



SAMi HALASEH  
**INSTITUTE**

*hair • skin • nails • makeup*

## STUDENT CATALOG

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Updated 7/30/20

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## WORLD CLASS TRAINING

Shaping the future of beauty, The Sami Halaseh Institute provides the training you need for a successful career that sets you apart as an artist. Cutting-edge instruction from some of the finest educators in our industry serves as the backbone of our institute. Utilizing the latest equipment and teaching innovative techniques, we employ modern methods resulting in great hair, beautiful skin and expert makeup. But it's not just about instruction. It's about inspiring greatness and innovation. We ignite, inspire and innovate, ensuring that your passion for beauty is transformed into employable artistry.

**SAMI HALASEH INSTITUTE**...where students define their future, expand their creativity and master the technical skill needed to cultivate their own unique talents. Learn from exceptional instructors who are passionate about the craft in a stimulating environment...**where passion, creativity and dreams come to life!**

## MISSION STATEMENT

Sami Halaseh Institute is committed to providing the training needed for a successful career that sets our students apart as artists. Our objective is to provide cutting-edge instruction from experienced Educator utilizing the latest equipment and innovative techniques. Students of Sami Halaseh Institute will learn customer service skills, business etiquette and teamwork to prepare them for a future career in Cosmetology, Esthetics, Nail Technology, and Instructor 300 and Instructor 450 Programs.

## ADMISSIONS REQUIREMENTS

Students Enrolling for all Sami Halaseh Institution Programs must provide proof one of the following:

- High School diploma or it's equivalent
- A transcript showing high school completion or a certificate of attainment
- If homeschooled, a state-issued credential for secondary school completion
- Enrollment under a training agreement

All students must be at least 17 years of age by the time of program completion and provide proof of that age through a government-issued ID.

All students must provide a state-issued photo ID at time of enrollment

Complete an enrollment application

Pay the \$15.00 non-refundable application fee

Pay the \$100.00 registration fee

Complete the Sami Halaseh Institute Enrollment Agreement

Students enrolling for the Instructor 300 and Instructor 450 Programs must provide a copy of their current Kansas Board of Cosmetology License

Students enrolling in the Instructor 300 program must have at least one year's work experience

**\*\*Foreign Diplomas or Transcripts:** The school will accept a foreign diploma or transcript however the diploma or transcript **MUST** be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.

## TRANSFER POLICY

Sami Halaseh Institute, furthermore, known in this document as SHI, does not recruit students already attending or admitted to another school offering a similar program of study. We do accept transfer students and previous hours provided they meet requirements mandated by the Kansas State Board of Cosmetology. Students wishing to transfer to the school will enter the program level as deemed appropriate by the Institute. Transfer students must comply with the class level assigned and comply with the SAP policy. In addition, such students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the program at the time of enrollment plus the applicable registration fee. The following requirements must be met by students who transfer to SHI from another cosmetology school:

- Certified transcript of hour earned and requirements previously on file with State Board
- Time elapsed between transfer will be considered in determining if student will be accepted
- Submit to a scholastic evaluation as stated above
- Meet all standard admissions requirements
- Pay for the prorated tuition for the contracted hours

### **Re-Entry Policy**

Former students of SHI who wish to re-enter, must request in writing approval from the school administration. The request will be reviewed and a decision made within 30 days of the request. Tuition and fees will remain the same if the student re-enters within 180 days of the withdrawal date. The student will be required to pay a re-entry fee and also go before members of the administration explaining what has changed and why he/she should be allowed to return to the program. The fee must be paid at the student's expense before returning to class. If a student wishes to re-enter after 180 days, they will be charged for tuition rates current at the time of re-entry.

Re-entry students must provide their full and complete kit as required for the course of study or purchase a new one.

### **Non-Discrimination Policy**

In compliance with federal, state, and local government requirements, Sami Halaseh Institute does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, school-administered programs and publications or employment practices.

Sami Halaseh Institute follows the requirements established by the Americans with Disabilities Act. SHI does not discriminate against qualified individuals with disabilities. SHI does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees or fellow students.

### **ANTI-HARASSMENT POLICY**

All employees and students have a right to an environment free of discrimination, which includes freedom from harassment – whether that harassment is based on sex, age, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation or membership in other protected groups. Sami Halaseh Institute prohibits harassment of its students and employees in any form by supervisors, co-workers, students, guests or suppliers.

Such conduct may result in disciplinary action up to and including dismissal of the employee or termination of enrollment for those who harass others. With respect to non-employees and non-students, those offending guests and suppliers will be asked to leave and not return.

Specifically, no supervisor shall threaten or insinuate either explicitly or implicitly that any employee or student's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, or any other condition of employment, student enrollment and academic status.

Other harassing conduct in the workplace/educational facilities, whether physical or verbal, committed by supervisors or others, is also prohibited. This includes slurs, jokes, or degrading comments concerning sex, age, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation, or membership in other protected groups, offensive sexual flirtatious advances or propositions, any abuse of a sexual nature; graphic verbal comments about an individual's body and the display in the workplace of sexual objects or pictures.

Employees and students who have complaints of harassment should report such conduct to the Director. All such complaints will be investigated. If the investigations confirm the allegations, appropriate corrective action will be taken. Sami Halaseh Institute cannot guarantee that all complaints will be kept confidential, but will make every effort to do so.

## ATTENDANCE

### Cosmetology Full Time, 36.25 hours per week

Phase 1:

Monday through Friday 9:00am-5:00pm

(Two 15 minute breaks and one 45-minute lunch break)

Phase 2-4:

Tuesday through Saturday 9:00am-5:00pm

(Two 15 minute breaks and one 45-minute lunch break)

**Part Time:** Customized part time hours are available upon request, but must be a minimum of **21.75 hours per week**.

### Esthetics Full Time, 36.25 hours per week

Phase 1:

Monday through Friday 9:00am – 5:00pm

(Two 15 minute breaks and one 45-minute lunch)

Phase 2-3:

Tuesday through Saturday 9:00am-5:00pm

(Two 15 minute breaks and one 45-minute lunch)

**Part Time:** Customized part time hours are available upon request, but must be a minimum of **21.75 hours per week**.

### Nail Technology Full Time, 36.25 hours per week

Week 1-3 in classroom:

Monday through Friday 9:00am – 5:00pm

(Two 15 minute breaks and one 45-minute lunch)

Week 4-10 on clinic floor:

Tuesday through Saturday 9:00am-5:00pm

(Two 15 minute breaks and one 45-minute lunch)

**Part Time:** Customized part time hours are available upon request, but must be a minimum of **21.75 hours per week**

### Instructor 300 and 450 Hour Full Time. 36.25 hours per week

Tuesday through Saturday 9:00am-5:00pm

(Two 15 minute breaks and one 45-minute lunch break)

**Part Time:** Customized part time hours are available upon request, but must be a minimum of **21.75 hours per week**

### Holidays Observed and Breaks

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

\*The Institute will be closed the week of Independence Day and the week between Christmas and New Year's Day.

\*All dates are subject to change. The school reserves the right to extend holidays or close for staff development by posting a said schedule 10 days prior to closure.

### Time Clock Procedure

Students may clock in starting at 8:45 a.m. and must be clocked in before 9:00 a.m. Students who arrive any time after 9:00 a.m. are considered tardy for the day and must report to their Instructor or the Director before attending class in order to be clocked in. All students must clock out for their lunch break, even if they stay on the premises. Students must clock out any time before they leave SHI premises. If a student has to leave the institute for any reason other than a lunch break, they must inform their Instructor and/or Director prior to leaving and fill out a requested time off form that is to be signed by both the student and instructor.

### Tardy Policy

Students may clock in as early as 8:45am, but must be clocked in no later than 9:00am. Students who clock in any time after 9:00am are considered to be late. If a student clocks in at 9:30am or later, they will be sent home for the day and marked as absent. In the event that a student will be late they are to call and inform the school administrator or instructor before class begins.

**Students are only allowed to be tardy three times in each 10-week phase.**

## **Student Absence Policy**

Daily attendance is crucial for student success. In the event that a student will be absent, the student is required to call the school before school begins and speak with the Director or Instructor if they are going to be absent. All students are required to maintain a minimum of 85% accumulative attendance record. Please refer to the Satisfactory Academic Progress Policy beginning on page 15 of this catalog. When absences are planned ahead, the Educator or Director must be notified one week in advance of the day the student will be gone and a requested time off form must be filled out and signed by both the student and the instructor. In the case of habitual absences, a written excuse from the doctor may be requested.

Students must be present for at least 3.5 hours to be considered present for the day. Any student that is not present for at least 3.5 hours in a day will be considered absent for that day.

Each program of study allows a certain amount of absent hours without paying any additional fees, these are as follow:

Students enrolled in the cosmetology program for a total of 1500 hours are allowed 80 absent hours without paying additional fees.

Students enrolled in the esthetics program for a total of 1000 hours are allowed 60 absent hours without paying additional fees.

Students enrolled in the nail technology program for a total of 350 hours are allowed 20 absent hours without paying additional fees.

Students enrolled in the Instructor 300 and Instructor 450 programs are not charged for absent hours.

Students in all programs other than the Instructor 300 and Instructor 450, are charged \$5.00 per hour for all hours missed over and above allowed absent hours. This charge must be paid to the school before a student will be allowed to graduate or receive a certificate or before hours will be released to the State Board.

Students must be in class or on the clinic floor for the total 1500 program hours for Cosmetology. Any time missed must be made up in order to complete the program.

**Students are only allotted three missed Saturdays in their entire contracted program.**

## **Student Advising**

Students are advised regarding progress and achievement on a monthly basis. Regular progress evaluations include advisement regarding the Student's progress in attendance, theory, practical skills, communication skills and personal development. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed.

## **CURRICULUM – Program Outlines**

All programs offered by Sami Halaseh Institute follow similar procedures in that the same instructional methods apply, and the same grading procedures are followed for each program. Those policies are stated here and considered to be an integral part of each of the program outlines contained in this section of the student catalog..

### **TESTING AND GRADING (ALL PROGRAMS)**

Student are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency can set forth in practical skills evaluation criteria adopted by the school. Students are encouraged to make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

#### **Written and Practical**

96% - 100%	Excellent
90% - 95%	Good
85% - 89%	Satisfactory
Below 85%	Does Not Meet Standards

Practical tasks on the clinic floor and in the classroom, will be graded upon the following criteria, unless otherwise specified. Students may earn either a score of 0 or 100. All practical tasks in the classroom setting will not necessarily be graded.

- Student listens to and follows instruction
- Student demonstrates comprehension/understanding of the relevant procedure and technique
- Student shows adequate progress and growth in the relevant technique

Make up and failed tests may be retaken up to three times to improve grade. After the allotted three times the exam is no longer eligible for retake and the student must then sit back in that portion of the curriculum in order to take the exam again.

### **REQUIRED PRACTICAL EXPERIENCES (ALL PROGRAMS)**

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on mannequins, models or clients. The requirements list by category are the *minimum* experiences that each student must successfully complete prior to graduation. More practices may be scheduled by the Educator based on training needs and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward course completion **ONLY** when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. The criteria are explained to students and used uniformly when giving practical grades.

### **INSTRUCTIONAL METHODS (ALL PROGRAMS)**

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and entry-level job skills. Clinic equipment, implements and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities and other related learning methods are used for program delivery.

**References:** A comprehensive library of references, periodicals, books, texts, and DVD's are available to support the program of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

### **UNITS OF INSTRUCTION AND HOURS**

The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

## **COSMETOLOGY**

Our Cosmetology program is divided into four phases of study consisting of 10 weeks each:

**Phase 1-** This is an introductory level of training where the students will focus on learning the underlying theory and the basic skills for providing client services. In this phase students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals.

**Phase 2-** In this phase students will develop and customize their skills to meet the needs of clients. They will perform skills on the clinic floor and become increasingly self-confident and proficient in their communication, consultation, and technical skills.

**Phase 3-** This is the phase where students will master the creative skills necessary for success in the workplace and learn key business skills needed to be successful Professionals. In this phase, students will learn systems that top professionals are using to attract clients, increase sales, and grow their personal income. Successful completion of this level will prepare them for immediate success and will improve their opportunities for employment after graduation.

**Phase 4-** In this phase students will focus on state board preparation, professional development, and career placement.

## **COSMETOLOGY: 1500 HOURS – 41.38 weeks or more (DEPENDING ON RATE OF ATTENDANCE)**

(Full Time: 36.25 hours/week, Customized part time hours are available upon request, but must at a minimum of 21.75 hours per week)

**Description:** The Primary purpose of the Cosmetology 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 in Cosmetology or related career fields.

**Objectives:** Upon completion of the 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 value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicure, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's authentic beauty.
6. 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 cosmetology and related fields.

### **COSMETOLOGY REQUIRED TRAINING (320 hours required before performing services on the public)**

115 Hours	Scientific Concepts
400 Hours	Physical Services
450 Hours	Chemical Services
360 Hours	Hair Designing
75 Hours	Business Practices
50 Hours	State Laws
50 Hours	Student Specific Needs

### **1500 HOURS TOTAL**

## **ESTHETICS**

Our Esthetics program is divided into three phases of study consisting of 10 weeks each:

**Phase 1-** In the introductory level of training, Students will begin by learning the underlying theory and the basic skills for providing client services. In addition, students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice. Further into the phase students will experience advanced training on exfoliations, extractions, microdermabrasion, chemical resurfacing, and Alpha Hydroxy Acids, and make up studio. In addition, students will focus on various equipment used in advances skin treatments, hands-on practice, portfolio and competency skills evaluation.

**Phase 2-** In this level of training, the students will continue training at a more advanced level. Advanced skincare treatments are continued as a hands-on learning tool and students will be required to test over skills learned. Testing will be over theory and practical skills on medical esthetics, holistic practices, advanced makeup techniques and anatomy and physiology, as well as further preparing for their state board examination. Guest speaker demonstrations are incorporated throughout this phase.

**Phase 3-** In this level of training, students will focus on retailing, guest services, skin care products and state board exam preparation and career placement. The education is provided through demonstration, technology, guest speakers, hands-on practice and competency skills evaluation.

## **ESTHETICS: 1000 HOURS – 27.58 weeks or more (DEPENDING ON RATE OF ATTENDANCE)**

(Full Time: 36.25 hours/week, Customized part time hours are available upon request, but must at a minimum of 21.75 hours per week)

**Description:** The primary purpose of the Esthetics 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.

**Objectives:** Upon completion of the 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 value received.
4. Perform the basic manipulative skills including skin analysis and consultation, skin treatments, advanced skin treatments, temporary hair removal and make-up.
5. Perform the basic analytical skills to determine the proper skin treatment, hair removal or make-up for the client's authentic beauty.
6. 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 fields.

### **ESTHETICS REQUIRED TRAINING**

**(130 hours required before performing services on the public)**

<b>Theory</b>		<b>Practical</b>
10 Hours	Infection Control	50 Hours
200 Hours	Skin Anatomy and Physiology	
80 Hours	Skin Analysis and Consultation	40 Hours
120 Hours	Skin Treatments	120 Hours
20 Hours	Body Treatments	20 Hours
80 Hours	Advanced Skin Treatments	60 Hours
10 Hours	Temporary Hair Removal	30 Hours
20 Hours	Make Up	40 Hours
30 Hours	Business Practices	
20 Hours	State Laws	
50 Hours	Student Specific Needs	

### **1000 HOURS TOTAL**

## **NAIL TECHNOLOGY**

During this program students will begin by learning the underlying theory and the basic skills for providing client services. In addition, students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice. This course of study will focus on natural nail care and artificial nail enhancements. Students will learn a variety of manicuring and pedicuring procedures, hand and arm massage techniques, and proper sterilization and sanitation. Students will also focus on proper nail enhancement application and advanced natural and artificial nail techniques. Students are trained on how to market themselves, the services they provide and the products they use so that they can be successful in this exciting and ever-growing career. During this program students will focus on state board exam preparation and career placement.

### **NAIL TECHNOLOGY: 350 HOURS – 9.65 weeks or more (DEPENDING ON RATE OF ATTENDANCE)**

(Full Time: 36.25 hours/week, Customized part time hours are available upon request, but must at a minimum of 21.75 hours per week)

**Description:** The primary purpose of the Nail Technology course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry-level positions as a Nail Technician or related career avenue.

**Objectives:** Upon completion of the 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 value received.
4. Perform the basic manipulative skills in manicuring, pedicuring and various methods of nail extensions.
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, and methods for career development in nail technology and related fields.

#### **NAIL TECHNOLOGY REQUIRED TRAINING      MINIMUM PROCEDURES (70 hours required before performing services on the public)**

60 Hours	Scientific Concepts	
75 Hours	Manicuring Skills	35
160 Hours	Artificial Nails	300
35 Hours	Business Practices	
20 Hours	State Laws	

#### **350 HOURS TOTAL**

### **INSTRUCTOR 300**

This course is designed to meet the needs of those students who desire to enter the world of education. This program provides the student with the training necessary to provide proper instruction in varied classroom situations. Emphasis will be on classroom management, curriculum development, evaluation methods and the use of media in the classroom and on the student salon floor. Students will also focus on state board exam preparation and career placement.

#### **INSTRUCTOR 300 COURSE OUTLINE:    300 HOURS plus 1 Year Experience – 8.27 weeks or more (BASED ON SCHEDULE)**

(Full Time: 36.25 hours/week, Customized part time hours are available upon request, but must at a minimum of 21.75 hours per week)

**Description:** The primary purpose of the Educator course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level employment as an educator or related career avenue.

**Objectives:** Upon completion of the 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 value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations and maintaining required student records.
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, communications skills and teaching methodologies to improve teaching skills.

**Instructional Methods:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and entry-level job skills. Clinic equipment, implements and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities and other related learning methods are used for program delivery.

#### **INSTRUCTOR REQUIRED TRAINING (100 hours required before assisting students on the clinic floor)**

20 Hours	The Professional Teacher
40 Hours	Student Motivation and Learning
150 Hours	Methods, Management and Materials
60 Hours	Testing and Evaluation
30 Hours	Evaluation

#### **300 HOURS TOTAL**

### **INSTRUCTOR 450**

This course is designed to meet the needs of those students who desire to enter the world of education. This program provides the

student with the training necessary to provide proper instruction in varied classroom situations. Emphasis will be on classroom management, curriculum development, evaluation methods and the use of media in the classroom and on the student salon floor. Students will also focus on state board exam preparation and career placement.

**INSTRUCTOR 450 COURSE OUTLINE: 450 HOURS – 12.41 weeks or more (BASED ON SCHEDULE)**

(Full Time: 36.25 hours/week, Customized part time hours are available upon request, but must at a minimum of 21.75 hours per week)

**Description:** The primary purpose of the Educator course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level employment as an educator or related career avenue.

**Objectives:** Upon completion of the course requirements, the determined graduate will be able to:

6. Project a positive attitude and a sense of personal integrity and self-confidence.
7. Practice proper grooming and effective communications skills and visual poise.
8. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
9. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations and maintaining required student records.
10. 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, communications skills and teaching methodologies to improve teaching skills.

**Instructional Methods:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation and entry-level job skills. Clinic equipment, implements and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities and other related learning methods are used for program delivery.

**INSTRUCTOR REQUIRED TRAINING (100 hours required before assisting students on the clinic floor)**

30 Hours	The Professional Teacher
60 Hours	Student Motivation and Learning
225 Hours	Methods, Management and Materials
90 Hours	Testing and Evaluation
45 Hours	Evaluation

**450 HOURS TOTAL**

## **PROGRAM COMPLETION AND STATE LICENSURE**

### **Graduation Requirements**

Students must meet the following requirements to qualify for graduation and to be issued a certified final Transcript of Hours and Diploma:

- Complete all state required hours for the course of study (1500hours for Cosmetology, 1000hours for Esthetics, 350hours for Nail Technology, 300hours for Instructor 300, and 450hours for Instructor 450.
- Maintain a cumulative GPA of 85%
- All debts owed to the school are paid in full, or made satisfactory arrangements for payment
- Complete all exit paperwork and attend an exit interview
- Completed the course of study according to State requirement.

After completion of the program of study and all graduation requirements have been met, the student will be awarded a diploma from Sami Halaseh Institute. At this time the graduate will be eligible to schedule the required examination and file an application for the state licensing exam. Upon obtaining a valid license, the graduate may begin their career in cosmetology, esthetics, nails, or education.

### **Licensure Requirements**

Any person is eligible to receive a license as a cosmetologist, esthetician, nail technician, or Instructor who submits proof that he/she is at least 17 years of age; has an education equivalent to the completion of an approved high school; has completed the required clock hours in an approved school for the program of their study; has paid the required fees; and has passed the examination conducted by the Board to determine his/her eligibility to receive a license.

## INCOMPLETE ENROLLMENTS

Students who chose to withdraw from enrollment prior to program completion must:

- Complete all required exit paperwork
- Satisfy all debts owed to the school or make satisfactory arrangements for debts to the school as approved by Administration

After completion of the withdrawal requirements, the school will submit to the Kansas State Board of Cosmetology the student's name, the apprentice license number, the student's date of birth, and the student's social security number. If a student that has not attended scheduled classes (no call/no show) for 14 days, the student will be unofficially withdrawn from the program. The student will be notified in writing of this withdrawal.

### Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 In the case that an applicant is not accepted, the applicant shall be entitled to a refund of all monies paid less the non-refundable \$15 application fee.
  - 2 If a student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement, regardless of whether the student has actually started the training, the applicant is entitled to a refund of all monies paid less the non-refundable \$15 application fee.
  - 3 A student (or legal guardian) cancels his/her enrollment after three business days of signing the contract but prior to starting classes, he/she shall be entitled to a refund of all monies paid to the school less the \$15 application fee and the registration fee in the amount of \$100.
  - 4 A student notifies the institution of his/her withdrawal in writing.
  - 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  - 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  - 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%

15% to 24.9%  
25% to 49.9%  
50% and over

45%  
70%  
100%

- All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

### **SAMI HALASEH INSTITUTE COLLECTIONS POLICY**

If a student graduates, is terminated, or withdraws from Sami Halaseh Institute, the school shall inform the student of any balance owed. Unless otherwise documented as part of an approved payment plan between the student and Sami Halaseh Institute, the full balance is due within 30 days of the student's receipt of notification of the balance due. Letters are sent to the student's most recent address on file. If the letter is returned it will be kept in the student file and collection procedures will proceed.

Sami Halaseh Institute is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference Sami Halaseh's cancellation and refund policies.

Collection correspondence regarding cancellation and settlement from the institution itself, banks, collections agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.

In the event that the student's enrollment agreement is sold or discounted to a third party, such third party shall be required to comply with the cancellation and refund policies set forth in this policy.

### **Leave of Absence Policy**

A Leave of Absence (LOA) due to such things as prolonged illness or accident, death in the family, or other special circumstances, is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion.

Any student requesting an LOA is required to follow the Institute's Leave of Absence Policy.

Students must request a Leave of Absence in writing stating the reason for the Leave for approval by the school owner or administrator. All requests must be signed and dated by the student. Students must submit this request in advance unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance.

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

If approved, the official leave will extend the contract period by the same number of days designated in the leave of absence document or actually used by the student. An enrollment agreement addendum will be completed upon return from the LOA to extend the ending date by the applicable number of days and will be signed by all parties. There must be a reasonable expectation that the student will return from the LOA. Sami Halaseh Institute may not assess the student any additional institutional charges as a result of the LOA. No re-entry fee will be charged if the Student returns to class on or before the first class day scheduled after the termination of the Leave of Absence. A student granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. All approved leaves will be scheduled to begin on the first class day after the student's last physical day of attendance prior to beginning the Leave.

If the student takes an unapproved LOA or does not return by the expiration of an approved LOA, the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

## **STUDENT SERVICES**

### **Employment Assistance**

The school does not guarantee job placement. We do, however aid our students in placement whenever we can. We receive many inquiries from salons over a wide area and post job openings, as well as take our students on spa and salon tours. During these tours the students get a chance to visit local salons or spas and can ask questions to learn more about how their business runs on a daily basis.

### **Student Advising**

Advising regarding licensing regulations, reciprocity, employment and continuing education opportunities is available to students as it is needed. The administration office has a list of agencies for referral if a student needs other assistance such as drug/alcohol, domestic violence, abuse, etc.

### **Privacy Policy and File Access**

In compliance with the Family Educational Rights and Privacy Act of 1974 Sami Halaseh Institute follows policies that:

- a. Guaranteed each student (or parent/guardian if the student is a dependent minor) access to that student's record;
- b. Require written consent from the student or guardian of dependent minor for release of records in response to each third party request unless otherwise required by law;
- c. "Directory information" is not published by Sami Halaseh Institute
- d. Provide and permit access to student and other school records as required for any accreditation process initiated by the institution or accrediting agency.

Access to records must be arranged in advance and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for a minimum of five years after graduation or termination.

The school makes its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

### **Housing**

Sami Halaseh Institute does not provide housing for their students. If an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

### **Student Kits**

Students kits will be prepared for students attending SHI. It is the student's responsibility to inventory and label their kit. If there are any challenges, the student needs to contact their instructor to resolve the challenge. If anything needs repaired at the time of the student receiving their kit, items will be sent to the proper vendor for repair. After the first initial kit inventory is done in class, all items that become missing or damaged in the student's kit are to be replaced by that student. SHI is not responsible for lost, missing or stolen items. Students are responsible for sending in warranty cards upon receipt for student kit. Your kit is not intended for personal use. Each student is responsible for having their complete kit available and for having all its contents maintained during school hours.

### **Student Lockers and Work Stations**

Students are responsible for all their belongings. Personal belongings and professional tools and supplies must be stored in the students designated locker. All student lockers will have a built in combination lock. If a student leaves a program by transfer, withdrawal, or extended leave of absence, they are required to take all of their belongings with them. Items left in the locker and or workstation will be disposed of after five school days. SHI is not responsible for the lost, missing or stolen items.

### **Student Breakroom**

The student breakroom is located within the Institute for students to enjoy their breaks and lunch. Vending machines, sink, and microwave are provided to help students prepare their lunches. Computers and educational material will also be available in the student breakroom to provide students with resources to learn more about their area of study and assist them with research and projects. Students are responsible for maintaining the cleanliness of the student breakroom.

### **Drug Abuse Prevention**

SHI promotes a drug-free learning environment. If SHI becomes aware of a substance abuse issue with a student, the student will be advised of substance abuse prevention programs in the area and prevention numbers to contact. SHI will periodically have a drug prevention guest speaker visit the school.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at the SHI campus or while engaged in the course curriculum is strictly prohibited. The school also prohibits such conduct during non-curriculum time to the extent that, in the judgment of SHI, it impairs a student's ability to progress through the curriculum, threatens the reputation or integrity of the school or violates the law.

Students who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Educator immediately so that the school can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student who violates this policy is subject to suspension or expulsion from the program.

## **STANDARDS OF PROFESSIONALISM**

### **Dress Code**

The Cosmetology industry is one that is part of fashion and image consulting. SHI requires that our student's appearance be clean and neat at all times both in the classroom and on the clinic floor.

Our student dress code policy is as follows:

- Each student is furnished an apron. They are to wear that apron at all times in both the classroom and on the clinic floor unless otherwise instructed.
- Students will be issued a name tag. They are to wear their name tag at all times in both the classroom and on the clinic floor.
- Students must wear all black.
- Students must wear clothing that covers in full their stomachs, their breasts, their backs, and all under garments.

- All clothing must be clean with no holes, tears, or stains.
- Hair must be clean and styled before arriving at school.
- Makeup must be applied before arriving at school.
- No hats or head coverings allowed.
- Students are not allowed to wear hoodies, sweatshirts, coats, winter scarves, gloves, or hats when in the classroom or on the salon floor.

SHI takes our students professionalism very seriously and monitor the student's dress code daily. Any student who is not in compliance with the dress code can and will be sent home for the day.

\*SHI reserves the right to change the dress code at any time.

## **OSHA**

The United State Department of Labor of Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in cosmetology and related training. During Orientation the student will learn about the importance of safety in the work place and how to use and follow the Safety Data Sheets (SDS) for chemicals used in cosmetology or related training. During each unit of study students are informed of the various chemicals used and safe practices that apply. In addition, a complete file containing Safety Data Sheets for the chemicals used at the school is available in the Dispense area inside the Institute.

## **Electronic Device Policy**

Personal electronic devices are to be used for educational purposes only when on the SHI property. Sami Halaseh Institute reserves the right to search a student's device to ensure that it is being used for educational purposes only. During class the student is not to use the device for social media, personal use, or internet, unless otherwise instructed to do so. In the event of loss, stolen, or broken, completion of all class work remains the responsibility of the student. SHI is not responsible for the loss of any personal files which may be deleted. Students have the option to purchase an iPad through the institute at time of enrollment. If a student decides to purchase an iPad, they are responsible for the full cost of the iPad. If a student drops out or is terminated from the program before all funds are received, they will be required to pay for the iPad in full.

## **Standards of Conduct**

These Standards of Conduct are established for the purpose of promoting an enriched learning environment for all Students. Developing these efficient work habits, having a positive attitude, and incorporating definite goal orientations during training will enhance your potential for success. Violation of any of the standards could result in probation, suspension, or dismissal. All SHI students agree to:

- Be in class on time and ready to learn. A student is considered late if clocking in after 9:00am. If the student arrives after 9:30am they are sent home for the day. Excessive tardiness could result in suspension.
- Complete all assignments including theory, practical, or clinic. It is the Student's responsibility to contact the Instructor regarding makeup exams.
- Notify your Instructor or School Director if you will be late or absent from school by calling before class is scheduled to start.
- Follow all time clock procedures by clocking in and out to accurately reflect hours in attendance. No student may clock in or out for others. All students must clock out when leaving the Institute for any reason, including breaks and lunches.
- All students must obtain permission from a staff member to leave the facility for any reason other than lunch time and closing. Always clock out when leaving the facility.
- All students must comply with the dress code and practice proper hygiene and grooming at all times. Students not in compliance with dress code will be sent home for the day.
- No Smoking, chewing gum, eating or drinking except in the designated areas.
- All students must comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the student salon floor services that are assigned. As a consideration to fellow students, clients, and instructors, please notify the school if you are not returning from lunch.

- No student is to perform any services on clients until they have successfully completed 320 hours in the classroom and are on the clinic floor.
- All students will practice courtesy and professionalism at all times when dealing with other students, clients, visitors to the school, and the school staff.
- Follow all state laws and regulations at all times during school.
- Understand that training involves sanitation, cleanliness, and care of equipment. Students are responsible for personal work stations and work areas. Daily assigned sanitation duties will be given and evaluated before clocking out each day. State Board requires all Students to follow sanitation rules and practices at all times.
- All students will discuss only ethical and professional subject matter during school hours and refrain from using profanity.
- Be fair, honest, and never steal as well as refrain from the willful destruction of property.
- When a student is clocked in they are to be involved in curriculum related activities at all times. Excessive time in the student breakroom is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
- Students will not be allowed to use the school telephone except for emergencies. Students receiving emergency calls will be notified immediately. Call back messages will be taken for non-emergency calls.
- Student cell phones must be turned on silent and left in that student's locker and only used on scheduled breaks, unless otherwise permitted at the discretion of the instructor. They may only be used when on a scheduled break. Refrain from using personal cell phones or text messaging at any time while clocked in. Cell phones being used in classroom or student salon/spa without permission, may be confiscated until the end of the day.
- All personal items such as purses, backpacks, etc., are to be kept in the students assigned locker.
- Students may not, under any circumstances, bring their children to school.
- Service tips may be accepted but not solicited from guests.

### **Disciplinary Policies**

Students must understand that any infraction of the Standards of Conduct, general Policies or the Enrollment Agreement could result in any of the following disciplinary actions.

**Probation-** a student may be placed on an institutional probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, they will be placed on a second institutional probation. If the problem is not corrected during the second institutional probationary period, they may be suspended for three days or dismissed permanently at the discretion of the school administration.

**Suspension-** Enrollment may be immediately suspended for up to three days for infraction of the standards of conduct or general policies at the discretion of the school administration.

**Dismissal/Termination-** Enrollment may be terminated at the discretion for school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reason:

- Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- Non-conformance with the state laws and regulations governing schools and students
- Non-compliance with the school's Satisfactory Academic Progress Policy
- An action that causes or could cause bodily harm to a client, student or employee or the school
- Theft
- Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- Immoral or improper conduct
- Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the

appeal. Students are encouraged to voice their grievances with school management or the corporate office by means of the institution's Grievance Procedure. Concerns which are not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

## **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 as follows:

Cosmetology	450, 900, 1350 clocked (actual) hours
Esthetics	450, 900 clocked (actual) hours
Nail Technology	175 clocked (actual) hours
Instructor 300	150 clocked (actual) hours
Instructor 450	225 clocked (actual) hours

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order 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 85% 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 118% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>		<b>MAXIMUM TIME ALLOWED SCHEDULED HOURS</b>
Cosmetology -	1500 Hours	1770
Esthetics -	1000 Hours	1180
Nail Technology -	350 Hours	413
Instructor 300 -	300 Hours	354
Instructor 450 -	450 Hours	531

The Institution operates all programs according to a schedule of 900 hours per academic year of instruction.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours.

**Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.**

### **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 85% 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:

96 - 100	EXCELLENT
90 - 95	GOOD
85 - 89	SATISFACTORY
84 and BELOW	DOES NOT MEET STANDARDS

### **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 hard-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. Sami Halaseh Institute does not offer Title IV funding.

### **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. Sami Halaseh Institute does not offer Title IV funding.

### **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. Sami Halaseh Institute does not offer Title IV funding.

### **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. Sami Halaseh Institute does not offer Title IV funding.

### **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 regards 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. SAP evaluations are based on actual contracted hours at the institution.

## COST OF ATTENDANCE AND PAYMENT TERMS

### Payment Terms and Extra Instructional Charges

The student pays the school the tuition and fees for the program in advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. The course has been scheduled for completion within an allotted time frame which provides for a grace period equivalent of 80 hours for cosmetology, 60 hours for esthetics, and 20 hours for nail technology. For example, the school has added a grace period of approximately 80, 60, or 20 hours into the scheduled contract ending date. Students in the Instructor 300 and Instructor 450 programs are not subject to extra instructional charges. If a student does not graduate by the contract ending date, additional training will be billed at the rate of \$5.00 per hour until graduation. The student's hours will not be released to the State Board or governing agency until full payment has been received or payment arrangements have been made.

### Financial Assistance Available

Student tuition may be paid by cash, check, money order or credit card. Other financial options are available through other institutions. SHI will supply a list of institutions providing financial assistance upon request.

\*Tuition discounts are sometimes available.

### Investment in Education (prices are subject to change)

#### Cosmetology:

\$15.00	Application Fee (non-refundable)
\$100.00	Registration Fee
\$1,500.00	Student Kit
\$16,385.00	Tuition

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**\$18,000.00 Total**

#### NAIL TECHNOLOGY:

\$15.00	Application Fee (non-refundable)
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#### ESTHETICS:

\$15.00	Application Fee (non-refundable)
\$100.00	Registration Fee
\$1,500.00	Student Kit
\$8,385.00	Tuition

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**\$10,000.00 Total**

#### INSTRUCTOR 300 and 450:

\$15.00	Application Fee (non-refundable)
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\$100.00	Registration Fee	\$100.00	Registration Fee
\$500.00	Student Kit	\$1,885.00	Tuition
\$2,385.00	Tuition		
<hr/>		<hr/>	
<b>\$3,000.00 Total</b>		<b>\$2,000.00 Total</b>	

## 2020 CLASS START DATES

Nail Technology and Instructor classes start as needed.

### Cosmetology

January 6, 2020	March 16, 2020	May 26, 2020
August 10, 2020	October 19, 2020	

### Esthetics

April 6, 2020	June 15, 2020	Aug 31, 2020
Nov 9, 2020		

PROGRAM OFFERINGS AND CLASS START DATES MAY VARY based on class enrollment, staff availability and other considerations. Contact the Admissions Office to verify program offerings and start dates.

## FACILITIES AND EQUIPMENT

**Building-** The Sami Halaseh Institute is located at 1034 N. Suite A, Andover Rd., Andover KS 67002. The school consists of 4 theory classrooms, Facial Rooms, Student Lounge, Clinic Floor and Offices. With approximately 25,000 square feet of space, our facility exceeds the requirements set forth by the State of Kansas.

**Theory-** The Theory Classrooms will accommodate 40 students, and is equipped with a smartboard and other digital teaching aids.

**Practical-** The Practical Classroom will accommodate approximately 30 students. Equipment and other teaching aids are available.

**Video-** Video equipment along with digital projection is available in all classrooms.

**Facial-** The facial area is set up with 6 facial beds and the latest facial equipment. Professional skin care products are available to perform services.

**Lockers-** Each student is assigned a locker, with a combination lock, large enough to hold his/her personal belongings.

**Library-** Library materials are available to the student for use during regular class. Also available in the library is computers for the students to use for testing and research. This allows the students to work on an individual basis and at their own pace.

**Clinic-** The clinic floor consists of a large open area with 52 working stations for the cosmetologists and 6 working stations for the nail technology students.

## FACULTY AND STAFF

Sami Halaseh, Owner

Jessica Langholz, Director

Erin Loucks, Director of Education

Deborah Rockett, Educator

Stephanie Henke, Educator

Shayla Swope, Educator

Katherine Conrad, Educator and Admissions Coordinator

## OWNERSHIP AND LICENSURE

Sami Halaseh Institute is owned by Sami Halaseh. The telephone number is (316) 260-8228. The Institute is located at 1034 N. Andover Road, Suite A, Andover, KS 67002. The school is licensed by the Kansas State Board of Cosmetology, 714 SW Jackson, Suite 100, Topeka, KS 66603-3751; kboc@kboc.state.ks.us; (785) 296-3155. The school is seeking accreditation by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA, 22314; (703) 600-7600. The school is not accredited and does offer financial aid at this time. The school administrator may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment or other financial assistance available.

### **ACKNOWLEDGMENT OF INFORMATION**

Students should review the Institutes approved catalog for factual information in order to make an informed decision regarding a contractual agreement for enrollment. By signing below, the applicant indicates that he/she has received a copy, has read its contents in its entirety, and agrees to comply with all policies contained herein if accepted for enrollment.

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Applicant's Signature

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Date