

# OMEGA

## Institute of Cosmetology

# CATALOG

229 B South Hollywood Road | Houma, LA | 70360

985-876-9334 | [www.omegainstitutes.com](http://www.omegainstitutes.com) |

  OmegaInstituteofCosmetology



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## **LANGUAGE**

This catalog is written in English.

## **MISSION STATEMENT**

Omega Institute of Cosmetology strives to achieve the highest level of training for a group of learners who have the ability to benefit from the programs. In a professional atmosphere, students will establish self-confidence, development of positive teamwork with co-workers and will be prepared for the field of cosmetology arts and sciences and/or unrelated fields. Omega Institute of Cosmetology prepares students for licensure and job entry-level skills.

## **INTRODUCTION**

Omega Institute of Cosmetology has established policies concerning academic, attendance and professionalism. All students must review the policies when received by the first day of class. The policies were developed to give students the ability to successfully complete and benefit from their chosen program of study. However, a student cannot benefit from the education or training if that student cannot maintain satisfactory academic progress.

All Policies, Procedures, Rules, and regulations set forth by Omega Institute of Cosmetology must be observed by all students. Students will be dismissed from school for violations.

Omega Institute of Cosmetology reserves the right to make changes to the Catalog of this institution at any time and all students will be notified immediately. This institute's policy includes allowance for an evaluation of mitigating circumstances based upon professional judgment. Students finding themselves under suspension for a violation of the rules and regulations may make an appeal to the director.

## **PROGRAMS OFFERED**

Cosmetology	Manicuring
Esthetics	Teacher Training

## **LICENSED, ACCREDITED, APPROVED**

Louisiana State Board of Cosmetology (LSBC) to offer Post-Secondary Education

11622 Sunbelt Court  
Baton Rouge, La. 70809  
p (225) 756-3404  
<http://www.lsbc.louisiana.gov/>

National Accrediting Commission of Career Arts & Sciences (NACCAS) - The National Accrediting Commission of Career Arts and Sciences is recognized by the United States Department of Education as a national accrediting agency for post-secondary schools and departments of cosmetology arts and sciences and massage therapy.

3015 Colvin Street  
Alexandria, VA 22314  
p (703) 600-7600  
<http://www.naccas.org/default.aspx>

U.S. Department of Education

**Federal School Code 034984**

*Omega Institute of Cosmetology has been approved by the United States Department of Education to make available Title IV funds to eligible students in an eligible field of study.*

### **State Financial Programs**

Taylor Opportunity Program for Students (TOPS) – is a program so state scholarships for students who are residents in Louisiana and attend an approved institution within the state of Louisiana. Amounts awarded for TOPS are based upon the most recent year allowed tops tuition figures and student eligibility. For more information and how to apply, please go to <http://www.osfa.la.gov/>

Louisiana Workforce Commission - Louisiana Vocational Rehabilitation Services- we are an approved vendor for individuals who qualify for benefits. For more information, please call 1-800-520-0584.

## **MEMBER OF**

Louisiana Association of Cosmetology Schools (LACS)  
American Association of Career Schools (AACCS)

**Licenses and certificates are on display in the admissions office and available for viewing upon request during normal business hours.**

## **OWNERSHIP**

Pricilla and Robert Marcel, Jr.

## **ADMINISTRATION & FACULTY**

Pricilla Marcel	Financial Aid Administrator/ Director/Instructor
Allyson LeBlanc	Accounting
Andre' LeBlanc	Maintenance
Falon Hoggatt	Lead Instructor/ Substitute Instructor/Admissions
Shelby Chiasson	Instructor
Brooke Voisin	Instructor
Gina Royston	Instructor
Shelby Parfait	Instructor
Kim Dinger	Instructor

## **SCHOOL LOCATION, FACILITIES, & EQUIPMENT**

Omega Institute of Cosmetology was established February 6, 1996, located at 229 B South Hollywood Road, Houma LA 70360.

Omega Institute of Cosmetology occupies approximately 8022 square foot of training space which is divided into reception area, administrative and instructor offices, four (4) practical and theory classroom, two (2) clinic areas where hairstyling, manicuring and facials services are performed, shampoo area, dispensary equipped with washer/dryer and microwave for students, student break area equipped with vending machines which are accessible to the student, staff and public, student lockers, storage areas and restrooms. Parking facilities are located behind the institution. Omega Institute of Cosmetology is handicap accessible. Services offered to the public are performed by students and supervised by licensed instructors.

Omega Institute of Cosmetology is equipped with styling workstations, shampoo bowls, dryers, wax areas, manicure/pedicure areas, color bar area, facial bed workstations, facial machines, hot towel caddy, mannequins, sterilizers, retail area and other equipment. The classroom learning environment consists of white boards, power point, instructor laptop, visual aids, VCR/DVD televisions and a library. The manicure/acrylic classroom is equipped with a ventilation system and various other safety measures set forth by the Louisiana State Fire Marshall.

Classes are offered with hands on teaching by instructors and various outside educators. The skills and theories of each service will be presented in a progressive manner, permitting each student to acquire the maximum degree of technical ability and knowledge in the minimal length of time.

*Omega Institute of Cosmetology* maintains honest and fair relationships with its staff, students, clients, the Louisiana State Board of Cosmetology and other schools.

Omega Institute of Cosmetology does not provide student dormitory facilities.

## **STATEMENT OF NON-DISCRIMINATION**

Omega Institute of Cosmetology does not discriminate on the basis of sex, race, age, color, ethnic origin, religion, creed, financial status, or country or area of origin or residence and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to Omega Institute of Cosmetology's Title IX Coordinator, the U.S. Department of Education's Office for civil rights, or both.

Omega Institute of Cosmetology's nondiscrimination policy is located below, and the grievance procedures are here:

[INTERNAL\\_GRIEVANCE\\_POLICY\\_2024.pdf\(cdn-website.com\)](#)

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to our Title IX and sexual misconduct policy. [Title IX Policy effective 01-31-2025-649bcfe1.pdf](#)

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## **STUDENTS WITH DISABILITIES**

Omega Institute of Cosmetology is committed to providing reasonable accommodations to qualified individuals with a disability including those diagnosed with intellectual disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Omega Institute of Cosmetology.

No qualified handicapped person, by reason of handicap, will be excluded from enrolling in a course of instruction. Additionally, the school will exert its best effort to provide reasonable special requirements for the handicapped person by nature of their handicap. If you would like to request academic adjustment or auxiliary aids, please contact the admissions office. You may request academic adjustments or auxiliary aids at any time. The admissions office is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3 (j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. Omega Institute of Cosmetology will work with the applicant or student to determine whether reasonable accommodations can be effective and/or is available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the admission office in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the admission office by telephone at 985-876-9334.
2. The admission office will respond within two weeks of receiving the request.

## **STUDENTS RIGHT TO KNOW**

To help you make a good decision about enrolling in any program offered, Omega Institute of Cosmetology wishes to share the following information:

**Cumulative Program Percentages for 2024** (Updated: December 4, 2025)

**Graduation 91.67%**

33 of the 36 Students enrolled at Omega Institute of Cosmetology scheduled to graduate **graduated**.

**Licensure 96.97%**

32 of the 33 graduates of Omega Institute of Cosmetology passed the Louisiana State Board of Cosmetology Examination and became **licensed**.

**Placement 87.50%**

28 of the 32 graduates that became licensed are **employed** in a field for which training prepared them.

All other statistics can be found by visiting: <http://nces.ed.gov/collegenavigator/?q=omega+institute+of+cosmetology&s=all&id=439844>

Disclaimer: The institution's accrediting agency required that any adjustments made to its student outcome rates due to COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

## **PRE-REQUISITES FOR EMPLOYMENT/FACTORS OF OBTAINING EMPLOYMENT**

The successful practice of **Cosmetology, Esthetics, Manicuring and Teacher Training** most often work at least 8 hours per day, most of the time on their feet and with their arms extended performing, or demonstration and correction practical services. Successful practice of the industry fields usually requires careful eye and hand coordination.

Such work requires some physical strength and stamina. People suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements.

In addition, working in the industry requires continuous exposure to a wide variety of hair and skin treating chemicals. People with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity may prohibit them from engaging in the profession.

**Prospective students who are pregnant should consult a physician to see if they can meet practical work requirements of the curriculum including chemical exposure before enrolling.**

## **CAREER OPPORTUNITIES**

The following career opportunities exist in this exciting field

*Cosmetology:* Full-Service Stylist, Beauty Supply Sales, Platform Stylist, Salon Owner, Manufacturer's Rep, Theatrical Stylist, Salon Manager, Free Lance Styling, Product Supervisor, Retirement Center Stylist, Beauty Supply Rep

*Esthetician:* Salon Owner, Beauty Supply Sales, Brow Expert, Skin Therapist, Sales Manager, Free Lance Makeup Artist, Camouflage Therapist

*Manicurist:* Salon Owner, Artificial Nail Tech, Manicurist/Pedicurist, Manufacturer Rep

*Teacher Training:* Cosmetology Instructor, Esthetics Instructor, Manicuring Instructor, Beauty School Director

## **PLACEMENT SERVICE OR ASSISTANCE SERVICE**

Omega Institute of Cosmetology has not made and will not make any guarantees of employment, placement or salary upon the student's graduation. The school will provide the student with placement assistance which will consist of identifying employment opportunities and advising the student on appropriate means of attempting to realize these opportunities. Any employment opportunities are posted on school bulletin boards and announced during class discussions.

The school is required to keep follow-up information concerning the job placement of their students. This institution complies with this requirement through acceptable back-up documentation.

## **VACCINATIONS POLICY**

Omega Institute of Cosmetology does not require the submission of vaccination records. All students, for their own safety, should ensure their vaccinations are up to date.



## **ADMISSION REQUIREMENTS**

All applicants are encouraged to apply for enrollment as far in advance of the desired enrollment date as possible (*Refer to Calendar of Operation- Enrollment Dates*). The school admits applicants with a High School Diploma, G.E.D/HiSET Certificate, Private School Diploma, a State Certification of Home-Study Completion, or Two official copies of the high school transcript, both showing proof of high school completion.

## **RE-ENROLLMENT/ RE-ENTRY POLICY**

As stated on the Satisfactory Academic Progress Policy, students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director/ Administrator. Decisions by the School Director/ Administrator regarding re-enrollment are final. The student will re-enter in the same Satisfactory Academic Progress status as when they left. (*Refer to Satisfactory Academic Progress policy*)

Students who withdraw from Omega Institute of Cosmetology will not be allowed to **re-enroll** for a period of **180 consecutive days**. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal.

### **Upon acceptance:**

All prior financial obligations owed to the Omega Institute of Cosmetology must be paid prior to re-enrollment. Students who are re-enrolling will re-register with the Louisiana State Board of Cosmetology.

Students will sign a new enrollment agreement. The cost to re-enroll will include registration fee, current kit and tuition. Tuition fees will be figured at the current rate per hour times the remaining hours needed to complete the program.

## **TRANSFER IN POLICY**

Omega Institute of Cosmetology does not accept students' hours acquired from *another school*.

## **TRANSFER OUT POLICY**

Students transferring out of Omega Institute of Cosmetology must notify the administration, complete required paperwork, and pay any tuition and fees in accordance with the student's enrollment agreement. The administration will notify Louisiana State Board of Cosmetology when the student has fulfilled the enrollment agreement.

Transferability of Omega Institute of Cosmetology credits to another institution is at the discretion of the accepting institution and it is the student's responsibility to determine whether credits will be accepted by the institution of the student's choice.

## **TERMINATION POLICY**

Students may discontinue their program of study voluntarily. The school also reserves the right to terminate any student who fails to comply with rules and regulations, Catalog, or any other policies. Students who discontinue their program of study will need only to pay for the scheduled hours up to the last date of attendance according to the school enrollment agreement. All such charges will be computed based on Omega Institute of Cosmetology's refund policy.

## **ENROLLMENT REQUIREMENTS**

Omega Institute of Cosmetology does not recruit students currently enrolled or admitted to another school offering similar programs of study. Applicants applying for the Cosmetology, Esthetics, Manicuring, or Teacher Training\* program are those who are at least 17 years of age at the time of entrance and are of good moral character and temperate habits.

Applicants applying for enrollment must comply with the following requirements and original documents must be presented to the admissions office by the given due date.

1. Complete an application for enrollment. (Completed in-house)
2. Have reached 17 years of age
3. High School Diploma, G.E.D./HiSET Certificate, Private School Diploma, a State Certification of Home-Study Completion Approval Letter, or Two official copies of the high school transcript, both showing proof of high school completion.
  - Diplomas must be approved by Louisiana State Board of Cosmetology.
  - Omega Institute of Cosmetology does not admit students under the Ability to Benefit (ATB) criteria.
  - Omega Institute of Cosmetology does not admit students from a Non-Public School Not Seeking State Approval. (ACT 265 [8-1-2024])
  - Foreign diplomas must be evaluated and translated into English language by an approved agency. Contact the admissions office for a list of approved agencies. Documents must confirm that the education received is equivalent to a U.S. High School Diploma.
4. Current Driver's License or Government Issued I.D.
  - Omega Institute of Cosmetology is not authorized under federal law to enroll non-immigrant foreign students.
5. Social Security Card (not laminated)
6. Down Payment (see Tuition and Fees for more information)
  - Louisiana State Board Registration, Examination and Licensing Fees
  - School Registration Fee
  - Books & Kit Fee

\*Teacher Training prospects must meet all the above requirements and:

1. Hold an active Louisiana License as a practitioner in the field they wish to teach.
2. Minimum of 1-year employment in the industry.

## **NEW STUDENT ORIENTATION**

All students enrolling will attend a new student orientation program. It will occur before the first day of class, and the duration is one day. A time and date will be given prior to your scheduled class start date. Students are not awarded hours for orientation. Students will wear the required uniform to orientation.

**You are required to bring the "Supplied Required" items to your scheduled Orientation date.**

The orientation program provides, at a minimum, information about:

*(Some of the areas may be covered by simply referring you to where you can find the information listed.)*

- a. the instructional program,
- b. the educational objectives of each program
- c. administrative policies affecting students, and
- d. support services available to students.

## **UNIFORM POLICY**

The purpose of this directive is to prescribe a standard of dress and appearance of students at Omega Institute of Cosmetology. Students attending school shall maintain a professional image and wear clean uniforms.

**Prior to the scheduled class start date, a Uniform Policy detailing what is required as an Omega Institute of Cosmetology uniform will be given to the student. The full uniform policy can be found here: [UNIFORM POLICY - ALL PROGRAMS 02-13-2025.pdf](#)**

### **Unacceptable Attire**

No unclean, stained or torn clothing	No undershirts
No leggings/ tights	No slippers, sandals, flip flops
No capri/cropped pants	No open toe shoes
No tube tops	No low waist pants
No jeans	No tank tops, halter tops, crop tops
No shorts	No shirts with exposed midriff
No jogging suits/ athletic pants	No spaghetti strap tops
No clothing which is made of see-through fabric	

## **EXTRA SUPPLIES REQUIRED**

During all programs, you will be expected to complete projects. Supplies required at the time may include, but not limited to: Poster Boards, Colors, Markers, Glue, Magazines, extra makeup from home, hairbrushes/products, etc.

**You are required to bring the following items to your scheduled Orientation date:**

### **Cosmetology**

- |  |  |
|--|--|
| <input type="checkbox"/> Required Uniform                | <input type="checkbox"/> Kleenex Box (1)                                 |
| <input type="checkbox"/> 2" Binder (1)                   | <input type="checkbox"/> Pencil, Ink Pen, Highlighters, Permanent Marker |
| <input type="checkbox"/> Clear sheet protectors (100)    | <input type="checkbox"/> Gallon Ziploc Bags (1 Box)                      |
| <input type="checkbox"/> Notebook (1)                    | <input type="checkbox"/> Round 16oz Containers (3)                       |
| <input type="checkbox"/> Lg. Box Waterproof Band-Aid (1) | <input type="checkbox"/> Plastic Rectangle Shoe Box (2)                  |
| <input type="checkbox"/> Multicolored Velcro straps (6)  | <input type="checkbox"/> Note Cards (300)                                |
| <input type="checkbox"/> Crayons (12 Pack)               | <input type="checkbox"/> Combination Lock- no key lock (1)               |
| <input type="checkbox"/> Glue Stick (1)                  | <input type="checkbox"/> 4 Magazines (with LOTS of faces)                |
| <input type="checkbox"/> 1 Box Mask (50 pk)              | <input type="checkbox"/> 1 box Vinyl Gloves (100 pk)                     |

### **Esthetics**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Required Uniform             | <input type="checkbox"/> White Garbage Bags (1 Box)                      | <input type="checkbox"/> 1 Box Vinyl Gloves (100 pk)      |
| <input type="checkbox"/> 3" binder (1)                | <input type="checkbox"/> 1 Box Mask (50 pk)                              | <input type="checkbox"/> 1 Vaseline 13oz                  |
| <input type="checkbox"/> Clear sheet protectors (100) | <input type="checkbox"/> Gallon Ziploc Bags (1 Box)                      | <input type="checkbox"/> 1 pack Square Silicone Bandages  |
| <input type="checkbox"/> Notebook (1)                 | <input type="checkbox"/> Combination Lock- no key lock (1)               | <input type="checkbox"/> 1 Refresh Eye Drops              |
| <input type="checkbox"/> White Twin Flat Sheets (2)   | <input type="checkbox"/> Note Cards (300)                                | <input type="checkbox"/> Alcohol Wipes                    |
| <input type="checkbox"/> Facial Tissue Box (1)        | <input type="checkbox"/> Crayons (12 Pack)                               | <input type="checkbox"/> 4 Magazines (with LOTS of faces) |
| <input type="checkbox"/> Glue Stick (1)               | <input type="checkbox"/> Hand Sanitizer( 8oz or more)                    |   |
| <input type="checkbox"/> Paper Towel Roll (1)         | <input type="checkbox"/> Pencil, Ink Pen, Highlighters, Permanent Marker |   |

### **Manicuring**

- |  |  |
|--|--|
| <input type="checkbox"/> Required Uniform                  | <input type="checkbox"/> Glue Stick (1)                                  |
| <input type="checkbox"/> Crayons (12 Pack)                 | <input type="checkbox"/> Facial Tissue Box (1)                           |
| <input type="checkbox"/> 3" Binder (1)                     | <input type="checkbox"/> Pencil, Ink Pen, Highlighters, Permanent Marker |
| <input type="checkbox"/> Clear sheet protectors (100)      | <input type="checkbox"/> Gallon Ziploc Bags (1 box)                      |
| <input type="checkbox"/> Notebook (1)                      | <input type="checkbox"/> Round 16oz Containers (1)                       |
| <input type="checkbox"/> Lg. Box Waterproof Band-Aid (1)   | <input type="checkbox"/> Note Cards (300)                                |
| <input type="checkbox"/> Combination Lock- no key lock (1) | <input type="checkbox"/> (1) Hand Sanitizer (8-16oz)                     |
| <input type="checkbox"/> Multicolored Velcro straps (6)    | <input type="checkbox"/> (1) Roll Masking Tape                           |
| <input type="checkbox"/> (1) Box Vinyl Gloves (100 pk)     | <input type="checkbox"/> (1) Net Laundry Bag (for wet towels)            |
| <input type="checkbox"/> (1) Box Face Masks (50 Ct.)       |  |
| <input type="checkbox"/> (2) Rolls Paper Towels (VIVA)     |  |

### **Teacher Training**

**For state board testing purposes, you will be required to purchase items that are not included on this list.**

- |  |   |
|--|---|
| <input type="checkbox"/> Required Uniform                                | <input type="checkbox"/> Omega Manikin (1)  |
| <input type="checkbox"/> Wristwatch (1)                                  | <input type="checkbox"/> 1 Box Mask (50 pk) |
| <input type="checkbox"/> 2" Three ring binder (1)                        | <input type="checkbox"/> 1 Pair of Shears   |
| <input type="checkbox"/> Clear sheet protectors (100)                    |   |
| <input type="checkbox"/> Notebook (1)                                    |   |
| <input type="checkbox"/> Pencil, Ink Pen, Highlighters, Permanent Marker |   |
| <input type="checkbox"/> Current Edition Milady Textbook (1)             |   |
| <input type="checkbox"/> Combination Lock- no key lock (1)               |   |
| <input type="checkbox"/> Note Cards (200)                                |   |

## **CALENDAR OF OPERATION**

### **Enrollment Dates**

Standard enrollment dates usually fall on the first Tuesday of each month. Enrollment dates are dependent upon the number of students applying for enrollment. Acceptance within a specific month will depend on the number of applications received and/or availability of space within the class.

If the class is full, the student will be assigned to the very next scheduled class start date with space available. Special consideration for re-entry students may be given for other scheduled class start dates.

### **Class Schedule**

*Attendance: Tuesday through Friday 8:30 a.m. – 4:30 p.m. Full-time - Day-time basis only - Attending 30 hours per week.*

*One 30-minute lunch – students must bring their own lunch. (see lunch)*

*Two 15-minute breaks (see breaks)*

Omega Institute of Cosmetology also has the option to stay open after 4:30 p.m. Tuesday through Friday and on Mondays to make up any time and assignments under the supervision of an instructor, but we are not obligated to do so.

### **Vacations and Holiday Schedule**

Vacation and holiday time are not required to be made up and does not count against a student's scheduled time. If a student elects to take a vacation at a different time of year, those hours will be counted as part of the student's scheduled time.

***Dates for school closure are subject to change. Call prior to making personal arrangements.***

School Holidays that are accepted by the La State Board of Cosmetology:

#### **2025**

Winter Break	12/24/2024 – 01/03/2025
Mardi Gras	03/04/2025 – 03/05/2025
Spring Holiday #1	04/18/2025
Spring Holiday #2	04/25/2025
Summer Break #1	05/27/2025 – 05/30/2025
Summer Break #2	07/04/2025 – 07/11/2025
Thanksgiving Break	11/27/2025 – 11/28/2025
Winter Break	12/23/2025 – 01/02/2026

#### **2026**

Winter Break	12/23/2025 – 01/02/2026
Mardi Gras	02/17/2026 – 02/18/2026
Spring Holiday	04/03/2026 – 04/07/2026
Memorial Day Weekend	05/26/2026
Summer Break #2	07/07/2026 – 07/17/2026
Labor Day Weekend	09/03/2026 – 09/04/2026
Thanksgiving Break	11/26/2026 – 11/27/2026
Winter Break	12/22/2026 – 01/01/2027

## **NOTIFICATION OF UNEXPECTED CLOSURE**

School closure beyond our control, holiday schedule change, staff training, or other, the school will notify students/employees by text, email, or by phone. For updates on closure and opening of school, students should follow Omega Institute of Cosmetology's website and are encouraged to use social media such as Facebook.

In the event of closure, the school will amend the original enrollment agreement that will reflect a new scheduled class end date.

## TUITION AND FEES

The student will incur a **down payment** which includes Registration Fee, Books & Kit Fee, Louisiana State Board of Cosmetology examination and license fees. *The down payment must be paid on the due date given to the student by Admissions.*

<b>Cosmetology:</b>	<b>1500 Clock Hours</b>	<b>50-Week Program</b>	<b>30 Hours per Week</b>
Tuition			\$ 16,900.00
Registration Fee			\$ 100.00
Books & Kit			\$ 1,460.00
<b>Esthetics:</b>	<b>750 Clock Hours</b>	<b>25-Week Program</b>	<b>30 Hours per Week</b>
Tuition			\$ 9,350.00
Registration Fee			\$ 100.00
Books & Kit			\$ 1,322.00
<b>Manicuring:</b>	<b>600 Clock Hours</b>	<b>20-Week Program</b>	<b>30 Hours per Week</b>
Tuition			\$ 6,160.00
Registration Fee			\$ 100.00
Books & Kit			\$ 1,380.00
<b>Teacher Training:</b>	<b>600 Clock Hours</b>	<b>20-Week Program</b>	<b>30 Hours per Week</b>
Tuition			\$ 6,200.00
Registration Fee			\$ 100.00
Books & Kit			\$ 430.00

### **State Board Examination and Licensing Fees:**

Registration Fee:	\$10.00 Postal Money Order	<b>(Go to Main Post Office)</b>
National Exam Fee:	\$88.00 Visa/MC	<b>(gift card from Walgreens, etc.)</b>
Practical Exam, State Exam, & License Fee:	\$85.00 Postal Money Order	<b>(Go to Main Post Office)</b>

### **Outside expenses to be incurred by student are as follows:**

- Uniforms are required by La. State Board of Cosmetology. All cost may vary depending on place of purchase.
- Student name tag replacement cost: **\$15.00**
- State Board Examinations and transportation costs for examination.
- Replacement of items used, and cost of equipment lost or stolen from student.
- "Supplies Required" List due at orientation.

**Payment Options:** The student and/or his/her guardian agree to pay Omega Institute of Cosmetology monthly payments, unless otherwise agreed upon. All payments may be made by cash, check, money order, cashier's check, and Visa/Master card. Payment plans will be based on the tuition and made available to the student on the enrollment agreement. Enrollment agreement of students who are eligible to receive Title IV financial aid funds will reflect the award and balance due for a specific period. Any requests for adjusting payment options will need to be directed to the admissions office, and an addendum will need to be signed by all parties. A rejected applicant would be refunded per Refund Policy.

**Omega Institute of Cosmetology offers in-house scholarships during advertised times.**

**Late Payments:** A late fee in the amount of \$15.00 will be assessed on the fifth (5<sup>th</sup>) day student is delinquent on payment, and an additional late fee of \$20.00 per day will be assessed beginning on the sixth (6<sup>th</sup>) day student is delinquent on payment, until payment is received, bringing the account current. If the first (1<sup>st</sup>) falls on a holiday or weekend, payments are due prior to. The student agrees that upon non-payment of the installments when due, all remaining installments become immediately due and payable and shall be cause for dismissal of the student.

**Verification of Student Identity:** There are no additional student charges associated with the verification of student identity for temporary distance-learning students at each session of instruction.

### **Extra Instructional Charges (Overtime Charges) Revised 07/01/2022**

It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student program. The student agrees that in the event the student has not completed the minimum required hours, clinical and practical quotas for the indicated program by the completion date or the student's knowledge is below standards set by Omega Institute of Cosmetology **as specified on the enrollment agreement**, the student may continue as a student and hereby agrees **to pay in advance**, in addition to the total indicated program, the sum of **\$11.00 per hour**. The student will not be allowed to clock in until an applicable payment has been made.

You will be charged these fees until you reach the number of hours, clinical quotas, practical quotas and/or standards required to complete the program. Refer to: *Refund Policy & Graduation Requirements*

**Enrollment Agreement Length:** This enrollment agreement will cover instruction beginning on the "Scheduled Class Start Date" and ending on "Scheduled Class End Date" which consists of holidays listed in the Catalog and additional instruction (80 scheduled hours for Cosmetology and 40 scheduled hours for all other programs). The enrollment agreement will be further extended by unexpected weather conditions, approved leave of absence, teachers' workshop days, or any normal school day which the administration deems necessary to close.

# **COSMETOLOGY PROGRAM OUTLINE**

*Taught in English language*

## **Program Description**

This program provides 1500 clock hours of instruction over a minimum period of 12 months. The program includes the study of basic theory, services and the principles of cosmetology, arts and sciences. The program includes concerns for the health, condition and appearance of the hair, skin and nails. Product knowledge and manual skills are taught through theory, mannequin work, demonstrations, clinic floor procedures and models. This program is designed to develop abilities in desirable work habits, attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. Omega Institute of Cosmetology offers employment assistance to help graduate's efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, interview preparation, and job search skills.

## **Career Opportunities**

Career opportunities are listed on page 7 of this catalog.

## **Instructional Method**

Lectures, demonstrations, participation sessions, audio visual and supervised clinical experiences are used throughout the program. Students will earn practical credits by demonstrating their abilities in participation classes, clinical experiences, and assigned projects. Students earn theory grades through written tests given by unit of instruction. Units of instruction are supplemented at times by guest educators, product technicians, videos, magazines and other educational methods.

## **Program Objective**

To complete the 1500-hour program in the designated time, to comprehend the theories, and acquire the technical abilities in compliance with the La State Board of Cosmetology, the program is presented in a progressive manner, allowing for the maximum degree of technical ability and knowledge in the minimal length of time.

## **Program Goals**

The program is to provide the training needed in theory and practical, to pass the Louisiana State Board Examination, which is required for the student to be licensed and to gain employment as a cosmetologist.

## **Grading Procedure**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a FINAL written and practical exam prior to graduation.

Numerical grades are considered according to the following grading scale:

***Practical & Theory grades fall within the listed category by .5 rounding up and less than .5 rounding down.***

<b>Grade</b>	<b>Average</b>
A	90% -100%
B	80% - 89%
C	70% - 79%
D	69%- Below

This grading scale reflects the Louisiana State Board of Cosmetology's requirement of a score greater than 70% in order to pass their licensing examination.

## **Units of Instruction**

Haircutting, wiggery, hair designs, finger wave, pin curls, comb-out	280 Hours
Hair styling	240 Hours
Shampoo and Rinse	88 Hours
Dyeing, coloring, tinting, bleaching	180 Hours
Permanent wave and hair relaxing	240 Hours
State Board Rules	16 Hours
Safety measures, shop management, retailing, people skills, client consultation	80 Hours
Anatomy, physiology, bacteriology	174 Hours
Skin care, hair care, facial massages & treatment	154 Hours
Basic manicuring	48 Hours
<b>Total</b>	<b>1500 Hours</b>

## **ESTHETICS PROGRAM OUTLINE**

*Taught in English language*

### **Program Description**

This program provides 750 clock hours of instruction over a minimum period of 6.5 months. This program includes the study of basic theory, services and the principles of Esthetics. The program includes concerns for the health, condition and appearance of the skin. Product knowledge and manual skills are taught through theory, mannequin hand work, demonstrations, clinic floor procedures and models. This program is designed to develop abilities in desirable work habits, attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. Omega Institute of Cosmetology offers employment assistance to help graduate's efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, interview preparation, and job search skills.

### **Career Opportunities**

Career opportunities are listed on page 7 of this catalog.

### **Instructional Method**

Lectures, demonstrations, participation sessions, audio visual and supervised clinical experiences are used throughout the program. Students will earn practical credits by demonstrating their abilities in participation classes, clinical experiences, and assigned projects. Students earn theory grades through written tests given by unit of instruction. Units of instruction are supplemented at times by guest educators, product technicians, videos, magazines and other educational methods.

### **Program Objective**

To complete the 750-hour program in designated time and to have comprehended the theories and acquired the technical abilities in compliance with the La State Board of Cosmetology, the program is presented in a progressive manner, allowing for the maximum degree of technical ability and knowledge in the minimal length of time.

### **Program Goals**

To ensure that all students entering this program of study will receive the necessary training needed to pass the La. State Board of Cosmetology examination and gain employment in their chosen field.

### **Grading Procedure**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a FINAL written and practical exam prior to graduation.

Numerical grades are considered according to the following grading scale:

***Practical & Theory grades fall within the listed category by .5 rounding up and less than .5 rounding down.***

<b>Grade</b>	<b>Average</b>
A	90% -100%
B	80% - 89%
C	70% - 79%
D	69%- Below

This grading scale reflects the Louisiana State Board of Cosmetology's requirement of a score greater than 70% in order to pass their licensing examination.

### **Units of Instruction**

Professional Practices	100 Hours
Science	250 Hours
Facial Treatments	250 Hours
Hair Removal	25 Hours
Makeup	100 Hours
Body Treatments	<u>25 Hours</u>
<b>Total</b>	<b>750 Hours</b>

# **MANICURING PROGRAM OUTLINE**

*Taught in English language*

## **Program Description**

This program provides 600 clock hours of instruction over a minimum period of 5 months. This program includes the study of basic theory, services and the principles of art and science of nail technology. The program includes concerns for the health, condition and appearance of the skin and nails. Product knowledge and manual skills are taught through theory, mannequin hand work, demonstrations, clinic floor procedures and models. This program is designed to develop abilities in desirable work habits, attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. Omega Institute of Cosmetology offers employment assistance to help graduate's efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, interview preparation, and job search skills.

## **Career Opportunities**

Career opportunities are listed on page 7 of this catalog.

## **Instructional Method**

Lectures, demonstrations, participation sessions, audio visual and supervised clinical experiences are used throughout the program. Students will earn practical credits by demonstrating their abilities in participation classes, clinical experiences, and assigned projects. Students earn theory grades through written tests given by unit of instruction. Units of instruction are supplemented at times by guest educators, product technicians, videos, magazines and other educational methods.

## **Program Objective**

To complete the 600-clock hour program in designated time and to have comprehended the theories and acquired the technical abilities in compliance with the La State Board of Cosmetology, the program is presented in a progressive manner, allowing for the maximum degree of technical ability and knowledge in the minimal length of time.

## **Program Goals**

To ensure that all students entering this program of study will receive the necessary training needed to pass the La. State Board of Cosmetology examination and gain employment in their chosen field.

## **Grading Procedure**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a FINAL written and practical exam prior to graduation.

Numerical grades are considered according to the following grading scale:

***Practical & Theory grades fall within the listed category by .5 rounding up and less than .5 rounding down.***

<b>Grade</b>	<b>Average</b>
A	90% -100%
B	80% - 89%
C	70% - 79%
D	69%- Below

This grading scale reflects the Louisiana State Board of Cosmetology's requirement of a score greater than 70% in order to pass their licensing examination.

## **Units of Instruction**

Therapy preparation	20 Hours
Bacteriology	20 Hours
Sterilization & sanitation	20 Hours
Hygiene & Personality	20 Hours
Procedure in pedicuring	20 Hours
Bones of the hand and arm	6 Hours
Muscles of the hand and foot	6 Hours
Oil manicuring	48 Hours
First aid	5 Hours
Equipment & supplies	4 Hours
Advertising	5 Hours
Professional ethics	5 Hours
Salesmanship	5 Hours
Actual practice of manicuring, artificial nails	400 Hours
How to seek and obtain employment	8 Hours
Licensing Requirements	8 Hours
<b>Total</b>	<b>600 Hours</b>



# **TEACHER TRAINING PROGRAM OUTLINE**

*Taught in English language*

## **Program Description**

This program provides 600 clock hours of instruction over a minimum period of 5 months. This program includes the principles of teaching. The program will help teach the understanding of teachers and students. Teaching methods are taught through theory books, demonstrations, practical and clinical floor experience and evaluation. This program is designed to develop abilities in desirable work habits, attitudes, pride in work, acceptable personal grooming and dress, appropriate employer-employee relationships, personal and business ethics, customer relations, and effective communication skills. Omega Institute of Cosmetology offers employment assistance to help graduate's efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, interview preparation, and job search skills.

## **Career Opportunities**

Career opportunities are listed on page 7 of this catalog.

## **Instructional Method**

Lectures, demonstration, participation sessions, and supervised clinical experiences are used throughout the program. Students will earn practical credits by demonstrating their abilities in participation classes, clinical experiences, and assigned projects. Student teachers earn theory grades through written test given by unit of instruction. Units of instruction are supplemented at times by guest educators, product technicians, videos, magazines and other educational methods.

## **Program Objective**

To complete the 600-clock hour program in designated time, and to have comprehended the theories, and acquired the technical abilities in compliance with the La State Board of Cosmetology, the program is presented in a progressive manner, allowing for the maximum degree of technical ability and knowledge in the minimal length of time.

## **Program Goals**

To ensure that all students entering this program of study will receive the necessary training needed to pass the La. State Board of Cosmetology examination and gain employment in their chosen field.

## **Grading Procedure**

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a cumulative theory grade average of 70% and pass a FINAL written and practical exam prior to graduation.

Numerical grades are considered according to the following grading scale:

***Practical & Theory grades fall within the listed category by .5 rounding up and less than .5 rounding down.***

<b>Grade</b>	<b>Average</b>
A	90% -100%
B	80% - 89%
C	70% - 79%
D	69%- Below

This grading scale reflects the Louisiana State Board of Cosmetology's requirement of a score greater than 70% in order to pass their licensing examination.

## **Units of Instruction**

Science of teaching	175 Hours
Teacher assistance observation	100 Hours
Performance of demonstrations	25 Hours
Clinic supervised practice, teaching how to seek and obtain employment	<u>300 Hours</u>
<b>Total</b>	<b>600 Hours</b>

## **FEDERAL CONSUMER INFORMATION**

### **Basic Financial Aid Information Need-based and non-need based Federal Programs**

Omega Institute of Cosmetology, can offer quality education at surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Aid in order to attend school. Omega Institute of Cosmetology can offer extensive Federal Financial Aid to qualified students who deserve a post-secondary education but do not have adequate financial means to do so. For any questions concerning federal student aid, please contact the Financial Aid Office of Omega Institute of Cosmetology at (985) 876-9334

### **How students apply for Federal Student Aid and how eligibility is determined**

Students enrolling in Omega Institute of Cosmetology should complete an application for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA): <https://studentaid.gov/>. You are at the wrong web page if it requests a fee for filing a FAFSA. The Federal School Code for Omega Institute of Cosmetology is: 034984 and will be required for the institution to receive results electronically. Follow up with Omega Institute of Cosmetology by calling 985-876-9334 about a week after you have filed your FAFSA to ensure the school has received your Institutional Student Information Record (ISIR). The ISIR will be used to determine the amount of financial assistance you are eligible to receive. A copy of the ISIR will be kept on file at the institution and is available to the student at their request.

To receive a Federal Direct Loan, a student must complete a Free Application for Federal Student Aid and a Master Promissory Note. (MPN) In the traditional paper process, the MPN might be completed at the school by the student and submitted to the lender or school. In other cases, the school certifies the loan based on the student's acceptance of the aid package, and the lender or the school's servicer sends the MPN to the student for signature. Regardless of how this is done, the Borrowers' Rights and Responsibilities Statement must be provided to the borrower with the MPN.

### **Required borrower information on the MPN**

The MPN contains identifying information including name, permanent address, a date of birth, social security number, driver's license number, and two personal non-student adult references with U.S. addresses. The borrower must read, sign and date the MPN.

### **Seniors in High School who are ready to fill out the FAFSA**

High school seniors in the last semester of school must fill out a FAFSA to determine their eligibility for financial aid.

### **How the school distributes aid among students**

Federal Financial Aid is awarded on the basis of financial need. Need is the difference between your cost of education (educational expenses such as tuition, room board, books, supplies and other expenses) and the amount you and your family are expected to contribute toward your education.

A standard formula is used for all applicants to determine this amount, which is called the expected family contribution (EFC). If there is anything left over after subtracting the expected family contribution from your cost of education you are then considered to have financial need.

*\*Federal Financial Aid is only to be used by the student for educational expenses at the institution they are attending.*

### **Available Financial Aid**

Omega Institute of Cosmetology Participates in the following federal financial aid programs to eligible students:

1. **Direct Subsidized and Unsubsidized Loans** Direct Subsidized Loans and Direct Unsubsidized Loans are federal student loans offered by the U.S. Department of Education (ED) to help eligible students cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. Further information and eligibility guidelines can be found at: <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>
2. **Federal Pell Grant** Federal Pell Grants usually are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. (In some cases, however, a student enrolled in a postbaccalaureate teacher certification program might receive a Federal Pell Grant.) Additionally, you may be eligible to receive a Federal Pell Grant if you are confined or incarcerated and enrolled in an approved Prison Education Program, or are subject to an involuntary civil commitment upon completion of a period of incarceration for a forcible or nonforcible sexual offense. Further information and eligibility guidelines can be found at: <https://studentaid.gov/understand-aid/types/grants/pell>

### **State Financial Assistance Programs**

Omega Institute of Cosmetology participates in the following state financial assistance programs to eligible recipients.

1. **Taylor Opportunity Program for Students (TOPS)** The Taylor Opportunity Program for Students (TOPS) (Authored by State Representative Charles R. McDonald) is a program of state merit-based scholarships for Louisiana residents who attend either one of the Louisiana Public Colleges and Universities, schools that are a part of the Louisiana Community and Technical College System, Louisiana approved Proprietary and Cosmetology Schools or institutions that are a part of the

Louisiana Association of Independent Colleges and Universities. Further information and eligibility guidelines can be found at: <https://mylosfa.la.gov/applications/student-hub/>

2. **Louisiana Rehabilitation Services (LRS)** We are an approved vendor for individuals who qualify for benefits. Further information and eligibility guidelines can be found at: [https://www.laworks.net/workforcedev/lrs/lrs\\_main.asp](https://www.laworks.net/workforcedev/lrs/lrs_main.asp)

### **The rights and responsibilities of a student receiving Federal Student Aid**

#### **The student has the right to ask the school:**

- The name of its accrediting and its licensing organizations.
- About its programs; its instructional, laboratory, its physical facilities, and its faculty.
- What the cost of attending is and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available Omega Institute of Cosmetology, including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- What is deferment of repayment or forbearance for certain defined periods. How do know if you qualify and how do you request deferment or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your title IV eligibility.
- What special facilities and services are available to student with disabilities and how to request a reasonable accommodation.

#### **It is the student's responsibility to:**

- Review and consider all the information about the school's program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan.
- Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf.
- Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student that results in funds being awarded that a student was not eligible for that were advanced to you or credited to your school account.

### **Return of Title IV Funds (R2T4)**

Only the Title IV programs are to be included in this calculation. The Return of Title IV Funds is NOT a Refund Policy.

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. The school will calculate the amount of tuition it must return to the Federal funds according to the policies listed below:

The Federal regulations (beginning October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date the student ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), Federal Perkins Loans and in some cases, certain state grant aid (LEAP/SLEAP), GEAR UP grants, and SSS grants to students.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent(s) received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and food and housing charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds directly. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If a student earned more aid than was disbursed to them, the school would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days, and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. Federal Direct Parent (Plus) Loan
5. Federal Pell Grant
6. Federal Supplemental Opportunity Grant
7. Other Title IV Assistance

There are some Title IV funds that you were scheduled to receive that you cannot *earn* once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not earn any Federal Direct loan funds that you would have received had you remained enrolled past the 30<sup>th</sup> day.

Title IV Future Professionals reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If you receive (or your school or parents receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an *overpayment*. The amount of a grant overpayment that you must repay is half of the received amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school financial aid office can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, information is also available at <https://studentaid.gov/>

NOTE: If the initial amount of the overpayment owed by the student is \$25.00 or less, the student repayment requirement is forgiven

### **Student Loan Information Published by the U.S. Department of Education**

Omega Institute of Cosmetology will provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. The publication includes information about rights and responsibilities of students and schools under the Title IV, HEA loan programs.

### **National Student Loan Data System (NSLDS)**

If Omega Institute of Cosmetology enters into an agreement with a potential student, student, or parent of a student regarding a Title IV, HEA Loan the school will inform the student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

### **How and when will financial aid be disbursed**

Financial Aid and Title IV funds will be disbursed at 0, 450, 900, and 1200 hours for Cosmetology, 0 and 375 hours for Esthetics and 0 and 300 hours for Manicure and Teacher Training. Students must meet these clock hour requirements in order to be eligible for Title IV funding disbursement. Each student will be evaluated on an individual basis to determine eligibility based on total cumulative hours and weeks in each payment period.

### **The terms and conditions of any employment that is part of the financial aid package**

Omega Institute of Cosmetology does not employ any students who are currently receiving financial aid and are attending the school programs.

### **The formula for determining the amount of loans is:**

(Cost of Attendance) – Minus (EFC) – Minus (estimated financial assistance) = (Need for subsidized direct loan)

\*An unsubsidized loan can replace the EFC.

### **Professional Judgement**

Students may pursue an adjustment based on special or unusual circumstances. See the financial aid office/administrator for more information.

### **Adverse Credit History of Borrowers of Plus (Loan)**

The parent may not have adverse credit to borrow a PLUS. This is defined in the regulations as the applicant being 90 days or more delinquent on a debt or having been subject in the last five years to a default determination, bankruptcy discharge, foreclosure, repossession, tax lien, wage garnishment or write off of an FSA debt. The absence of any credit history is not considered adverse credit. Lenders may establish more restrictive credit standards for determining adverse credit.

If the parent borrower has an adverse credit history the applicant has the option of receiving a PLUS using a creditworthy endorser. If an endorser is used a separate Endorser Addendum is required for each PLUS loan. If an endorser is involved a new MPN must be used. The endorser is only liable for the specific loan or loans he/she has agreed to endorse.

### **School Certifies/Originates the Loan**

The school's primary responsibilities in the loan application process are to ensure the completeness and accuracy of the MPN based on information it has available.

**For all Federal Direct Loans programs applications, the school must:**

Confirm that the student and parent meet the definition of eligible borrower. This would include the student's grade level, loan period and the amounts of the disbursements as well as the student's enrollment status and anticipated completion/graduation date. The school must confirm the student's dependency status for PLUS. Check on NSLDS to check the student's financial aid history, including loan limits. It must document the student's COA, EFC and estimated Financial Aid in the student's file. It must be available to the lender, guarantor, or the Department.

Determine the student's enrollment status and SAP

Review NSLDS information on ISIR to ensure that the student ( or both the student and parent in the case of PLUS loan) is not in default on any FSA loan and does not owe a refund on any FSA grant or scholarship and will not exceed the annual or aggregate loan limits applicable to borrowers.

Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

**For Federal Direct Loan, the school must also:**

Determine the student's Pell grant eligibility (for a federal sub loan the need analysis must use official EFC calculated by the Department to determine the student's financial need), and if eligible include the grant in the student's aid package.

For a federal unsubsidized loan, first determine the student's eligibility for a federal direct loan

Prorate Federal Direct loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length

Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Federal Direct loans.

\*A separate PLUS MPN is required for each dependent student or if both parents want to borrow individually on behalf of the student.

**Additional Federal Unsub Direct Loans**

Dependent students whose parents are unable to borrow PLUS loans due to adverse credit or other exceptional circumstances may receive additional unsubsidized amounts at the same level as independent undergrad students. The amounts are limited.

**Guidelines for determining student's eligibility**

- Parent's unwillingness to borrow a PLUS does not make the dependent student eligible
- The aid administrator's belief that a parent should not borrow a PLUS does not make the student eligible
- Only one parent must apply for a PLUS and be denied based on adverse credit history. However, if both parents apply independently and one is approved and one denied, the student is not eligible for increased loan amounts.
- The parents denied of PLUS based on adverse credit in one year does not support the dependent's eligibility in subsequent years.
- The dependent student may become eligible at any time during an academic year if the parent has been approved and later denied.

The dependent student may be eligible for increased unsubsidized loan amounts if you determine and document that other exceptional circumstances exist that will prevent a student from borrowing:

- The parent is incarcerated and therefore ineligible
- Parent's whereabouts are unknown
- Parents income limited to Public Assistance or disability and you have evidence that the lender that makes loans to students and parents at the school has denied a PLUS loan or will not make a PLUS loan to a parent under its lending policy due to the parent's existing debt burden, income to debt ratio, likely inability to repay or other credit standards.

**Scheduling Disbursements**

Disbursements will be established with the lender. This is the date that the funds are disbursed to the student. In keeping with the three-day turnaround time for payment of FSA funds to the students. For Federal Direct Loans the school may request that Federal Direct funds be provided on the thirty first day of classes for the first payment period for a first year, first time Federal Direct Loan borrower

**Entrance Counseling**

Prior to the first disbursement, Omega Institute of Cosmetology will provide a first-time borrower of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. Entrance counseling ensures you understand the terms and conditions of your loan and your rights and responsibilities. You'll learn what a loan is, how interest works, your options for repayment, and how to avoid delinquency and default. Further information can be found at: <https://studentaid.gov/entrance-counseling/>

**Exit Counseling**

All students who are graduating or withdrawing from school must receive exit counseling.



The school will ensure that students receive exit counseling before they leave school. Counseling may be provided in person (individually or in groups) or using audiovisual materials. As with entrance counseling, exit counseling is offered on the Web by guarantors and lenders. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating or ceasing at least half-time enrollment. Financial Aid Staff at the Omega Institute of Cosmetology are reasonably available to answer questions from student borrowers. One of the borrowers' obligations is to participate in an exit counseling session.

Some of the same material presented at the entrance counseling session will again be presented during exit counseling. The emphasis shifts to more specific information about loan repayment and debt-management strategies.

Further information can be found at: <https://studentaid.gov/exit-counseling/>

#### **The terms and conditions under which students receiving federal education loans may obtain deferments**

Further information can be found at: <https://studentaid.gov/manage-loans/forgiveness-cancellation>

The student will be informed of the Availability of Loan Information on NSLDS and the availability of the FSA Ombudsman's Office. The borrower's loan history can be reviewed on NSLDS (FAFSA ID AND PASSWORD required for access). Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by lenders and guarantors and may not be as current as the latest information from the loan holder.

The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Normally the bank and/or guarantor can help with any problem.

Review the Student's Rights and Responsibilities: The student received this with the MPN at the beginning of the loan process and it should be reviewed again at the exit interview.

The importance of keeping loan records will be reinforced with the student. The borrower should keep the loan repayment schedule provided by the lender when repayment begins as well as records of loan payments—including cancelled checks, money order receipts. The student should keep copies of any requests for deferment or forbearance, or any other correspondence with the loan holder.

The School will collect and update personal and contact information: During exit counseling, the aid office will obtain the borrower's expected permanent address after leaving school, the address of the borrower's next of kin, and the name and address of the borrower's expected employer (if known). A school will correct its records to reflect any changes in the borrower's name, address, Social Security Number, or references and will obtain the borrower's current driver's license number and state of issue. Within 60 days after the exit interview, the financial aid office will provide this information to the loan vendor.

The student will also be provided with the current name and address of the borrower's lender (or Federal Vendor), based on the latest information. An explanation will be given of how to complete deferment forms and how to prepare correspondence to the lender or vendor will also be included. Emphasis will be made that the borrower should always keep copies of all correspondence from and to them about their loans. It will be stressed that a borrower must make payments on their loans even if the borrower does not receive a payment booklet or a billing notice.

If the student borrower drops out without notifying the school, we will confirm that the student has either completed online counseling or exit counseling material will be mailed to the borrower at their last known address. The material must be mailed within 30 days of learning that a borrower has withdrawn or failed to participate in an exit counseling session. When we mail these exit materials, we are not required to use certified mail with a return receipt requested, but we must document in the student's file that the materials were sent. If the student fails to return the Exit Counseling material including the contact information, we are not required to take any further action.

**Grace Period:** Once the student withdraws, leaves school or graduates on the subsidized loans there is a grace period of six months. During this time no interest accrues on the subsidized loan. On an unsubsidized loan the interest is paid during the loan period, but the principal is not paid until after the grace period. The borrower has a choice of paying the interest or having it capitalized – adding the accrued interest to the original loan principal. PLUS, loan repayment begins sixty days after the second disbursement and interest begins at that point.

For more information on loan repayment can be found here: <https://studentaid.gov/manage-loans/repayment/plans>

**The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal aid (See Satisfactory Academic Progress Policy)**

#### **Determination of Progress**

Students who meet the minimum requirements for attendance (quantitative) and academic performance (qualitative) are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Omega Institute of Cosmetology students receive Satisfactory Academic Progress (SAP) Report indicating whether or not they have achieved SAP at the end of each evaluation period.

### **Reinstatement of Financial Aid**

Title IV aid will be reinstated to students who

- have prevailed upon appeal regarding the status of Satisfactory Academic Progress or
- who have reestablished Satisfactory Academic Progress.

### **Credit Balance Policy & Procedure**

A credit balance occurs whenever the amount of funding applied to a student's account exceeds the student's charges in a payment period.

A Title IV credit balance occurs when the total amount of Title IV funding (Direct Subsidized and Unsubsidized Loans, Plus Loans, Perkins Loans, Pell and SEOG Grants) applied to a student's account exceeds tuition, fees, food and housing in a given payment period. The school will refund a Title IV Credit Balance to the student within 14 calendar days from the date the Title IV credit balance occurred on the student's account.

Federal regulations require Omega Institute of Cosmetology to obtain written authorization from students (and parents in the case of Parent PLUS loans) to retain Title IV funding for future charges or to utilize funds for allowable\* charges other than tuition, fees, food and housing. Omega Institute of Cosmetology has expanded this to require authorization to retain any source of funding on the student's account for future charges. This is accomplished through the application of the Authorization to Hold a Federal Student Aid Credit Balance Form.

\*Allowable charges = books, supplies, and other educationally related goods and services provided by the institution

If the student/parent completes the Authorization to Hold a Federal Student Aid Credit Balance Form, it will remain in effect for each subsequent payment period unless the student cancels it. However, in no case will Omega Institute of Cosmetology hold a FSA Credit Balance of loan funds beyond the end of a loan period, nor an FSA Credit Balance of the funds beyond the end of the last payment period in the award year for which the funds were awarded.

The Authorization to Hold a Federal Student Aid Credit Balance Form may be cancelled at any time by providing a written request to the following address:

Omega Institute of Cosmetology- Financial Aid Office  
Attn: Director of Financial Aid  
229 B South Hollywood Road  
Houma, LA 70360

If the Authorization to Hold a Federal Student Aid Credit Balance Form is cancelled by the student and/or parent, the Title IV credit balance will be paid to the student as soon as possible, but within 14 calendar days of the cancellation.

### **Credit Balance Reconciliation**

Title IV Credit Balance is reconciled within 14 calendar days of the creation of the credit through one of the following:

- Holding funding until end of academic year if an authorization has been received
- If we do not have prior authorization to hold, we will pay by check.
- If a non-Title IV credit balance exists, reconciliation will be completed based on the last method of payment received
- which created the credit within 14 days.

### **Type of Payment and reimbursement**

- Credit Card: payments by credit card, that card will be reimbursed.
- Cash or ACH: payment by cash or a cashier's check will be reimbursed by check.
- Check: payment by check will be reimbursed by check.
- (Not Applicable at this time) If Authorization on file, non-credit card payments will be paid through EFT. If EFT information has changed, a new authorization is required immediately to prevent delays in processing

**Who is reimbursed-** depending on the loan, scholarship, or grant the reimbursement will vary accordingly

- Non-Title IV, non-institutional grants, and scholarships: based on guidelines from source. May go to student or be returned to source.



- (Not applicable at this time) Military: The award/benefit will be reviewed for accuracy prior to paying to student. Example When the Veterans Administration (VA) benefit was received by the school a credit was created of \$660.00. In this case the benefit certification is reviewed prior to resolving the credit.

### **Student Statement Regarding Credit Balance**

The Student Statement Regarding Credit on Student Accounts Form\* provides the opportunity for a student to delegate credit balance funding to three areas:

- Financial aid funds to pay all outstanding non-institutional charges.
- Financial aid funds to pay prior year charges - not to exceed \$200.00.
- Any credit on account to be held for future charges within the same academic year.

\*A student has the option to change their mind each time the funds are disbursed and may request the credit balance either given to them or return to DOE to reduce their loan amount.

It should be noted that if this form is filled out improperly or is NOT signed, it is not valid. If a balance exists, the student is liable for all charges not covered by financial aid. A hold may be placed on the student's accounts for any unpaid balance. An outstanding balance may prevent the ability to receive grade information, request transcripts or graduate from the program.

### **Withdrawal Policy**

#### **Official Withdrawals**

The withdrawal process officially begins upon the request of the Withdrawal Form. Students will be advised as to their responsibilities and the form will be forwarded to the Financial Aid office for processing.

#### **Unofficial Withdrawals/Drop**

A Student who misses 14 consecutive days, unexcused constitutes an "unofficial withdrawal" or a drop". Unofficial withdrawals are calculated, for return of funds, using the student's last date of class attendance, verified by either the instructor's or the school's attendance records.

**The effective date of the termination for refund purposes will be the earliest of the following:**

1. The last day of attendance from school's attendance records, or
2. Date student began the withdrawal process, or
3. Date student provided official notification of intent to withdraw in writing, or
4. Date student did not return at the expiration of an approved leave of absence.
5. Date of withdrawal as determined by the school:
  - a) Student is expelled,
  - b) Student not making satisfactory progress (attendance or academic)

**Refunds will be totally consummated within 30 days after the effective date of termination. Upon a student's withdrawal, two calculations are formed:**

1. The Return of Title IV funds (To determine amounts earned from the Federal programs) and
2. Institutional Refund Policy: See School Catalog for the institutional refund policy.

## **STANDARDS OF CONDUCT**

Students are dismissed if their conduct is inappropriate, if they do not meet academic standards, or if they do not follow instructions. The school reserves the privilege of suspending or discontinuing for failure to make payments when due, ineptitude, misconduct, poor attendance, failing grades in practical/ theory work, infraction of rules, disobedience, or such reason as administration may deem sufficient cause for suspension or dismissal. A copy of the rules and regulations located in this catalog are given to each student and explained during the new student orientation.

A disrespectful attitude toward your instructors, uncomplimentary remarks, or refusal to do the work assigned to you by your instructors may result in your dismissal.

Any person who violates school policies inside or outside of the school, uses Profanity, malicious slanderous comments, boisterous, vulgar, obscene or disruptive behavior, rudeness, loitering, defacing or destroying school property, theft, consumption of alcohol or drugs prior to, during, or while on school property, threatening to or using physical violence or any other conduct deem to be unprofessional will be suspended or terminated.

Students are prohibited from soliciting products, merchandise, or services on school property. Students are not allowed to socialize with staff members.

While the administration does not regularly monitor social media sites, receipt of a report indicating behavior that is documented or occurring online will be reasonably investigated.

Students, staff, and clients are easily distracted by noise during the day. While attending school students are expected to keep the noise level down. There is a no tolerance for this behavior.

*Temper tantrums* must be controlled by the student themselves or the student training will be interrupted with possible suspension. If problems persist students may be terminated.

*Gossiping* is very unprofessional and not tolerated. If a student is persistent about gossiping and is found disrupting the school or has threatened a student, staff member, or client, the student will be sent home, suspended, or terminated. We ask those of you who do not want to be in violation of this please remove yourself from the situation.

Omega Institute of Cosmetology prohibits knowingly making false statements or knowingly submitting false information during grievance procedures.

## **TESTS AND GRADING POLICY**

For all programs: Refer to Satisfactory Academic Progress Policy

## **MAKEUP WORK**

Lesson assignments, practical or theory, which were missed during any period of absence must be made up by the student. Make-up work will not be permitted during regular class hours. There will be designated time by staff to allow for make-up work and tests. A record of make-up work is maintained for each student who is required to perform this type of work. The student is responsible for meeting with the appropriate instructor or a "0" will be posted 3 days of returning to school. *For more information, see graduation requirements.*

## **STUDENT ADVISING**

Each student is counseled at mid points of the program when the Progress Reports are reviewed. Should the student fail to achieve the minimum satisfactory academic progress or fail to meet other fundamental standards of the school (attendance, attitude, cooperation, etc.), the student is individually and privately advised. When a student is privately advised concerning academic progress, attendance, or any other school related problem, a record of the session shall be made and kept on file. A list of support services is available in the administrator's office. Students who need more help than school instructors can provide are referred to the list of support services.

## **ATTENDANCE**

Records are maintained to show the attendance of a student. The school software record report indicates the student's presence, or absence of a day. The instructors also use a roll call roster to monitor the students' daily attendance along with a sign-in and sign-out sheet for lunch. These records are made readily available to anyone authorized to inspect such records.

**Omega Institute of Cosmetology considers all absence time to be unexcused.**

A student who is absent for 14 consecutive calendar days constitutes an "Unofficial Withdrawal" or "Drop".

Exception will be made if a student had contact with a school official and can show proof of hospitalization, immediate family obituary, court orders and/or other emergency during his/her absence prior to the fourteenth day of absences. For the purposes of Unofficial Withdrawals, student's attendance is monitored weekly.

A student to project a poor attitude or show little or no effort to attend school daily will be counseled as to consequences of these absences and may be put on probation, suspension or terminated from school before the minimum satisfactory progress policy. Any action to be taken would be determined by the school administration.

Due to the intensity and the scheduling in each program formatted to go along with hours of each phase, absence from class work, theory, reviews of chapters, practical credits, technical explanation and demonstration from instructors and invited educators could result in difficulty in maintaining satisfactory progress in the program. **All missed work must be made up. (see make-up work)**

## **CALL-IN PROCEDURE**

If a student is tardy or absent, they should call in by 8:30 am to speak to the office.

## **TARDINESS**

All students must be in the building and clocked in by 8:30 AM. Students should enter class quietly. Tardiness will be addressed by the administration.

**Grace Period (8:30 a.m. - 8:35 a.m.)**

*Refer to Omega Passes.*

**Arriving After 8:35 a.m.**

No student will be allowed to clock in after 8:35 a.m. Tuesday – Friday unless under extreme circumstances or has a written doctor's excuse but no later than 12:00 p.m. School closure for local and school holidays and intervals between school sessions will not be recorded as absences.

## **EARLY DEPARTURE**

A student who leaves before 4:30p.m., must clock out and sign the attendance book. *For **Friday early departures**, refer to student passes on how leaving early will affect you.*

## **OMEGA PASSES**

On the first day of classes **Cosmetology Students** receive:

**(4) Red Passes (2) Green Passes (0) Gold Passes**

On the first day of classes **Esthetics, Manicuring, and Teacher Training Students** receive:

**(2) Red Passes (1) Green Pass (0) Gold Passes**

**Red or Gold Pass**

*Grace Period (8:30 a.m. - 8:35 a.m.):*

Students arriving after 8:30 a.m. but before 8:35 a.m. can use a **Red** or **Gold** pass to clock in, Tuesday thru Friday.

*Non-Completion of Practical Work:*

Friday begins the week for practical classroom work. Students who do not complete practical classroom work by the following Thursday will not be allowed to attend school on Friday, with the exception of a **Red** or **Gold** pass.

Upon returning incomplete/missed work must be completed first.

**Green Pass**

*Friday Absent/Early Departure:*

The student who is **absent** or **early departs** on a **Friday** may use a **Green** pass to clock in on Tuesday or the date of return to school. If the student does not have an available green pass, the student will return to school on the following Wednesday.

The decision of when to use the green pass is not the student's option. The green pass is pulled on the Friday and signed on the day of return. If Tuesday falls during a closure, you will be notified of your date of return. The day before any closure acts as a "Friday".

Green passes apply.

**Gold Pass**

A **Gold** pass saves a student half off one service cost (refer to student services). A student can also use a **Gold** pass for Grace Period (see above). Students can **earn a Gold pass** by going above and beyond what is expected of them.

## VISITORS

Visitors are to sign in at the front desk. The front-parking lot is reserved for visitors and clients. Your friends and family are welcome in our school for clinical services. However, students cannot leave classrooms or clinic floor for personal reasons. They are not permitted to sit, eat, or visit you in the student break room and outside break areas. Students with children are not permitted to bring them to the school.

## STUDENT PARKING

Omega Institute of Cosmetology provides free parking for all students. The back-parking lot is reserved for the students and staff ONLY. Omega Institute of Cosmetology is not responsible for any damage or theft.

When arriving at school:

- **TURN OFF**
  - phones
  - radios
- **ROLL DOWN** window for the safety of other students and staff.
- When exiting your vehicle, **LOCK** your doors and **CLOSE** your trunk.

Common rules of courtesy when utilizing the parking lot:

1. Please park so you occupy only 1 space.
  - a. We do park close. Space is Limited.
2. Please be careful as to not damage other vehicles or buildings.
3. Do not empty your car trash in the parking lot.
4. Do not speed in the parking areas.
  - a. **The speed limit when entering and leaving the school property is under 5 miles per hour.**
  - b. **You will be reprimanded for this violation**
5. Please do not return to your vehicle without permission while clocked in.
6. Do not wait in the line for parking on the main highway, park in the front of the building until the line goes down.

## CELL PHONES, SMART WATCHES, ELECTRONICS, ETC.

Omega Institute of Cosmetology's phones are limited to business calls only.

Any student with a cell phone or smart watch on them during class time or on the clinic floor will be reprimanded.

Policies for cell phones, smart watches, electronics, etc.:

1. Students are not allowed to use cell phones, smart watches, electronic devices, or earphones/ earbuds.
2. Personal cell phones, smart watches, and electronics are to be on **SILENT MODE**.
3. Students must store phones in their bags, locker, or car.
4. Students may NOT keep their phone on their person (in pockets, pants, jacket, etc.).

However, **cell phones** may be used at the following times/places:

- Lunch (breakroom or outside)
- Scheduled Breaks (breakroom or outside)
- During lessons in which the instructor has authorized the use of cell phones for educational purposes. (classrooms)
  - Students are not allowed to post anything on social media recorded during class times without permission from their instructor.

FOR MORE INFORMATION ON WATCHES PLEASE SEE THE UNIFORM POLICY IN THIS CATALOG.

### Emergency Phone Calls:

**Your smartwatch/smartphone ringing or receiving a text message is not an excuse to leave class/stop servicing clients.** Emergency phone calls may be received through the school office. Please give Omega Institute of Cosmetology's phone number **(985-876-9334)** to any of your important entities (*child's school, child's daycare, doctors, etc.*). The student may not be called out of class or while servicing a client for a personal call, except for in case of an emergency.

## TIME CLOCK

Each student is required to clock in and out on the biometric "fingerprint" timeclock. You will be given credit for the hours and minutes shown on the fingerprint report only. If an error is made or you forget to clock in or clock out, school personnel are not responsible. Signing in and out for another student is prohibited and may result in both students' immediate termination. A 30-minute lunch will be automatically deducted from your daily schedule.

## BREAKS

Students are allowed two 15-minute breaks per day. **Breaks are a privilege not a requirement** therefore break times may be adjusted or denied at the discretion of Omega Institute of Cosmetology Staff.

## **LUNCH**

Students are allowed one 30-minute lunch period per day. The lead instructor will set your lunch schedule throughout your training. For the convenience of the student body, there are soft drink and snack vending machines on the premises.

Any exception to a scheduled lunch or break must be authorized by an instructor or staff member. Students may not wait for other students to go to lunch.

The “Lunch Form” is available for students to know what time they go to lunch.

Students must sign in and out from lunch on the “lunch form” provided. Students are not allowed to leave for lunch or breaks. Any student taking an unauthorized lunch or break will be considered tardy and addressed. (*See Tardy Policy*)

Food and beverages are not permitted on the clinic floor or in the classrooms. Meals/ snacks must be eaten in the student break room or outside in the break area. Students are responsible for the disposal of lunch wrappers, waste, etc. immediately after eating. Omega is not responsible for items left in break areas; items left on the premises are disposed of daily.

### ***Food Deliveries:***

Students are to **bring their own lunch**. **There are no food deliveries of any kind allowed!**

(This includes Parents/Friends, food delivery services, pizza deliveries, etc.)

## **SMOKING AND USE OF TOBACCO PRODUCTS**

Concern for indoor air quality is a trend taking place across the nation. Studies have revealed that nonsmokers who breathe second-hand smoke face similar health risks as smokers. As a result, a significant number of corporations and academic institutions now require a completely smoke-free environment. Omega has a vested interest in creating a healthful and productive atmosphere for its faculty, staff, and students. Providing a generally smoke-free environment is a step-in establishing activities that promote a long healthy life. Therefore, **the use of tobacco products and to include E-cigarettes, vaping, etc. is prohibited in and within 25 feet of school building. The only designated smoking area for students is the back of the building on the driveway side.**

Refer to: Terrebonne Parish Smoking Ordinance

[http://library.municode.com/HTML/10737/level3/PTIIPACO\\_CH2AD\\_ARTXISMPRPUPPL.html#TOPTITLE](http://library.municode.com/HTML/10737/level3/PTIIPACO_CH2AD_ARTXISMPRPUPPL.html#TOPTITLE)

## **LOCKERS**

Lockers are the property of Omega Institute of Cosmetology and will be assigned at orientation. Students may not use more than one locker and may not change lockers without authorization. Keep personal belongings, purses, books, and other equipment stored in your locker. **Lockers should be kept locked at all times.** Omega Institute of Cosmetology is not responsible for lost articles.

**Students must provide the office with combination number (no key locks) by orientation.** If not provided, the lock will be cut off and the student will be responsible for the purchase of another lock. Combination lock number will be kept confidential. Lockers must be kept clean. Food, beverages, wet towels may not be stored in student lockers. Nothing may be attached to the outside or on top of lockers.

If a student withdraws from the program, they will have **30 days** to remove their kit and all belongings from the school property before the items will no longer be held by the school.

### **Search of Student Lockers, Personal Possessions, and Students Person**

The courts have upheld the claim that student lockers are school property lent to the student for their convenience. A search of the property is not an “illegal” search under the 4th Amendment of the Constitution, but a reasonable exercise of the school’s power in the interest of health, welfare, and safety of all students. Therefore, students will have no reasonable expectation of privacy regarding their lockers. Inspection of the interior of lockers may be conducted by school officials for any reason, at any time, without notice, without consent, and without a search warrant. This policy was established to assist in providing a safe, healthful, productive educational environment for students, customers, and employees.

The institution is responsible for assuring that no locker contains contraband. Contraband is defined as any unauthorized item, possession of which is prohibited by school policy and/ or law. This includes but is not limited to weapons and “look-a-likes,” illegal substances (as defined in the drug free policy), materials belonging to the school, employees or student, and stolen property.

It will be a violation of this policy for students to use lockers for unauthorized purposes or to store contraband. It will be a violation for students to carry contraband on their person or in their personal possessions. Personal possessions include, but not limited to roll-about, purses, backpacks, book bags, packages, lunches, and clothing. A search of personal possessions of a student and / or a student’s person will be reasonable in its scope, and intrusiveness. School officials may search a student’s locker and cease any materials deemed to be in violation of policy or illegal as defined by law. Such materials may be used as evidence against the student in disciplinary or criminal proceedings. When a student’s locker is being searched, the student will be notified, and given the opportunity to be present. As soon as practical after the search of a student’s locker or personal possessions, a school official will provide notice of the search results including an inventory of seized items.

A student found to have violated this policy and / or the directives and guidelines implementing it will be subject to discipline in accordance with school policy, which may include suspension or expulsion, and the student may, when appropriate, may be referred to legal officials.

A student wishing to appeal to any action as a result to the search and seizure may do so according to the Internal Grievance Policy located outside admission office.

### **GRADUATION/BIRTHDAY PARTIES**

The school has the option to have a scheduled party sponsored by the staff to celebrate graduations and birthdays. The school wishes to honor the students who have worked hard to graduate. All refreshments are provided by the school. No additional refreshments are to be brought into the school from outside sources. This means that this is the only party the graduates will have. However, on the day of graduation, students may invite their immediate family to come for the presentation of the diploma. Students may receive gifts, presents, and flowers at the school on this special day.

**\*AT THIS TIME, GIFT DELIVERIES OF ANY KIND ARE NOT ALLOWED. \***

### **STUDENT SERVICES**

Students are required to perform and exchange some services during classroom training.

A student service is a **PRIVILEGE**. Any student service balance must be paid before receiving services. A student is charged full price for services unless, a Gold pass is earned. (*Refer to Omega passes*)

Classroom practical work, classroom theory work, Respect, Conduct, and Attendance are some of the things that are taken into consideration when approving a student service to be scheduled.

Student services are scheduled by the Instructor Tuesday – Thursday. Student services on Friday are at the discretion of the Instructor.

Any student receiving and/or performing personal student services without the approval of an instructor/staff will be subject to disciplinary action. Client services take priority of student services and may result in student appointments being rescheduled. Students under 18 years of age and unmarried must have written permission from the parent/guardian to receive chemical services.

### **DAILY DUTIES – CLEAN, SANITIZE, & DISINFECTION**

Each student will participate in sanitation assignments during each day.

Student stations must be cleaned after each use. This includes cleaning the mirror, countertop, chair, chair base, facial bed, equipment, sweeping the floor, cleaning any product spillage in the surrounding area, returning items used back to designated areas. The student is responsible for cleaning personal equipment after each use.

Student training consists of following the rules of sanitation and sterilization as set forth by the La. State Board of Cosmetology. (*Refer to Title 46 Professional & Occupational Standards – GOLD BOOK*)

### **CLASSROOM SCHEDULE/ RULES**

**Class Schedule** is located on the bulletin board outside of the admissions office.

Also, the student will find information located on various bulletin boards about in-house education classes, upcoming shows in the area, job openings and any new changes to Omega Institute of Cosmetology. Students are required to view the board regularly for changes that may affect their training.

The following are rules of the classrooms:

- Once clocked in, gather your items and report to class immediately for roll call.
- Students may not leave class for any reason without permission from the instructor.
- Student should arrive to class with all books and supplies.
- It is the responsibility of the student to have all equipment needed to perform classroom daily work and services in the classroom/clinic area.
- Personal property is not permitted in classroom and must be kept in locker.
- The clinic floor is considered a classroom and all classroom policies apply.
- Inside the students designated classroom, mannequins will be checked in daily.

## **CLIENT (CLINIC) SERVICES- CLINICAL QUOTA**

Each student has clinical quotas that must be completed in order to graduate. (*see Graduation Requirements*)

Client Services are performed by the assigned student and supervised by the licensed instructor. Unprofessional behavior and refusing a client are unacceptable and students will be dismissed for the remainder of the day.

Students may not assist or advise another fellow student while on the clinic floor unless permission from the instructor is given. Client services must be approved by the instructor before the client departs. Visiting with fellow students, loitering on the clinic floor, or going behind the reception desk unless authorized by a staff member is strictly prohibited.

Students are not to use school supplies for personal services unless permission is given, and a fee charged and paid.

## **STUDENT KIT**

Student kits, manikins and books must be taken home daily and brought back to school the next day.

The amount of towels on your kit list are part of your kit and must be clean and on in-house daily. Omega is not responsible for the washing of your towels. Take them home and wash them **DAILY!!!!** Dismissal for the day could result from not maintaining towels.

## **LOANING/BORROWING, FORGETTING DAILY SUPPLIES, & KIT CHECKS**

Students are encouraged **not to borrow or loan** kit/theory supplies or equipment to other students during their training. If other students forget their mandated kit/theory supplies or implements, that is their problem, not yours. They had the same opportunity to prepare as you did. Again, being organized and prepared is part of following directions. Being nice is commendable, but this is the time to look out for you.

- Students forgetting their mandated Kit /Theory supplies or implements may be sent home.
- Kit supplies should be in good working condition, as well as clean and sanitary.
- It is required that all missing or damaged parts of the kit be replaced by the next school day.
- Kit Checks are held throughout training. An inventory List of missing kit items will be given to you and must be retrieved by the due date given. Student will not be permitted to clock-in until all items are retrieved.

**School Supplies** – Supplies belonging to the school are not to be taken off premises at any time for any reason. Anything taken is considered stealing and subject to dismissal.

## **FIRST AID POLICY**

A safe environment is of the utmost importance, but in case of an accident, first aid kits are located in the admission office and front desk. The student is asked to contact an instructor immediately if there is an accident requiring medical attention.

## **EMERGENCY EVACUATION PROCEDURE**

Announced and unannounced evacuation drills are performed periodically. View posted evacuation procedure throughout the building. For more information, please see our Safety and Security Handbook:

[SAFETY+AND+SECURITY+HANDBOOK+\(ANNUAL+SECURITY+REPORT\)+09-25-2024-96e2ccb2.pdf](#)

## **RELEASE OF INFORMATION POLICY**

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 the school follows policies that:

1. Will not allow publication of “directory information” about students and will not be available to any third parties or his/her parents or guardian, unless the student authorized the school in writing, for each third-party request.
2. Granted exception to this rule will be to selected agencies, i.e., accrediting, governmental, or other agencies so authorized by law.

## **PERSONAL FILE ACCESS POLICY**

All students and parents/guardians of dependent minor students are allowed access to all their records and school personnel will aid in explaining them.



## **GRADUATION REQUIREMENTS**

In order to graduate, the student must:

1. Complete the required number of clock hours as specified in the catalog and on the enrollment agreement.
2. Pass all written and practical examinations cumulatively with a minimum of a 70% average or higher.
3. Complete the required number of practical and clinical quotas.
4. Satisfy all financial obligations to the school.

A student will be considered a delinquent graduate until all financial obligations are met. A student will not receive a diploma or be cleared to take the Final Exam with the Louisiana State Board of Cosmetology until all financial obligations are met. *Refer to: Extra Instructional Charges (Overtime Charges)*

## **GRADUATION DIPLOMA**

Students are issued a diploma from Omega Institute of Cosmetology upon satisfactory completion of the graduation requirements. This diploma will be signed and dated by the school administration and will have the student's name and date of graduation affixed.

## **TRANSCRIPTS**

Final student's record will be issued to the student upon request, provided all money owed the school has been paid in accordance with the refund or graduation policy.

There is a \$25.00 fee for each request for a duplicate diploma or transcript.

## **LICENSURE REQUIREMENTS**

The following persons shall be eligible to take the written and practical examination after receiving a clearance from the institution and clearance from the board:

- The Cosmetology Licensure exam is comprised of two parts – theory and practical. The theory portion of the licensure exam may be taken upon completion of 1,000 clock hours and fulfilling certain requirements. The practical exam may be taken after a student completes 1400 clock hours or completes 1500 clock hours and has paid all tuition and fees.
- Esthetics students take the theory and practical portions of the licensure exam upon completion of all program requirements, have accumulated 750 clock hours and have paid all tuition and fees.
- Manicuring, and Teacher Training students take the theory and practical portions of the licensure exam upon completion of all program requirements, has accumulated 600 clock hours and has paid all tuition and fees.

To sign up for the licensure exams, students must turn into the admission office (1) \$85.00 postal money order prior to enrollment made out to the La State Board of Cosmetology and (1) \$88.00 fee is prior to enrollment for Online National Testing using a Visa/Master Card (Cosmetology 1000 clock hours/ Esthetics, Manicuring, Teacher Training completion of program). The admission office will mail the exam application to the State Board. The State Board will notify the school of the results of the exam. *The State Board of Cosmetology has a "no call" policy for students: students are not to call the state board to inquire about testing dates or test results. All correspondence should be done through the school.*

### **Student Notice from Louisiana State Board of Cosmetology**

Students will not be permitted to contact LSBC under any circumstances. Students are to contact their school for any information pertaining to testing (scores, test dates, cancellation or rescheduling, etc.). The school is then to contact the appropriate department at LSBC. This procedure is necessary due to the influx of arbitrary phone calls that come into the office, which interrupts the flow of production. Steps are being taken to penalize any student that chooses to ignore this call policy per LSBC. This student notice list is also available on the website at [www.lsbclouisiana.gov](http://www.lsbclouisiana.gov).

If a student fails any portion of the licensure exam, the student must fill out an application and pay \$25 for each portion of the test failed. Payment should be in the form of a postal money order made out to the LA State Board of Cosmetology. National retakes will require an \$88.00 fee due at the time of rescheduling Online National Testing using a Visa/Master Card. Students caught cheating will not be allowed to receive a license with LA State Board.



## **LEAVE OF ABSENCE POLICY**

Omega Institute of Cosmetology Leave of Absence (LOA) Policy requires all students who need a temporary interruption in training must follow the following steps to be considered eligible to request and receive a LOA.

The maximum amount of days together with any additional LOAs previously granted cannot exceed a total of 180 calendar days within a 12-month period. During any approved LOA, Omega Institute of Cosmetology will not assess the student any additional institutional charges as a result of the LOA.

1. All request for a LOA must be made in advance unless unforeseen circumstances prevent the student from doing so.
2. If the student's LOA is for an unforeseen reason the student must submit the completed LOA Request and Approval form as soon as physically possible. The institution will document its' decision to accept or deny the LOA Request due to the student's unforeseen circumstance. If approved, the start date of the approved LOA will be the first date the student was unable to attend school.
  - i. **Examples** of unforeseen circumstances: car accident, an emergency medical condition of a student or family member, death in the family.
3. All requests for a LOA must be in writing using the Omega Institute of Cosmetology Leave of Absence Request and Approval Form and must include the student's reason for the LOA. This form must be signed and dated by the student requesting the leave of absence and if applicable the parent/legal guardian of a dependent minor. The form must also be supported by proper documentation.
4. Omega Institute of Cosmetology will review the LOA request and will either approve or deny the LOA within 3 business days of receiving the written request. The LOA will only be considered approved once the school administration has reviewed the request and approved the LOA.
5. Omega Institute of Cosmetology will only approve LOA under the following conditions:
  1. Circumstances that would under normal conditions require the student to quit school because they would not be able to continue meeting the Omega Institute of Cosmetology Satisfactory Academy Policy
  2. Current circumstance, outside of the control of the student, requires the student to miss school for an extended period of time.
  3. For students that apply for a leave of absence under the requirement of **CFR 34 section 106.40 (5) (Title IX)** which requires the school to grant a leave of absence deemed medically necessary, or in the case of a student who does not otherwise qualify for leave under such a policy, a recipient shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefore as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began. For those students who are granted a leave of absence under this paragraph all other requirements of this policy apply except if the leave of absences is going to result in the maximum amount of days that the student will be gone exceeds 180 days in a 12-month period. If leave required by the student physician exceeds the 180 days, the student Title IV funding will be canceled, and the student will have to reapply when they return.
6. Omega Institute of Cosmetology reserves the right to set the **return date** from the LOA regardless of the student's request for a particular return date on the LOA Request and Approval form. Omega Institute of Cosmetology's policy on granting LOA is that all requests will cover the amount of time the institution believes the student will need for the temporary interruption in their training to resolve completely whatever reason the student requested the LOA for, ***but under no condition will a student who requested a leave of absence be able to return to Omega Institute of Cosmetology before the second new class scheduled class start date following the beginning of the approved LOA.***
  - i. If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Students who were in Satisfactory Academic Progress standing when they went on a leave of absence shall continue in that status. This is an addition to the need to maintain SAP during the regular evaluation period.
  - ii. Hours elapsed during a LOA will extend the student's enrollment agreement by the same number of calendar days taken in the LOA and will not be included in the student's cumulative percentage calculation.
  - iii. Upon returning from an approved LOA, a student will be given a period of time to make up missed tests during class time designated by staff.
7. If a student does not return to Omega Institute of Cosmetology at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.
8. The school administration will provide the student a signed copy either approving or denying the LOA, which if approved will have an expected date of return from the LOA.
9. A student granted a LOA is not considered to have withdrawn and no refund calculation is required at that time. The approved Leave of Absence Request and Approval Form will also act as an addendum to the enrollment agreement with Omega Institute of Cosmetology showing the adjustment to the scheduled class end date for the enrollment agreement and must be signed by **all** parties. The addendum will be attached to the student's enrollment agreement in the file.

**Student loan recipients** who fail to return from a LOA are advised that their withdrawal date will be calculated as of the student's last date of attendance; therefore, the loan grace period (for repayment purposes) will begin as of the student's last day of attendance. This will result in the expiration of all or part of the grace period and may require repayment to begin immediately. The school's refund policy and the terms therein are not impacted by the LOA policy.

**Taylor Opportunity Program for Students (TOPS) Requesting a Leave of Absence:** Current participants of TOPS in need of a Leave of Absence must also obtain approval from TOPS by completing and submitting a "Request for Exception Form". The "Request for Exception Form" can be found on LOSFA website.

-----END Leave of Absence Policy-----

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

The Satisfactory Academic Progress (SAP) 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.

Satisfactory Academic Progress in attendance (quantitative) and academic performance (qualitative) is applied consistently to all students enrolled at Omega Institute of Cosmetology, regardless of whether or not they participate in Title IV programs. All students enrolled in our programs are considered full time. The Satisfactory Academic Progress (SAP) Policy is provided to all students prior to enrollment.

To determine Satisfactory Academic Progress for students who are attending the listed program, the student will be evaluated for both attendance (quantitative) and academic performance (qualitative) on a cumulative basis when the student is scheduled to complete the clock hours listed below for that evaluation period. The student must also complete the weeks in the evaluation period to have completed a evaluation period.

For Title IV purposes, students must maintain Satisfactory Academic Progress to continue eligibility for funding.

All SAP Evaluations must be completed **within seven (7) school business days** following the established evaluation period. Students are notified of all SAP Evaluation results. Students may have access to SAP Evaluation results at any time by following the school's normal procedure: "Personal File Access" Policy.

### **SAP Evaluation Periods**

SAP Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of the SAP evaluations ensures that the student has ample opportunity to meet both quantitative (attendance) and qualitative (academic performance) requirements of at least one evaluation midpoint in the course. Evaluation periods are based upon **actual clocked hours** completed by the student. Students are evaluated for Satisfactory Academic Progress as follows:

<b><u>Cosmetology Program</u></b>	<b><u>Esthetics Program</u></b>	<b><u>Manicuring Program</u></b>	<b><u>Teacher Training</u></b>
450 <i>actual</i> clocked hours and 15 weeks	375 <i>actual</i> clocked hours and 13 weeks	300 <i>actual</i> clocked hours and 10 weeks	300 <i>actual</i> clocked hours and 10 weeks
900 <i>actual</i> clocked hours and 30 weeks			
1200 <i>actual</i> clocked hours and 40 weeks			

### **Academic Year Definition**

For Title IV purposes, the academic year for each program of Omega Institute of Cosmetology is 900 clock hours and 30 weeks.

The minimum time frame to complete each program is as follows:

Program (30 Hrs./ Week)	Minimum Time	Scheduled Clock Hours
Cosmetology	50 Weeks	1500 Clock Hours
Esthetics	25 Weeks	750 Clock Hours
Manicuring	20 Weeks	600 Clock Hours
Teacher Training	20 Weeks	600 Clock Hours

The minimum time frame for the cosmetology program is 1500-clock hours and the Esthetics program is 750-clock hours at Omega Institute of Cosmetology which is the same as the requirement by Louisiana State Board of Cosmetology (LSBC). The 600-clock hour manicure and teacher training programs exceed Louisiana State Board of Cosmetology (LSBC) requirements.

### **LSBC Requirements**

Cosmetology	1500 clock hours
Esthetics	750 clock hours
Manicuring	500 clock hours
Teacher Training	500 clock hours

### **Omega Institute of Cosmetology Requirements**

Cosmetology	1500 clock hours
Esthetics	750 clock hours
Manicuring	600 clock hours
Teacher Training	600 clock hours

## **QUANTITATIVE (ATTENDANCE)**

Students must attend a minimum of 70% of the cumulative scheduled hours to maintain Satisfactory Academic Progress and complete the course within the maximum time allowed. Students who exceed the maximum time frame allowed shall be terminated from the program. Students who are terminated can re-enroll in the program on a cash-pay basis by following the schools' normal procedure: "Termination" located under the "Admissions Requirements "Policy.

The maximum time frame is equal to 1.43 times the published length of the program.

The following is an example of maximum time frame for each program.

Program (30 Hr. Week)	Maximum Time	Scheduled Hours
Cosmetology	71.50 weeks	2145
Esthetics	35.75 weeks	1073
Manicuring	28.60 weeks	858
Teacher Training	28.60 weeks	858

The following is an example of the number of hours that a student must complete at the end of each evaluation period within the maximum weeks listed to be considered eligible to receive Title IV Aid payments.

Program	Minimum Hours	Maximum Weeks
Cosmetology	450	21.5
	900	43
	1200	57
Esthetics	375	18
Manicuring	300	14
Teacher Training	300	14

## QUALITATIVE (ACADEMIC PERFORMANCE)

The qualitative element used to determine academic performance 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 program 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 evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a cumulative theory and practical grade average of 70%. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following grading scale:

Grade	Average
A	90% -100%
B	80% - 89%
C	70% - 79%
D	69%- Below

## DETERMINATION OF PROGRESS

Students who meet the minimum requirements for attendance (quantitative) and academic performance (qualitative) are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Omega Institute of Cosmetology students receive Satisfactory Academic Progress (SAP) Report indicating whether or not they have achieved SAP at the end of each evaluation period.

Students deemed not maintaining SAP may have their Title IV funding interrupted, unless the student is on warning, or has prevail upon appeal resulting in a status of probation.

Students will be provided with one of the following notices if their Satisfactory Academic Progress evaluation has any impact on their Title IV eligibility

1. Financial Aid Warning letter
2. Letter canceling the student's Title IV eligibility
3. Financial Aid Probation Letter, if the student prevails upon appeal

## FINANCIAL AID WARNING

Students failing to meet requirements for attendance or academic progress at the end of any evaluation period will be placed on Financial Aid Warning until the end of the next evaluation period. During the Financial Warning period, students are considered to be making Satisfactory Academic Progress and students who receive federal funds may continue to be funded. If the student is meeting minimum requirements at the end of the Financial Aid Warning period, the student will be determined as making Satisfactory Academic Progress. If the student fails to meet requirements at the end of the Financial Aid Warning period, the student will be suspended from receiving Title IV funds, unless the student appeals the finding that they are not meeting the Satisfactory Academic Progress and prevails on the appeal. If the student prevails on appeal, the student will be placed on Financial Aid **Probation** and will be considered making Satisfactory Academic Progress until the end of the next evaluation period. A student cannot have successive periods in Financial Aid Warning status.

## APPEAL POLICY

If a student is determined NOT to be making Satisfactory Academic Progress at the end of the Financial Aid Warning period, the student may appeal the negative determination within 10 calendar days. The appeal may only be based on the following: The death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal notice to the school administration with supporting documentation including reasons why the determination should be reversed and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the next **SAP evaluation**.

The written appeal will be reviewed within 30 calendar days by the school administration and the student will be notified of the results in writing.

The results of the appeal review are final and not appealable. The appeal and result documents will be retained in the student's file.

Additionally, only students who have the ability to meet the SAP policy standards by the end of the evaluation period may be placed on probation.

Students placed on an academic plan must be able to meet the requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.

At the end of the probationary *period*, if the student is still not meeting Satisfactory Academic Progress requirements (both academic and attendance), or not following the approved academic plan, the student will be determined as not making Satisfactory Academic Progress and if applicable, the student will then receive a letter canceling the student's eligibility to receive Title IV funding and may continue as a cash-pay student.

If the student wishes to continue to receive Title IV funding, the student must submit a new appeal which will follow the same appeal procedure listed above.

A Student may appeal each time the institution determines that the student is no longer making Satisfactory Academic Progress and the results of that determination would mean the student would be no longer eligible for Title IV AID or being terminated from the institution. A copy of all evaluations including the appeal documents along with the appeal determination record will be maintained in the student's file.

### **RE-ESTABLISHMENT OF SAP STATUS**

A student determined NOT to be making Satisfactory Academic Progress may re-establish by:

1. Making up missed tests and assignments and increasing cumulative grade point average to 70% and
2. Increasing cumulative attendance to 70%

### **RE-ENTRY STUDENTS/INTERRUPTIONS**

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school from a **withdrawal or LOA**. The student will re-enter in the same progress status as when they left. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy.

Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the enrollment period and maximum time frame by at least the same number of days taken in the Leave of Absence. There will be no additional charges to a student for the time off when they are on an approved Leave of Absence.

Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director/ Administrator. Decisions by the School Director/ Administrator regarding re-enrollment are final.

### **STUDENT TRANSFER HOURS**

Omega Institute of Cosmetology does not accept students' hours acquired from another school.

### **REINSTATEMENT OF FINANCIAL AID**

Title IV aid will be reinstated to students who

- have prevailed upon appeal regarding the status of Satisfactory Academic Progress *or*
- whom have re-established Satisfactory Academic Progress.

### **PROGRAM INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES**

The school does not recognize course incompletes, repetitions, and non-credit remedial courses. As a result, these events will have no effect on the institution's Satisfactory Academic Progress

-----End SAP Policy-----

## REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
  - a. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
  - b. A student (or in case of a student under legal age, his/her parent of legal guardian) cancels his/her enrollment agreement and demands his/her money back in writing, within three (3) business days of signing an enrollment agreement. In this case all monies collected by the school shall be refunded to the student. This policy applies regardless of whether or not the student has actually started training.
  - c. A student who cancels his/her enrollment agreement after three (3) business days of signing the agreement but prior to entering classes is entitled to a refund of all monies paid to school less a non-refundable Registration fee of \$100.00 for all programs.
  - d. A student notifies the school of his/her official withdrawal in writing.
  - e. A student who **does not return from an approved leave of absence**, the scheduled date of return from the leave of absence then becomes the formal date of termination. However, the student on an approved leave of absence who gives notice that he/she will not return to the school, the withdrawal date will be the date of notice. The refund is then calculated by the last day of physical attendance.
  - f. A student is expelled by the school.
  - g. For **Official Cancellation or withdrawals, as defined in b, c, d, or e**, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator or owner in person.

### INSTITUTIONAL REFUND CHART

The following refund table distribution is used for all students due a refund. For students who enroll and begin classes but withdraw prior to program completion (after 3 business days of signing the enrollment agreement), the following schedule of tuition earned by the school applies.

All refunds are based on *scheduled* hours.

PERCENTAGE LENGTH SCHEDULED TO COMPLETE TO TOTAL LENGTH AND/OR PROGRAM, PER CONTRACT	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20%
5% TO 9.9%	30%
10% TO 14.9%	40%
15% TO 24.9%	45%
25% TO 49.9%	70%
50% AND OVER	100%

2. Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school.
3. Any monies due a student who unofficially withdraws from the school shall be refunded within 45 days of a determination by the school that the student has withdrawn without notifying the school. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from the school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
4. In case of illness or disabling accident, death in the student's immediate family, or other documented mitigating circumstances beyond the control of the student, the school makes a settlement, which is reasonable and fair to both.
5. In the event, a change in student status, having commenced training, student cancels his/her registration or is terminated by the school will incur a termination fee of \$100.00.
6. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.
7. If a **program is canceled** subsequent to student's enrollment, and before instruction in the course has begun, the school will provide a full refund of all monies paid.
8. If the **program is cancelled** and ceases to offer instruction **after the student has enrolled** and instruction has begun, the school shall either provide completion of the program or provide a full refund of all monies paid, at the school's option.
9. If the **school closes permanently** and ceases to offer instruction after students have enrolled and the instruction has begun, the school will provide a pro-rata refund of tuition to the student. The school does not participate in any teach-out plans with other institutions.
10. **Additional instruction** required beyond contracted graduation date after the subtraction of allowed absences (80 scheduled hours for Cosmetology, 40 scheduled hours for all other programs) shall be provided at an additional **cost of \$11.00 per hour.**

This Refund Policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. Books and selected supplies are not included in tuition and shall not be considered in refund computations. Textbooks and Kits will not be refunded. All fees are identified in the catalog and in the enrollment agreement.

-----End Refund Policy-----

## **OTHER IMPORTANT LINKS**

### **Safety and Security Handbook**

[SAFETY+AND+SECURITY+HANDBOOK+\(ANNUAL+SECURITY+REPORT\)+09-25-2024-96e2ccb2.pdf](#)

### **Net Price Calculator**

<https://www.omegainstitutes.com/blank-page>

### **Voter Registration Information**

[Voters\\_Registration\\_Policy.pdf \(cdn-website.com\)](#)

### **Voter Registration Application**

[LOUISIANA VOTER REGISTRATION APPLICATION.pdf \(cdn-website.com\)](#)

\*A paper copy of the Voter Registration Form may also be obtained from the Administrative Office of the institution.\*

### **Copyright Infringement**

[COPYRIGHT\\_INFRINGEMENTNET\\_POLICY.pdf \(cdn-website.com\)](#)

### **Teach-Out Plan**

[March 14, 2011 \(cdn-website.com\)](#)

### **Cost of Attendance (COA)**

[Cost\\_of\\_Attendance\\_2025.pdf \(cdn-website.com\)](#)

### **Student-Right-To-Know- Department of Education Required Disclosure**

[College Navigator - Omega Institute of Cosmetology \(ed.gov\)](#)

### **FERPA**

[FERPA\\_NOTICE.pdf \(cdn-website.com\)](#)