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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 polices 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.

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 Cosmetology Schools (AACS)

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.

Faculty/Personnel
Pricilla Marcel  Financial Aid Administrator/ Director/Instructor
Allyson LeBlanc  Accounting
Nicole Guitreau  Admissions/Registrar
Falon Hoggatt  Lead Instructor/ Substitute Instructor/Admissions
Kelly Breaux   Instructor/ Admissions
Shelby Chiasson  Instructor
Brooke Voisin  Instructor
Gina Royston  Instructor

School Location, Facility and 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 consist 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
This school does not discriminate in its employment, admission, instruction, graduation policies, or any other policies on the basis of sex, race, age, color, ethnic origin, religion, creed, financial status, or country or area of origin or residence. The school administrator is the individual designated to handle inquiries regarding non-discrimination policies and complaints of discrimination.

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. The Successful practice of the industry fields usually requires careful eye and hand coordination.

Such work requires some physical strength and stamina. Persons 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 the industry fields require continuous exposure to a wide variety of hair and skin treating chemicals. Persons 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

Employment Assistance

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.
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 high school graduates and holders of high school graduation equivalency certificate.

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 obligation 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.

Student will sign a new enrollment agreement. 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 or not 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
2. Have reached 17 years of age
   - 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.
   - 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. Upfront Cost
   - 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.

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/Dress Code

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.

Required Uniform
- All Black Scrub Top or Omega T-shirt
- Optional - White undershirt (short/long sleeve)
- All Black Scrub Pants
- All Black Socks
- All Black Leather Tennis Shoes
- Name Tag must be worn at all times

<table>
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<tr>
<th>Unacceptable Attire</th>
<th>No undershirts</th>
<th>No slippers, sandals, flip flops</th>
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</thead>
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<tr>
<td>No unclean, stained or torn clothing</td>
<td>No open toe shoes</td>
<td>No low waist pants</td>
</tr>
<tr>
<td>No leggings/ tights</td>
<td>No tank tops, halter tops, crop tops</td>
<td>No shirts with exposed midriff</td>
</tr>
<tr>
<td>No capri/cropped pants</td>
<td>No jogger suits/ athletic pants</td>
<td>No spaghetti strap tops</td>
</tr>
<tr>
<td>No tube tops</td>
<td>No jeans</td>
<td>No shorts</td>
</tr>
<tr>
<td>No jeans</td>
<td>No shorts</td>
<td>No jogger suits/ athletic pants</td>
</tr>
<tr>
<td>No shorts</td>
<td>No clothing which is made of see-through fabric</td>
<td>No jogger suits/ athletic pants</td>
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</tbody>
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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**
- Required Uniform
- 2” Three ring binder (1)
- Clear sheet protectors (100)
- Notebook (1)
- Lg. Box Waterproof Band-Aid (1)
- Multicolored Velcro straps (6)
- 12 PK. Crayons
- Glue Stick (1)
- Kleenex Box (1)
- Pencil, Ink Pen, Highlighters, Permanent Marker
- Gallon Ziploc Bags (1)
- Round 16oz Containers (4)
- Plastic Rectangle Shoe Box (2)
- Note Cards (200)
- 4 Magazines (with LOTS of faces)
- Combination Lock- no key lock (1)
- 1 Box Vinyl Gloves (100 pk)
- 1 Hand Sanitizer (8-16 oz)
- 1 Box Mask (50 pk)
- or personal mask
- 1 Face Shield

**Esthetics**
- Required Uniform
- 3” Three ring binder (1)
- Clear sheet protectors (100)
- Notebook (1)
- White Twin Flat Sheets (2)
- Kleenex Box (1)
- Glue Stick (1)
- Paper Towel Roll (1)
- White Garbage Bags (1 Box)
- Pencil, Ink Pen, Highlighters, Permanent Marker
- Gallon Ziploc Bags (1)
- Combination Lock- no key lock (1)
- Note Cards (300)
- 12 PK. Crayons
- 4 Magazines (with LOTS of faces)
- 1 Box Vinyl Gloves (100 pk)
- 1 Hand Sanitizer (8-16 oz)
- 1 Box Mask (50 pk)
- or personal mask
- 1 Face Shield

**Manicuring**
- Required Uniform
- 2” Three ring binder (1)
- Clear sheet protectors (100)
- Notebook (1)
- Lg. Box Waterproof Band-Aid (1)
- Combination Lock- no key lock (1)
- Multicolored Velcro straps (6)
- Kleenex Box (1)
- Pencil, Ink Pen, Highlighters, Permanent Marker
- Round 16oz Containers (4)
- Plastic Rectangle Shoe Box (2)
- Note Cards (200)
- 1 Box Vinyl Gloves (100 pk)
- 1 Hand Sanitizer (8-16 oz)
- 1 Box Mask (50 pk)
- or personal mask
- 1 Face Shield

**Teacher Training**
For state board testing purposes, you will be required to purchase items that are not included on this list.
- Required Uniform
- Wristwatch (1)
- 2” Three ring binder (1)
- Clear sheet protectors (100)
- Notebook (1)
- Pencil, Ink Pen, Highlighters, Permanent Marker
- Current Edition Milady Textbook (1)
- Combination Lock- no key lock (1)
- Note Cards (200)
- Omega Manikin (1)
- 1 Box Vinyl Gloves (100 pk)
- 1 Hand Sanitizer (8-16 oz)
- 1 Box Mask (50 pk)
- 1 Face Shield
- 1 Pair of Shears

Publication Date 07/01/2022
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 – student 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 thru 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:

2022
Mardi Gras 03/01/2022 – 03/02/2022
Spring Holiday 04/15/2022
Summer Break 05/31/2022 – 06/10/2022
Teacher Seminar CEU’s date tba
Thanksgiving 11/22/2022 – 11/25/2022
Winter Break 12/22/2022 – 12/30/2022

2023
Mardi Gras 02/21/2023 – 02/22/2023
Spring Holiday 04/07/2023 – 04/11/2023
Summer Break #1 06/01/2023 – 06/02/2023
Summer Break #2 07/04/2023 – 07/07/2023
Labor Day 09/05/2023
Thanksgiving 11/21/2023 – 11/24/2023
Winter Break 12/26/2023 – 01/03/2024

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

Revised 07/01/2022

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

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<th>Cosmetology:</th>
<th>1500 Clock Hours</th>
<th>50-Week Program</th>
<th>30 Hours per Week</th>
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<td>Tuition</td>
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<tr>
<td>Books &amp; Kit</td>
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<td>Registration Fee</td>
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<tr>
<td>Books &amp; Kit</td>
<td>$1,322.00</td>
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<td>Total</td>
<td>$10,922.00</td>
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<td>Registration Fee</td>
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<tr>
<td>Books &amp; Kit</td>
<td>$1,380.00</td>
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<td>$7,080.00</td>
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<th>Teacher Training:</th>
<th>600 Clock Hours</th>
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<td>Registration Fee</td>
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<tr>
<td>Books &amp; Kit</td>
<td>$430.00</td>
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<td>$6,730.00</td>
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State Board Examination and Licensing Fees:
- Registration Fee: $10.00 Postal Money Order (Go to Main Post Office)
- National Exam Fee: $83.00 Visa/MC (gift card from Walgreens, etc.)
- Practical Exam, State Exam, & License Fee: $75.00 Postal Money Order (Go to Main Post Office)

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 (5th) day student is delinquent on payment, and an additional late fee of $20.00 per day will be assessed beginning on the sixth (6th) day student is delinquent on payment, until payment is received, bringing the account current. If the first (1st) 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 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.

Publication Date 07/01/2022
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.

Instructional Method
Lectures, demonstration, 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 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 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:

<table>
<thead>
<tr>
<th>Grade</th>
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</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>D</td>
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</tr>
</tbody>
</table>

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  |
| Total 1500 Hours |

Publication Date 07/01/2022
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.

Instructional Method
Lectures, demonstration, 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 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 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:

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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

<table>
<thead>
<tr>
<th>Units of Instruction</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Practices</td>
<td>100</td>
</tr>
<tr>
<td>Science</td>
<td>250</td>
</tr>
<tr>
<td>Facial Treatments</td>
<td>250</td>
</tr>
<tr>
<td>Hair Removal</td>
<td>25</td>
</tr>
<tr>
<td>Makeup</td>
<td>100</td>
</tr>
<tr>
<td>Body Treatments</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>750</td>
</tr>
</tbody>
</table>
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.

Instructional Method
Lectures, demonstration, 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 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-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.

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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 & lactol 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 |

Total 600 Hours
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 the 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.

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-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:

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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

<table>
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<th>Hours</th>
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</thead>
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<tr>
<td>Science of teaching</td>
<td>175</td>
</tr>
<tr>
<td>Teacher assistance observation</td>
<td>150</td>
</tr>
<tr>
<td>Performance of demonstrations</td>
<td>25</td>
</tr>
<tr>
<td>Clinic supervised practice, teaching how to seek and obtain employment</td>
<td>250</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>
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 regulation 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 deemed 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 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 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 student 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.

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 administration.

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

Refer to student passes in the Rules & Regulations Handbook.

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 early departures 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.
Make-up 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.

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.

Tests and Grading Policy
For all programs: Refer to Satisfactory Academic Progress Policy

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 and Omega Institute of Cosmetology's catalog. Students who need more help than school instructors can provide are referred to the list of support services.

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/guardian 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 satisfactorily 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

It is a requirement of the Louisiana State Board of Cosmetology for anyone providing cosmetology, esthetics, manicuring or instructor training. Theory and Practical exams are taken in Baton Rouge, Louisiana.

- Cosmetology Licensure exam is comprised of two parts – theory and practical. The theory portion of the licensure exam will be taken upon completion of 1,000 clock hours and fulfilling certain requirements. The practical exam is taken after a student completes all 1,500 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, has accumulated 750 clock hours and has 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 in to the admission office (1) $75.00 postal money order prior to enrollment made out to the La State Board of Cosmetology and (1) $83.00 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.lsbc.louisiana.gov.

If a student fails any portion of the licensure exam, s/he 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 $83.00 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.
Visitors

Visitors are to sign in with 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 with 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, Etc.

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

Common rules of courtesy for cell phones, smart watches, etc.:

1. Personal cell phones are to be on SILENT MODE and stored in your locker while in the building.
2. Smart Watches are to be on SILENT MODE
3. Smart watches are to be removed during test/exams.
4. Smart watches are to be used for the sole purpose of TELLING TIME. If being used for any other purpose, you will be reprimanded.

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 use of cell phones for educational purposes. (classrooms)
  - Students are not allowed to post anything on social media recorded during class times without permission form their instructor.

A student in possession of a cell phone outside of the times/places listed above, will be issued a written warning. Second offenders will be placed on suspension.

**Emergency Phone Calls:**

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.). **Your smartwatch/smartphone ringing is not an excuse to leave class/stop servicing clients.** The student may not be called out of class or while servicing a client for a personal call, except for in the 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 student’s immediate termination. A 30-minute lunch will be automatically deducted from your daily schedule.
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 Time Sheet” is posted for students to know what time they go to lunch. It is posted in the following places:

• Break Room
• Classrooms

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 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 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.)

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.

Smoking and The 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 smoker. 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 generally a 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 building on the driveway side.

Refer to: Terrebonne Parish Smoking Ordinance http://library.municode.com/HTML/10737/level3/PTIIPACO_CH2AD_ARTXISMPRPUPL.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. The school is not responsible for lost articles.

Student must provide the office with combination number (no key locks) by orientation. If not provided, the lock will be cut off and 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 School 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 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 seize 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 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 to 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 complaint policy located outside admission office.
Graduation/ Birthday Parties

It is the policy of the school 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 graduate 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 appointment 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, and 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. 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)

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 student 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 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.

Cosmetology (24) and Esthetics/Manicuring (36) towels 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.

Loan/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.
Leaf 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 to 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.

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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Cosmetology Program</th>
<th>Esthetics Program</th>
<th>Manicuring Program</th>
<th>Teacher Training Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual clocked hours</td>
<td>450</td>
<td>375</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>900 actual clocked hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1200 actual clocked hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Academic Year Definition

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

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

<table>
<thead>
<tr>
<th>Program (30 Hrs. / Week)</th>
<th>Minimum Time</th>
<th>Scheduled Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>50 Weeks</td>
<td>1500 Clock Hours</td>
</tr>
<tr>
<td>Esthetics</td>
<td>25 Weeks</td>
<td>750 Clock Hours</td>
</tr>
<tr>
<td>Manicuring</td>
<td>20 Weeks</td>
<td>600 Clock Hours</td>
</tr>
<tr>
<td>Teacher Training</td>
<td>20 Weeks</td>
<td>600 Clock Hours</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>LSBC Requirements</th>
<th>Omega Institute of Cosmetology Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>1500 clock hours</td>
</tr>
<tr>
<td>Esthetics</td>
<td>750 clock hours</td>
</tr>
<tr>
<td>Manicuring</td>
<td>500 clock hours</td>
</tr>
<tr>
<td>Teacher Training</td>
<td>500 clock hours</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Program (30 Hr. Week)</th>
<th>Maximum Time</th>
<th>Scheduled Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>71.50 weeks</td>
<td>2145</td>
</tr>
<tr>
<td>Esthetics</td>
<td>35.75 weeks</td>
<td>1073</td>
</tr>
<tr>
<td>Manicuring</td>
<td>28.60 weeks</td>
<td>858</td>
</tr>
<tr>
<td>Teacher Training</td>
<td>28.60 weeks</td>
<td>858</td>
</tr>
</tbody>
</table>

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.
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 evaluation 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 grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
</tr>
<tr>
<td>D</td>
<td>69% - Below</td>
</tr>
</tbody>
</table>

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 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.

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 the same number of days 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 applications 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:
   - The applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
   - 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.
   - 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.
   - A student notifies the school of his/her official withdrawal in writing.
   - 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.
   - A student is expelled by the school.
   - 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.

<table>
<thead>
<tr>
<th>PERCENTAGE LENGTH SCHEDULED TO COMPLETE TO TOTAL LENGTH AND/or PROGRAM, PER CONTRACT</th>
<th>AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01% to 4.9%</td>
<td>20%</td>
</tr>
<tr>
<td>5% to 9.9%</td>
<td>30%</td>
</tr>
<tr>
<td>10% to 14.9%</td>
<td>40%</td>
</tr>
<tr>
<td>15% to 24.9%</td>
<td>45%</td>
</tr>
<tr>
<td>25% to 49.9%</td>
<td>70%</td>
</tr>
<tr>
<td>50% AND OVER</td>
<td>100%</td>
</tr>
</tbody>
</table>

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--------
Area Support Services

PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Police</td>
<td>985-876-2500</td>
</tr>
<tr>
<td>The Haven Women’s Shelter</td>
<td>1-888-411-1333 or 985-872-0757</td>
</tr>
<tr>
<td>Beautiful Beginnings</td>
<td>985-580-8105</td>
</tr>
<tr>
<td>Housing/Shelter Authority of Terrebonne</td>
<td>985-876-4755</td>
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<tr>
<td>Child Care – Office of Family Support</td>
<td>985-857-3620</td>
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<tr>
<td>Food Assistance</td>
<td>985-857-3620</td>
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<tr>
<td>Terrebonne Parish Health Unit</td>
<td>985-857-3601</td>
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<tr>
<td>Thibodaux Health Unit</td>
<td>985-447-0921</td>
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<tr>
<td>Mental Health</td>
<td>985-857-3615</td>
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<tr>
<td>Terrebonne Addictive Disorders</td>
<td>985-857-3612</td>
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<tr>
<td>Alcohol and Drug Abuse Council</td>
<td>985-879-2273</td>
</tr>
<tr>
<td>Drug Free Help</td>
<td>1-800-420-9064</td>
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ONLINE RESOURCES

<table>
<thead>
<tr>
<th>Resource</th>
<th>URL</th>
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<tr>
<td>Screening Test for Depression</td>
<td><a href="http://www.mde.nyu.edu/psych/screens/odst.html">http://www.mde.nyu.edu/psych/screens/odst.html</a></td>
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<tr>
<td>Anxiety Disorder</td>
<td><a href="http://www.adaa.org">http://www.adaa.org</a></td>
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Omega Institute of Cosmetology reserves the right to make changes in 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.