

ACADEMIC POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training or another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Students must abide by all school rules and regulations as they now exist or as may be changed or come into existence. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

RULES AND REGULATIONS

- School hours are Tuesday-Friday 9:30A.M. – 8:00 P.M, Saturday 9:30A.M.-6:00 P.M
- In case of illness or emergency on any day, the student must call in to report his/her absence before 9:15 A.M that morning. In case of illness or emergency on any day, the student must call in to an administrator of instructor to report his/her absence before 9:15 A.M that morning or it is unexcused. The student may still come to class after the first time, but after that, the student is not allowed to clock in.
- Students are required to be in class for all roll promptly at 9:30 A.M in a clean, prescribed uniform.
- Dress Code: United Beauty College students must arrive with neat and clean attire, styled hair and appropriate make-up. Students must wear a lab coat during school hours. Opposition dressing and no revealing clothing is prohibited (tube tops, tank tops, skirts or shorter than 3 inches above the knee)
- Lab coats are to be purchased at United Beauty College only since our school logo is required and it appears on the lab coat.
- Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time
- Students are advised to take a 30-minute lunch if they are here more than half the day. The instructor in charge determines breaks and lunch times.
- A student must use the time clock to punch "IN" when entering and "OUT" when leaving.
- No student is allowed to clock out during school hours without permission from the instructor.
- No student may clock in and out for any other student.
- Smoking is allowed in assigned areas only OUTSIDE of the building.
- No visitors are permitted in the classroom or student lounge area unless approved by the instructor.
- College business phones may not be used for personal calls. A pay phone is provided for student emergency use only. All calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.
- Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times. Students must keep workstation, in class or on the floor, clean and sanitary at all times.
- A minimum of ½ hour sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day
- All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointment assigned to them. Failure to take a patron is grounds for suspension.
- No students may leave a patron while doing a perm or hair coloring services, except in an emergency and if is excused by an instructor.
- Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- Any work that is missed must be made up. The student will need to arrange any make up tests/homework with the instructor.
- **Termination:** The school shall have the right to place on suspension or terminate a student for cheating, theft, dishonesty, creating dissension, using profanity, immoral unprofessional conduct, gossiping, or using intoxicating liquors or drugs during or before school.

DISCLOSURE OF STUDENT RECORDS

Adult students, parents or guardians of dependent minor students have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined and are maintained by the institution. School will maintain files for six years or since the last grant of accreditation, whichever is longer. Students are not entitled to inspect the financial record of their parents. Written consent is required before education records may be disclosed to the third parties with the exception of accrediting commissions or governmental agencies so authorized by laws.

Schools may also disclose, without consent, "directory information" such as student's name, address and phone number of student, date and place of birth, honors and awards and dates of attendance. However, United Beauty College must tell parents and students of the information that is designated as directory information and provide a reasonable amount of time to allow the parent of eligible student to request that United Beauty College not disclose that information about them.

GRADUATION REQUIREMENTS

Upon Satisfactory completion of all contracted hours, passing all tests with a 70%, and meeting all financial obligations (either paid in full or payment plan), United Beauty College will award a diploma to the student.

HOUSING

There are no housing facilities available. Administration will, however, be happy to help in any way to find suitable housing options.

ADVISING

Students are counseled individually, as often as necessary at least at the end of basics and at least two weeks prior to graduation to review the student's progress and adjustment. Successful salon owners and stylists are scheduled into United Beauty College regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and director. Students may request additional counseling sessions at any time.

Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for State Examination.