

OMEGA

Institute of Cosmetology

Federal Consumer Handbook

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 OmegaInstituteofCosmetology



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

Omega Institute of Cosmetology, can offer quality education at surprisingly affordable cost. However, many qualified students will need financial assistance in the form of Federal Aid in order to attend school. Omega Institute of Cosmetology , 229 B South Hollywood Road can offer extensive Federal Financial Aid to qualified students who deserve a post-secondary education but do not have adequate financial means to do so.

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Need-based and Non-need based State and Local Aid Programs, School Aid Programs, and other private aid program

Omega Institute of Cosmetology has state, local government, and private funding sources. The programs that students have access to are the following:

1. Taylor Opportunity Program for Students (TOPS)
2. Louisiana Rehabilitation Services

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

Students enrolling in Omega Institute of Cosmetology should make application for Federal Financial Aid using the Free Application for Federal Student Aid (FAFSA) on the web:

<http://www.fafsa.ed.gov/>

A student's financial aid package may include a Federal Pell Grant, Federal Supplemental Education Opportunity Grant, and Federal Direct Loan. You should use FAFSA4caster to learn more about the financial aid process and get an early estimate of your eligibility for federal student aid. You can access the FAFSA4caster at:

<https://studentaid.ed.gov/sa/fafsa/estimate>

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

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

Why should a student consider using the FAFSA4caster?

1. The Site will help students understanding Federal Student financial aid.
2. It will assist students in determining how they can apply for Federal student aid and who qualifies?
3. It allows students to get an early start on the financial aid process by learning the basics.

How the school distributes aid among students

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

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

The rights and responsibilities of a Student receiving Federal Student Aid

The student has the right to ask the school:

- The name of its accrediting and its licensing organizations.
- About its programs; its instructional, laboratory, its physical facilities, and its faculty.
- What the cost of attending is and the institutions policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available Omega Institute of Cosmetology, including information on all federal, state, local, private and institutional financial aid programs.

- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying.
- What is deferment of repayment or forbearance for certain defined periods. How do know if you qualify and how do you request deferment or forbearance.
- Provide written information on student's loan obligations and information on your rights and responsibilities as a borrower.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your title IV eligibility.
- What special facilities and services are available to student with disabilities and how to request a reasonable accommodation.

It is the student's responsibility to:

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

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

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

National Student Loan Data System (NSLDS)

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

How and when will financial aid be disbursed

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

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

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

The terms of, the schedule for, and the necessity of loan repayment and required loan exit counseling.

The formula for determining the amount of loans is:

$(\text{Cost of Attendance}) - \text{Minus (EFC)} - \text{Minus (estimated financial assistance)} = (\text{Need for subsidized direct loan})$

*An unsubsidized loan can replace the EFC.

Application for Loan

To receive a Federal Direct Loan, a student must complete a Free Application for Federal Student Aid and a Master Promissory Note. (MPN)

In the traditional paper process, the MPN might be completed at the school by the student and submitted to the lender or school. In other cases, the school certifies the loan based on the student's acceptance of the aid package, and the lender or the school's servicer sends the MPN to the student for signature. Regardless of how this is done, the Borrowers' Rights and Responsibilities Statement must be provided to the borrower with the MPN.

Required borrower information on the MPN:

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

Professional Judgement

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

Adverse Credit History of Borrowers of Plus (Loan)

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

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

School Certifies/Originates the Loan

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

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

- Confirm that the student and parent meet the definition of eligible borrower. This would include the student's grade level, loan period and the amounts of the disbursements as well as the student's enrollment status and anticipated completion/graduation date. The school must confirm the student's dependency status for PLUS. Check on NSLDS to check the student's financial aid history, including loan limits. It must document the student's COA, EFC and estimated Financial Aid in the student's file. It must be available to the lender, guarantor, or the Department.
- Determine the student's enrollment status and SAP
- Review NSLDS information on ISIR to ensure that the student (or both the student and parent in the case of PLUS loan) is not in default on any FSA loan and does not owe a refund on any FSA grant or scholarship and will not exceed the annual or aggregate loan limits applicable to borrowers.
- Ensure the amount of the loan in combination with other aid will not exceed the student's financial need or the annual or aggregate loan limit.

For Federal Direct Loan, the school must also:

- Determine the student's Pell grant eligibility (for a federal sub loan the need analysis must use official EFC calculated by the Department to determine the student's financial need), and if eligible include the grant in the student's aid package.
- For a federal unsubsidized loan, first determine the student's eligibility for a federal direct loan
- Prorate Federal Direct loans for programs of study that are shorter than an academic year and for programs in which the remaining period of study is less than an academic year in length
- Ensure that the loan disbursement dates meet the cash management and disbursement requirements for Federal Direct loans.

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

Additional Federal Unsub Direct Loans

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

Guidelines for determining student's eligibility

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

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

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

Scheduling Disbursements

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

Entrance Counseling For Student Loan Borrowers

Prior to the first disbursement, Omega Institute of Cosmetology will provide to a first-time borrower of a Federal Direct Loan (other than consolidated or Parent PLUS loans) comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. The information will include the following:

1. An explanation of the use of the Master Promissory Note (MPN)
 - I. An emphasis to the borrower the seriousness and importance of the repayment obligation the student borrower is assuming

- II. A description of the likely consequences of default, including adverse credit reports, delinquent debt collection procedures under Federal law, and litigation
- III. The obligation of the borrower to repay the full amount of the loan regardless of whether the borrower complete program or completes within regular time for completion, is unable to obtain employment upon completion, or is otherwise dissatisfied with or does not receive the educational or other services the borrower purchased from the school
2. Information about the monthly payment amounts based on
 - I. A range of student levels of indebtedness of Direct Subsidized Loan and Direct Unsubsidized Loan borrowers, or student borrowers with Direct Subsidized, Direct Unsubsidized, and Direct PLUS Loans depending on the types of loans the borrower has obtained; or
 - II. The average indebtedness of other borrowers in the same program at the same school as the borrower
3. To the extent practicable, provide an explanation of the effect of accepting the loans to be disbursed on the eligibility of the borrower for other form of student financial assistance
4. Information on the accrual and capitalization of interest
5. Borrowers of unsubsidized loans have the option of paying interest while in school
6. Definition of half-time enrollment and the consequences of not maintaining half-time enrollment
7. Importance of contacting appropriate offices if student withdraws prior to completion of program of study
8. Sample monthly repayment amounts
9. Consequences of default
10. Information about the NSLDS and how the borrower can access the borrower's records
 - I. Name and contact information for individual the borrower may contact, with questions, about the borrower's rights and responsibilities or the terms and conditions of the loan

Exit Counseling

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

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

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

1. Exit counseling emphasizes the seriousness and importance of the repayment obligation.
2. The lender sends payment coupons or billing statements as a convenience for the borrowers. Not receiving them does not relieve the borrower of his or her obligation to make payments.
3. Many lenders encourage borrowers to set up electronic debiting of bank accounts to repay their loans.

The regulations require that exit counseling describes the likely consequences of default, including adverse credit reports, and litigation. Students will be informed of the charges that might be imposed for delinquency or default, such as lenders or guarantor's collection expenses (including attorney's fees). Defaulters often find that repayment schedules for loans that have been accelerated are more stringent than the original repayment schedule. A defaulter is no longer eligible for any deferment provisions, even if he or she would otherwise qualify. The defaulter's federal and state tax refunds may be seized, and wages garnished, and the borrower loses eligibility or any further funding from the FSA programs.

The student will receive an explanation of the use of the Master Promissory Note. The student will be advised to read carefully the MPN and the Borrowers Rights and responsibilities statement again.

Emphasis will be given that repayment is required, regardless of educational outcome or subsequent employability. The student borrower will be informed that they are obligated to repay the full loan even if they did not finish the program, cannot obtain a job after graduation, or is dissatisfied with the school's educational program or other services.

Sample monthly repayment accounts will be provided. The borrower will be given an estimate of the average anticipated monthly payments based on their indebtedness (or the average indebtedness of Federal Loan borrowers at our school or in the same

program). The borrower will receive a sample loan repayment schedule based on their total indebtedness. A loan repayment schedule will usually provide more information than just the expected monthly payment. For instance, it would show the varying monthly amounts expected in a graduated repayment plan. The lending organization is not required to send the repayment schedule to the student until the grace period.

Repayment options will be reviewed with the student. The counseling will review the payment options, such as the standard, extended, graduated and income-contingent income sensitive plans. The option of consolidating loans will also be discussed. Consolidation loans are available through the Federal Direct Student Loan Program.

Debt Management Strategies will be discussed. The counselor will stress the importance of developing a realistic budget, based on the student's minimum salary requirements. It is helpful to have the student's budget reflect the loan payment as a fixed cost, like rent and utilities.

Forbearance, deferment, and cancellation options will be discussed including:

1. If a student cannot make scheduled payments and does not qualify for a deferment, the lender may allow the student to temporarily make smaller payments or temporarily stop making payments. Interest continues to be charged during forbearance. Some reasons why forbearance may be granted are financial hardship and/or illness. The lender must grant forbearance if the student has a monthly debt burden for Title IV loans that collectively equals or exceeds 20% of their total monthly gross income (for up to three years) There are several other reasons listed in the Borrowers Rights and Responsibilities.
2. Deferments mean that the student does not have to make payments in certain circumstances. If the student is attending school at least half-time, or if the student is unemployed, if the student is experiencing economic hardship as determined by federal law for up to three years. (See student's rights and responsibilities).

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

The following lists of deferments are available to students who have federal student loans.

1. **Action Programs Deferment**
Borrowers may postpone payments with this deferment type while serving full-time in the Action Programs for at least one year.
2. **Armed Forces Deferment**
This deferment type may be used to postpone payments for a borrower serving in the military on active duty status.
3. **Dependent Student Enrolled At least Half-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled at least half-time at an eligible school.
4. **Dependent Student Enrolled Full-time Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is enrolled full-time at an eligible school.
5. **Dependent Student in a Full-time Rehabilitation Training Program Deferment**
Borrowers may postpone payments on a PLUS loan when the dependent student for whose education the loan was disbursed is engaged in a full-time rehabilitation training program.
6. **Economic Hardship Deferment**
This deferment postpones payments for a borrower during times of financial difficulty where the borrower receives public assistance, serves in the Peace Corps, receives the deferment on a Direct or Perkins loan, or meets specific income criteria.
7. **Full-time Student Deferment**
Any borrower who is certified by an eligible school as enrolled on a full-time basis may receive this deferment.
8. **Graduate Fellowship Deferment**
This deferment type postpones payments for borrowers engaged in a full-time course of study in a Graduate Fellowship program.
9. **Internship/Residency Deferment**
This deferment type postpones payments for a borrower engaged in an Internship/Residency program.
10. **Less than Full-time but at Least Half-time Student**
In order to qualify for this deferment, an eligible school must certify that the borrower is enrolled at least half-time.

11. **National Oceanic and Atmospheric Administration (NOAA) Deferment**
Borrowers serving in the National Oceanic and Atmospheric Administration (NOAA) on active duty status may use this deferment type to postpone payments.
12. **Parental Leave Deferment**
This deferment type may postpone payments for a pregnant borrower or one caring for a newborn child or a newly adopted child.
13. **Peace Corps Deferment**
Borrowers may postpone payments with this deferment type while serving in the Peace Corps for at least one year.
14. **Public Health Service Deferment**
This deferment type postpones payments for borrowers serving full-time as an officer in the Commissioned Corps of the Public Health Service.
15. **Rehabilitation Training Deferment**
This deferment type is available for borrowers engaged in a full-time rehabilitation training program.
16. **Tax-exempt Organization Deferment**
This deferment type may postpone payments for full-time paid volunteers in a tax-exempt organization.
17. **Teacher Shortage Area Deferment**
This deferment type is available to borrowers when teaching in a designated teacher shortage area.
18. **Temporary Total Disability Deferment**
This deferment type may postpone payments for a borrower with a condition that prevents them from working or going to school, or who is caring for a disabled person.
19. **Unemployment Deferment**
This deferment type postpones payments for borrowers who are seeking full-time employment through registry with an employment agency or are receiving unemployment benefits.
20. **Working Mother Deferment**
This deferment type may postpone payments for mothers who recently re-entered the workforce.

The student will be informed of the Availability of Loan Information on NSLDS and the availability of the FSA Ombudsman's Office. The borrower's loan history can be reviewed on NSLDS (FAFSA ID AND PASSWORD required for access). Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by lenders and guarantors and may not be as current as the latest information from the loan holder. The Ombudsman's office is a resource for borrowers when other approaches to resolving student loan problems have failed. Normally the bank and/or guarantor can help with any problem.

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

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

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

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

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

that the materials were sent. If the student fails to return the Exit Counseling material including the contact information, we are not required to take any further action.

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

Repayment on all loans is up to ten years with a minimum repayment of \$50.00 per month.

The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal aid (See copy of catalog for the full policy)

Determination of Progress

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

Reinstatement of Financial Aid

Title IV aid will be reinstated to students who

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

Credit Balance Policy & Procedure

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

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

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

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

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

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

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

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

Credit Balance Reconciliation

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

- Holding funding until end of academic year if an authorization has been received
- If we do not have prior authorization to hold, we will pay by check.

If a non-Title IV credit balance exists, reconciliation will be completed based on the last method of payment received which created the credit within 14 days.

Type of Payment and reimbursement

- Credit Card: payments by credit card, that card will be reimbursed.
- Cash or ACH: payment by cash or a cashier's check will be reimbursed by check.
- Check: payment by check will be reimbursed by check.
- (Not Applicable at this time) If Authorization on file, non-credit card payments will be paid through EFT *

*if EFT information has changed, a new authorization is required immediately to prevent delays in processing

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

- Non-Title IV, non-institutional grants, and scholarships: based on guidelines from source. May go to student or be returned to source.
- (Not applicable at this time) Military: The award/benefit will be reviewed for accuracy prior to paying to student.
 - Example When the Veterans Administration (VA) benefit was received by the school a credit was created of \$660.00. In this case the benefit certification is reviewed prior to resolving the credit.

Student Statement Regarding Credit Balance

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

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

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

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

General Information about the school

See catalog for the name, addresses and phone numbers of all agencies that have approval over Omega Institute of Cosmetology

By putting a request in writing to the school director you may review the letter of accreditation and the license or letter of approval from the state agency that approves the school. This request will be honored within 30 days of receiving the written request.

Special facilities and services available to disabled students

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

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

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

- 1) Notify the admission office in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be

made at least four weeks in advance of the date needed. You may contact the admission office by telephone at 985-876-9334.

- 2) The admission office will respond within two weeks of receiving the request.

Return of Title IV Funds

Only the Title IV programs are to be included in this calculation

You must keep in mind that when you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. The school will calculate the amount of tuition it must return to the Federal funds according to the policies listed below: The Return of Title IV Funds is NOT a Refund Policy. Instead, the Federal regulations (beginning with October 7, 2000) require the use of a Return to Title IV calculation to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. Any student receiving Title IV funds will be subject to these regulations.

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

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

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

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

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

Return of Unearned Aid is allocated in the following order:

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

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

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

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

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

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

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

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

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

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at www.studentaid.ed.gov.

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

Cost of attending the school

<http://nces.ed.gov/collegenavigator/?q=omega+institute+of+cosmetology&s=all&id=439844>

Withdrawal Policy

Official Withdrawals

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

Unofficial Withdrawals/Drop

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

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

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

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

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

The certificate programs, training, and other education programs offered:

See school catalog for list of program or programs being taught

The availability of a GED program, if the school admits students who do not have a high school diploma or equivalent

Omega Institute of Cosmetology does not offer a GED program as part of the Institution.

Instructional, laboratory, and other school facilities associated with academic programs

See school catalog for description of school facilities

Drug and alcohol abuse information

Following you will find the requirements of the Drug-Free Schools and Communities Act Amendments of 1989; Public Law 101-226 and what Omega Institute of Cosmetology require of Staff and Students.

Staff and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity, Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from school or employment. Additionally, there are numerous local, state and federal laws, which can be used to punish violators. Penalties can range from suspension revocation and/or denial of a driver's license, to 20-50 years imprisonment at hard labor without benefit of parole. Property may also be seized. Community service may also be mandated.

Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, Welfare, health care benefits, disability and Veterans benefits. Public housing residents could also be evicted. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their senses of responsibility and coordination.

There are drug or alcohol counseling, treatment and rehabilitation facilities in our area where advice and treatment are available. The telephone numbers of these facilities may be found in your local telephone book or yellow pages under Drug Abuse and Addiction – Information and Treatment. If other help is required for rape counseling, or domestic violence contact The Haven at (985) 872-0757 or Louisiana Domestic Hotline at 1-888-411-1333

There are national organizations that can be contacted for help. The Alcoholism and Drug Abuse Hotline is open 24 hours daily, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999 is also open 24 hours. The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM, Monday through Friday and 11:00 AM to 2:00 AM on weekends, 1-800-662-4357.

It is a college policy that we do not sponsor or accept any liability for any functions that involve alcohol and/or drugs. This policy includes all student functions and employee functions, i.e. Christmas parties, etc.

In an effort to help you recognize the effect of drugs and deal appropriately with them, we have included the following pages listing the major drugs in use today. If in reading this information you become aware that either you, a co-worker or a student may have drug or alcohol problem, please discuss this confidentially with your Director so that the situation can be handled appropriately, and the individual be given the opportunity to seek outside help.

Unfortunately, drugs are a fact of life in our society and we need to be aware of who uses them, the effects of major drugs, and what we can do.

- Most kids get their first illegal drugs from a close friend or relative for free.
- The younger they start the more likely they are to become an addict and advance to hard drugs.

How common is drug use?

- 6 out of 10 high school students have tried an illegal drug.
- If you add alcohol it's 9 out of 10.
- 1 out of 4 high school seniors has used marijuana.
- 1 out of 4 fourth graders have been pressured to try marijuana.
- The main reason given for starting drug use is peer pressure.

ALCOHOL

- Of the 10 million alcoholics in America 1/3 are teenagers.
- Works first on the part of the brain that controls inhibitions. May feel high but because it depresses the central nervous system, they are actually slowing down. Easiest for us to recognize because we have seen it before.
- It is known as a gateway drug -- easy to get, used by adults to relax, many people think there is nothing wrong with it, relaxes their inhibitions so peer pressure is easier.

MARIJUANA

- impairs memory function
- distorts perception
- hampers judgment
- diminishes motor skills
- impairs driving skills for 4-6 hours after one joint.

SIGNS OF USE

- bloodshot eyes
- hunger
- giggling out of control
- paranoia

COCAINE

- very strong stimulant to the central nervous system
- accelerated heart rate
- pupils dilate
- nasal problems
- congestion
- feelings of restlessness
- irritability
- anxiety
- paranoia
- depression when not on
- need more and more cocaine to trigger same feeling

SIGNS OF USE

- nasal problems
- glassy eyes
- weight loss
- changes in behavior

FREE BASING

- Form of cocaine that is smoked.
- Reaches the brain within seconds
- Sudden intense high
- Euphoria quickly disappears leaving an enormous craving.

SIGNS OF USE

- nasal problems
- severe weight loss
- severe changes in behavior

CRACK

- Most addictive form of cocaine. Cheap and easy to conceal.

STIMULANTS

- a substance that raises levels of
- physiological
 - or nervous activity in the body

SIGNS OF USE

- needle marks
- appetite loss
- severe depression
- glassy eyes

LSD

- a synthetic crystalline compound that is a potent hallucinogenic drug.

SIGNS OF USE

- dilated pupils
- nervousness
- mood swings

DOWNERS (reds, yellows v = valium)

- a depressant or tranquilizing drug

SIGNS OF USE

- slurred speech
- tremors
- drunken behavior

PCP

- a hallucinogenic drug
- alters sensation, hearing, touch, smell, taste and visual sensation.
- induces a profound departure from reality leading to bizarre behavior.
- mental depression
- memory perception functions, concentration, and judgment are often disturbed permanently.

HEROIN

- * causes physical and psychological problems such as
- shallow breathing,
 - nausea,
 - panic,
 - insomnia

SIGNS OF USE

- euphoria
- drowsiness
- respiratory depression
- constricted pupils
- nausea

WITHDRAWAL SYMPTOMS

- watery eyes
- runny nose
- yawning
- loss of appetite
- tremors
- panic
- chills
- sweating
- nausea
- muscle cramps
- insomnia

CLUES TO DRUG USE

- an abrupt change in mood or attitude
- sudden and continuing decline in attendance or performance
- Impaired relationships with family or friends
- Unusual temper flare-ups
- Increased need for money
- Stealing from school
- Heightened secrecy about actions
- Associating with a new group of friends
- Language changes
- Respect changes
- Violent language and behavior

HOW YOU CAN HELP

- *Understanding* -- listen to reasons why he/she uses/abuses drugs (don't jump to Conclusions).
- *Firm* -- explain why you feel that use is harmful, and why they need to seek counseling and treatment.
- *Supportive* -- assist the user in finding help and provide moral support during Treatment.
- *Self-examination*-- are you and your school good role models (do you let them know you drink, etc.).

ACTIONS TO AVOID

- sarcastic
- accusatory
- stigmatizing
- sympathy seeking for yourself
- self-blaming
- avoid/emotional appeals, which may just lead to guilt and more abuse.
- don't cover up or make excuses.
- don't argue with them when they are under the influence.
- Do talk to your students about drugs and drug testing -- Federal Bureau of Labor statistics estimated last year that more than 145,000 private business establishments which employ 16.6 million workers had drug testing programs. Watch your local papers and bring in articles about companies that are drug testing.
- Help them start feeling good enough about themselves that they don't need drugs.

Completion/graduation rates for the general student body

The following is the link to the completion/graduation rate as calculated required by the school accrediting agency, NACCAS.

<http://nces.ed.gov/collegenavigator/?q=omega+institute+of+cosmetology&s=all&id=439844>

Diversity makes up of the school by both gender and ethnicity for Award Year

This is based on full-time students who received Pell grants

Type of Employment Students might expect enter

See catalog for list of jobs a graduate might be eligible for.

Ferpa

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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

A list of the faculty and other instructional personnel;

See the catalog for a list of school faculty and instructional staff

Policies and Sanctions related to copyright infringement

Omega Institute of Cosmetology prohibits copyright infringement. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright

Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

Constitution Day

On September 17 of each year or the first day back to school, Omega Institute of Cosmetology will hold a day dedicated the Constitution of the United States. At least three months before holding this event we will activity request suggestion from both our current student body and staff on how they feel that we could best commemorate the September 17, 1787 signing of the Constitution.

Voter Registration

You may pick up a voter registration form from the school main office or by downloading the form from the following web site.
<http://www.sos.la.gov/electionsandvoting/pages/onlinevoterregistration.aspx>

Vaccination Policy

Omega Institute of Cosmetology does not have a policy on vaccination at this time. The Louisiana State Board of Cosmetology does not require licensee to have any types of vaccinations.

Transfer Policy

See transfer policy located in the catalog.

Campus Safety & Security Report

Revised 09/08/2023

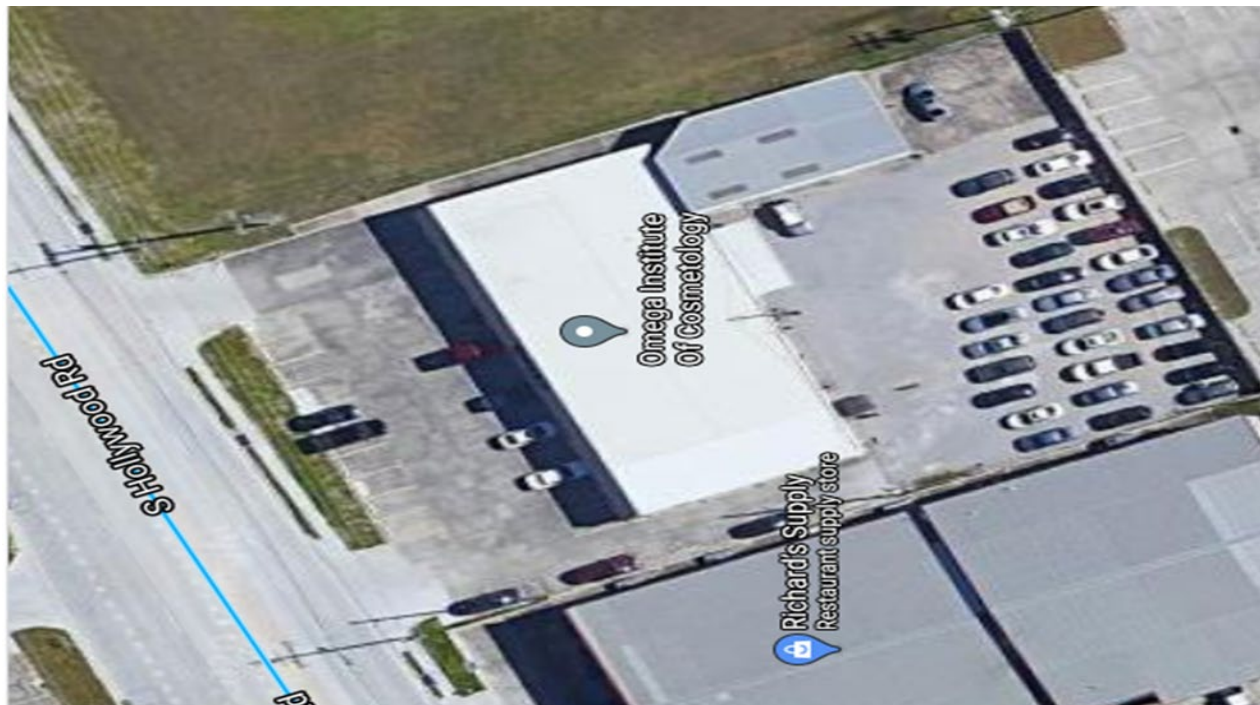
The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between **1/1/2020 and 12/31/2022.**

See attached map(s) for each campus which includes outlines of the building and parking lots that students use while attending classes at Omega Institute of Cosmetology.

View of Omega Institute of Cosmetology front and parking lot from the street



Aerial view of Omega Institute of Cosmetology



CAMPUS SAFETY AND SECURITY SURVEY

2023 Campus Safety and Security Survey

Institution: (439844001)

User ID: C4398441

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- ☒ No.
- ☐ Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

2. Does your institution have any noncampus buildings or properties?

- ☐ Yes
- ☒ No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ☒ Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ☐ No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ☐ Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☐ Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense

Total occurrences on Public Property

	2020	2021	2022
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2022

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

h. Aggravated assault

i. Burglary

j. Motor vehicle theft

(Do not include theft from a motor vehicle)

k. Arson

l. Simple assault

m. Larceny-theft

n. Intimidation

o. Destruction/damage/
vandalism of property

YEAR 2021

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

Race

Religion

Sexual
orientation

Gender

Gender
identity

Disability

Ethnicity

National
Origina. Murder/ Non-negligent
manslaughter

c. Rape

d. Fondling

e. Incest

f. Statutory rape

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

g. Robbery

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

h. Aggravated assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

i. Burglary

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

j. Motor vehicle theft

(Do not include theft from a motor vehicle)

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o.
Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

YEAR 2020

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

Race

Religion

Sexual
orientation

Gender

Gender
Identity

Disability

Ethnicity

National
Origina.
Murder/ Non-negligent
manslaughter

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

c. Rape

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2022

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

YEAR 2021

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0

j. Motor vehicle theft

(Do not include theft from a motor vehicle)

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

YEAR 2020

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0

h. Aggravated assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

i. Burglary

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

j. Motor vehicle theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o. Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

--

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime

Total occurrences On Campus

2020

2021

2022

a. Domestic violence

0	0	0
---	---	---

b. Dating violence

0	0	0
---	---	---

c. Stalking

0	0	0
---	---	---

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime

Total occurrences on Public Property

	2020	2021	2022
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests
-------	-------------------

	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2020	2021	2022
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

c. Liquor law violations

0

0

0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime

Number of persons referred for
Disciplinary Action

	2020	2021	2022
a. <u>Weapons; carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2020	2021	2022
a. <u>Total unfounded crimes</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Offenses

The school must report by category of prejudice the following crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender identity, religion, sexual orientation, ethnicity, national origin, or disability, as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Crimes Against Women

The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

- "Domestic violence" means a "felony or misdemeanor crime of violence committed by—
- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under the VAWA],
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction"
- "Dating violence" means " violence committed by a person –
- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
- The length of the relationship;
- The type of the relationship; and
- The frequency of interactions between the person involved in the relationship."
- "Stalking" means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress."

Definition of Terms

- The term **primary prevention** refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention.
- The term **awareness programs** refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus communitywide mobilizations as well as targeted audience-specific programming (including both students and employees). Awareness month campaigns, "Speak Outs," rallies or marches, informational poster campaigns or resource websites, and educational programming that focus on sharing resources and information about these issues are examples of awareness programs.
- The term **risk reduction** refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate SV, DV & stalking to increase safety. Examples of risk reduction may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community safety plans and strategies, and bystander intervention programs that educate the campus on how to recognize and interrupt situations of harm, or implementing a communications system that can notify the entire campus community of immediate threats to security.
- The term **ongoing awareness and prevention campaigns** refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to SA, DV and stalking prevention. These programs will occur at different levels throughout the institution (i.e., faculty, incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics,

enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.

- The term **bystander intervention** refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

General Policy Statements Information

1. Policy Statement Addressing Issuing Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief Operational Officer, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the general e-mail system to students, faculty, and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Chief Operational Officer may also post a notice on the school web site at: www.omegainstitutes.com, providing the school community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Chief Operational Officer, by phone 985-876-9334 or in person at the school main office located at: 229 B South Hollywood Road, Houma, LA 70360

2. Policy Statement Addressing Preparation of Disclosure of Crime Statistics

The Chief Operational Officer prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at www.omegainstitutes.com. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites.

Campus crime, arrest and referral statistics include those reported to the Chief Operational Officer, the designated campus officials, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. A procedure is in place to anonymously capture crime statistics disclosed confidentially.

Each year, an e-mail notification or handout is provided to all enrolled students that provides the location where to access this report. (Go Here: <https://ope.ed.gov/campussafety/#/institution/search>) Faculty and staff receive similar notification. Copies of the report may also be obtained at the School main office located at 229 B South Hollywood Road, Houma, LA 70360 by calling 985-876-9334. All prospective employees may obtain a copy by calling 985-876-9334.

To Report a Crime and other Contact Information Requirements

Office Responsible to provide a copy of the Campus Security information	Admissions Office
Who to contact to report an incident at the Institution	Pricilla Marcel- Director
Local Law enforcement agency to report an incident	Terrebonne Parish Sheriff Office 985-876-2500
Title IX Coordinate Name and phone number	Pricilla Marcel 985-876-9334

3. Policy Statement Addressing Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the School System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief Operational Officer(COO) or a designee of COO can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the School can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

4. Policy Statement Addressing Limited Voluntary Confidential Reporting

The local Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the local Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to Chief Operational Officer.

5. Policy Statement Addressing Security and Access

During business hours, the School will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all School facilities is by key, if issued. In the case of periods of extended closing, the School will admit only those with prior written approval to all facilities.

This school does not have Residence halls.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. The School Administrators and reviews these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications.

6. Policy Statement Addressing Campus Law Enforcement Authority

This school does not have Law Enforcement Authority or Arrest Authority

7. Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Chief Operational Officer in a timely manner.

To report a crime or an emergency on the School campus, call COO at, 985-876-9334. To report a non-emergency security or public safety related matter, call COO at, 985-876-9334.

8. Policy Statement Addressing Counselors and Confidential Crime Reporting (For Institutions With Confidential Reporting Procedures)

This school does not have professional Counselor on staff.

9. Policy Statement Addressing Security Awareness Programs for Students and Employees

During orientation for each class start, students are informed of services offered by the local Police Department. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

10. Policy Statement Addressing Crime Prevention Programs for Students and Employees

The school does not offer any regular Crime Prevention Programs on campus.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well.

11. Policy Statement Addressing Criminal Activity Off Campus (For Institutions Whose Police Monitor Off-campus Activity)

The school does not have a monitor off campus crime and does not have campus police

12. Policy Statement Addressing Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the school campus is governed by Louisiana state law. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Local Police Department. The Omega Institute of Cosmetology has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Omega Institute of Cosmetology through the local Police Department. Violators are subject to Omega Institute of Cosmetology disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Omega Institute of Cosmetology Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior Omega Institute of Cosmetology approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the Omega Institute of Cosmetology.

13. Policy Statement Addressing Illegal Drug Possession

The Omega Institute of Cosmetology campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Local Police Department. Violators are subject to Omega Institute of Cosmetology disciplinary action, criminal prosecution, fine and imprisonment.

14. Policy Statement Addressing Substance Abuse Education

The School does not have a prevention program other than to refer student and employees to outside help.

15. Policy Statement Addressing Preventing and Responding to Sex Offenses

The Omega Institute of Cosmetology does not a regular program for educating the school community about sexual assaults and date rape. Omega Institute of Cosmetology does work closely with the local Police Department which will offer sexual assault education information to the students and staff of Your School Name upon request.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The local Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a local police officer. Filing a police report with a local officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- › ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- › provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- › assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system.

Counseling and support services outside the Omega Institute of Cosmetology system can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Program of the local Police Department.

16. On campus disciplinary action in cases of alleged sexual assault will be based on the findings of the law enforcement agency investigating the facts pertaining to the crime and other mitigating circumstances.

17. These records are available upon request through the administrative offices.

18. Information for crime victims about disciplinary proceedings. The institution must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the institution on or after August 14, 2009.

19. As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.

Link: <http://www.nsopw.gov/>

20. Timely Warning

In the event that a situation arises, either on or off campus, that, in the judgment of the School Director or School Owner or other members of the administrative Staff present and in charge, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued, The notification will include a short description of the crime or incident, giving the time and date, location, reported offense, suspect description, and any other pertinent information used to facilitate the crime. The notification will also include personal safety information to aid members of The School in protecting themselves from becoming victims of a similar crime. The warning will be broadcast thru the message center to students, faculty and staff. Depending on the nature of the emergency, a decision will be made to utilize other methods or notification including posting of red colored flyers entitled 'Security Alert' on the building entrances.

21. Emergency Evacuation Plan

This school's campus consists of one building. If an emergency evacuation is required you will be notified by either your instructor or by a message service. All effected members of the school will follow the emergency plan posted in the area you

are currently located in. On an annual basis the institution will conduct an emergency evacuation drill. Each classroom has emergency evacuation procedures posted in the room. Please make yourself familiar with these evacuation procedures.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not be waited upon or reported to the school's officer but rather contact the appropriate agency by calling (911).

Pricilla Marcel	229 B South Hollywood Road Houma, LA 70360	985-876-9334
Name of institution's officer	Address	Phone number

Policy on Title IX and Sexual Misconduct

1.0 Introduction.

1.1. The mission statement of Omega Institute of Cosmetology is to strive 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. To fulfill this mission, Omega Institute of Cosmetology is committed to creating and maintaining a community environment that is free from sexual violence and sexual harassment.

1.2. This policy implements the requirements of Omega Institute of Cosmetology policies including Title IX regulations and other relevant state and federal laws.

1.3. As per the Department of Education's Title IX Final Regulations, "Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employer conditioning education benefits on participation in an unwelcome sexual conduct (i.e., quid pro quo);
2. Any type of unwelcome conduct that a reasonable individual would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
3. Sexual assault, dating violence, domestic violence, or stalking, as those terms defined under other Federal Law, the Clery Act and Violence Against Women Act (VAWA)".

1.3. The Omega Institute of Cosmetology will respond promptly and supportively to all reports of individuals alleged to be victimized by sexual discrimination, sexual harassment, and/or sexual misconduct.

1.4. The Omega Institute of Cosmetology will resolve complaints promptly and accurately in a manner which is not deliberately indifferent.

1.5. The Omega Institute of Cosmetology's policy ensures for fair grievance process that provides due process protections to alleged victims and alleged perpetrators of sexual harassment.

1.6. Omega Institute of Cosmetology does not discriminate on the basis of sex in education programs and activities, and, as a recipient of Federal financial assistance for education activities, it required by Title IX to endure that all of its education programs and activities do not discriminate in such a manner.

2.0 Purpose and Scope of Policy.

2.1 The Omega Institute of Cosmetology will respond when sexual harassment occurs in the institution's education program or activity, against a person in the United States. Areas of jurisdiction of the Omega Institute of Cosmetology include incidents on and off the institution's premises. This applies to all educational programs including locations, events, or circumstances over which the school exercises significant control over both the respondent and the setting in which the sexual harassment occurs.

2.2. This policy applies to:

1. All students while they are on premises or if their off-premises conduct meets any of the following criteria:
 - (a) The conduct indicates that the student presented a danger or threat to the health and safety of self or others.
 - (b) The conduct constitutes or would constitute a serious criminal offense, regardless of the existence of any criminal proceedings.
 - (c) The conduct demonstrates a pattern of behavior that seriously impairs Omega Institute of Cosmetology's ability to fulfill its mission.

2. All other members of the Omega Institute of Cosmetology community (including, but not limited to employees, volunteers, contractors, visitors, guests, and third-party vendors) while they are on campus engaged in activities associated with the institute.

2.3. Although Omega Institute of Cosmetology cannot impose this policy on incidents which occur outside of the school's jurisdiction, the school will still assist the student and/or employee in reporting an incident to the local law enforcement, information on supportive services and accommodations, and available resources within the community.

3.0 Title IX Statement.

3.1. Title IX of the Education Amendments of 1972 ,and its implementing regulation at 34 C.F.R. Part 106 (Title IX) states "No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

4.0 Definitions.

4.1 See **Appendix A** for a full list of definitions of terms relevant to this policy.

5.0 Role and Duties of Omega Institute of Cosmetology Officials and Employees.

5.1. **Title IX Coordinator.** The duties of the Omega Institute of Cosmetology Title IX Coordinator are:

- (a) receiving reports of sexual violence and sexual harassment;
- (b) maintaining appropriate records
- (c) providing or supporting the provision of appropriate education and training;
- (d) maintaining ongoing communication with the Title IX Team;
- (e) oversee and/or investigate allegations of sexual violence and sexual harassment, as appropriate;
- (f) ensuring that applicable policies, resources, and other information is up-to-date and properly disseminated.

5.2. **Responsible Employees.** Omega Institute of Cosmetology has designated all employees as "Responsible Employees" under this policy. "Responsible Employees" are not necessarily "Officials with Authority" to institute corrective measures on behalf of the institution.

5.3. **Officials with Authority.** Omega Institute of Cosmetology has designated individuals in **Appendix B** with titles as "Officials with Authority," under this policy, as they have the authority to institute corrective measures on behalf of the institution. All "Officials with Authority" are also "Responsible Employees."

5.4. All Employees.

1. Regardless of whether they are a "Responsible Employee" or an "Official with Authority," all employees are required to comply with the following reporting obligations.

- (a) Employees who witness an act of sexual assault, or who receive a first-hand report of sexual assault from an enrolled student, must report that information to the Director.

6.0 Reporting an Incident of Sexual Violence or Sexual Harassment.

6.1. **Reporting Options.** Those who have been subjected to an incident of sexual violence or sexual harassment have several options for reporting the incident:

1. The individual may elect not to file a report with local law enforcement or the Omega Institute of Cosmetology and would still like to seek assistance, confidential resources are available. Confidential resources can provide support, referrals to other resources, and information about reporting options in order to help individuals make an informed decision. (**See Appendix C**)

2. The individual may report information, verbally or in writing, to the campus at any time, even during non-business hours, in person, via E-mail, or by phone to the Title IX Coordinator: Pricilla Marcel , Title IX Coordinator, 229 B South Hollywood Road, Houma, LA 70360, 985-876-9334, pricilla@omegainstitutes.com.

3. The individual may submit a report anonymously but will make resolution difficult.
 4. The individual may report information to local law enforcement: **Houma Police Department**
Phone: 985-873-6371 (non-emergency); 911 (emergency).
 5. The individual may make a report to one or more of the offices or individuals noted above.
 6. Individuals also have the option to file a complaint with the U.S. Department of Education, Office of Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>
- Sexual harassment, as defined earlier, also includes sexual assault, dating violence, domestic violence, domestic violence, or stalking. Any individual has the right to notify Omega Institute of Cosmetology's Title IX Coordinator of a sexual harassment incident. This may include the individual who experienced the sexual harassment, family members of the individual, bystanders, employees of the school, etc. The Omega Institute of Cosmetology also recommends the individual to contact the local authorities and preserve evidence. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. All responsible employees who know or may have has reasonable knowledge of sexual misconduct, are required to report this information to the Title IX Coordinator immediately.
- Once the institution is notified, it will respond and act promptly. Although the school recommends contacting local authorities, the complainant is not required to contact the police to file a complaint with the school.

6.2 Other Complaints. All complaints not involving sexual discrimination, sexual harassment, or sexual misconduct should contact the school's administrator and follow the school's regular Internal Grievance Policy.

6.2. Amnesty for Students. Individuals, including complainants, respondents, and witnesses, who have made a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing regarding incidents of sexual violence generally will not be issued citations or be subject to disciplinary sanctions for alcohol violations arising out of the same facts and circumstances of the alleged incident *unless* the institution determines that the violation was egregious, and/or placed the health or safety of any person at risk, and was beyond the amnesty provided by state law.

6.3. Confidentiality. Omega Institute of Cosmetology must respond to and investigate incidents sexual harassment as defined by the Department of Education, Clery Act and Violence Against Women Act (VAWA). In accordance with the Family Educational Rights and Privacy Policy of 1974 (FERPA), Omega Institute of Cosmetology will make every attempt to keep all information confidential. Only pertinent information will be provided to those investigating and responding to the incident. The institution will maintain confidentiality pertaining to accommodations and supportive services provided to the complainant and respondent.

Information given to the Omega Institute of Cosmetology staff designated to respond and investigate these incidents will not be divulged to any other individual unless the individual who provided the information gives permission to do so. Certain campus officials, medical personnel, mental health providers, ordained clergy, and rape counselors are bound by confidentiality as recognized by law. Information may be released by those bound by confidentiality when there is an imminent threat of harm to self or others or a minor is involved. In certain circumstances, Omega Institute of Cosmetology may be able to address your concerns and stop the behavior without revealing your identity to the alleged harasser. However, this is not always possible. Individuals accused of harassment are provided with the level of detail about the allegations necessary to allow them a fair opportunity to respond. That level of detail varies depending on the circumstances of the incident. In its investigation, Omega Institute of Cosmetology will be sensitive to the feelings and situation of the person who reported the misconduct. Nevertheless, Omega Institute of Cosmetology has a compelling interest to address allegations of sexual misconduct brought to its attention. As a result, Omega Institute of Cosmetology reserves the right to take appropriate action, even in cases when the complainant is reluctant to proceed.

6.4. Resources and Supportive Measures. Resources and Supportive Measures are provided to both the complainant and respondent after the report has been made, throughout the resolution process, and after the resolution process has been completed. Resources and Supportive Measures are even available if both parties agree to not proceed in the resolution process.

1. Supportive Services. Omega Institute of Cosmetology will work with individuals involved in alleged incidents of sexual violence and sexual harassment to undertake appropriate measures to assist in their safety and wellbeing. All

supportive services will be kept confidential. These may include: no-contact directives, academic or work accommodations, relocation of working space, providing a Leave of Absence, and extended deadlines. Supportive measures are available to complainants and respondents.

2. **Resources.** Omega Institute of Cosmetology offers a variety of resources that are available to individuals involved in incidents of sexual violence or sexual harassment, including medical, advocacy, counseling, and tutoring.

3. Any student and/or employee has the right to obtain a protective order through Child Protective Services and/or their local judicial system. The Omega Institute of Cosmetology will cooperate with any protective orders including no-contact, restraining, or similar lawful orders issued by a criminal, civil, or tribal court. If requested, the Omega Institute of Cosmetology will attempt to accommodate the student and/or employee within reasonable limits.

4. The Title IX Coordinator will be responsible for ensuring the individual has access to supportive services and accommodations which are reasonably available. The complainant does not have to file a formal complaint to be eligible for support services. ***The complainant and/or respondent does have the right to refuse supportive services and the school must ensure they indicate this in the report.***

6.5. Procedures.

1. University Procedures.

(a) When a report is made to the Title IX Coordinator alleging that a *student* has engaged in an act of sexual violence or sexual harassment, ***see appendix D***

(b) When a report is made to the Title IX Coordinator alleging that an employee has engaged in an act of sexual violence or sexual harassment, ***see appendix D.***

2. **Title IX Informal Resolution Procedures.** At any time prior to reaching a determination regarding responsibility for Title IX misconduct, the institution may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the institution:

(a) Provides to the parties a written notice disclosing:

i. The allegations

ii. The requirements of the informal resolution process including circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, at any time prior to agreeing to a resolution

iii. The circumstances that may make it unacceptable to move forward with an informal resolution

- the resolution does not meet the severity of the violation of the policy,
- the parties cannot come to a final resolution, or
- the respondent does not choose to take responsibility for the violation of the policy.

iv. Any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint

v. Any consequences resulting from participating in the informal resolution process, including the records

vi. The records that will be maintained and could be shared

(b) Obtains the parties' voluntarily, written consent to the informal resolution process

(c) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

At any time prior to reaching a determination regarding responsibility for the Title IX misconduct, any party has the right to withdraw from the informal resolution process and to resume the formal complaint process. Filing an informal complaint does not prevent the complainant from deciding to file a formal complaint in the future.

The Title IX Coordinator will speak with the representative parties individually to discuss their findings and actions to be taken, including possible disciplinary actions. The Title IX Coordinator will review their findings prior to issuing written notification to both parties.

The Title IX Coordinator will attempt to conclude the informal resolution process within ten (10) business days.

If the respondent accepts responsibility, the Review Committee will review and issue sanctions, which may include no disciplinary action other than the requests of the complainant, as long as the requests are reasonable.

If the complainant and/or respondent **disagree**, they will have ten (10) business days from the receipt of the notification to submit a written request to the Title IX Coordinator to proceed with a formal resolution process. **(See appendix D)** If the issue cannot be resolved through the informal resolution, the Title IX Coordinator will inform through written notification, to the complainant and respondent, of the process for the formal resolution.

3. **Law Enforcement Procedures.**

(a) If you are a victim of sexual assault at the Omega Institute of Cosmetology, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Local Law Enforcement agencies and the Omega Institute of Cosmetology strongly advocates that a victim of sexual assault report the incident in a timely manner but is not required to do so. Time is critical factor for evidence collection and reservation. An assault should be reported directly to the Title IX Coordinator and/or Houma Police Department or Terrebonne Parish Sheriff's Office. Filing a report with the school will not obligate the victim to prosecute, or will it subject the victim to scrutiny of judgmental opinions. Filing a report will:

- Ensure that a victim of sexual assault receives the necessary **medical treatment and tests**, at no expense to the victim.
- Provide the opportunity for **collection of evidence** helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to medical/legal exam);
- Assure the victim has access to **free confidential counseling** from counselors specifically trained in the area of sexual assault crisis intervention.

4. The Omega Institute of Cosmetology will take all necessary steps to ensure it assists the student and/or employee with their incident and filing a report if they request assistance. Individuals can contact the Omega Institute of Cosmetology and may also contact their local law enforcement agency by dialing 911.

5. If there is a current investigation by law enforcement, at their request, the institution will defer its assessment until the investigation by law enforcement is complete.

Although the institution's assessment may be deferred, information regarding supportive services, accommodations, resources, rights, and procedural information will be disclosed to both the complainant and respondent in writing. Final outcome of the investigation by law enforcement will not affect the outcome of the Omega Institute of Cosmetology's investigation, even if the respondent is not prosecuted under the federal or state judicial system. Resolutions by the Omega Institute of Cosmetology do not prevent the judicial process.

6.6. **Prompt Resolution.** The institution offices and employees that receive a report of sexual violence or sexual harassment will endeavor to resolve the matter in a timely manner, with consideration to available information and context.

1. **Time Frames.** The Omega Institute of Cosmetology will attempt to resolve complaints **sixty (60) calendar days** of receipt unless circumstances prevent so. The sixty (60) calendar day timeframe and any other timeframe set by the institution related to appeals and conclusions of the grievance process may be extended for good cause. Good cause may include but is not limited to considerations such as: the absence of a party's advisor or witness; concurrent law enforcement activity; the need for language assistance or accommodations of disabilities. The complainant and the respondent will be informed in writing of an extension for good cause.

2. **Potential Sanctions.** The procedures identified above provide for disciplinary action against employees and students who are found responsible for violating an institution policy. For students, such sanctions include, but is not limited to the following: suspension, expulsion, or disciplinary action to include termination. Employee sanctions may include measures that range from written reprimand through dismissal. Vendors and guests may be subject to other sanctions.

3. **Notice of Outcome.** Both the complainant and respondent will be provided with notice of the outcome of the final resolution.

6.7. **Prohibition Against Retaliation.** Engagement in protected speech under the First Amendment does not constitute retaliation. Retaliation against an individual for the purpose of interfacing with the existing Title IX rights is

prohibited. This includes retaliation against any individual who has made a report, the alleged perpetrator, witnesses, and any other individuals who may be involved in the matter. Prohibited retaliation includes intimidation, threats, coercion, or discrimination against any individual for the purpose of interfacing with any right or privilege secured by this policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner of the investigation, proceeding, or hearing under this policy. Those who believe they have been subjected to retaliation under this section may report the allegations to the Title IX Coordinator. Individuals found to be in violation of this policy will be subject to disciplinary actions. Those who believe they have been subjected to retaliation that would constitute a crime may report it to the local law enforcement.

6.8. **False Information.** Any individual found to have purposefully submitted or provided false information or statements in connection to an incident to cause harm to the other individual may be subject to disciplinary actions.

6.9. **Free Speech.** Any enforcement of Title IX regulation by the Omega Institute of Cosmetology will always be consistent with the individual's freedom of speech rights as defined in the First Amendment of the Constitution of the United States.

7.0 **Education and Training.** The Omega Institute of Cosmetology will build and add training, as necessary, to ensure all employees are correctly trained and follow all regulations as stated in the new Title IX Regulations. New employees will be trained during orientation. All employees will be subject to the same training as students.

7.1. The Title IX Coordinator will be primarily responsible for facilitating the training and educational programs to the campus community. At a minimum, all students will be required to complete Omega Institute of Cosmetology's **orientation program** which covers issues of sexual violence and sexual harassment.

7.2. The Title IX Coordinator will identify and offer more in-depth training for employees who are Officials with Authority, Responsible Employees, Title IX Personnel, and those connected with the disciplinary process. Training will include:

- (a) "preponderance of evidence" standard
- (b) due process
- (c) how to serve impartially to avoid prejudgment, conflicts of interest, and bias opinions
- (d) supportive measures and accommodations
- (e) investigation
- (f) process of informal or formal hearings
- (g) how to conduct live hearings
- (h) any software which may be utilized in holding virtual live hearings

7.3. All employees will be trained on the Title IX process **annually**. Training will include:

- (a) Omega Institute of Cosmetology's sexual harassment policy
- (b) the definition of sexual harassment
- (c) how Title IX extends to all educational programs and activities

8.0 **Record Keeping and Data Collection.**

8.1. The Title IX Coordinator will retain records of reports sexual violence and sexual harassment for seven (7) years. In addition, the Title IX Coordinator will track compliance with mandatory training programs and maintain a list of training and education offered on the premises.

8.2. The institution will post a link to **all training materials** for Title IX Personnel (including the Title IX Coordinator, any investigator, any decision-maker, and any person who facilitates and informal resolution). All materials used to train Title IX Personnel will be maintained for at least seven (7) years.

8.3. Documentation of pending investigations of employees, policy violations by employees, and any resulting corrective or disciplinary action, will be placed in the employee's personnel file.

8.4. Omega Institute of Cosmetology will collect, maintain, and submit the Annual Security Report, consistent with the federal Clery Act. Each student will receive a hard copy **annually by October 1.**

APPENDIX A DEFINITIONS

Advisor. Both the complaint and respondent have the right to an advisor of their choice who will be there for support and guidance. An advisor may be but does not have to be an attorney. If a party does not have an advisor, the school will be required to, without fee or charge, provide one of its choice.

Complainant. (As per the Department of Education's final rule- (<https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>) An individual who is alleged to be victim of conduct that could constitute sexual harassment. *This also pertains to the legal rights of parents and guardians to act on behalf of parties (including by filing formal complaints) in Title IX matters.

Consent. (As defined by RAINN.org) The laws about consent vary by state and situation. It can make the topic confusing, but you don't have to be a legal expert to understand how consent plays out in real life.

What is consent?

Consent is an agreement between participants to engage in sexual activity. There are many ways to give consent, and some of those are discussed below. Consent doesn't have to be verbal, but verbally agreeing to different sexual activities can help both you and your partner respect each other's boundaries.

How does consent work in real life?

When engaging in sexual activity, **consent is about communication.** And it should happen every time. Giving consent for one activity, one time, does not mean giving consent for increased or recurring sexual contact. For example, agreeing to kiss someone doesn't give that person permission to remove your clothes. Having sex with someone in the past doesn't give that person permission to have sex with you again in the future.

You can change your mind at any time.

You can withdraw consent at any point if you feel uncomfortable. One way to do this is to clearly communicate to your partner that you are no longer comfortable with this activity and wish to stop. The best way to ensure both parties are comfortable with any sexual activity is to talk about it.

Positive consent can look like this:

- Communicating when you change the type or degree of sexual activity with phrases like "Is this OK?"
- Explicitly agreeing to certain activities, either by saying "yes" or another affirmative statement, like "I'm open to trying."
- Using physical cues to let the other person know you're comfortable taking things to the next level. (see note below).

Note: Physiological responses like an erection, lubrication, arousal, or orgasm are involuntary, meaning your body might react one way even when you are not consenting to the activity. Sometimes perpetrators will use the fact that these physiological responses occur to maintain secrecy or minimize a survivor's experience by using phrases such as "You know you liked it." In no way does a physiological response mean that you consented to what happened. If you have been sexually abused or assaulted, it is not your fault.

It does NOT look like this:

- Refusing to acknowledge "no"
- Assuming the wearing certain clothes, flirting, or kissing is an invitation for anything more.
- Someone being under the legal age of consent, as defined by the state.
- Someone being incapacitated because of drugs or alcohol.
- Pressuring someone into sexual activity by using fear or intimidation
- Assuming you have permission to engage in a sexual act because you've done it in the past.

If you have experienced sexual assault, you're not alone. To speak with someone who is trained to help, call the National Sexual Assault Hotline at 800.656.HOPE (4673) or chat online at www.online.rainn.org.

Legal Disclaimer

The Rape Abuse and Incest National Network (RAINN) website provides general information that is intended, but not guaranteed, to be correct and up to date. The information is not presented as a source of legal guidance. You should not rely, for legal advice, on statements or representations made within the website or by any externally referenced internet sites. If you need legal advice upon which you intend to rely in the course of your legal affairs, consult a competent, independent attorney.

RAINN does not assume any responsibility for actions or non-actions taken by people who have visited this site, and no one shall be entitled to a claim for detrimental reliance on any information provided or expressed.

Dating Violence (Clery Act). Violence committed by a person who is or has been in a social relationship or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition – (34CFR 668.466(a)(b)(ii))

(a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(b) Dating violence does not include acts covered under the definition of domestic violence.

Dating Violence (Louisiana Law). For purposes of this section, "Dating Violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. (LA RS § 46:2151(C)) For purposes of this section, "dating partner" means any person who is involved or has been involved in a sexual or intimate relationship with the offender characterized by the expectation of affectionate involvement independent of financial considerations, regardless of whether the person presently lives or formerly lived in the same residence with the offender. "Dating partner" shall not include a casual relationship or ordinary occasion between persons in a business or social context.

Domestic Violence (Clery Act). A felony or misdemeanor crime of violence committed:

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

Domestic Abuse (Louisiana Law). As per (LA RS § 46:2132(3)) "Domestic abuse" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. "Domestic abuse" also includes abuse of adults as defined in R.S. 15:1503 when committed by an adult child or adult grandchild.

As per (LA RS § 46:2132(4)) "Family members" means spouses, former spouses, parents and children, stepparents, stepchildren, foster parents, and foster children. "Household members" means any person of the opposite sex presently or formerly living in the same residence with the defendant as a spouse, whether married or not, who is seeking protection under this Part. If a parent or grandparent is being abused by an adult child, adult foster child, or adult grandchild, the provisions of this Part shall apply to any proceeding brought in district court.

Fondling. (As per 34 CFR § A to subpart D of part 668) The touching of private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age because of his/her temporary or permanent mental capacity.

Gender Based Harassment. A form of sexual discrimination involving stereotyping according to the roles and functions with a particular gender of the gender of the individual identifies with. Gender-based harassment does not have to be sexual in nature but can lead to a hostile environment.

Gender-Equality. The state in which access to rights or opportunities is unaffected by gender.

Hostile Environment. A setting where sexual conduct that is severe or pervasive and is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program and an employee's ability to benefit from employment.

Incest. (As per 34 CFR § A to subpart D of part 668) Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Preponderance of Evidence. The greater weight of the evidence to decide in favor of one side or the other. “Preponderance of the Evidence” is required and is contrasted with “beyond a reasonable doubt,” which is the more severe test of evidence. It is based on clear and convincing evidence which means “more likely than not” or “fifty-fifty” likelihood of guilt.

Rape. (As defined from the Summary Reporting System (SRS) User Manual from the FBI’s UCR Program- <https://ucr.fbi.gov/crime-in-the-u.s/2013/crime-in-the-u.s.-2013/violent-crime/rape>) The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Attempts or assaults to commit rape are also included; however, statutory rape and incest are excluded.

Reporting Party. The individual reporting the incident. This may include the individual who experienced the sexual harassment, family members of the individual, bystanders, employees of the school, etc.

Respondent. (As per Summary of the Department of Education’s Final Rule – <https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>) An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Retaliation. Engagement in protected speech under the First Amendment does not constitute retaliation. Retaliation against an individual for the purpose of interfering with the exercising of Title IX rights is prohibited. This includes retaliation against any individual who has made a report, the alleged perpetrator, witnesses, and any other individuals who may be involved in the matter.

Sexual Assault (Clery Act). An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.

Sexual Assault (Louisiana Law). (As per LA RS § 46:2184) Sexual assault means any nonconsensual sexual contact including but not limited to any act provided in R.S. 15:541(24) or obscenity (R.S. 14:106).

Sexual Violence. (As defined by the CDC – https://www.cdc.gov/violenceprevention/pdf/sv_surveillance_definitions-2009-a.pdf) Sexual violence is defined as a sexual act the is committed or attempted by another person without freely given consent of the victim or against someone who is unable to consent or refuse. It includes forced or alcohol/drug facilitated penetration of a victim; forced or alcohol/drug facilitated incidents in which the victim was made to penetrate a perpetrator or someone else; nonphysical pressured unwanted penetration; intentional sexual touching; or non-contact acts of sexual nature. Sexual violence can also occur when a perpetrator forces or coerces a victim to engage in sexual acts with a third party.

Sexual violence involves a lack of freely given consent as well as situations in which the victim is unable to consent or refuse:

- Consent words or overt actions by a person who is legally or functionally competent to give informed approval, indicating a freely given agreement to have sexual intercourse or sexual contact.
- Inability to consent: A freely given agreement to have sexual intercourse or sexual contact could not occur because of the victim’s age, illness, mental or physical disability, being asleep or unconscious, or being too intoxicated (e.g., incapacitation, lack of consciousness, or lack of awareness) through their voluntary or involuntary use of alcohol or drugs.
- Inability to refuse disagreement to engage in a sexual act was precluded because of the use or possession of guns or other non-bodily weapons, or due to physical violence, threats of physical violence, intimidation or pressure, or misuse of authority.

Sexual Harassment. As per the Summary of the Department of Education’s Final Rule- <https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>) conduct on the basis of sex that satisfies one or more of the following: A school employer conditioning education benefits on participation in an unwelcome sexual conduct (i.e., quid pro quo); Any type of unwelcome conduct that a reasonable individual would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; sexual assault, dating violence, domestic violence, or stalking, as those terms defined under Federal Law, the Clery Act and Violence Against Women Act (VAWA).

Sexual Discrimination. Discrimination against an individual on the basis of sex.

Stalking (Cleary Act and CFR 34 § 668.46(a)(b)(c)(ii)). Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

(a) fear for the person's safety or the safety of others; or

(b) suffer substantial emotional distress

(ii) for the purposes of this definition:

(a) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking (Louisiana Law). As per LA. RS § 14.40.2, Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal, written, or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted.

Statutory Rape. (As per 34 CFR § A_to_subpart_D_of_part_668) Sexual intercourse with a person who is under the statutory age of consent.

Supportive Measures. As defined by the Department of Education Office of Civil Rights Webinar – Title IX: An Introduction to the New Regulations) – Free, individualized services designed to restore or preserve equal access to education, protect safety, or deter sexual harassment. Supportive measures do not require individual to file a formal complaint. These measures support a student, and they aren't punitive or disciplinary with respect to the other student.

Title IX Coordinator. The Title IX Coordinator is responsible for responding to, investigating, and resolving sexual harassment issues. The Title IX Coordinator's duties also include ensuring adequate training to personnel and students on the Omega Institute of Cosmetology's sexual harassment policy, prevention, and education. The Title IX Coordinator will ensure the complainant and respondent are informed of all support measures and other resources available to them, ensure the complainant's wishes are honored, and the resolution process is fair, non-bias, and completed in a timely manner. The Title IX Coordinator will also ensure the Omega Institute of Cosmetology's policy on sexual harassment is followed and meets all federal guidelines.

APPENDIX B
LISTING OF OMEGA INSTITUTE OF COSMETOLOGY OFFICIALS WITH AUTHORITY

Omega Institute of Cosmetology has designated individuals with the following titles as “Officials with Authority.” Officials with Authority are official of the Institution who has the authority to institute corrective measures on behalf of the Institution. All Officials with Authority are also Responsible Employees:

Director
Admissions
Lead Instructor

APPENDIX C
CONFIDENTIAL RESOURCES & OTHER INFORMATION

The following professionals who operate under their realm of certification that are prohibited from divulging personal information, can provide confidential help:

- Medical Providers
- Mental Health Professionals
- Ordained Clergy
- Rape Counselors

HOTLINES

The National Sexual Assault Hotline (RAINN) (Rape, Sexual Assault & Incest)

(800) 656-HOPE (4673)

<https://rainn.org/get-informaiton>

The National Domestic Violence Hotline

(800) 799-SAFE (7233)

TTY (800) 787-3224

<http://www.thehotline.org/resources>

Child Abuse Hotline

(800) 4-A-CHILD (422-4453)

<https://www.childhelp.org/hotline/>

The National Center for Victims of Crime – Stalking

(855) 4-VICTIM (484-2846)

<https://victimsofcrime.org/stalking-resource-center/>

Louisiana Department of Children & Family Services

(855) 4LA-KIDS (454-5437)

The National Suicide Prevention Hotline

(800) 273-8255

<https://suicidepreventionlifeline.org/>

The National Domestic Violence Hotline

(800) 799-7233

TTY (800) 787-3221

<https://thehotline.org/resources/>

Shelter Search

<https://www.shelterlist.com/state/louisiana>

Volunteers of America

<https://www.voa.org>

APPENDIX D

POLICY FOR INVESTIGATION AND RESOLUTION OF FORMAL TITLE IX COMPLAINTS

1.0 Application of this policy.

- 1.1. This policy applies to the investigation and resolution of formal Title IX complaints.
- 1.2. The disciplinary procedure in this policy for Title IX misconduct will be used only when all of the following requirements are met:
- (a) There is a formal complaint alleging Title IX misconduct on the basis of sex
 - (b) The conduct occurred in the United States
 - (c) The conduct occurred within an institutional program or activity
 - (d) The complainant must be participating in the education program or activity of the institution at the time of filing the complaint.
 - (e) The complainant or Title IX Coordinator have submitted a formal complaint.
- 1.3. The respondent is presumed to not be responsible for the alleged Title IX misconduct until a final decision regarding responsibility is made at the conclusion of the disciplinary process. The burden of proof and burden of gathering evidence rests on the institution not the parties. This does not mean that the respondent's statements are deemed true and take precedent over that of the complainant, but this allows for a neutral process and no pre-conceptions of guilt.

2.0 Definitions.

- 2.1. As used in this policy, the following terms shall have the meaning given below:
- (a) **Complainant.** (As per the Department of Education's final rule (<https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>) An individual who is alleged to be victim of conduct that could constitute sexual harassment. *This also pertains to the legal rights of parents and guardians to act on behalf of parties (including by filing formal complaints) in Title IX matters.
- (b) **Consent.** (As defined by RAINN.org) The laws about consent vary by state and situation. It can make the topic confusing, but you don't have to be a legal expert to understand how consent plays out in real life.

What is consent?

Consent is an agreement between participants to engage in sexual activity. There are many ways to give consent, and some of those are discussed below. Consent doesn't have to be verbal, but verbally agreeing to different sexual activities can help both you and your partner respect each other's boundaries.

How does consent work in real life?

When engaging in sexual activity, **consent is about communication**. And it should happen every time. Giving consent for one activity, one time, does not mean giving consent for increased or recurring sexual contact. For example, agreeing to kiss someone doesn't give that person permission to remove your clothes. Having sex with someone in the past doesn't give that person permission to have sex with you again in the future.

You can change your mind at any time.

You can withdraw consent at any point if you feel uncomfortable. One way to do this is to clearly communicate to your partner that you are no longer comfortable with this activity and wish to stop. The best way to ensure both parties are comfortable with any sexual activity is to talk about it.

Positive consent can look like this:

- Communicating when you change the type or degree of sexual activity with phrases like "Is this OK?"
- Explicitly agreeing to certain activities, either by saying "yes" or another affirmative statement, like "I'm open to trying."
- Using physical cues to let the other person know you're comfortable taking things to the next level. (see note below).

Note: Physiological responses like an erection, lubrication, arousal, or orgasm are involuntary, meaning your body might react one way even when you are not consenting to the activity. Sometimes perpetrators will use the fact that these

physiological responses occur to maintain secrecy or minimize a survivor's experience by using phrases such as "You know you liked it." In no way does a physiological response mean that you consented to what happened. If you have been sexually abused or assaulted, it is not your fault.

It does NOT look like this:

- Refusing to acknowledge "no"
- Assuming the wearing certain clothes, flirting, or kissing is an invitation for anything more.
- Someone being under the legal age of consent, as defined by the state.
- Someone being incapacitated because of drugs or alcohol.
- Pressuring someone into sexual activity by using fear or intimidation
- Assuming you have permission to engage in a sexual act because you've done it in the past.

If you have experienced sexual assault, you're not alone. To speak with someone who is trained to help, call the National Sexual Assault Hotline at 800.656.HOPE (4673) or chat online at www.online.rainn.org.

Legal Disclaimer

The Rape Abuse and Incest National Network (RAINN) website provides general information that is intended, but not guaranteed, to be correct and up to date. The information is not presented as a source of legal guidance. You should not rely, for legal advice, on statements or representations made within the website or by any externally referenced internet sites. If you need legal advice upon which you intend to rely in the course of your legal affairs, consult a competent, independent attorney. RAINN does not assume any responsibility for actions or non-actions taken by people who have visited this site, and no one shall be entitled to a claim for detrimental reliance on any information provided or expressed.

(c) **Dating Violence (Clery Act).** Violence committed by a person who is or has been in a social relationship or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition – **(34CFR 668.466(a)(b)(ii))**

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

2. Dating violence does not include acts covered under the definition of domestic violence.

(d) **Dating Violence (Louisiana Law).** For purposes of this section, "Dating Violence" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. (LA RS § 46.2151(C)) For purposes of this section, "dating partner" means any person who is involved or has been involved in a sexual or intimate relationship with the offender characterized by the expectation of affectionate involvement independent of financial considerations, regardless of whether the person presently lives or formerly lived in the same residence with the offender. "Dating partner" shall not include a casual relationship or ordinary occasion between persons in a business or social context.

(e) **Domestic Violence (Clery Act).** A felony or misdemeanor crime of violence committed:

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

(f) **Domestic Abuse (Louisiana Law).** As per (LA RS § 46:2132(3)) "Domestic abuse" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. "Domestic abuse" also includes abuse of adults as defined in R.S. 15:1503 when committed by an adult child or adult grandchild.

As per (LA RS § 46:2132(4)) “Family members” means spouses, former spouses, parents and children, stepparents, stepchildren, foster parents, and foster children. “Household members” means any person of the opposite sex presently or formerly living in the same residence with the defendant as a spouse, whether married or not, who is seeking protection under this Part. If a parent or grandparent is being abused by an adult child, adult foster child, or adult grandchild, the provisions of this Part shall apply to any proceeding brought in district court.

(g) **Education program or activity.** for the purposes of Title IX misconduct only, locations, events, or circumstances at which the institution exercised substantial control over both the respondent and the context in which the sexual harassment occurred.

(h) **Formal Complaint.** a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment, sexual assault, dating violence, domestic violence, or stalking against an individual and requesting that the institution investigate the allegations. At the time of filing of the formal complaint, the complainant must be participating in an educational program or activity. A formal complaint may be filed in person, by mail, by electronic mail, or any other method designated at the institution. A formal complaint must include a physical or digital signature of the complainant or Title IX Coordinator.

(i) **Incapacitation.** means the state of being unable to physically and/or mentally make informed rational judgements and effectively communicate, and may include unconsciousness, sleep, or blackouts, and may result from the use of alcohol or other drugs. Where alcohol or other drugs are involved, evaluation of the incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person’s decision-making ability; awareness of consequences; ability to make informed, rational judgements; and capacity to appreciate the nature and quality of the act; or level of consciousness. The judgement is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.

(j) **Preponderance of Evidence.** The institution will utilize “preponderance of evidence” standard which means “more likely than not” or “fifty-fifty” likelihood of guilt. The school must provide due process protections to ensure non-restriction of the rights protected under the United States Constitution. This includes the First Amendment, Fifth Amendment, and Fourteenth Amendment rights of an individual. The “preponderance of evidence” standard also ensures that both the complainant and respondent have the same opportunity to provide relevant facts and will be treated equally.

(k) **Respondent.** (As per Summary of the Department of Education’s Final Rule – <https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf>) An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

(l) **Retaliation.** Engagement in protected speech under the First Amendment does not constitute retaliation. Retaliation against an individual for the purpose of interfering with the exercising of Title IX rights is prohibited. This includes retaliation against any individual who has made a report, the alleged perpetrator, witnesses, and any other individuals who may be involved in the matter.

(m) **Sexual Assault (Clery Act).** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.

(n) **Sexual Assault (Louisiana Law).** (As per LA RS § 46:2184) Sexual assault means any nonconsensual sexual contact including but not limited to any act provided in R.S. 15:541(24) or obscenity (R.S. 14:106).

(o) **Sexual Violence.** (As defined by the CDC – https://www.cdc.gov/violenceprevention/pdf/sv_surveillance_definitions-2009-a.pdf) Sexual violence is defined as a sexual act the is committed or attempted by another person without freely given consent of the victim or against someone who is unable to consent or refuse. It includes forced or alcohol/drug facilitated penetration of a victim; forced or alcohol/drug facilitated incidents in which the victim was made to penetrate a perpetrator or someone else; nonphysical pressured unwanted penetration; intentional sexual touching; or non-contact acts of sexual nature. Sexual violence can also occur when a perpetrator forces or coerces a victim to engage in sexual acts with a third party. Sexual violence involves a lack of freely given consent as well as situations in which the victim is unable to consent or refuse:

- Consent words or overt actions by a person who is legally or functionally competent to give informed approval, indicating a freely given agreement to have sexual intercourse or sexual contact.
- Inability to consent: A freely given agreement to have sexual intercourse or sexual contact could not occur because of the victim’s age, illness, mental or physical disability, being asleep

- or unconscious, or being too intoxicated (e.g., incapacitation, lack of consciousness, or lack of awareness) through their voluntary or involuntary use of alcohol or drugs.
 - Inability to refuse disagreement to engage in a sexual act was precluded because of the use or possession of guns or other non-bodily weapons, or due to physical violence, threats of physical violence, intimidation or pressure, or misuse of authority.
- (p) **Sexual Harassment.** As per the Summary of the Department of Education's Final Rule-
<https://www2.ed.gov/about/offices/list/ocr/docs/titleix-summary.pdf> conduct on the basis of sex that satisfies one or more of the following: A school employer conditioning education benefits on participation in an unwelcome sexual conduct (i.e., quid pro quo); Any type of unwelcome conduct that a reasonable individual would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; sexual assault, dating violence, domestic violence, or stalking, as those terms defined under Federal Law, the Cleary Act and Violence Against Women Act (VAWA).
- (q) **Sexual Discrimination.** Discrimination against an individual on the basis of sex.
- (r) **Stalking (Cleary Act and CFR 34 § 668.46(a)(b)(c)(ii)).** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
- (a) fear for the person's safety or the safety of others; or
 - (b) suffer substantial emotional distress
- (ii) for the purposes of this definition:
- (a) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - (b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - (c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- (s) **Stalking (Louisiana Law).** As per LA. RS § 14.40.2, Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal, written, or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted.
- (t) **Statutory Rape.** (As per 34 CFR § A_to_subpart_D_of_part_668) Sexual intercourse with a person who is under the statutory age of consent.

3.0 Disciplinary Sanctions

3.1. The procedures identified above provide for disciplinary action against employees and students who are found responsible for violating an institution policy. For students, such sanctions include, but is not limited to the following: suspension, expulsion, or disciplinary action to include termination. Employee sanctions may include measures that range from written reprimand through dismissal. Vendors and guests may be subject to other sanctions.

4.0 Dismissal of Formal Complaint and Related Appeal.

- 4.1. **(Discretionary)** The institution must dismiss a formal complaint consisting of allegations that:
 - (a) Would not constitute Title IX misconduct if proved
 - (b) Did not occur in an institution's educational program or activity, or
 - (c) Did not involve actions against someone physically located in the United States
 - 4.2. **(Mandatory)** The institution may dismiss a formal complaint when:
 - (a) The complainant formally requests in writing to withdraw the formal complaint
 - (b) The respondent is no longer attending the institution or working for the institution
 - (c) Specific circumstances prevent the institution from gathering evidence sufficient to reach a determination of the allegations contained in the formal complaint.
- 4.3. The institution generally shall decide whether to dismiss a formal complaint within thirty (30) calendar days of receipt of the formal complaint, but the university may extend that timeline, as necessary.

4.3. The Title IX Coordinator must inform both the complainant and respondent in writing containing details of why the complaint was dismissed. If a party wants to appeal, the complainant and/or respondent must submit in writing an appeal to the Title IX Coordinator within ten **(10) business days** of receipt of the notification. Although the institution may dismiss the allegations, the institution may still address the allegations through the code of conduct policy. The appeal policy is outlined in the Appeal section below.

5.0 Investigation.

5.1. Unless the Institution dismisses a formal complaint, the institution shall appoint an investigator to conduct an investigation on the allegations in the formal complaint.

5.2. The investigator shall provide the complainant and the respondent with a notice of investigation. The notice must include:

- (a) The grievance process, including informal resolution options
- (b) The allegations of Title IX misconduct with sufficient detail for the complainant or respondent to prepare a response to the allegations, including but not limited to, the identity of the complainant as well as the date and location of the incident(s) is available
- (c) A statement affirming the respondent is presumed not responsible for the alleged violation
- (d) The complainant and respondent have the right to an advisor of their choice
- (e) The complainant and respondent have the right to inspect and review evidence
- (f) Information about the retaliation policy.

5.3. The complainant and respondent must receive an amended notice of investigation any time additional charges are added during the course of an investigation. Formal complaints involving more than one complainant or respondent may be consolidated if they arise out of the same facts and circumstances.

5.4 The Institution's investigator shall:

- (a) Provide both the complainant and respondent and equal opportunity to provide witnesses (including fact and expert witnesses) who may be interviewed by the investigator, and other inculpatory and exculpatory evidence.
- (b) Not restrict the ability of either the complainant and respondent to discuss the allegations under investigation or to gather and present relevant evidence.
- (c) Provide the complainant and respondent the same opportunity to be accompanied by an advisor of their choice during meetings relating to the investigation but may limit the participation by the advisor so long as those limits are applied equally
- (d) Provide both the complainant and respondent equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a complainant, respondent, or other source, so that the complainant and respondent can meaningfully respond to the evidence prior to conclusion of the investigation.

5.5. As part of its investigation and disciplinary process, the institution cannot access, consider, disclose, or otherwise use a complainant's or respondent's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the complainant or respondent, unless the university obtains the complainant's or respondent's voluntary, written consent to do so in relation to the investigation and disciplinary process.

5.6 The institution's investigator generally shall complete the investigation and issue a final investigative report within ninety (90) days of the investigator's appointment. However, the investigator may extend the investigation's time frame where circumstances warrant.

6.0 Review of Evidence.

6.1. Prior to completion of the final investigative report, the investigator must send to the complainant and respondent and their respective advisors, if any, the evidence is gathered during the investigation for inspection and review by the complainant and respondent. The evidence may be provided in an electronic format or a hard copy. The evidence provided includes evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from the complainant, respondent, or other source, to permit the complainant and respondent to meaningfully respond to the evidence prior to conclusion of the investigation.

6.2. The complainant and respondent must have at least ten (10) days to submit a written response to the evidence. The investigator will consider any written responses prior to completion of the final investigative report.

7.0 Final Investigative Report.

7.1. The investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to the complainant and the respondent (and their advisors, if any) for their review and response at least ten (10) days prior to hearing. The written report shall be delivered simultaneously to the complainant and respondent.

7.2. The Title IX Coordinator will have the opportunity to review the final investigation report. If the respondent is found not to be responsible during the investigation, the complainant will be dismissed. If the **complainant is dismissed**, the complainant will have ten (10) business days to appeal the decision. This appeal will be reviewed by the Review Committee and a final decision will be made. The appeal must be in writing and submitted to the Title IX Coordinator.

7.3. If the **respondent accepts responsibility**, both parties will be notified in writing of the conclusion and the Review Committee will issue sanctions as described in the institution's policy on disciplinary sanctions and restrictions.

7.4. If the **respondent rejects the decision**, the process will move to a live hearing consisting of the Hearing Committee. The Title IX Coordinator may be present during the live hearing.

7.5. The institution shall, upon receipt of the final investigative report, proceed to schedule a live hearing examiner or hearing committee. A hearing shall be conducted unless both the complainant and respondent waive, in writing, the right to such a hearing.

8.0 Hearing Examiner or Hearing Committee

8.1. The Director shall designate a Title IX conduct hearing examiner or hearing committee to hear cases.

8.2. The hearing examiner or hearing committee shall conduct the hearing, make a verbatim record of the hearing, and transmit such record along with factual findings and decision to the Director. The hearing shall be held not later than forty-five (45) days after the completion of the investigative report except that this time limit may be extended by the hearing examiner or hearing committee.

9.0 Hearing Process.

9.1. A fair hearing for a complainant and respondent under this policy shall include the following:

- (a) Service of written notice of a live hearing on the allegations in the formal complaint at least ten (10) days prior to the hearing.
- (b) A right to the names of the witnesses and of access to documentary and other evidence upon the basis of which dismissal or other discipline is sought.
- (c) A right for the complainant and respondent to be heard on their own behalf
- (d) A right to an advisor, counsel, or other representatives, and to offer witnesses. The complainant's or respondent's advisor or counsel may ask all witnesses relevant questions and follow-up questions, including those challenging credibility. Credibility determinations, however, may not be made based on a person's status as a complainant, respondent, or witness. If the complainant or respondent does not have an advisor, the institution is required to, without fee or charge, provide one of its choice. The advisor will be the only individual allowed to cross-examine during live hearings. The advisor may be an attorney.

- (e) A right to confront and cross examine adverse witnesses. Cross examination must be conducted directly, orally, and in real time by the complainant's or respondent's advisor. The complainant and the respondent shall not be permitted to personally conduct cross-examination. If the complainant, respondent, or witness does not submit to cross-examination at the hearing, the hearing examiner or hearing committee must not rely on any statement of the complainant, respondent, or witness in reaching a decision. However, the hearing examiner or hearing committee shall not draw a negative inference in reaching a decision based solely on a complainant's, respondent's, or witness' absence from the hearing or refusal to answer cross-examination or other question.
- (f) A verbatim record of all hearings, which might be a sound recording, made available at no cost for inspection and review.
- (g) **Written findings of fact and recommendations based on the hearing record.** The written findings of fact and recommendations must include:
- A. Identification of the allegations potentially constituting Title IX misconduct.
 - B. A description of the procedural steps taken from the receipt of the formal complaint through the hearing committee's or hearing examiner's completion of written findings and recommendations, including any notifications to the complainant and the respondent, interviews with the complainant, respondent, and witnesses, site visits, methods used to gather evidence, and hearings held
 - C. Conclusions regarding the application of the institution's conduct rules and policies to the facts; a statement of, and rationale for, the result as to each allegation, including a recommendations regarding responsibility, any disciplinary sanction recommended to be imposed, and whether remedies designed to restore or preserve equal access to the institution's educational program or activity will be provided to the complainant.
 - D. The institution's procedures and permissible bases for the complainant and respondent to appeal.
- (h) Only relevant questions may be asked to the complainant, respondent, and any witnesses. The hearing committee or hearing examiner shall determine whether a question is relevant and explain the decision to exclude a question as not relevant. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions or evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or unless the questions or evidence concern specific incidents of the complainant's prior sexual behavior with the respondent and are offered to prove consent.
- (i) The hearing may be conducted with all participants physically present in the same location, or at the hearing examiner's or hearing committee's discretion, any or all participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other. Upon the complainant's or respondent's request, the institution shall provide for hearing to occur with the complainant and respondent located in separate rooms with technology enabling all participants to simultaneously see and hear witnesses answering questions.
- (j) The standard of proof shall be a preponderance of the evidence.
- (k) No employee or other individual who participated in the investigation of the formal complaint, or who is a material witness, shall be qualified to serve as the hearing examiner or on the hearing committee in that case.
- (l) Nothing in this section shall prevent the settlement of cases by mutual agreement between the administration, the complainant, and the respondent
- (m) Delay or adjournment of the hearing for good cause may be granted by the hearing examiner or hearing committee. Good cause includes the need to investigate evidence as to which valid claim of surprise is made; to ensure the presence of the complainant or the respondent, their advisors, or a witness; to provide language assistance or accommodation of disabilities; and to accommodate concurrent law enforcement activity.

10.0 Hearing Examiner's or Hearing Committee's Findings and Recommendations.

10.1. The hearing examiner or hearing committee shall simultaneously send the director's designee, to the complainant, and to the respondent, within thirty (30) days after the conclusion of the hearing, or as soon as practicable, a verbatim record of the testimony and a copy of the hearing examiner's or hearing committee's written findings of fact and recommendations.

11.0 Director's Designee's Decision.

11.1. Within ten (10) days after receipt of the record and findings and recommendations from the hearing examiner or hearing committee, the complainant and respondent may submit written exceptions. The director's designee shall

review those materials and their decision shall be based on the record created before the hearing examiner or hearing committee with out consideration of any new evidence submitted by the complainant or the respondent. The director's designee shall prepare a written decision within twenty (20) days after the deadline of submission for the written exceptions by the complainant or respondent. If the director's designee proposed decision differs substantially from those recommendations, the director's designee shall promptly consult the hearing examiner or hearing committee and provide the hearing examiner or hearing committee with a reasonable opportunity for a written response prior to making a decision.

11.2. The director's designee may adopt the hearing examiner's or hearing committee's findings and recommendations at the director's designee's decision. The director's designee shall explain in the decision any substantial differences from those findings and recommendations.

11.3. The director's designee's decision shall be simultaneously sent to the complainant, respondent, and to the hearing examiner or hearing committee within forty-five (45) days of director's designee's receipt of the hearing examiner's or hearing committee's materials.

12.0 Appeal.

12.1. The complainant or respondent has the right to appeal the decision after a dismissal prior to the grievance process, whether mandatory or discretionary, or at the end of the grievance process. Once the institution issues a written notification from formal proceedings, the parties will have fifteen (15) business days from the date of notification to file a written appeal. The written appeal must include details of what they are appealing. The following are grounds for appeal:

- (A) A procedural error occurred and affected income;
- (B) Information or evidence that was not readily available during the process that could have affected the outcome.
- (C) That the Title IX Coordinator, Investigator, or Decision- Maker had a conflict of interest or had a preconception of the matter.

12.2. The director shall permit the complainant and respondent to file a written statement on the appeal. The director shall review the appeal based on the record before the hearing examiner or hearing committee. The complainant and respondent shall be simultaneously provided the final written decision of the director, which shall include the rationale for the decision.

13.0 Formal Procedures Involving Employees.

13.1. The Title IX Coordinator cannot facilitate an *informal resolution* if the allegation is when an employee was involved.

13.2. When the *formal resolution* consists of an employee, The Title IX Coordinator and a member of the review committee will conduct the investigation. Both the complainant and respondent will be treated equally. The Omega Institute of Cosmetology will respond promptly in a manner that is not deliberately different. This means in a manner that is not currently unreasonable in light of the known circumstances. The institution will utilize "preponderance of evident" standard which means "more likely than not" or "fifty-fifty" likelihood of guilt. The institution must provide due process protections to ensure non-restriction of the right protected under the United States Constitution. These include the first Amendment, Fifth Amendment, and Fourteenth Amendment rights of an individual.

13.3. Pending the final decision on the allegations in the formal complaint, the employee/respondent may be placed on administrative leave.

What the Acronyms Mean

EFC	Expected Family Contributions
MPN	Master Promissory Note
PLUS	Parent Loan for Undergraduate Students
FSA	Federal Student Aid
NSLDS	National Student Loan Data System
COA	Cost of Attendance
SAP	Satisfactory Academic Progress
ISIR	Institutional Student Information Report
UNSUB (Unsubsidized Loan)	Interest is not paid by Federal government
FSEOG	Federal Supplemental Educational Opportunity Grant
SLEAP	Special Leveraging Educational Assistance Partnership
LEAP	Leveraging Educational Assistance Partnership
GEARUP	Gaining Early Awareness and Readiness for Undergraduate
SSS	Student Support Services
FFEL	Federal Family Education Loan
FERPA	Family Educational Rights and Privacy Act