

Sidney's Hairdressing College

Student Information Booklet & Catalog

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Sidney's Hairdressing College, Inc.
200 East 3rd
Hutchinson, Ks
2011 (Revised 11-4-2011)

Purpose of Program - Educational Philosophy

Sidney's Hairdressing College, Inc. was founded in January of 1960. 2011 represents our 51st year of cosmetology education. Our objective is to "produce" salon ready graduates. Our course is designed to provide students with a solid foundation of knowledge on which to build a lifelong career and to give them the skills and techniques used in today's top salons.

Our Mission: The mission of Sidney's Hairdressing College is to educate our students to the highest level using the Pivot Point curriculum, have them graduate, become licensed and employed in the cosmetology field.

Pivot Point

In 1979, Sidney's joined the worldwide network of Pivot Point schools. We did this for several reasons. Pivot Point gives our students a link to the entire world of hairdressing. Sidney's is one of over 2,000 member schools around the globe. Pivot Point provides our students a concrete "system" for learning the many hairdressing skills. At Sidney's you won't be learning one teacher's method, but a proven system of design that works on all people all the time. Classes are taught with state of the art DVD and Power Point technology. You will be impressed at how this great system of teaching works! There simply is no better education than Sidney's and Pivot Point. See www.pivot-point.com for more.

The Owners

Sidney's is a family owned school and has been since 1960. Sidney's is owned by Bill Wyer and Roxie Wyer.

Our Staff

At Sidney's, we went "into the field" and found experts to teach our students. It is our opinion that if one is not or was not successful in the field they will have a difficult time teaching students the skills they need to be successful.

Bill Wyer - President - Mr. Wyer has been a cosmetologist since 1977. He has been a past member of the Kansas Hair Fashion Committee and past Styles Director for the State. He is past president of the Kansas Association of Private Career Schools. He is a national educator for Pivot Point International and conducts teacher training seminars across the United States.

Jeanna Esparza - Mrs. Esparza has over 20 years of experience. She is a practicing cosmetologist, a Scruples educator, and a Sidney's instructor. Over the years, she has built a large clientele and openly shares her secrets of success with Sidney's students.

Kellie Tindle - Mrs. Tindle is in charge of recruitment and financial aid. She has had seven years salon experience in one of Hutchinson's top salons. She helps bring knowledge, vitality, and creative energy to the Sidney's staff.

Gwen Lingenfelter - Mrs. Lingenfelter comes to Sidney's with 18 years of experience. She has done salon work in Arizona, Colorado, and Kansas. Gwen is also a licensed massage therapist. You will find Mrs. Lingenfelter on the clinic floor and in the Sidney's classroom. Gwen comes with a great past and a desire to help students achieve a great future.

Lisa Hayes – Lisa has 20 years of salon experience. She has decided that this is the perfect time in her career to give back to the industry. She feels teaching is the perfect avenue to share what she has learned with those who are beginning their professional journey.

Nicole Ward – Nicole began her career at Sidney's in 2009. Nicole brings with her a passion for learning and teaching. Becoming a cosmetology instructor at Sidney's was one of Nicole's career dreams. That dream has now been fulfilled. Nicole brings a wealth of experience from the professional world into the Sidney's classroom.

Don't trust your education to amateurs. If you are school shopping, ask about the experience of the teachers. At Sidney's we want the best education for you that money can buy.

Considering Cosmetology as a Career (SOC code 395012)

Physical Demands: Cosmetology requires standing. Perspective students should realize they will be required to spend much of the day on their feet. Cosmetology will require extensive arm and hand movement. While our school is open Monday through Friday from 8:00 - 4:00, most salons will require working weekends and some evenings.

Safety requirements: Cosmetologists' work with many chemicals and should work in well ventilated areas. Some services might necessitate the wearing of a mask. Cosmetologists should wear protective gloves when exposure to body fluids is likely. The Kansas Board requires hand washing before serving any client.

Compensation: Cosmetology is a career with many highs and lows within the profession. Nationally salaries average \$25,000.00 - \$30,000.00 per year. Entry level salaries will most likely be in the \$15,000.00 - \$20,000.00 range.

Admission Requirements

Sidney's requires proof of high school graduation or recognized equivalent of a high school diploma. (G.E.D. or home schooling if in a program recognized by State law as high school equivalency) Any student considered for admission must be at least 18 years of age or have a High School diploma. Note: Student's with a G.E.D. or home school diploma must be 18. Sidney's does not and will not actively recruit students currently attending other cosmetology schools.

Non Discrimination - In our admission, instruction, and graduation policies, Sidney's practices no discrimination on the basis of race, creed, color, religion, sex, financial status, country, area, ethnic origin, age, or residence.

Title IX Notice of Nondiscrimination – Title IX regulations requires an institution receiving Title IV education funds to specifically not discriminate on the basis of sex in its education programs and activities. Inquiries may be directed to the institutions Title IX coordinator (see sexual harassment policy as defined in this booklet) or The Department of Education Office of Civil Rights.

Admissions Procedure: Are you ready to get started?

To enroll at Sidney's, follow the steps below:

1. Schedule a career / financial planning appointment.
2. Schedule an enrollment appointment
 - *submit copy of high school diploma or G.E.D.
 - *submit copy of state issued ID (drivers' license)
 - *submit \$100.00 non-refundable registration fee
 - * bring in completed admissions application (last page of catalog)
4. Sign a completed enrollment contract (to be provided by your admissions representative)
5. Successfully pass the Wunderlich Personnell Test with a score of 12 or better. (beginning 2011)*

Transfer students – Sidney's will admit students with previous training on a case by case basis. Students admitted will be given automatic credit for previous training up to 320 hours provided that they have not been out of school for more than one year and the hours were obtained at a Pivot Point School. Students can be given the opportunity to “quiz out” of advanced classes to be given credit for additional hours. (For example: pass level 2 perm practical testing 200hrs, pass nail enhancement practical 150 hrs, pass manicure and pedicure practical 100hrs) Record of previous training must be on file with the Kansas State Board of Cosmetology.

For full credit of hours, students must re-enroll within 6 months of their termination date. If a student does not return until after 6 months, they may be required to repeat the 350 hours of basic training in addition to the hours needed to complete the course. E.G.: You needed 550 hours to complete the 1500 hours course and did not return until after the 6 month limit, you will need 550 hours plus an additional 350 hours to repeat the basic training.

WITHDRAWALS/COURSE INCOMPLETE

Any student who withdraws from his or her contracted course or fails to complete his or her training will have a progress report placed in his or her student file at the point of withdrawal.

*Students scoring below 12 may be admitted on a conditional basis. By the end of level 1 (10 weeks) they must demonstrate by way of maintaining a 75% G.P.A they have the ability to comprehend material and perform cosmetology tasks.

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment and will be considered to be making satisfactory progress at the point of re-entry.

A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-enrollment.

Non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

Readmission policy

Students who have withdrawn from Sidney's can be re-admitted. They will be given credit for all hours previously earned provided that they re-enter within six months from their last day of attendance. Students who re-enter after six months from their last date of attendance may not receive credit for all previous hours. There is a \$100.00 registration charge for readmission. If a student does not return until after 6 months, they may be required to repeat the 350 hours of basic training in addition to the hours needed to complete the course. E.G.: You needed 550 hours to complete the 1500 hours course and did not return until after the 6 month limit, you will need 550 hours plus an additional 350 hours to repeat basic training.

For termination's caused by lack of satisfactory progress only: A student may be re-admitted after being suspended. If and when the student returns they will resume training with the same number of hours they had previously acquired before their training was interrupted, providing they have returned within six months. Such students will be enrolled on a probationary status.

Concerning voluntary withdrawal: Student's who voluntarily withdraw from school while on probation may be readmitted and will remain on probation and their admission and be treated according to the standard policies concerning probation. When the student returns, they will resume training with the same number of hours they had previously acquired before they withdrew, unless they have passed the 6 month period stated above.

Tuition for re-entering students: Re-entering students will be required to pay a re-registration fee of \$100.00. They will also be charged the current hourly tuition rates for any hours needed to complete their course. Any tuition and fees, or other money due to Sidney's from previous periods will need to be paid by the student at the time of re-entry.

Transfer of Credits – Should students withdraw or transfer to another school, all hours earned at Sidney's will be released to the Board of Cosmetology, provided all financial obligations have been satisfied. Sidney's will not release credits or hours until all tuition and fees due the school have been paid. Students can have a school contact the Board for a transcript of hours on file.

Time Commitments

The cosmetology course lasts 1500 hours, taught over 42 school weeks. This will take approximately 10.5 to 11 months. For students to maintain Satisfactory Academic Progress a “normal” completion time would be at or under 49.5 scheduled weeks of class. Classes begin in February, April, June, September, and November each year.

Class schedule - Students attend classes Monday through Friday. Monday, Tuesday, and Wednesday, hours are from 8:00 - 4:00. Thursday hours are from 10:00 - 7:00 (10:00 - 4:00 for the first 10 weeks). Friday hours are from 8:30 - 4:00. Part time classes can be arranged on an individual basis.

Sidney’s is closed Memorial Day, July 4th, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve through New Year’s Day, and two days in March or April for Spring break.

Teaching Schedule - Cosmetology

The school is broken down into four main areas; Theory, Level 1, Advanced classes, and clinic experience. This course is designed to prepare students for entry level salon positions in the cosmetology field.

Theory - (194 hours) this course is designed to prepare students for the written State Board exam. Theory is taught first thing every morning except Thursday. This course is generally a lecture format with weekly theory tests. Topics include Kansas Law, bacteriology, sanitation, permanent waving, color, hair structure, skin, make up, thermal styling, chemical relaxing, product knowledge, and scalp treatments to name a few chapters.

Level 1 - This area of the course covers the first 10 weeks of training. This is a very critical area of the course. During this time students are in the classroom five days a week. Introductory level knowledge is discussed in five core areas of the curriculum, hairstyling, haircutting, color, perming, and salon success skills. The goal of level 1 class is to prepare students for clinic experience. Some of the classes are as follows:

Haircutting / Hairstyling (151 hrs) - In this course cuts and styles are integrated together. The class begins by examining the concepts of haircutting and styling. Students are taught to look at cuts and styles as a designer would. Art principles and elements are discussed as they relate to cutting and styling. Cutting begins with longer cuts moving shorter and with more layers as the course progresses. After each cut, students learn techniques of styling with blow dryer, curling irons, round brushes, vent brushes, Velcro rollers, wet setting, and flat ironing.

Texture - (27 hrs) this course covers introductory knowledge of perm wraps and chemicals. Students learn procedures and will be ready to perform permanent waving on clients.

Hair Color - (82.5 hrs) in this course students are exposed to introductory color knowledge. Procedures and applications in many color techniques are discussed. Cap and foil high lights are introduced. Students begin thinking about the color triangle and how to select color and make color corrections.

Facials and Skin Care - (22 hrs) in this class introductory knowledge of facials and skin care begins. Students learn procedures of facials, waxing, and make up application.

Manicuring - (33 hrs.) Manicuring and nail technology have become very important in today's salons. Students will receive and give manicures, "spa" manicures and pedicures.

Shampooing and Scalp Treatments - (11 hrs.) Students learn about products used to keep the hair and scalp in top condition. Shampooing and scalp treatments are introduced as well as product knowledge.

Salon Marketing, Salon Success - (21 hrs) At Sidney's we know that there is more to being a successful stylist than doing hair. In this course we teach students the personal skills necessary for salon success. Students receive their own course book to guide them through the steps they will need to follow to attract and keep a salon clientele. Level 1 class is a very busy time for Sidney's students. **You will be amazed at what you will know and learn in just 10 short weeks at Sidney's!**

Advanced Classes - At Sidney's your training does not stop with the basics. Check and compare, many schools teach only theory classes after the basics. At Sidney's you will receive hands on practical, advanced training **all the way through the program. This is just one example of the "Sidney's difference" in our approach to education. We put your training first.** Read on and take a look at some of the classes you will be experiencing as training continues.

Men's Haircutting: (44 hrs) the first course after "basics" is men's haircutting. Students will experience the long and short of men's design. In this section concepts of "scissors over comb, clipper cutting, and beard design are covered.

New Trends in Design - (54 hours) In this series of advanced classes. Students begin with a new mannequin. Cutting begins with the latest techniques of long, medium and short hair cutting. After many of the cuts, students are given the opportunity to color and style their mannequin. This is truly an exciting class designed to simulate actual salon work.

Long Hairstyling - (54 hours) In this course techniques of long hair designing are covered. The course begins with simple techniques of styling and "up do's" and progresses to more intricate knots, ropes, twists, and chignons. Braiding is covered from simple to complex. Students learn how to do hair for those very special occasions that are even made more special with great long hair design.

Nails - (54 hours) Nail extension techniques and nail art are visited in this segment. Students sharpen their skills in nail design with classes in acrylics, tips and overlays, fiber glass wraps, and upkeep for all nail services.

Advanced Texture - (54 hours) In this course, design wraps for all lengths, styles, and types of hair are covered. Students will experience and perform these design wraps. Special techniques for long hair are covered. Sidney's students will know how to approach any perm wave request with confidence. Chemical hair relaxing and curl reformation procedures are discussed and introduced.

State Board Review - (16.5 hours) - This part of the curriculum is designed to prepare students for the Kansas State Board testing. Students will participate in a “mock State Board” exam. Written school finals are taken at this time.

Clinic - (682 hours) the fourth area of the Sidney's curriculum is actual clinic experience. We know that practice on mannequins and in class only goes so far. At Sidney's you will actually get to perform salon services on clinic clients. On the clinic students will learn first hand how to satisfy clients, sell retail products, and develop the client relations skills needed for salons.



Grading - Grades are earned and recorded from three areas.

Theory - grades come from students completing written assignments and projects as well as written theory tests.

Practical - since much of our training is "hands on", students earn many grades from tests that are practical in nature. Tests include practical work in hairstyling, permanent waving, hair color, manicuring, facials, shampooing, long hair styling and mock state board.

Clinic - grades come from completing clinic practical sheets. These sheets have students practice skills and techniques in hair design, color, permanent waving, and long hair design. Assignments are often given by the classroom instructor to be completed on the clinic floor.

Grading Scale

96 - 100 Excellent (A)

90 - 95 Superior (B)

82 - 89 Average (C)

75 - 81 Passing only (D)

0 - 74 Failing (F)

A 75% G.P.A. or better is considered passing. Incomplete or absences are entered as a "0" in the grade book. Students are required to make up theory assignments, examinations, or practical assignments if missed. These assignments can be made up during school. All work should be made up as soon as possible.

Graduation - These prerequisites must be met in order for a student to graduate from the college and have hours sent to the Board of Cosmetology.

1. Obtain 1500 clock hours of training.
2. Meet all service minimums prescribed by the Kansas State Board of Cosmetology
3. Complete all project sheets.
4. Pass all theory and practical tests with at least a 75% average and maintain 75% G.P.A
5. Complete all level two practical classes.
6. Students must be current with monthly payments if applicable and settle all financial obligations with the school.

At 1500 hours, the school has met its contractual obligation. Any work needed to complete graduation requirements will be charged at the rate of \$8.00 per hour, paid in advance. Students returning to complete graduation requirements must continue to clock in and comply with all school dress, hair, and make up policies.

In order for students to take their State Board Exams they will need a copy of current drivers with current address.

A Certificate of Attainment is awarded to students who maintain a 75% or better overall grade average.

For State licenser, students must pass a written and practical test administered by the Board of Cosmetology. Students are given the opportunity to take the Kansas State Board written test at 1000 hours. The practical (and written, if students opt not to take it at 1000 hours) take place after graduation at a location designated by the Board. The cost to take the Board exam is \$99.00.*

- Sidney's will pay the cost of registering for State Board examination (\$99.00) for students averaging a 85% G.P.A. and 90% attendance average.

Sidney's does aid students in seeking employment. Sidney's can and will help with job placement. Students desiring assistance with job placement need to notify the school office that such assistance is needed. The school will help students in setting up interviews and locating a job. This service is available to any Sidney's graduate for an unlimited time after graduation.

The school can not, and does not guarantee job placement.

Sidney's offers students these services:

job placement assistance
apartment location assistance
career counseling

Sidney's – A General Description –

Sidney's is located at 200 East 3rd in Hutchinson. The school moved to this location from 916 East 4th in 2009. The 10,000 square foot building is a state of the art learning facility.

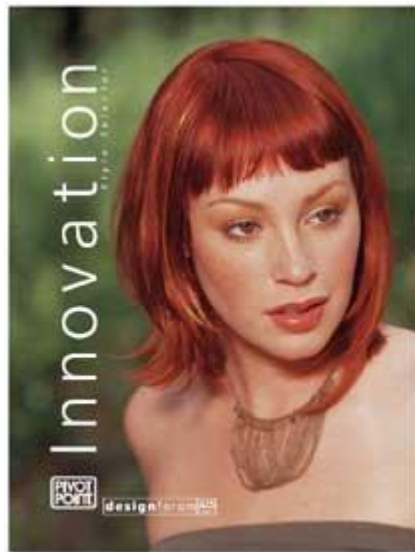
Retail Area – upon entering the front door, one finds themselves at the front desk and in the retail area. The school stocks several lines of professional products. We believe that students must learn the “art” of selling while in school, so we provide them with the area and the products to work with.

Clinic Floor – Much of the learning process takes place on Sidney's clinic floor. The school has 39 stations where students gain the experience of working on actual clients. The clinic floor contains a nail area, pedicure area, and dispensary.

Classrooms – The school has four classrooms. Each is equipped with TV, LCD projectors, and DVD players, white boards, and student tables.

Lunchroom – Located in the center of the school is the student lunch and break room. The room is equipped with dining tables, microwaves, and refrigerator.

Facial room - The school is equipped with a facial room where students perform facials, eyebrow waxing, and make up.



Tuition and Financing – Cosmetology Course

At Sidney’s we are serious about education. If you’re serious about learning, we have a plan that makes our training affordable and can give you the sense of reward that comes from a job well done!

Payment terms and methods:

1. The total price for the cosmetology course is \$14,700.00
Tuition - \$12,000.00
Books and equipment - \$2,700.00

2. Tuition is charged and billed by academic year as follows:

	Tuition due	Books and equipment	Total
Academic year 1 – (1 – 911 hours) (\$9,988.00)			
Payment period 1 – (1 – 455.5 hours)	\$3,644.00	\$2,700.00	\$6,344.00
Payment period 2 – (455.6-911 hours)	\$3,644.00		\$3,644.00
Academic year 2 – (912 – 1500 hours) (\$4,712.00)			
Payment period 3 – (912-1205 hours)	\$2,356.00		\$2,356.00
Payment period 4 – (1206-1500 hours)	\$2,356.00		\$2,356.00
Total tuition and supplies	\$12,000.00	\$2,700.00	\$14,700.00

3. Sidney’s accepts cash, check, or credit card payments
4. Cash paying students may elect to make 5 – 10 equal installments. There is no interest charge if total tuition is paid while students are in school.

* A \$200.00 books and equipment deposit is due on or before the first day of school.

Student Financial Aid The U.S. Department of Education offers several Financial Aid programs for eligible students enrolled in eligible programs at Sidney’s: Federal PELL Grants, Federal Direct Student Educational Loans, and PLUS Loans. Realize receiving Federal financial aid does not constitute and offer of employment.

The following is a brief overview of the aid available. For more detailed information of Financial Aid, please request “The Student Guide” printed by the U.S. Department of Education is available at no charge.

Federal PELL Grants: are need based grants of Financial Aid that do not have to be repaid, if you complete the course. They are awarded to help eligible students pay for their education after high school, if they attend an accredited school that is eligible to participate in the Federal Financial Aid program. The amount of Pell grant funds the student will be awarded will depend on their own financial situation as well as the length and cost of the course they are taking. Any

PELL Grant funds due to the student will be credited by Sidney's to the student's tuition account, for each payment period of attendance in which the student is eligible. Any excess Pell funds over the cost of tuition will be remitted to the student.

During the period July 1, 2008 – June 30, 2009, 63 students received PELL grants. Of those, 55 were Caucasian women, 5 were Hispanic women, 2 were black women, and 1 was a Caucasian men.

ACE Grants : Sidney's awards \$500.00 ACE Grants(Access to Cosmetology Education) to eligible students. For details, applications, and eligibility requirements, contact the admissions office.

Direct Student Loans: These are educational loans that may be available up to a maximum of \$3,500.00 in subsidized loan funds and \$2,000.00 in unsubsidized loans for a dependent student and \$3,500 subsidized loans and \$6,000.00 for an independent student in the first academic year (1 – 911 hours). Subsidized loans are need based and the federal government pays the interest while students are in school and through their grace period of six months. Unsubsidized loans are not need based; interest is either paid or allowed to accrue during a student's time in school and through the grace period. During the second academic year (912 – 1500hrs), both dependent and independent students may qualify for a maximum of \$2,909.00 in subsidized loans. Dependent students may be eligible for up to \$1,293.00 and independent students may be eligible for up to \$3,879.00 in unsubsidized loans. Loans are disbursed by payment period. Funds will first be credited to tuition and excess funds will be disbursed to the student. Your final loan eligibility is based on several factors among them: your estimated family contribution, cost of attendance, and total PELL awards. Sidney's participates in the Direct Federal Student Loan Program so application is made through the school. **Because these are loans, not grants, the student must repay these funds after graduation.** The interest rate on a student loan is adjusted annually, but has a maximum cap of 8.25%. Repayment is usually not due to the lender until six months after the student leaves the school. The six month grace period gives the student a chance to acquire a position in a salon and get their career under way before repayment begins. When repayment does begin, the payments can be as little as \$50.00 per month and that includes principal and interest; however the payments usually average approximately \$80.00 per month for graduates who utilize more than one loan. The median federal loan debt for students enrolled during the 09/10 award year was \$5,474.00 in direct loans.

PLUS Loans: These loans are for parents who want to borrow money to help pay for their child's education. The interest rate on these loans is adjusted annually, but has a maximum cap of 9%. Repayment begins while the student is enrolled in school. No loans will be disbursed until students have been enrolled in school for 30 days and completed loan entrance counseling. Students must also complete loan entrance counseling before loans are disbursed and loan exit counseling at withdrawal or graduation.

All Federal Financial Aid, for both PELL Grants and loans, is received in multiple payments through the school, and is credited to the student's tuition account. Payment periods are as follows: Period 1 - 1 – 455.5 hours, period 2 – 455.5 - 911 hours, period 3 – 912-1205 hours, period 3 – 1206-1500 h ours. **Students must meet certain satisfactory progress requirements in the area of grades and attendance in order to continue to be eligible for Federal Financial Aid.**

Not all students are eligible for federal Title IV financial aid. Sidney's uses TFC finance company to help these students. Loans from TFC are typically at 10% interest. During the 09/10 financial aid award year, four students used TFC financing to help with their tuition. The median loan debt for these students was \$5,624.00. More information about this type of financing can be discussed during your admissions appointment.

Applying for Financial Aid

In order for a student to receive any Federal Financial Aid (loans or grants), the Free Application for Federal Student Aid (FAFSA) must be correctly completed and either mailed or electronically transmitted to the processor. The processor will then send a Student Aid Report (S.A.R.) to the student and the school indicating the student's official eligibility for Federal Financial Aid. The free application is available at the School or on line at www.fafsa.ed.gov.

Satisfactory academic progress policy:

As required by federal and accreditation regulations, Sidney's has developed and consistently applies to all students, the following policy of satisfactory academic progress standards concerning attendance and grades. NOTE: in order for a cosmetology student to receive funds from any of the Title IV Federal Financial Aid programs that are available at Sidney's (Pell Grants, or Direct Student Loans, or PLUS Parent Loans), the student must maintain satisfactory academic and attendance progress within the maximum time frame percentage shown later.

Attendance Progress:

Full Time: **MAXIMUM TIME:** The maximum time a student has to complete this course is 49.5 weeks of scheduled time.
 ATTENDANCE: 85% Minimum attendance is considered satisfactory progress. Satisfactory progress is demonstrated by averaging 85% or better in attended vs. scheduled hours. Full time students should attend at least 27.2 hours per week during weeks 1-10, and 31.45 hours per week during weeks 11 and above.
 NOTE: The contracted length of the 1500 hour Cosmetology course for students attending 32.5 hours for the first 10 weeks and 37 hours for weeks 11 and above is 42 weeks. (This is without holidays) *The contract for each class start date will have its own individual time frame to take into account holidays during the enrollment period.*

Part time: **MAXIMUM TIME:** The maximum time a student has to complete this course is 18 months (approx. 72 weeks)
 ATTENDANCE: Part time students should attend at least 21.25 hours per week (an average of 85 hours per month) in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

NOTE: The contracted length of the 1500 hour Cosmetology course for students attending 25 hours per week is 60 weeks. *The contract for each class start date will have its own individual time frame to take into account holidays during the enrollment period.*

ACADEMIC PROGRESS:

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc)

Practical work (classroom tests and projects, practical sheets)

*Course or class incompletes will be averaged as a “0” until made up

Theory and practical work will be graded according to the following scale:

95 - 100	A	Excellent
90 - 94	B	Superior
82 - 89	C	Average
75 - 81	D	Passing only
0 - 74	F	Failing

Students must maintain a D grade average (minimum of 75% in theory and practical work) in order to be considered making satisfactory progress.

DETERMINATION OF PROGRESS

Evaluation of progress will be conducted every 10 weeks beginning at the end of week 10. Evaluations will also be conducted at each payment period before disbursing any Title IV aid.

Satisfactory: Students with a minimum of 75% average in theory and practical work, and at least a 85% attendance average.

Note: *Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy. Credit hours accepted from another institution will be counted as both attempted and completed hours.*

Students will be notified of any evaluation that would impact their eligibility to receive financial aid.

Transfer hours from another institution that are accepted toward a student’s educational program will be counted as both attempted and completed hours.

Students meeting minimum requirements at evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

Students failing to meet minimum progress requirements will be placed on financial aid warning for one evaluation period. (10 weeks) or the next payment period. Students on financial aid warning may receive Title IV financial aid for one payment period. If a student is not making SAP at the end of this warning period they will be placed on Financial Aid Probation for 10 weeks with the opportunity to meet requirements for the next evaluation period. In order to receive aid during this probationary period, students must do one of the following: 1) Submit a written appeal stating the circumstances that have caused them to not meet SAP standards. Acceptable appeals would include: death of a relative, an injury or illness substantiated with documentation, or other special documentation the student submits demonstrating extenuating circumstance. The student must also state in their appeal letter what has changed in the Students situation that will allow them to demonstrate SAP at the next evaluation. or, 2) submit to an academic plan developed by the school that if followed, insures that the student is able to meet the schools' SAP standards by a specific point in time. Students on probation may receive Title IV funding for one payment period.

At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he or she will be determined to be making satisfactory progress and Title IV aid will be reinstated. If the student fails to meet minimum requirements, or fails to follow their academic plan no more Title IV aid will be disbursed. Students failing to meet SAP or follow their academic plan may be expelled for up to six months.

Students returning from a leave of absence or other official interruption training must return to school in the same satisfactory progress status they had prior to their departure. Leaves of absence will extend the contract end date and maximum time frame for completions by the same number of days as the leave of absence.

Course repetitions: If a student is required to repeat a course or course segment, it does not affect their determination of meeting SAP providing GPA and attendance minimums are met.

Leave of absence policy: (An approved leave extends the maximum time frame as well as the contracted length of the course.) A student is allowed a maximum of 180 days leave of absence during any twelve month period, whether medical or non-medical. To be an approved leave of absence the following criteria must be met.

1. The leave must be requested in writing.
2. Unless for reasons beyond the students control the leave must be requested in advance.
3. When applicable, documentation should be provided supporting the leave request.
4. A leave of absence shall not be granted for less than five school days.

5. Leaves may be granted for:

Medical reasons when supported by Dr. notes

Care of children or other dependents

Military service

Job requirements

Other extenuating circumstances beyond a student's control

When the student returns from a leave of absence within the specified time, they will resume training with the same number of accumulated hours, and at the same training level as they were before training was interrupted. The satisfactory progress of these students will also remain the same as before the leave. In lieu of extenuating circumstances (which must be documented), if a student does not return from a leave of absence within the specified time, it will be considered a voluntary withdrawal from the School. An applicable return of tuition and return of Federal Financial Aid funds will be made as per the regulations, using the students last day of actual attendance to calculate the refund.

Reminder: If a student is receiving Title IV Direct Loan Funds and does not return from an approved leave of absence, the last day of actual attendance will be used for computing the six month grace period before repayment begins.

Note: The student is not allowed to receive Federal Financial Aid Loan Funds from Title IV programs during the hours involved in an approved leave of absence. PELL funds may be disbursed.

Extension of contract ending date for the purposes of delaying the start of overtime tuition charges only: In addition to a leave of absence, which would extend the contract ending date, Sidney's will accept certain valid Doctor's excuses* up to the maximum of 30 calendar days.

*In order for a Doctor's excuse to be valid for the purposes of extending the contract ending date, which would delay the start of overtime tuition, the excuse must be for a severe injury or illness that requires surgery, hospitalization, or extended recovery period such as a broken bone, etc. Also, in order for a doctor's excuse to be valid, it must state that the student was unable to attend classes on the specific dates in question and be signed by appropriate personnel. Doctor's excuses must be turned in by the end of the month in which the absenteeism occurred in order for the student to receive the extension. (A billing statement from a Doctor or an Emergency Room slip is not considered valid because they do not state that the student was unable to attend on the specific dates in question.)

Note: Any student that is absent from training for more than 14 consecutive calendar days will be terminated from the School. If however, the reason for being absent for more than 14 calendar days could constitute a leave of absence, then one should be requested in writing with documentation when appropriate (see "Leave of Absence" for details). If the student has already used their allowed leave of absence and they need more than an additional 14 calendar days off, they will need to terminate and then return when their situation allows

Cancellation and Tuition Adjustment Policy

Furthering your education is an **important commitment!** It is a decision that should be made carefully and planned for thoroughly. We realize however, that even with the best planning, situations arise that may cause the need to stop training for some reason. If something does happen, Sidney uses the following policies to determine how much tuition and fees are owed to the School, or how much will be refunded to the student or to one of the financial aid programs, if the School has been paid more than was due at the point of your termination.

Note: On October 7, 2000, the US Department of Education began requiring a new "Return of Funds Policy" to be utilized in addition to the institutionally defined policy (shown below) for any student who withdraws from school before graduation.

The government is very willing to help with the cost of education but if the student does not complete the course they're enrolled for, the government may require that some of their funds be returned to the Financial Aid program, which leaves it up to the student (and parent or other co-signer), to pay the school and/or possibly pay back some of the financial aid programs as well. Be very sure you (and your parents or anyone else that may be responsible for paying any school costs) understands the impact of this policy. Until you've paid back, or arranged to pay back the financial aid you may owe to the government, you may not be able to receive any other financial aid for any other school anywhere. Also because our school has had to send the financial aid back to the government it may leave you (and your parent or co-signer) more in debt to the school as well. The school has no choice but to collect from the student and/or co-signer.

Any student needing to cease their training at Sidney's, should make an appointment with the admissions or school director to officially terminate. If a tuition refund is due, it will need to be determined to whom it will be paid, and/or if the student themselves will be responsible to pay any of the cost that, due to termination, will not be covered by grants or loans.

The law specifies how the School must determine the amount of Financial Aid assistance a student deserves to have paid on their behalf if they withdraw, and how much the student may have to pay back.

The law requires that, when you withdraw during any payment period (there are two 455.5 hour periods in Sidney's 911 hour academic year) the amount of Federal Financial Aid assistance that you have earned up to that point is determined by a specific Federal formula. If you received (or our school received on your behalf) more assistance (Federal Financial Aid Funds) than you deserve or "earned" the excess funds must be returned to the appropriate Government program.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of the 455.5 hour payment period you earn 30% of the assistance you were originally scheduled to receive. However, once you have completed more than 60% of the payment period you have earned all of your assistance for that period.

If you receive excess funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- your institutional charges multiplied by the unearned percentage of your financial aid funds, or
- the entire amount of the excess funds.

The school must return the unearned aid for which it is responsible by repaying funds to the following sources, in order, up to the total amount disbursed from each source: unsubsidized Stafford Loans, subsidized Stafford Loans, PLUS loans, or PELL Grants.

If the School is not required to return all of the excess funds, you must repay the remaining amount yourself. Any loan funds that you must return, you (or your parents for a PLUS loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

If you are responsible for repaying PELL Grant funds, you do not have to return the full amount. The law provides that you are only required to return 50% of the grant assistance that you have not earned by the point of your termination. Any amount that you do have to return is a grant overpayment, and you must make arrangements with your school or the United States Department of Education to return the funds.

Once it has been determined how much of the Federal Financial Aid the school is to return (and how much they are able to keep on your behalf) the school will then calculate how much tuition and fees the student or parent owes the School as per the Institutionally Defined Policy, as shown in this catalog, and the schools enrollment contract.

After that total amount due from the student, (and parent or co-signer in the case of a dependent student) is determined by using the Institutionally Defined Policy, the amount of the Federal Financial Aid the school was allowed to keep on the students' behalf, would be subtracted from the total amount due at termination.

The amount left that was not paid by the federal Financial Aid is the responsibility of the student (and parent or other co-signer) to pay.

The Institutionally Defined Policy (shown here) will be utilized for an applicant or for any student who withdraws or is terminated from any of the School's courses, whether or not they have received Title IV Federal Financial Aid. Students must cancel/withdraw in writing.

Refund Policy

- A. Any monies due the applicant or student 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. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.
 2. If a student (or in the case of a student under legal age, his/her parent of guardian) cancels his/her enrollment and requests his/her money back in writing, within three (3) business days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded. This policy applies whether or not the student has actually started training.

3. If a student cancels his/her enrollment after three (3) business days after signing but prior to beginning classes, he/she shall be entitled to a refund of all monies paid to the school less registration fee of \$100.00
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 or 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 from school.
In type 2,3,4 or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in writing.17.
- B. Any money due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Any student who has been absent from the school for 14 consecutive calendar days will be considered to have unofficially withdrawn, as will any student not returning from an approved leave of absence on or before the first scheduled day following the expiration date. Unofficial withdrawals will be monitored monthly by the institution. All refund calculations, however, are based on the last day of the student's physical attendance at the school, regardless of the date the School determines the student had withdrawn.
- C. In case of a disabling accident, or other severe circumstances beyond the control of the student (which are properly documented and accepted by the School), the student would be entitled to a pro rata refund of tuition, based on their scheduled hours of attendance.
- D. If the student (and the CO-maker, if applicable) has not paid the School at least the amount due as per the tuition adjustment calculations, or if an adequate amount of financial aid funds have not arrived and will not become available to pay the balance due the school, or if some of the Federal Financial Aid funds have been required to be refunded, then payment of that balance due would become the responsibility of the student (and CO-maker, if applicable).

The balance due must be paid within 30 days of discontinuance, including the termination fee. Any debts not paid to the to the School within 30 days may be turned over to an agency or an attorney for collection, unless other payment arrangements have been made with the School. The student and the (co-maker, if applicable) also agrees to pay all court costs and reasonable attorney fee's incurred by the School for the collection of any past due tuition and fees, as well as an up to 12% per annum simple interest charged on the amount due form the last day of attendance.

- E. For students who enroll and begin classes, the following schedule of tuition adjustment is authorized. Enrolled hours are defined as the hours between the first day of physical attendance and the day a student withdraws by way of written notification to the school. Note, enrolled hours are not the same as attended hours.

Percentage of Total Time of Course	Amount of Total Tuition Owed to School	In dollars
0.01% to 4.9%	20%	\$2,400.00
5% to 9.9%	30%	\$3,600.00
10% to 14.9%	40%	\$4,800.00
15% to 24.9%	45%	\$5,400.00
25% to 49.9%	70%	\$8,400.00
50% and over	100%	\$12,000.00

F. The cost of Books and equipment is \$2,700.00. Books and equipment will remain the property of the school until they have been paid in full.

G. Students who terminate prior to course completion will be charged a \$150.00 termination fee.

Example for a student enrolled 250 hours:

250/1500 = 17% enrolled time	\$5,400.00
Termination fee	150.00
Total due School	\$5,550.00

Any money due the applicant or student shall be refunded within forty five (45) days of formal cancellation by the student. This date shall occur no more than fourteen (14) days from the last day of physical attendance or in the case of a leave of absence, the documented date of return.

H. If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.

I. If a course is canceled subsequent to a student's enrollment, the school shall at its option:

1. provide a full refund of all money paid; or
2. provide for the completion of the course.

J. Students enrolled for 750 hours or more will owe the full tuition amount.

Grounds for Termination

Students can be terminated from the school if they do not meet Satisfactory Progress standards as outlined in Sidney's Satisfactory Progress policy. In addition, students will be terminated if they are involved in stealing, destroying property or using liquor or drugs.

Professional Conduct

Sidney's expects its students and staff to conduct themselves in a professional manner. This includes but is not limited to: not using profane or inappropriate language, not stealing from the school or another student or staff member, not making sexually oriented remarks or gestures to students, staff, or clients, and by wearing proper school clothing and arriving to school with hair styled and make up applied.

Tardiness and Attendance: The following information is based on the regular training day starting at 8:00 A.M. and ending at 4:00 P.M. (The same general rules apply to Thursdays when students arrive at 10:00 A.M. and stay until 7:00 P.M.)

Note: Sidney's allows up to 10 late arrivals. (after 8:00 and before 8:15) All students will be issued up to 10 "Stuff Happens" cards. These cards are to be used for arriving after 8:00 and before 8:15. A "stuff happens" card will also be required for a no call/no show or not returning from lunch. When cards are gone, no additional late arrivals will be permitted. Theory classes will start promptly at 8:00. Once class is started and the door is closed no one will be admitted to theory class. These students will report to classroom 4 and can work on theory or practical assignment.

Students can be admitted after 8:15 providing they have a valid excuse from a qualified professional person or agency. (doctor, dentist, attorney, S.R.S.) Students may also pre-arrange a late arrival for family events. (school programs, children's needs) If students arrive after 8:15 without a valid excuse (an unexcused tardy resulting in an unexcused absence) on a class day, they may, at their option, remain in school and not receive hours. Students may not stay for clinic work in the event of an unexcused absence. Valid excuses will allow you to be admitted into school but do not extend the contract ending date and delay the start of over contract tuition.

"No Call – No Show" Our job is to prepare students for employment. Part of that job is developing responsible habits. All jobs would require that they be notified if you were not coming to work that day. Students are required to call the school if they will not be present. The first "no call – no show" will result in verbal warning. The second "no call – no show" will be written up. A third "no call – no show" will result in three days suspension.

Level 1 attendance: Level one (first 10 weeks) training is extremely important. The rest of the course builds in knowledge obtained during level one class. For this reason, students are allowed to miss a maximum of thirty seven hours during the first ten weeks. Students missing over thirty seven hours must withdraw or take a leave of absence until the next level one class is offered.

To encourage the full time students to be sure to take the needed breaks and lunch time off during a full training day, only 7 1/2 hours maximum (8 1/2 hours on Thursday) may be recorded on a students time sheet.* If the student elects not to clock out for a minimum of 30 minutes of lunch time it will be assumed that they have rested at their stations or desk. If a student does not clock in or out for their lunch break, 1 hour lunch break will be assumed and time figured accordingly.

* An exception to the maximum allowed day occurs if students remain late or work through lunch to serve a clinic client. Extra time is not given when students stay late to complete work on each other.

Morning breaks cannot be started before 9:15 A.M. on a regular day and there are no A.M. breaks on Thursdays. Breaks are to be limited to 15 minutes only. Morning breaks must be concluded by 9:30. Afternoon breaks begin at 2:00 and must be concluded by 2:30. Breaks are for a maximum of 15 minutes. An evening break can be taken between 4:30 and 5:00.

Students leaving early: Students must notify their classroom or clinic instructor if they are planning on leaving early. Students who leave early and do not notify their instructor will be given credit to their last “clocked in” hours.

General Attendance Policy

1. The school will accept no less than an 85% overall attendance average.
2. Students will be given credit for all “clocked in” hours attended at the school.
3. Students must clock in when arriving, out for lunch, in after lunch, and out at the end of the day. Students will be given credit for all hours.
4. Students are expected to call the school office if they will be running late or not be in attendance.
5. Student attendance will be monitored by the school office. Any student not attending for more than 14 unexcused calendar days in a row will be dropped.

Earning Hours - The state of Kansas requires 1500 clock hours of training for cosmetology. Sidney's uses a time clock to track student hours. Students are required to clock in upon arrival, clock out and back in at lunch, and to clock out at the end of the day. Students will receive credit for all hours in school. Clinic students will receive extra credit for all time spent with clinic clients should they stay after hours to complete a service. If a student does not clock in or out they will receive no credit for the day's time.

Policy for make-up days - students receiving Federal Financial Aid: For students receiving Federal Financial Aid under Title IV funding system (Federal Pell Grants, Stafford Student Loans, and/or PLUS Loans), our cosmetology courses are divided into payment periods which are 455.5 hours in length, which takes 13 weeks for a full time student.

If a student is absent for any hours on any of their scheduled training days, their next Title IV payments will be delayed until they complete the hours for which they have already been paid, as required by Federal regulations.

Make up work and re-testing: In the event that a grade for any test over new material falls below 75%, re-testing will be required, with the two grades being averaged together creating one overall grade. Any and all final exams must be retaken if failed the first time! Before written re-testing is allowed students must complete study requirements.

Practical make-up work or re-testing is required to be completed on a student's clinic day subject to teacher approval and availability. Check with your teacher first before planning any practical make-up work.

Important: Students who are absent at the time of a scheduled test are required to contact the instructor that was in charge of giving that the test, and should take the test **on the day they return.**

Completion rates for 2008, 2009: Naturally our completion rates change from year to year because they are affected by many of the students circumstances beyond the control of the School, such as pregnancy, poor health, moving out of the area. Other students might have needed to discontinue training due to financial problems, which in certain cases, had created a need for their full-time employment.

Occasionally students are even terminated by the School due to poor attitude or lack of satisfactory progress in the areas of attendance or grades. The completion rate for all students scheduled to graduate for 2009, 2010 was 76%*, and 73%** Four year rates: 214 students were scheduled to graduate, 150 completed, average four year completion rate is 70%.

*These rates are based on students scheduled to graduate from 01-01-2009 – December 31, 2010

**These rates are based on students scheduled to graduate from 09-01-2008-8-31-2009

On time graduation: 28 of the 39 students (72%) scheduled to graduate between 7-1-2009 and 6-30-2010 graduated on time meeting the 85% attendance requirement.

State Board pass rate for 2010: 32 out of 34 students who took the State Board exam passed it. This translates to a 91.18% pass rate.

Placement Rates for 2010: 30 of the 32 eligible graduates were placed immediately upon graduation. This translates to a 93.75% placement rate. Four other graduates were not eligible for placement as they had not yet taken State Board testing.

Gainful Employment Disclosures: On October 29, 2010 the United States Department of Education required that by July 1, 2011 any institution that provided programs that lead to “gainful employment” must provide to prospective students the following information:

1. The US Department of Labors Standard Occupational Classification code for the “ganinful employment” programs offered. Sidney’s offers only a cosmetology program SOC code# 395012. Check our web site for a link to the Dept. of Labor’s O*NET web site under “important links.” CIP code # 12.0401

2. On Time Graduation Rates for students enrolled during the most recent award year: 10 of 39 or 25.6% of students who were scheduled to graduate between 7-1-2009 and 6-30-2010 graduated “on time”. This is defined as maintaining at least 93% attendance throughout the program and not incurring over contract fees. 18 additional students or 28 of 39 (71.7%) graduated within the maximum time frame allowed by maintaining an 85% attendance rate. 10 other students graduated beyond this time frame.

3. Job placement rates for completing the program: This information is also found inthe school catalog. From our last accrediting commission report of November 2011, 30 of 32 graduates (93.75 from calendar year 2010 were placed immediately upon graduation.

4. Median Loan Debt: The median Title IV loan debt for students enrolled in school during the 09/10 award year (July 1,2009 – June 30, 2010) was \$5,474.00. The median loan debt for the four students who received other loans was \$5,624.00

Dress Code: Dressing, looking and acting professional are all very important qualities in the field of cosmetology. Sidney's Hairdressing College enjoys a good reputation among area salons for producing a top quality graduate. Part of that reputation comes from our students looking their best. In order to maintain our reputation, it is required that students adhere to the following dress code. It is suggested that you not make school clothes purchases until you have read the dress code carefully. If you have any questions as to what is or is not allowed, it would be wise to postpone a purchase and check its acceptability with the school before making the investment. **Sidney's dress code is Black, White, or Khaki.**

Shirts: Students may wear a white shirt of their choice. The school does not allow T-shirts, patterned shirts, or sweatshirts. The shirt worn must be clean and free of stains. Sidney's T-shirts may be worn.

Slacks Students may wear black slacks or their choice. No jeans are allowed. Slacks must be hemmed.

The following are **not** allowed: skorts, shorts, ribbed cuffs, draw strings, or ties at the ankles. Also fleece lined pants, sweats, or other athletic type pants, including nylon pants are not allowed. No cargo pants or overalls are allowed.

Capri pants are allowed for summer wear.

Skirts: If a student chooses to wear a skirt, it must be black. The hemlines must be no shorter than 4 inches above the kneecap while student is standing. All garments must have a finished hem. No patterned skirts are allowed.

Shoes: A "sport shoe" or a "tennis shoe" made of leather or canvas. Other dress shoes or flats may be worn. Shoes with dark colored soles that leave marks on the floor are not permitted. No open toed footwear is allowed. The comfort and support of the feet as well as the care of the shoe, should be considered when purchasing shoes for school. This profession requires a lot of time standing; therefore foot support is very important.

Hair ornaments: Hair ornaments should be appropriate with hairstyle and be of a professional style. No sweat bands or "do rags" are allowed.

Hair and Make up: Students hair should be styled and dry before checking in for the day. Styled hair means: must have some evident style, flat ironed or curled and must appear clean. Look as though you were going out for the evening; to work at a trendy salon; "first date hair"; getting your picture taken; incorporate back combing or a "bump"; no "basketball or ballet" ponytails; Some make up must be worn. At a minimum, students should wear lipstick or gloss, mascara, and eye liner.

Your birthday and graduation day: Students may dress up on their birthday or graduation day. If the birthday falls on a day the School is closed the student may dress up on the day before or after. It is not required that the outfit be a solid color, however, the emphasis is on dressing up on your special day, not dressing down.

Any student who is not in proper uniform will be informed by an instructor. If this is the students' first warning for the uniform violation, the instructor will give them a verbal warning. If the student has been previously warned about a particular dress code violation, and is found to be repeating the same offense, they can be sent home. If the same offense is repeated a third time the student can be suspended for one day.

If the student's clothing becomes spotted or stained during the day, every effort must be taken to remove the spots or stains immediately. Any clothing that carries a permanent stain is not allowed.

Changing to street clothes at the end of the day: Students are not permitted to change into street clothes until after 4:00 or 7:00 on Thursdays

Sidney's Hairdressing College, Inc. is in compliance with the Drug Free School and Communities act of 1989 (Public Law 101-226). All students and employees will receive informational classes on substance abuse, to include health risks and hazards, as well as a list of area agencies available

Anti Drug and alcohol abuse program requirements: Alcoholic beverages are not allowed in any form at the School, and any student or employee that consumes alcoholic beverages immediately prior to coming into the school, will be suspended from training. The same rule applies to the use of marijuana and non-prescription drugs. Sidney's insists on a "Drug-Free" atmosphere. Student's acknowledging they have received a copy of this handbook are "in effect" signing a statement certifying that they understand the School's Drug Free workplace policy and will abide by it.

The following is a copy of Sidney's Drug Free School and workplace statement. All students will be required to sign the statement on the first day of class.

Drug Free School and Workplace Statement

1. Sidney's Hairdressing College (hereinafter referred to as "this institution") has a policy of maintaining a Drug Free Workplace and School. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substance (drugs and alcohol) is prohibited in the institution's workplace. The workplace for this institution is defined in paragraph 2.

2. In compliance with the Drug Free Workplace act of 1988, this institution's workplace consists of the following locations:

- a. The entire campus facility
- b. Any location used as an off site school function, i.e. competition, hair show, etc.
- c. Students and employees must comply with the policy while off site if they are in the service of the institution in any capacity.

3. Non compliance with the terms in Paragraph 1 will result in the following action being taken by this institution:
 - a. mandatory counseling, rehabilitation given by a Federal, State or Local Health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation
or
 - b. termination of enrollment, or employment, whichever is applicable, as well as referral for prosecution for violation of the standards of conduct.
4. All students and employees must read and understand the following statement:
5. Students receiving Title IV Federal Financial Aid and not complying with paragraph 1 will lose funding until completing completion of counseling as described in #3 above. Once documentation of successful counseling or treatment is provided to the school, Title IV aid can be reinstated.

Sidney's Hairdressing College, Inc., by participating in the Title IV Federal Funds Programs, must establish a policy of a Drug Free Workplace and as a student or employee of Sidney's Hairdressing College, Inc., One must acknowledge and agree to abide by the terms of Paragraph 1.

Students or employees must notify the institution of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

In accepting this catalog, employees and students acknowledge this institution has established a Drug Free Awareness Program to inform students and employees about:

- a. The dangers of drug abuse in the workplace
- b. This institution's policy of maintaining a Drug Free Workplace
- c. Any available drug counseling, rehabilitation and assistance programs; and
- d. The penalties that may be imposed upon students or employees for drug abuse violations occurring in the workplace.

In receiving this catalog, you acknowledge that you have read and understand the conditions explained in Paragraph 4, have received a copy of this statement and agree to willingly participate in the Drug Free Workplace Program. I also understand that I will receive informational handouts giving the names and phone numbers of the surrounding area drug and alcohol counseling agencies, a list of legal ramifications for misuse of controlled substances as well as information explaining the health risks involved in abuse of those substances.

Campus security report:

As required by the Clery act, each university or college must publish and make available to student's, interested students, staff, and the general public its annual crime report. Sidney's Hairdressing College has collected data filed its' report for the year calendar year ending 12-31-2009. A full copy of the report is available in the school office.

The federal law requires that any college that has the availability of Federal Title IV financial aid funds for their students must make available detailed information about crimes that have occurred on their campus, over at least the most recent 3 years. We are also expected to make information available to both prospective and currently enrolled students, as well as current employees, as to how to properly report criminal actions on the he campus, basic security measures on and around campus, and the fact that possession of any illegal drugs or alcohol on our campus is strictly prohibited at all times.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the school president or staff, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The warning will be issued through the college bulletin boards by general announcement or by email. Anyone with information warranting a timely warning should report the circumstances to the school office in person at the school, 200 E 3rd, Hutchinson, KS, or by phone at 620-662-5481.

Access Policy

During business hours, the college will be open to students, parents, employees, contractors, guests, and invitees. During non business hours access to all college facilities is by key.

Students wishing to examine crime report data may do so during business hours. This data will provide you with statistics and reporting procedures concerning the occurrence of criminal or sexual offenses or assaults on our campus. Should you witness a crime, or be the victim of a crime or sexual assault, Sidney's request that you proceed as follows:

You can immediately contact the Hutchinson Police Department by dialing 911, or if the crime is not an emergency, call the police at 694-2834.

During the hours of 8:00 - 4:00 Monday through Friday or 7:00 P.M. on Thursday, you should also immediately contact the School Office to report the incident to Bill Wyer, the school President. If no one is in the office, go immediately to an instructor and report the crime. The School will notify the local law enforcement agency or emergency medical system depending on the seriousness of the incident, if you have not already done so.

School personnel will take a written statement from involved parties and witnesses to insure accuracy. The written statements are included as part of a written report and such statements may be used by local/state law enforcement authorities for the purpose of criminal apprehension and or crime prevention.

Sidney's policy is to immediately notify the student body and faculty of crimes occurring on the Sidney's campus. Once per year as required by law Sidney's will file its campus security report with the Department of Education.

Sidney's welcomes any voluntary or confidential reports made by victims of witnesses to a campus crime. These reports will be compiled and used in the annual crime statistics.

During student orientation students will be informed of proper campus security procedures.

Currently Sidney's does not have an institutional crime prevention program.

Before filing the annual campus security report Sidney's will check with local police on any criminal activity they may have on record occurring on the Sidney's campus.

Sidney's can not and will not allow the possession, use, and sale of alcoholic beverages by any student or staff member on the Sidney's campus. Sidney's will enforce Kansas law prohibiting alcohol consumption by anyone under age 21.

Sidney's can not and will not tolerate the possession, use, and sale of illegal drugs by any student or staff member. Sidney's will report any drug offender to local police authorities.

Sidney's conducts an alcohol and drug abuse education session at student orientation or prior to hiring a new employee.

Sidney's does not have a sexual assault prevention program. If a sex offense occurs immediately notify the school President, Bill Wyer. It is very important that you preserve any evidence for proof of a criminal offense. Anyone feeling they have been the victim of a sexual offense should also feel free to notify local police. School personnel will assist students or staff in making such notification.

In cases of alleged sexual offenses the school shall convene a panel of the school President, a school staff member, and one member of the student body. This panel will determine if any disciplinary action should be taken by the school. Both the accuser and the accused are entitled to the same opportunities to have others present during this disciplinary proceeding. Both accused and accuser shall be informed of the school's final determination and of any disciplinary proceedings with respect to the alleged sex offense and any sanction that is imposed against the accused.

The school can dismiss any student or staff member who has been determined by the above panel as being guilty of rape, acquaintance rape, or other forcible or nonforcible sex offenses.

Personal safety: Sidney’s does not employ campus security personnel. The School can only provide limited security in many situations. Each person has a responsibility to provide security for themselves and others. The following are suggestions that the students and staff may observe in order to help ensure everyone’s personal security and the security of their belongings:

- * when going to and from parking area always try to walk with others, rather than alone
- * do not carry an excess of cash or credit cards and lock all personal items in your locker
- * keep jewelry to a minimum; do not remove watches or rings during a service
- * keep your instructional supplies locked in your locker for safekeeping
- * mark all personal and school items with identifiable markings
- * clear your station and put all items away at the end of each day
- * insist that clients put their personal items in their pocket or purse during services

Crime statistics: In compliance with the higher education act, the following information on campus crimes is reported for your review. Our campus is defined as the Sidney’s building and parking lot. The following criminal offenses were reported to campus authorities or local police agencies as having occurred on our campus: The following statistics are cumulative and have been compiled by the School since 1999, and have been updated to include statistics through December 31, 2010

Totals for 1999 - 2010

Criminal homicide: including murder	
Non-negligent manslaughter, and	
Negligent manslaughter	0
Sexual offenses (forcible or non forcible)	0
Arson	1
Robbery	1
Aggravated assault	0
Burglary	2
Motor vehicle theft	0
Intimidation	0
Destruction/damage/vandalism of property	1

Also, statistics concerning certain crimes that show evidence of prejudice (hate crimes) based on:

Race (actual or perceived)	0	Religion	0
Sexual orientation	1	Ethnicity	0
Disability	0		

In addition to the above crimes, the following numbers of arrests were made during those years for specific violations:

Liquor law violations	0
Drug abuse violations	0
Weapons violations	0

Policy for Reporting the Annual Disclosure of Crime Statistics

The school president prepared this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be viewed in the school office. This report is prepared in cooperation with local law enforcement agencies. Campus crime statistics include those reported by the Hutchinson Police Department and those reported to the school office. Each year students and staff receive a copy of the annual report. Students may obtain information on any registered sexual offenders who are enrolled by contacting the school office.

Sexual Harassment

The sexual harassment of students, including sexual violence, interferes with students' right to receive an education free from discrimination and, in the case of sexual violence, is a crime. Regarding sexual harassment and to be in compliance with Title IX requirements, Sidney's has the following policies. Sexual Harassment defined: Sexual Harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Unwelcome conduct would include inappropriate or suggestive sexual language, either direct or implied, and unwelcome physical contact. Sexual Violence defined: Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may be unable to give consent due to an intellectual or other disability. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are form of sexual harassment covered under Title IX and school policy. If the school knows about student-on-student harassment that creates a hostile environment, Title IX requires the school to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Any student feeling they have experienced sexual harassment or sexual violence should file a written report to the schools Title IX coordinator: Bill Wyer either personally, by phone at 620-662-5481, or by email at bw@sidneyshair.com. Grievance procedure: Before beginning any investigation of sexual harassment the school will inform and obtain consent from the complainant. If the complainant request confidentiality or asks that the complaint not be pursued, the school will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation.

If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the complainant needs to be aware the schools ability to respond may be limited.

Step 1: Notify the Title IX coordinator in writing stating in detail the allegations of sexual harassment.

Step 2: Informal mediation: The school will attempt to mediate and settle sexual harassment claims by talking with both the perpetrator and the complainant and make an attempt to resolve both parties' issues. The complainant has the right to end this informal process at any time and begin the formal stage of the complaint process

Step 3: Formal investigation: The school will investigate the allegations to the best of its ability. A hearing will be convened. Presiding over the hearing will be the school President, one staff member, and one representative of the student body. Both parties will have equal opportunity to present relevant witnesses and other evidence. The complainant and perpetrator will have similar and timely access to any information that will be used during the hearing. At the hearing parties will not have the opportunity to personally question or cross examine each other. The preponderance of evidence standard will be used to determine the hearing's outcome. (i.e., it is more likely than not that sexual harassment or violence occurred)

Complainants are in no way discouraged from pursuing legal action against their alleged perpetrator and this hearing is not based on their legal claims or charges. This hearing will take place no later than 60 days from the receipt of the written notice.

Step 4: Right of appeal: Both parties have the right to appeal the decision of this panel. The appeal must be delivered in writing within five days of the hearing. The appeal hearing will take place within 10 business days of the original hearing. The appeal board will consist of the school President, a different staff member, a different member of the student body, and one representative from an outside agency such as the Reno County Domestic Violence or Sexual Assault Center.

Step 4: Notice of Outcome – Both parties will be notified in writing about the outcome of both the complaint and any appeal.

Bullying

School needs to be a “safe” place free of gestures, comments, and actions that might threaten a student and inhibit their learning. Sidney’s Hairdressing College expressly prohibits bullying of students either student to student or faculty to student. Bullying is defined as bad mouthing, harassing, hazing, threatening via words or gestures, making derogatory comments, and physically intimidating students. These types of actions can take place either physically, verbally, or electronically (via texting, facebook, etc.) Any action that causes a student to fear or feel threatened by coming to school will not be tolerated. If you think you are being bullied: First: report the incident to your classroom or clinic instructor. They are to immediately report the incident to school management. If this is uncomfortable to you, you may go directly to management. Upon disclosure, the instructor, school management, and the alleged bully will discuss the accusation. If there is reasonable cause the “bully” will be suspended for a minimum of three days. The “bully” will be given a clear set of guidelines on what is expected of them and what will not be tolerated upon their return. A second confirmed incidence of bullying will result in termination from Sidney’s.

Fire Safety

Fire inspection reports are posted in the public area of the school with school and instructor licenses. Exit procedures are posted in each classroom and in other school areas. Sidney’s will conduct periodic fire drills. There have been no fire related accidents or deaths in the school’s 50 year history.

Vaccination Policy

The school currently does not require its students to show proof of any type of vaccinations.

Missing Person Policy

In a small environment such as Sidney's, we are very aware if students are missing. If you are not planning on attending school, we request a phone call or message. If students have not been present for three consecutive days and the school is unaware of their whereabouts, we will begin calling student contacts asking if the student is okay or if the contact is aware of where the student is and how they can be reached. If students wish to designate a contact, they should let the admissions office know. If students are gone five consecutive days and their contacts do not know where the student is, the school may, at its discretion, call local authorities and report the student as missing.

Family educational rights and privacy act (FERPA): The Family Educational Rights and Privacy Act of 1974 (FERPA) (Title 37, USC, Section 406 and Title 5, USC, 5726) is a Federal law designed to protect the privacy of a student's education records. The law applies to all school which receives funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.

*Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student then has the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from the parent or eligible student before releasing any information from a student's record. However, the policy allows schools to disclose records, without consent, to the following parties:

- * school employees who have a need to know
- * other schools to which a student is transferring
- * certain government officials in order to carry out lawful functions
- * appropriate parties in connection with Financial Aid to a student
- * organizations doing certain studies for the school
- * accrediting organizations
- * individuals who've obtained court orders or subpoenas
- * persons who need to know in cases of health and safety emergencies

* state and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Schools may also disclose, without consent, “directory” type information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and student of the information that is designated as directory information and provide a reasonable amount of time to allow the parent or eligible student to request the school not to disclose that information about them.

FERPA guarantees that information contained in your student file is private and will not be given out to any persons*, without prior written permission from you, the student, or your parent/guardian (if you are under legal age). You are also advised that the School guarantees the student the right to review their own file, upon request, and with a school representative present during the review, to insure against file tampering. The School maintains student records for a period of five years from the student’s last date of attendance. *Certain governmental agencies and financial institutions do have the authority to request limited student information pertaining to satisfactory progress and Federal Financial Aid matters.

Internal Complaint Procedure

At Sidney's we constantly strive for a problem free environment. As in any situation where two or more people are gathered, there are bound to be problems or complaints. Please follow this procedure for addressing problems or complaints.

1. For problems with other students: try to address the problem or situation on your own. If you can not come to agreement or solvency please feel free to ask a staff member to mediate. If this becomes necessary, staff member and students are requested to meet in the conference room to discuss the matter in private.
2. For clinic problems, questions, or complaints: Seek to settle the problem or complaint with the clinic floor instructor first. Allow the clinic instructor to mediate any complaints with other students, clients, or staff member if the complaint arises on the clinic.
3. For classroom problems or complaints: Address the problem or complaint with the classroom instructor where the problem or complaint occurs.
4. Should any of the above situations prove unsuccessful the problem or complaint should be addressed to the school president. This complaint needs to be in writing. The president may call in anyone whom the complaint involves to try and settle the dispute.
5. Should the complaint not be able to be settled by the school president a panel will be convened of the president, one staff member, one member of the student body, and the person originating the complaint.

6. Sidney's is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, Va, 703-600-7600 and licensed by The Kansas Board of Cosmetology, 714 SW Jackson, Suite 100, Topeka, KS 66603-3714. Any complainant is required to try to resolve problems through the school's complaint procedure, prior to filing a complaint with the accrediting agency or the Board of cosmetology.

General rules of the School:

Any student not adhering to the following rules and regulations may receive a written warning slip, depending on the offense. After two slips for the same offense, a student will be suspended for a period of time depending on the violation.

In the field of cosmetology you will be working in close proximity to many other people. It is imperative that you obey all rules of personal hygiene and good grooming. All students must arrive in clean, wrinkle free uniforms, and clean shoes. The hair must be clean and appropriately styled, cosmetics must be properly applied for daytime wear, and fingernails must be neatly manicured. **Hair and make up should be done before clocking in for the day.**

No students are allowed to smoke in other than the designated smoking area. Visible gum chewing is not allowed in the classroom or on the clinic floor.

The law does not permit the student to do anything, during training hours that does not pertain to the activities that further the students' education in the field of cosmetology. For that reason, a student is not allowed to write personal letters, read non-related magazines or books, or do anything that is not considered to be part of the curriculum.

The school is not responsible for lost or stolen articles. The school will not retain your kit for more than 30 days should you withdraw from school.

Any student found stealing supplies or equipment from the school or a fellow student will be terminated immediately.

In addition, the reason for dismissal will be recorded on the termination form that is forwarded to the Board of Cosmetology, and given to any future school asking for reference pertaining to the student's record of training hours, or previous termination.

Borrowing equipment from other student should be kept to a minimum, and never borrow unless you have permission. All students are required to keep an ample kit of supplies for their needs. There will be occasional kit checks to be sure minimum equipment is being maintained by each student.

In order to keep the School in the best shape possible, including walls, floors, and equipment, it is important that each student be as careful as possible not to mark or deface the walls, woodwork, and equipment, as well as place cigarettes and trash in the proper containers while using the smoke area and other areas in the School. Any student found damaging the property in any way will be expected to pay for its repair.

Students are never, under any circumstances, allowed to refuse to service a customer that has come in for styling, etc. If, for some reason, you cannot service a client, **Do Not** indicate that in front of the client, or at the reception desk, no matter what the reason. Get an instructor and explain the situation to them, (away from the client and desk) and let them take care of it for you. Don't ask the student receptionist to change an appointment for you. An instructor is the only one authorized to change or move appointments. If we mistreat clients they will not return and we will be left with nothing to work on but mannequins.

If a student does refuse a customer, or in any way makes them feel like they are not interested in performing the service, the student will be suspended for the remainder of the day.

When you are called to the desk to be assigned to a client, go immediately, smile and be pleasant, and act professional. (If you feel that this would be too difficult for you, than stop where you are, and look for another career, or at least another school.)

It is extremely important that you work to cultivate professional manners while you are in school. A good attitude and personality shown toward your work, your clients, and your fellow students or cosmetologist is one of the most important qualities of a successful cosmetologist. Be courteous at all times. Give your full attention to your client and the services you are performing at all times. Do not interfere with another student and their client or the conversation between them.

Emotional outburst and insubordination will not be tolerated. If you are unhappy about something that is happening or that has happened, keep calm, explain the problem privately to an instructor or the Director, being sure to get the facts and report them accurately. Outburst of anger, arguing, or insubordination usually only compound the problem rather than solve it.

Students must follow the rules and regulations and laws set forth by the Kansas State Board of Cosmetology, and the administration of the school. These rules are designed to protect everyone involved with the profession, staff, student, and client. The Kansas Board of Cosmetology requires each student to maintain a current copy of their time sheets. A completed copy of a current time sheet will be required before clocking in each Wednesday. If late because of time sheets, a "Stuff Happens" card will be required.

Each student is responsible for the cleanliness of his or her own chair, station, and surrounding work area. Each student is also responsible for an assigned, daily, clinic duty. In a salon, or any other work place, you will be expected to help keep the area neat and clean. Students are to park in the East three rows of the parking lot. The two rows next to the building are for clinic clients of the school.

The School's telephone is primarily for business use. Students will not be called to the phone during class or when serving a clinic client unless for emergency reasons. The receptionist will give students any messages; however, the school is not responsible for relaying all messages to students. Cell phones are not allowed in the classroom, clinic, or break room. They may be kept in the car or locker. **Cell phones may not be used in any area within the school building.** The school will enforce a three strikes and you are out policy. Verbal warning, written warning, suspension. One day for the first violation, Two for the second, one week for the third. Final termination for a fourth.

The School lunchroom is available daily for students to use for lunch and breaks. A student must be "clocked out" if they are in the lunch room eating. Lunch hour is from 11:30 – 12:30 daily. Level 1 students are allowed 1 hour for lunch and clinic students are allowed 30 minutes for lunch. When in class, lunch will be taken at the discretion of the class instructor. On the clinic floor, lunches are assigned within requirements of appointments. Students should notify their clinic instructor if they are unable to eat during their assigned lunch time. If an early or late lunch is required, notify your clinic instructor. Remember it is not always possible to co-ordinate your lunch with another students. On Thursdays it is permissible for clinic students to take an hour lunch with instructor okay.

Even though there are students assigned to the lunch room as a duty, it is the responsibility of each student to clean up after themselves. All waste paper and containers should be immediately deposited into the wastebasket. If the student has any liquids (pop, milk, soup, etc.) the liquid must be emptied into the sink or toilet first and then the container put into the trash can.

The refrigerator will be emptied at the end of each week. If the student has any food or pop cans in the refrigerator that they want, they should take them with them each day or they will be thrown away. (Always put your name on dishes or containers)

Because of the limited size of the refrigerator, and because many students carry their lunch, we must ask that coolers or other insulated carrying cases not be put in the refrigerator.

Microwaves are made available for warming food only, not cooking from scratch. If you splatter or spill food in or around the microwave, please take a few moments and wipe it.

The school reserves the right to change any rule regulation after giving notice to students before implementing.

Copyright Infringement:

Computers located in the student study area are for student use. It is against school policy for students to copy or share copyrighted material. This includes unauthorized peer to peer file sharing. It is prohibited for students to use the schools information technology systems for these activities. You may wonder why this policy is in effect. Read the excerpt below:

If you are like most people who attend movies, watch television or read books, you have at least noticed the copyright notice found at the start of these materials. Generally speaking, the copyright notice includes language something to the effect of:

"Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the FBI. "

When it comes to the penalties with violating or infringing a copyright, the penalties come in two forms: civil and criminal.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

In addition to the Civil and criminal penalties above Sidney's can take disciplinary actions against students who use the college's technology systems for unauthorized peer to peer file sharing, illegal downloading or distribution of copyrighted material. These disciplinary actions can take the form of a written warning permanently placed in a students' file and/or up to six months suspension.

Student Styling Policy:

Student styling days are Monday, Tuesday, or Wednesday. There is no charge for hair cuts received during school time. Major services (perms, color, etc.) will be charged a product charge. **Before any personal services are performed on any student, on any day, all tests must be current; the student must first get permission from the clinic floor instructor and a student clinic ticket,** and student service account must be current. On the student slip, the instructor will record the services and any prices for the services. Each service authorized will be given a maximum time for completion. If the service is completed within the maximum time frame allowed it will qualify for student pricing. If the service goes over the maximum time allowed it will be charged at regular school pricing.

For insurance and other reasons, it is important that only products purchased at the school, be used for student hairstyling. If a student is in the process of styling hair on another student and they are needed for clinic customer services, they must stop working on the student and service the customer.

Styling services for students' family: Students will be allowed to perform all services on their family at 40% off of regular clinic prices. No other discounts will apply such as senior citizen discounts, or other coupons or discounts the school may run. The following is a list of people that are eligible for price adjustments: the student's parents and or step parents, brothers, sisters, grandparents and children.. If the student is married, the spouse is also included as well as the spouse's parents, brothers, sisters, etc. A student's fiancée' can also be included in the family styling program. Relatives must declare their relationship when they sign in at the desk. If a student is assigned to a non-relative before the relative arrives, they must complete the service on the patron first. The same family member can receive discounted services a maximum of two times per month.

Students may be required to bring in a model for certain services; cuts, perms, nails, etc. The only charge for models will be a product fee.

Student charge accounts: Each student enrolled at Sidney's automatically has a limited charge account. The school will carry a maximum balance of \$20.00 per student. The account must be paid in full on or before the 10th day of the following month. Any account not paid in full by that date will incur a late charge of \$3.00. If the account is not paid as required, the student will not be allowed to charge again or receive any clinic services on themselves until the account or late fee is paid in full. An additional \$3.00 late fee will also be added for each month that the account is not paid in full by the 10th of the month. Special orders by the student must be paid for in advance.

Library lending procedure: Sidney's maintains a library of videos, texts, and periodicals. The library is for the use of staff and students. Publications may be borrowed by students for study or viewing during unassigned times. All written material can be studied or read at the student's station while they are assigned to the clinic and not directly involved with client services. Video's can be checked out for one day at a time. If publications or video's are not returned to the school by the student, the student will be charged the retail price of that publication. Damage and defacing will be the responsibility of the student.

Students receive one break in the morning and one in the afternoon. It is not usually possible to run errands or leave the school during breaks. Morning break is from 9:15 - 9:30, afternoon breaks may be taken between 2:00 and 2:30 for 15 minutes. Students in the break room or smoking at any other times will have time deducted from their daily hours. There is no morning break allowed for clinic students on Thursday's, an evening break may be taken between 5:00 and 5:30.

General rules about the time clock: All students must clock in when they arrive, out when leaving for lunch, back in when returning, and out at the end of the day.

Any student who neglects to clock in at the beginning of the day, or who leaves the School and has not clocked out, or who does not clock back in when they return from lunch, will lose all training time back to the last time they clocked in, or out.

Day of Beauty Guidelines

As students approach graduation, they are eligible for a day of beauty. Services can be performed between 1425 and 1500 hours. To be eligible for a day of beauty, all school requirements must be completed. Days of beauty must be done on Monday, Tuesday, or Wednesday. No more than two students can receive a day of beauty on the same day. Ask your floor instructor before marking off for a day of beauty. You may pick up to three of the following services. All services need to be completed within the one day.

- * Manicure
- * Pedicure
- * Facial
- * Scalp treatment

- * Color or Hi Lite (up to two applications of color product)
- * Perm
- * Nails.

Right to Privacy, Student Access to Files

Information from students' files will not be released to any third party without written permission. Any request from a third party for information must be in writing. The school provides and permits access to student and other school records as required for an accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission. Before information is released students or a students parent or legal guardian in the case of a dependent minor, will see the request and initial and date the request if they do not object to the release. The school agrees to maintain student files for a minimum of five years. Students or their parents or legal guardians in the case of dependent minors do have the right to access their files. These files may only be accessed with an instructor or administrative staff member on hand to interpret and insure that all contents remain with the files.

Reminders for the completion of the course: Prior to graduation students are required to pass each area of the School's mock state board exam. All segment requirements, tests and clinic services must be completed before students may graduate. The student must also complete the overall minimum requirements as identified in the catalog.

In order to send your papers to Board the following fees will have to be paid:

Board of Cosmetology	\$45.00 (first license)
Board of Cosmetology	\$15.00 (for those wanting a work permit)
Experior	\$99.00 (exam fee, must be certified check or money order).*

*This fee will be paid by the school for students averaging 90% attendance and 80% GPA. A statement from a doctor will also be required indicating that the applicant is free from contagious or communicable disease. This can not be done more than 30 days prior to sending application to Board.

Examinations are scheduled through the mail with Experior.

Students wishing to work in a salon after graduation and prior to taking their State Board exams need to apply for a temporary permit from the Board of Cosmetology.

No one is allowed to work in a salon until they have received their permit in the mail.

Before the School can forward your papers to State Board, you are required to pay any regular tuition that might still be due, as well as any overtime tuition that may be due. These provisions are clearly identified in the school enrollment agreement. Any charges for services or supplies must also be paid.

Note: When a student graduates, (or withdraws prior to graduation) they are required to take all of their personal belongings with them, including any instructional supplies. Anything left at the School beyond 30 days from the date of the students' termination, becomes the property of the School and will be disposed of as seen fit.

Voter Registration

In Kansas you may register to vote by going in person to a voter registration site and filling out the voter form, or you may download the form at: <http://www.kssos.org/forms/elections/voterregistration.pdf>, print and

complete the application then mail it. You also have the option of registering whenever you apply for or renew your driver's license or state-issued ID card. Voter registration forms are also available in the Admissions and Financial Aid offices at each campus. For more information, please visit the Kansas Secretary of State website at:

http://www.kssos.org/elections/elections_registration.html

And finally, Sidney's is licensed by the Kansas State Board of Cosmetology, 714 Southwest Jackson, Suite 100, Topeka, KS 66603-3714, 785-296-3155.

Sidney's is accredited by the National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22302-1432, 703-600-7600.

Sidney's Hairdressing College, 200 E. 3rd, Hutchinson, KS, 67501, 620-662-5481

Accept no substitutes, Sidney's Hairdressing College and Pivot Point. Simply the Best!



Post Graduation - Your cosmetology training can make you ready for a number of occupations. You will be qualified to work in a salon in any capacity that your license allows. If working behind the chair as a stylist or nail technician is not for you, there are other options, not limited to, but including the following; beauty supply sales consultant, cosmetic department clerk, make-up technician, manufacturers representative, product technician or representative, platform artist or assistant. These are just a sampling of some career opportunities which may be available. Many would require additional training that would be provided by the employer. There is a difference in cosmetology training. At Sidney's we believe that we provide for you the best education that money can buy. Shop and compare, I think that you will find what hundreds of students before you have found, **a Sidney's education is "simply the best." We look forward to having you as a Sidney's graduate!**

