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BBC Beauty Academy

Cosmetology School Catalog

Version 03 01/2021-12/31/2022

# BBC BEAUTY ACADEMY

# Catalog

PENNSYLVANIA

2021-2022

*pursuing your passion with purpose while utilizing your gift*

With the publication of this catalog all previous volumes become obsolete. This catalog is a guideline of what BBC Beauty Academy School expects of its students. BBC Beauty Academy School reserves the right to modify its policies based on changes in accreditation requirements, state or federal laws, or for any other reason at the discretion of BBC Beauty Academy School's Executive Committee.

Changes will be made with the approval of the appropriate state regulatory agency.

Bristina Pearson owns and operates BBC Beauty Academy Schools LLC. The Office is located at 6790 Market St. Upper Darby, PA 19082.

(484)461-3945

Website: [www.bbcbeautyacademy.net](http://www.bbcbeautyacademy.net).

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# Tuition

*Financial information*

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## Self-Pay Schedule

Does not include sales tax, Application Fee, or Registration fee. all hours are set at 15.50 per hour

### ***COSMETOLOGY PROGRAM***

Installment      final installment

PART-TIME    0% Down      62 1/2 wks      \$310 per wk      \$19,375

### ***NATURAL Hair Braider PROGRAM***

PART-TIME      0% Down      15 wks.      \$310 per wk      \$ 4,650

### ***COSMETOLOGY TEACHER PROGRAM***

PART-TIME      0% Down      25wks.      \$310 per wk      \$7,750

### ***Esthetics***

PART-TIME      0% Down      15 wks.      \$310 per wk      \$4,650

# Addendum to catalog

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## Temporary Leave of Absence Policy Due to COVID\_19

A Leave of Absence (LOA) is a temporary Interruption in a student's program of study due to COVID-19 related circumstances such as medical reasons, family emergency, childcare provider issues, loss of transportation, inability to participate in temporary distance education or other situations with appropriate documentation.

In order to be placed on a Leave of Absence, the student must:

- 1) Complete and sign the school's Leave of Absence Request Form in advance, unless unforeseen circumstances prevent the student from doing so
- 2) Must state the reason for the Leave of Absence (LOA) request
- 3) Be approved by the Executive director.

LOA requests can be approved for a minimum of five (5) consecutive calendar days and may not to exceed 180 Calander days in a 12-month period. A Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the LOA. The student is expected to return to school on the next school day following the end of the LOA. An Addendum to the Enrollment Agreement will be completed upon return from the LOA to extend the contract end date by the applicable number of days and must be signed and dated by all parties.

Failure to be approved for an LOA or to return from LOA will result in the termination of the student's enrollment agreement. The student will be responsible for any remaining balance after the refund calculation is completed. The withdrawal date for the purpose of calculating a refund is always the student's last date of attendance.

In order to grant an LOA, there must be the expectation that the student will be returning to school. A student that is granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

There will be no additional charges for an LOA. For federal aid recipients, the student's payment period is suspended during the LOA and no federal student aid monies can be disbursed during the LOA. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period.

# welcome

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**BBC**  
BEAUTY ACADEMY



Dear Future professional,

Please let me be among the first to welcome you to the BBC beauty academy Family. I would like to personally congratulate you on your very first step and pursuing your purpose with passion while utilizing your gift. in the beauty industry.

I would like to thank you for considering our Academy as your school of choice. This catalog is designed to provide you with as much information as we can about your course offering, rules, regulations, and a list of the student's services at your disposal. We have made every effort to make this information relevant and understandable in order to answer any questions you may have about your school experience here at BBC beauty academy. if there are any further questions, your school executive director or any member of our educational team will be glad to answer them.

I truly hope that you will work to get the most out of your BBC beauty academy education. There will be a llot of great educational opportunities available to you in the next few months

I wish you the best of luck and success in the coming months...for the rest of your career. I look forward to meeting you in the future and personally welcoming you to the most beautiful industry in the world.

with warmest regards,

*Bristina Pearson*

Bristina Pearson

The mission of BBC Beauty Academy is to educate, communicate, and perpetuate a higher education to a diverse student population. “It is the hope and purpose of BBC Beauty Academy to provide post-secondary students with a positive learning environment as we are preparing student for employment.” We Incorporate both professional and personal development in our programs to help our students achieve a lifetime of success,

Our cosmetology, natural hair braiding, Cosmetology teacher, aesthetician programs, are taught by the most professional staff available. Our Goal here at BBC is to help create strong individuals that cannot be destroyed while walking into their destiny and fulfilling their purpose through their gifts.

# History

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In 2017, Bristina Peason opened the first African American cosmetology school in the Southeastern Pennsylvania region. From the start, she wanted her school to be a place where black and brown people can have a place to learn various styling techniques on textured hair.

Since 2017, BBC Beauty Academy has graduated over 250 students in full cosmetology, natural hair braiders, and the cosmetology teacher's program.

BBC Beauty Academy was founded in Upper Darby, PA. our schoolhouses a library of continuing education aids, which include copies of textbooks, periodicals, DVD's and other resources materials that support the education process. Our 4,350 Square foot building. This up-dated facility includes a salon clinic floor, practical work areas, and classrooms of 782 Square feet. The rooms are fully equipped with audio and visual aids, a modern locker area, lunchroom, and male and female restrooms. BBC contains modern functional equipment including workstations, hydraulic chairs, dryers, shampoo chairs and sinks, esthetics beds, and skincare stations. The fully equipped facility is designed for students to practice in a professional setting. Students must maintain their equipment and replace broken or damaged articles to practice their work properly.

Classes covering hair, skin, nail, and makeup techniques as well as career readiness, sales, textbooks and kits must be in each student's possession each day.

# School OVERVIEW

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BBC Beauty Academy school includes demonstration and lecture classrooms, a library a fully equipped student salon floor, student lounge, dispensary and a faculty and administration office to assist students in becoming qualified professionals capable of meeting the demands of the salon and spa industry all BBC beauty academy school meet or exceeds the requirements established by our state licensing authorities.

## *HOURS OF OPERATION*

All BBC Beauty Academy schools operate year around. Schools are open  
Monday through Friday 10am-2pm  
Saturdays from 8am- 2pm  
Day Classes

[www.bbcbeautyacademy.net](http://www.bbcbeautyacademy.net) (484) 461-3945

# School OVERVIEW

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Organization Chart  
Bristina Pearson - President and Director/  
Admissions & Registration  
Nasia Andrews- Supervisor /Financial Aid Advisor  
Cosmetology Teachers  
Roberta Batts/ Lauren Noel

## *LICENSED BY*

State Board of Cosmetology P.O. Box 2649 Harrisburg, PA 17105  
(717)783-7130 [www.portal.state.pa.us](http://www.portal.state.pa.us)  
(Upper Darby Campus)

## *School Location*

Upper Darby

6790 Market St., Upper  
Darby, PA 19082

(484) 461-3945

[www.bbcbeautyacademy.net](http://www.bbcbeautyacademy.net)

# Tuition

## Financial information

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### Natural Hair Braiding License Course

NHB (300 hours /15 weeks)

Day & Evening Class 4 hrs. /day 20 hours per week

Tuition- \$4,650@ \$310.00 per week in school

Registration Fee: \$100.00

### Cosmetology Licensure course

Cosmetology (1250 hours /62 1/2 weeks)

Day & Evening Class 4 hrs./day 20 hours per week

Tuition- \$19,375 @\$310.00 per week in school

Registration Fee: \$100.00

### Cosmetology Teacher course

Cosmetology teacher (500 hours /25 weeks)

Day & Evening Class 4 hrs. day 20 hours per week

Tuition- \$7,750 @\$310.00 per week in school

Registration Fee: \$100.00

### Esthetics License Course

Esthetics Course (300 hours/15 weeks)

Day & Evening Class 4 hrs. /day 20 hours per week

Tuition- \$4,650@ \$310.00 per week in school

Registration Fee: \$100.00

All hours are set at \$15.50 per hour

# admissions

## INFORMATION

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## *Admission requirements*

BBC Beauty academy School is committed to equal educational opportunity and does not discriminate on the basis of race, color, age, sex, gender, religion, sexual orientation, ethnic origin / national origin, disability, perceived gender, or gender identity in admissions, career services, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission. This School does not recruit Students already attending or admitted to another school offering a similar program of study

A Student must meet the state minimum age requirement to enter school (if applicable) and must submit the following

- A copy of a valid state or federal issued photo identification

- A copy of high school diploma or its equivalent.

BBC Beauty Academy School does not offer Ability to Benefit. Foreign diplomas must be translated and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services, a

A copy of Home-Schooling Credentials to include Diploma/transcript signed by parent If a student graduated from homeschooling prior to October 2014, they need the letter of intent & the letter confirming home schooling from school district. If a student graduated from homeschooling after October 2014, they need a diploma template from the state & Affidavit of the Supervisor of a Home Education Program form.

- A Career Planning interview

- The required application fees

- A Complete Enrollment Package

- Students applying for the Educator Training program must meet state enrollment requirements: Current Cosmetology License Students may have to complete an admissions assessment. Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from school. \*Must be at least 16 years of age or older

\*A copy of a valid state or federal issued photo identification.

\*A copy of a high school diploma or 10th grade transcript.

\*A copy of Home-Schooling credentials including diploma/transcripts signed by parent

\*If a student graduates from homeschooling prior to October 2014, they need a letter of intent and the letter confirming home-schooling from the school district. If a student graduates from home schooling after October 2014, they need a diploma template from the state and an affidavit of the supervisor of the home education program form.

\*Students applying for the Educator Training Program must meet state enrollment requirements with current cosmetology license.

## *Student orientation*

All incoming students must attend orientation, which will be held prior to the start of the program. During orientation, the student will learn about responsibilities and standards, the format of the program, the progression of the program, and how performance will be measured.

## *Transfer*

This school may accept appropriate credit from other licensed schools for previous education. This school does not guarantee the transferability of its credits to any other institutions unless there is a written agreement with the institution. BBC beauty academy will allow students to transfer in from another beauty school and may accept their hours based on receiving official notarized transcripts prior to any enrollment, along with completion of any state transfer requirements (if applicable). Students have four years (from original start date) to complete the required hours (after that time frame, student hours will expire). Official transcript will be used to determine the appropriate entry point into the curriculum to provide a better educational experience. Students who transfer into BBC beauty academy School system will be treated as a new student in terms of making satisfactory academic progress. The school will not make adjustments to recognize a student's prior education once the student has started at BBC beauty academy. Students that would like to transfer may request an unofficial transcript via email

BBCBEAUTYACADEMY@GMAIL.COM

All official transcripts will be sent by mail.

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## *Additional admissions information*

### **Admission Requirements for Foreign Students**

BBC beauty academy accepts United States citizens in foreign national who are permanent residence (or have documentation proof that they are in a candidacy/application part of the process), A foreign national with a valid non-immigration status who are eligible to attend school. Foreign national main role if they possess a certain visa and a valid ID -94 (which allows attendance at school) which does not expire prior to their scheduled graduation date. Additional acceptable enrollments:

- U.S national (includes natives Of American Samoa or swains island)
- U.S permanent residence with forms 1551,1151,1551c (permanent resident card, resident alias card, or alien registration receipt card) also known as a green card
- arrival -departure record (1-94) from the US citizen an immigration service showing
  - refugee
  - Asylum
  - Cuban-Haitian Entrant (status pending
  - conditional entrant (valid is issue before 4/1/80)
  - parolee-must be parole for at least one year or must be able to provide evidence from USCIS That he/she is not in the US for a temporary purpose and that he/she intends to become a US citizen or permanent resident spouse, or a child designated as such under the Violence Against Women Act.
- \*Citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or Republic of Palau
  - Student has a "Notice of Approval for Permanent Residence" (I-171 or I-464)
  - Student holds an A-1, A-2, A-3, E-1, G-1, G-2, G-3, G-4, H-1B, H-1C, H-2A, H-2B, H-3, H-4, I, J-2, L, O, or R
  - Deferred Action for Childhood Arrivals or undocumented Students (Dream Act)

Student should note that eligibility to enroll does not ensure access to Federal Financial Student Aid. Financial Aid is available to only those that qualify.

**All courses are taught in English. Textbooks and course materials are only offered in the English language.**

In addition to satisfying the requirement for a valid high school diploma or equivalent, an applicant must demonstrate the character readiness, and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation(s) for which the program provides training. IN determining whether to grant or deny admission,

### *Re-enrollment policy*

Students who wish to re-enroll after withdrawing need to consult with, and must have the approval of, their Executive Director prior to re-enrollment. For any reason a student must withdraw temporarily due to illness, pregnancy, personal reasons, etc., and if they are a student in good standing (making satisfactory progress), the student may re-enter BBC Beauty Academy. If the student receives financial aid, payments will be postponed and will be resumed when the student returns to school. If the financial aid student is absent for an extended period of time, the loan will be terminated, and the student may re-apply upon re-entry. Any government fund money or Pell Grant monies will be sent back to the Department of Education. The remainder of Pell Grant monies will have to be re-ordered upon the student's return (if eligible).

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### ***BBC Code Of Ethics:***

We practice non-discrimination with no regard to sex, race, color, religion, and age, or ethnic origin. Maintaining the highest standards and ethics in keeping with the prerequisite of the state board of cosmetology, and to all other Agencies with whom the college is responsible. We will provide an atmosphere where the dressing code of our language, and conducive to the professional program met with honesty and integrity. We strive to continue to improve in operation through knowledge of the latest teaching methods in cosmetology through personal study, educational courses, conferences, workshops, as well as other educational opportunities. Will maintain, as it's principle object, to train students in the most progressive manner possible for becoming a licensed cosmetologist with the ability to render the finest quality of service.

### ***AMERICAN WITH DISABILITIES ACT (ADA)***

BBC Beauty Academy complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified, handicapped person, because of the handicap or disability, will be excluded from enrolling in a course of instruction. However, any handicapped or disabled person seeking admission should be aware that the course requires a high level of dexterity and coordination.

### ***AMERICAN WITH DISABILITIES ACT (ADA)***

BBC Beauty Academy School does not discriminate on the basis of race, color, age, gender, religion, sexual orientation, ethnic origin/national origin, disability, perceived gender, or gender identity. The school is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the Student's disability and is determined by the needs of the Student, documentation from the Student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual Student's documentation, personal needs, and academic requirements. A Student's Reasonable Accommodation may be subject to review and adjustment from time to time. The Executive Director of the school is generally designated as the Local Disability Compliance Coordinator. All requests for Reasonable Accommodation Forms should be submitted to the Local Disability Compliance Coordinator. Depending on the requested accommodation, the Local Disability Compliance Coordinator and the Group/Regional Vice President can approve the Reasonable accommodation.

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

### ***Responsibilities of Students with Disabilities***

- \*MEET** admission qualifications and be able to perform all items on the Essential Function Form with or without reasonable accommodations
- \*SELF-IDENTIFY** as a Student with a disability
- \*COMPLETE** the Request for Reasonable Accommodation and provide documentation
- \*FOLLOW** established procedures for requesting accommodations
- \*REQUEST** accommodations in a timely manner by meeting with the Executive Director
- \*NOTIFY** the Executive Director if there are difficulties securing necessary accommodations or with the quality or effectiveness of the accommodations provided
- \*FILE** an appeal if a Request for Reasonable Accommodation is denied within 10 days of its denial, if you disagree with the denial.

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Note: Receiving services or accommodations at the high school level, at another college or university, or from a testing agency does not necessarily mean that BBC will conclude that the Student is disabled and/or agree to provide the Student with the same services or accommodations received at other educational institutions or agencies.

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## RESPONSIBILITIES OF BBC BEAUTY SCHOOL

- Ensure that programs, services, and activities are accessible
- Explore and provide appropriate Reasonable Accommodations using the Interactive Process
- Communicate with the Student with a disability about Reasonable Accommodations using the Interactive Process
- Ensure that all information will be maintained and used in accordance with applicable confidentiality requirements

## *START DATES & SCHEDULES*

### Class Start Times & Days

At BBC we run an "Open Enrollment" policy/ New classes begin  
EVERY MONDAY.

### Holidays and school closure dates (2022)

January 1, 2022 (New year day)  
January 17, 2022(MLK day)  
February 21, 2022 (president's day)  
May 30, 2022 (Memorial Day)  
July 4, 2022  
September 5, 2022 (Labor Day)  
November 11, 2022 (veterans' day)  
November 24, 2022 (Thanksgiving Day)  
December 24-26, 2022 (Christmas day)

### NORMAL TIME TO COMPLETE

Students should have a reasonable expectation of the time it should take to complete a program in order to plan and budget accordingly. Program lengths for part-time schedules are stated in weeks and include estimated days the school is closed for holidays, educator training, special events, inclement weather and a limited number of days scheduled to allow Students to make up missed work as necessary for state licensing purposes.

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## EDUCATIONAL CLASS SCHEDULE:

### ***COSMETOLOGY PROGRAM***

The Cosmetology program consists of 1,250 hours of instruction. Subjects include haircutting, haircoloring, facials, makeup, manicuring, salon management, and much more. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed cosmetologist.

<b>SCHEDULE</b>	<b>NORMAL TIME TO COMPLETE</b>	<b>DAYS</b>	<b>TIMES</b> M-F	<b>INSTRUCTIONAL CREDIT</b>
Part-Time Day	62 1/2 Weeks	M-F	10am-2pm	20 Hours per Week
		SAT	8AM-3PM (Make-Up Day)	

### ***EDUCATOR TRAINING PROGRAM***

The Educator Training program consists of 500 hours of instruction. Subjects include educational techniques, curriculum development, use of instructional aids, and classroom management and administration. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed educator

<b>SCHEDULE</b>	<b>NORMAL TIME TO COMPLETE</b>	<b>DAYS</b>	<b>TIMES</b> M-F	<b>INSTRUCTIONAL CREDIT</b>
Part-Time Day	25Weeks	M-F	10am-5pm	20 Hours per Week
		SAT	8AM-3PM (Make-Up Day)	18

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### **NATURAL HAIR BRAIDING**

The Natural Hair Braider's course is a 300 hour learning system which teaches how to style wigs and hair extensions, shampooing, rinsing, Conditioning, Hairstyling, hair cutting, principals of hair design, business skills, PA cosmetology laws, and sanitation and infection control.

<b>SCHEDULE</b>	<b>NORMAL TIME TO COMPLETE</b>	<b>DAYS</b>	<b>TIMES</b> M-F	<b>INSTRUCTIONAL CREDIT</b>
Part-Time Day	15Weeks	M-F	10am-2pm	20 Hours Per Week
		SAT	8AM-3PM (Make-Up Day)	

### **ESTHETICS PROGRAM**

The Esthetics program is a 300-hour learning system which teaches how to perform facial treatment, temporary hair removal, makes up applications, professional practices, business skills, PA cosmetology laws, and sanitation and infection control.

<b>SCHEDULE</b>	<b>NORMAL TIME TO COMPLETE</b>	<b>DAYS</b>	<b>TIMES</b> M-F	<b>INSTRUCTIONAL CREDIT</b>
Part-Time Day	15Weeks	M-F	10am-2pm	20 Hours Per Week
		SAT	8AM-3PM (Make-Up Day)	

## VETERANS EDUCATION BENEFITS

Here at BBC, we support our troops and take military philanthropy very seriously. BBC Beauty Academy is currently waiting for approval from the veteran's educational benefits for veterans, eligible dependents of deceased or disabled veterans, and active status National Guard and Reserve personnel. Any student interested in this type of benefit must verify with the school representative that the school is approved by the State Approving Agency for Veteran's Educational Benefits.

Students who are eligible for VA benefits must provide a copy of their VA Certificate of Eligibility letter or Entitlement Information print-out form "eBenefits" (for Chapter 33) or form 28-1905 (for Chapter 31) on or before the first day of Class to have their VA Educational Benefits included in their Financial Aid Package.

If the student's financial obligation to the school is more than the expected VA funding and the expected Title IV funding, the gap balance will be broken up into monthly payments that the student will be required to pay to the school to cover the difference.

Due to a delay in disbursement funding from the VA under Chapter 31 or 33, BBC Beauty Academy will not:

- \*Prevent a student from enrolling**
- \*Impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities**
- \*Require that a covered individual borrow additional funds because of the student's inability to meet his or her financial obligations to the school.**

A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-911 GI Bill Benefits. Students Eligible for Veterans Educational Benefits-per 38 CFR 21.4253(d)(3), students who will be receiving Veterans Educational Benefits are to provide all previous educational, vocational, and military transcripts to BBC Beauty Academy. BBC Beauty Academy will retain and evaluate the transcripts and apply appropriate credit for previous education and training, with the training period shortened proportionately.

**NOTE:** *In order for a student to continue financial assistance eligibility, a student must not be in unsatisfactory progress. (Refer to the Satisfactory Academic Progress Policy). Any Student not maintaining satisfactory academic progress will be ineligible to receive future disbursements of*

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*financial assistance and BBC Beauty Academy account, along with the maximum time frame, will be evaluated to determine the Student's ability to complete the program within the recommended scheduled allotments. When the Student has met both the academic and attendance requirements, the Student will be removed from the Unsatisfactory Progress status and financial assistance eligibility will be reinstated for the remaining period of time in the program. A Student must complete the program of study in a period of time not to exceed those outlined in the schedules on pages 17, 19 and 19. School holidays will not be considered in the calculation of cumulative attendance. Course incompletes and noncredit remedial courses have no effect on satisfactory progress standards.*

*Institutions that enter into an agreement with a potential Student, an enrolled Student, or parent of a Student regarding Title IV Loan are required to inform the Student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.*

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## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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*(Satisfactory Academic Progress is required for all enrolled Students. All students are provided with access to the catalog and SAP policy prior to enrollment.)*

### REQUIREMENTS

In order to meet SAP, Students must meet the following:

**Academic Requirement-** 75% Cumulative Grade Average

**Attendance Requirement-** 75% Cumulative Attendance Average

School holidays are not considered in the calculation of cumulative attendance. Course incompletes and noncredit remedial courses are not applicable and have no effect of SAP standards. Clock hours or credits accepted from another institution toward the Student's educational program

are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on contracted hours.

\*Students meeting the minimum requirement at any evaluation are considered to be making SAP until the next scheduled evaluation.

*Students who do not meet academic requirements or attendance requirements as of the evaluation may lose eligibility for financial aid from Title IV program funds and may be subject to termination from the program.*

## GRADING PROCEDURE

Students receive a number of theory and practical assessments during each module. Evaluation, feedback and grades are given to the Student for each assessment. Work is graded using the following grading scale:

**90-100 = A Excellent**

**80-89 = B Good**

**75-79 = C Satisfactory**

**60-74 = D Unsatisfactory**

**59 and below F Failing**

In case of failure, the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety and Technical Skills.

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## EVALUATIONS

SAP is evaluated at the end of each payment period based on scheduled hours.

**A.** For programs with a total length that is one academic year or less, the program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student reaches both (1) half of the scheduled clock hours and (2) half of the academic weeks while the second evaluation period is the period in which the student reaches the full scheduled hours and academic weeks of the program.

**B.** For programs with a total length that exceeds one academic year, each full academic year is divided into two equal evaluation periods in accordance with subsection (A) above and the remainder of the program is either:

1. Treated as a single evaluation period if the remainder is less than or equal to half of an academic year; or
2. Divided into two equal evaluation periods wherein the first evaluation period is the period in which the student reaches both (1) half of the scheduled clock hours and (2) half of the academic weeks while the second evaluation period is the period in which the student reaches the full scheduled hours and academic weeks of the program.

<b>Cosmetology</b> Payment weekly \$310.00	<b>HOURS 1250</b> 20 Hrs Per Week	<b>PART TIME</b> <b>62 1/2 Weeks</b>	<b>Cosmetology Teacher</b> Payment weekly \$310.00	<b>HOURS 500</b> 20 Hrs Per Week	<b>PART TIME</b> <b>25 Weeks</b>
<b>Natural Hair Braiders</b> Payment weekly \$310.00	<b>HOURS 300</b> 20 Hrs Per Week	<b>PART TIME</b> <b>15 WEEKS</b>	<b>Esthetics Program</b> Payment weekly \$310.00	<b>HOURS 300</b> 20 Hrs Per Week	<b>PART-TIME</b> <b>15 WEEKS</b>

Students will be provided written notice of their SAP standing at the time of evaluation. Copies of evaluations and appeal results will be kept in the Student's file. Students that take a Temporary Leave of Absence, withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he/she has been out. For student's that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours. To be considered making SAP or to re-establish SAP the Student must meet both the cumulative Academic and Attendance requirements of 75%. If there is there any additional information like a grade change or attendance correction that may have an impact on SAP, the institution will recheck SAP using the new information.

# cosmetology *program*

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## **EDUCATIONAL OBJECTIVES/GOALS:**

**Upon completion /graduation, Students will be able to demonstrate the following:**

- Basic practical skills in the following areas: Hair Cutting, Hair Coloring, Texture Services, Hair Styling, Facials and makeup, and Manicuring and Pedicuring
- Practice Safety, Sanitation, Disinfection, and Sterilization
- Proficiency in all theory related topics
- Knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing excellent Customer Service

## **COURSE FORMAT**

Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service.

## **INSTRUCTIONAL METHODS**

- In a student-centered classroom, Educators will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory and hands-on practice. Enrichment Activities will be provided so that the student can individualize their 450 degree flat iron, 1 shampoo cape, 1 cutting cape (Dry cape), 1 hair-cutting Razor, 1 clippers , 6 brushes (assorted) ,6 combs (assorted), 100 pin curls clips ,1 blow-dryer, Straightening comb , 2 packs of synthetic braiding hair, 1 pack of human hair 10-12in,1 frontal 10-12in, 1 lace closure 10-12in, 1 pair of scissors, 2 sewing needles 2 Mannequin,1 Mannequin stand That attach to the back of salon chair(Amazon)complete tools for manicuring ,including emery boards, pusher and brush1 pair of tweezers, carrying a case of sufficient size to accommodate the equipment and supplies used by students.

# cosmetology *program*

Pennsylvania  
CATALOG  
2021/22

## REFERENCES

Each classroom will have the following: Milady Textbooks, Tools/Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Our school provides a library of continuing education aids, which include copies of textbooks, periodicals, DVD's, and other reference materials that support the education process.

## GRADUATION REQUIREMENTS

**In order to graduate and receive a diploma, Students must meet the following requirements:**

- Complete the required hours of training
- Complete curriculum requirements
- Fulfill all financial obligations to the school

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice.

# COSMETOLOGY PROGRAM OVERVIEW - 1250 HOURS

# cosmetology

## teacher program

Pennsylvania  
CATALOG  
2021/22

## COURSE DESCRIPTION

Must already have a full Cosmetology License. Student Teachers will learn basic styles and principles, effective classroom management and supervise program development and lesson planning. Also teaching techniques for subjects relating to Cosmetology.

### Theory

**Includes the following:** The Career Education Instructor; Basic Learning Styles and Principals; Retaining Students; Teaching Success Strategies for a Winning Career; State Law; Sterilization, Sanitation and Bacteriology; Cosmetology Review; Communication Skills; Special Learning Needs; Classroom Management; Presentation Skills, Student Salon Education; Designing an Orientation Program; Classroom Planning; Lesson Planning; Developing Assessments; and Teaching Study and Testing Skills; Educational Aids and Technology in the Classroom.

### Practical Application

**Includes the following:** practicing and improving techniques learned by using Peer Groups, teaching in Cosmetology classrooms and on the Student Salon floor. Topics to be demonstrated and assessed are: Basic Learning Styles and Principals; Retaining Students; Communication Skills; Special Learning Needs; Classroom Management; Presentation Skills; Student Salon Education; Designing an Orientation Program; Classroom Planning; Lesson Planning; Developing Assessments; and Teaching Study and Testing Skills, Educational Aids and Technology in the Classroom.

## EDUCATIONAL OBJECTIVES /GOALS:

**Upon Completion / graduation, Students will be able to demonstrate the following:**

- Basic demonstration skills in presenting the following areas of education: Hair Coloring, Hair Cutting, Chemical Texturizing; Hairstyling; Aesthetics; and Nail Technology
- Knowledge and understanding in the practice and instruction of Sterilization, Sanitation and Bacteriology
- Proficiency in all Theory related topics
- A knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing an excellent cosmetology education

## COURSE FORMAT

Course content is identified and prioritized through state and Industry standards. Each course will provide students with an understanding of the fundamentals and Techniques needed to teach Hair, Skin, and Nail Services, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service.

# cosmetology

## teacher program

Pennsylvania  
CATALOG  
2021/22

## INSTRUCTIONAL METHODS

In a student-centered classroom, Educators will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory and hands-on practice. Enrichment Activities will be provided so that the student can individualize their education. 450-degree flat iron 1 shampoo cape 1 cutting cape (Dry cape) 1 hair-cutting Razor 1 clippers 6 brushes (assorted) 6 combs (assorted) 100 pin curls clips 1 blow-dryer Straightening comb 2 packs of synthetic braiding hair, 1 pack of human hair 10-12in, 1 frontal 10-12in, 1 lace closure 10-12in, 1 pair of scissors, 2 sewing needles 2 Mannequin 1 Mannequin stand That attach to the back of salon chair (Amazon)

## REFERENCES

Our school will help provide the following: milady Textbooks, Tools/Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Our school provides a number of reference materials that support the education process.

## GRADUATION REQUIREMENTS

**In order to graduate and receive a diploma, Students must meet the following requirements:**

- Complete the required hours of training
- Complete curriculum requirements
- Fulfill all financial obligations to the school

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice.

# COSMETOLOGY TEACHER PROGRAM OVERVIEW - 500 HOURS

# natural hair braiders program

Pennsylvania  
CATALOG  
2021/22

## COURSE DESCRIPTION

**Hair Braider's course is a 300 hour learning how to style wigs and hair Extensions, shampooing, rinsing, Conditioning, Hairstyling, hair cutting, principles of hair design, business skills, PA cosmetology laws, sanitation and infection control**

### Theory

**Includes the following:** The Career Education Instructor; Basic Learning Styles and Principals; Retaining Students; Teaching Success Strategies for a Winning Career; State Law; Sterilization, Sanitation and Bacteriology; Communication Skills; Special Learning Needs; Classroom Management; Presentation Skills, Student Salon Education;

### Practical Application

**Includes the following:** practicing and improving techniques learned by using Peer Groups, teaching in Cosmetology classrooms and on the Student Salon floor. Topics to be demonstrated and assessed are: Basic Learning Styles and Principals; Retaining Students; Communication Skills; Special Learning Needs; Classroom Management; Presentation Skills; Student Salon Education; Designing an Orientation Program; Classroom Planning; Lesson Planning; Developing Assessments; and Teaching Study and Testing Skills, Educational Aids and Technology in the Classroom.

## EDUCATIONAL OBJECTIVES /GOALS:

**Upon Completion / graduation, Students will be able to demonstrate the following:**

- Basic demonstration skills in presenting the following areas of education: Hairstyling, style wigs and hair Extensions, shampooing, rinsing, Conditioning, principles principals of hair design, business skills, PA cosmetology laws, sanitation and infection control
- Knowledge and understanding in the practice and instruction of Sterilization, Sanitation and Bacteriology
- Proficiency in all Theory related topics
- A knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing an excellent cosmetology education

## COURSE FORMAT

Course content is identified and prioritized through state and Industry standards. Each course will provide students with an understanding of the Fundamentals and Techniques needed to teach Hair, Services, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service.

# natural hair braiders program

Pennsylvania  
CATALOG  
2021/22

## INSTRUCTIONAL METHODS

1 Razor, 1 clippers, 6 brushes (assorted), 6 combs (assorted), 100 pin curls clips, 1 blow-dryer, Straightening comb, 2 packs of synthetic braiding hair, 1 pack of human hair 10-12 in 1 frontal 10-12 in, 1 lace closure 10-12 in, 1 pair of scissors, 2 sewing needles 2 Mannequin, 1 Mannequin stand that attach to the back of salon chair (Amazon)

1 Carrying case of sufficient size to accommodate the equipment and supplies used by students.

## REFERENCES

Our school will help provide the following: Milady Textbooks, Tools/Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Our school provides a number of reference materials that support the education process.

## GRADUATION REQUIREMENTS

**In order to graduate and receive a diploma, Students must meet the following requirements:**

- Complete the required hours of training
- Complete curriculum requirements
- Fulfill all financial obligations to the school

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice.

# Natural Hair Braiders PROGRAM OVERVIEW - 300 HOURS

# esthetics training program

Pennsylvania  
CATALOG  
2021/22

## COURSE DESCRIPTION

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue. The program is a 300 clock hour course (15 weeks).

## EDUCATIONAL OBJECTIVES /GOALS:

**Upon completion of the course training and all course requirements, the determined graduate will be able to:**

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for the value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/ brow tinting.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in esthetics and related career positions.

## REFERENCES:

A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

# esthetics training program

## **SUBJECTS/SCIENCES:** *COSMETOLOGY LAW, RULES AND REGULATIONS 300 TOTAL HOUR*

- **INFECTION CONTROL:** Health, Public Sanitation, Method, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infection Control, Tools, Equipment use and safety
- **GENERAL ANATOMY AND PHYSIOLOGY:** Cells, tissues, and organs; body systems
- **SKIN STRUCTURE/GROWTH/NUTRITION:** Structure and functions of the skin; sebaceous glands, and sweat glands; nutrition for healthy skin and longevity,
- **CHEMISTRY AS APPLIED TO COSMETICS:** Cosmetics; skin care products; massage creams and oils, ampoules, scrubs, new technologies; FDA laws governing cosmetics and cosmetic safety
- **ELECTRICITY AND MACHINES:** Electricity and its effects on the skin; galvanic current for chemical (desincrustation) and ionic iontophoresis; high-frequency current; use of magnifying lamp, Wood's lamp; use of brushing, spray, suction machines; use of vaporizer, pulverizador, hot towel cabinet; paraffin unit; electric mittens, booties, and face mask
- **MAKEUP TECHNIQUES:** Color analysis; morphology of the face; product knowledge, chemistry, and related composition; eyebrow contouring. 100 FACIAL TREATMENTS:
- **FACIALS :** Client preparation; skin analysis and consultation; skin types; skin conditions and disorders; facial procedures; facial treatments with or without machines; overview of aromatherapy and manual lymphatic drainage for the face and neck; product recommendation 50 MAKEUP APPLICATION:
- **FACIAL MAKEUP:** Corrections and contouring; false eyelashes; eyelash and eyebrow tinting; further training required for advanced techniques 10 TEMPORARY HAIR REMOVAL:
- **HAIR REMOVAL:** Theoretical overview of permanent methods (electrolysis, thermolysis, blend); temporary methods of hair removal (manual tweezing, depilatory lotions, waxing, strip & non-strip) Body exfoliation; back treatments; use of products to enhance skin appearance; training required for advanced body techniques such as aromatherapy, manual lymphatic drainage, water therapies 40 SALON DEVELOPMENT:
- **THE SALON BUSINESS:** Business operation; site planning and design; accounting, inventory, and sales tax; payroll regulations; ethics and professional conduct; communication skills; retailing techniques; marketing (advertising, retailing, and promotion); customer relations
- **JOB SKILLS:** Resume; interviews; letter writing; licensing regulations; job attitudes; professional organizations; continuing education; industry trade shows, magazines; career opportunities

# policies & procedures

Pennsylvania  
CATALOG  
2021/22

*"Order is the shape upon which beauty depends"*  
- Pearl S Buck

## Fees & Payment Overview

---

**Cosmetology teacher course** (500 hours /25 weeks)  
Day & Evening Class 4 hrs./day 20 hours per week

- ***Tuition- \$7,750@ \$310.00 per week***
  - ***Registration Fee: \$100.00***
  - ***All hours are set at \$15.50 per hour***
- 

**Full Cosmetology course** (1250 hours 62 1/2 weeks)  
Day & Evening Class 4 hrs/day 20 hours per week

- ***Tuition- \$19,375 @\$310.00per week***
  - ***Registration Fee: \$100.00***
  - ***All hours are set at \$15.50 per hour***
- 

**Natural Hair Braider course** (300 hours 15 weeks )  
Day & Evening Class 4 hrs/day 20 hours per week

- ***Tuition- \$4,650 @ \$310.00 per week***
  - ***Registration Fee: \$100.00***
  - ***All hours are set at \$15.50 per hour***
- 

**Esthetician course** (300 hours 15 weeks)  
Day & Evening Class 4 hrs/day 20 hours per week

- ***Tuition- \$4,650 @ \$310.00 per week***
- ***Registration Fee: \$100.00***
- ***All hours are set at \$15.50 per hour***

# policies & procedures

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All tuition and registration fees may be paid via credit or with debit card (cash is not accepted). All weekly tuition will be paid every Monday with a recurring invoice, which can also be paid with a credit, debit, or Apple-Pay card. Tuition must be paid by the end of the school day (5PM). Each student will be given a receipt after each payment. If there are any questions or concerns, please call the office manager at (484) 461-3945. A \$50 late fee will be applied if tuition has not been received by Tuesday, after that, there will be a \$20.00 daily fee, totaling up to \$420.00 for that week. If tuition and late fees are not paid by Friday, you will not be permitted to attend class the following week until all fees are paid.

## **Withdrawal/Refund Policy**

If a student wishes to withdraw within the first 30 days, it must be requested in writing. This can be done via certified mail or by email. Once the request is officially received, it will be examined promptly by our Review Board. At the conclusion, the student will be contacted, via email, with a detailed break-down of all fees, charges, and refunds. Student must send a notification email stating that they understand and accept the terms of the agreement. If the student rejects the terms, it must be sent in an email as well. If the terms are accepted, a certified check will be sent to the student within 40 days. Once accepted, current contract is hereby terminated. *Please Note after 30 days there will be NO REFUND, with all pay as you go students.*

If the Student wishes to appeal the decision, objections must be clearly stated and shown in practical and reasonable terms. After appeal is sent and received, the information will be inspected by the BBC Review Board. Student will then be given a final decision and judgment within one (1) calendar week. If the original decision remains and is upheld, the student will receive either the original payment, or an amended payment (based on the process listed above).

# policies & procedures

Pennsylvania  
CATALOG  
2021/22

## Self-Pay Schedule

### **Natural Hair Braider/Esthetician Course withdrawal fee**

If a student withdraws within the first 30 days of signing this contract and would like to self-terminate, there will be a 500.00 withdrawal fee. After 30 days of your original start date, you will be fully responsible for the remaining balance of the tuition, regardless of your intentions of continuing or not. All remaining balances of the tuition will need to be paid in full before receiving your official transcripts. Please note: BBC beauty academy does not withhold hours; all hours are sent to the state board of cosmetology on a quarterly basis.

*\*All fees are nonrefundable*

### **Full Cosmetology Course withdrawal fee**

If a full cosmetology student withdraws within the first 30 days of signing this contract and would like to self-terminate, there will be a 1,200.00 withdrawal fee. After 30 days of your original start date, you will be fully responsible for the remaining balance of the tuition, regardless of your intentions of continuing or not. All remaining balances of the tuition will need to be paid in full before receiving your official transcripts. Please note: BBC beauty academy does not withhold hours; all hours are sent to the state board of cosmetology on a quarterly basis.

*\*All fees are nonrefundable*

### **Cosmetology Teacher Course withdrawal fee**

If a Teacher- Student withdraws within the first 30 days of signing this contract and would like to self-terminate, there will be a 700.00 withdrawal fee. After 30 days of your original start date, you will be fully responsible for the remaining balance of the tuition, regardless of your intentions of continuing or not. All remaining balances of the tuition will need to be paid in full before receiving your official transcripts. Please note: BBC beauty academy does not withhold hours; all hours are sent to the state board of cosmetology on a quarterly basis.

*\*All fees are nonrefundable*

# policies & procedures

Pennsylvania  
CATALOG  
2021/22

## Dress Code

**-Students must wear all black on a daily basis. Must have on BBC beauty academy smock or shirt at all times. No open toed shoes. Black sneakers are preferred. *There will be no bonnets or sleeping attire over your head at any time. Fashionable, or religious hair attire will be accepted.***

## Attendance

Classes are scheduled Monday Through Friday.  
Day class 10 am to 2 pm  
Make up hours Saturday only  
8am to 3pm

## Leaving Early Policy

-All Students that need to leave early for any reason must inform the office representative at least a day in advance.  
-There are only two leaving early requests approved per week.  
-If leaving early becomes a consistent issue, it can result in a write up or grounds for automatic termination from the school by the administrator.

# policies & procedures

Pennsylvania  
CATALOG  
2021/22

## **Optional early test out**

Cosmetology courses will be completed when students have achieved 1250 hours of training. (Please note that this is optional.) You can test out early at 900 hours, however, you must complete the remaining 350 hours in order for your license to be in full active status.

Natural hair braider course will be completed when the student has achieved 300 hours of training. Please note that you can test out early at 250 hours, but you must complete the remaining 50 hours in order for your license to be in full active status.

Cosmetology teacher course will be completed when the student has achieved 500 hours of training. Please note that you can test out early at 400 hours, but you must complete the remaining 100 hours in order for your license to be in a full active status

Esthetician course will be completed when the student has achieved 300 hours of training. Please note that you can test out early at 250 hours, but you must complete the remaining 50 hours in order for your license to be in full active status.

**-The school will be open on Saturdays from  
8AM-3PM for makeup hours only.**

-Lunch will be 30 minutes long. You cannot skip lunch to accumulate hours. If you do not return from lunch, you will be sent home for the duration of the day.

## Tardiness Policy **Class begins at 10 am DAILY**

*If a student does not arrive by 10:30 AM (at the latest) and does not provide a valid excuse approved by an administrator, they will be dismissed from school for the duration of that day.*

**Three or More** consecutive lateness in a week will result in a write-up by an administrator or teacher. 3X or more write ups will result in an automatic suspension or drop of roll. If a student is absent for 35 hours or more Per quarter which equals (75%) of attendance it will be grounds for dismissal from the course without refunds. Certain conditions may be taken under consideration.

**Make Up Hours** Make-up hours are on Saturday. Those hours can NOT exceed more than the 8 hours available on. All make-up hours must be completed within the course timeframe, (example: With a 7 1/2-week course, you have 7 Saturdays available for make-up hours. If your "make-up hours" are not completed within your contracted timeframe (Graduation Date), Saturdays will no longer be available for make-up hours after your graduation date. You will have to make up your hours during the course of the week. As a result of that, you will be charged \$15.50 per hour on top of your weekly tuition (\$310.00).

## TRANSFER POLICY

A student must first submit a transcript of hours from the previous institution. BBC Beauty Academy has the right to accept all, part, or none of the transfer hours accumulated at said institution.

## **Salon Floor Policy**

- Students must have all their hair and school supplies when they arrive each day. If you don't have your supplies, you may be sent home (the school will provide shampoo, conditioner, towels, and styling products)
- Students rotate on a daily basis. There is no refusal of clients or you will be sent home for the day and written up.
- Each student must keep the salon area free of debris on the floor, sanitize their stations daily, tables, etc.
- Music choice on the salon floor is R&B and gospel. Volume should stay at a reasonable level. If students desire to change the music selection, it must be approved by a teacher.

## **RE-ENTRY POLICY**

If for any reason a student must withdraw temporarily due to illness, pregnancy, personal reasons, etc., and they are a student in good standing (making satisfactory progress), the student may re-enter BBC Beauty Academy. If the student receives financial aid, payments will be postponed and will be resumed when the student returns to school. If the financial aid student is absent for an extended period of time, the loan will be terminated, and the student may re-apply upon re-entry. Any Pell Grant monies will be sent back to the Department of Education. The remainder of Pell Grant monies will have to be re-ordered upon the student's return (if eligible).

## **Conduct and Behavior Policy**

- There is zero tolerance for stealing, fighting, use of profanity, and abuse of furniture at BBC Academy
- No loitering zone
- Fighting and stealing is an automatic termination from the school
- Students are not allowed to be in prohibited areas or lay on manicure beds to sleep.

# policies & procedures

Pennsylvania  
CATALOG  
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- There is a write-up system for any student who does not conduct themselves in an appropriate manner in our school or in their classrooms. Only teachers and administrators are allowed to write up students.
- Students are encouraged to email [bbcbeautyacademy@gmail.com](mailto:bbcbeautyacademy@gmail.com) with any concerns regarding treatment by other students or teaching staff.
- All students are expected to be respectful to one another, school staff, and teachers at ALL TIMES.
- Excessive loud talking will result in a write up as well.
- Telephone usage is not permitted in the classroom unless there is an emergency. There is also no cell phone use on the salon floor.
- Three Write Ups will result in termination from the school
- Students will be held responsible for their own equipment and personal belongings. No personal items: purses, etc., will be allowed in the workroom floor area. They must be kept in a locker.
- There is a zero-tolerance policy for cyber bullying

## BBC SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress at the completion of the following evaluations periods:

**Natural Hair Braiders** 300 actual hours and 15 weeks

**Teacher Cosmetology** 500 actual hours and 25 weeks

**Cosmetology** 1250 actual hours and 62 1/2 weeks

**Esthetics** 300 actual hours and 15 weeks

\*Transfer Students - Evaluation periods will be based on actual contracted hours at this institution. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

### COURSE MAXIMUM TIME ALLOWED

	WEEKS	SCEDULED HOURS
Cosmetology (Part time)	62 1/2 Weeks	1,250
Cosmetology teacher (Part time)	25 Weeks	500
Esthetics (Part time)	15 Weeks	300
Natural Hair Braiders (Part time)	15 Weeks	300

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum time frame will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution's admission's policy.

## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**93 - 100**  
**85 - 92**  
**75 - 84**  
**74 and BELOW**

**EXCELLENT**  
**VERY GOOD**  
**SATISFACTORY**  
**UNSATISFACTORY**

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

## PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

# addendum

A - BBC Faculty/Staff/Administration

B - VA Tuition schedule & Refund  
Policy

C - Prior Credit Requirement for VA  
students

# faculty

## & ADMINISTRATION

Addendum

Part A

School  
Address  
City, St, Zip  
Tel

BBC Beauty Academy  
6790 Market St.  
Upper Darby, Pa, 19082  
484-461-3945

## Faculty

Last	First	Teacher's #	Course
Pearson	Bristina	CT178821	Owner/Cos teacher
Andrews	Nasia	CT176928	School Supervisor/Cos Teacher
Batts	Roberta	CT178315	Cosmetology Natural hair braiders
Lawrence	Noell	CT178809	Cosmetology Natural hair braiders

# **VA tuition & refund policy**

## Addendum Part B

As a nonaccredited institution, BBC maintains a pro-rata refund policy for the unused portion of tuition, fees, and charges if the veteran or other eligible person fails to enter the course or withdraws or is discontinued from it before completion.

BBC's pro-rata refund policy will vary by no more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completion portion of the course bears to its total length.

The exact proration will be determined on the ration of the number of instructional days in the course.

Registration fees in excess of \$10 must be refunded as a pro rata rate.

If applicable, a breakage fee must be prorated for the retention of the exact amount of the breakage, with the remaining part, if any, refunded.

If BBC's charges are associated with consumable instructional supplies as distinguished from laboratory fees, BBC will refund the exact amount of charges for supplies not consumed.

BBC will issue a refund to the student within 40 days after the student withdraws or is discontinued from the program of education.

# prior credit

## Addendum Part C

## BBC's Prior Credit Requirements for VA students

BBC will report the appropriate reduction in the number of credits required to complete a certificate or degree based upon the evaluation and credits accepted.

The evaluation of prior learning is complete and accomplished in a timely manner.

BBC utilizes objective criteria in making its determination.

Prior credit awards are posted in the student records.

There is a clear indication of prior credit awarded that applies to the degree program as opposed to general credit.

BBC will ensure that the student and the Department of Veterans Affairs are notified of award of credit in a timely manner and how the award affects their course of study.

BBC maintains a written record of previous education and training of the veteran or eligible person, which clearly indicates that appropriate credit has been given by BBC for previous education and training, with the training period shortened appropriately.