



**PMCA**

**PITTSBURGH MULTICULTURAL  
COSMETOLOGY  
ACADEMY**

415 Smithfield Street 3<sup>rd</sup> floor  
Pittsburgh Pa. 15222  
[pmcapgh.com](http://pmcapgh.com)

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**SCHOOL CATALOG & OPERATING  
PROCEDURES HANDBOOK**

"Certified to be true and correct in content and policy"

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**51**

**ADMINISTRATIVE STAFF & FACULTY**

**52**

**COURSES AVAILABLE:**

Cosmetology	Natural Hair Braider	Instructor
1260 Hours	315 Hours	630 Hours

- All courses are taught in the English language. All literature and correspondence for the Pittsburgh Multicultural Cosmetology Academy are written in the English language.
- This institution is State Licensed and Federally Accredited by NACCAS
- This institution accepts Federal Financial Aid for its Cosmetology Program for those who qualify.

**COURSE CURRICULUM REQUIREMENTS FOR SCHOOL AND PA STATE BOARD OF COSMETOLOGY**

<b>COURSES OFFERED</b>	<b>COSMETOLOGY</b>	<b>INSTRUCTOR</b>	<b>NATURAL HAIR BRAIDER</b>
<b>HOURS REQUIRED BY INSTITUTION</b>	1260 hrs - 36 weeks 35 hours weekly full time	630hrs - 18 weeks 35 hours weekly full time	315 hrs - 10 weeks 31.5 hours weekly full time
<b>HOURS REQUIRED BY THE STATE</b>	1250	500	300

The school offers courses that are higher than the state minimum to allow the opportunity for the student to have additional training in state board procedures. The Instructor's course extra hours are allotted for additional training in practical demonstration techniques and salon management skills.

**PITTSBURGH MULTICULTURAL COSMETOLOGY ACADEMY-COURSE CURRICULUM REQUIREMENTS**

**COSMETOLOGY-1260 hours**

**Professional Practices**

Professional Image & Ethics.....	6
Bacteriology, Sanitation, Disinfection, Sterilization.....	12
Business Practices.....	14
PA State Laws, Rules, & Regulations.....	28

**TOTAL 60**

**Sciences**

Histology.....	21
Trichology.....	21
Chemistry.....	57
Physiology.....	72
Cosmetic Dermatology.....	26
Electricity.....	3

**TOTAL 200**

**Cosmetology Skills-Cognitive & Manipulative**

Shampooing/Scalp Treatments.....	36
Haircutting.....	178
Hair Styling/Braiding.....	178
Permanent Waving/Hair Straightening.....	99
Hair Color/Lightening.....	119
Manicuring/Pedicuring/Nail Care.....	87
Esthetics/Temporary Hair Removal/Make-up.....	105
Care of all Hair Types & Textures.....	198

**TOTAL 1000**

**NATURAL HAIR BRAIDER-315 hrs**

**Professional Practices**

Professional Image/Ethics.....6  
Bacteriology, Sanitation, Disinfection, Sterilization.....18  
Business Practices.....15  
PA State Laws, Rules & Regulations.....35

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**TOTAL 74**

**Sciences**

Anatomy/Histology/Physiology.....40  
Trichology.....20  
Chemistry.....19

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**TOTAL 79**

**Cognitive & Manipulative Skills**

Shampooing/Scalp Treatments/Massage.....28  
Hair Styling/ Braiding.....134  
\*Combing  
\*Parting  
\*Sectioning  
\*Blowdrying  
\*All Braiding Techniques  
\*Braiding Techniques on all Hair Types  
\*Finishing Procedures

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**TOTAL 162**

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**INSTRUCTOR**

Teaching Techniques for Subjects Related to Cosmetology Curriculum.....306  
Student  
Teaching.....  
..147  
Professional  
Practices.....30  
Salon Management/Business  
Practices.....96



PA State Laws, Rules, & Regulations.....	51
<b>TOTAL</b>	<b>630</b>

**MISSION STATEMENT**

Pittsburgh Multicultural Cosmetology Academy is committed to a high standard in total curriculum and preparation for employment to all students. The school will prepare students to sit for the PA State Board Exam, receive state licensure, and find gainful employment as an entry level Cosmetologist, Natural Hair Braider, or Instructor and begin on a path to a successful future.

**ADMISSION POLICIES**

- Complete an application for enrollment
- Applicant must be at least 17 years old
- All High School Diplomas will be verified.
- The school admits, as regularly enrolled students, persons who have a high school diploma or its recognized equivalent.
- Applicant must have a high school diploma or equivalent (Diploma, Transcripts to show high school completion, GED, Home school certification)  
(Individuals with a diploma from outside of the United States must have their diploma verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma)(for ex. ECHO International (412) 261-1101)
- Applicants must have proof of address; a State issued ID, driver’s license or passport; and social security card
- Upon completion of the program students must complete a Pennsylvania background check when applying for licensure.
- Applicant must satisfactorily complete all admission requirements
- Due to the nature of the training the applicant must:
  - ★ 1. Applicants must be able to stand for long periods of time during class times
  - ★ 2. Be capable of effectively meeting physical demands of performing services on clients
- Prior to signing an enrollment agreement the applicant must meet with a representative of the school, tour the facility, read pre-enrollment information and receive access to the school catalog on our website.
- All documentation received from the applicant becomes the property of the school, and will not be returned to the applicant. Applicants who fail to provide accurate information may not be considered for enrollment.
- Applicants must read and sign the Enrollment Agreement, which outlines the details and obligations of the student and the school and acknowledges the applicant has received and agrees to abide by the contents of this catalog.
- Applicants must pay a \$25 non-refundable application fee.
- Applicants must pay a \$100 registration fee.
- The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100. The tuition rates current at the time of re-entry will

apply to the balance of training hours needed for students who enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply

- A former student who did not complete the program of study and/or has been terminated or withdrawn from the program is required to reapply for admission. A re-admitted student is governed by the catalog current at the time of readmission.
- Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours.
- This school does NOT accept Ability-to-Benefit(ATB) students at this time.

### **ADMISSION PROCEDURES**

Applicants must adhere to the following procedure in order to be considered for admission.

1. Complete and submit the application for admission
2. Applicants must interview with a school representative and pay the \$25 application fee and the \$100 registration fee, and receive access to the School Catalog. Proof of high school graduation and other documentation as described under *Admission Requirements*, must be provided before the student begins classes or attends orientation at the school.
3. Prior to acceptance, applicant must meet the following requirements
  - a) Complete and sign enrollment agreement. NOTE: The student certifies with his/her signature on the Enrollment Agreement that he/she agrees to abide by the terms of this catalog.
  - b) Applicants MUST have all financial obligations completed and agreed to as stated on the Enrollment agreement. If an applicant has elected to apply for funding through a private loan or grant, the funding must have originated prior to attending school.
  - c) Books, kits, and uniforms, are issued at or after orientation and cannot be returned if opened.
4. Pittsburgh Multicultural Cosmetology Academy does not recruit students who are already enrolled in a similar program at another institution

### **APPLICANTS WITH NON-IMMIGRANT VISAS**

Applicants with non-immigrant visas include those with work visas, students, visitors and foreign government officials. An applicant with a non-immigrant visa is not eligible for FSA funds unless they have a Form I-94 with one of the endorsements given in the eligible document section. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series. Someone who has only a "Notice of Approval to Apply for Permanent Residence" cannot receive FSA funds. In addition to the above documents, non-immigrant applicants must provide documentation to show that they are permitted to be enrolled in a post-secondary school in the United States. Please see the Financial Aid Office to determine if you qualify for any type of Title IV financial aid. Please note that students who are studying under a student visa (I-20) are not eligible to receive financial aid. Those students studying under a student visa at a school approved by SEVIS must attend the full-time schedule and can only attend the program for a period not to exceed 12 months. This school location is not SEVIS approved.

## **TRANSFER HOURS**

Credit for previous training is given if a certified transcript is presented from a licensed Cosmetology School. It is the discretion of the school as to the number of hours accepted from another school of cosmetology. The school is not obligated to accept all or any hours of training from another licensed school of cosmetology even if a student provides a transcript from the previous school. **VA requires that an individual's past educational and professional experience be evaluated and appropriate transfer credit given. The length of the program will be decreased accordingly and the credits/clock hours will be reported to the VA.** All transfer students will be tested in both theory and practical subjects prior to being accepted at the Academy. They will be tested at the level appropriate for the number of hours in the received transcript. Depending on the assessment of the exams, the institution will determine the amount of hours that will be accepted. Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students will be evaluated at mid-point of the contracted hours or the established evaluation periods, whichever comes first.

**The tuition for students will be calculated according to the number of hours of training required to complete said course and the current per hour charge of \$13.69 for tuition.**

**Students can request a transcript of their completed hours for transfer to another institution for a fee of \$25. All financial obligations must be satisfied in order to receive transcripts.**

\*If home schooled, applicants must have a state issued credential for secondary institution completion.

**\* Students who withdraw prior to completion and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.**

## **NON DISCRIMINATION**

The Pittsburgh Multicultural Cosmetology Academy does not discriminate on any basis including age, sex, religion, race, gender, color, ethnic or national origin, military status, marital status, sexual orientation, disability, or ancestry. This school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort.

Similarly, no employees affiliated with the school shall discriminate in the conduct of the school business against any other person for any of the above mentioned reasons.

If any student or employee experiences or witnesses anyone being bullied, harassed, or hazed in any way he or she is required to report the matter to the School Director immediately.

## **OCCUPATIONAL SKILLS**

A student must learn the following skills for completion of our programs.

- A fundamental understanding of theoretical and practical curriculum
- A basic understanding of the importance of client consultation and analyzation
- The ability to stand for long periods of time and have good manual dexterity
- Have the ability to be exposed to products, chemicals, and fragrances
- Be able to communication and maintain client records
- Have a general understanding of the professionalism and business practice

## **STUDENT RESPONSIBILITY**

It is the student's responsibility to read, understand and adhere to the policies of the contents of this catalog. Any questions regarding the school's policies should be addressed and satisfied prior to the student starting classes.

## **INSTITUTION'S FACILITIES AND EQUIPMENT**

Pittsburgh Multicultural Cosmetology Academy is a licensed Cosmetology School centrally located in a busy downtown section of Pittsburgh Pennsylvania. It occupies 10,000 square feet on the entire 3<sup>rd</sup> floor of 415 Smithfield Street. The facility is accessible to all public transportation with major bus stops right outside the school entrance or within blocks of the school. There are also 5 to 6 parking lots within 1 block or less of the school as well as metered parking on the streets. The school square footage allows for 150 people occupancy. It has 3 large classrooms and 1 small classroom, a 3500 square foot 60 station student salon, a library, and a main office consisting of the registrar, financial aid, student records and the Director's office.

## **CLASS STARTS AND DAILY SCHEDULE**

Classes begin approximately every 13 weeks. Classes are held from 9am to 5pm, Monday through Friday for full time students, and from 5:30pm to 9:30pm Monday through Friday for part-time students(when available). All students receive access to the student handbook during tour and initial interview for admissions and at their orientation where further detailed explanation is given of school policies, attendance policies, leaves of absences, and all policies affecting the student's progress and behavior in class. Attendance is taken at the beginning of class and hours are recorded daily. The school will be open for business except for the following days.

### **HOLIDAYS:**

- ★ *New Year's Day*
- ★ *President's Day*
- ★ *Martin Luther King Jr Day*
- ★ *Memorial Day*
- ★ *Good Friday*
- ★ *Easter Monday*
- ★ *Juneteenth*
- ★ *Fourth of July*
- ★ *Labor Day*
- ★ *Veteran's Day*
- ★ *Thanksgiving*
- ★ *Black Friday*
- ★ *Christmas-Dec. 25-26*

### **2022 /2023 START DATES**

- ★ December 5, 2022
- ★ February 6, 2023
- ★ April 10, 2023
- ★ June 19, 2023
- ★ September 25, 2023
- ★ December 4, 2023

The Academy reserves the right to add or cancel classes based on enrollment.

## **TUITION/EQUIPMENT/SUPPLIES**

**Methods of payment include:** Full payment at time of signing the Enrollment Agreement. Application fee and Registration fee paid at time of signing agreement with tuition balance paid at least 2 weeks prior to start date or through an approved payment plan . Payments may be made by cash, check, money order, credit card, or through Federal Financial Aid or loan programs, Veterans GI Bill Benefits, or other agencies. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest. Any student wishing to use additional funding from outside grant agencies or gift monies agrees to reduce the amount of Title IV loan funding they receive.

	<b>COSMETOLOGY</b>	<b>NATURAL HAIR BRAIDER</b>	<b>INSTRUCTOR</b>
TUITION	\$17,250.00	\$4,315.00	\$8,625.00
EQUIPMENT FEE	\$2,100.00	\$600.00	\$450.00
UNIFORM FEE	\$350.00	\$350.00	\$350.00
BOOK FEE	\$385.00	\$175.00	\$385.00
GRADUATION FEE	\$100	\$100	\$100
REGISTRATION FEE	\$100	\$100	\$100
APPLICATION FEE	\$25	\$25	\$25

### **Application Fee: \$25 NON REFUNDABLE**

Student and Sponsor (if applicable) agree to pay the school the tuition and fees selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the hourly rate of \$13.69. The school may charge a \$25 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Also, there is a termination/withdrawal fee of \$150.

It is the policy of the Pittsburgh Multicultural Cosmetology Academy that the total tuition and fees for all courses be paid in full prior to actual start date. This policy shall be waived by the Academy under the following conditions:

- The total for the course cost, including tuition and fees, is guaranteed by a legal document, certification, assignment, or any other documentation that shall be deemed acceptable by the Academy.
- The Academy reserves the right to decide what are acceptable documentation for guaranteeing the total course and may request additional documentation prior to waiving the standard tuition payment policy.

- Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from the school
- An acceptable payment plan has been established and the student has paid a down payment on tuition and paid all applicable fees. Quarterly payment plan payments are due on or before the first day of scheduled class.
- Students may have to complete an admissions assessment

### **STUDENT KITS**

Students are responsible to purchase a Pittsburgh Multicultural Cosmetology Academy Kit at an additional cost to the tuition. Student Kits are guaranteed with manufacturer defects for 6 months while attending school, with the submittal of warranty card. Purposeful misuse of items must be replaced by the student at their own cost. Please note that students are responsible for the purchase of any additional stationery supplies needed. Textbook and educational materials may be purchased separately.

### **Cosmetology Program Books:**

- 1 Milady Standard Cosmetology 13th ed. ISBN: 9781285769431 \$124.22
- 1 Milady Cosmetology Theory Workbook 13<sup>th</sup> ed. ISBN:9781562538903 \$80.93
- 1 Milady Cosmetology Practical Workbook 13<sup>th</sup> ed. ISBN: 9781562538910 \$80.93

### **Natural Hair Braiders Books:**

- 1 Milady Standard Natural Hair Care and Braiding Textbook ISBN 13: 9781133693680 \$45.95
- 1 Milady Standard Natural Hair Care and Braiding Workbook ISBN: 13 978-1-1337-6565-3 \$28.95

### **Instructor Program Books:**

- 1 Milady Master Educator Textbook ISBN: 13 9781133693695 \$ 82.26
- 1 Milady Master Educator Exam Review ISBN: 13 9781133776598 \$53.95

\*\*Included with “Books”(school price listed under TUITION in this catalog), students will receive a School Binder in addition to other school related supplies ( pens, pencils, highlighters, tabbed dividers, and a “Student Notes” packet) \$63.92

Textbooks and supplies above are offered by the Pittsburgh Multicultural Cosmetology Academy at a discounted price to the student.

### **\*SPECIAL NOTE TO VA STUDENTS**

If a student is receiving VA benefits the Textbook and Supplies may not be covered by the VA. The current price of textbooks listed above may not be covered by the VA.

### **SATISFACTORY ACADEMIC PROGRESS EVALUATIONS (SAP)**

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

- All students must maintain satisfactory progress in order to be considered as having successfully completed the enrolled program. To maintain satisfactory progress students must achieve the expected academic and attendance progress levels cited by the Academy.
- The school defines satisfactory academic progress as maintaining a cumulative average grade level of “C” or higher, for all phases of training.  
\*The school defines attendance progress as maintaining an attendance percentage of 85%.
- Grades are issued at the end of the specified evaluation periods for each course of study and students receive a copy of the evaluation.

SAP is evaluated for programs at the end of each payment period based on **actual** hours and weeks of instruction.

If a subsequent academic year is more than 450 hours and less than 900 hours, payment periods are equal to one half of that academic year. If a subsequent academic year is 450 hours or less, then it is considered one payment period. This also applies to transfer Students.

An academic year consists of 900 clock hours over a period of not less than 26 weeks.

#### SAP EVALUATION PERIODS FOR ALL PROGRAMS

**Cosmetology**- 450 hours-13 weeks, 900 hours- 26 weeks, and 1260 hours -36 weeks

**Instructor**- 315 hours, and 630 hours

**Natural Hair Braider**- 157.5 hours, and 315 hours

**\*Transfer Students**-Transfer hours from another institution that are accepted towards the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. Transfer students will be evaluated at mid-point of the contracted hours or the established evaluation periods, whichever comes first.

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

Students will be provided written notice of their SAP standing at the time of evaluation. Copies of evaluations and appeal results will be kept in the Student’s file. Students that withdraw and re-enroll will return under the same SAP status as when they left. For Students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours. To be considered making SAP or to re-establish SAP the Student must meet both the cumulative Academic of “C” or higher and Attendance requirements of 85%. If there is any additional information like a grade change or attendance correction that may have an impact on SAP, the institution will recheck SAP using the new information.

#### **At the time of evaluation a Student will be in one of three statuses:**

1. Satisfactory – Requires no action by Student or school. Maintains status until next evaluation.
2. Warning – Not meeting Satisfactory Academic Progress Standards. Requires no action by the Student, aid eligibility is retained until next evaluation.
3. Unsatisfactory – Students have the right to appeal but must do so in writing. If appeal is granted Student will be put on Probation until next evaluation period and is eligible for aid. If appeal is denied or Student does not file a written appeal Student will be terminated.

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations for attendance are conducted at the end of each month and at scheduled SAP evaluation periods to determine if the student has met the minimum requirements. The monthly attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **ACADEMIC PROGRESS EVALUATIONS /SCHOOL GRADING SCALE**

The qualitative element used to determine academic progress and performance is a reasonable system of grades and/or work projects completed and/or comparable factors measurable against a norm and as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed ( either pass or fail ) and counted toward course completion only when rated as a **pass** or **5** (completion of the practical assignment or **pass** is a 100% rating, a fail is counted as a 0). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least 2 comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and as set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative GPA average of "C" or higher and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed and incomplete assignments by the end of each grading period to be counted for that grading period. All make up work not made up by the end of the grading period will result in a '0' grade for that assignment. Numerical grades are considered according to the following scales:

### School Grading Scale

90-100	A	EXCELLENT
89-80	B	VERY GOOD
79-70	C	SATISFACTORY
69-60	D	UNSATISFACTORY
59 or below	F	UNSATISFACTORY

Revised and in use as of January 23, 2017

## **DETERMINATION OF PROGRESS STATUS**

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

## **TITLE IV, HEA WARNING AND UNSATISFACTORY STATUS**

Students who fail to meet SAP at the end of a payment period are automatically placed on Warning Status. Students may continue to receive Title IV assistance for one payment period while on Warning status. If the Student does not achieve SAP by the end of the Warning Status, the Student will be placed on Unsatisfactory Status, and eligibility, if applicable for Title IV program funds, will cease.



A Student has the right to appeal an Unsatisfactory Status. Providing that the following conditions are met, a Student may be placed on probation and allowed to receive Title IV funds for the subsequent payment period:

- a. Any Student seeking an appeal must do so in writing. Students that do not appeal shall be terminated.
- b. The institution must determine that the Student should be able to meet the institution's SAP requirements at the end of that payment period.
- c. The Student must have a basis to file an appeal.

Acceptable reasons might include the death of a relative, an injury or illness of the Student, or other special circumstances. The Student must document what caused the failure to meet the standards and must also explain what has changed in their situation that will allow them to demonstrate SAP at the end of the next payment period. The Student must submit all information relating to the appeal in writing within 10 days of being notified of being put on Unsatisfactory Status.

If the appeal is granted, the Student will remain eligible for Title IV funds during the Title IV, HEA probation period.

- d. If the Student meets the SAP requirements at the end of the Title IV, HEA probation period, the Student will be removed from Title IV, HEA probation and will be considered making SAP.

If the Student does not meet SAP requirements by the end of the probation period, they will be considered not making SAP and where applicable will lose eligibility for Title IV.

The Student may also be terminated from the program. A Student seeking reinstatement after termination caused by not meeting SAP or official interruption must first meet with the School Director. The Director will determine if the Student is eligible to re-enroll.

If a Student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified.

Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but where applicable, are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the

probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **APPEAL PROCEDURE**

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

### **MAXIMUM TIME FRAME**

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at satisfactory academic progress stated below:

<b>Course</b>	<b><u>Maximum Time Allowed</u></b>	<b>Scheduled Hours</b>
Cosmetology(full time, 35 hrs/wk)	42 weeks	1487
Instructor (full time, 35 hrs/wk)	21 weeks	743
Natural Hair Braider (full time, 31.5hrs/wk)	12 weeks	372
Cosmetology(part- time, 20 hrs/wk)	74 weeks	1487
Instructor (part- time, 20 hrs/wk)	37 weeks	743
Natural Hair Braider (part- time, 20 hrs/wk)	19 weeks	372

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

Each student is given an ending date for the completion of the course in which they are enrolled. It is equal to the exact number of weeks of the course plus an additional fifteen (15%) of the enrolled course hours. If a student does not complete the required hours of training by the given ending date, the student will be charged the current hourly tuition rate of \$ 11.90 for the hours which must be completed after the ending date. A schedule will be given to each student which explains the computation for their ending date.

Overtime Charges: A school may not use Title IV funds to pay overtime charges for a student who fails to complete his or her academic program within the normal time frame.

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

## **LEAVE OF ABSENCE**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to a specific time period during a program when a student is not in attendance. A LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal. A Leave Of Absence is available to all students enrolled in the school.

To qualify for a LOA:

1. A student must submit a request for the leave in advance to the institution. The request must be in writing stating the reason for the request and also must be signed by the student. In the case of unforeseen circumstances, the institution may grant a LOA to a student who did not provide the request prior to the LOA, if the institution documents the reason and the student can provide the request at a later date.
2. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend school because of the circumstances leading to the leave.
3. There must be a reasonable expectation that the student will return from the LOA
4. The LOA together with any additional leaves of absences must not exceed a total of 180 days in any 12 month period
5. The institution may not assess the student any additional charges as a result of the LOA.
6. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
7. The school will extend the student's contract period by the same number of days taken in the LOA. Student and school will sign an enrollment agreement addendum stating the new contract ending date.
8. In the case that a student does not return to the school by the expiration of the approved LOA (or a student who takes an unapproved LOA) the withdrawal date will be the last day of the student's physical attendance.
  - Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw or students who are terminated prior to the completion of the course and wish to re-enroll will return in the same satisfactory academic progress as at the time of withdrawal.

The Academy will notify any sponsoring agency, such as OVR, and the Veteran's Administration of a student's leave request.

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

If the student needs to take off more time than allotted in the contract or more than 14 consecutive calendar days, he/she must take a leave of absence or withdraw and re enroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

## **STUDENTS WHO WITHDRAW**

Students who withdraw from the program are required to gather all personal items. Any items left behind by the student will be stored for 60 days, at which time the items become the property of Pittsburgh Multicultural Cosmetology Academy.

Students wishing to transfer to another institution must pay all monies owed to Pittsburgh Multicultural Cosmetology Academy, and all applicable academic requirements must be met before student transcripts are released.

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

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

### **PUBLIC IMAGE**

All persons associated with the school will conduct their business affairs so as to enhance and promote the goodwill and reputation of the school in the community. All customers and students of the school will be treated with courtesy and respect.

### **UNAUTHORIZED GIVING OF INFORMATION TO THE PUBLIC AND/OR STUDENTS**

Only ***licensed instructors*** will give information and answers to questions pertaining to the area of cosmetology which would include the application and use of any chemical.

Only authorized personnel knowledgeable in the areas of Government programs regarding Financial Aid will give information in these areas.

We are not all experts in all areas of school business, but we can be guides who will accommodate, direct, and be courteous when questioned in areas out of the realm of expertise

### **PENNSYLVANIA STATE BOARD RULES AND REGULATIONS**

All employees/instructors will be knowledgeable or state regulations regarding public and student behavior in a school of cosmetology. All employees are responsible for enforcing and/or notifying proper personnel to enforce these policies at all times. Students receive a copy at orientation. Employees can request copies of the law from the State Board (717-783-7130), or copies of the laws are in the break room.

### **STATE LICENSING DISCLAIMER**

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Pennsylvania State Board of Cosmetology to deny licensure. The Pennsylvania State Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Pittsburgh Multicultural Cosmetology Academy is not responsible for students denied licensure. As of September 1, 2016 the state of Pennsylvania requires all applicants for a Cosmetology license to provide a copy of their criminal record history for any state they have lived in for over the last five years. The cost for this service in Pennsylvania is \$22. The cost for this service varies state to state.

### **REQUIRED ATTENDANCE FOR STUDENTS**

Instructors will keep accurate daily student attendance records. Attendance is considered a serious academic issue. All students must be in their classrooms by 9am for the morning session and by 1pm for the afternoon session. Students who are one half hour late for the morning session will not be admitted to class. There will be no lates admitted in the afternoon session.

Late slips may be obtained from the supervisor's office. Students will receive a write-up if they arrive for class late more than 3 times in a 1 month period. If a student receives more than 3 write-ups in total for any infraction of the school rules and regulations while they are enrolled at the Academy, they may be terminated from their program.

## **COURSE COMPLETION/GRADUATION REQUIREMENTS**

The institution will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; all program requirements have been satisfactorily fulfilled according to the school's policies; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

**\*\*\*UPON SUCCESSFUL GRADUATION STUDENTS WILL RECEIVE A DIPLOMA WHICH STATES THAT THE COURSE OF TRAINING HAS BEEN SATISFACTORILY COMPLETED\*\*\*\*\***

## **CAREER OPPORTUNITIES AVAILABLE**

<b><u>COSMETOLOGY</u></b>	<b><u>INSTRUCTOR</u></b>	<b><u>NATURAL HAIR BRAIDING</u></b>
Cosmetologist	Instructor in Cosmo School	Natural Hair Braider
Salon Owner	Salon Manager	Salon Owner
Product Rep	Product Rep	Product Rep
Esthetician	Salon Instructor for apprentices	Guest Artist
Retail Specialist	Retail Specialist	Retail Specialist
Haircolorist	Advanced Techniques Specialist	Wig/Extension Specialist
Texture Service Specialist	Product Company Educator	Design Team Member
State Board Member	State Board Member	State Board Member
Platform Artist	Platform Artist	Platform Artist
Competition Champion	Competition Champion	Competition Champion
Artistic Director	Artistic Director	Artistic Director
Writer	Writer	Writer
School Owner	School Owner	School Owner

## **GRADUATES COMPLETING A PROGRAM AND RE ENROLLING IN A NEW PROGRAM**

A student that graduates from one program within the school and wishes to enroll in another program within the school, a determination of the state laws will determine the amount of hours that will be transferred into the new program, the student will need to meet the quantitative and qualitative components of SAP for the new program.

## **PLACEMENT ASSISTANCE PROGRAM**

Pittsburgh Multicultural Cosmetology Academy has a lifetime placement assistance policy. The policy does not assist in placing non-graduates, or those who are not in need of placement assistance. In no instance, is the policy allowed by law or corporate policy to guarantee placement in any form to any student. All students will be treated equally without regard to their race, religion, sex, age, or national origin.

The school maintains a continuous liaison with community employers who may be of assistance in hiring students who have been trained at the Academy. A job postings board is continually up-dated with new job postings weekly. The board is located in the school main hallway outside the main office.

### **SCHOLARSHIP/FEE WAIVER POLICY**

An interview may be requested. Scholarship availability is limited and not guaranteed. The awarded amount of the scholarship will cover a portion of tuition ONLY. You are responsible for costs of kits, books, uniforms, and fees. You must maintain satisfactory Academic and satisfactory attendance throughout your program in accordance with our Satisfactory Academic Progress. If you do not maintain SAP you may be in jeopardy of losing the scholarship. In the case of withdrawal from the course or you do not complete the program for any reason, the scholarship may be void or pro-rated and you will be responsible for the tuition percentage according to our withdrawal procedure stated in your contract. The decision to grant or deny a scholarship is final and may not be appealed.

### **FEDERAL STUDENT AID**

Pittsburgh Multicultural Cosmetology Academy accepts Federal Financial Aid for its Cosmetology Program only.

#### **How to Apply for Federal Aid:**

Obtain a Free Application for Federal Student Aid (FAFSA) from your high school counselor, or from the Financial Aid Office at Pittsburgh Multicultural Cosmetology Academy.

Your FAFSA may be completed in 1 of 2 ways:

- a) On the Internet at [www.fafsa.gov](http://www.fafsa.gov)
- b) Mail the completed FAFSA in the enclosed envelope, this option will take 3 to 4 weeks.

The Department of Education will notify the school as to the amount of the EFC (expected family contribution). The school will review the Award Letter, which will inform you of the type and amount of Financial Aid you are eligible for in each of the programs the school is authorized to participate in. Please note: If you would like assistance in filling out the FAFSA, please contact our financial aid office at any time.

### **FEDERAL ASSISTANCE PROGRAMS**

The Federal Student Financial Aid programs are designed to help qualified students with financial needs. The following grants and loans are programs the school will be authorized to participate in and make available to qualified students.

**Federal Pell Grant:** Federal Pell Grants are based on the financial need of the student as determined by the application for Federal Student Aid. Federal PELL grants are monies that do not have to be repaid.

**Federal Stafford Direct Loan (Subsidized):** The “Federal Stafford Loan” (Subsidized) enables you to borrow directly from the Dept. of Education. The loan is insured by the Federal Government. You may apply for a loan if you have been accepted for enrollment. The loan must be repaid. Payment begins 6 months after graduation or leaving school. The amount of your repayment depends upon the amount of debt, and you may be allowed up to 10 years to repay the loan. Students may apply for a loan up to \$3,500.00 depending on their unmet need.

**Federal Stafford Direct Loan (Unsubsidized):** The “Federal Stafford Loan” (Unsubsidized) is an additional source of funding for independent students who have an unmet need after applying for other types of financial aid. Independent students may apply for a loan up to \$6000.00 depending on their unmet need, dependent students get as well \$2000.00.

Federal Plus Loan (Unsubsidized): The “Federal Plus Loan” is an additional source of funding for dependent students who have unmet need after applying for other types of financial aid. Parents of dependent students may apply for a loan up to the balance of their unmet need.

Preferred Lender List and Private Education Loan Disclosures: The school does not have a list of preferred lenders. The school does not offer Private Education Loans.

National Student Loan Database: Federal Loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and the school, as authorized.

### **FEDERAL RETURN OF TITLE IV FUNDS POLICY**

Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program. The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from the school, they must notify the Financial Aid Director. The notification may be in writing or orally. The date the notification is received is the date of determination. The Financial Aid Director must begin the withdrawal process.

Unofficial Withdrawal Process: For unofficial withdrawals a student’s withdrawal date at a school that is required to take attendance is their last day of physical attendance. If the student misses 14 consecutive days without notifying the school that they will not be returning, he/she will be unofficially withdrawn.

In both cases the last day of attendance will be used in the return to Title IV calculation.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, and Direct Loans or Direct PLUS Loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what the school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

Post Withdrawal Disbursement: If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due to the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student’s account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student’s authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student’s last date of attendance.

Credit Balance: If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant

The school's returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. (unless the school uses less days based on a state, accrediting agency or institutional requirement)

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Overpayment of Title IV, HEA Funds : Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:

- 1.Repays the overpayment in full to the school;
2. Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school;
3. Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school, or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time the student fails to meet the terms of the repayment agreement with the school:

1. The student chooses to enter into a repayment agreement with the Department.
2. The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangement with the school or Department of Education to return the amount of unearned grant funds



## **CANCELLATION/REFUND POLICY**

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

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a **non-refundable** application fee. (\$25)
  2. A student ( or legal guardian ) cancels his/her enrollment in writing within 3 business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student actually started classes. All monies collected by school are refunded except a **non-refundable** application fee.
  3. A student cancels his/her enrollment after 3 business days of signing the contract but prior to starting classes. In this case she/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$100 and a non-refundable application fee of \$25.
  4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  6. A student is expelled by the school.
  7. In type 3,4,5 and 6, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- Any monies 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.
  - Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.  
**\*For students who enroll and begin classes but withdraw prior to course completion (after 3 business days of signing the contract), the following schedule of tuition earned by the school applies.**

\* All refunds are based on **scheduled hours:**

<b><u>MINIMUM TUITION ADJUSTMENT SCHEDULE</u></b>	
<b>PERCENTAGE OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
<b>0.01% to 4.9%</b>	<b>20%</b>
<b>5% to 9.9%</b>	<b>30%</b>
<b>10% to 14.9%</b>	<b>40%</b>
<b>15% to 24.9%</b>	<b>45%</b>
<b>25% to 49.9%</b>	<b>70%</b>
<b>50% or over</b>	<b>100%</b>

- All refunds will be calculated based on the students last date of attendance. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement may exceed the Minimum Tuition Adjustment Schedule.
- If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro-rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
- If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- If the course is canceled and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00.
- This refund policy applies to tuition, graduation fees, and registration fees, charged in the enrollment agreement. Books, kits, and uniforms are issued at orientation and cannot be returned(**non-refundable**) if opened.
- Other miscellaneous charges the student may have incurred at the institution(ex. Extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal.
- If a student's balance is not paid in full by the end of each Tier of training, the student will not be allowed to return to school until the balance is paid in full. **The days the student is not in school will be counted as unexcused absences, which can affect the students 85% attendance requirement. If a student misses more than 14 calendar days of school because of unexcused absences, the student will be withdrawn from PMCA. Students will be charged a \$150 termination fee.**
- If a student is withdrawn due to unexcused absences because of a tuition balance, the student may re-enroll at the same enrollment status as when they were withdrawn, provided the student pays a re-enrollment fee and any other outstanding balances that the student owes to the school.
- All fees are identified in the catalog and in the enrollment agreement.

### **VETERANS REFUND POLICY**

The unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or who withdraw or discontinue prior to completion will be refunded for all amounts paid that exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined based on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

### **STUDENT FINANCIAL AID RELEASE**

The undersigned agrees that Pittsburgh Multicultural Cosmetology Academy does not guarantee the student loan process in any respect. A Federal Parent Plus loan requires a credit check and is based on the parent's credit. Pre-approval for a Parent Plus loan does not guarantee that the parent will receive a Federal Parent Plus loan. It is critical that the parent be able to pass a credit check when the loan is certified. The school has no control over the approval or decline of a parent's credit history. Nor does the

school assume any responsibility for mistakes on any Department of Education financial aid forms. It is up to the student to make sure all forms are accurate and complete. Federal loan information is available in the National Student Loan Database System (NSLDS) and will be accessible by Servicers and Schools, as authorized.

### **PREFERRED LENDER LIST AND PRIVATE EDUCATION LOAN DISCLOSURES**

Pittsburgh Multicultural Cosmetology Academy does not have a list of preferred lenders and we do not offer private education loans.

### **CREDIT BALANCE POLICY**

If Title IV disbursements result in a credit balance on the student's account, the Financial Aid office will notify the student. The student has the option to have the school hold the credit balance and can complete an authorization for the school to hold the funds by obtaining an authorization form from the Financial Aid Department. If the student does not want the school to hold their funds, all credit balance disbursements and refunds due to funding source will be processed within 14 days of the credit balance appearing on the student account. Regardless of the chosen option the school will clear all credit balances on a student account by the end of the award year.

### **POLICY FOR VERIFICATION OF TITLE IV FUNDING**

The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed.

The school's Financial Aid Director handles our student overpayments and can make changes to the award packet, which is reported to Common Origination and Disbursement (COD) for the Department of Education.

### **SPECIAL PROVISIONS FOR BOOKS AND SUPPLIES**

In order to academically succeed in a program, a Federal Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Federal Pell Grant to obtain or purchase the books and supplies required for the payment period if:

1. Ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student; and
2. Disbursement of those funds would have created an FSA credit balance.

The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school need not consider aid from non-FSA sources.

The amount the school must provide is the lesser of the presumed credit balance or the amount determined by the school that the student needs to obtain the books and supplies. In determining the required amount, the school may use the actual costs of books and supplies or the allowance for those materials used in estimating the student's cost of attendance for the period. A student may decline to participate in this process to obtain or purchase books and supplies, if they so choose.

### **ELIGIBILITY OF FINANCIAL AID AFTER A DRUG CONVICTION**

Students will be given written notice advising them that a conviction of illegal drugs, of any offense, during an enrollment period for which the student was receiving Title IV financial aid will result in the

loss of eligibility for any Title IV per HEA Sec. 484(r)(1) and 20 U.S.C. 1091(r)(1). Students whose eligibility has been suspended due to a drug conviction may resume eligibility if they successfully pass two (2) unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established under HEA Sec. 484(r)(2) (20 U.S.C. 1091(r)(2)).

If you have any questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID ( 1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**This policy complies with all state and federal mandated policies.**

**\*The School is currently eligible to participate in Federal Title IV Financial Aid Programs for its Cosmetology Program.**

**\*Collection procedures reflect good taste, and sound, ethical business practices**

### **ABSENCES (Excused/Unexcused)**

An *excused absence* is one that is due to illness, death in the immediate family, or any other unavoidable circumstance. The school must be notified of the reason for said absence within 24 hours, and the reason must be supported by documentary evidence or said absence will be recorded as unexcused. Excused absence hours do not need to be made up and students will be allowed to make up any missed work without penalty. (Excused absences will not affect SAP)

An unexcused absence is when a student misses school without a legitimate documented excuse. All unexcused absences **will** affect a student's attendance percentage. All work missed and make-up hours are the responsibility of the student. If a student goes past their projected ending date because of unexcused absences, the student must pay for any additional fees for make-up hours. (\$11.90 an hr.)

### **CLASS CUTS**

Class cuts are not permitted and will be recorded as an unexcused absence.

### **TARDINESS**

Any student not physically present at the start of the scheduled class period will be considered tardy (for a Veteran student, the exact number of minutes will be recorded). Excessive tardiness shall be cause for discontinuation of training. Students are not permitted in class after thirty one minutes past the hour of the start of class.

A student must report to the supervisor's office for an admittance slip to class when tardy.

No student will be admitted to class if they are tardy after their lunch period

Students' time of arrival will be taken to the nearest ¼ hour.

Regardless of the institution's policy, **the Department of Veterans Affairs** will be notified if any individual's probationary period exceeds either 2 semesters/terms or 25% of the total length of the program. If the institution has a shorter probationary period, then the VA must be notified when an individual exceeds this period.

In addition, students will receive a write up if they arrive for class late more than 3 times in a 1 month period. If a student receives more than 3 write ups in total for any infraction of the school rules and regulations while they are enrolled at the Academy, they may be terminated from their program

## **HOUSING**

Pittsburgh Multicultural Cosmetology Academy keeps a file of information about housing in the surrounding areas. The institution does not currently have any student housing

## **UNIFORM CODE**

School smocks, shirts, and trousers, as authorized. Uniforms must be cleaned and pressed, and worn the way they were designed to be worn (no altering of school uniforms). No hats, gloves, scarves, hoodies, sunglasses or other non issued clothing are prohibited. Shoes are to be completely closed in and must be impermeable (waterproof) to liquids. Soles of shoes must be a non-slip rubber, (Reebok Classics, AirForce I's, Nurses shoes etc.) Shoes must be all black with no color markings.

## **STUDENT COUNSELING/ADVISING**

Counseling services are available to students through the supervisor's office. A student desiring counseling in both academic and/or personal areas may make an appointment to see the supervisor Monday through Friday from 8:30am to 9:00am or 5pm to 5:30pm. Counseling is also available with individual instructors on scheduled in-service days.

The school does not provide an on campus program for drug and alcohol counseling, treatment, or rehabilitation, however, information about off campus resources for counseling, treatment, and rehabilitation are available to any student in need of those services through the school supervisor. A log is kept in the supervisor's office documenting student's name needing services, date information was given, and any follow-up comments, if applicable

### **Advising**

Pittsburgh Multicultural Cosmetology Academy also gives advice and information to students on these subjects:

- a. Regulations governing licensure to practice, including reciprocity among jurisdictions.
- b. Employment opportunities within their field of study.
- c. Opportunities for continuing education following graduation

## **ALCOHOLISM/CHEMICAL DEPENDENCY**

Alcoholism and chemical dependency are recognized by school administrators and management as health disease problems. When marked changes in a student or employee's state of mind, job performance, and/or attendance are detected, and a supervisor believes alcohol or chemicals may be a factor, the student or employee will be asked to contact outside services for assistance. Refusing to follow-up in this area could lead to termination from the course in which the student is enrolled or termination of employment. This matter will be kept on record in the student's/employee's personal folder.

The possession of any intoxicating beverage for consumption, sale, or distribution while on the grounds or in a building that is school property is illegal.

Students and employees shall be free from unreasonable search and seizure by school officials. School officials may search a student/employee or a students or employee's property with a search warrant, reasonable or probable cause or the student or employee's consent.

Areas such as lockers, which are owned and controlled by the school, may be searched if reasonable cause exists to believe that contraband is inside their locker. Searches of student's or an employee's outer clothing and pockets may be conducted if reasonable cause exists. Highly intrusive invasions of

student's or employee's privacy, such as searches of student's or employee's person shall be conducted only if probable cause exists to believe that the student or employee possesses contraband.

### **TERMINATION POLICY**

Pittsburgh Multicultural Cosmetology Academy may terminate a student's enrollment for immoral and/or improper conduct, failing to comply with educational requirements, and/ or the terms as agreed upon within the enrollment contract, and all school and classroom rules and regulations. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final and may not be appealed.

### **EXIT INTERVIEW**

All students are given the opportunity to suggest, discuss, and inquire about the curriculum, job opportunities, and refer others to the school. This opportunity is presented at the exit interview, and students are reminded of the lifetime placement assistance made available to them.

### **POLICE INVOLVEMENT**

If law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.

### **STUDENT/EMPLOYEE CONSENT TO SEARCH**

If the school does not have a warrant or probable cause to search a student or employee of his/her property, the school may search with the student or employees free and voluntarily consent. However, consent obtained through threat of contacting the police is not considered to be free and voluntarily given.

### **SCHOOL OFFICIALS RIGHT TO QUESTION**

Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

### **STUDENT/EMPLOYEE DISCIPLINE GENERAL AUTHORITY**

If a particular type of conduct has the effect of disrupting the learning atmosphere, it should be subject to regulation. The school possesses considerable leeway in promulgation regulations for the proper conduct of students and employees.

### **STUDENT/EMPLOYEE EMERGENCY REMOVAL**

Students and employees may be removed from regular classes of school premises for non-disciplinary health, safety and welfare reasons when the school or its designee determines that an emergency exists. Reasons that may be considered an emergency include:

- Being under the influence of drugs or alcohol
- Being highly agitated
- Suffering from any other condition that temporarily threatens the students/employees welfare, other individuals welfare, or their individual's welfare, or the efficient operation of the school.

Any student or employee removed from the school for a reason shown in the preceding paragraph who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the proper authorities, including but not limited to law enforcement officers and medical personnel. Any student or employee found in possession of a controlled substance or alcohol, or any student or employee caught trying to sell a controlled substance or alcohol will be immediately expelled without a chance to re-enter and turned over to authorities for prosecution.

If a student is terminated for gross misconduct, which includes but is not limited to reporting to school under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, threats, and/or bullying, such termination is final

## **POLICIES AND PROCEDURES FOR STUDENTS WITH DISABILITIES**

Section 1. Accommodation Procedures for Students with Disabilities

Section 2. Grievance Procedures for Students who have Complaints on the Basis of Disability

### **Section 1. Accommodation Procedures for Students with Disabilities**

#### **Non-Discrimination Policy**

It is the policy of Pittsburgh Multicultural Cosmetology Academy to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act which are Federal laws that prohibit discrimination on the basis of disability. Pittsburgh Multicultural Cosmetology Academy does not discriminate on the basis of disability against a qualified person with a disability in regard to application, acceptance, grading, advancement, training, discipline, graduation, or any other aspect related to a student's participation in a program of Pittsburgh Multicultural Cosmetology Academy . This applies to all students and applicants for admission to the school. Pittsburgh Multicultural Cosmetology Academy will provide reasonable accommodations to students with disabilities.

#### **Definition of an Individual with a Disability**

An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities of the individual. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these Federal laws. The definition of "disability" in Section 504 and the ADA should be interpreted to allow for broad coverage.

The phrase *physical impairment* means a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.); respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV disease (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

The phrase *mental impairment* means any mental or psychological disorder, including but not limited to, mental retardation, organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be

interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).

The phrase *major life activities* means functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

#### The School's Responsibilities to Students with Disabilities

The School must provide *academic adjustments, auxiliary aids* and *reasonable accommodations* to students with disabilities that are necessary to ensure students are not denied the benefits of, or excluded from participation in the school's program. The school must make modifications to its academic requirements that are necessary to ensure that the requirements do not discriminate against students with disabilities. The school must ensure that it provides physical access to students with disabilities. It is also the responsibility of the Pittsburgh Multicultural Cosmetology Academy to permit students with disabilities to use service dogs on the campus. When a student informs a school staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the student to the school's ADA Compliance Coordinator.

The person responsible for implementing these responsibilities at Pittsburgh Multicultural Cosmetology Academy is Dionna McClain/ADA Compliance Coordinator, at (412)281-7707, or at DMclain@pmcapgh.onmicrosoft.com. Contact school immediately so appropriate action can be taken.

#### Procedures for Students and The School

##### **Documentation of disability by students**

Students with disabilities who wish to request reasonable accommodations (including academic adjustments, auxiliary aids, or modifications) must contact the ADA Compliance Coordinator named above. Students must provide documentation of disability from an appropriate professional, which depends on the nature of the disability. For example, a student with a psychological disability should provide documentation from a psychologist, psychiatrist or social worker. The documentation submitted must be within the last 12 months, if older than 12 months the student must provide current documentation from the appropriate professional.

This documentation may be the student's existing medical records, or reports created by the student's medical provider or an appropriate professional who conducts an assessment of the student. It may be documentation from the student's past educational records such as reports from teachers or school psychologists, or records that show the student's educational history, disability assessment, and the



accommodations the student previously received. It may be records from the state department of rehabilitation or the U.S. Department of Veterans Affairs. Documentation should be current and relevant, but that does not mean that a recent report or record is needed in all cases. Some disabilities are stable lifelong conditions and historic documentation will be sufficient. Some disabilities are readily apparent and observable and thus little or no documentation will be needed.

The documentation of disability is kept at all times in a locked, private file at the school. To protect privacy, direct access to this documentation is by written consent only. The ADA Compliance Coordinator will determine what information needs to be shared with Pittsburgh Multicultural Cosmetology Academy staff and Instructors, on an “as needed basis,” in order to facilitate academic accommodations or other services.

### **Student requests for reasonable accommodations and interactive discussion with ADA Compliance**

**Coordinator** Students who plan to request accommodations should contact the ADA Compliance Coordinator promptly, so there is time for the Coordinator to review the student’s documentation and discuss accommodations with the student before the student begins the class or program for which the accommodation is being requested. When a student contacts the Coordinator, the Coordinator will keep a record of the dates and contacts with the student, including a record of the accommodations requested by the student. Students who have questions about the type of documentation they need to provide should contact the Coordinator to discuss this.

The student and the ADA Compliance Coordinator will discuss how the student’s impairment impacts the student, how the student expects the impairment to impact the student in the school’s program, the types of accommodations the student has previously received (if any), and the accommodations being requested by the student from the school. The Coordinator and the student should discuss accommodations needed during all phases of the program, classroom instruction in both theory and practical subjects, and clinical practice. The documentation (or observation) must show the nature of the student’s disability and how it limits a major life activity. The accommodations requested by the student should be related to these limitations. There are no pre-set accommodations for specific disabilities. Instead, the Coordinator and the student must discuss and determine what the student’s limitations are, and how they can be accommodated.

*Here are some examples:*

- A student with an orthopedic disability may need cushioned floor mats and scheduled times to sit down. These students may also need particular kinds of chairs.
- A student with a learning disability or attention deficit disorder may need extra time to take tests, such as ninety minutes to take a test instead of the sixty minutes allowed to other students. These students may need to take their tests in a location that is quiet and has no distractions, such as an office rather than the classroom.
- A student with a learning disability or psychological disability may need a note taker, a copy of the instructor’s notes or presentation, or to use a tape recorder during instruction.
- A student with post-traumatic stress disorder or an anxiety disorder may need to take periodic leaves of absence, or may need to structure their program so that it is scheduled over a longer period of time than usual. These students may need to take breaks in a quiet room during practice.
- A student with a hearing impairment may need instructors to use voice amplification systems, or may need the School to provide a sign language interpreter.
- A student with diabetes may need periodic breaks to check his or her blood sugar level.

### **Decision about reasonable accommodations, and ensuring implementation of accommodations**

The ADA Compliance Coordinator will decide the accommodations to be provided to the student. The Coordinator will consider any past accommodations that have been effective for the student, and will give primary consideration to the type of accommodation requested by the student. Alternate accommodations may be provided if there is an alternative accommodation that would be equally effective for the student.

The Coordinator will make a decision no later than two weeks after the student states the request for an accommodation. If the student does not submit documentation of a disability at the time the student requests an accommodation, the Coordinator will make a decision no later than two weeks after the student provides the documentation.

The Coordinator will list the approved accommodations in writing and provide this to the student. The Coordinator will inform the appropriate Instructors and school staff of the accommodations they are responsible for providing to the student, how to provide the accommodations, and when to provide the accommodations. The Coordinator will keep a written record of these contacts about the student's accommodations. The Coordinator will verify that the accommodations are being implemented for the student through direct observation, report by the student, and/or documentation from the school staff. If the student informs the Coordinator that an accommodation is not being fully implemented, the Coordinator will immediately intervene with relevant staff members to ensure the accommodation is provided to the student.

After accommodations have been approved for a student, the Coordinator will make an appointment with the student for a time when the student's program is expected to change. The purpose of the appointment is to determine whether the student's accommodations should be changed when the student's program phase changes, or the type of instruction changes.

***Additional factors*** — The School is not obligated to provide accommodations that would result in a fundamental alteration of the school's program. In this case, the Coordinator will promptly search for an equally effective alternate accommodation for the student that would not fundamentally alter the program. The Coordinator will offer the alternate accommodation to the student.

The school is not obligated to provide accommodations that would result in an undue financial or administrative burden on the school. If the Coordinator decides that a requested accommodation might impose such a burden, the Coordinator will discuss the issue with the school owner, who will take into account the overall financial resources of the school. The school owner will make the final decision, in accord with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If The school owner determines that the requested accommodation would be an undue burden, the Coordinator will promptly search for an equally effective alternate accommodation for the student and offer the alternate accommodation to the student.

Appeals by Students A student may appeal any accommodation decision made by the ADA Compliance Coordinator if the student disagrees with the decision. Here are some examples: A student may appeal the Coordinator's decision to deny a requested accommodation. A student may appeal a decision by the Coordinator to provide an alternate accommodation rather than the specific accommodation requested

by a student. A student may appeal a decision by the Coordinator that the student has not presented sufficient documentation to support the requested accommodation. A student may also file an appeal when a school staff member fails to provide an approved accommodation, and the Coordinator has not effectively addressed the situation.

At Pittsburgh Multicultural Cosmetology Academy when a student wishes to file an appeal, the student must notify Michelle Leonard; School Owner; 415 Smithfield Street 3<sup>rd</sup> fl. Pittsburgh Pa. 15222; (412) 281-7707; [pgh.multicultural@gmail.com](mailto:pgh.multicultural@gmail.com).

The student must explain his/her reasons for disagreeing with the Coordinator's decision, or explain how the student's accommodation is not being implemented, and submit any relevant documentation. Within five calendar days of receiving a student's appeal the Director will meet with the student and the Coordinator to discuss the issues presented by the student's appeal. If appropriate, the Director will also discuss the issues with other school staff members. When a student appeals a decision made by the Coordinator, the Director will determine whether the Coordinator's decision should be revised or remain the same. If the decision is revised, the Director will ensure that the revised decision is implemented. When a student files an appeal on the basis that an approved accommodation is not being implemented, the Director will determine whether the accommodation is being fully implemented, and if it is not, ensure that the accommodation is implemented. The Director will inform the student of the decision in writing no later than fourteen days after receiving the student's appeal.

#### **Training and Mediation Responsibilities of the ADA Compliance Coordinator**

The ADA Compliance Coordinator at the campus will deliver disability training sessions for all campus staff members at least once each calendar year. In these training sessions the Coordinator will explain the basic requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to the school. The Coordinator will address: The school's responsibility to provide accommodations to students with disabilities; how to appropriately interact with students with particular kinds of disabilities; how to go about implementing accommodations that the Coordinator has approved for students; how to support students with disabilities in the school's programs; that students with disabilities cannot be penalized for using approved accommodations. The Coordinator will keep a record of each training session.

The Coordinator may also provide training for students who wish to learn about the school's process for providing accommodations, or about the school's grievance procedures.

To help ensure that future campus staff members and students are aware of the school's policies, the Coordinator will make sure that the Accommodations Procedures and the Grievance Procedures are continually posted at the campus.

The Coordinator will assist students with disabilities who have concerns about implementation of their accommodations or their treatment by the school staff members or other students. At the request of a student, the Coordinator will informally mediate or attempt to resolve issues related to the student's disability. If this informal process does not resolve the student's concerns, the student may file a grievance as described in Section 2 below.

## **Section 2. Grievance Procedures for Student who have Complaints on the basis of Disability**

Pittsburgh Multicultural Cosmetology academy is responsible for providing a grievance procedure to students who feel they have been discriminated against on the basis of disability. The grievance procedure provides students the opportunity to file a complaint. The school then has the responsibility to objectively investigate the allegations in the complaint and determine whether the student has been discriminated against. If the school determines that discrimination occurred, the school must take appropriate steps to correct the discrimination and prevent it from reoccurring.

***Grievance complaints*** — A student may file a grievance if the student feels he or she has been discriminated against because the student is disabled, or because the student is regarded as being disabled, or because the student has a record of being disabled. A student may also file a grievance if the student feels that he or she has been retaliated against for advocacy based on disability. Here are some examples of discrimination:

- An instructor or other students refer to the student in a derogatory way related to the student's disability.
- An instructor generally refers to students with particular types of disability in a derogatory way.
- Other students refuse to work with the student because the student is disabled.
- A School staff member refuses to provide a service to the student that the staff member provides to other students.
- A school staff member takes a negative action toward the student after the student asked for accommodations for a disability.
- A guest presenter at the school makes derogatory statements about students with disabilities, or states that students with disabilities can never be employed in the presenter's field.
- A student's request for accommodation was denied by the school, or an instructor did not implement an accommodation for the student that was approved by the school.

A student must file a grievance complaint within 90 days of the date the discriminatory act occurred, or within 90 days of the end of an informal attempt to resolve the complaint, whichever is later. The complaint must be written. In the complaint, the student must describe what happened and the dates the acts took place, and state who was involved. The student should explain why the student believes the acts were taken based on disability. The student should describe or provide copies of any relevant documents or emails, if available.

A student may ask the Campus ADA Compliance Coordinator to try and informally resolve the student's complaint before the student files a written complaint. However, the student is not required to try informal resolution before filing a written complaint.

***Investigation of the Complaint*** — When the Director receives a written complaint, the Director will immediately begin an objective investigation. The school has the right to contract with an independent investigator to conduct any investigation. Within seven days, the Director will discuss the allegations in the complaint with the student, and obtain any needed additional information from the student. The Director will obtain from the student the names of any persons the student believes will have relevant information. The Director will gather all information necessary to determine what took place. To do so, the Director will interview any School staff members or students who engaged in the actions or may

have witnessed the actions that the student is complaining about. The Director will interview persons that the student stated may have relevant information. The Director will gather any relevant documents such as emails, student work or instructor's records. During the investigation, the Director will disclose the complaint, and confidential information about the student, only to the extent necessary to investigate the allegations of the complaint.

After reviewing all the evidence gathered, the Director will determine whether the student was treated differently from other students based on disability; or whether the student was harassed based on disability; or whether the student was retaliated against because the student advocated on the basis of disability; or whether the student was denied an accommodation that The School should have provided to the student.

### ***Written Decision***

The Director will provide the student with a written decision no later than sixty(60) days after the date the student filed the complaint. The decision will state the determination reached by the Director at the conclusion of the investigation, and the reasons the Director reached that determination. If the Director concludes that the student was discriminated against on the basis of disability, the decision will state they types of remedial action that the school has taken or will take to correct the discrimination. The decision will also state how the school will prevent the discriminatory acts from occurring again.

### ***Appeals by Students***

If the student who filed the complaint disagrees with the decision made by the Director, or disagrees with the remedial action specified, the student may appeal the decision to the School Director. The appeal must be written and sent to Michelle Leonard; School Owner; 415 Smithfield St.3<sup>rd</sup> fl. Pittsburgh, PA 15222; (412) 281-7707; pgh.multicultural@gmail.com.

The appeal must state the specific reasons that the student disagrees with the decision. Appeals must be filed no later than thirty(30) days after the student receives the written decision from the Director.

The Owner will review all the information provided by the student in the appeal, the decision by the Director, the interview records made by the Director and the documents gathered by the Director. The Owner will issue a written decision to the student within fourteen days after receiving the student's appeal. The Owner will determine whether the decision should be revised or remain the same. If the Owner determines that the decision should be revised, the Owner will ensure that any necessary changes in the remedies are implemented.

### ***U.S. Department of Education***

Students or the Pittsburgh Multicultural Cosmetology Academy staff who have questions or concerns about disability issues may contact the Office for Civil Rights (OCR), U.S. Department of Education. OCR enforces Section 504 of the Rehabilitation Act and the Americans with Disabilities Act as they apply to post-secondary educational institutions.

The OCR National Headquarters is located at:  
U.S. Department of Education, Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: (800) 421-3481  
FAX: (202) 453-6012; TDD: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

OCR has regional offices located throughout the country. To find the office for our state, you can check the OCR website at: <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>, or call the telephone number above.

### **STUDENT CONSUMER INFORMATION**

Provisions of the Higher Education Amendment of 1976 require that effective July 1, 1977, each postsecondary institution which receives Federal Financial Aid funds must make certain student consumer information available to any enrolled or prospective student who requests such information. This section compiled by the Financial Aid office staff attempts to meet the requirements. The school has applied for approval to participate in Federal PELL Grants, Subsidized Direct loans, Unsubsidized Direct loans, and Parent PLUS loans. Such programs help to defray the costs of attending school for those students eligible for financial aid consideration.

Financial aid is any mechanism that reduces out of pocket costs that the students and/or parents must pay to obtain a specific post-secondary education. Put differently, financial aid is money made available to help students meet the cost of the program. Financial aid includes grants and need and non-need loans.

Need-based financial aid is available to families that demonstrate a financial need for additional resources. The formula below is used to determine how much financial need a student has:

**Cost of Attendance – Expected Family Contribution (EFC) = Financial Need** Non-Need is the difference between the cost of education and Financial Need.

Based on these calculations Federal Aid may not cover all the cost of attendance.

All financial aid is awarded to students who qualify based on the following:

1. Criteria making a student ELIGIBLE includes citizen or permanent non-citizen alien recipient codes 1-151, 1-551, and 1-94.
2. Criteria making a student INELIGIBLE includes codes F-1, F-2, J-1, J-2; students who are in federal loan default; students who receive grant overpayments; or male students who meet Selective Service registration criteria, but have not registered.

## **HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION POLICY**

Pittsburgh Multicultural Cosmetology Academy is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents.

Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated at the Pittsburgh multicultural Cosmetology Academy.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by Pittsburgh Multicultural Cosmetology Academy. Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation.

Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies please go to: [www.stopbullying.gov](http://www.stopbullying.gov).

## **STUDENT AND EMPLOYEE ANTI-HARASSMENT AND DISCRIMINATION POLICY**

Pittsburgh Multicultural Cosmetology Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students are required to take our mandatory Sexual Harassment and Prevention Training upon starting in school. Employees are required to take the training on an annual basis. School policy prohibits

harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Pittsburgh Multicultural Cosmetology Academy prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and the Pittsburgh Multicultural Cosmetology Academy has jurisdiction over Title IX complaints.

Pittsburgh Multicultural Cosmetology Academy anti-harassment policy applies to all persons involved in the operation of, Pittsburgh Multicultural Cosmetology Academy and prohibits unlawful harassment by any employee of, Pittsburgh Multicultural Cosmetology Academy as well as students, customers, third parties, vendors or anyone who does business with Pittsburgh Multicultural Cosmetology Academy. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom Pittsburgh Multicultural Cosmetology Academy does business engages in unlawful harassment or discrimination, Pittsburgh Multicultural Cosmetology Academy will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic or other programs operated or sponsored by, or related to, Pittsburgh Multicultural Cosmetology Academy, whether the programs take place on the campus of a school, during a school-sponsored field trip, or other off-campus events.

As part of the Pittsburgh Multicultural Cosmetology Academy's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the Pittsburgh Multicultural Cosmetology Academy community through publications, Pittsburgh Multicultural Cosmetology Academy website, new employee orientations, student orientations, and other appropriate channels of communication. Pittsburgh Multicultural Cosmetology Academy will provide training to key staff members to enable the Pittsburgh multicultural Cosmetology Academy to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. Pittsburgh Multicultural Cosmetology Academy will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

### **Definitions**

Sex Discrimination is defined as treating individuals differently on the basis of sex with regard to any aspect of services, benefits, or opportunities Pittsburgh Multicultural Cosmetology Academy provides such as:

1. Treat a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service;
2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
3. Deny any person an aid, benefit, or service
4. Subject any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service
5. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;



6. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual Harassment is defined as 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. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive.

Sexual Violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Domestic Violence is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship. Dating Violence is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Sexual Assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Stalking is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others. Consent is informed, voluntary and revocable.

Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

### **Prohibited Conduct**

This policy strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence, as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical or visual conduct based on sex, race, age, national origin, disability, color or any other legally protected basis if:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
2. submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
3. it creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, sex or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing”, practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact such as patting, pinching, or intentionally brushing against another person’s body.

Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Complaint/Grievance Procedure**

The following grievance procedures shall be used to address sex discrimination complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties.

If you believe that you have experienced or witnessed harassment or sexual violence, notify your Instructor, supervisor, Pittsburgh Multicultural Cosmetology Academy Owner, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the Pittsburgh Multicultural Cosmetology Academy is exempt from the prohibitions in this policy. Supervisors will refer all harassment complaints to the Title IX Coordinator for student-related complaints and to Pittsburgh Multicultural Cosmetology Academy Owner if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within 180 days from the date of the alleged discriminatory incident. Upon receiving any report of discrimination, including harassment, regardless of the filing date or when the school receives notice, the school will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the student, and on others, if appropriate. All documentation pertaining to the complaint/grievance will be confidential. The complaint/grievance once received will be maintained in the student’s and/or employee’s permanent file, which has limited staff access, this includes verbal complaints.

All complaints involving a student will be referred to the campus’s Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The Grievant/Complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint.

Pittsburgh Multicultural Cosmetology Academy ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how Pittsburgh Multicultural Cosmetology Academy grievance procedures operate. Because complaints can also be filed with the School Owner, these employees also receive training on Pittsburgh Multicultural Cosmetology Academy grievance procedures.

Title IX Coordinator-Cheryl Gustave-412-281-7707

### **Investigation of Complaints**

In response to all complaints, Pittsburgh Multicultural Cosmetology Academy promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to conduct an investigation will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. If a complainant requests confidentiality, Pittsburgh Multicultural Cosmetology Academy will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, Pittsburgh Multicultural Cosmetology Academy will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning Pittsburgh Multicultural Cosmetology Academy will evaluate whether it is more likely than not that the alleged conduct occurred. Both parties will receive written notice of the outcome of the complaint within 60 days of receipt of complaint. Written notice will include:

1. Whether Pittsburgh Multicultural Cosmetology Academy found that the alleged conduct occurred, and whether it constituted discrimination.
2. Any individual remedies offered or provided to the complainant or any sanctions imposed on the respondent that directly relate to the complainant. The respondent's version will not include individual remedies offered or provided to the complainant unless the remedy directly involves the respondent.
3. Any other steps Pittsburgh Multicultural Cosmetology Academy took to eliminate the hostile environment, if Pittsburgh Multicultural Cosmetology Academy found one to exist, and prevent recurrence.

During the investigation, Pittsburgh Multicultural Cosmetology Academy will provide interim measures, as necessary, to protect the safety and wellbeing of students and/or employees involved. Examples of temporary and permanent measures to protect the complainant as necessary are:

1. No contact order
2. Change academic situations as appropriate with minimum burden on the complainant
3. Counseling
4. Health and mental services
5. Escort services
6. Academic support
7. Retake a program or withdraw without penalty

If Pittsburgh Multicultural Cosmetology Academy determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Pittsburgh Multicultural Cosmetology Academy will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by Pittsburgh Multicultural Cosmetology Academy to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from Pittsburgh Multicultural Cosmetology Academy's disciplinary process. To the extent that an employee or contract worker is not satisfied with Pittsburgh Multicultural Cosmetology Academy handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Pittsburgh Multicultural Cosmetology Academy should make appropriate referrals to law enforcement. Pittsburgh Multicultural Cosmetology Academy will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously. Pittsburgh Multicultural Cosmetology Academy will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

### **Retaliation Prohibited**

Pittsburgh Multicultural Cosmetology Academy prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

### **Reporting Requirements**

Victims of sexual misconduct should be aware that School administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Pittsburgh Multicultural Cosmetology Academy will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Pittsburgh Multicultural Cosmetology Academy reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

### **Additional Information**

Pittsburgh Multicultural Cosmetology Academy does not allow conflicts of interest (real or perceived) by those handling the procedures. The school does maintain all documentation of any proceeding. The school will inform the students at regular intervals of the status of the investigation. The school will disallow evidence of past relationships. Employees should contact the Pittsburgh Multicultural Cosmetology Academy's Director for more information or any questions related to this policy. Students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of discrimination, including harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>.

### **COPYRIGHT MATERIAL POLICY**

All material in this program is, unless otherwise stated, the property of Pittsburgh Multicultural Cosmetology Academy. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

At Pittsburgh Multicultural Cosmetology Academy we abide by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the school director for further investigation. If you are found responsible after meeting with the school director, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

The Internet is an essential tool in everyone's lives for both academic and everyday pursuits. Along with these benefits come responsibilities. One of the most critical is conforming to the copyright laws

governing music, movies, games, and software over the Internet. You must have the consent of the copyright holder to make copies.

The consequences of copyright infringement also extend outside of the school. Copyright holders may assess civil liability and even criminal prosecution. Recently, the Recording Industry Association of America (RIAA) has adopted the practice of sending schools pre-litigation settlement letters to be forwarded to individuals offering them “the opportunity to resolve copyright infringement claims against them at a discounted rate.” Published reports indicate that the minimum settlement is \$3,000.00 per case.

Another reason to be careful with file-sharing programs is that the installation procedures for most of them enable default open access worldwide to information on your system; thus, the integrity of your computer and personal information can be compromised through illegal file sharing, including making you vulnerable to identity theft.

To facilitate student access to legal sources of music and video online, we have listed a couple of sites below:

1. **iTunes:** This Apple store works with both Windows and Mac operating systems. Currently, over 99% of their song catalog is “unlocked,” meaning you can transfer the songs to any device or computer you own.
2. **eMusic.com:** This site features mostly independent and jazz/blues music. They offer low prices for signing up (up to 45 songs for free), and a good portion of their catalog can be purchased for about \$0.50 to \$0.89/song.
3. **Netflix.com:** For about \$14.99/month, you can set up an online list of over 20,000 movies that can be streamed directly to your computer.

### **SOCIAL NETWORKING POLICY**

Pittsburgh Multicultural Cosmetology Academy respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, Instagram, Snapchat, Twitter, YouTube, etc.) . Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with the Pittsburgh Multicultural Cosmetology Academy’s culture. Pittsburgh Multicultural Cosmetology Academy does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a Pittsburgh Multicultural Cosmetology Academy student or employee, and misrepresent the Pittsburgh Multicultural Cosmetology Academy’s culture. Pittsburgh Multicultural Cosmetology Academy’s reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

### **CONTROLLED SUBSTANCE USES AND EFFECTS /ALCOHOL EFFECTS**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause impairment in higher mental functions, severely altering a person’s ability to learn and remember

information. Very high doses cause respiratory depression or death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependency. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and severe convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol, particularly when combined with poor nutrition can lead to permanent damage to vital organs such as the brain and liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.

**STUDENTS RIGHT TO KNOW AND CAMPUS SECURITY ACT of 1990**

In accordance with the Crime Awareness School and Campus Security Act of 1990 the school collects crime statistics as the basis for an Annual Security Report, which is available to students, employees, and applicants upon enrollment or employment (the report is published in the school catalog). Everyone receives a catalog on or before the first day of class or employment. Campus is defined as any building or property owned or controlled by the school within the same contiguous area used by the school in direct support of or related to its educational purposes.

The school is required by law to file with the accrediting agency, an annual report, of any of the following criminal offenses occurring on campus during a 12 month period from January 1 through December 31: murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, weapons possessions, liquor law violations, drug abuse violations, and sexual harassment.

The school encourages all students and employees to be responsible for their own security and the security of others. Please report any known criminal offense occurring on campus to the school administration. In the event a sex offense should occur on campus, the victim should take the following steps:

1. Report the offense to the school administration
2. Preserve any evidence as may be necessary to the proof of criminal sexual assault
3. Request assistance, if desired, from school administration in reporting the crime to the local law enforcement agencies.
4. Report the crime to local law enforcement agencies.
5. Request a change in the academic situation if desired.

On campus disciplinary action in cases of alluded sexual assault will be based on the findings by the law enforcement agency investigation, the facts pertaining to the crime, and other related mitigating circumstances.

For additional resources you can contact:  
Violence Against [Women-www.ojp.usdoj.gov/vawo/](http://www.ojp.usdoj.gov/vawo/)

Dept of Ed Campus [Security-www.ed.gov/offices/ope/ppi/security.htm](http://www.ed.gov/offices/ope/ppi/security.htm)

Center for Alcohol and other [Prevention-www.edc.org/hec/](http://www.edc.org/hec/)

<b>CAMPUS SECURITY REPORT</b>				
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Sex Offense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Murder</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Weapons Possessions	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Sexual Harassment	0	0	0	0
Illegal Breaking & Entering	0	0	0	0

### **HOW OUR STUDENTS ARE DOING**

The following information is being provided as a means of assisting you in making a wise decision in selecting a career.

#### **Pittsburgh Multicultural Cosmetology Academy**

	2020	2021	2022
Completion	75%	100%	64%
Licensure	100%	100%	78%
Placement	50%	100%	71%

### **STUDENTS RELEASE OF INFORMATION AND PRIVACY POLICY**

The management is custodian of all records for current enrolled students, and for students who have withdrawn or graduated within the past seven (7) years. Records may be reviewed by students and/or parents/guardians (if the student is a minor) upon written request during regular school hours. A written request to view records will be scheduled within 5 working days from receipt of the request under the supervision of a school official. Management will respond to reasonable requests for explanations and interpretations of the records. Personally identifiable information requested must be in writing (NO EXCEPTIONS). The student and/or parent/guardian must approve the release of this information each time a request is made. All student records will be maintained for at least seven (7) years. Copies of file documents may be obtained for a \$ .25 per page. Exceptions to the above release information policy would include the Pennsylvania State Board of Cosmetology (state licensing agency), the US Department of Education or other Federal Government body. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts & Sciences or in response to a directive of the Commission.

### **POLICY REGARDING THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Students and parents of dependent minors have the right to review the student's records, to request amendment to the student's educational records to provide consent prior to disclosure of personally identifiable information. The request to review a student's educational records must be in writing by the parent or the student. Records will be made available in the appropriate institutional office on an appointment basis. Student's records will be kept for seven (7) years.

No personally identifiable information will be released to a third party without the written consent of parent or student unless it is:

- A. To other school officials who have educational interest in the information
- B. To officials of another school where the student seeks or intends to enroll.
- C. To representatives of the Controller General of the United States, the secretary of education or state and local educational authorities.
- D. Relating to financial aid, it is necessary to determine eligibility of aid, determine amount of aid, determine conditions for the aid, and enforce the terms and conditions of the aid.
- E. To state officials if requested by state statute
- F. To organizations conducting studies for educational agencies or instructions to develop, validate, administer tests, administer student aid programs or improve instructions. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study.
- G. To an accrediting agency to carry out accrediting functions.
- H. To comply with judicial order or subpoena.
- I. To meet a health or safety emergency.

All disclosures of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records. Personally identifiable information which is designed as a directory information includes students name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received.

#### Amendment to Student Records

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school director and bring any supporting documentation to show that the record is incorrect. A parent or eligible student may file a written complaint with the Family Policy Compliance Office regarding an alleged violation under the Family Educational Rights and Privacy Act. The Office's address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC 20202.

### ***STUDENT GRIEVANCE PROCEDURE***

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.



4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

**Department of State Bureau of Professional and Occupational Affairs**

**State Board of Cosmetology**

**P.O. Box 2649**

**Harrisburg Pa. 17105-2649**

**(717) 783-7130**

**National Accrediting Commission of Career Arts & Sciences**

**3015 Colvin Street**

**Alexandria Virginia 22314**

**(703) 600-7600**

### **STUDENT RECORDS SAFEKEEPING**

All student records will be kept in a fire resistant metal filing cabinet in a locked office within the main office. Records will not be removed from the Main Office. All student's records are kept confidential between the school and the student. All records will be retained for seven (7) years before being destroyed.

### **REGULATIONS GOVERNING LICENSURE TO PRACTICE**

The Pennsylvania State Board of Cosmetology governs the licensee to practice cosmetology as so specified in the Commonwealth of Pennsylvania Codes of Practice and Procedures

	<u>State Requirement Hours</u>	<u>School Requirement Hours</u>
Cosmetology	1250	1260
Instructor	500	630
Natural Hair Braider	300	315

### **COMPENSATION**

In the beauty industry an employee may expect to be compensated through one of the following; independent contractor, hourly wage, commission, salon ownership. A successful cosmetologist or one

employed in a related field may expect minimum earnings of \$12,000 a year to \$15,000 a year. A highly skilled professional dedicated to the profession could earn as high as \$ 40,000 a year or more.

### **CONSTITUTION DAY**

Pittsburgh Multicultural Cosmetology Academy celebrates Constitution Day on or near September 17 of each year. For more information visit [www.constitutionday.com](http://www.constitutionday.com)

### **VOTER REGISTRATION**

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Pennsylvania can be found at <http://votesmart.org/elections/voterregistration/ND>. For information on Voter Registration and Election Dates for Federal Elections visit [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources). are many employment opportunities that provide excellent benefits including paid holidays, insurance, and opportunities that provide continuing education.

### **PHYSICAL DEMANDS**

Students entering a beauty college might be adversely affected by long periods of standing or sitting, or by being exposed to chemicals used in the beauty industry. Students who are affected by these conditions should obtain a doctor's release before entering the Academy . Examples of such conditions are: Asthma; pregnancy; or allergic reactions to odors from certain chemicals used in the profession. Persons with health conditions, nervous conditions, emotional conditions, may want to consult a physician before considering enrolling in the Cosmetology Academy.

### **LICENSING REQUIREMENTS**

All graduates must pass a State Board examination to receive a license to practice in Pennsylvania. These examinations are conducted by Pearson VUE Testing Agency. The costs related to the exams are the responsibility of the student.

### **VETERANS EDUCATION BENEFITS**

Pittsburgh Multicultural Cosmetology Academy is approved for veteran's educational benefits for veterans, eligible dependents of deceased or disabled veterans, and active status National Guard and Reserve personnel. Students eligible for VA Benefits should provide the school a copy of the Student's VA certificate of eligibility letter or entitlement information from "eBenefits". Apply online at "<http://www.gibill.va.gov>" [www.gibill.va.gov](http://www.gibill.va.gov) NOTE: In order for a Student to continue financial assistance eligibility, a Student must maintain satisfactory progress. (Refer to the Satisfactory Academic Progress Policy). Any Student not maintaining satisfactory academic progress will be ineligible to receive future disbursements of financial assistance. In order for the Student to have financial assistance reinstated, the Student's financial assistance and Pittsburgh Multicultural Cosmetology Academy account, along with the maximum time frame, will be evaluated to determine the Student's ability to complete the program within the recommended scheduled allotments. When the Student has met both the academic and attendance requirements, the Student will be removed from the Unsatisfactory Progress status and financial assistance eligibility will be reinstated for the remaining period of time in the program. A Student must complete the program of study in a period of time not to exceed those outlined in the schedules or maximum time frame. School holidays will not be considered in the calculation of cumulative attendance. Course incompletes and noncredit remedial courses do not apply to this school and have no effect on satisfactory progress standards. Institutions that enter into an agreement with a potential Student, an enrolled Student, or parent of a Student regarding a Title IV Loan are required to inform the Student or parent that the loan will be submitted to the National Student

Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

### **SCHOOL CANCELLATION OR POSTPONEMENT**

In the event that the school will be closed or delayed because of weather, this information will be relayed to you over your local TV stations. Listen for specific announcements about Pittsburgh Multicultural Cosmetology Academy and not the local school district.

### **VISITORS**

Visitors are NOT permitted. Only in case of emergency and then they must report to the Main Office.

### **BUILDING SECURITY**

All persons who are issued keys to the school will be responsible for their safe keeping. It is the responsibility of the school supervisor to be certain that all doors are securely locked, sinks checked, and all lights turned off except those lights normally left on for security reasons. Issued keys must be returned promptly upon termination of employment.

### **BUILDING MAINTENANCE AND REPAIRS**

It is the continuing goal of the school to maintain a clean, well maintained facility at all times. The cooperation of all staff members in submitting either verbally or by written memo, any repairs that they may observe to their supervisor is appreciated. This would include; leaky faucets, leaking shampoo bowls, audio-visual supplies, chairs or desks, etc.

Pittsburgh Multicultural Cosmetology Academy Inc. was established in 2008. It is licensed by the Pennsylvania State Board of Cosmetology. It is accredited by NACCAS. The controlling corporate owner and Chief Financial Officer is Ms. Michelle Leonard.

### **ADMINISTRATIVE STAFF & FACULTY**

President/Director.....	Michelle Leonard
School Supervisor.....	Michelle Leonard
Chief Financial/Fiscal Officer .....	Michelle Leonard
Financial Aid Administrator.....	Heather James
Financial Aid/Student Accounts.....	Dionna McClain
Admissions.....	Korie Poston
School Secretary/Receptionist.....	Korie Poston
Title IX Coordinator.....	Sherry Gustave
Lead Instructor.....	Michelle Leonard
Instructor.....	Autumn Bishop
Substitute Instructors.....	Eugene Day
ADA Compliance Coordinator.....	Dionna McClain
Building Maintenance and Repair.....	Nathan Edwards

