25	00	25	01
Infection Control	20	00	20	02
Chemistry & Chemical Safety	05	00	05	02
Electricity & Electrical Safety	05	00	05	03
Career Planning	20	00	20	02
On the Job	10	00	10	01
The Beauty Business	15	00	15	03
Career and Opportunities and History of Esthetics	05	00	05	02
Anatomy and Physiology	10	00	10	00
Physiology and Histology of the Skin	40	00	40	00

Disorders and Diseases of the Skin	40	00	40	03
Skin Analysis	17	23	40	03
Skincare Prod: Chemical, Ingredients & Selections	50	00	50	04
The Treatment Room	35	00	35	00
Facial Treatments	12	38	50	04
Facial Massage	10	15	25	04
Facial Devices and Technology	20	5	25	00
Hair Removal	12	23	35	05
Makeup Essentials	32	40	72	05
Advanced Topics and Treatments	28	00	28	02
Assignments, Projects, Videos & Field Trips	00	00	00	100
TOTALS	456	144	600	150

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 are as follows:

CLASSIFICATION CHAPTERS COMPLETED

Freshman/Junior

Chapters 1-5, 11,14-21

Senior

Chapters 6-10, 12-13, 22-32

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.

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 a 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 a 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 manicurist, the student must have completed 350 clock hours of manicuring training, fulfilled all financial and academic requirements of the school, applied for and passed the State Board of Examination for the District of Columbia.

Esthetician 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. Esthetician 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.

PAYMENT PLAN

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 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 pay monthly payments throughout their tenure at BCI. 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.

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, 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 are expelled for 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 monies are due 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 pay 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 school cancels a course and /or program and cease to offer 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.

12. If a program or course is canceled subsequent to a student's enrollment and before instruction has begun, BCI will refund all monies paid, if applicable.

ADMINISTRATIVE FEES

*Application Fee	\$25.00	Re-enroll Fee \$100.00
Enrollment Fee	\$50.00	
Returned Check Charge	\$25.00	
Late Payment Charge	\$25.00	
Transcript Fee	\$10.00	
Termination Fee	\$100.00	
Lab Fee (Esthetic Program Only)	\$150.00	

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

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

Cosmetologists, barbers, instructors, managers, braiders, estheticians and makeup artists 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 2021 and December 2021.

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 2021 ARE AS FOLLOWS:

COMPLETION RATE	54.86%
PLACEMENT RATE	100%
LICENSURE RATE	100%

BENNETT CAREER INSTITUTE, (BCI) CATALOG INSERT

LISTING OF TUITION AND FEES-----SCHEDULE A

COURSES OFFERED

Effective Date 10/19/2020

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

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	\$1,200.00	\$50.00	\$350.00	\$1,600.00	\$20.00
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 Department of Veteran Affairs, 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.

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 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	2022-2023	DATE OF HIRE
CHET A. BENNETT	COSMETOLOGY INSTRUCTOR	8/29/96
RONDA BOYD	COSMETOLOGY INSTRUCTOR	5/26/2021
KIM GRIMES	COSMETOLOGY INSTRUCTOR	10/10/23
ANGEL HAWKINS	COSMETOLOGY INSTRUCTOR	12/20/22
DWAYNE JONES	BARBER-STYLIST INSTRUCTOR	1/3/17
CAROLYN SMITH	BRAIDING 101 INSTRUCTOR	10/19/15
GENISE CHAMBERS	ESTHETICIAN INSTRUCTOR	1/27/21
SYLVESTER JONES	BARBER-STYLIST INSTRUCTOR	3/1/2022

SUBSTITUTE FACULTY:

EVELYN ALSTON	BARBER-STYLING INSTRUCTOR
ACIA WILLIAMS	COSMETOLOGY/BARBER INSTRUCTOR
DENNIS SMITH	BARBER/COSMETOLOGY INSTRUCTOR
DR. BONITA BRANCH	COSMETOLOGY INSTRUCTOR
DR. JERMEL SEWELL	COSMETOLOGY/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
DAWN MASSEY	CUSTOMER SERVICE SPECIALIST 2/28/22
DENISE DAVIS	DIRECTOR OF FINANCIAL AID 8/12/03
CHAVON WILLIAMS	STUDENT AFFAIRS REPRESENTATIVE 9/25/23
DONALD SOCKWELL	SUPERVISOR ENVIRONMENTAL CONTROL 9/6/20
SEAN WOODARD	ENVIRONMENTAL CONTROL 9/23/13
ANDREW TEEL	PRODUCT MANAGER 12/28/20
TARA GREGG	ADMISSION REPRESENTATIVE 1/30/23
CARLETHIA SIMMONS	ENVIRONMENTAL CONTROL 5/26/22
EKOW QUAINOO	ENVIRONMENTAL CONTROL 9/13/22
DENNIS SMITH	EXECUTIVE ASSISTANT 3/1/2022
GENEVA GOGGINS	FRONT DESK RECEPTIONIST 10/15/2023

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 1/2/2023 – 12/31/2023

Eligibility Requirements:

- You must be least 16 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 www.fafsa.ed.gov and enter our school code 034096
- You must schedule a one-on-one interview with The Admission's Director, Wallace Barksdale or 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 Barbering students will be awarded in three payments once they reach the required disbursal points (450, 900, and 1200 actual hours).
- Esthetics students will be awarded two payments at 300 and 550 actual hours.
- Instructor students will be awarded two payments at 450 and 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.*

2023

HYBRID LEARNING POLICIES AND PROCEDURES



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HYBRID LEARNING POLICIES AND PROCEDURES

Hybrid learning is a method of studying in which lectures are broadcasted or classes are conducted by correspondence or over the Internet. The need for the students to attend the physical campus of the school or college is not necessary; this method is also known as Distant or Hybrid Education. Blended learning combines traditional on campus classroom educational methods with the opportunity for interaction online. It requires the physical presence of both educator and student with some elements of student control over time, place, path, and pace.

Overview:

During the period of hybrid learning, the policies in the current handbook remain valid. However, we have supplemented them with additional policies. Please take time to review the following guidelines. Students are responsible for adhering to all school policies for hybrid learning.

Guidelines for Attending Virtual Class:

Students who are learning remotely while school is in session on campus are expected to attend each class and advisory on time via ZOOM.

Students that are scheduled to be online virtually through Zoom must report their absence at least 30 minutes prior to the start of class by email or text to their Instructor in order to have their absence marked as excused.

The Handbook section on student conduct and Disciplinary Consequences holds whether students are on campus or remote. Students not adhering to the following protocol can be marked absent.

Student Contact Information:

It is important that students report any changes to their cell number, home number and email address to their Instructor and the Admission Representative so the information can be updated in their personal file and in the Genesis systems.

Use of Zoom Software:

Students in a Zoom class are expected to have use of a camera and microphone while communicating with the educator. Students may prefer to use a virtual background for privacy purposes. The best selection is to choose a solid background to lessen any distractions.

Dress Code and Hybrid Learning Environment:

Students are expected to dress in regular clothing appropriate to BCI standards. Students are expected to be situated in a place appropriate to work: sitting upright before a clean surface with space for their technology and other materials, in a space with minimum noise and distractions.

The following guidelines should be followed at all times:

- Complete dress if viewing the entire body on camera.
- No headgears such as scarves, caps, headbands, towels, shower caps, bandanas {with the exception of head coverings in religious observance}.

All Zoom sessions will be recorded for the purpose of verifying student attendance.

Behavior and Participation:

When attending classes on Zoom, students are expected to be on time, participate actively, listen thoughtfully, and collaborate generously. Students on Zoom should be focused on the class session. Students should not be viewing multiple browser pages, texting, using social media, eating or involved in any recreational activities during the scheduled hours required to be in a session. Lunch breaks will be assigned by the Educators.

Academic Integrity:

Academic honesty and integrity are at the heart of BCI's commitment to teaching and learning. Communication, learning, and community culture depends on trust between its members. Academic dishonesty corrodes that trust. During the period of hybrid learning, the trust between Educators and students matters more than ever as we see each other in person less frequently.

In normal times, hybrid learning faculties want to see that the student has understood the concepts and has been able to make the materials their own. Educators want to know what each student is thinking about the work as well as how the student can apply the ideas to novel situations. Some examples of academic dishonesty worth mentioning in light of hybrid learning include:

- Copying and submitting another student's work or taking a test and distributing information about the test or distributing information about projects.
- Submitting work that has been completed by another person or family member. During the period of hybrid learning students will be expected to follow the rules of their individual Educators when it comes to using specific technology to show their work. For example, an essay might need to be typed entirely into a new Google document.

Attendance and Tardiness:

Students that are attending class on campus will follow the existing Handbook guidelines with the time of arrival and departure. On the hybrid schedule students will be on Zoom during their scheduled contract time. Example: Student on a fulltime schedule of 9:00am-3:30pm weekdays will be expected to be on Zoom for that set time. The same would apply for a part-time student whose schedule is 9:00am-1:00pm; the schedule will require a student to participate on Zoom until 1:00pm weekdays. Saturday's schedule online would apply as well; 8:00am to 3:45pm for fulltime students and 8:00am to 4:45pm for evening part-time students and 8:00am to 12:00pm for part time day students. A 10 minute grace period will be allowed when logging into Zoom.

The next available time to be invited into the class will be 10:00am for day students and 6:15pm for evening students and 9:15am for Saturday students.

Attendance Policies:

Students that miss 14 days consecutively for in-class and online classes will be dropped from the program and will not receive any credit for the program {Barring Special Circumstances and excused absences}. Students who miss school for illness are required to make up work in a timely manner. Students that have illnesses that last more than a day will coordinate with their Educators to make a plan to make up work. Students who miss class are responsible for contacting the Educator and/or Administration to receive instructions. Students who are learning remotely while school is in session on campus are expected to attend each class on time via Zoom.

Protocol for students arriving late to class through Zoom:

- First time: Educator will contact student after class and give verbal warning.
- Second time: Educator will contact student and issue a written warning.
- Third time: Student will have to wait until start of the next session. Please note the hours listed above.

Student Technology Expectations:

Students are expected to have the proper technology devices on campus and at home. Educators will be assigning work that requires being in the CIMA Apps and features while in school and at home.

Cengage/MindTap and CIMA App requirements to function properly:

- Chrome
- Firefox
- 16GB
- Internet access (when home) or Hotspot

Zoom and/ or other group meeting apps that may apply:

- Zoom account
- Camera feature
- Speaker feature

Devices that can be used:

- Personal Computer
- Tablet
- Laptop
- iPhone
- Android

As of 09/21/2020, all students will be provided with a tablet and access code that includes the E-book (digital book) through MindTap and CIMA Digital Platforms. Printed books will only be available for purchase. Students may opt-out purchasing a tablet from the school but must be able to bring their own device to school if that is the case.

Tablets will be covered under a year warranty. Bennett Career Institute will NOT be responsible for lost or stolen tablets provided to the student.

Students are not allowed to share their personal access code with other students; doing so will prevent students from logging into their own account. It is also suggested that students do not log in to MindTap and CIMA Apps using multiple devices at the same time.

Students without internet access at home will be accommodated to attend school daily with a non-rotating schedule. If circumstances call for the school to be temporarily closed for any reason, students will be notified by text or email of any assignments to be completed from home. Students can opt-out of receiving the tablet option in order to receive the printed book set instead. Pricing will be adjusted accordingly.

Student Disclosure Statement

Students receiving temporary distance education (academic achievement earned via distance education) may not be accepted for reciprocity or eligible for licensure in other states. This statement refers to any hours earned in online distant learning. These hours cannot be used for transfer purposes or to apply for licensure in other states. Recognition of distant learning hours will be accredited in the state from which it was earned.

For questions about access or replacement, please contact:

School Director
Roberta Bennett
RABennettbci@verizon.net

Cherrise Dorsey
CIMA Student Registration Coordinator
cherrisedorsey@gmail.com

Resource contacts:

CIMA technical support
(866)848-5143 8:00 am to 7:00 pm Mon-Fri Email cimasupport@milady.com

Policies are subject to change without notice.

Statement of Misrepresentation – Bennett Career Institute (BCI) is committed to providing accurate information to our students regarding the programs and services offered. To the best of our knowledge and ability, the information provided in this BCI Catalog, the BCI website and other publications are accurate. Please note that the information provided through these BCI

publications and BCI website are subject to change and will be updated as needed, as soon as possible.