

**School Catalog:
Volume 10, May 2011**



phillips
HAIRSTYLING INSTITUTE
709 E. Genesee St. Syracuse, NY 13210 / 315.422.9656

1	Mission Statement	23	Financial Aid
			Eligibility And Availability
			Federal Pell Grants
2	Admission Requirements	26	Financial Aid
	Statement on Equal Rights		Eligibility And Availability
	Employment Assistance		Students Loans
	Income Potential & Compensation		
	Job Availability		
	Occupational Availability		
	Physical Demands		
	Safety Requirements		
5	Licensing Requirements	27	How To Apply For A Loan
	School Calendar		How The Money Is Received
	School Rules / Dress Code		The Student's Responsibility
			How Does Repayment Operate
			Important Final Information
			Federal Policy
			Return Of Title IV
8	Class Schedule	31	License & Accreditation Agencies
	Schedule of Fees		School's Owners
	Payment Options		Campus Crime Report
	Cancellation & Refund Policy		Appearance Enhancement Law
			School's Facility & Equipment
10	Cosmetology:		
	Course Outline		
	Excessive Absence/Tardiness		
14	Satisfactory Progress Policy	33	Administrative Staff & Faculty
19	How Our Students Are Doing	35	Addenda "A"
	Student Disclosure Information		What You Should Know
	Release of Information Policy		Complaint Procedures
	Retention of Rights		Process for Obtaining a Tuition Refund
21	Certificate of Completion		
	Access To Files		
	Transfer Policy		
	Re-Entry After A Temporary Withdrawal		

Phillips Hairstyling Institute
709 East Genesee St.
Syracuse, NY 13210
315.422.9656
www.phillipshairinstitute.com

NOTES:

A Message from Mr. Phillips

Welcome and Thank you for your interest In Phillips Hairstyling Institute.

I have been the Owner since 1981 when I bought the school I graduated from 10 years earlier.

I am pleased that you are considering our school to begin your career. I am proud of our school; our N.Y.S. Education Department licensed staff and the quality of graduates we are producing.

I invite you to make an appointment and see what is so special about Phillips Hairstyling Institute. I suggest that you compare all schools: the quality of education, cost, job placement assistance and the availability of Student Loans and Pell Grants for those who qualify.

Before making your final decision on which career you will choose or which school you will attend I recommend you consult your personal Hair Stylist, Nail Technician or call a variety of Salon Owners and Managers and ask for their recommendation.

Whatever your decision, I wish you the very best.

Sincerely,

Steven C. Phillips

Steven C. Phillips

Mission Statement

A career in the Beauty Enhancement Industry offers additional rewards above the ordinary ones reflected in most occupations. You have the opportunity to express your individualism and creativity with each of your clients. Through your personal artistry and skills, you'll transform ordinary hair into creative new styles, or enhance the beauty of someone's nails, giving each client a renewed look and often a whole new outlook. Above all, you get personal satisfaction from knowing that your talents can make important contributions to the general well-being of your clients.

Phillips Hairstyling Institute's approach is recognized throughout the area as one of the best there is. It entails both the art and science of hair, skin and nails. Textbook study is supplemented by laboratory work with visual aids to further educate you in the trade techniques of today's beauty industry.

Our primary mission is to train students with both theory and practical experience which will prepare them for entry-level employment opportunities. Our program places emphasis on developing desirable work habits and attitudes in the student while encouraging self reliance, a readiness to assist others, and an ethical approach to this profession. Additionally, our program prepares the student to successfully complete the New York State Written and Practical State Board Examinations.

Admission Requirements

Statement On Equal Rights

Employment Assistance

Income Potential & Compensation

Job Availability

Occupational Availability

Physical Demands / Safety Requirements

Admission Requirements

Cosmetology

1. Minimum age 17 years old.
2. High School Diploma or G.E.D.
3. Interview with a member of the school's staff.
4. The Course is taught in English: prospective students must be fluent in speaking, understanding, reading and writing English.

Statement on Equal Rights

Phillips Hairstyling Institute practices no discrimination on the basis of age, race, sex, creed, religion, marital status, financial status, sexual orientation, or country or area of origin or residence in admission, instruction and graduation policies.

The practice and requirement of nondiscrimination also extends to employment by the school, the administration of the students, nor does the school discriminate against otherwise qualified handicapped individuals.

Employment Assistance

A placement service is provided throughout a student's career. Both the student and the school agree and understand that while a placement service may be provided the school cannot promise or guarantee employment to any student or graduate. The school will make every effort possible to help the student acquire the type of job they are looking for. Lesson plans including "Job Seeking and Communication Skills" are included in the course. A comprehensive Jobs Listing is available in the main office and can be mailed to graduates who have not been placed by the day they graduate.

such a loan is yours the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms or the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

Where Can Students File A Complaint, File A Claim To The Tuition Reimbursement Fund, Or Get Additional Information?

Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212)643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools / Computer Training Facilities.

What Is The Tuition Refund And Cancellation Policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What Should Students Know About "Private School Agents?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling student in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in rolling in a particular school or group of school. The name(s) of the agents(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agents(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund you must follow the compliant procedures included in this pamphlet.

What Should Students Know About "Grants And Guaranteed Student Loans?"

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell Grants provided by the Federal Government.)

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for

Income Potential and Compensation

A successful graduate should expect their first entry-level job to guarantee slightly higher than minimum wage; however this is a business that usually pays a commission on salon sales and services. Typically a Cosmetologist is paid 50% or one half of the revenue generated from the salon services they perform and up to 20% on the retail sales they make. Because the Salon Business is commission driven the more you work the more money you will make.

Job Availability

The demand for Cosmetologist is very strong. At its website: www.labor.ny.gov. The New York State Department of Labor's most recent projections show Hairdressers, Hairstylist and Cosmetologists have "very favorable" employment prospects through 2018 in New York State.

"Employment will increase by about 20%, much faster than average. . . This growth will primarily come from an increasing population, which will lead to greater demand for basic hair services. Additionally, the demand for hair coloring and other advanced hair treatments has increased in recent years, particularly among baby boomers and young people. This trend is expected to continue, leading to a favorable outlook." (April, 2011)

A 2007 survey conducted by the National Accrediting Commission of Cosmetology Arts and Sciences concluded that there are more than 500,000 entry-level employment positions available annually in the Beauty Industry in the U.S.

Occupation Availability

As a Hairdresser Cosmetologist you will have a variety of occupations available to you including; Salon Stylist, Hair Color Specialist, Artificial Hair Specialist, Skin Care Specialist, Make Up Specialist, Nail Technician, Day Spa Stylist or Technician, Salon Owner, Salon Manager, Manufacturers Representative, Educator, Instructor, Researcher and/or Writer.

Physical Demands

The physical demands of the Cosmetologist require that for the most part you will be standing on your feet in the same area all day. You will also do repetitive arm, hand and leg movements. If you have any physical limitations, please check with your doctor prior to starting classes.

Safety Requirement

The major safety concerns center around the fumes and vapors emitted from the sprays and chemicals that are used every day in the salon. Your hands will also come into contact with a variety of chemicals found in styling aids, permanent waves, relaxers and hair color. The two most common chemicals are ammonia and alcohol.

If you have or may think you have; allergies, asthma, back, leg, shoulder, hand or finger problems or any other physical condition that might cause a problem for you while in school or working as a Cosmetologist consult your doctor before beginning classes.

2. An investigator from the Department will meet with you and go through your complaint in detail.
3. If you cannot come for an interview and send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. **YOU MUST FILE A COMPLAINT WITHIN TWO YEARS AFTER THE ALLEGED ILLEGAL CONDUCT TOOK PLACE.** The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
4. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What Is The Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who Can File A Complaint?

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What Can A Student Or Employee Complain About?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How Can A Complaint Be Filed By A Student Or Employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The Steps You Must Take To File A Complaint With The New York State Education Department is:

1. Write to the New York State Education Department at 116 West 32nd St., 5th Floor, New York, New York 10001, or telephone the Department at (212)6434730, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc.

Licensing Requirements School Calendar

Dress Code Rules and Regulations

Licensing Requirements

1. Successfully complete a NYS approved Cosmetology Course
2. Submit a completed "License Application" - \$30 Application Fee to NYS
3. Successfully complete a NYS Written Examination - \$15 Exam Fee
4. Successfully complete the 3 hr. NYS Practical Examination on a manikin demonstrating a variety salon services - \$15 Exam Fee.
5. Felony conviction(s) and/or child support arrears may affect your ability to obtain a Cosmetology license in NYS. You should contact the NYS Licensing Board at 518.474.4429 if you have any questions and/or concerns regarding your ability to obtain a license before you begin class.

School Calendar

New classes begin the 1st Tuesday of each month unless a legal holiday falls on the 1st Tuesday, then new classes begin on the following Tuesday. The FTD Cosmetology Schedule lasts three 13 week Quarters of 333.3 instructional hours each.

The school is closed on the following Legal holidays; New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. The school will be closed on all days the Syracuse Public Schools are closed for bad weather. Delays or early closures do not apply. The school may also be closed for 1 week in July and another week in December for vacations.

Dress Code

1. Students must wear uniforms during class
2. Closed toe and heel shoes with stockings or socks are required
3. Hats, scarves or head coverings of any kind are not allowed

Your Instructor has the authority to tell you to clock out and leave if he or she determines that you are not dressed appropriately.

Rules and Regulations

1. Students must bring their own time card, textbook, notebook, mannequin, uniform and equipment to class daily.
2. Students must clock in and clock out each day. Failure to clock in and/or out will result in a loss of credit for that time period.
3. Students may NOT clock in or out another student for any reason. If you do you will be terminated from school.
4. The School is not responsible for the loss or theft of your personal property. Lockers are provided.
5. Students must attend class regularly and do all assigned work.
6. Students absent from class must make up work missed on their own time.
7. Students will be attentive to instructors and will be courteous to classmates and staff.
8. Cell phones may not be used during class.
9. No food or beverages will be consumed on the school premises except in the designated student lounge during breaks and lunch, No Gum chewing in class.
10. Students must obey all rules of personal/public hygiene, sanitation/sterilization while in school.
11. Student must be clean and neat and in uniform.
12. No use of profanity, alcoholic beverages or controlled dangerous substances on the school premises will be tolerated.

As a student at Phillips Hairstyling Institute you are required to perform and receive a variety of services. You are NOT required to receive any service which would produce anything more than a temporary change. This means that you would NOT have to receive a haircut, permanent wave, chemical relaxer, soft curl permanent, or any form of permanent hair color.

As a Cosmetology Student you are required to perform ALL salon services assigned to you and receive the following salons services; manicures, pedicures, shampoos, conditioning and scalp treatments, wet sets, blow dry and curling iron styles, facials and make up applications. If you have a medical condition which would prohibit you from receiving any of these services you are required to produce documentation from your doctor to be excused from participation and provide a model to take your place.

Addenda "A"

Information for Students Disclosure Pamphlet

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What You Should Know about Licensed Private Schools and Registered Business Schools in New York State

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools which are licensed by the New York State Education Department and business schools which are registered by this Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting Proprietary Schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to insure that the educational program being offered meets your needs and that your financial investment is protected. The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful

Mr. Donald Hill:

Instructor

Mr. Hill has been instructing at Phillips since 1992. He is the owner and Senior Stylist of the "Changing Times Salon". He has been a licensed Hairstylist since 1972.

Ms. Amy Lallier

Instructor

Ms. Lallier joined our staff in 2010 and is a graduate of our school. She has extensive experience as a Stylist and Salon Manager.

Ms. Deborah Weeks:

Accounting

Ms. Weeks joined the Phillips staff in 2005. She has an extensive accounting background and manages all accounting functions for the School.

Ms. Sharon Granholm:

Office Coordinator

Ms. Granholm joined our staff in 2008; she assists both the staff and students with administrative requirements.

Dana Steinman:

Clinic Coordinator

Mr. Steinman graduated from our school in 2009 and has been on our staff since early 2010. He assists Instructors with organizational tasks, controls product inventory, and provides tours to prospective students.

SUBJECT TO IMMEDIATE DISMISSAL:

1. **INSUBORDINATION**
2. **HABITUAL DISREGARD FOR DRESS CODE/SCHOOL PROPERTY**
3. **THEFT OF SCHOOL PROPERTY OR PROPERTY OF OTHERS**
4. **USE OF DRUGS, ALCOHOLIC BEVERAGES, OR OTHER CONTROLLED SUBSTANCES**
5. **IMPROPER ADVANCES TOWARDS ANOTHER STUDENT OR STAFF MEMBER**
6. **HABITUAL WASTE OF TIME IN CLASSROOM OR CLINIC**
7. **REFUSAL TO DO ASSIGNED WORK**
8. **POSSESSION OF WEAPONS OF ANY KIND**
9. **ANY OTHER REASON DEEMED SUFFICIENT BY DIRECTOR**

Cosmetology:

**Class Schedule
Schedule Of Fees**

**Payment Options
Cancellation & Refund Policy**

Cosmetology Class Schedule

Full Time Day:
Tuesday – Friday
9 AM – 12 Noon & 12:30-4:00PM
26 hours per week for 39 weeks

Schedule of Fees

Registration Fee – Non-Refundable	\$100.00
*Equipment & Uniform	\$500.00
*Textbooks	\$100.00
Tuition	\$8,225.00
*NYS Sales Tax	<u>\$48.00</u>
TOTAL COST	\$8,973.00

Payment Schedules

No Interest Time Payments; \$1,773.00 on or before the first day of instruction, and \$800.00 per month until balance is paid in full. Additional arrangements for payment may be made at the time of enrollment if necessary. MasterCard & Visa credit cards accepted.

Financial Aid

Financial Aid is available for the Cosmetology Course if a student qualifies. For detailed information about Financial Aid Availability and Eligibility see pages 23-30.

Cancellation & Refund Policy

An applicant not accepted for training shall be entitled to a refund of all monies paid. If a student (or in the case of a student under the legal age of 18, his/her parent or guardian) cancels this enrollment agreement within three (3) business days of the signing of this enrollment agreement, all monies collected by the school shall be refunded.

The cancellation date will be determined by the postmark on the written notification, or the date the said information is delivered to the

Staff

**Mr. Steven C. Phillips:
Owner**

A 1973 graduate of the school he now owns, Mr. Phillips purchased the school in 1981. A successful salon owner for many years, Mr. Phillips has been involved in trade school education since 1975. Advanced training by the world’s masters including; Vidal Sassoon, Paul Mitchell and Jingles International has allowed Mr. Phillips to develop an excellent method of teaching hair cutting, styling, perming and hair color.

**Mrs. Gail Liberatore:
Director, Financial Aid Director**

Mrs. Liberatore has been on staff since early 1998 and manages the School’s Financial Aid program. She assists all students with financial & administrative matters

**Mrs. Lisa Shostack:
Senior Instructor, Director**

Mrs. Shostack has been an instructor at Phillips since 1995 and teaches the Senior Class. She graduated from Phillips Hairstyling Institute in 1991 and worked as a Salon Stylist and Nail Technician. She is also a New York State Board Examiner.

**Mr. Stephen Fortino:
Instructor**

Mr. Fortino has been on our staff as an instructor since 2007. He is an experienced stylist and also a New York State Board Examiner.

**Mrs. Cate Skidmore:
Instructor**

Mrs. Skidmore is a graduate of our school and joined our staff as an instructor in 2008. An experienced stylist she is also a specialist in the “natural” approach to skin care.

In addition to the standard features found in most beauty schools Phillips is equipped with DVD/VCR's and television monitors in each classroom as well as independent air purification systems to remove the chemicals, sprays and dust in the air.

We use Pivot Point Salon Fundamentals Instructional materials and Wella professional products.

school administration staff in person. This policy applies regardless of whether or not the student has actually started training.

If a student cancels this enrollment agreement after the three (3) business days but prior to entering classes, the student is entitled to a refund of all monies paid to the school except the \$100.00 Non-Refundable Registration Fee. For students who enroll in and begin classes, the school may not retain more than the \$100.00 Non-Refundable Registration Fee and the stated costs of textbooks and equipment as have been issued by the school and accepted by the student plus:

For students who enroll in the Full Time Day Class, a three (3) quarter program; the school may retain the following percentages of tuition cost:

First Quarter

If termination occurs prior to or	school may keep
During the 1 st week	0%
During the 2 nd week	25%
During the 3 rd week	50%
During the 4 th week	75%
After the 4 th week	100%

Second & Third Quarters

If termination occurs	school may keep
During the 1 st	25%
During the 2 nd week	50%
During the 3 rd week	75%
After the 3 rd week	100%

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance.

"The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to Section 5002 of the Education Law"

Cosmetology Course Outline

Course Goals

A career in the Beauty Enhancement Industry offers you additional rewards above the ordinary ones reflected in most occupations. You have the opportunity to express your individualism and creativity with each of your clients. Through your personal artistry and skills, you'll transform ordinary hair into creative new styles, or enhance the beauty of someone's nails, giving each client a renewed look and often a whole new outlook. Above all, you get personal satisfaction from knowing that your talents can make important contributions to the general well-being of your clients.

Phillips Hairstyling Institute's approach is recognized throughout the area as one of the best there is. It entails both the art and science of hair, skin and nails. Textbook study is supplemented by laboratory work with visual aids to further educate you in the trade techniques of today's beauty industry.

Our primary mission is to train students with both theory and practical experience which will prepare them for entry-level employment opportunities. Our program places emphasis on developing desirable work habits and attitudes in the student while encouraging self reliance, a readiness to assist others, and an ethical approach to this profession. Additionally, our program prepares the student to successfully complete the New York State Written and Practical State Board Examinations.

Course Format

Instructional techniques and methods

1. Lecture
2. Practical demonstrations
3. Audiovisual materials
4. Work sheets
5. Illustrations
6. Written & Practical Tests

License & Accreditation Agencies

Campus Crime Report

School's Owner

Appearance Enhancement Law

School's Facility & Equipment

License and Accreditation Agencies

Phillips Hairstyling Institute is licensed by:

N.Y.S. Education Department

Bureau of Proprietary School Supervision

Room 1613, OCP

Albany, NY 12234

518-474-3969

School's Owners

The School is owned by LePonto's Hairstyling and Beauty Culture School, Inc. – DBA; Phillips Hairstyling Institute with Steven C. Phillips as the Chief Executive Officer.

Campus Crime Report

Phillips Hairstyling Institute updates its Campus Crime Report on an annual basis. A copy is available by request from the Administration Office.

Appearance Enhancement Law

A copy of the current NYS Appearance Enhancement Law is available from the Administration Office by request.

School's Facility and Equipment

We are proud and think you will be impressed with our modern attractive facility. The school has over 4,200 square feet of well lighted, air conditioned, ventilated and modernly equipped space with individual storage lockers and working stations for each student, and is handicapped accessible.

The school is located in the heart of Syracuse University Connective Corridor, next door to the newly renovated Crown Plaza Hotel. It is easily accessible from Routes 690 and 81 as well as being on a major Centro Bus route.

However to the extent that you have any outstanding Title IV loan balances, you may return any amounts you are required to return in accordance with the conditions of your promissory note. That is, you can make monthly payments on those loan balances in the same way you would have done, if you had not withdrawn early from school.

If you earned more aid than was the aid that was disbursed, your institution may owe you a post-withdrawal disbursement. But if that post-withdrawal disbursement consists of a loan, you can decline those loan funds if you do not wish to incur additional debt. (And it may be in your best interest to do so).

There are some **FSA** funds that you might be scheduled to receive that you cannot earn because of eligibility requirements. For instance 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 of the Direct Loan Funds, you would have received if you had remained in school past your 30th day.

Also keep in mind that the requirements for FSA program funds (when you withdraw) are separate from any refund policy which your school or the state may have. If you don't know what the school or state's refund policy is ask for a copy at the financial aid office. The financial aid office can also answer any questions you have and provide you with requirements and procedures for officially withdrawing from school.

If the school has to return some of the aid, it will return money first to your loan programs to pay down your student debt.

***Our school's refund policy is outlined on pages 8 - 9 of this catalog.**

Evaluation Procedures

1. Testing in theory, practical and clinic areas
2. Examinations each quarter of the course
3. Written Final Examination
4. Mock State Board Practical Examination

Required Level of Achievement

All students are required to maintain a minimum 80% grade point average on written, practical and clinic evaluations in order to be eligible to graduate and receive a Certificate of Completion.

Refer to Satisfactory Progress Policy for more information.

Texts and References

A large selection of Reference books, manuals, periodicals and DVDs are available in the main office.

Excessive Absence / Tardiness

A student can be absent up to 10% of the contracted course length without penalty and without making up that time.

Accumulated absent, arriving late and/or leaving early in excess 10% of the student's contracted time (100 hrs) made up will be charged at the same hourly rate on their original contract once the student has exceeded the stated course length; the original graduation date. This means that if you miss more than 10% of your class schedule it could cost you additional money per hour for every additional hour missed to complete your education.

**BEING ABSENT COULD
COST YOU MORE MONEY
THERE ARE NO EXCUSED ABSENCES**

Cosmetology Course Outline

Course Outline: Cosmetology / 1000 Clock Hours

Clock Hours	Course Content
24	Professional Requirements; NYS Licensing Requirements, State & Federal Payroll Requirements, NYS Tax Requirements, Career Opportunities & Placement, Professional Ethics, Conduct & Attitude, Professional Organizations, Trade Shows & Publications.
26	Safety & Health; NYS Laws, Rules & Regulations, OSHA Hazardous Materials, Regulations, Infectious Organisms, Bacteria, Viruses, Mold & Fungus.
15	Anatomy & Physiology; Cells, Tissues & Organs, Body Systems, Nutrition Basis, Overview of Head, Hands, Legs & Feet Bones & Muscles
10	Hair Analysis; Structure, Growth Patterns, Texture, Porosity & Elasticity
10	Hair & Scalp Disorders & Diseases; Dandruff, Alopecia, Fungal Infections, Infestations & Infections
5	Cosmetology Chemistry; Forms & Properties of Matter, Elements, Compounds & Mixtures, Chemical Reactions & Solutions
30	Shampoos, Rinses, Conditioners & Treatments; Client Preparations, Analysis & Consultation, Hair Analysis Instruments & Equipment, Shampoo, Rinsing & Conditioning Products, Composition & Procedures & Procedures for Hair & Scalp Disorders, Scalp Manipulations
175	Hair Cutting & Shaping; Fundamentals, Principles, & Concepts of Design, Female, Male & Children's Scissor, Razor & Clipper Hair Cutting, Removal / Trim of Superfluous Hair, Mustache & Beard Shaping, Shaving
245	Hair Styling; Finger waving, Pin curling, Skip waving, Roller Styling, Patterns in Hair Styling, Finishing Techniques, Twisting, Wrapping, Extending, Locking & Braiding, Traditional Weaving & Styling, Services in Hair Styling; Tools, Implements, Blow drying, Thermal Curling, Hair Pressing, Hair Pieces.

and responsibilities, and most of all that you understand that you must repay the loan.

Federal Policy Regarding The Return Of Title IV Student Aid

The law tells a school how to calculate the amount of Federal Student Aid (FSA) you earn if you withdraw from school. That means the financial aid office at Phillips Hairstyling Institute is required by federal statute to recalculate federal financial aid eligibility for you if you withdraw, drop out, or are dismissed prior to completing 60% of a payment period or other period of enrollment. (Although the law does allow for a leave of absence to be taken without requiring that your aid be recalculated, if you take a leave of absence that does not meet certain criteria you might also be subject to a reduction in your aid.)

The Federal Student Aid Programs which are covered by this law are: Federal Pell Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOG'S), Federal Perkins Loans and in some cases, certain state grant aid.

If you leave the institution prior to completing 60% of a payment period or period of enrollment, the school's financial aid office recalculates your eligibility for Title IV funds. Recalculation is based on something called "the percentage of aid that has been earned" using the Federal Return of Title IV funds formula. This formula basically calls for a proration of your aid based on the time you attend school.

If you earned less aid than the aid that was disbursed to you, your institution would be required to return a portion of the funds to the Federal Government. The portion of funds the institution would be required to return is equal to the lesser of 1) your institutional charges multiplied by the unearned percentage of your funds, or 2) the entire amount of the unearned funds. It's important to understand something here, though. Phillips Hairstyling Institute may end up charging you for any FSA program funds it was required to return, if the return of those funds causes you to owe the school money to cover charges that were formerly covered (paid for) by the Title IV Funds.

In other words, if the school is required to return less than 100% of the unearned funds to the government (based on the above noted rule), **YOU** will be required to return the balance of those unearned funds.

When you immediately notify the lender of your change in status, you will know what to expect and thus protect yourself from future problems.

When you leave school you should make sure you understand the repayment arrangements. Make your payments on time, and if possible try to make “advance payments” along with the required ones. Budget yourself to meet payment dates and to repay the loan as quickly as you can; by making larger payments, you will pay a smaller total interest.

Efficient repayment of your loan can establish a solid basis for your future credit rating.

Failure to repay the loan could be a “dark Blot” on your credit rating that would pursue you lifelong. Always remember that a poor credit standing, in this day of computerized information, will follow you wherever you go.

How Does Repayment Operate?

Repayment of the Direct Loan begins six months after you leave school, and both principal and interest are together repaid at a minimum rate of \$50 per month.

What would be some typical schedules for repayment of a loan plus simple interest at 8% a year? Someone borrowing \$1,000 might repay \$51.59 a month for 21 months, or \$1,704.99. A borrower of \$1,500 might repay \$55.33 a month for 30 months \$1,659.90 total. A borrower of \$2,000 might repay \$51.59 for 45 months, or \$2,321.55 in all. Someone who takes a \$2,500 loan and repays \$50.69 per month over 60 months will repay \$3,041.40 in all. The borrower of \$3,000 who pays \$52.60 for 72 months will repay a total of \$3,787.20. In most circumstances interest paid on your student loan is tax deductible.

Important Final Information

Before you receive your loan, our financial aid officer will provide you an entrance interview, and review loan details. As you leave school you will receive an exit interview to assist in your understanding of your rights and responsibilities. Receiving a student loan is a large responsibility and we want to be sure that you understand these rights

180	Chemical Restructuring; Chemistry, Products, Client Consultation, Chemical Restructuring Procedure, Corrective Procedures
180	Hair Coloring & Lightening; Color Theory, Chemistry, Procedures, Client Consultation, Basic Procedures, Hair Lightening, Special Effects, Corrective Procedure
40	Nail Care & Procedures; Nail Structure, Nail Disorders & Diseases, Nail Shape & Color Analysis, Basic Manicuring & Pedicuring, Manipulations of the Hand, Arm, Leg & Foot, Nail Tip & Wrap Application, Liquid & Powder Nail Extensions
60	Skin Care & Procedures; Structure & Function of the Skin, Skin Conditions & Disorders, Facial & Body Procedures, Wet & Dry Exfoliations & Applications, Product Use, Temporary Methods of Hair Removal, Make-up Application & Advanced Training Discussions
1,000	Total Clock Hours

Satisfactory Progress Policy

Satisfactory Progress Policy

In order for a student to successfully complete the course and, if qualified to receive Financial Aid (Pell Grant and/or Student Loan), continue to be eligible to receive the Financial Aid they must maintain Satisfactory Progress as defined here:

Academic and Attendance Requirements

A student must maintain a minimum Academic Average of 80% and a minimum Attendance rate of 80%.

Any student who is absent for 30 calendar days shall have their enrollment terminated.

Maximum Time Frame for Course Completion

Students must complete the course within a maximum of 1.5 times the 1,000 clock hour course length.

Attendance and Academic Progress Evaluation

A student's attendance and academic progress is monitored on an ongoing basis. A student will be officially evaluated at 450 and 900 scheduled hours of attendance for the Hairdressing/Cosmetology Course.

Testing and Evaluation

A Student's practical work as well as written tests are graded and determine the Academic Average. Grading and evaluation of students is done on an individual basis with all exercises performed recorded in daily progress records. A Student's grades and progress may be reviewed and discussed by making an appointment with your instructor and/or the Director.

How To Apply For A Loan

First be accepted by the school.

The school's Financial Aid Director will supply you with instructions to file your Master Promissory Note (**MPN**) online. If you do not have online access you may use the school's online access.

As a part of the application you will be expected to sign a statement that your loan will be used only for educational purposes and also that you are not in default on any student loan or do not owe a repayment on any other Federal Financial Aid. This will be done as you complete a Free Application for Federal Student Assistance, and receive an **SAR** or electronic **ISIR**.

How The Money Is Received

Your loan will be disbursed electronically to the school.

In an effort to prevent students from defaulting on their loans, the U.S. Congress has required that loans to first time borrowers may not be disbursed until students have been in school for at least thirty days. After that, you will receive the first one-half of the loan. Then at the halfway point in your program you will receive the second payment. Students in short programs usually receive one payment.

It is important to understand that student loan funds are received and credited to a student's account before the student has actually earned those funds according to U.S. Department of Education Title IV rules. These rules require that a student substantially complete a minimum number of hours before the funds are earned. Therefore, if a student discontinues enrollment prior to completing the program for any reason, the School may be required to return some or all of the funds to the lender. The student would then become liable to the School for any outstanding balance.

The Student's Responsibility

Having received the loan, your chief responsibilities are to make the most of your education, be in good standing, then, and repay the loan. Should your situation change in any way it is your responsibility to inform the **USDE**. This means that if you marry, or move, or withdraw from school, or graduate, it is your responsibility to notify the USDE.

Direct Loans

Direct Loans are available to students attending this school. These loans include the Federal Loans, interest subsidized and unsubsidized and Direct Parent Loans for attendance in undergraduate programs. These loans are guaranteed the U.S. Department of Education.

Student Loan Program Guidelines

Through these loan programs, loans are made available by the U.S. Department of Education (USDE).

The U.S. Department of Education approves the loan, withholds a small fee to cover a portion of the first year's interest, and makes the loan to the student to use for educational purposes. Fees typically average about 2%. No repayment of the loan is due while the student remains in school on at least a halftime basis and is making acceptable progress.

When the student leaves school, either through graduation or withdrawal, there is a six month grace period before the individual must begin payment on the principal and remaining interest. Starting on the first day after the grace period expires; repayment must be made to the lender at a minimum rate of \$50 per month. The interest rate is 4% to 7%, dependent on the financial market place and the Federal Treasury Bill rates. Interest rates may not exceed 8.25%.

Eligibility and Alternatives

To be eligible for a subsidized (your interest is paid by the U.S. Department of Education) Direct Loan of up to \$3500, per school year, the student's financial need must be evaluated. You must apply for a Federal Pell Grant and submit an institutional Student Information Report (ISIR) for the school to evaluate your need. If your program is less than 30 weeks, one academic year, loan amounts may be reduced. The school advisor will tell you of these limits. You may be required to verify your family situation. Students who do not qualify for a Subsidized Direct Loan, or need funds beyond the \$3,500 should speak to our financial aid officer about an Unsubsidized Direct Loan or Federal Parent Loan (FPLUS). These loans may be at a higher interest rate and maybe at a higher interest rate and may require that you or your parents have a good credit rating. Direct Unsubsidized loans may be made in amounts up to \$6,000 per school year, while FPLUS loans may be in larger amounts according to parental need and capability to repay.

Grade Weights:

Class Work (including Clinic) 70%, State Board Practice 10%, Quizzes and Exams 10%
Final Exam 10%

Grades: "A" – "C" are passing grades while Letter Grades "D" & "F" represents failure.

Determination of Status

Only students who maintain satisfactory progress are eligible to receive Title IV (Financial Aid). Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluation.

A student who fails to maintain an 80% attendance rate during the first 30 days of enrollment will be terminated from the program.

Any student who is absent more than 20% of the total number of instructional hours offered during each marking period of the student's program, excluding approved leave of absence, and who has not maintained satisfactory academic progress; a cumulative grade average of 80% (grade letter B), shall be dismissed or placed on academic probation. Any student who fails to meet satisfactory academic progress at the end of any marking period, regardless of attendance, shall be dismissed or placed on academic probation in accordance with paragraph which follows:

Probation

Students not meeting the minimum requirements for attendance or academic progress will be placed on probation for 30 days. The school may, at its discretion, place a student on academic probation for one marking period if the student would otherwise be dismissed pursuant to the requirements set forth in the paragraph above. The school shall dismiss any student who at the end of such academic probation fails to raise his or her cumulative average to 80% (grade letter "B") and who fails to maintain attendance for at least 80 percent of the instructional hours offered during the probationary period.

During a student's academic probation the school will make available appropriate counseling and remediation to the student.

Financial aid will not be disbursed to a student on probation.

Re-Establishment of Status

During "Probation" the student must bring their attendance and/or academic progress into compliance with at least the minimum requirements. A student who meets at least the minimum requirements will be taken off "Probation" and their status as a currently attending student making Satisfactory Progress will be reestablished.

Temporary Attendance Interruption

Leave of Absence

A "Leave of Absence" may be granted at the discretion of the Director for extenuating circumstances. Extenuating circumstances would be a family, health or employment emergency and requires official documentation which substantiates the claim. A student must submit a request for the "LOA" in writing along with any official documentation which substantiates the reason before the Director can approve or deny the request. A student will be entitled to only one "LOA" during their enrollment.

A "LOA" will not be granted while a student is on probation.

The "LOA" must be for a minimum of 5 consecutive calendar days and a maximum of 30 consecutive calendar days. Failure to return to school on the student's designated "date-of-return" from a "LOA" would result in termination from the program.

Students who for any reason require a temporary interruption (Leave of Absence) in their attendance will upon their return to school be considered to be maintaining the same progress they were maintaining prior to the temporary interruption.

school. If you wish to file for a Federal Pell Grant, phone or write the financial aid officer of this school.

The student is responsible for conveying the Student Aid Report (SAR) to the school unless it is sent to the school by computer, so that the amount of the award may be determined. The U.S. Department of Education provides the school a Payment Schedule which states the amount of the Federal Pell Grant Award based on the Expected Family Contribution and the school's Cost of Education Budget.

How The Money Is Received

Federal Pell Grant Awards (funds) are paid or credited to the student in not less than 2 disbursements. The student may receive the Award in two payments, one at the beginning of school, and the second after one-half of the academic year or required hours in the program have been completed. Disbursements are also made by school term and may be received through several payments.

It is important to understand the PELL Grant Awards are received and credited to a student's account before the student has actually earned those funds according to U.S. Department of Education Title IV rules. These rules require that a student substantially complete a minimum number of hours before the award is earned. Therefore, if a student discontinues enrollment prior to completing the program for any reason, the School may be required to return some or the entire award to the U.S. Department of Education. The student would then become liable to the School for any outstanding balance.

The Student's Responsibility

The chief responsibility of the student is to maintain acceptable attendance, diligently work toward his or her educational goal, and remain in good standing at the school.

The student must also sign a Statement of Educational Purpose and a Certification Statement on Refunds and Defaults, both of which appear on the Federal application (FAFSA).

How About Grant Repayment?

No repayment is asked

within federal guidelines to obtain access for the student to the Direct Loan Programs.

Federal Pell Grants

The Federal Pell Grant program is funded through appropriations to the U.S. Department of Education from the U.S. Congress. New appropriations are made each year, and the amounts of student awards may change from year to year.

Federal Pell Grant Program Guidelines

Through the Grant program outright grants are made to eligible students.

Grants of up to \$5,550 are authorized during 2011-2012 and possibly higher in future years, subject to the availability of funds in the given year. The grant must be used at an approved school and the amount of the grant can be calculated by the school's financial aid advisor, after you have completed the Free Application for Federal Student Aid (FAFSA).

Eligibility

Eligibility is sought using the Free Federal Application. Once you have completed the form it may be mailed to the Federal processor or may be electronically sent by the school via computer transmission, or you may apply via the internet. See addresses on the FAFSA. Generally speaking, eligibility for the Pell Grant requires: (1) U.S. Citizenship or permanent residence, (2) attendance at an approved school, and (3) family income which represents middle income or less. Students from families with higher income should speak with the financial aid officer at the school since it may be possible to receive a grant due to consideration of family size, more than one in post-secondary school, emergency expenditures or other factors. (4) You must also be in an approved program of study lasting a minimum of 600 clock hours, 16 semester credit hours of 24 quarter credit hours.

How Awards Are Determined

First you will file the application, as instructed by the administrator at this school. These applications are available at the school, and may be filed at no cost to you. It is important to complete this form accurately and submit it as far as possible in advance of the date you plan to enter

Financial aid will not be disbursed to a student on LOA.

For all LOA's the school shall assess the student's retention level through a counseling session with the student's upon return from the LOA. A LOA will extend the student's contract period and maximum time frame by the number of days in the leave of absence.

Appeal Procedure

Students who wish to appeal a negative Satisfactory Progress determination may do so by notifying the Director in writing within 5 business days of the negative Satisfactory Progress determination that they wish to appeal. They must appear at the time and date, (within 5 days of their request,) set by the Director for the Appeal with documentation they believe to be relevant to their progress determination.

Reinstatement of Aid

Students who prevail upon appeal will be deemed making Satisfactory Progress and Title IV aid will be reinstated immediately. Students who reenter the program after an interruption of training that commenced at a time when the student was not making Satisfactory Progress will upon their return to school be placed on "Probation" in accordance with this Satisfactory Progress Policy. For students who reestablish Satisfactory Progress their Title IV Financial Aid will be reinstated immediately.

Dismissal

Students who fail to meet the minimum requirements for attendance or academic progress after being put on "Probation" will be dismissed from the program at the end of the probation period.

Internal Complaint Procedure

Students who, for any reason, want to file an internal complaint may do so by putting the complaint in writing, along with any and all supporting documentation, and submit it to one of the school's Directors. The Director will review the complaint and respond within 5 business days. If the student is not satisfied with the response the student may appeal.

Students who wish to appeal an internal complaint response may do so by notifying both Directors in writing within 5 days of the internal complaint determination that they wish to appeal. They must appear at the time and date set by the Directors with any documentation they believe is relevant. Both Directors will review the complaint and make a final determination.

A student who fails to maintain an 80% attendance rate during the first 30 days of enrollment will be terminated from the program.

Financial Aid Eligibility and Availability

Grants and Loans

One of the most important investments of time and money that you can ever make is in obtaining a skill, a vocation or trade or career.

Many people fear they cannot afford the tuition, books and other necessary expenses of further education. Before you decide you can't afford it; think again, can you afford not to prepare yourself for increased competition and the higher pay monthly normally afforded the well educated and well trained? Your education is an investment which will repay you over and over. Consider these facts and learn more about how you may receive assistance to finance your education.

With a goal this important you'll want the facts on financial assistance. Please review the following to see how you may manage costs in your career training. And, please remember. . .

You don't have to be disadvantaged to receive financial assistance.

Whether a student is eligible for assistance, and how much, is determined by the need of the particular student. Each case is different. The school makes an evaluation of the individual, privately and impartially. The programs described have their guidelines set by the U.S. Department of Education. Read up on the programs, talk them over with your parents, family or friends and decide whether you may meet the eligibility requirements, then talk with the school representative about it.

The Federal financial aid programs which the school makes available are the Direct Loan Program and the Federal Pell Grant.

The philosophy of the school is to help every eligible student receive aid through the Federal Pell Grant. When the Grant does not cover all the expenses of the student, or a Grant has not been received, the family is then encouraged to cover the tuition through payments. However many students are unable to finance post-secondary education without at least some assistance. In these cases the school will apply its efforts

Typically; a score of 95-100% would allow all accumulated hours to be transferred, a score of 90% would allow 90%, 80% would allow 80% and so on.

The cost would be adjusted based on the number of hours to be completed, fees, textbooks, and equipment needed.

RE-Entry After A Temporary Withdrawal

Student's who withdraw from our program for a period no greater than 24 months will be allowed to re-enter the Course and begin at the same point at which they left provided;

1. There is space available in that particular classroom
2. The student would have to re-enter at the point the student left-this might require that the student cannot re-start for a month or two because of the rotation of the theories in the course.
3. Students who wish to re-enter after 24 months would be treated like a transfer student (see Transfer Policy for those requirements)
4. A student wishing to re-enter must request to do so in writing, providing an explanation of why they withdrew or were terminated. The student must also explain what factors have changed that will enable the student to complete the program successfully. Requests for re-entry will be considered no earlier than 90 days after the last date of attendance.*
5. A student who has withdrawn or been terminated twice will not be eligible for re-entry.

***Testing will be required to determine the student's retention level and may result in repetition of parts of the curriculum.**

How Our Students Are Doing

Student Disclosure Information Release Of Information Policy Retention Of Rights

How Our Students Are Doing

To help you make a good decision about whether to enroll in our school, Phillips Hairstyling Institute would like you to look over the following information.

It is important to note that the figures used to calculate our rate are based on surveys that we mail to our graduates and hope that they return them completed. The actual percentages would be higher if all graduates responded; unfortunately we can only use the information from the ones who did.

63% or 74 of the 117 student's in the Cosmetology Program scheduled to graduate in 2008 went on to graduate, and 49% or 70 of the 144 students in the Cosmetology Program scheduled to graduate in 2009 went on to graduate. 43 students were dropped or terminated in 2008 and 74 in 2009.

65% or 48 of the 74 student's in the Cosmetology Program scheduled to take their NYS Board Exams passed their NYS Boards Examinations in 2008 and 63% or 44 of the 70 students in the Cosmetology Program scheduled to take their NYS Board Exams in 2009 passed their NYS Boards Examinations.

78% or 56 of the 74 student's in the Cosmetology Program who graduated in 2008 found jobs in the Cosmetology Field and 73% or 51 of the 70 students in the Cosmetology Program who graduated in 2009 founds jobs in the Cosmetology Field.

Student Disclosure Information

For additional information please refer to Addenda "A" of this catalog; "What You Should Know about Licensed Private Schools and Registered Business Schools". This Addendum is provided by the N.Y.S. Education Department. (NYSED) The NYSED regulates the operation of Licensed Private Schools Registered Business Schools.

“The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school’s teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approved at the time the student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the school’s Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog”.

Release of Information Policy

Signed and dated written authorization from the student; or if the student is a minor their parent(s) or guardian(s) must be received before the school will release any information about the student to a third party. The authorization must state what information is to be released and to whom. The school does not release directory information.

The school does provide and permit access to student and other school records as required by any government agency and for any accreditation process initiated by the school or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive from the Commission.

Retention of Rights

The school reserves the right to suspend, terminate or discontinue the enrollment of any student for misconduct, excessive absenteeism, rule infraction, disobedience, lack of commitment, failure to maintain Satisfactory Progress or any other reason deemed sufficient by the Director. Reinstatement made at the discretion of the Director depending on the circumstances.

Certificate of Completion

Access To Files

Re-Entry After A Temporary Withdrawal

Transfer Policy

Certificate of Completion

Upon successful completion of the required number of clock hours as specified on the student’s contract, passing grades (min. 80%) on all written and practical examinations, a “Certificate of Completion” will be issued to the student. The necessary paper work to apply for a temporary license and schedule the NYS Licensing examinations will be issued only when the student has met the “Certificate of Completion” requirements and all tuition, sales tax, fee and costs due the school have been received. (Including a minimum of 50% of any absent fees owed)

Access To Files

Students, or if the student is a minor their parent(s) or guardians(s) are entitled access to their cumulative records by notifying the main office in writing what records the student wishes to review. An appointment will be made for the student to review the requested records.

The school also provides and permits access to student and other school records as required by governmental and accrediting agencies.

Transfer Policy

A student wishing to transfer from another school or who attended another school in the past and would like credit given for the clock hours already accumulated may be accepted provided they disclose their wish to transfer hours prior to enrollment, and:

1. The student has completed High School or holds a GED Diploma
2. Space is available
3. An official transcript of the clock hours accumulated from the other school is provided, and
4. A written and practical test is completed which will determine how many if any of the accumulated hours will be accepted by Phillips Hairstyling Institute