

Lucas Marc

A C A D E M Y

January 1, 2012



School Catalog

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CATALOG AND GENERAL INFORMATION

Revised January 1, 2012

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WELCOME!

We want to take this opportunity to welcome you to the very exciting and fulfilling world of Cosmetology Arts & Sciences. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group.

AN INVITATION TO OPPORTUNITY

A quality technician in the beauty industry is always in demand - financial security can be yours in good times or bad. The beauty profession is big business. Every working day at least 3,000,000 women and men attend their favorite beauty salon, barber shop or spa. They spend millions of dollars a year on beauty services. Top rewards go to those men and women who acquire the cutting & styling techniques, skin care and manicuring skills through the education provided at our school. The school is designed to help you better your position in the future. If you love working with people and are willing to devote the time and energy necessary for success, then this is the field for you!

CAREER OPPORTUNITIES

The licensed professional may choose from a variety of jobs within the Cosmetology/related field(s). The following vocations are options that may be considered upon graduation.

- COSMETOLOGIST:** Professional Stylist, Skin, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist
- BARBER:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner
- ESTHETICIAN:** Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner, Makeup Artist (Esthetics Plus Pgm)
- MANICURIST:** Nail Technician, Spa Professional, Nail Art Specialist, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner
- INSTRUCTOR:** Student Salon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

JOB DEMAND IN COSMETOLOGY / RELATED FIELDS

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the beauty industry outstrips the supply. The NACCAS Survey results indicate that salons in Washington plan to hire 7,343 new employees in the next twelve months. The average annual salary for a salon professional in Washington is \$32,193. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. As of January 2007, there were 49,494 professionals employed at Washington's 8,037 salons. 66% of salons in the state are employer-owned, and 13% are booth-rental salons. The other 22% are a combination of the two. 53% of Washington salons are classified by their owners as full-service salons; 17% are listed as haircutting salons. Barbershops make up 12% of the total. Nationally, 58% of salons are listed as full-service, meaning that Washington has a higher percentage of specialized establishments.

The **U.S. Department of Labor** provides current (2010) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Cosmetologists (Hairdressers) / 39-5012	\$10.94 / \$22,800	\$13.32 / \$27,700
Barbers / 39-5011	\$11.45 / \$23,800	\$11.99 / \$24,900
Estheticians (Skin Care Specialist) / 39-5094	\$13.90 / \$ 28,900	\$19.16 / \$39,900
Manicurists / Pedicurists / 39-5092	\$9.45 / \$19,700	\$10.56 / \$22,000
Instructors (Vocational Education) / 25-1194	\$23.18 / \$48,200	\$25.44 / \$52,900

ADDITIONAL DISCLOSURE INFORMATION

Further information on potential employment for graduates can be found at www.onetonline.org.

AWARD YEAR: July 1, 2009 – June 30, 2010	Cosmetology	Barber	Instructor	Esthetics	Esthetics Plus	Manicuring
On Time graduation rate for students completing during this award year (perfect attendance as scheduled).	29%	n/a	100%	n/a	n/a	n/a
Percentage of students completing during this award year within Satisfactory Progress standards.	100%	n/a	100%	n/a	n/a	n/a
Total number of students completing in the award year.	21	0	3	0	0	0
Job placement rate for students completing in the award year.	76%	n/a	100%	n/a	n/a	n/a
Median Title IV loan debt for students completing in the award year.	\$4540	\$0	\$2334	\$0	\$0	\$0
Median private or alternative loan debt for students completing in the award year.	\$0	\$0	\$0	\$0	\$0	\$0
Median Institutional Finance Plan debt for students completing in the award year.	\$377.79	\$0	\$0	\$0	\$0	\$0

Tuition information for the programs listed above is located on page 6 of this catalog.

ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

THE SCHOOL

Lucas Marc Academy

71 Gage Blvd.

Richland, WA 99352

509-591-4979

The school is located in the busy business district at Gage & Steptoe. The school occupies 10,968 square feet of well-lighted, air conditioned and modernly equipped floor space, containing dispensary, 5 classrooms, clinic area with 52 individual styling stations all equipped with hydraulic chairs and electricity, administrative offices, restrooms, laundry, student locker area and student lounge. The school equipment for both visual training and practical purposes is comparable to that found in a salon atmosphere.

Lucas Marc Academy is a private School of Cosmetology owned by Alan Hatch, Dawn Hatch, and Clark Fox (GSAF, LLC). Lucas Marc Academy (formerly Clare's Beauty College) has operated in the Tri-Cities for 30 years. In recent years, Lucas Marc Academy has enjoyed steadily increasing enrollment with 2010 statistics of: completion rate 66.7%, licensure rate 96.6%, and placement rate 85.29%. Lucas Marc Academy affiliates with the Better Business Bureau, the Chamber of Commerce, the Downtown Development Association, the Washington Financial Aid Association and the Washington Higher

Education Coordinating Board. The school's maximum student to teacher ratio is 20:1.

All client services are performed by students under the supervision of licensed instructors.

FACULTY AND STAFF

The faculty and staff of Lucas Marc Academy are qualified and certified to provide all the training and support services required for successful administration of the educational and financial programs available through this institution.

Our team members include:

Roberta Brewer	Finance & Student Service Specialist	Diane Beck	Instructor
Heather Marquez	Administration	Kristy Freeman	Instructor
Jade Townsend	Administration	Shannon French	Instructor
Veronica Ireland	Admissions	Martina Gomez	Instructor
Ashley Loar	Customer Service Specialist	Patricia Steel	Instructor
Mollinda Mahan	Customer Service Specialist	Joann Brown	Instructor
Lucy Rodriguez	Customer Service Specialist	Michele McCleary	Instructor
Michelle Susilla	Customer Service Specialist	Christine Rezac	Instructor
Myllinda Reyes	Instructor	Veronica Salinas	Instructor
Barbara Larson	Instructor	Tracy Healy	Instructor
April Phillips	Instructor		

MISSION STATEMENT

The school provides career preparation in cosmetology arts and sciences, trains/prepares students for the State Licensing examination, and facilitates licensed graduates in successfully obtaining employment in the cosmetology field.

GOALS AND OBJECTIVES

1. To familiarize/instruct students in the proper and current methods in the study of cosmetology arts and sciences.
2. To qualify and prepare students for the State Licensing examination.
3. To graduate qualified, competent and competitive students to be successful in the field of cosmetology arts and sciences.
4. To assist the student in suitable job placement.
5. To provide assistance and advisement.

ACCREDITING AND LICENSING AGENCIES

Lucas Marc Academy is accredited as a free standing entity; by The National Accrediting Commission of Cosmetology Arts & Sciences (NACCAS), which is recognized by the United States Department of Education as a national accrediting agency for cosmetology schools. We are also licensed by the Washington State Department of Licensing.

Accredited by: NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, Virginia 22302
(703) 600-7600

Licensed by: Washington State Department of Licensing
Business & Professions Division/Cosmetology
P.O. Box 9034
Olympia, WA 98507-9034
(360) 664-6626

Lucas Marc Academy has current eligibility Program Participation Agreements with:

- | | |
|--|--|
| <input type="checkbox"/> The U.S. Department of Education | <input type="checkbox"/> Department of Vocational Rehabilitation (DVR) of Washington |
| <input type="checkbox"/> The Higher Education Coordinating Board of Washington | <input type="checkbox"/> Tri – Tech Skills Center (Cooperative training contract) |
| <input type="checkbox"/> Employment Security of Washington | |
| <input type="checkbox"/> Labor and Industries re-training of Washington | |
| <input type="checkbox"/> Trade-Act of the Tri-Cities | |

“Selected programs of study at Lucas Marc Academy are approved by the Workforce Training & Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, U.S. Code”.

ADMISSION POLICY

To enroll, a student must 1) Be at least 17 years of age, 2) Provide a Social Security card or proof of eligible non-citizenship

status, 3) Provide a valid driver's license, state ID with photo, or valid passport. Students must also be able to provide proof of appropriate educational requirement; 1) diploma 2) GED 3) certified statement of receipt of a high school diploma or GED 4) official high school transcript showing graduation date. Students who have acquired hours at another school and wish to transfer those hours to Lucas Marc Academy will also need to provide certification of the transfer hours. The certification must be submitted and accepted prior to the completion of the Enrollment Agreement. Acceptance of transfer hours is at the discretion of the school. (See also; "transfers from other schools"). The school does not recruit students already attending or admitted to another school offering similar programs of study. Lucas Marc Academy does not accept Ability To Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program. The school complies with the Americans With Disabilities Act of 1990 and is wheelchair accessible. *Students may not be accepted for enrollment if they cannot prove credit worthiness. Please see "Method And Terms of Payment" on page 6.

EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. Lucas Marc Academy may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

NON DISCRIMINATION STATEMENT

The school in its admission, instruction and graduation policies does not discriminate on the basis of age, sex, race, ethnic origin, color, or religion.

TRANSFERS FROM OTHER SCHOOLS

Enrollment is available for students wishing to transfer to Lucas Marc Academy after they have withdrawn from other cosmetology schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. The student must submit certification of hours prior to signing the enrollment agreement. Credit for previous training and education in licensed cosmetology training programs may be granted. The acceptance of transfer hours is at the discretion of the school. The student must meet all regular entrance and registration requirements. A transferring cosmetology student may be required to enroll for a minimum of 800 hours, a transferring barber student may be required to enroll for a minimum of 500 hours and a transferring cosmetology instructor/esthetics/manicuring student may be required to enroll for a minimum of 300 hours. Before a transferring student can be enrolled, they may be evaluated academically by the School Director. Students accepted for admission may be required to purchase the school's current kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

PROGRAMS/SCHEDULES

Lucas Marc Academy operates continuously throughout the year except for recognized holidays. Day classes begin the 2nd Tuesday every other month; Afternoon classes begin on the 2nd Monday every other month. Cosmetology, Barber, and Instructor programs are offered on a day schedule of Tuesday-Friday 8:30am-2:30pm and Saturday 9:00am-4:00pm. Cosmetology, Instructor, Est & Est Plus, and Manicuring are offered on an afternoon schedule of Monday-Friday 2:30pm-8:30pm.

HOLIDAYS AND SCHOOL CLOSINGS

The School recognizes the following days as legal holidays:

New Years Day	Independence Day	Thanksgiving Day
Memorial Day	Labor Day	Christmas Holiday

The school is also closed on the day following Thanksgiving Day. The school reserves the right to close additional days with posted notice.

PROGRAMS:

Cosmetology	60 weeks / 1800 clock hours	30 hours per week
Barbering	37 weeks / 1100 clock hours	30 hours per week
Esthetics	20 weeks / 600 clock hours	30 hours per week
Esthetics Plus	23 weeks / 690 clock hours	30 hours per week
Manicuring	20 weeks / 600 clock hours	30 hours per week
Cosmetology Instructor.....	20 weeks / 600 clock hours	30 hours per week

All courses and schedules are available on a minimum class start. The school reserves the right to reschedule, postpone, or cancel classes. The School offers makeup hours for students enrolled in classes who would like to make up missed hours.

TUITION:

Cosmetology (1800 Hours)

Tuition	\$13,500.00
Application	100.00
Kit, Uniform and Books	2,000.00
Tax	166.00
	<u>\$15,766.00</u>

Cosmetology Instructor (600 Hours)

Tuition	\$2,947.00
Application	100.00
Kit, Uniform and Books	250.00
Tax	20.75
	<u>\$3,317.75</u>

Barbering (1100 Hours)

Tuition	\$7,500.00
Application	100.00
Kit, Uniform and Books	1,600.00
Tax	132.80
	<u>\$9,332.80</u>

Esthetics (600 Hours)

Tuition	\$4,038.00
Application	100.00
Kit, Uniform and Books	1,200.00
Tax	99.60
	<u>\$5,437.60</u>

Manicuring (600 Hours)

Tuition	\$5,100.00
Application	100.00
Kit, Uniform and Books	725.00
Tax	60.18
	<u>\$5,985.18</u>

Esthetics Plus (690 Hrs)

Tuition	\$4,644.00
Application	100.00
Kit, Uniform and Books	2,400.00
Tax	199.20
	<u>\$7,343.20</u>

ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED TO NEWLY SIGNED CONTRACTS AND WILL NOT AFFECT EXISTING CONTRACTS.

METHOD AND TERMS OF PAYMENT

All students are asked to make a minimum \$50.00 payment each month towards their education in addition to any Title IV Funds they may be eligible for; students and/or parents may be required to prove credit worthiness via a school approved credit check. A fee for this credit check will be assessed and is payable in advance. Students may not be accepted for enrollment if they cannot prove credit worthiness. If the student does not acquire eligibility for Title IV Funds all tuition will be due and payable immediately, or an arrangement for an Institutional Finance Plan may be approved by the school as a method of payment. If monthly payments are approved by the school, the student account is due and payable in accordance with the terms of the Institutional Finance Plan, including any late payment charges, if incurred. The student will be responsible for payment of any unpaid portion of tuition not covered by Title IV Funds. The student may be suspended until payment has been received.

COST OF ATTENDANCE BUDGETS (COA)

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the year.

Living at home with parents:

Room & Board	Transportation	Miscellaneous	Other	Total
\$275.00	\$117.00	\$140.00	Case by Case	\$532.00

Living away from home:

Room & Board	Transportation	Miscellaneous	Other	Total
\$825.00	\$112.00	\$156.00	Case by Case	\$1093.00

FEDERAL ASSISTANCE PROGRAMS

The school is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance:

Federal Grants:

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

Federal Student Educational Opportunity Grant (SEOG): An additional grant available only to Pell eligible students who meet the schools predetermined criteria. 75% of the award is contributed by the Federal Government and the other 25% is contributed by the school.

Federal Direct Loan Program: These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan: This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

WASHINGTON STATE NEED GRANT (SNG)

The State of Washington offers supplemental grants each year to help cover the cost of attendance beyond Institutional Charges. Eligibility is determined primarily by Washington State residency, family size and income level as well as maintaining satisfactory Academic Progress. Other qualifications including; maximum number of semesters of State Need Grants usage, not owing repayment of other State Need Grant monies and being enrolled in an eligible program of study. Payments from the Washington State Need Grant Program are generally made in three equal payments per academic year, determined by clock hour progress, measured against the standard 900 clock hour academic year, as well as a ten (10) week period between disbursements (based on availability of funds for the award year).

If you receive this grant there are five special conditions, listed below, with which you must comply. If you have questions or find that you cannot comply with these conditions please see the financial aid administrator.

1. You do not owe a refund or repayment on a State Need Grant, a Pell Grant, or a Supplemental Education Opportunity Grant, nor are you in default on a loan made, insured, or guaranteed under the Perkins, National Direct, or Federal Family Education Loan programs. In addition, you are not in default on a loan made through a state conditional loan or conditional scholarship program.
2. This grant is awarded to assist in meeting your educational expenses; and should you withdraw from classes, repayment of all or a part of the grant may be required.
3. You can choose to voluntarily make financial contributions to the Higher Education Coordinating Board in recognition of this **STATE NEED GRANT**. All voluntary contributions will be used to provide financial assistance to other students.
4. The offer of a **STATE NEED GRANT** is subject to and conditioned upon the availability of funds. The Higher Education Coordinating Board and the institution through which the grant is awarded, reserve the right to withdraw, reduce, or modify the grant due to funding limitations or due to changes in circumstances which affect your eligibility for the **STATE NEED GRANT**.
5. You are not pursuing a degree in theology.

In addition the following policies pertain to students receiving Washington State Need Grant funds:

- a. No additional disbursement of SNG funds will be made until 100% of the hours from the current disbursement's payment period has been completed and earned.
- b. Student progress will be monitored every 300 clock hours for those students applying and qualifying for SNG funds. These students will be required to maintain a cumulative 70% GPA and a cumulative attendance percentage of 80% while receiving SNG funds. In order to maintain eligibility for SNG qualified students must complete their program of study within 125% of the published length of the program.
- c. Probation Policy: Students not maintaining a cumulative 70% GPA and 80% cumulative attendance at any single point of evaluation (i.e. at 300 hrs) will be placed on probation for the next 300 hours (i.e. from 301 to 600 hrs). During this initial probationary period the student can continue to receive funds. In the event the student does not bring themselves back into compliance with the above GPA and attendance percentages by the end of this 300 hour probationary period the student will then be suspended from receiving any further SNG funds for the next 300 hour payment period (i.e. from 601 to 900 hrs) or until they bring themselves back into compliance with the attendance and GPA policies on any given day within that period, at which time, their funds may be reinstated for the payment period they are currently in (i.e. 601 to 900 hrs). If at any point it is determined that the student cannot complete the program within 125% of the published length of the program, the student will be considered ineligible for further SNG funds.

WASHINGTON STATE NEED GRANT REFUND POLICY

State Grant recipients who withdraw or are terminated from Lucas Marc Academy or otherwise complete zero hours in any given term must repay state grants on a prorated basis. All monies disbursed to the student shall be included in the repayment calculation. If a student's last date of attendance is prior to or on 50% of the payment term, the state repayment will be based on the percent of the scheduled hours remaining in the payment period. If the last date of attendance occurs after 50% of the payment term the state grant award is considered 100% earned and no state grant repayment is due.

Repayment Formula when LDA is prior to or on 50% of the term:

The percent of state grant earned is calculated by dividing days in attendance by calendar days in the term. Scheduled breaks of 5 or more days will be excluded from the calculation. 100% of the state grant minus the earned portion equals the unearned portion. The unearned portion is then multiplied by the grant amount and then this amount is multiplied by 50% to determine the state grant repayment due.

NOTE: Lucas Marc Academy will calculate award amounts however no request for payments of State Grant funds will occur until after a student actually starts school and has clocked hours in the school's time clock.

VETERAN BENEFITS / OTHER FUNDING SOURCES

Selected programs of study at Lucas Marc Academy are in the process of approval by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC. Additional funding may be obtained for eligible candidates through many different programs including; Work Force Investment Program, Division of Vocational Rehabilitation, Private scholarship funds and the Higher Education Coordinating Board of Washington State.

Institutional Finance Plans and private student loans available through TFC.

SCHOLARSHIP POLICY

Lucas Marc Academy offers a scholarship program for the Cosmetology Instructor program. The criteria for this scholarship are as follows:

- The scholarship opportunity applies only to the tuition cost, for a total opportunity of \$2,947. Students are responsible to pay the registration fee of \$100.00 as well as the kit fee of \$270.75 (kit cost of \$250.00 and tax of \$20.75). The registration fee is due upon signing the Enrollment Agreement, while the kit cost is due prior to the completion of the program. Students have the option of paying kit cost through monthly cash payments or through financial aid, if qualified. Any other program costs, to include over-contract charges, are not covered by the scholarship opportunity.
- Students must successfully complete the training program according to the terms of the Enrollment Agreement, or the scholarship opportunity is null and void.
- Students must successfully pass the state licensing examination and obtain a cosmetology instructor's license within 3 months following program completion date, or the scholarship opportunity is null and void.

- Students agree that once the cosmetology instructor license is obtained, he/she will work for Lucas Marc Academy for a period of not less than 1,560 hours (one year at a 30 hour per week rate) or 2,080 hours (one year at a 40 hour per week rate).
- Students understand that the scholarship opportunity is null and void and that he/she will owe Lucas Marc Academy the tuition cost under the following circumstances: 1) if student does not complete my training course of 600 hours, 2) and if he/she does not complete my one year employment at Lucas Marc Academy as an instructor. This agreement does not apply in the event that my employment is terminated by Lucas Marc Academy.
- If Lucas Marc Academy chooses not to hire the student as an instructor at the completion of the 600 hours of student instructor training, the student will not owe the tuition fees.

VERIFICATION

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

CONFLICTING INFORMATION

Lucas Marc Academy understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

CODE OF CONDUCT

Lucas Marc Academy is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Washington at www.wei.secstate.wa.gov, at www.londistancevoter.org, or at www.sos.wa.gov/elections.

VACCINATION POLICY

While the school encourages its students to lead happy healthy lifestyles and stay disease free it does not have any specific vaccination policy. Vaccinations are not a requirement to be licensed in the State of Washington.

STUDENT SERVICES, HOUSING AND COUNSELING

The school conducts an orientation program on the first day of class which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

CAREER COUNSELING

Career counseling is stressed throughout the course in the areas of personal grooming and hygiene, and good posture. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the different specialized fields; one may go into, such as competition and platform work, color technician, manager-operator, instructing, etc.

EMPLOYMENT ASSISTANCE

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to write a resume, complete an employment application and prepare for an effective interview.

CAMPUS CRIME STATISTICS & SECURITY INFORMATION

A handout detailing campus crime statistics is provided at the time of enrollment and is also made available upon request from the school Director.

DRUG ABUSE PREVENTION

The school actively supports the prevention of drug abuse. Upon enrollment, students are provided the school's policy on drug and alcohol abuse. A list of agencies and counselors is also available on the state website for personal assistance and is available to any student requesting assistance.

OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

PRIVACY AND FILE ACCESS POLICY

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or guardian (if the student is a minor) for each third party request. The school form may be used for this purpose. It is the school's policy that no information is released without written authorization by the student, with the exception of a parent who claims the student on their Federal tax return. The school will release information to any federal, state or local official, auditor, or accrediting body having the authority to request such information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for a minimum of three years after graduation or termination.

POLICY FOR SAFEGUARDING STUDENT INFORMATION

Lucas Marc Academy is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and

accreditation requirements. Students shall receive notice of this policy at the time they enroll.

Lucas Marc Academy shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

LEAVE OF ABSENCE

For those students who find it necessary to be out of school for an extended period of time a leave of absence is available. A Leave of Absence must be requested in writing, a form is available from the Director. Leaves of Absence requests will only be approved for 6 or more consecutive school days. Leave of Absence requests are strongly discouraged during the "Beginning" phase of training. Leaves of Absence may not exceed 180 calendar days in any 12 month period. No federal student loan monies can be disbursed during a leave of absence.

GRADUATION REQUIREMENTS

The graduation requirements for all courses are as follows: 1) Completed the required hours of training within the maximum time frame allowed. 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Progress Policy. 3) Take a final examination on practical procedures, and a final written examination-- having a score of not less than 70 %. 4) Fulfill all financial obligations to the school. 5) Completion of an exit interview and required exit paperwork. UPON GRADUATION A DIPLOMA WILL BE AWARDED. Certification of hours will not be provided until all tuition charges have been paid in full.

LICENSING

To apply for the licensing examination an applicant must; 1) Submit application to the licensing exam administration, applications must be authorized by a licensed school of Cosmetology and 2) submit the appropriate examination fee. Upon successful completion of the licensing exam the applicant must submit an application for licensure to the Washington State Department of Licensing. Applications must be affirmed by a licensed school of Cosmetology and submitted with the appropriate licensing fee.

MAKE UP WORK POLICY

The "make up work policy" affords student the opportunity to make up work and tests that they have missed. Students who miss or fail a test must make up the test prior to graduation in order to receive credit for the test. The student is responsible to make arrangements with the instructor to schedule a time to make up the test. Missed tests will be posted as a ZERO until the time that they are made up. Missed and failed tests will adversely affect the student's Grade Point Average (GPA) and Satisfactory Academic Progress (SAP). The Director will determine the availability of makeup hours.

TERMINATION/WITHDRAWAL

The school may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return.

DRESS CODE STANDARDS

The School expects that students will comply with a dress code emphasizing professionalism. Students not complying with the dress code standards may be sent home. Students are reminded that any time missed from school could affect student funding. The school reserves the right to make a judgment on whether an individual's attire meets dress code requirements.

Professional Dress Code Criteria: Professionalism of attire to be determined by School Administration.

- Students clothing is to be solid black professional attire (pants, tops, skirts, etc).
- Accessories such as hats, belts, scarves and shoes may be of any color. Baseball caps are not permitted at any time.
- Shoes should be professional, in good repair, and have closed toes or "Peep-Toes". We strongly recommend that shoes are of good quality and adequate support.
- Clothing is to cover the midriff, should not show cleavage and should be of an appropriate length. Tops with "spaghetti straps", backless tops are not permitted. Lingerie and undergarments cannot be visible.
- Sweat pants, sweat shirts, "hoodies", exercise attire, excessively short skirts/pants, clothing or accessories with lewd or offensive printing and clothing with tears, holes or fraying hems are not permitted. Jackets, sweaters, or

other clothing worn “over” the uniform are considered part of the uniform (Hoodies not permitted). If these items are worn while “on the clock”, they must be solid black.

- Stylist aprons are provided in the student kit and are recommended to protect the students clothing.
- Hair and/or makeup are expected to be professionally styled and/or applied.
- Students should practice personal hygiene and cleanliness, use deodorant, maintain fresh breath and present a well groomed appearance at all times.
- Student Instructors are to wear black or grey slacks/skirts, a professional top of any color, and the provided black apron.

The school reserves the right to amend the dress code standard at any time deemed necessary by the Administration. If changes occur, students will be notified in writing through handouts and/or posted notices. Students are expected to arrive at school meeting dress code requirements and remain in dress code while in the building and while clocked in. Cell phones are to be on silent mode while in classrooms or clinic areas and are only to be answered in the break room or outside the building.

RETURN OF TITLE IV FUNDS

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student’s behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student’s permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn’t incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student’s permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when upon enrollment), the student will be offered the funds. However, it may be in the student’s best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student’s funds, or the entire amount of excess funds. The school must return this amount even if it didn’t keep this amount of the student’s Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return. If a student has questions about his/her Title IV program funds, he/she 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.

SCHOOL REFUND POLICY

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of the signing of the enrollment agreement, all monies collected by the school shall be refunded except the non-refundable application fee. The cancellation date will be determined by the date said information is postmarked or delivered to the school administrator in person. If a student receives any portion of a kit or textbooks, that student is responsible for 100% of the charges for those items received after three (3) business days of the signing of the enrollment agreement. These policies apply regardless of whether or not the student has actually started training.
3. If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less an application fee of \$100.00 for all courses offered.
4. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

<u>Percentage of Enrollment Time</u>	<u>Amount of Tuition and Fees Charged</u>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

5. "Enrollment time" is defined as the hours scheduled to attend between the actual starting date and the last date of physical attendance. Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation by the student or by formal termination by the school, which shall occur no more than 14 calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date that the student notifies the school that he/she will not be returning.
6. The refund policy will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, extra kit items, products, etc., or debts to the school incurred by the student will be calculated separately at the time of withdrawal. The student is responsible for 100% of the charges for those items; these items become the property of the student when issued and are not included in tuition adjustment computations.
7. If the school is permanently closed or is no longer offering instruction after a student has enrolled, the school will make a Pro Rata refund of tuition for each student. NACCAS will be provided a list of all students enrolled at the time of closure and the amount of each Pro Rata refund. The school shall dispose of all school records in accordance with state laws.
8. When situations of mitigating circumstances are in evidence, the school may make a settlement which is reasonable and fair to the student and the school.
9. If the course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid.
10. Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal PLUS/Direct PLUS Loan, 4) Federal Pell Grant, 5) Federal SEOG, 6) Other Federal, state, private or institutional aid, 7) the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.
11. Students attending the institution for the first time who withdraw or terminate prior to course completion and who are recipients of Title IV funds shall be evaluated for a return of Title IV funds according to federal guidelines.

SATISFACTORY PROGRESS POLICY

The satisfactory progress policy applies to all students enrolled in a NACCAS approved program whether receiving Federal Title IV funds, partial funding assistance, or self-pay. The exception(s) to this are students attending school through the Tri Tech Skills Center, who are receiving high school credits and are being monitored by this agency (see page 27 for further information on Tri Tech criteria).

For students who are eligible for Washington State Needs Grant there is a more stringent Satisfactory Academic Progress criteria set forth by the State of Washington. Please see pages 7 & 8 of this catalog for specific requirements and for Probation and Refund Policies for students receiving this grant.

Satisfactory Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Progress to continue eligibility for funding. To determine Satisfactory Progress, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

ATTENDANCE PROGRESS

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. Late arrivals may enter school until 5 minutes after class/scheduled shift begins, students who are more than 5 minutes late must meet with the School Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled “freshman” phase. Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.5 times the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student’s contract period and max time frame by the same number of days taken in the LOA. Transfer hours accepted by the school are counted as both attempted and completed hours. Students will be notified of SAP Evaluation results.

ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 70% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 – 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failing

DETERMINATION OF PROGRESS

Students meeting requirements at the end of each payment period will be considered making Satisfactory Progress. In order for a student to be considered making Satisfactory Progress, the student must meet both attendance and academic minimum requirements. Students will be evaluated at the following points:

Course / Program	Attended Hours
Cosmetology	450, 900, 1350, 1800
Barber	450, 900, 1000, 1100
Esthetics	300, 600
Esthetics Plus	345, 345
Manicuring	300, 600
Instructor	300, 600

WARNING

Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status.

APPEAL AND PROBATION

Students on Warning Status who do not meet requirements at the next evaluation point will lose eligibility for Title IV funding. Students who wish to appeal the school's determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) must appeal within the required time frame and on the school required form (see Appeals). If the school grants the student's appeal, the student will be placed on Probation Status until the next evaluation point and the student's eligibility for Title IV funding will be reinstated. A student may be placed on Probation Status for one payment period.

APPEAL PROCEDURE

If a student is determined as NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal on the school's form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed and a request for re-evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal to consider the student's appeal and to determine if the student can achieve SAP by the next evaluation period. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated.

DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by: 1) Making up missed tests and assignments and increasing grade average to 70% or better, and/or 2) Increasing cumulative attendance to 67%.

REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incomplete, repetitions and non-credit remedial courses have no affect on the institution's Satisfactory Progress Policy.

REENTRY STUDENTS/INTERRUPTIONS

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-enrollment Policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

POLICY ON OTHER CHARGES

EXTRA INSTRUCTIONAL CHARGES

A Cosmetology student will have ten (10) additional school days included in their contract end date, a Barber student will have seven (7) additional school days included in their contract end date, and Cosmetology Instructor/Esthetics/Manicuring students will have four (4) additional school days included in their contract end date to complete their course of study, the student may be permitted to pursue the course until completion while adhering to the rules and regulations of the school and the policy of Extra Instructional charges. Extra instructional charges will be at the rate of \$10.00 per hour for each hour clocked beyond the contracted end date.

COPYING CHARGES

Any request for copies or documents in student files will be charged at the rate of 10 cents per page and \$20 per hour (with a minimum of 1 hour) for each staff member involved in completing the request. This charge must be paid in advance of the request being completed. A student must provide written consent before the school will disclose personally identifiable information from a student's records. The consent must 1) state the purpose of the disclosure, 2) specify the records that may be disclosed, 3) identify the party to whom the disclosure may be made, and 4) be signed and dated. In the event a student is unable to deliver the consent in person, the student's signature on the consent form must be notarized. If the consent is given electronically, the consent must identify and authenticate a particular person as the source of electronic consent.

PAYMENT SCHEDULE

If tuition is paid in monthly payments, the payments are due on the 1st or the 15th of each month; this will be determined at the finance interview. A late fee of \$10.00 per month will be charged if a payment is more than 10 days late.

TRANSCRIPT/CERTIFICATION OF HOURS/DIPLOMA

For students who are no longer enrolled in school, a charge of \$25 will be incurred for certification of hours or record of completion and / or a diploma. The school may not retain records older than 3 years.

PURCHASE OF PRODUCTS/SUPPLIES

Students may purchase professional styling products at a discounted rate while enrolled in school. Lucas Marc Academy only allows professional styling products that are available from the school to be used when performing client services, model services and practical exercises. The student kit provides all of the professional equipment and mannequins necessary for student training, however if a student chooses to perform additional or extensive hair cuts or chemical services that render their issued mannequins unsuitable for assignments the student will need to purchase additional mannequins as necessary to complete their assigned activities. Several types of mannequins are available and range in price from \$20.00 to \$70.00. In addition the school cannot be responsible for lost or stolen items. Students will be responsible to replace such items at their own expense.

CHECK CASHING POLICY

Staff or students are not permitted to write checks for cash out of the cash drawer/cash register. Staff or students are not permitted to use the credit card machine to obtain cash. A \$20 dollar fee will be collected for any check written which is later returned to the school for insufficient funds or account closed.

STUDENT GRIEVANCE POLICY / PROCEDURE

In accordance with the institution's objectives, Lucas Marc Academy will make every effort to resolve student grievances. The school maintains an open door policy in regard to grievances. All students have the right to voice concerns and expect appropriate corrective action to any issue that may be interfering with the educational process, or to receive an explanation of why the issue is not applicable. If an issue cannot be resolved by school Director the student may then forward their grievance in writing to the administration for mediation. 1) The written grievance should be given to the School Director/designee. 2) The information will be reviewed by the school owner/administration and a response will be sent in writing, every attempt will be made to respond within 15 days of receiving the grievance. The initial response may not provide for final resolution of the matter but will notify the student of continued investigation and actions being taken. In the case of continued investigation, the student will receive a response after the investigation has been completed. 3) Should the student find the response to be unsatisfactory, the student may appeal that decision to owner/administration. Appeals must be in writing and include copies of the original grievance, the original response, and any additional pertinent documentation. The owner/administration will review and further investigate the matter; they will then issue a final written response. Every attempt will be made to issue the final response within 60 days of receipt. Student should try to resolve the problem through the School's Grievance Policy, however if the student is unsatisfied at the conclusion of this process, a grievance may be filed with the School's accrediting agency or other oversight agencies. A record of grievances and procedures used to resolve issues will be maintained for the purpose of institutional improvement.

COSMETOLOGY COURSE

TEXTS:

Milady Standard Textbook of Cosmetology

COURSE DESCRIPTION:

The primary purpose of the Cosmetology course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in Cosmetology or related career avenue. The cosmetology course consists of 1800 hours of instruction of both theoretical and practical skill development; 1600 hours of instruction are required for licensure by the Washington State Department of Licensing and the school has been approved to extend this program by 200 additional hours to include a stronger focus on preparing students for employment in the professional beauty industry. Theory and practical practice precede laboratory activities; students are expected complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Washington, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

COSMETOLOGY COURSE UNITS

THEORY Theoretical knowledge of the practice of cosmetology, barbering, manicuring and esthetics services	300 Hours
DISEASES & DISORDERS Theory of diseases and disorders of the scalp, hair, skin, and nails	25 Hours
MANICURING Skills in the application of manicuring and pedicuring services	100 Hours
ESTHETICS Skills in the application of basic esthetic services, to include waxing	100 Hours
SHAMPOOING Skills in shampooing to include draping, brushing, scalp manipulations, conditioning and rinsing	100 Hours
SCALP AND HAIR ANALYSIS Skills in scalp and hair analysis	25 Hours
HAIR CUTTING Skills in haircutting and trimming to include scissors, razor, thinning shears and clippers	250 Hours
CUTTING & TRIMMING OF FACIAL HAIR Skills in trimming facial hair, to include beard & mustache design and trimming, eyebrow, ear, and nose hair trimming	25 Hours
HAIR STYLING Skills in hairstyling to include wet, dry and thermal styling, braiding and the use of styling aids.	250 Hours
ARTIFICIAL HAIR Skills in artificial hair that may include extensions and fitting	25 Hours
PERMANENT WAVING Skills in permanent waving to include sectioning, wrapping, pre-perm test curl, solution application, processing test curl and neutralizing	150 Hours
CHEMICAL RELAXING Skills in chemical relaxing to include sectioning, strand test and relaxer application	50 Hours
HAIR COLORING & LIGHTENING Skills in hair coloring to include coloring and bleaching, predisposition test, strand test and measurement, mixing, application and removal of chemicals	250 Hours
DISINFECTING, FIRST AID, SAFETY Skills and practice in disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens. Skills and practice in safety procedures to include proper use and storage of chemicals, implements and electrical appliances. First aid practices as related to cosmetology, barbering, manicuring and esthetics.	150 Hours
TOTAL HOURS	1800 Hours

BARBER COURSE

TEXTS:

Milady Standard Textbook of Professional Barbering and Workbook

COURSE DESCRIPTION:

The primary purpose of the Barbering course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in Barbering or related career avenues. The barbering course consists of 1100 hours of instruction of both theoretical and practical skill development required for licensure by the Washington State Department of Licensing. Theory and practical practice precede laboratory activities; students are expected complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Washington, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

BARBER COURSE UNITS

THEORY Theoretical knowledge of the practice of barbering services	175 Hours
DISEASES AND DISORDERS Theory knowledge of diseases and disorders of the scalp, hair, and skin	25 Hours
SHAMPOOING Skills in shampooing to include draping, brushing, scalp manipulations, conditioning and rinsing	100 Hours
HAIR AND SCALP ANALYSIS Skills in scalp and hair analysis	25 Hours
HAIRCUTTING AND TRIMMING Skills in haircutting and trimming to include scissors, razor, thinning shears and clippers	300 Hours
HAIR STYLING Skills in hairstyling to include wet, dry and thermal styling and the use of styling aids.	200 Hours
FACIAL HAIR CUTTING & TRIMMING Cutting and trimming of facial hair including shaving, beard and mustache design and eyebrow, ear and nose hair trimming.	100 Hours
ARTIFICIAL HAIR Skills in artificial hair design	75 Hours
SAFETY Skills in proper use of implements and electrical appliances	25 Hours
DISINFECTION Skills in disinfecting stations, equipment, tools	50 Hours
FIRST AID First aid practices as related to cosmetology, barbering, manicuring and esthetics.	25 Hours
TOTAL HOURS	1100 Hours

ESTHETICS / ESTHETICS PLUS COURSES

TEXTS:

Milady Standard Esthetics Fundamentals

COURSE DESCRIPTION:

The primary purpose of the Esthetics course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in Esthetics or related career avenue. The Esthetics course consists of 600 hours of instruction of both theoretical and practical skill development required for licensure by the Washington State Department of Licensing; the Esthetics Plus course consists of the same 600 hours of instruction of both theoretical and practical skill development required for licensure by the Washington State Department of Licensing, as well as an additional 90 hours of instruction in the art of makeup application. Theory and practical practice precede laboratory activities; students are expected complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Washington, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

ESTHETICS / ESTHETICS PLUS COURSE UNITS

THEORY Theoretical knowledge of the practice of esthetics services	100 Hours
DISEASES AND DISORDERS Theory knowledge of diseases and disorders of the skin of the face, neck, and hands	25 Hours
SKIN CARE OF THE FACE, NECK, AND HANDS Skills including hot compresses, massage, electrical or mechanical appliances or chemical compounds	75 Hours
FACIALS Skills in esthetic services	200 Hours
TEMPORARY HAIR REMOVAL Skills is the removal of superfluous hair by tweezing, waxing, tape, chemicals, lotions, creams, mechanical or electrical appliances	100 Hours
SAFETY Skills in proper use of implements and electrical appliances	25 Hours
DISINFECTION Skills in disinfecting stations, equipment, tools	50 Hours
FIRST AID First aid practices as related to esthetics	25 Hours
TOTAL HOURS FOR ESTHETICS COURSE	600 Hours

Additionally, the Esthetics Plus Course Will Cover	
MAKEUP Skills in art of makeup application	90 Hours
TOTAL HOURS FOR ESTHETICS PLUS COURSE	690 Hours

MANICURING COURSE

TEXTS:

Milady Standard Nail Technology

COURSE DESCRIPTION:

The primary purpose of the Manicuring course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in Manicuring or related career avenue. The Manicuring course consists of 600 hours of instruction of both theoretical and practical skill development required for licensure by the Washington State Department of Licensing. Theory and practical practice precede laboratory activities; students are expected complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Washington, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

MANICURING COURSE UNITS

THEORY Theoretical knowledge of the practice of manicuring and pedicuring services	100 Hours
DISEASES AND DISORDERS Theory knowledge of diseases and disorders of the nails of the hands and feet	25 Hours
ARTIFICIAL NAILS Skills in preparation, application, finish and removal of silk, linen, fiberglass, acrylic, gel, powder, extensions and sculpting	225 Hours
NAIL SHAPING Skills in cleaning, shaping, and polishing of nails of the hands and feet	150 Hours
SAFETY Skills in proper use of implements and electrical appliances	25 Hours
DISINFECTION Skills in disinfecting stations, equipment, tools	50 Hours
FIRST AID First aid practices as related to manicuring and pedicuring	25 Hours
TOTAL HOURS FOR MANICURING COURSE	600 Hours

INSTRUCTOR COURSE

TEXT:

Milady's Professional Instructor and Workbook

COURSE DESCRIPTION:

The primary purpose of the Student Instructor course is to train the student in the basic principles of cosmetology instruction such as theory of teaching, practical demonstrations, conducting theory classes, state cosmetology law, record preparation, clinic floor supervision, safety of clients/students, seeking and obtaining employment, salon management/record keeping, professional ethics, effective communication and human relation, and payroll deductions. The student instructor course consists of 600 hours of instruction of both theoretical and practical skill development required for licensure by the Washington State Department of Licensing. Theory and practice are integrated throughout the course. All education and learning environments in our school is conducted in English, to include classroom activity and clinic floor education.

COURSE GOALS:

To develop the ability to teach both theory and practical cosmetology using the four step teaching plan; Use various teaching aids, such as textbooks, audio-visual aids, etc. to the best advantage in classroom; To provide information about specific teaching techniques to be used in the classroom; To achieve professional competence as a teacher; and be prepared for State Licensing Examinations in order to receive a license as an Instructor

COURSE FORMAT

Course will consist of a combination of lecture, demonstrations and student participation. Student instructors will demonstrate their theory of teaching through practical demonstrations and conducting theory classes. Clinic floor work, record preparation and Washington law will be a part of the curriculum. Instruction will be supplemented with visual aids and other instructional techniques.

COURSE EVALUATION

All student instructors will be evaluated on both theory and practical grades, also on attendance. Counseling is available at this time. All student instructors are given a grade in their theory and practical demonstrations. Students must maintain a theory grade average of 70%. Numerical grades are considered according to the following grading scale:

COURSE EVALUATION:

All student instructors are assigned theory study and a minimum number of practical experiences to include theory and practical presentations. Theory is evaluated by written exams given after each unit of study. Presentation and practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Presentation and practical skills are evaluated according to textbook standards and performance standards established by the state licensing agency. Students must maintain a theory grade average of 70% and pass a final written and presentation skills exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	= Failure

INSTRUCTOR COURSE UNITS

CHOICE OF TEACHING METHODS Understanding various teaching methods, including lecture, small group and individual instruction	25 Hours
CLASSROOM SETUP Utilizing effective classroom configuration to maximize participation, control and line of sight for multimedia	25 Hours
TOPIC/SUBJECT MATTER Lesson Planning	25 Hours
STUDENT ASSIGNMENTS Designing and preparing student learning activities to enhance subject matter	25 Hours
MATERIALS AND SUPPLIES Using multimedia tools, including display boards, overhead, video, Power Point, 3D models	25 Hours
RECORD KEEPING Grading assignments, maintaining records of assignments, entering grade	25 Hours
LECTURE TECHNIQUES Presentation of lecture for small group and large class sizes	50 Hours
DEMONSTRATIONS Performing technical, hands-on demonstrations in a student learning environment	75 Hours
QUESTION AND ANSWERS Stimulating conversation, mediating disagreement, designing effective questions to elicit class participation	50 Hours
PROJECT METHODS Designing learning projects and classroom activities to enhance subject matter	25 Hours
DISCUSSION Involving students in classroom discussions effectively	25 Hours
CLINIC FLOOR SUPERVISION Checking student work, dispensary and front desk supervision, time clock monitoring	100 Hours
CLASSROOM MANAGEMENT Control of the classroom	25 Hours
CLIENT RELATIONS Dealing with clients as customers and as a learning opportunity for students, representing the school to the public	25 Hours
WRITTEN AND PRACTICAL ASSIGNMENTS Understanding required standards for written assignments and step-by-step practical grading of services performed	50 Hours
COMMUNICATION SKILLS Respecting learners, understanding the difference in communication styles for different age groups	25 Hours
TOTAL HOURS	600 Hours

TRI-TECH SKILLS CENTER/COSMETOLOGY PROGRAM

Lucas Marc Academy participates under a contract with the Kennewick School District to allow concurrent enrollment for students who have not yet completed high school. While most academic and admissions policies are maintained by the Tri-Tech Skill Center, certain rules and policies apply specifically to students attending Lucas Marc Academy as a part of the “Tri-Tech” program.

- Enrollment is arranged and coordinated with the Tri-Tech Skills center.
- Credit is given toward completion of both the Cosmetology Program (toward state licensure) and high school credit (toward graduation). The School District awards three (3) credits per academic year for participation (1.5 credits per semester), one science credit and two elective credits.
- The school requires an initial lab fee of \$300.00, which is due prior to the program start date.
- The Tri-Tech Skills Center requires a fee of \$20.00, which is due by the last day of December each year. This amount may be adjusted by the Tri-Tech Skills Center. This fee is optional for students choosing to participate in skills USA.
- Students enrolled in the Tri-Tech program are required to follow standards, policies and procedures of Lucas Marc Academy, with the exception of the SAP Policy listed on pages 13-15 of this catalog. Lucas Marc Academy reports grades and attendance information to the students and to Tri Tech Skills Center. Satisfactory progress is determined by the Tri Tech Skills Center.
- Any necessary disciplinary action will be handled through the Tri-Tech Skills Center and will be treated as a disciplinary action within the Kennewick Public School District, including teacher-parent conferences any actions deemed appropriate by the School District Administrators and agreed upon by Lucas Marc Academy.
- In order to receive credit from both the Kennewick School District (toward high school graduation) and Lucas Marc Academy (toward state licensure), satisfactory progress in both Attendance and Grades must be maintained per the criteria provided by Tri Tech Skills Center and agreed upon by Lucas Marc Academy.
- Requirements for high school credit will be presented each semester and is determined by the Kennewick School District.

CONTACT INFORMATION

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500 N. Morain Suite 1205
Kennewick, WA 99336
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WorkSource Columbia Basin
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Department of Social & Health Services
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Mental Health Services
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