



Student Handbook / School Catalog

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Licensed by the NC Board of Cosmetic Arts
121 Edinburgh Drive S Suite 209 Cary, NC 27511

Accredited by the Council on Occupational Education
Atlanta, GA.
www.council.org

Date of Publication: Oct 2023

Mission Statement

The mission of Carolina College of Hair Design is to train knowledgeable, skilled professionals who will obtain their cosmetology license and be proficient and successful in the field of cosmetology. We strive to provide a positive environment for student growth by encouragement and development of professional values which will form a foundation for success.

The mission statement is clearly stated, available publicly on the institutional website, in the student handbook/catalog, employee handbook, and publicly posted in the institution.

Educational Objectives

Carolina College of Hair Design (*CCHD*) is dedicated to educating quality cosmetologists graduates who can meet both the present and future demands of the beauty industry. Each student admitted to the institution receives not only individualized instruction and exposure to technical skills and equipment but also an adequate opportunity for supervised work with the public. Each program offered by the institution is designed to provide a sound educational basis to maximize the employability of its graduates. Specifically, the objectives of our instructional program are as follows:

- To build a solid foundation of education and technical skills.
- To provide exposure to the role of the professionals, including opportunities for supervised practical “hands-on” work.
- To offer students an opportunity for exposure to modern products and styling techniques.
- To fulfill all State Board requirements.

Facilities

Carolina College of Hair Design campus far exceeds the minimum space requirements as set forth by the governing rules of the State Board. CCHD facilities consist of a reception area, clinic floor, offices, classrooms, dispensary, and break room.

The clinic area consists of working stations where the student works on customers under the direct supervision of an instructor. The theory classrooms consist of visual aids such as charts, video libraries, and whiteboards to aid students in learning the theory of cosmetology.

To maintain a quality training program, the institution is constantly improving and updating its facilities to maintain the most modern and up-to-date campuses possible. Current and new campus locations are to be determined by the institution.

Admissions Requirements

- Students enrolling at CCHD must be at least 17 years of age
- Proof of High School Education Completion (Diploma, GED, or a home school certificate from a state-approved home-schooling program)
- Current Government Issued ID
- Current State License (instructor’s courses only)

Ability to Benefit

We do not accept students on an ability to benefit basis.

Nondiscrimination

Carolina College of Hair Design in its admission, instruction, and graduation policies does not discriminate on the basis of race, sex, religion, handicap, creed, color, national origin, ethnic origin, age, marital status, and military status.

Policy Concerning Transfer Hours

Transfer of Previous Credits

- The transfer of students from other institutions is subject to approval by the Institution’s Director.
- Credit for courses completed at another institution for a student enrolling with CCHD will be subject to approval by the Campus Director.
- The student is responsible for having an official transcript from the previous institution.
- Only credits earned within 2 years prior to enrollment at CCHD will be considered.
- All requests for transfer of credits must be made prior to or within the first five (5) weeks of the start of class.
- All students will be notified of any credits accepted as transferable.
- CCHD will not accept more than 600 transfer hours for any program of study

CCHD provides training in Cosmetology only. There are no opportunities for in-house program transfers.

Transfer of Credits to Other Institutions

While we encourage the pursuit of higher learning, course work earned at this institution may not transfer to another institution. The decision to accept transfer credits is determined at the discretion of the receiving institution.

Student Schedule

All CCHD students are considered full-time students and are scheduled to attend 32 hours per week. Monday 9-1:30
Tuesday – Friday 9:00-4:30.

Holiday Schedule

The institution recognizes New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day as legal holidays and others will be announced and they are not required to be made up by the student. The institution is open as scheduled unless snow or icy road conditions make driving hazardous or impossible. If the institution is closed due to inclement weather conditions, all local radio stations will be advised. Students are advised to listen to local radio stations for updates on school closings.

Meet Our Team

Full-time Staff

Kimberly A. Chisholm Director of Education, FAO & CAO
B.S. of Education Mar Hill University, Master Cosmetology Educator, Carolina College of Hair Design

Kandace Worley Assistant FAO & Cosmetology Instructor, Carolina College of Hair Design

Corey English Assistant Director & Lead Instructor, Carolina College of Hair Design

Program Offerings

Cosmetology

The Cosmetology Course is a 1500-hour program covering a period of 52 weeks.

Course Objectives: To provide the student with a marketable skill upon completion of the prescribed course and to prepare the student to pass the State Board Examination and become a licensed Cosmetologist.

Curriculum: Course Description and Outline

Cosmetology: A study of the basic principles of Cosmetology that include a basic understanding of the chemistry of the skin and hair, as well as the practical application.

The Cosmetology course is a well-rounded program covering all phases of cosmetology, preparing the student for a career as a Licensed Cosmetologist or in a related field. The institution's approach to training is based on sound educational methods and teaching fundamentals.

The first portion of the cosmetology course is spent in the theory classroom and the practice room where each student is required to practice before the student can perform services on a client. The practice hours shall consist of training on mannequins, skincare, nail care, and actual live models.

In the second portion of the cosmetology course, the student is introduced to the clinic floor where the student exercises the knowledge gained during the first portion of the training. It is through applied knowledge that the necessary experience and comprehension of cosmetology can develop. Therefore, the student is scheduled for classroom theory as well as clinic floor instruction for the duration of the course. Students are not employees and will not be paid a wage. As part of the educational curriculum and grading all activities that students perform in class, including learning to clean, doing laundry, and keeping supplies stocked are all part of the educational process and are performed daily.

All subject matter is presented in the form of instructor lectures, class assignments, videotape presentations, hands-on demonstrations, class discussions, and projects. Instruction will also be complemented with lectures from guest artists, product representatives, and salon owners or managers. Upon completion of the course, the student shall have demonstrated the competencies required to pass the State Board Exams.

COSMETOLOGY CURRICULUM

A Cosmetology training course shall begin with infection control and blood exposure procedures as defined in 21 NCAC Subchapter 14H and consist of at least 1500 hours

A Cosmetology student will be taught the Statute scope of practice as follows:

Definitions.

(8) Cosmetologist. - Any individual who is licensed to practice all parts of cosmetic art.

(8a) Cosmetology. - The act of arranging, dressing, curling, waving, cleansing, cutting, singeing, bleaching, coloring, or similar work upon the hair of a person by any means, including the use of hands, mechanical or electrical apparatus, or appliances or by use of cosmetic or chemical preparations or antiseptics.

The first subjects to be taught in theory and practical application will be the infection control and blood exposure procedures as defined in 21 NCAC subchapter 14H. Once the infection control and blood exposure have been taught, we will ensure instruction of theory and practical subjects including:

Professional image; Bacteriology; Anatomy; Electricity as it relates to cosmetic art; Board laws, rules, and website; Chemistry as it relates to cosmetic art; Professional ethics; Draping; Shampooing; Roller sets; Pin curls; Ridge curls with C shaping; Finger waves; Braids; Artificial hair; Up-styles; Blow drying; Brush control; Pressing or thermal; Haircutting; Partings; Perm types and wraps: Relaxer types and sectioning; Color types and application sectioning; Scalp treatments; Manicures; Pedicures; Artificial nails: Styles and techniques of cosmetology services including Arranging; Dressing; Curling; Waving; Cutting techniques and implements including razors, clippers, thinning shears, and shears; Cleansing; Cutting; Singeing; Bleaching, or coloring hair; Esthetics; Manicuring; Business management; and Salon business.

In addition to the requirements outlined in the above paragraph, all students will be trained on the following performance requirements

- (1) Infection Controls.
- (2) Blood exposure procedures.
- (3) Blow drying.
- (4) Hot iron.
- (5) Styles that apply tension (twists, braiding, locks, or knots).
- (6) Solid form cut.
- (7) Elevated cut.
- (8) Cut with tapered or thinning shears.
- (9) Razor cut.
- (10) Clipper cut.
- (11) Shears over comb cut.
- (12) Clippers over comb cut.
- (13) Virgin darker.
- (14) Virgin lightener.
- (15) Retouch.
- (16) Foil.
- (17) Freehand painting.
- (18) Relaxer virgin.
- (19) Relaxer retouch.
- (20) Curl reforming virgin.
- (21) Curl reforming retouch.
- (22) Permanent waving rod placement rectangle.
- (23) Permanent waving rod placement contour.
- (24) Permanent waving rod placement brick lay-overlap.

- (25) Permanent waving rod placement – spiral.
- (26) Basic manicure.
- (27) Artificial nails
- (28) Basic facial.
- (29) Waxing including face and body.
- (30) Hair removal with tweezers.
- (31) Hair removal with a razor; and
- (32) Makeup application.

We have developed and will use performance evaluation plans for the Board required performances listed in this Paragraph. Evaluation plans include a minimum of infection control, tool safety, draping, and safe application. Students must pass the infection control and blood exposure procedures evaluation plan with a score of 100 percent, received theory and practical instructions, and pass each of the evaluations in this Paragraph prior to performing services on a live model:

- (1) Blow drying and hot iron.
- (2) Hair cut with shears, a razor, and clipper.
- (3) Color application including virgin and retouch
- (4) Relaxer application including virgin and retouch.
- (5) Permanent waving.
- (6) Basic manicure with pedicure difference.
- (7) Basic facial including steam.
- (8) Waxing.

Teachers will ensure students follow infection control, tool safety, appropriate draping, and safe application of products for all service performances.

We will ensure blood exposure and infection control evaluations are passed with a score of 100 percent before a student performs a mannequin or live model performance.

Before a student performs a live model service, we will ensure the student has passed the respective mannequin performance evaluation plan.

When students provide a service/performance we will ensure it follows the systematic completion of the steps for safe and effective cosmetic art services as outlined in the mannequin performance evaluation plan.

We will ensure all students receive training on Safety Data Sheets prepared by the manufacturer on all products used by the institutions in performances.

Cosmetology Course

General:	320 Hours
Sterilization, Sanitation, Bacteriology, Anatomy and Physiology, Shop Ethics & Professionalism, Personality and Salesmanship, State Law, First aid	
Chemical:	575 Hours
Permanent Waves, Hair Re-laxer, Hair Coloring, Bleaching and Toning, Sculptured Nails, Hair Structure & Chemistry	
Physical:	605 Hours
Shampooing and Rinses, Haircare and Scalp care, Hair Shaping, Hairdressing and Styling, Facials, Arching Brows, Lash and Brow Tinting, Manicures and Pedicures, First aid, and Sanitation	

Policies and Sanctions Related to Copyright Infringement:

CCHD prohibits copyright infringement and will take disciplinary action against any student or employee who distributes unauthorized copyrighted materials including peer-to-peer file sharing and the prohibited use of CCHD's information technology system for those activities. Any student involved in such an act will be reported to the proper authorities and charges will be pressed.

Fire Safety Information: In the case of a fire emergency, follow the lighted Exit signs placed above doorways throughout the facilities and exit using the path outlined in the evacuation materials posted beside doorways in each room.

Grading System

Grades will be recorded and retained by the institution regarding the student's progress in his/her course of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area. All students must maintain a cumulative average of 80%.

Clinic work is evaluated regularly. The quality, speed, and professional approach to the work are taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
D	60-69
Below 60	Failure

Academic Year

The academic year is defined as 28 weeks and 900 hours.

Educational Costs and Financial Aid

Course	Clock Hours Required	Enrollment Fee	Kit, Supplies, Books	Tuition Cost	Total Cost
Cosmetology	1500	\$100.00	NA	\$19,385	\$19,485

Please be advised: Financial aid award years are based on 900 clock hours per award year. Any student enrolled in a course exceeding 900 clock hours will have to reapply for financial aid for the remaining hours of their course in relationship to 900 clock hours. For example, a student enrolled in a 1500 clock hour Cosmetology program will have to reapply using the student's "new" previous year's tax returns for the remaining 600 clock hours. The financial aid awarded may be subject to an increase or a decrease in aid as the student's previous tax year income changes. If there is a substantial change in income there may be a change in the amount of financial aid awarded. If the student's financial aid award decreases after reapplying for financial aid, the student will be responsible for any difference in the awarding process and tuition owed. There will be no changes in awarded financial aid packages once the award has been signed and put in place by the student.

College diplomas are issued to all students who have completed their entire elected course in accordance with all the institution's requirements as stated below:

1. Satisfactory attendance and completion of the number of hours required by the applicable state board for each course completed.
2. Grade Point Average of 80% or above.
3. All financial requirements to the College are completed.

The student agrees to comply with all rules and regulations of the institution. If the institution's rules and regulations are violated, the institution has the right to terminate the student. Responsibility will not be assumed by the institution for any negligence, carelessness, or lack of skills by one or more students while practicing any part of the cosmetology course upon another student. If the student does not finish the course within the designated contracted time, a fee of \$50.00 per day will be charged to the student; and must be prepaid before completing the hours.

Types of Financial Assistance

Federal Pell Grant

Federal Pell Grants are awarded to help undergraduate students pay for their education. These grants provide a "foundation" of financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

The Department of Education uses a standard formula, revised, and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. The formula produces an Expected Family Contribution (EFC). Your Student Aid Report (SAR) contains this number and will tell you whether you are eligible for a Federal Pell Grant. The awards range up to \$6345 for the 2020-2021 award year. The size of the award you receive will depend on your EFC number, how long you will be enrolled during the academic year, and the cost of education at your institution.

Federal Loans

The two main types of federal loans available for our students include:

- Subsidized Loans– Subsidized student loans are available for students who have demonstrated financial need. They have slightly better terms than unsubsidized student loans because the US Department of Education pays your interest while you are in school and for a six-month grace period after you graduate.
- Unsubsidized Loans– Unsubsidized loans are available to students regardless of financial need. Students are responsible for repaying interest during all periods.

How to Apply for Financial Aid

All students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA). Students and parents of dependent students who wish to complete this application on their own may do so, but free assistance from a financial aid Director is available for prospects and current students during normal business hours.

The length of the program for which you are enrolled will determine under which award year you will apply. The award year covers the period from July 1 through June 30. If your course extends beyond June 30, your award eligibility will be calculated for the portion of the program to be completed through June 30. To receive the remainder of your award, you must file a Free Application for Federal Student Aid for the next award year when the applications become available.

To correctly fill out the application, you will need certain records. The most important record is your base year (usually the prior year) tax return. You will need your tax return, your parent's tax return (if you are dependent), and your spouse's tax return (if you are married). You may also need copies of your W-2's, mortgage information, social security benefit statements, and other agency benefit records. To find out specifically which records you need to fill out the application accurately, ask a financial aid representative, or call 1-800-4-FED-AID.

Students are encouraged to apply as soon as possible. You may have to confirm or correct the information reported and return it to be reprocessed. This could cause a delay in the awarding process. You may also have to verify some of the information you reported on the application.

Since your application is processed electronically, the institution will receive an Institutional Student Information Report (ISIR) within a short time after the Central Processing Center receives your application. The information given in this report will be used to determine your eligibility for Federal Student Aid (FSA).

In addition to completing a FAFSA, you may be required to fill out additional forms during your initial interview with the financial aid administrator. These forms gather personal information and are to remain in your file at the institution. For any questions involving financial aid and how to apply, contact the institution's director, or call 1-800-4-FED-AID.

Verification

The federal processor uses a system of edits, or flags, which produces a selection of certain applications for verification. If a student's application is selected for verification, this may mean that a data element in his/her application does not fit

generally recognized patterns (not necessarily that the element is incorrect; it merely must be verified), or that the student was simply selected at random.

Federal financial aid cannot be disbursed until verification is complete. Estimated financial aid awards will be removed if verification is not completed within specified deadlines. Any deferred tuition and fees become due immediately. The student will be notified of any adjustments that need to be made. If the corrections are done electronically, the student will be sent an updated Student Aid Report (SAR) from the federal processor.

Data Elements to be Verified

In the verification process, CCHD verifies the following data elements:

- Adjusted gross income
- U.S. taxes paid
- Household Size
- Untaxed Portions of IRA Distributions and Pensions Household size
- IRA Deductions and payments
- Tax-Exempt Interest Income
- Education Tax Credits
- Income Earned from Work
- Number of family members enrolled in a postsecondary educational institution
- Untaxed income
- Any institutionally selected data elements
- Child Support Paid or Received
- SNAP Benefits
- High School Completion
- Identity/Statement of Educational Purpose
- Unusual Verification Circumstances

Citizenship Documentation

CCHD requires all students to be US citizens or is permanent residents of the United States. There are systems of checks and balances through several internal agencies when a FAFSA is processed, including the Department of Homeland Security and the Social Security Administration. A student may be required to provide proof of citizenship before their ISIR can be processed and an EFC can be given. In addition, the institution reserves the right to ask for proof of citizenship for student file documentation purposes. In this case, the institution notifies the student to obtain the documents which must be presented to the FAO within 7 days of the notification.

If the student does not provide the necessary documentation the financial aid application process cannot be completed, and the student will not be able to participate in any Title IV HEA programs. CCHD will not determine that the student is not an eligible noncitizen until there has been ample opportunity to submit the documentation in support of the student's claim of eligibility.

If secondary confirmation is required, CCHD will provide to the student a clear explanation of the documents the student must submit as evidence that the student satisfies the requirements and a clear explanation of the student's responsibilities which affect compliance with CFR 668.33(a)(2) including any deadlines for completing required action and consequences of non-compliance.

General Student Eligibility Requirements

- Students must have a valid social security number.
- Students must be U.S. citizens or eligible non-citizen.
- Students must be regular students enrolled or accepted for enrollment in an eligible program for the purpose of obtaining a degree or certificate.
- Students must meet the academic qualifications for study at the postsecondary level. (Student has high school diploma, GED, or home school certificate-if approved under or accepted from state regulation.)
- Students must be beyond the age of compulsory school attendance.
- The student has not been convicted of a drug-related offense that affects eligibility for FSA.
- Student (if male) must be registered with Selective Service.
- Students must not be enrolled solely in a remedial program.
- Students must maintain satisfactory academic progress.

- Students must not be in default and must not owe an overpayment on a Title IV loan or grant.
- Students must not have borrowed in excess of loan limits.
- If enrolled in a correspondence course, that course must be part of an eligible program.
- Students must have financial needs.
- Verification must have been completed if required.
- Is not enrolled in elementary or secondary school.
- Is not incarcerated (loans) nor incarcerated in a federal or state penal institution (all program).

Refunds, Title IV Refunds

While it is CCHD's mission to increase the employability of students through education and prepare them for the workforce, some circumstances are unavoidable that will leave students no choice but to terminate their enrollment. This section addresses policy and procedures should a withdrawal occur and how it will affect students with financial aid.

Withdrawal Policy

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

1. The last day of attendance from the institution'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 institution:
 - a) The student is expelled.
 - b) Students not making satisfactory progress (attendance or academic).

A full refund will be made to any student who:

1. Is not accepted by the institution.
2. Does not start classes.

Refunds will be consummated within 14 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 Policy below).

Any student who wishes to return to the CCHD after withdrawal or termination must pay any outstanding balance owed CCHD due to the withdrawal or termination before re-enrolling. Each case can be reviewed individually at the discretion of the board of directors.

Institutional Refunds

All refunds, when due, will be made with or without the request of the student.

Classes Canceled by the Institution / Student Not Accepted by Institution

If tuition and or fees are collected in advance of a start date and the institution cancels the class or does not accept the student, all tuition and fees shall be refunded within 14 days.

Applicants and students may cancel or terminate their training at any time before or during their training by notifying the Institution's Director in writing. The day the written cancellation/termination notice is delivered to the Director, the scheduled class start date, or a postmark date will be considered the receipt date for purposes of calculating and returning funds if applicable. An applicant rejected by the institution shall receive a full refund of all monies paid. Refunds will be made within 14 days from the date cancellation/termination notice delivered to the institution, scheduled start date or date postmarked. The earliest date of notification received shall be used for refund calculation purposes.

Cancellation of Enrollment Agreement

Applicants canceling their enrollment within three (3) days of signing an enrollment agreement shall be entitled to a refund of all monies paid, less any material costs. Students who cancel this agreement before commencing classes shall also receive a full refund of all monies paid, less any material costs. Any student who enrolls prior to visiting the institution will have the opportunity to withdraw without penalty within three days following either a regularly scheduled orientation or a tour of the facilities and inspection of the equipment.

The termination date for Refund Purposes

The termination date for refund purposes (to those students who have paid for more than the obligatory amount listed below) shall be the earliest of the following: last day of actual attendance, written notice of cancellation or withdrawal

delivered to the owner, date of postmark of a mailed written notice, the expiration date of a leave of absence, or date of termination established by the institution. Refunds will be made within fourteen (14) days of the termination date. The charges for tools, text, and materials are non-refundable and not included in the tuition refund policy. **The enrollment fee of \$100.00 is non-refundable.**

STUDENT OBLIGATION CALCULATION

(All periods of financial obligation are based upon scheduled hours)

Periods of Obligation (Scheduled Hours)	Amount of Total Tuition & Fees Owed to Institution
0.01 % to 9.99%	10%
10.00% to 24.99%	50%
25.00% to 49.99%	75%
50.00% to 100%	100%

Students enrolled in a program scheduled to last longer than 12 months are released from the obligation to pay tuition for coursework scheduled to occur beyond 12 months if the student withdraws or is terminated during the first 12 months. The calculation of the refund for the unused portion of the first 12 months is based on the calculation above.

If the student withdraws or is terminated during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on the calculation above.

If a student is taken off the institution's enrollment for any reason and a refund is calculated to be due, all financial aid will be returned to the Federal Fund before a student may receive any cash refund. Refunds will be returned to the separate funds in this order Pell/Loans/ Scholarship. In compliance with and in accordance with the Higher Education Amendment Act of 1998 institutions must calculate refunds according to "the Return of Title IV Federal Funds" for students failing to complete a course of study as scheduled. **This may result in the student owing the institution a considerably large amount of tuition, without the assistance of Financial Aid.**

Financial Responsibility:

Each student is personally responsible for all outstanding balances owed to the institution. It is the student's responsibility to understand his/her financial status with the institution. If it becomes necessary for Carolina College of Hair Design, Inc. to hire a third-party service to collect delinquent funds, the student is responsible for all costs incurred. These costs include but are not limited to: the cost of collection, attorney fees, and court costs.

Return of Title IV Funds

Each student must keep in mind that when they apply for financial aid, they must sign a statement that funds will be used for educational purposes only. Therefore, if the student withdraws before completing the program, a portion of the funds you received may have to be returned. CCHD will calculate the amount of tuition it must return to the Federal funds according to the policies listed below:

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

Policy Concerning Credit Balances

As a student progresses through his/her education, there may come a time when a credit balance exists in a student's account. This balance is often a result of financial aid that is over and above the costs of tuition, fees, and other charges. These funds are available to students by the following procedures:

- Schedule an appointment with the financial aid office. You do not need to visit the office to schedule an appointment. A phone call is acceptable.
- The financial aid director will contact the student if a credit balance exists on your account.
- Only \$200 hundred dollars can be applied to the previous year's charges.

- If there is indeed a credit balance in your account, simply complete the "Request for Credit Balance" form that is available in the financial aid office.
- At the time of your request, the financial aid director will inform you that within 14 days your check will be ready. New checks will be available every Friday, but the cut-off time for this date will be noon on the previous Monday.
- If a credit balance check has not cleared the bank after 30 days, the funds will be returned to the FSA program.

It is important to note that credit balances will not be disbursed in anticipation of *future* disbursements. Students are not entitled to receive a credit balance that does not yet exist.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all institutions 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 an institution 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 institution. Institutions 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. Institutions may charge a fee for copies.
- Parents or eligible students have the right to request for an institution to correct records, which they believe to be inaccurate or misleading. If the institution decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the institution 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, institutions must have written permission from the parent **or eligible student** to release any information from a student's education record. However, FERPA allows institutions to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interests.
 - Other institutions 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 institution.
 - 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, according to specific State law.

Institutions 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, institutions must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the institution not disclose directory information about them. Institutions 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 institution.

Rights and Responsibilities of Students Receiving Financial Aid

You Have the Right to Know:

1. The names of the organizations which accredit and authorize the institution to operate.
2. About the program, the faculty, and the physical facilities at the institution.
3. The cost of attending the institution.
4. The institution's policy on refunds for students who drop prior to completion of the program.
5. About the financial aid available from federal, state, local, private, and institutional financial aid programs.
6. The procedures and deadlines for submitting applications for each available financial aid program.
7. The criteria used to select financial aid recipients.
8. How your financial need is determined.
9. The type and amount of assistance in your financial aid package.
10. How and when the aid will be disbursed.
11. How the institution determines whether you are making satisfactory progress and what happens if you are not.
12. The institution's policy regarding your right to:
 - a. Review and inspect your education records.
 - b. Seek amendment of your educational record that you or your parent believes to be inaccurate, misleading, or otherwise in violation of your privacy rights.

- c. Your consent, under certain conditions, for the disclosure of personally identifiable information contained in your educational records; and
- d. File a complaint with the Education Department concerning alleged failures by the institution to comply with statutory and regulatory student and family privacy rights.

Student Responsibilities:

1. You must complete all application forms accurately and submit them on time to the right place.
2. You must provide correct information.
3. You must provide all additional documentation, verifications, corrections, and/or other information requested by either the student financial aid Director or the agency to which you submitted your application.
4. You are responsible for reading and understanding all forms that you are asked to sign and for retaining your copies.
5. You must accept responsibility for all agreements that you sign.
6. You must be aware of and comply with the deadlines for application or re-application for student financial aid.
7. You should be aware of your institution's refund policies and procedures.
8. You are responsible for reporting name and address changes directly to the financial aid office.
9. You are responsible to bring or send the Student Aid Report to the Financial Aid Office in time to complete the verification process.
10. You are responsible to bring or send any supporting documentation that is necessary to verify information in time to complete the verification process; and

You will be responsible to pay any overpayment that is discovered during verification.

Attendance Policy

The most successful graduates of CCHD are those students who had a perfect attendance record. The following policy has been established to be as fair as possible to all students and to work for the benefit of all. A student's hours are scheduled on the date of enrollment. For each student to maintain satisfactory academic progress, he or she must meet a minimum requirement of 75% of the scheduled hours.

In the case of an extended unexcused absence, the institution will determine the student's enrollment status on or before fourteen (14) days from the last date of attendance. If the institution has determined the student status as other than withdrawn, the student has thirty (30) days from the last date of attendance to return to the institution to remain enrolled. If the student does return before the 30 days

has expired scheduled hours will accrue for all scheduled days missed. If the student has not returned after thirty (30) total days since the last date of attendance, the student will automatically be placed on suspension for fourteen (14) calendar days, during which the student must contact the campus Director in person to reestablish active status. **The suspension period can end earlier than the fourteen (14) days if the student so chooses to return.** If the student does not return before the fourteen (14) day suspension period has expired, he/she will be automatically withdrawn.

Absences - If a student must be absent, he or she must call the institution and speak with an instructor.

Tardiness - If a student is going to be tardy, he or she must call the institution and speak with an instructor.

Clocking in – Students are expected to clock in upon arrival and clock out when leaving.

Leave of Absence

A leave of absence (LOA) is considered a temporary interruption in a student's program of study, specifically the time period when a student is not in attendance. Any student wishing to request an LOA must notify the Institution's Director in writing two weeks prior to the scheduled leave is to take place, unless under extreme circumstances. Extreme circumstances include, but are not limited to death in the family, illness, hospitalization, etc. The written request must include the reason for the LOA. The Institution's Director has authority to either grant approval or denial based on the circumstances and must do so within 2 business days. The student must give the reasonable expectation that he/she will return from the LOA for approval from the Institution's Director. The following criteria must be met at a minimum for an approved LOA:

- Leave of absences will not be approved for less than 30 days
- Leave of absences cannot exceed more than 180 days during a student's enrollment
- Leave of absences that require more than 60 days must be requested in writing and approved by the Carolina College of Hair Design, Inc. Board of Directors.

additional approved leaves of absence must not exceed a total of 180 days in any 12-month period. The student's contract will be extended for only the amount of time the LOA has been approved for. The student may return early from the LOA to review material previously covered. However, the student must resume the academic program at the point he/she began the LOA in order to be considered off the LOA.

If a student does not return from the LOA, the Institution's Director will notify the Director of Financial Aid. The institution will assume the student has unofficially withdrawn on the following day of the date of expected documented return from their LOA. This begins the withdrawal process. If the student is receiving Title IV Financial Aid, the Financial Aid Office will complete the R2T4 (Return to Title IV) process as per regulations as described in the Federal Student Aid Handbook.

Upon return of a leave of absence, the student will re-enter the program with the same status as when he/she left with regards to satisfactory academic and attendance progress.

Unless the above criteria are met, the LOA will not be approved and if the student ceases to attend, he/she will be considered a withdrawal.

Employment Assistance

CCHD is committed to assisting in the placement of every graduate student seeking employment, not only upon graduation but also during their entire career in cosmetology. We cannot and will not, guarantee you a job, but we are always willing to assist you in placement. Employment opportunities are placed on the bulletin board on a consistent basis.

Student Parking

Ample parking is provided free of charge to our students in the designated area. Students may be terminated from the program for failure to park in the designated area.

Lunch

Lunch Breaks are encouraged, and the student must sign out for the lunch break, Monday- Friday. Students who are performing services on a client during their lunch break will be permitted to break after client services are completed. No food or drinks are allowed in class or salon areas as per regulations.

Make-Up Work

All academic work required of the student must be satisfactorily completed within his/her enrollment period. The student is solely responsible to schedule any makeup work needed. Makeup work can be scheduled by appointment any weekday, Monday through Friday.

Student Services / Advising

All CCHD students are offered academic, attendance, career, and personal advising that might affect their completion of the course.

Graduation Requirement and Diploma

Upon satisfactory completion of the designated number of course clock hours, curriculum requirements; the student has earned the right to receive a diploma in their prescribed course of instruction. All students must achieve an average grade of at least 80% during their course to receive a diploma from Carolina College of Hair Design. A final practical and theory exam must be completed with a passing score of at least 80%. All financial obligations to the institution must be satisfied before a student is given College Final Exam or allowed to complete the scheduled 1500-hour program.

State Examination Requirements

After completion of the course, students are entitled to take the state examination given by the State Board. Each student must take a copy of their driver's license or government-issued ID. The board does not make copies of these items for you, so each graduate is asked to be prepared. To become licensed to practice cosmetology you must pass the state board examinations applicable to your course of study.

Satisfactory Academic Progress Policy (SAP)

CCHD's SAP policy for Title IV students is the same as the institution's standards for students enrolled in the same educational programs that are not receiving Title IV aid. It is a uniform policy for all students within the same course of study and all students within the same attendance schedule.

The Director of Financial Aid reviews the Title IV SAP policy to ensure that it meets all federal requirements. The Director notifies the financial aid office if the institution changes its academic policies.

Qualitative Measure of Satisfactory Academic Progress (SAP)

As per sections 668.16(e)(2)(i) and 668.34 of HEA 1965, the institution conducts a qualitative measure of a student's progress. The measurement is graduated. The following table illustrates the grading system:

A	90-100
B	80-89
C	70-79
D	60-69
F	59-Below

As stated above, at the end of each payment period or increment, grades are evaluated. Any student whose cumulative average is below a "B" (GPA 80) will not be deemed making satisfactory progress.

Quantitative Measure of Satisfactory Academic Progress (SAP)

CCHD's satisfactory academic progress policy contains a quantitative measure. The policy specifies a maximum time frame not to exceed 125% percent of the published length of the program in which a student must complete their academic program. The time frame is measured in clock hours completed, divided into increments (noted above), and is based upon the student's enrollment status.

At the midpoint of the maximum timeframe, students must have successfully completed 1/2 of the program's clock hours. For example, The maximum timeframe for the Cosmetology full-time student is 52 weeks. The total clock hours needed for completion of this program is 1500. By the time, the student has been in the program for 29.5 weeks (1/2 of the maximum time frame), they must have attended at least 750 clock hours. This time frame is applicable for all students including those who did not receive financial aid. Periods, when any student does not receive Title IV funds, must be counted toward the maximum time frame. Transfer hours from another institution must be subtracted from the time frame calculation. Transfers within the program that the institution offers are not allowed by the cosmetology boards.

Increments

To ensure the student is making sufficient progress both quantitatively and qualitatively, CCHD's SAP policy divides the maximum time frame into equal evaluation periods called increments. These increments generally coincide with payment periods. For example, in a 1200 clock-hour program, an increment must not exceed 450 clock hours. See sections 668.16(e)(2)(ii) (B) and 668.34(e) of HEA 1965 for details on the federal regulations. The student will be evaluated and measured for satisfactory progress quantitatively and qualitatively at the end of each increment. A determination is then made of whether or not the student is making satisfactory progress. There are three instances when a student may be evaluated earlier than the end of each increment. They are as follows:

- Student attendance falls below the minimum 75% of scheduled hours
- There has been no attendance or contact with CCHD from the student in 14 days
- Student Grade Point Average falls below 80%

Probationary Period

If a student does not meet the qualitative or quantitative satisfactory progress standards, the student will be placed on financial aid warning, or financial aid probation and the student must appeal as described below to continue to receive assistance under the Title IV programs, for one payment period. At the end of one payment period on financial aid probation, the student must meet the institution's SAP standards and requirements of the academic plan developed by CCHD to qualify for further TITLE IV, program funds.

Please be advised: if any student does not have a cumulative GPA of 80% or above or attended a cumulative of 75% of his/her scheduled attendance, he/she is not eligible to participate in Title IV Financial Aid programs, regardless of release from either probationary status. This does not absolve any student from any balance owed to the institution.

A waiver of good standing may be granted by the Institution's Director to eligible students due to extenuating circumstances. A grade report is issued at the end of each marking period. Qualitative and Quantitative measures are applied consistently throughout the student body, regardless of enrollment status or program. A cumulative grade average of "B" (GPA 80) is required for graduation. A Certificate is issued upon successful completion of the program.

Appeals and Documentation

A student may appeal a determination that he/she is not making satisfactory academic progress at the institution by submitting a signed, dated "Satisfactory Academic Progress Appeal Form" to the institution's business office within 5 days of the determination that he/she is not making satisfactory academic progress. The institution's business office will issue a "Satisfactory Academic Progress Appeal Decision" to the student within 7 days of the student's appeal. The decisions of the institution's business office concerning SAP appeals are final.

As with any use of professional judgment, adequate documentation is critical. Since third parties may sometimes be used to document the mitigating circumstances surrounding an SAP appeal, the following provides some acceptable documentation that may be submitted in support of an appeal. Some examples might include but are not limited to:

- A. Newspaper obituaries or death certificates to substantiate deaths
- B. Physician's statement to substantiate illness or accident
- C. Statement from clergy or family member who knows the student's situation
- D. Statement from an academic advisor or professor

Regaining Eligibility, Student Responsibilities

It is the responsibility of the student to approach the Director of the institution and determine what may be done to clear the probation. If there is corrective action available to the student that will clear the probation, it is the sole responsibility of the student to complete the action.

As per section 668.16(e)(6) of the HEA 1965, a student not making SAP may re-establish eligibility on his or her own, either because an appeal was denied or because he or she did not submit an appeal.

A student can re-establish eligibility if they increase their cumulative grade point average to 80 before or during the Title IV aid period or begin attending at a rate that is over 75% of scheduled hours. The student will then resume receiving aid for the current aid period after re-establishing eligibility.

Treatment of Repeated Courses, Pass/Fail Courses, Incompletes, Withdrawals & Absences

Repeated Course

A course may not be repeated more than once without the approval of the Director. The approval must be based on unusual and documented mitigating circumstances such as hospital stay of more than five (5) consecutive days or ambulatory surgical procedures that warrant bed rest for 10 days as certified by the hospital or primary care physician. Repeated courses grades and times are to be included in the quantitative and qualitative calculations.

Incompletes/grade change

Incomplete grades will convert to an "F" if work is not completed within five weeks, and will impact the qualitative GPA, timeframe, and incremental completion rate. A withdrawal or repetition will be counted in the calculation of the timeframe and incremental completion rates.

Unofficial & Official Withdrawals

A student who wishes to withdraw from the institution for compelling personal reasons should notify the Institution's Director in writing stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study.

Students who fail to complete the program will be charged the applicable fees and a portion of the tuition cost. The Enrollment Agreement is a legally binding document, and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition including the above fees. If at any time a student desires to know his/her financial obligations in the event he/she should discontinue classes, he/she should make an appointment to see the Institution's Director.

An unofficial withdrawal may be made if; the student has made no contact with the Institution. If no contact can be established with a student within 14 days, the institution's director may officially withdraw the student.

When a student withdraws a final transcript will be prepared to include only those grades and hours for which the institution has been compensated according to the contract.

Failure to complete classes does not release a student from liability toward repayment of any student loans obtained to attend the institution.

In summary, the consequences of early withdrawal can be significant, and any decision to do so should be given serious consideration and avoided whenever possible.

Noncredit Remedial Courses

The institution does not offer noncredit remedial courses.

General Rules of Conduct

Professional conduct is expected from all students enrolled at CCHD. These policies and procedures have been developed and published to protect all students from unnecessary disruptions. Failure to abide by these rules may be grounds for dismissal.

If changes in these policies are necessary, they will be posted promptly.

1. Students are to arrive early enough to begin classes at 9:00 AM:
 - a. Appropriate uniform, which includes a mask, closed-toed shoes, (tennis shoes accepted).
 - b. Hair and make-up are done, or students must use break time for this.
 - c. Must have theory books and notebooks.
 - d. Must have all kit items always present once the student has been assigned to the clinic floor.
 - e. Name tags are to be displayed on the person (in front of shirt or smock).
2. The theory begins promptly at the scheduled time. Late arrivals may not enter until theory class is over.
3. Senior students assigned to the clinic floor are to report immediately following their theory class to begin work on patrons. When not working on patrons, practical worksheets are to be completed. Students are responsible to complete each assignment in the time frame provided.
4. No student will be excused from any special demonstration classes unless working on a patron. Tardiness and/or absence from a demonstration class may result in the student being sent home. Outside demonstrations are booked in advance and are great tools of learning. Everyone is expected to attend these special classes when scheduled.
5. Students may perform services on another student on Student Service Day, with an Instructor's permission. If you are working on another student and a patron walks in for an appointment, you may be asked to take care of the patron first and complete the student's service later.
6. New students will remain in the mannequin class and work daily in the lab designated for new students until all worksheet services and haircut classes are completed before the student is assigned to the Clinic Floor. If desired, students can be issued a locker for personal belongings.
7. As you progress through the course you will move into the clinic area where you will be issued a station. You may have to share a station at first with another classmate. No smoking, drinking, or eating on the clinic floor and only in designated areas. Students are responsible for their kits, books, and personal belongings. Lost items or items that break must be replaced by the student at their expense. Students are asked not to bring items from home to be placed on their assigned stations. These personal items find a way to get lost or stolen.
8. Students are responsible to maintain clean and sanitary conditions in the institution. Students must clean and sweep their station, and common areas daily.
9. Seniors are to take patrons as assigned to them. Patrons are to be greeted and handled in a respectful and professional manner. Refusal to service a patron will not be permitted. Students who refuse to service a patron may be sent home, suspended, or terminated.
10. Verbal and/or physical abuse by a student will not be tolerated and are grounds for termination. Profanity at any time is not permitted.
11. Grievance policy is to be followed in the event of student grievance. Not following the policy is grounds for termination.
12. Stealing, use of drugs, selling of drugs, possession of a firearm or other weapon, or consumption of alcoholic beverages is grounds for termination.
13. Students cannot receive personal phone calls during school hours. Messages will be taken and given to students at given times. The use of cellular phones during school hours is not permitted.
14. Students are not to leave the campus without permission or without clocking out.
15. Firearms, knives, or weapons of any kind are not allowed on the premises. Violations of this policy are cause for termination.
16. Failure to abide by the above rules and regulations may result in disciplinary actions or even termination.

Additional Rules and Regulations

1. No cell phones are allowed on the clinic floor, or in the classroom AT any time.
2. All students must be in proper uniform, including name tag, and mask before signing in.
3. Failure to sign in will result in loss of hours (the first month is exempt after the first-month students WILL lose time).
4. All students must sign out before leaving campus for any reason and sign back in when once returned. Students must be available for clients when on the clinic floor and signed in.
5. All students must come to class prepared, which includes having all implements for clinic floor performances, books, and supplies for the classroom.
6. Professional behavior is required at all times while in the institution and on State Board Hours. Students will be dismissed for the day if any unprofessional or disrespectful conduct occurs.
7. Students will be dismissed from the program for the following:
 - a. The use or ownership of any drugs, alcohol, or weapons on the premises
 - b. Habitual absenteeism or tardiness
 - c. Fighting (verbally or physically)
 - d. Theft from the institution/clients/classmates
 - e. Lack of respect towards instructors (first time is probation; the second time is dismissal from the program)
 - f. Refusal of a client more than three times
8. If a student refuses a client, he/she will be signed out for the day. If a student refuses a client two times, he/she will be signed out for two days and placed on probation for the remainder of the program. If a student refuses a client three times, he/she will be dismissed from the program.
9. Never sign another student in or out.
10. Students may not keep their children on state board hours while at the institution.
If arrangements cannot be made, the student must be signed out for the day.
11. Students with less than 600 hours must have a consultation with an instructor before starting a service on a client. After finishing with the client, the student must have an instructor check the service.
12. All offices are off-limits unless you have been asked to be in there.
13. All required procedures must be completed before graduation.
14. All students must pass a mock written and practical test before graduation. Each student is given three opportunities to pass. If a student fails three times, he/she must complete an additional 200 hours of study.

I have read and understood the rules and regulations of Carolina College of Hair Design. I understand that by signing this form I agree to abide by the rules and regulations set forth by the institution and that failure to do so will result in a verbal and written warning. The second offense will result in probation and loss of hours for the day. The third offense will be grounds for dismissal from the program.

Signature: _____ Date: _____

Dress Code

All students are required to wear uniforms. The uniforms consist of black, top, and bottom, and closed-toed shoes, and a mask until further notice.

Sanitation Policy

We believe that sanitation and cleanliness are essential to the cosmetology industries. All students will one day work in shops that require cleaning and sanitizing. Therefore, we require that all students participate in light cleaning throughout the institution and students must participate in the day-to-day cleaning of the institution. Refusal to participate will be grounds for suspension or termination.

Lockers

Lockers are provided free of charge to students for their personal belongings. Lock and key are the responsibility of the individual.

Grievance Policy

If there is a grievance from a student, the following procedures must be followed:

Submit the detailed grievance in writing to the Director. Within 10 business days of receipt of the grievance, the Director and one member of the institution's board of directors will review the matter and conclude. The conclusion will be provided to the student in written form. Decisions made by the director or board members are final.

If the response fails to solve the situation and the student wishes to pursue it further, please contact, in writing, The State Board with your grievance at the following applicable address:

NC Board of Cosmetic Art Examiners, 121 Edinburgh Drive S Suite 209 Cary, NC 27511 (919) 736-6123

If the response from the State Board fails to solve the student's situation and the student wishes to pursue it further, please contact, in writing, the following applicable accrediting agency:

The Council on Occupational Education
7840 Roswell Road
Bldg. 300, Suite 325
Atlanta, GA 30350
770-396-3898
www.council.org

Student Conduct and Dismissal

Students are dismissed from the institution if their conduct is unbecoming or if they do not follow instructions. A copy of the rules and regulations is available on the website (handbook) prior to enrollment. Upon request, a printed copy of the rules and regulations will be given to the student on their start date. Prior to attending the first class, the rules and regulations are explained, and each student is given the opportunity to discuss any questions they may have about the rules. The rules and regulations have been developed and published to protect all students from unnecessary disruptions. Failure to abide by these rules may be grounds for dismissal.

Harassment Complaint Procedure

CCHD expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee/student feels he or she has been subjected to any form of harassment or discrimination, the employee/student should firmly and clearly tell the person engaging in the harassing or discriminating conduct that it is unwelcome, offensive, and should stop at once.

The employee/student also should report any discrimination or harassment to his or her immediate supervisor/instructor. Likewise, if an employee/student witnesses another employee/student harassing another individual, the employee/student should report that conduct as well. The investigation of the discrimination or harassment claim will begin immediately.

CCHD will conduct its investigation in as confidential a manner as possible. An investigation of a harassment or discrimination complaint will include an interview with the complainant and with the person who allegedly engaged in the prohibited conduct. A timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination or harassment. **Retaliation against any employee/student for filing a complaint or participating in an investigation is strictly prohibited.** However, any employee/student who knowingly makes a false claim of harassment or discrimination will be subject to corrective action, up to and including, termination.

Occasionally, talking with a supervisor about harassment is not an option. If an employee feels uncomfortable approaching one of these individuals or feels that his or her complaint has not been or cannot be properly handled, he or she may report the complaint to the company President, Kenneth Lochridge.

Please note that it is the institution's responsibility to take calculated actions to ensure a quick response to all harassment and discrimination complaints. This policy has been written to ensure that all CCHD students and staff feel that our campuses are safe and friendly places to learn and work.

Any person, who brings a claim or complaint of discrimination or harassment, or who assists in the investigation of such claim or complaint, will not be adversely affected in the terms and conditions of employment/enrollment, or discriminated against or discharged because of the complaint or assistance. Complaints of such retaliation will be promptly investigated and, when warranted, the persons engaging in the retaliatory conduct will be subject to disciplinary action up to and including termination.

Drugs and Alcohol

Our substance abuse policies are as follows:

CCHD is committed to providing a safe, healthy, and efficient working environment for all employees/students. To help achieve this goal, employees/students are prohibited from:

- Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug.
- Consuming alcoholic beverages while on company premises, in company vehicles, or while on company business or time, or bringing alcohol onto company premises; or
- Abusing prescription drugs or possessing drugs that have not been prescribed for the employee by a physician.

The standards of conduct of this institution clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as a part of any of its activities. Possession, use, or distribution as mentioned above can result in prosecution by local, state, or federal authorities and conviction can result in a fine, imprisonment, or both.

An employee/student who violates this policy is subject to corrective action up to, and including, termination of employment. The use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being "under the influence."

Violations of the above-mentioned policies occur when there is reasonable evidence of illegal prohibited activity. At this point, the institution will take action against all violators. In addition, all evidence of illegal activities will be turned over to the appropriate law enforcement agencies.

CCHD reserves the right to request random drug tests for its employees and students. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination. Law enforcement may also be invited to check our campuses at any time with any means they deem necessary (i.e., drug dogs).

While CCHD does not condone the abuse of alcohol, prescription drugs, and/or use of illegal drugs, CCHD does recognize that addiction to drugs and/or alcohol can be treated. If an employee recognizes a personal addiction or abuse problem and seeks assistance from management in advance of detection, CCHD will assist the employee in seeking treatment. The confidential nature of the employee's counseling and rehabilitation for drug and/or alcohol abuse will be preserved.

Any employee or student that has been suspended or terminated on the basis of violating our substance abuse policy that wishes to return to our institutions must first provide legitimate evidence that he/she has entered into a completed and recognized rehabilitation program. Requests for reinstatement must be in written form and submitted to the President, Kenneth Lochridge. Decisions by the President on these matters are final.

All information relating to drug and/or alcohol screens is to be kept strictly confidential. The information will be kept in each employee's medical file, which will be maintained separately from the employee's personnel file. These medical files will be kept locked and secured, and access will be limited to certain individuals in the organization. Under no circumstances should the results of a drug and/or alcohol screen be discussed with individuals that do not have a work-related need to know.

Drug abuse is extremely dangerous and can lead to dependency, addiction, and death. Drug use and abuse cause approximately 20,000 deaths in the United States annually due to homicide and injuries, overdose, suicide, pneumonia, HIV infection, Hepatitis, and endocarditic.

Health / Safety Plan

Fire Emergency

If a fire is detected, alert all students and staff members. Immediately vacate the building using the route indicated on the "Emergency Evacuation Plan" located in each area of the campus. After leaving the building, call 911 at a neighboring establishment or use a mobile phone.

Unruly/Violent Customer or Student

If a customer or student becomes overly irritable or violent, simply ask the person to leave the campus. Do not challenge or confront the wrongdoer. If he/she does not leave upon your second request, call the police department, and ask for an officer to come and remove the unwanted parties.

Accident

If an accident occurs (i.e. broken glass, electrical hazard, chemical spill), please remove all students from the area and notify the nearest administrative staff member. Proper help will be contacted.

Bodily Injury/Serious Illness

If a student, staff member, or patron is injured on the premises immediately contact the nearest administrative staff member. A first aid kit is available in the dispensary for minor injuries. For serious injuries or illnesses, call 911. Contact the nearest administrative staff member no matter how minor the injury might be.

Break-In

If you see that the campus has been broken into, call the police department immediately. Keep all students and patrons away from the area and do everything in your power to keep the crime scene exactly as you found it. Call the institution's Director after the police have been notified.

Special Services to the Disabled

All facilities and programs have been designed for the accommodation of all our employees, students, and patrons. We do realize, however, that all needs may not be met for those who are disabled. If there is an unmet need that we can remedy, please contact the lead instructor at each campus during regular business hours to discuss measures to make our institution a more comfortable environment for all people.

CCHD Closure Policy

If the institution closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the institution will make arrangements for students or implement any applicable teach-out plan in compliance with the following requirements:

- A. The arrangements or plan will offer the student a reasonable opportunity to promptly resume and complete the canceled program of study or transfer to a substantially similar program or course at an Institution that offers similar educational programs.
- B. The arrangements or teach-out will be performed, by an institution in the same geographic area as the original Institution which provided the program or course.
- C. The Institution at which students continue their education and training shall not charge the students an amount greater than that to which the original Institution would have been entitled under its contract with the student and for which the student has not yet paid.
- D. The College shall notify affected students individually of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The arrangements amount institutions may provide that these notices may be sent by the institutions that are accepting students from the original Institution.
- E. The Institution that is closing or has closed will submit to the applicable accrediting agency a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his or her education.
- F. The College shall dispose of student records in accordance with state laws.

Campus Security

The Institution Campus Security report is made available on the website. The Institution's Director has a copy on file that is available upon request. If a crime should occur on campus, the Institution's Director will notify local authorities immediately. If a crime should occur after hours, the Institution's Director will notify local authorities immediately upon discovery of occurrence.

Affirmative Action Statement

Carolina College of Hair Design does not discriminate based on race, color, religion, sex, age, mental and physical handicaps, veteran status, or national origin in educational and employment opportunities and is committed to the education of non-racially identifiable students bodies.

Carolina College of Hair Design prepared this catalog. Curriculum, tuition, fees, expenses, academic requirements, etc. are subject to change at the discretion of the College. Information contained in this catalog is true and accurate to the best knowledge of the Administration.

Any inquiries and/or complaints should be directed to the Office of the Director,
Carolina College of Hair Design, 1302 Suite #20 Patton Ave, Asheville, NC 28806

Change of Address

At any time that a student's residence, mailing address, and/or phone number changes, it is the responsibility of the student to inform Carolina College of Hair Design of the new address/telephone number. The efforts of the institution depend upon accurate information. The student must obtain a Change of Address form from the Office of Academic Affairs and submit the correct information. Carolina College of Hair Design will not be responsible for any information not received by the student if a change of address form has not been turned in.

Accreditation and Licenses

Accredited by:

The Council on Occupational Education
7840 Roswell Road, Bldg. 300, Suite 325
Atlanta, GA 30350
770-396-3898
www.council.org

Licensed by:

NC Board of Cosmetic Art Examiners, 121 Edinburgh Drive S Suite 209 Cary, NC 27511 (919) 736-6123

For Full Consumer Disclosure Information visit us at www.carolinacollege.com

A copy of our campus security and crime report is provided to every student upon enrollment and a copy is also on our website for all interested parties. Upon request, a hard copy of all plans will be made available to anyone at any time.