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ARIZONA CATALOG 2011-2012





# WELCOME TO EMPIRE EDUCATION GROUP

Dear Future Professional,

Please let me be among the first to welcome you to Empire...and to the fabulous beauty profession.

This catalog is designed to provide you as much information as we can about your course offerings, rules, regulations, and listings of the student services at your disposal. We have made every effort to make this information relevant and understandable in order to answer any questions you might have about your school experience here at Empire. If there are any further questions, your school's Executive Director or any member of our Educational Team will be glad to answer them.



I truly hope that you will work to get the most out of your Empire education. There will be a lot of great educational opportunities available to you in the next few months and I urge you to take full advantage of it. I think you will find our exclusive CLiC curriculum, our advanced audio visuals, and our team of amazing educators to be very helpful to your learning.

I hope you will really focus on your career while you are with us. Remember, while it is important to learn great technical skills...it is even more essential for you to learn about how to communicate with and sell to your future clients...and to work with your team of fellow professionals. If you master those skills, you will find that the "sky is the limit" on your future success.

Finally, I urge you to really get involved with your school's culture. If you participate in the various fundraising, competition, and social events... as well as attend our Future Professional Expo...I think you will really maximize your educational experience. Learning can be really fun...and

helping others through our National Day of Beauty and other charity events can really give you great satisfaction by helping your fellow human beings.

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

With warmest regards,

A handwritten signature in black ink, appearing to read "Frank Schoeneman". The signature is fluid and cursive, with a long horizontal line extending from the end.

Frank Schoeneman

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With the publication of this catalog all previous volumes become obsolete.

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EEG, Inc., a Delaware Corporation, owns and operates Empire Beauty Schools. The Corporate Offices are located at 396 Pottsville-St. Clair Highway, Pottsville, PA 17901. The telephone number is (570) 429-4321. The web site address is [www.empire.edu](http://www.empire.edu).

# 1

# MISSION STATEMENT

The mission of Empire Education Group is to provide quality cosmetology career-oriented higher education to a diverse student population. In addition, we incorporate both professional and personal development into our programs to help our students achieve a lifetime of success.

In harmony with its mission, Empire has established the following goals:

- To offer students real-life based programs developed by faculty and staff through regular assessment and consultation with other educators, industry leaders, and potential employers of our students

- To offer day and evening scheduling options to accommodate the distinctive needs of both traditional and nontraditional students

- To assist students in realizing their potential by establishing basic skills assessment and developmental evaluation

- To provide student services that contribute to students' success and achievement

- To provide career development strategies and employment assistance to facilitate students' successful transition to their careers

- To provide highly motivated and qualified graduates to meet the current and projected needs of the employers we serve

The goals of Empire Education Group are simple. We want to teach students the best possible techniques for becoming successful in the cosmetology profession.

For over 75 years, Empire has been providing high-quality cosmetology education. In 1935, the first Empire Beauty School opened in Wilkes-Barre, PA. Over the next few years, Empire grew to over 20 schools in Pennsylvania.

In 2000, Empire acquired Capelli Learning Center in Atlanta, GA. Finding the market to be a good match with Empire's philosophies, the company now operates three schools in Georgia. That same year, Gordon Phillips Schools of Beauty Culture was acquired, giving Empire an expanded presence on the East Coast with additional schools in Pennsylvania, Maryland, and Southern New Jersey.

Over the next 10 years, Empire has expanded through acquisition, partnership, and new location development to establish a presence in 22 states with over 100 locations.

All of Empire's schools have tastefully decorated interiors, spacious classrooms, and modern equipment. The Guest Service Area of each facility is designed so that students acquire practical experience through servicing guests with a complete menu of hair, skin, and nail services. All services are performed by senior-level supervised students. Guests are charged for reasonable cost of materials only.

Empire utilizes the Certified Learning in Cosmetology (CLiC) system, which features many modern education methods including audiovisual aids and competition techniques. Each school houses a complete library of continuing education aids, which include textbooks, e-books, and DVDs. Students receive an education kit, containing equipment designed for use during classroom studies. Special classes covering hair, skin, nails, and makeup techniques, as well as sales and marketing seminars, are incorporated into the curriculum. Top professional educators, hair designers and manufacturers' technical representatives offer demonstration seminars and workshops for our students to keep current with the newest products, equipment, and design trends in the fashion-forward beauty industry.

**CORPORATE OFFICERS/PRINCIPALS**

Chief Executive Officer and Chairman of the Board  
President and Chief Operating Officer

Franklin K. Schoeneman  
Michael D. Bouman

**EXECUTIVE MANAGEMENT**

Executive Vice President, Operations  
Executive Vice President, Marketing  
Executive Vice President and Chief Financial Officer

Joseph A. Carretta  
Bruce Schmidt  
James A. Wunderle

**SENIOR MANAGEMENT**

Senior Vice President, Human Resources  
Senior Vice President, Education

Carol King  
Cathy Klepeisz

**OPERATING MANAGEMENT**

Vice President, Communications  
Vice President, Property Services  
Vice President, Information Technology  
Vice President, Planning and Analysis  
Vice President, Curriculum and Methodology  
Vice President, Industry Relations  
Vice President, Field Operations  
Vice President, Marketing  
Vice President, Academic Operations  
Vice President, Accounting & Chief Accounting Officer  
Vice President, Government Affairs & Compliance  
Vice President, Field Operations  
Vice President, Student Accounts Services  
Vice President, Educator Development  
Vice President, Financial Assistance

John Dalton  
Patrick Dougherty  
Joseph Drasdis  
Brian Kysliger  
John Mascarini  
Dorothy McKinley-Soressi  
Vincent Scala, Jr.  
Kyle Schoeneman  
Kevin Shackles  
John J. Stemmler, Jr., CPA  
Raymond Testa  
Pat Tideman  
Mary Rose Tonkin  
Margie Wagner-Clews  
Kathy Yakamavage

Empire Education Group schools include demonstration and lecture classrooms a fully equipped Student Salon floor, student lounge, dispensary, and faculty and administration offices to assist students in becoming quality professionals capable of meeting the demands of the salon and spa industry. All Empire Education Group schools meet or exceed the requirements established by our state licensing authorities.

Please visit our website at [www.empire.edu](http://www.empire.edu) for a listing of all our schools.

## SCHOOL LOCATIONS

**PHOENIX-GLENDALE AVE.**  
2727 W. Glendale Ave  
Suite 200  
Phoenix, AZ 85051  
(602) 249-1262

**CHANDLER**  
2978 N. Alma School Rd.  
Suite 1-3  
Chandler, AZ 85224  
(480) 855-7901

**PRESCOTT**  
410 W. Goodwin St.  
Prescott, AZ 86303  
(928) 778-5064

**TUCSON**  
3030 E. Speedway Blvd.  
Tucson, AZ 85716  
(520) 327-6544

**AVONDALE**  
9945 W. McDowell Rd.  
Suite 112  
Avondale, AZ 85323  
(623) 907-9499

**FLAGSTAFF**  
1790 E. Route 66  
Flagstaff, AZ 86004  
(928) 774-7146

**PHOENIX-PARADISE VALLEY**  
12827 N. Tatum Blvd.  
Phoenix, AZ 85032  
(602) 971-0150

**TUCSON NORTH**  
4343 N. Oracle Rd.  
Suite I  
Tucson, AZ 85705  
(520) 888-3011

Toll Free for all locations: 1-800-260-5816  
Website: [www.empire.edu](http://www.empire.edu)

## HOURS OF OPERATION

All Empire Education Group schools operate year round.

Schools are open Monday through Thursday from 8:30 a.m. to 9:45 p.m.\* and Friday 8:30 a.m. to 5:00 p.m.

Saturday hours vary by location

\*Not all schools offer evening classes

**AFFILIATIONS AND ASSOCIATIONS**

American Association of Cosmetology Schools  
Cosmetology Educators of America  
National Association of Student Financial Aid Administrators

**EMPIRE EDUCATION GROUP IS APPROVED BY**

Navajo Department of Workforce Development  
Arizona Department of Economic Security  
State Approving Agency for Veterans' Educational Benefits  
*These approvals are state and school specific and may not apply to all schools.*

**ACCREDITED BY**

National Accrediting Commission of Career Arts & Sciences  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

**LICENSED BY**

Arizona State Board of Cosmetology  
1721 E Broadway Rd.  
Tempe, Arizona 85282  
(480) 784-4539  
[www.azboc.gov](http://www.azboc.gov)

*Copies of documents describing the school's accreditation and licensing may be reviewed by current or prospective students by contacting the School Executive Director.*

## WHAT YOU NEED TO SUCCEED

We will help you obtain the skills and knowledge you need to succeed in the beauty industry. Our talented educators will facilitate the training you need to develop customer service, technical, and business skills. We will provide you with the tools for success.

## STUDENT ORIENTATION

You will receive a comprehensive student orientation on the first day of school and prior to beginning of school. This orientation is mandatory and must be attended prior the start of the program. During orientation we will discuss our mutual rights, responsibilities, and standards. We will explain the modular format of our program, how you will progress during your program, and how your performance will be measured. We will also conduct a tour of our school and introduce you to your fellow future professionals.

## STUDENT PREPARATION TIPS

There are several things you may want to consider while arranging a successful enrollment plan:

- Choose a start date that allows sufficient preparation time
- Make dependable housing arrangements
- Prepare financially
- Plan for dependable transportation
- Obtain dependable childcare
- Consider employment that supports the demands of your education.

## ADMISSION REQUIREMENTS

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

- A copy of a state or federal issued photo identification
- Provide a copy of high school diploma, or its equivalent. Empire Education Group does not offer ATB.
- Foreign diplomas must be translated and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services, and Educational Credential Evaluators (ECE).
- Complete a Career Planning interview
- May have to complete an admissions assessment
- Pay the required registration fee
- Complete an Enrollment Package

## ADDITIONAL ADMISSIONS INFORMATION

This school may accept appropriate credit from other licensed schools for previous education. This school does not guarantee the transferability of its credits to any other institution unless there is a written agreement with the institution. Official transcripts are required prior to any enrollment along with the completion of any state transfer requirements (if applicable). Proficiency examinations will be used to determine the appropriate entry point in the curriculum. The school will not make adjustments to recognize a student's prior education once the student has started at Empire.

## RE-ENROLLMENT POLICY

Students wishing to be readmitted after withdrawing need to consult with, and have the approval of their Executive Director prior to re-admission. Students accepted for re-enrollment will not be charged an additional Registration Fee if restarting within 12 months of their previous withdrawal date.

This school does not recruit students already attending or admitted to another school offering a similar program of study

The school is an equal opportunity educator and does not discriminate against persons due to age, race, color, creed, sex, religion, disability or ethnic origin.

The school maintains cumulative educational records in accordance with all applicable federal, state, and accreditation regulations. See your school Executive Director for exact record retention lengths.

Empire Education Group accepts United States citizens and foreign nationals who are permanent residents (or they have documented proof that they are in a candidacy/application part of the process), and foreign nationals with valid non-immigrant status who are eligible to attend school. However, foreign nationals who possess a current visa and valid I-94 (which allows attendance at school), which do not expire prior to graduation from a specific Empire Education Group may attend any Empire Education Group. Acceptable visa include: A-1, A-2, A-3, E-1, G-1, G-2, G-3, G-4, H1B, H-1C, H-2A, H-2B, H-3, H-4, I, J-2, L, O, and R.

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

Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from school.

# ADMISSIONS INFORMATION

Empire is committed to equal educational opportunity and does not discriminate on the basis of sex, age, physical handicap, race, color, creed, ethnic origin, religion or sexual orientation in admissions, career services, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission.

In addition to satisfying the requirement for a valid high school diploma or GED certificate, an applicant must demonstrate the character, readiness and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation(s) for which the program provides training. In determining whether to grant or deny admission, Empire will consider information about the applicant's prior postsecondary educational experiences, employment record, credit record and any criminal record. An applicant may be asked to provide such information and to sign authorizations allowing Empire to obtain information from other postsecondary institutions, employers, credit agencies and law enforcement authorities. (Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, Empire makes no guarantee that the criminal record will not be an impediment to the applicant's ability to obtain employment and pursue a successful career.) Empire also will consider an applicant's statements and demeanor during the admissions and orientation process.

Empire reserves the right to deny admission to any applicant who Empire, on the basis of background, record and statements and conduct during the admissions process, determines to not be qualified to succeed in or benefit from an academic program offered by Empire.

## AMERICANS WITH DISABILITIES ACT

The School does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation, religion, ethnic or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the campus Executive Director. You may request academic adjustments or auxiliary aids at any time. The Executive Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available.

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

- 1) Notify the Executive Director in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the Executive Director by telephone at the number listed on page 8 of this catalog.
- 2) The Executive Director will respond within two weeks of receiving the request.
- 3) If you would like to appeal the decision regarding your request, please contact the Vice President of Operations at 570-429-4321 with all the previously requested information. Appeals must be submitted within one week of the date of the Executive Director's response.

## START DATES & SCHEDULES

The following class start dates may not be available at every school location.

### 2011-2012 CLASS START DATES

#### 2011

June 20  
July 11  
August 1,22  
September 12  
October 3,24  
November 14  
December 5

#### 2012

January 3,23  
February 13  
March 5,26  
April 16  
May 7, 29  
June 18

# ADMISSIONS INFORMATION

## CLASS SCHEDULE

Empire Education Groups offer professional courses to complement your career choice, including Cosmetology, Nail Technology, Esthetics, and Educator Training.

<b>Cosmetology</b>					
The Cosmetology program consists of 1600 hours of instruction. Subjects include haircutting, haircoloring, facials, makeup, manicuring, salon management and much more.					
<b>Schedule</b>	<b>Weeks at 100%</b>	<b>Weeks at 115%</b>	<b>Days</b>	<b>Times</b>	<b>Instructional Credit</b>
Full-Time	46	53	M-F	9:00 am - 4:30 pm	35 hours/week
Part-Time	80	92	M-Thur	5:45 pm - 9:45 pm	20 hours/Week
			Sat	9:00 am -1:00 pm	
<b>Esthetics (Not Currently Offered)</b>					
The Esthetics program consists of 600 hours of instruction to enhance and expand knowledge in advanced esthetics techniques.					
Full-Time	18	20	M-F	9:00 am - 4:30 pm	35 hours/week
Part-Time	30	35	M-Thur	5:45 pm - 9:45 pm	20 hours/Week
			Sat	9:00 am -1:00 pm	
<b>Nail Technology (Not Currently Offered)</b>					
The Nail Technology program consists of 600 hours of instruction. Subjects include manicure, pedicure, nail extensions, skin and nail disorders and salon management.					
Full-Time	18	20	M-F	9:00 am - 4:30 pm	35 hours/week
Part-Time	30	35	M-Thur	5:45 pm - 9:45 pm	20 hours/Week
			Sat	9:00 am -1:00 pm	
<b>Educator Training</b>					
The Educator Training program consists of 650 hours of instruction. Subjects include educational techniques, curriculum development, use of instructional aids, and classroom management and administration.					
Full-Time*	19	22	M-F	9:00 am - 4:30 pm	35 hours/week
Part-Time*	31	36	M-W	9:00 am - 4:30 pm	21 hours/Week
Part-Time*	33	38	M	5:45 pm -8:45 pm	20 hours/Week
			Tues	9:00 am - 4:30 pm	
			W-Thur	5:45 pm - 8:45 pm	
			Saturday	9:00 am - 1:00 pm	

\* Every scheduled Educator in Training **MUST** have at least 1 full 7 hour day of class/theory

# TUITION & FINANCIAL INFORMATION

<b>Cosmetology Program</b>	
Tuition	\$16,000.00
Registration Fee*	\$100
Kit and Books**	\$1,500 + tax
State Licensure Fee***	\$185.00
<b>TOTAL</b>	<b>\$17,785.00</b>
<b>Esthetics</b>	
Tuition	\$5,600.00
Registration Fee*	\$100
Kit and Books**	\$1,200 + tax
<b>TOTAL</b>	<b>\$6,900.00</b>
<b>Nail Technology Program</b>	
Tuition	\$3,600.00
Registration Fee*	\$100
Kit and Books**	\$850 + tax
<b>TOTAL</b>	<b>\$4,550.00</b>
<b>Educator Training Program</b>	
Tuition	\$4,550.00
Registration Fee*	\$100
Kit and Books**	\$300 + tax
State Licensure Fee***	\$145.00
<b>TOTAL</b>	<b>\$5,095.00</b>
*Registration Fee of \$100.00 is payable at the time of enrollment	
**Kit and Books charges do not include sales tax.	
*** Amount of fee to change by testing and licensing authorities	

## OVERTIME CHARGES

Overtime charges of \$9.00 per scheduled hour may be charged for each scheduled hour beyond 115% of the student's contracted program length. Payment will need to be made directly by the student.

## FINANCIAL ASSISTANCE

There are two types of federal student aid available to Empire Education Group students who qualify:

**Grants** – financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund)

**Loans** – allow you to borrow money for your education which must be repaid, with interest, back to the Federal Government.

## FEDERAL PELL GRANT (PELL)

Pell grants are the foundation of federal student financial assistance to which aid from other federal and nonfederal sources might be added. These grants are generally awarded to undergraduate students and the award amounts can change yearly. The maximum award for the 2011-12 award year is \$5,550. Unlike loans, grants are not repaid unless, for example, you withdraw from school prior to the planned program completion date. All federal grants are awarded to students with financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution, enrollment status (full or part-time), and whether you attend for a full academic year or less.

## FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

This type of grant is awarded to undergraduate students with exceptional financial need – those with the lowest Expected Family Contribution (EFC). Federal Pell Grant recipients receive priority for FSEOG awards which range from \$100 to \$300 per award year. The amount of your award will be determined by the school's Financial Assistance Office.

## WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Student loans, unlike grants, are borrowed money (monies) that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education. There are three types of loans in the program:

## SUBSIDIZED STAFFORD LOAN

A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education pays the interest while you're in school at least half-time and for the first six months after you leave school (grace period). The amount of the loan cannot exceed a student's financial need. The fixed interest rate for 2011-2012 is 3.4 percent.

## UNSUBSIDIZED STAFFORD LOAN

A student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education does not pay interest on unsubsidized loans. A student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it's paid in full.

The fixed interest rate of 6.8 percent can be paid while attending school, during a period of deferment or forbearance, or it can be accrued and the interest added to the principle amount of the loan.

## PLUS LOANS

Parents of dependent students can borrow from the PLUS Loan program. The terms and conditions of this type of loan include a requirement that the applicant have a favorable credit history, a repayment period that begins on the date of the last disbursement of the loan, and a fixed interest rate of 7.9 percent for the Direct Loan.

## VETERANS' EDUCATION BENEFITS

Some Empire Education Groups programs are approved for veteran's educational benefits for veterans, eligible dependents of deceased or disabled veterans, and active status National Guard and Reserve personnel. Any student interested in this type of benefit must verify with the school representative that the school is eligible for Benefits.

## ACE GRANT\* \*\*

Prospective students should request information, an application, and salon assessment for the Ace Grant Program from the Beauty and Barber Supply Institute by calling (800) 468-2272. Ace Grant application, salon assessment, and proof of high school graduate or GED should be sent to your EEG school of interest. The Ace Grant organization will formally inform the student of the award.

\*Subject to a Financial Assistance package reduction based on any additional funding sources.

\*\*Any institutional aid will be applied to the student account when the student attends 750 clock hours of the first academic year.

## **GLORIA SIDELL NATIONAL EDUCATOR SCHOLARSHIP**

Any student enrolled in Empire Education Group's Educator of Cosmetology Program is eligible to apply for a Gloria Sidell National Educator Scholarship. Students who have completed EEG's Cosmetology Program must have an application for State board license on file, have attendance of 75% or above and satisfactory academic progress of 75% or above, have a recommendation from an instructor, and complete an interview with the Executive Director. Students who did not complete EEG's Cosmetology Program must have a current Cosmetology license, have attendance of 75% or above (if available) and satisfactory academic progress of 75% or above, complete an interview with the School Director and have a high school diploma or GED. All students need to apply and submit any required documentation prior to, or at the time of, enrolling.

## **EMPIRE GIVES BACK COSMETOLOGY EDUCATIONAL ENDOWMENT PROGRAM**

Prospective students may apply for the Empire Gives Back Endowment if they are (were) a resident of a local shelter within the past 6 months from date of enrollment (confirmed by the Facility Representative, Facility Supervisor or Individual Counselor) and a first time cosmetology student. The student must meet all admissions requirements. One endowment is awarded per school per year.

## **EMPIRE KIDS PEACE EDUCATIONAL ENDOWMENT**

Prospective students may apply for the Empire Gives Back Endowment if they are (were) a resident of a Kid's Peace Facility within the past 6 months from date of enrollment (confirmed by the Kid's Peace Facility Representative, Facility Supervisor or Individual Counselor) and a first time cosmetology student. The student must meet all admissions requirements. The Empire Kids Peace Educational Endowment may be awarded no more than five times in Empire Education Group per year.

## **FUTURE SALON PROFESSIONAL SCHOLARSHIP**

The Future Salon Professional Scholarship was created by Regis Corporation to recognize African American future professionals in the cosmetology industry. Enrolled Non Pell Eligible African American students applying for the grant must meet all Empire Education Group admissions requirements. The student will submit an application form to the Empire Education Group review committee. Students will be evaluated on the basis of their application and financial need. The Future Salon Professional Scholarship may be awarded for up to \$1,000 no more than 45 times per year.

**NOTE:** In order for a student to continue financial assistance eligibility, a student must maintain satisfactory progress. (Refer to the Satisfactory Progress Policy). Any student not maintaining satisfactory progress will be ineligible to receive future disbursements of financial assistance. In order for the student to have financial assistance reinstated, the student's financial assistance and Empire account, along with the maximum time frame, will be evaluated to determine the student's ability to complete the program within the recommended scheduled allotments. When the student has met both the academic and attendance requirements, the student will be removed from the Unsatisfactory Progress status and financial assistance eligibility will be reinstated for the remaining period of time in the program. A student must complete the program of study in a period of time not to exceed those outlined in the following schedules or maximum time frame. School holidays will not be considered in the calculation of cumulative attendance. Course incompletes and noncredit remedial courses have no effect on satisfactory progress standards.

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

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

### Grading Procedure

**Theory** ( lessons in review, self- tests, quizzes, tests and examinations)

**Practical Work** (on mannequins)

**Student Salon/ Clinic** (work on Customers and Models)

Are graded on the following criteria:

### Grading Scale

94%-100%	Excellent	A
89%-93%	Good	B
80%-88%	Average	C
75%-79%	Fair	D
BELOW 75%	Failure	F

**NOTE:** Individual lessons and examinations can be retaken if the grade falls below 75% In this case the second score will be averaged with the first score. In the case of a failed curriculum, the second grade will be the grade of record.

### Standards of Satisfactory Progress

SAP is a requirement for all students enrolled in the Cosmetology- Hairstyling, Nail Technology, Esthetics, and Cosmetology Educator Training programs. Written notice of SAP standing will be provided to students at the time of evaluation. Copies of evaluations, as well as appeal results, will be kept in the student's file. Students that withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he/she has been out.

In order to be meeting SAP students must maintain specified grade levels. They must also proceed through the course at a pace leading to completion in the maximum time frame as defined below\*. SAP is evaluated at the scheduled mid-point of a program for programs of one academic year or less. Evaluations are at the scheduled end of each payment period (every 450 scheduled clock hours or 15 scheduled credits) per academic year for all other programs. If a subsequent academic year is more than 450 hours or 15 credits and less than 900 hours or 30 credits, payment periods are equal to one half of that academic year. If a subsequent academic year is 450 hours or less then it is considered one payment period. SAP evaluations are always concurrent with the scheduled end of a payment period.

In clock hour programs an academic year consists of 900 clock hours over a period of not less than 26 weeks. In credit hours or credit programs, an academic year is the number of weeks it takes for a student to attempt completion of 30 credits. The number of weeks varies according to schedule of attendance but must be at least 30 weeks.

In clock hour programs students who do not meet academic requirements (75% cumulative grade average) or attendance requirements (75% cumulative attendance average) as of the evaluation will be considered not making satisfactory progress. They may lose eligibility for financial aid from Title IV HEA program funds, and may be subject to termination from the program.

In programs measured in credits students who do not meet the academic (75% cumulative grade average) or cumulative completion of at least 75% of the credits attempted as of the evaluation will be considered not making SAP. They may lose eligibility for financial aid from Title IV HEA program funds, and may be subject to termination from the program.

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

### Financial Aid Warning Status

Students who are evaluated at the end of a payment period and fail to meet SAP are automatically placed on financial aid warning status. They may continue to receive assistance under the Title IV HEA programs for one payment period. Financial aid warning status may be assigned without an appeal or other action by the student. If the student does not achieve SAP by the end of that payment period eligibility for Title IV program funds will cease. A student may appeal and if successful may be placed on Financial Aid Probation.

### Financial Aid Probation

The institution may place a student on financial aid probation and may disburse Title IV, HEA program funds for the subsequent payment period. All the following conditions must be met,

- The student must appeal the determination that they are not making satisfactory progress.
- The institution must determine that the student should be able to make satisfactory progress during the subsequent payment period and meet the institution's SAP standards at the end of that payment period.

c. A student must have a basis to file an appeal. Acceptable reasons might include the death of a relative, an injury or illness of the student, or other special circumstances. The student must explain what caused the failure to meet the standards. They must also explain what has changed in their situation that will allow them to demonstrate SAP at the end of the next payment period. The student must submit all information relating to the appeal in writing within 10 days of being notified of not making SAP

d. If the student's appeal is approved and he/she meets the SAP requirements, by the end of the probationary period, they will be removed from probation and will be considered making SAP. If the student does not meet or exceed SAP by the end of the probationary period, they will be considered not making SAP. This will result in loss of eligibility for title IV HEA program funds. The student may also be terminated from the program. Students meeting the minimum requirement at any evaluation are considered to be making SAP until the next scheduled evaluation. .

#### \*MAXIMUM TIME FRAME

Maximum time frame for students in clock hour programs is 133% of the time it would take to complete the scheduled hours in the program. The maximum time frame for students in programs measured in credits is 133% of the time it would take to attempt all the credits in the program. Time frames are based on schedule of attendance. For example, if a student's schedule would allow for completion in 48 weeks with no absence, the maximum time frame for that student would be 133% of 48 weeks or 64 weeks.

If a student must attend additional time beyond maximum time frame due to poor attendance, or to complete graduation requirements, the student's Enrollment Agreement will terminate. The School may have any student whose contract terminated execute a new Agreement if the Student is readmitted to the Program. The Student shall be required to pay the current charges per Program hour or credit in effect at the time the new Agreement is executed for each Program hour or credit that the Student must complete. A Cumulative Grade Average of 75% must be maintained in order to meet graduation requirements.

A student seeking reinstatement after termination caused by lack of SAP or official interruption must first meet with a School Executive Director. The Director will determine if the student is eligible to re-enroll. If a student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but are not eligible for title IV program funds unless they are able to re-establish SAP.

# TUITION & FINANCIAL INFORMATION

<b>Cosmetology</b>			
	<b>20% Deposit Required</b>	<b>Installment</b>	<b>Installment Amount</b>
Full-Time	\$3,500.00	10	\$1,400.00
Part-Time	\$3,500.00	17	\$780.00
		1	\$780.00
<b>Esthetics Program</b>			
	<b>20% Deposit Required</b>	<b>Installment</b>	<b>Installment Amount</b>
Full-Time	\$1,360.00	4	\$1,360.00
Part-Time	\$1,360.00	5	\$907.00
		1	\$905.00
<b>Nail Technology Program</b>			
	<b>20% Deposit Required</b>	<b>Installment</b>	<b>Installment Amount</b>
Full-Time	\$890.00	4	\$890.00
Part-Time	\$890.00	5	\$590.00
		1	\$610.00
<b>Educator Training Program</b>			
	<b>20% Deposit Required</b>	<b>Installment</b>	<b>Installment Amount</b>
Full-Time	\$970.00	4	\$970.00
Part-Time (20 & 21 hour program)	\$970.00	6	\$554.00
		1	\$556.80

**Note:** Sales tax and licensure fees are not included in the self payment schedule.

### **COSMETOLOGY COURSE DESCRIPTION**

The Cosmetology Program prepares students to secure an entry-level position in a salon or spa. The program includes theory instruction, a hands-on workshop and practice on live models and school guests in a service area that emulates the salon or salon service environment. We provide a strong foundation of skills and knowledge to successfully practice cosmetology in order to prepare the students to pass the State Licensing Examination. This training provides development in personal and professional habits to create a successful career.

The Cosmetology program is divided into two main levels: The Pre-Salon and the Student Salon Course Objectives.

### **PRE-SALON LEVEL**

The Pre-Salon level is a comprehensive classroom training phase that provides the skills and knowledge to perform the basic service procedures. The focus is on technical skill practices, which help students build their confidence. This phase includes the necessary training to successfully transition from the classroom to the Student Salon floor. This phase includes theory instruction to meet our state board requirements prepare the student to take and pass the state board examination and for the salon area.

### **Pre-Salon level consists of the following skill sets**

- Haircutting (including utilizing tools and implements)
- Hair designing (utilizing the air former, curling iron, rollers, pin curls, and finger waves)
- Hair coloring and lightening
- Manicuring with artificial nail application
- Skin Care and Make-up
- Interpersonal Skills and Marketing
- Trichology (the study of the hair and its diseases and disorders)
- Permanent Waving, and Chemical Relaxing
- Hair Design and Long Hair Design

### **STUDENT SALON LEVEL**

During this phase students receive new skill and technical information that may include trends and new techniques will be introduced. Students continue to work on building their speed, accuracy, performance level and quality of each service process. This customized phase helps students pinpoint their professional and technical goals to expand their expertise. During this segment of learning, the educator will provide training options and suggestions for each student to develop service skills, professional recommendation knowledge and technical abilities.

### **Student Salon level consists of the following**

- Advanced Procedures and Applications of Hair Coloring Services
- Advanced Procedures and Applications of Permanent Waving Services
- State Laws and State Board Procedures
- Advanced Procedures and Applications of Haircutting and Styling Techniques
- Salon Ecology, Electricity, Trichology and Anatomy and Physiology
- Advanced Procedures and Applications of the Skin (includes custom and organic masks and various techniques of make-up applications)
- Advanced Procedures and Applications of Long Hair Techniques and Hair Additions
- Management and Job Search (includes how to write a resume, completing employment applications, compensation methods, and how to obtain employment)
- Salon Experience

In addition, during this level, the students will be finishing and refining their skills to be in the Student Salon area where they will perform work on guests or mannequins to demonstrate their ability to execute what they have learned. In addition to the required classroom hours, the students are required to have a minimum number of Student Salon units in each subject. Each service or assignment a student performs in the Student Salon is recorded on a daily basis. These services/units are part of the graduation requirements.

**OBJECTIVE**

To educate the students to a degree of competence that will enable him/her to systematically and professionally perform the skills required to pass the State Board examination and obtain gainful employment. Upon completion of the course the student is qualified for employment in the following occupations: Cosmetology as a stylist, Cosmetology/Stylist Assistant, and/or Shampoo Assistant.

**GOALS**

At the completion of the Pre-Salon and Student Salon level, the student will:

Have the knowledge and skills required to perform all of the aspects of hair, nail, and skincare.

Be able to relate to fellow students and customers using professional interpersonal skills and marketing.

Know the requirements for and be able to successfully pass the State Board examination.

Have the skills needed to obtain employment in the field of Cosmetology.

**COSMETOLOGY PROGRAM OVERVIEW**

*\*Detail shown below represents a full-time schedule*

	Topic	Hours	Weeks	Total
Pre-Salon	Permanent Waving Hair	35	1	35
	Principles of Design	70	2	70
	Hair Treatments	35	1	35
	Nail Care	70	2	70
	Skin Care	70	2	70
	Long Hair Design	35	1	35
	Chemical Relaxing & Design	105	3	105
	Haircoloring	105	3	105
	Haircutting	105	3	105
Student Salon	Job Search/Color	105	3	105
	Perm Design	35	1	35
	Design Techniques	35	1	35
	State Board	105	3	105
	Specialty Design	35	1	35
	Long Hair	35	1	35
	Advanced Skin Care	35	1	35
	Haircutting-Male	105	3	105
	Nails- Part 2	35	1	35
	Haircutting-Female	105	3	105
	Advanced Haircoloring	105	3	105
	Management Skills	105	3	105
	Salon Experience	130	4	130
<b>CLASS HOURS:1600</b>				
<b>TOTAL NUMBER OF WEEKS: 46 FULL-TIME, 80 PART-TIME</b>				

**ESTHETICS COURSE DESCRIPTION**

The Esthetics Program specializes in providing comprehensive knowledge and skill in the field of esthetics. Instruction is a combination of classroom instruction and Student Salon floor practice focusing on how to provide customized skin treatment, hair removal and makeup services.

The program includes instruction on the structure of the skin and its function, disorders and esthetic treatment procedures, hair removal services and professional makeup techniques, including:

- Customized facial treatments and services
- Spa treatment service procedures
- Hair removal techniques
- Makeup applications
- Treatment and service customizing
- Guest service and professional recommendation skills
- Business-building skills for salon and spa professionals

**ESSENTIALS****Skin Essentials 1**

The introductory phase includes complete classroom instruction on the theory and application of esthetics. This Pre-Salon course prepares students to work with live models and service guests.

**Student Salon Floor Preparation Training**

Students train for a successful transition from classroom to Student Salon.

**TECHNIQUES****Salon and Spa Techniques**

During the technique phase, students focus on improving their knowledge of skin and face mapping while making appropriate treatment and home care recommendations.

**SALON AND SPA SUCCESS****Business Success**

The second phase of training includes a combination of classroom training and Student Salon instruction, applying the knowledge and techniques learned to conduct quality esthetic services.

The final preparation phase is designed as a “finishing and refining process” for students to prepare for the rigors of the professional world. This phase includes: Personal and Professional Success Skills, Retail Success, Service Success, Business Building, Career Skills, and State Test Preparation and “Mock State Board”.

## ESTHETICS PROGRAM OVERVIEW

	Topic	Weeks
Skin Essentials	Orientation	1-6
	Sanitation and Safety	
	Guest Preparation and Draping	
	Skin Cleansing	
	Product Knowledge	
	Massage Techniques	
	Facial Treatments	
	Mask Therapy	
	Electricity and Use of Esthetics Machines and Instruments	
	Hair Removal	
	Lash and Brow Care	
	Make-up Application	
Student Salon Floor Preparation Training		
Salon and Spa Techniques	Student Salon Floor Preparation	7-12
	Advance skin-Care Techniques	
	Advanced Make-up Applications	
	Introduction to Body Treatments	
	Aromatherapy	
	Alternative Skin-Care Procedures	
	Microdermabrasion	
Clinical Laboratory Practice		
Spa Business Success	Salon Business	13-18
	Professional Image	
	Communication Skills	
	Customer Service Skills	
	Retailing and Up-selling	
	Preparation for the School and State Examinations	
	State Licensing Requirements	
	Clinical Laboratory Practice	

CLASS HOURS: 600

TOTAL NUMBER OF WEEKS: 18 FULL-TIME,

30 PART-TIME

**ESTHETICS TOPICS OF STUDY AND HOURS**

Theory class is conducted daily. Additional areas of study include: Skin Care History and Opportunities, Chemistry and Cosmetic Chemistry, Anatomy, Physiology and Histology of the Skin, Skin Disorders and Diseases, Advanced Esthetic Topics and Career Planning. Topics and hours of study for Esthetics programs according to State Board regulations:

**THEORY OF ESTHETICS**

- Infection control
- Anatomy
- Physiology and histology of the body
- Electricity
- Diseases and disorders
- Arizona cosmetology laws and rules

**CLINICAL AND LABORATORY ESTHETICS****Including theory that involves all skin types**

- Infection control and safety standards
- Recognition and treatment of diseases and disorders
- Morphology and treatment of hair, skin and nails
- Interpersonal skills and professional ethics
- Clinical and laboratory practices that include face and body Morphology and treatment of the skin, including face and body by hand and machine
- Product pharmacology and chemistry interaction formulation, compositions and hazards
- Esthetic machines, tools and instruments and their related uses
- Fundamental esthetics of the body and face
- Alternative skin care technology
- Pre- and post-guest consultation, documentation and analysis
- Spa body modalities
- Exfoliation modalities
- Body and face massage and manipulations
- Body and facial hair removal, except by electrolysis or laser
- Cosmetic enhancement applications
- Required industry standards and ecology, including monitor duties

**TOTAL: 600 HOURS**

**NAIL TECHNOLOGY COURSE DESCRIPTION**

The Nail Technology Program trains students in basic knowledge, skills and habits that will prepare them for entry-level positions in a salon or spa. The course features a blend of classroom instruction and Student Salon floor practice, using live models or school guests.

This program focuses on the art and science of Nail Technology, including:

- Manicures, Hand, and Nail Care services
- Pedicures, Feet ,and Nail Care services
- Nail Sculpting
- Nail art
- Silk and Fiberglass Wraps
- Service and Product Recommendation skills
- Spa and Salon Business building

**CREATIVE ESSENTIALS****Creative Essentials 1**

Students establish a strong knowledge foundation in this essential introduction to manicures, pedicures, and the theory and science behind nail artistry.

**Student Salon Floor Preparation Training**

Students train for a successful transition from Pre-Salon to Student Salon.

**CREATIVE TECHNIQUES****Creative Techniques 1**

Students apply their knowledge and skill to performing guest services. Students are introduced to advanced nail techniques as they build the confidence and skill to provide quality nail services.

**Creative Techniques 2**

Students expand their knowledge, skills and service by focusing on a variety of nail applications, and hand and foot services featured in salons and spas.

**SALON AND SPA SUCCESS****Business Success**

The final preparation phase is designed as a “finishing and refining process” for students to prepare for the rigors of the professional world. This phase includes: Personal and Professional Success Skills, Retail Success, Service Success, Business Building, Career Skills, and State Test Preparation and “Mock State Board”.

## NAIL TECHNOLOGY PROGRAM OVERVIEW

	Topic	Hours
Creative Essentials	Manicuring Procedures	1-6
	Pedicure Techniques	
	Sterilization and Sanitation	
	Hand and Foot Massage	
	Reflexology	
	Nail Tip Application	
	Nail Wraps	
	Gel Nail Applications	
	Acrylic Nail Applications	
	Acrylic Nail Applications	
	Acrylic Nail Maintenance and Removal	
Nail Art		
Student Salon Floor Preparation Training		
Creative Techniques	Student Salon Floor Preparation	7-12
	Advanced Techniques in Artificial Nail Applications	
	Advanced Techniques in Nail Art and Brush Use	
	Use of the Electric File	
	Clinical and Laboratory Practice	
Salon & Spa Success	Salon Business	13-18
	Professional Image	
	Communication Skills	
	Customer Service Skills	
	Retailing and Up-selling	
	Preparation for the School and State Examinations	
	State Licensing Requirements	
	Clinical Laboratory Practice	

**CLASS HOURS: 600**

**TOTAL NUMBER OF WEEKS: 18 FULL-TIME, 30 PART-TIME**

**NAIL TECHNOLOGY TOPICS OF STUDY AND HOURS**

Theory class is conducted daily. Additional areas of study include: Bacteria and Infectious Agents, Safety, Nail Product Chemistry, Anatomy and Physiology, Nail Diseases and Disorders and Aromatherapy.

Topics and hours of study for Nail Technology programs according to state board regulations:

**THEORY OF NAIL TECHNOLOGY**

- Infection control
- Anatomy
- Physiology and histology of the limbs
- Nail and skin structure
- Diseases and disorders of the nails and skin
- Arizona Cosmetology laws and rules

**CLINICAL AND LABORATORY NAIL TECHNOLOGY****Including Theory that Involves Nail, Skin and Limbs**

- Infection control and safety standards
- Recognition and treatment of diseases and disorders
- Interpersonal skills and professional ethics
- Massage and manipulation of the limbs
- Clinical and laboratory practices that include nail, skin, and limbs
- Morphology and treatment of the skin, including face and body by hand and machine
- Product pharmacology and chemistry interaction formulation, compositions and hazards
- Nail technology machines, tools and instruments and their related uses
- Pre- and post-guest consultation, documentation and analysis
- Manicuring, including use of nippers
- Pedicuring, including use of nippers
- Artificial nail enhancement
- Alternative nail technology
- Electric file use
- Pedicure spa modalities
- Exfoliation modalities on the limbs
- Required industry standards and ecology, including monitor duties

**TOTAL: 600 HOURS**

**EDUCATOR TRAINING COURSE DESCRIPTION**

The Educator Training Program offers basic methodology training in the principles of cosmetology instruction in order for the student to start a successful career as a licensed instructor in a licensed school.

**PREREQUISITES**

Students must have a valid cosmetology license and proof of practice for a minimum of one year.

The program focuses on educational techniques, curriculum development, use of instructional aids and Student Salon floor leadership and classroom management, including:

Teaching methods

Demonstration and presentation skills

Service and performance coaching skills

Grading, evaluating, record keeping

Effective communication and performance coaching

Safety, sanitation, and state laws and rules

Lesson planning, course material management, and creating course files

### EDUCATOR TRAINING PROGRAM DESCRIPTION

	Topic	Hours
Foundations of Teaching	History of Teaching	7
	Profiles of a Master Educator	7
	Educator Relationships	7
	Developing a Dynamic Program of Study	7
	Results-Oriented Classroom Management	7
	<b>TOTAL</b>	<b>35</b>
Teaching Methodologies	Developing and Using Educational Aids	7
	Teaching Skills and Presentation Techniques	7
	Powerful Teaching and Learning methods	7
	Teaching to Diverse Learning Styles	7
	<b>TOTAL</b>	<b>28</b>
Evaluations & Testing	Student Evaluation and Testing Methods	7
	Achieving Learner Results	7
	Professional Performance Evaluation	7
	Student Practice Teaching	7
	<b>TOTAL</b>	<b>28</b>
Practical Applications	Industry Needs	7
	Teaching a Dynamic Clinic	7
	Preparing for Licensure and Employment	7
	Mannequin Preparation	7
	State Laws	7
	<b>TOTAL</b>	<b>35</b>
Practice Teaching (PT)		274
General Education (GE)		150
Teaching Techniques (TT)		100
<b>CLASS HOURS: 600</b>		
<b>Total Number of Weeks: 19 Full-Time , 20 &amp; 21 Part Time</b>		

**EDUCATOR TRAINING TOPICS OF STUDY & HOURS**

Theory class is conducted daily. Additional areas of study include: History of Teaching, Profile of a Master Educator, Industry Needs, Teaching to Diverse Learning Styles, Achieving Learner Results and Professional Performance Evaluation.

Topics and hours of study for Educator Training programs according to State Board regulations:

**ORIENTATION AND ARIZONA LAW AND RULES****THEORY, PREPARATION, AND PRACTICE**

Curriculum Development

Developing and using education aids

Presentation principles (practical and written)

Classroom management

Evaluation, assessments and remediation methods (practical and written)

Diversity in learning (including cultural)

Methods of teaching

Professional development (including ethics)

Alternative learning

**STUDENT SALON OVERSIGHT****TOTAL HOURS: 650**

During the series of career planning interviews and student orientation, you will receive information about the instructional programs, goals of each course, policies affecting students and services available to students. Our goal is to provide you with a clear picture about:

- Program requirements
- Student performance expectations
- Successful enrollment and financial planning

In addition we may assist you in preparing for school by offering information about:

- Housing and/or roommates
- Transportation options and parking
- Childcare options, if necessary
- Career options and placement information

### CAREER OPPORTUNITIES

Here are some of the careers available to our graduates:

<b>SALON</b>	<b>SPA</b>	<b>PRODUCT</b>	<b>INDUSTRY</b>
Nail Artist/Manicurist	Esthetician* in:	Product Distributor	School Educator
Hairstylist	Day spas	Sales Consultant	School Owner
Makeup Artist	Destination spas	Manufacturer's Sales Representative	Freelance Makeup Artist
Hair Color/Perm Specialist	Cruise ships	Salon Sales Consultant	Image Consultant
Esthetician	Day Spa Manager		Photo Movie Stylist
Salon Manager	Day Spa Owner		Magazine Writer/Editor
Salon Owner			

\*Some positions require a specialized course of study, which may not be available at all of our schools

### CAREER PLACEMENT ASSISTANCE

Empire Education Group Career Placement Assistance strives to assist every graduate in obtaining a career-related position suited to his/her needs and desires.

A file of locally available positions in the cosmetology industry is maintained at each location.

Career guidance is readily available.

School personnel also offer counseling and advice to students who wish to set up their own businesses.

Regulations prohibit any school, college or institution of higher learning from guaranteeing placement as an inducement to enter school.

**CAREER FAIR**

The school hosts career fairs to connect our future professionals with top employers. See our Career Board for more details.

**GRADUATION AND LICENSING REQUIREMENTS**

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

- Complete the required hours of training
- Complete curriculum requirements
- Fulfill all financial obligations to the school
- Must apply to take state licensing examination

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice. Detailed licensing requirements are provided on a separate handout.

**EMPIRE CARES-STUDENT ASSISTANCE PROGRAM**

Empire Education Group recognizes that balancing the demands of school, family and work can be overwhelming. Often students experience stress and tension while juggling these demands. The Empire CARES Student Assistance Program is designed support students in dealing with pressures and challenges they encounter during their academic career. It also gives them access to resources and support, allowing students to feel that their school is determined to give them as many tools as possible to cope with challenges.

To access the Empire CARES program you can call the direct line (1-888-380-7320). Students will be directly connected to a social worker, who will assist students with their concerns and link students with resources in their local area. Empire CARES also provides brief counseling and/or referrals to outside community agencies. Student Services Coordinators or designees in each school can help connect students with resources as well.

### **PROFESSIONAL DEVELOPMENT GUIDELINES**

Our courses provide essential knowledge and skills to enable you to be a successful professional in the salon and spa industry. Establishing professional work habits is a primary focus in all of our courses. The following is a general description of our Student Guidelines, which outline what we expect from our students and what you can expect from our team. You will receive a complete listing of the School's policies and procedures at the time of your enrollment.

### **ATTENDANCE**

Upon registration, the student schedules a place in a particular class. Since class size is limited by state law, the School insists upon prompt and regular attendance at all times. The student is required to report to school at the regularly scheduled time. All students must attend according to the Achievement and Attendance Evaluation schedule. Students unable to attend classes must call in one hour before scheduled start time.

### **ABSENCE**

An absence due to illness, death in the immediate family, and/or any other unavoidable circumstance must be reported to the School. Students who do not complete the program within the maximum time frame will be terminated.

### **TARDINESS**

Promptness in reporting to class at the beginning of each session is necessary. Tardiness will be clocked at the nearest 1/4 hour.

### **SCHEDULE CHANGES**

Under normal circumstances, schedule changes will be granted only to those students achieving the Achievement and Attendance Evaluation standards.

### **COURSE CANCELLATION POLICY**

Should the need arise for the School to cancel or delay the start of a program, the School will work with the student to arrange for a new start date. Should a refund be required, it will be done in accordance with the refund policy contained within this catalog.

### **TRANSFER/TRANSCRIPTS**

Empire has established an Articulation Agreement which allows any Empire student making Satisfactory Progress to transfer from one Empire owned school to another Empire owned school. A student may transfer hours upon completion of a practical examination that will be given in conjunction with mock State Boards. Proficiency examinations will be used to determine the appropriate entry point into the curriculum and the hours that will be accepted.

If an Empire student wants to move to another Empire owned school that is recognized by the U.S. Department of Education and the School's accrediting body and is an additional location of the School the student is presently attending, he/she may transfer to the additional location. However, if the student is wishing to transfer from one main school to another main school, the student must withdraw from their present school, and then enroll at the new school. A refund calculation will be completed by the School from which they are leaving and the student may need to re-apply for Title IV funding at the new school. The student's current satisfactory academic progress standing follows through to his/her new school when the student is a transfer from the main school to an additional location. Empire Education Group charges a fee for educational-transcript or hour-transfer services. Tuition and other fees will be charged based upon the hours and equipment needed.

### **MAKE UP WORK**

Make up work is associated with any missed or failed assignments. All practical and lab work should be made up following an absence. Make up work can only be completed on Tuesday, Wednesday, and Thursday evenings from 4:30 pm to 5:30 pm and Saturdays.

The student's responsibility is to make sure he/she has obtained all notes and assignments. Once the final curriculum grade is submitted, the student has one (1) week to complete any make up work, provided that the student's attendance is at least 50%. If the student's attendance is less than 50% then the student must re-take the module to receive a grade.

Students who are absent on the day of a scheduled theory test will only be permitted to make up any of the following if there is an approved excused absence:

- Mini Evaluation
- Written Final
- Practical Final
- State Law Written Final
- State Board Theory Final

If there is no approved excused absence, the student will not be allowed to make up any of the above mentioned items and will receive a zero.

### WEATHER-RELATED SCHOOL CLOSINGS

When there is a serious “weather emergency,” which causes retail businesses and government offices to close, Empire will normally cancel or delay classes. A decision to have a late opening or early closing will be made by the Executive Director. Consult your local TV and/or radio stations for school information.

### CORRECTIVE ACTION

Our goal is to provide clear direction and feedback on your performance. When you choose to perform or behave outside of our guidelines, corrective action will be taken and may include:

- Written warning
- Removal from class or Student Salon floor for the day
- Suspension or expulsion

### GRADING PROCEDURE

**A. Theory** (lessons in review, self- tests, quizzes, tests and examinations),  
**Practical Work** (on mannequins)

**Student Salon/ Clinic** (work on Customers and Models)

Are graded on the following criteria:

100%-94%	Excellent
93%-89%	Good
88%-80%	Average
79%-75%	Fair
Below 75%	Failure

**B. Student Salon/Technical Sheets :** Students assigned to Technical Sheets are graded on a pass/fail scale. Students who fail a Technical Sheet must retake and pass the module prior to graduation

### ACHIEVEMENT AND ATTENDANCE EVALUATION (AAE)

Achievement and Attendance Evaluation is the process to determine if the student’s performance and academic standing meets the EEG standard. The student must meet the following Achievement and Attendance Evaluation Standards:

- Must adhere to a 75% average or above Attendance Record and a 75% average or above Academics , except in Maryland.

Achievement and Attendance Evaluation reports are distributed to the students every 6 weeks. At the time of the evaluation the student will be identified as being in one of four statuses:

**-Meets Standard:** The student Meets all Achievement and Attendance evaluation standards.

**-Below Standard Status:** This represents the first measurement evaluation in which a student’s attendance and/or academic average does not meet the minimum requirements. The student has a right to appeal during the Below Standard Status. If the appeal is denied, the student remains Below Standard until the next AAE evaluation. If the student fails to meet the minimum requirements for 2 consecutive 6 week cycles, the student is placed in At Risk status.

**-At Risk Status:** This represents the second measurement evaluation in which a student’s attendance and/or academic average does not meet the minimum requirements. The student has a right to file an appeal during the At Risk status until the next AAE evaluation. If the student fails to meet the minimum requirements for 3 consecutive 6 week cycles, the student is placed in Academic Dismissal status.

**-Academic Dismissal:** The student will be dismissed from the School.

The School staff will meet with students who are in Below Standards or At Risk Status to review their status, advise, and create an academic plan to meet AAE standards. The staff will offer the students the opportunity to file an appeal and follow the appeals process if applicable

The School staff will meet with students who are in academic dismissal status to conduct an Exit Interview and follow procedures for student termination.

**RECORD RETENTION POLICY**

Student records shall be maintained after a student either terminates training or graduates. The School will maintain adequate permanent student records which will include:

- Evidence of compliance with the School's admissions requirements
- Credit granted for previous experience or training
- Dates of admission start dates and withdrawal or completion dates
- Reasons for withdrawals when known
- Daily attendance
- Tuition and financial aid records, when applicable

**LEAVE OF ABSENCE**

Empire Education Group does not offer leaves of absence to enrolled students. If a student needs to interrupt his/her training, he/she must be dropped from the program and re-enrolled upon return. The re-enrollment process will be according to the Re-enrollment Policy.

**WITHDRAWAL**

Any student who withdraws from his/her contracted course or fails to complete his/ her training will have notice placed in his/her Student file as to progress at the point of withdrawal. A student making satisfactory academic progress at the point of withdrawal may apply for re-enrollment in the School and will be considered to be making satisfactory academic progress and meeting Achievement and Attendance Evaluation (AAE) standards at the point of re-entry; likewise, a student not making satisfactory academic progress at the point of withdrawal may apply for re-enrollment in the School and will not be considered to be making satisfactory academic progress or meeting Achievement and Attendance Evaluation(AAE) standards at the point of re-entry.

**TRANSFER STUDENTS**

Students who transfer into an Empire Education Group school from another school system will be treated as a new Student in terms of making satisfactory academic progress.

**GROUND FORS FOR DISMISSAL/SUSPENSION**

The School reserves the right to dismiss/suspend a student for any reason, including but not limited to the following: failure to attend classes regularly; refusal to complete assigned classes or Student Salon work; breach of school rules and regulations; falsification of school records; cheating; conduct or conditions that pose a direct, adverse threat (including bullying) to other students, guests or employees of Empire Education Group; or failure to make required cash payments. Intentional destruction of school property, destruction of other students' or staff members' property, physical violence and threats of violence can mean immediate dismissal/suspension without previous warning. Students are responsible for their own education equipment and personal belongings that may have been left in the School. These items must be removed by the student from the School's premises within 30 days from the date of the dismissal/suspension letter or they will be removed by the School and disposed of accordingly. Any student who is absent for fourteen (14) consecutive calendar days will be terminated.

**SCHOOL REFUND POLICY**

1. If the student is not accepted for admission to the selected Program as specified in the Enrollment Agreement; or the student (or the student's parent or guardian if the student is under the legal age to enter into the Enrollment Agreement) provides written or verbal notification canceling Student's enrollment within seven (7) calendar days after Student executes the Agreement, the School will provide Student with a full refund of all monies paid, including any Registration fees. This policy applies regardless of whether Student starts actual attendance during such seven (7) calendar day period. The postmark on the written notification will determine the cancellation date, or the date the notification is hand delivered to the Executive Director.
2. If Student (or Student's parent or guardian if Student is under the legal age to enter into this Agreement) provides written or verbal notification canceling Student's enrollment more than seven (7) calendar days after Student signs this Agreement, but before student starts actual class attendance, the School will provide Student with a full refund of all monies paid (including the tuition fees) less the \$100.00 Registration Fee.
3. If Student enrolls with the School and starts actual class attendance and Student either withdraws from the selected Program or the School dismisses Student from the selected Program for a violation of the School's Rules and Regulations, this may result in a return of Federal Student Financial Assistance (Title IV Funds).

#### 4. Return of Title IV Funds and Refund Policy

The law specifies how Empire Education Group must determine the amount of Title IV Program Funds that you can earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, Plus Loans and Federal Supplemental Educational Opportunity Grants (FSEOG).

When you withdraw during a payment period, if the amount of Title IV program funds that you have earned up to that point is received on your behalf less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the School must return the excess funds.

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

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline the loan funds so that you do not incur additional debt. Empire Education Group may automatically use all or a portion of your post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees charges. It is in your best interest to allow the School to keep the funds in order to reduce your debt to the School.

Because of other eligibility requirements, there are some Title IV program funds that you were scheduled to receive that you cannot earn once you withdraw. For example, if you are a first-time, first-year undergraduate Student and you have not completed the first 30 days of your program before you withdraw, you may not earn any Direct Stafford Loan Funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return the portion of excess equal to the lesser of

1. Your institutional charges multiplied by the unearned percentage of your fund, or
2. The entire amount of excess funds.

The School must return this amount even if it didn't keep this amount of your Title IV program funds.

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

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirement for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the School to cover unpaid institutional charges. Empire Education Group may also charge you for any Title IV program funds that the School was required to return. Empire Education Group's refund policy is also printed on your Enrollment Agreement. Also printed in this catalog are the requirements and procedures for officially withdrawing from school.

If you have any questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID. The center accepts calls from 8 a.m. to midnight (EST), seven days a week. TTY users may call 1-800-730-8913. Information is also available on the U.S. Department of Education's "Financial Aid for Students Home Page" at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

5. The following Refund Policy is the same or stricter than the relevant State refund policy and shall apply, after the Return of Title IV Funds calculation has been made, if applicable, to remaining tuition payments once the student has started actual class attendance. The following refund policy is for all Students, including persons enrolled under provision of Title 38, United States Code.

Percentage of Enrollment Time to Total Time	Amount of Tuition School Shall Retain
.001% to 9.99%	10% Retained
10% to 19.99%	20% Retained
20% to 29.99%	30% Retained
30% to 39.99%	40% Retained
40% to 49.99%	50% Retained
50% and above	100% Retained

6. Enrollment Time means the amount of actual hours completed between the student's actual first day of attendance in the Program and the date Student last actually attended class. Total Time means the total hours of instruction for the Program in which the student is enrolled. Any monies due Student hereunder shall be refunded within thirty (30) days of formal cancellation as defined or formal termination by the School, which shall occur no more than fourteen (14) consecutive calendar days from the last day of physical attendance or the date that the student contacts the institution that he/she will not be returning.

A. Registration Fee: This fee is not refundable except as provided in paragraph A, above

B. Student Supplies Fee: Student Supplies Fee will not be cancelled or adjusted unless Student returns the supplies unused and in their original condition within twenty (20) calendar days of receipt of the student supplies from School

7. All refunds due will first be made to the source that provided funding, before any refund will be paid to Student.

8. If the selected Program is cancelled subsequent to Student's enrollment, but before Student started class attendance, the School shall provide Student with a full refund of all monies paid by Student.

9. Student shall be entitled to a prorated refund of tuition paid if the School permanently closes and no longer offers instruction after Student begins classes.

### **POLICY AGAINST HARASSMENT**

Empire Education Group firmly believes that each individual has the right to study and work in an environment that promotes equal opportunities for all and prohibits discrimination, including any form of harassment. Therefore, Empire Education Group has developed a "Policy Against Harassment" that is distributed at the time of enrollment. The Policy provides a means by which individuals can bring any violations of the Policy to Empire Education Group's attention. It also includes guidelines for the investigation of complaints and enforcement of the Policy. Please address any questions regarding the Policy to your Executive Director.

### **COMPLAINT PROCEDURE GUIDELINES**

1. A Student, teacher or interested party may file a complaint against the School; however, the complaint should be in writing to the Executive Director and should outline the allegations or nature of the complaint.

2. The Executive Director will meet with the complainant within 10 calendar days of receipt of the written complaint. If after careful evaluation, the problem cannot be solved through discussion, the complaint will be referred to the School's Regional Director.

3. The Regional Director will respond within twenty-one (21) calendar days of receipt of the complaint and review the allegations.

If more information from the complainant is needed, a letter will be submitted outlining the additional information required.

If no further information is needed the complaint committee will act on the allegations and a letter be sent to the complainant within fifteen (15) calendar days, stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

4. If the complainant wishes to pursue a matter, a complaint form is available through the Schools' accrediting agency. Empire Education Group's accrediting agency requires that the complainant attempt to resolve any issues through the School's complaint process prior to filing a complaint with the School's accrediting agency. This procedure does not in any way limit a Student's right to exercise his or her legally protected

#### **National Accrediting Commission of Career Arts and Sciences (NACCAS)**

4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

For additional information about the complaint policy, refer to the Student Policies and Consent Form.

### SCHOOL HOLIDAYS AND VACATION

May 30, 2011	Memorial Day
July 4, 2011	Independence Day
Sept. 5, 2011	Labor Day
Nov. 24 - 25, 2011	Thanksgiving Holiday
Dec. 23 & 26, 2011	Christmas Holiday
January 2, 2012	New Years Day
January 16, 2012	Martin Luther King Day
May 28, 2012	Memorial Day
July 4, 2012	Independence Day

Schools will also be closed to students for educator in-service on the last day of each six (6) week cycle

### CONSUMER DISCLOSURE STATEMENT

Students interested in information, tuition and fees at other NACCAS-accredited institutions within the state may obtain this information by writing and sending a stamped, self-addressed envelope to NACCAS at the address listed in the policies section of this catalog.

### WITHDRAWAL POLICY

A Student will be considered as withdrawn when one of the following occurs:

1. The student "officially" notifies the Executive Director, in writing of his/her intent to withdraw.
2. A formal termination (unofficial withdrawal) by the student shall occur no more than 14 consecutive calendar days from the last day of physical attendance.

### FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)

The policy of Empire Education Group is to maintain confidentiality of information entrusted to it by Students, prospective Students or parent/guardian(s) of a dependent minor child. Therefore, prior to release of information, a written Authorization for Release of Information form (in writing) must be on file with:

**Empire Education Group, 396 Pottsville-St. Clair Highway,  
Pottsville, Pennsylvania 17901.**

An Authorization for Release of Information is not required by Students, prospective Students, or guardian(s) of dependent minor children wishing to review their own records or for legal or accreditation purposes. A Student or parent/guardian of dependent minor Students may review the student's record by contacting the Executive Director to make an appointment. The Executive Director will be present during the review to provide supervision and interpretation.

A Student shall be permitted to review his/her record on file with the

School seven (7) days after the School has received the Student's written request to review his/her records in accordance with the manner set forth in this Catalog or any Supplement to this Catalog. The parent or eligible Student may seek to amend education records that the parent or eligible Student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Empire will make a determination on the student's request for amendment within 30 days of the request. If Empire agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, Empire will amend the record accordingly and inform the parent or eligible Student in writing that the record was amended. If Empire decides not to amend the record, the student has a right to a hearing with 30 days of the denial. Empire will notify the parent or eligible Student of the time, date and place of the hearing. The decision of the hearing will be sent to the parent or eligible Student in writing and will be based solely on the evidence presented in the hearing. If the decision not to amend the record is determined, the parent or eligible Student has the right to place a statement in the student's file contesting the information in the record.

School staff members and administrators who the School deems to have a "legitimate educational interest" have access to Students' information as required to perform duties that are specific to their position.

FERPA permits Empire to disclose, upon request, directory information (Student's name, address, telephone number, date and place of birth, field of study, dates of attendance and degrees/awards received) without the student's consent unless the student has otherwise directed Empire, in writing.

### EMPIRE'S SOCIAL MEDIA GUIDELINES FOR STUDENTS

Empire Education Group respects the rights of students and Co-workers to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, MySpace, Twitter, You Tube, blogs, wikis, file-sharing and user-generated video and audio.

Empire students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will be public for a long time. Respect your audience.

Empire does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Empire's schools on any of Empire's social media sites. Empire reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Empire Education Group to protect itself from undue harm related to information that is shared on social networking sites.

**COPYRIGHT INFRINGEMENT POLICY**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities. A summary of the penalties may be found at :

[www.copyright.gov/title17/92appf.pdf](http://www.copyright.gov/title17/92appf.pdf).

Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

**PROFESSIONAL CODE OF CONDUCT**

1. Students are required to dress and groom themselves in a manner befitting the highest professional standards established by the School and the industry. Students are required to dress in solid black and/or white (including footwear) and must wear the School issued name tag.

No patterns, stripes, decorations or logos of any kind are permitted. Students are required to wear clothing that has sleeves, covered midriff and does not have revealing necklines. Denim, jeans, and workout attire are not permitted. Skirts, pants, and capris must fall below the knee. Students are required to wear shoes that are closed-toe. No hats are allowed. Violation of the dress code is not permitted.

2. All of our schools are smoke-free. Smoking is only permitted in designated areas outside of the School; however, Student smokers are required to keep those areas free of any debris caused by smoking.

3. Sanitation guidelines and cleaning assignments must be complete before, during and after scheduled class, service appointments and Student Salon floor times.

4. Students are responsible for the cleanliness of their work area and equipment used throughout the day.

5. Students are required to wear personal protective equipment (e.g., gloves, mask and safety glasses) as specified on the Material Safety Data Sheet (MSDS).

6. Penalty for theft is termination of enrollment and legal prosecution. School equipment, products and supplies must be used following classroom or Student Salon floor guidelines. Misusing or taking school materials, products or equipment is not allowed.

7. The use or possession of illegal drugs or alcohol on the premises of a school or at a school function is strictly forbidden and will result in the termination of Student financial assistance and enrollment.

8. Prior to class start, a Student must notify the School if he/she is ill or unable to attend regularly scheduled class. Late arrivals will be clocked on the nearest 1/4 hour.

9. Each Student is required to clock in upon entering and leaving the School.

10. Students are responsible for their own educational equipment and personal belongings. Be prepared for class and the student Salon floor learning process by having a complete tool kit, required class materials and completed assignments each day.

11. All lockers are the property of Empire Education Group and are available by assignment for Student use. Empire Education Group reserves the right to open and inspect lockers. A combination lock is provided for use. No outside lock of any type can be used or placed on lockers.

12. The School's business telephone is not available for personal calls.

13. All electronic devices (cellular phones, pagers, laptops, PDAs) must be turned off upon reporting to school. Cellular phones are not to be used during class time. Of course, voice mail messages may be checked and personal calls may be made at break and meal times. In case of an "emergency", the cell phone may be used to place a call during school time ("Emergency" is defined by Webster's Dictionary as : a sudden, generally unexpected occurrence demanding immediate action).

14. As a courtesy to our Students, hair, nail and skin services may be performed at a special rate. See your Instructor for approval.

15. Safety and physical demands of the profession:

a. Maintaining good body posture will eliminate straining your back, legs, and feet.

b. For people who are extremely sensitive, continuous exposure to cosmetic products may cause an allergic reaction.

c. Wearing support hosiery and low-heeled shoes provides added support and comfort, thereby preventing or reducing the possibility or varicose veins.

16. Conducting any raffles, pools and other games of chance on school property is prohibited.

17. Eating or drinking in a classroom or Student Salon is prohibited. Students are permitted to eat in designated areas at the times posted.

18. The use or possession in the School of any item that is, or resembles, a weapon, firearm or explosive of any kind that could be used to cause physical injury is prohibited.

19. Professional and courteous conduct is expected. Refer to the Student Offense & Consequence table which can be found in the ED/AD office. Respectful communication with staff, fellow Students, and service guests is required. Unnecessary conversation, creating noise, causing discord, abusive language or using racial, sexual, ethnic or religious slurs or references is prohibited and may result in termination from the program.

20. Gross negligence, abuse or endangering the health or welfare of any staff member, Student, visitor, Student Salon guest, or other, including the use of verbal or written threats, bullying, intimidation, coercion, abusive language, or inappropriate physical behavior is prohibited and may result in termination from the program.

21. Family and friends may visit the School as service guests only. Visitors are not allowed during class or Student Salon floor hours.

22. Students are not to provide cosmetology services at home in exchange for money. Solicitation of EEG school guests to be serviced in your home is unethical and is grounds for termination.

Students who fail to adhere to the guidelines or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.





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[www.empire.edu](http://www.empire.edu)

# Addendum A



**School Name** Empire Beauty School  
**Number** 1000  
**Address** 3030 E Speedway Blvd  
**City, State, Zip** Tucson, AZ 85716  
**Phone #** 520.327.6544

**Executive Director** Kathy Phillips  
**Academic Director** RaChelle Minter

## Educators

Last	First	Teachers License #	Course Taught
Sanli	Grace	90125790	Cosmetology
Bordelon	Helen	90330014	Cosmetology
Botello	Julia	90281113	Cosmetology
Inman	Leah	90900088	Cosmetology
Huggins	Lisa	90400077	Cosmetology
Rickman	Nancy	97600516	Cosmetology
Hill	Patricia	98100703	Cosmetology
Johnson	Dorthy	90900075	Cosmetology
Knight	Brandy	91100078	Cosmetology

# Addendum A



**School Name** Empire Beauty School  
**School Number** 1001  
**Street Address** 4343 N Oracle RD #1  
**City, State, Zip** Tucson, AZ 85705  
**Phone Number** 520-888-3011

**Executive Director** Lynette Hodges

## Educators

Last	First	Teacher's License #	Course Taught
Pogue	Frances	90023716	Cosmetology
Shoemaker	Michele	90900079	Cosmetology
Burdge	Renee	90900066	Cosmetology
Hammerschmidt	Selena	90600057	Cosmetology
Andrew	Rosalie	90229654	Cosmetology
Wilson	Anne Marie	91200024	Cosmetology

# Addendum A



**School Name** Empire Beauty School  
**School Number** 1002  
**Street Address** 1790 East Route 66  
**City, State, Zip** Flagstaff, AZ  
**Phone Number** 928-774-7146

**Executive Director** Lori Langan  
**Academic Director**

## Educators

Last	First	Teachers License #	Course Taught
Epperson	Miriam	AZ-90100015	Cosmetology
Day	Rachel	AZ-90600051	Cosmetology
Beth	Berg	AZ-90400044	Cosmetology

# Addendum A



**School Name** Empire Beauty School  
**School Number** 1003  
**Street Address** 2978 N Alma School Rd #1-3  
**City, State, Zip** Chandler, AZ 85224  
**Phone Number** 480-855-7901

**Executive Director** Gary Wales  
**Academic Director** Shelmadene Clother

## Educators

Last	First	Cosmetology License #	Course Taught
Fratus	Lorri	90500014	Cosmetology
Johnson	Cynthia	91200020	Cosmetology
Romrell	Melanie	91000053	Cosmetology
Lloyd	Lorie	90330911	Cosmetology
Henry	Kriza	91100036	Cosmetology
Williams	Sonia	91100042	Cosmetology
Foy	Pearl	98600031	Cosmetology
Hinds	Nitona	91000005	Cosmetology
Escobedo	Mary	91000020	Cosmetology

# Addendum A



**School Name** Empire Beauty School  
**School Number** 1004  
**Street Address** 410 W. Goodwin St  
**City, State, Zip** Prescott, AZ  
**Phone Number** 928-778-5064

**Executive Director** Paula Muncy  
**Academic Director**

## Educators

Last	First	Teachers License #	Course Taught
Dalson	Kenneth	90218548	Cosmetology
Darr	Linda	90100022	Cosmetology
Grupp	Sandra	98300771	Cosmetology
Massey	Beckey	91000069	Cosmetology
Marmolejo	Sandra	99400003	Cosmetology
Manley	Sheila	91200030	Cosmetology

# Addendum A



<b>School Name</b>	<b>Empire Beauty School</b>	<b>Executive Director</b>	<b>Steve Strong</b>
<b>School Number</b>	1005	<b>Academic Director</b>	<b>Nicole Ford</b>
<b>Street Address</b>	2727 West Glendale Ave., Suite 200		
<b>City, State, Zip</b>	Phoenix, AZ 85051		
<b>Phone Number</b>	602-249-1262		

## Educators

<b>Last</b>	<b>First</b>	<b>Teachers License #</b>	<b>Course Taught</b>
Rodriquez	Mary	90500060	Cosmetology
Fiore	Delphina	90500029	Cosmetology
Mansbach	Christina	90500052	Cosmetology
Young	Patricia	90011777	Cosmetology
Tavison	Irene	90400023	Cosmetology
Stevens	Alan	90600053	Cosmetology
Sanchez	Rebecca	90500010	Cosmetology
Navarro-Hernandez	Alice	99300015	Cosmetology
Duncan	Janet	98000653	Cosmetology
Simoncini	Eileen	90900048	Cosmetology
Perryman	Margarete	90800047	Cosmetology

# Addendum A



<b>School Name</b>	<b>Empire Beauty School</b>	<b>Executive Director</b>	<b>Patrick Donovan</b>
<b>School Number</b>	1006	<b>Academic Director</b>	<b>Sue Lehrman</b>
<b>Street Address</b>	9945 W McDowell Rd, Suite # 112		
<b>City, State, Zip</b>	Avondale, AZ 85323		
<b>Phone Number</b>	623-907-9499		

## Educators

<b>Last</b>	<b>First</b>	<b>Teachers License #</b>	<b>Course Taught</b>
Fisher	Chardai	C90900085	Cosmetology
Dulaney	Dawn	C90022801	Cosmetology
Marcus	Lisa	C90400020	Cosmetology
Montana	Lisa	C90900050	Cosmetology
Hunter	Tammy	C90900058	Cosmetology
Kann	Starr	C91000012	Cosmetology
Dumas	Annette	C91000046	Cosmetology
Rudd	Erika	C91100014	Cosmetology
Medrano	Elizabeth	C90500041	Cosmetology
Tabron	Doria	C91100002	Cosmetology
Olds	Sara	C91100038	Cosmetology
Doyle	Lauren	C90900046	Cosmetology
Atkinson	Elvan	C90330336	Cosmetology

# Addendum A



**School Name** Empire Beauty School  
**School Number** 1007  
**Street Address** 12827 N. Tatum Blvd.  
**City, State, Zip** Phoenix, AZ 85032  
**Phone Number** 602-971-0150

**Executive Director** Shelmadine Clothier  
90700032

## Educators

Last	First	Teachers License #	Course Taught
Doyle	Lauren K.	9090046	Cosmetology
Cantres	Carol	9050010	Cosmetology
Myers	Jacqui L.	90330443	Cosmetology
Moylan	Maggie	91100101	Cosmetology
Deasey	Teresa	91200032	Cosmetology

## Addendum B- Important Consumer Information

Disclosures – 1/09/2012 (Data for the most recently completed award year, July 1-June 30, for which accurate information is available.)

For all schools owned and operated by EEG, Inc.

Compliance with the Code of Federal Regulations (CFR 668.6) governing the administration of Higher Education Act Title IV program funds requires the following disclosures for each school (OPE ID#) by program, SOC (Standard Occupational Classification) Code, and CIP (Classification of Instructional Program) Code. You can access occupational profiles for each occupation on line at <http://www.onetonline.org/crosswalk>. Simply enter the full 6 digit SOC code or CIP code from any of the listings below or use the specific link following the CIP code shown for any occupation.

### Occupations by name, SOC and CIP Codes

Hairdressers, Hairstylists, Cosmetologists – SOC 39-5012, / CIP 12.0401 - <http://www.onetonline.org/link/summary/39-5012.00>

Skin Care Specialist (Esthetician) – SOC 39-5094, 39-5091 / CIP 12.0409 - <http://www.onetonline.org/link/summary/39-5094.00>

Make-up Artist – SOC 39-5091 / CIP 12.0409 - <http://www.onetonline.org/link/summary/39-5091.00>

Manicurist, Pedicurist, Nail Technician – SOC 39-5092 / CIP 12.0410 - <http://www.onetonline.org/link/summary/39-5092.00>

Vocational Education Teacher – SOC 25-1194 / CIP 12.0413 - <http://www.onetonline.org/link/summary/25-1194.00>

### Column Definitions:

**On-time graduation rates** - The percentage of students who completed a program within the normal time to complete, which is described in the catalog, based on the student's schedule, and provided in the enrollment agreement for a student to complete the program without incurring additional charges.

**Tuition, fees, books and supplies** charged to students for completing a program within normal time.

**Placement rate** for students completing a program as calculated according to methodology required by the school's accrediting agency.

This school is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

**Median Loan debt** for students completing a program separated by title IV, HEA program loans, private loans and institutional financing plans.

### Cell Values:

**N / D - No Data** - No students in program for reporting period

**N / A - Not Applicable** - New campus with insufficient data to report

**D / P - Data Protected** - Data protected per US Dept. Education privacy concerns

Please note that the percentages for completion and placement are calculated separately for each program and campus location. Other disclosures provided in the school's enrollment paperwork will typically be different since those rates are calculated on an institutional basis which means they are cumulatively derived from all programs in both main and branch campuses, if applicable.

## Cosmetology

Schools	Address	Zip	Brand	OPE ID Number	On-Time Graduation Rate	Tuition and Fees	Books and Supplies	Placement Rates	Non Title IV	
									Median Loan Debt	Title IV Median Loan Debt
C Tucson, AZ	3030 E Speedway Blvd	85716	Empire Beauty School	00886500	50.72%	\$ 16,100.00	\$ 1,636.50	62.67%	\$ -	\$ 17,582.00
N Tucson, AZ	4343 N Oracle Rd	85705	Empire Beauty School	00886500	50.98%	\$ 16,100.00	\$ 1,636.50	67.24%	\$ -	\$ 14,488.00
Flagstaff, AZ	1790 E Rt 66	86004	Empire Beauty School	01180800	75.00%	\$ 16,100.00	\$ 1,641.69	76.74%	\$ -	\$ 11,413.00
Chandler, AZ	2978 N Alma School Rd	85224	Empire Beauty School	01180800	50.00%	\$ 16,100.00	\$ 1,632.00	62.50%	\$ -	\$ 17,289.00
Prescott, AZ	410 W Goodwin St	86303	Empire Beauty School	01180800	69.49%	\$ 16,100.00	\$ 1,552.50	83.33%	\$ -	\$ 17,582.00
N.W. Phoenix, AZ	2727 W Glendale Ave	85051	Empire Beauty School	02220300	51.35%	\$ 16,100.00	\$ 1,639.50	49.98%	\$ -	\$ 17,582.00
Avondale, AZ	9945 West McDowell Road	85323	Empire Beauty School	01234300	65.92%	\$ 16,100.00	\$ 1,647.00	53.72%	\$ -	\$ 13,603.00
Paradise Valley, AZ	12827 N Tatum Blvd	85032	Empire Beauty School	01293700	45.28%	\$ 16,100.00	\$ 1,639.50	63.16%	\$ -	\$ 15,689.00
Lakewood, CO	441 Wadsworth Blvd	80226	Empire Beauty School	01070900	61.40%	\$ 18,100.00	\$ 1,614.00	32.81%	\$ -	\$ 19,902.00
Arvada, CO	6520 Wadsworth Blvd	80003	Empire Beauty School	02072200	66.66%	\$ 18,100.00	\$ 1,620.90	61.70%	\$ -	\$ 15,922.00
Littleton, CO	8996 W Bowles Ave	80123	Empire Beauty School	02141100	60.40%	\$ 18,100.00	\$ 1,576.50	67.65%	\$ -	\$ 15,922.00
Aurora, CO	16800 E Mississippi Ave	80017	Empire Beauty School	02141100	76.10%	\$ 18,100.00	\$ 1,621.50	60.00%	\$ -	\$ 19,902.00
Thornton, CO	3811 E 120th Ave	80233	Empire Beauty School	02160600	73.90%	\$ 18,100.00	\$ 1,629.00	60.00%	\$ -	\$ 19,902.00
Dunwoody, GA	4719 Ashford-Dunwoody Rd Suite 205	30338	Empire Beauty School	02607600	55.20%	\$ 18,460.00	\$ 1,605.00	62.62%	\$ -	\$ 16,770.00
Nashville, TN	7106 Moores Lane, Suite A	37027	Empire Beauty School	02607600	59.50%	\$ 15,100.00	\$ 1,638.75	73.33%	\$ -	\$ 9,787.00
Hanover Park, IL	1167 W Lake St	60133	Empire Beauty School	02599500	48.00%	\$ 17,695.00	\$ 1,612.50	63.04%	\$ -	\$ 12,790.00
Indianapolis, IN	3810 E Southport	46237	Empire Beauty School	02345200	49.39%	\$ 15,100.00	\$ 1,605.00	63.33%	\$ -	\$ 16,247.00
Winston-Salem, NC	7736-C North Point Boulevard	27106	Hair Design School	02345200	52.50%	\$ 15,850.00	\$ 1,616.25	64.86%	\$ -	\$ 15,422.00
Hurstbourne, KY	5314 Bardstown Rd	40291	Empire Beauty School	01291400	40.21%	\$ 16,300.00	\$ 1,590.00	61.06%	\$ -	\$ 11,945.00
E Greensboro, NC	2001 East Wendover Avenue	27405	Hair Design School	01291400	69.38%	\$ 15,850.00	\$ 1,616.25	62.26%	\$ -	\$ 12,042.00
Florence, KY	7285 Turfway Rd	41042	Empire Beauty School	01291500	46.37%	\$ 16,300.00	\$ 1,590.00	68.75%	\$ -	\$ 16,404.00
Dixie, KY	5120 Dixie Hwy	40216	Empire Beauty School	01291600	51.02%	\$ 16,300.00	\$ 1,590.00	32.73%	\$ -	\$ 19,902.00
Chenoweth, KY	151 Chenoweth Ln	40207	Empire Beauty School	01296800	42.18%	\$ 16,300.00	\$ 1,590.00	100.00%	\$ -	\$ 15,922.00
Highland, KY	1049 Bardstown Rd	40204	Empire Beauty School	02177100	49.23%	\$ 16,300.00	\$ 1,590.00	62.96%	\$ -	\$ 11,942.00
Elizabethtown, KY	554 Westport Rd	42701	Empire Beauty School	01291700	57.33%	\$ 16,300.00	\$ 1,590.00	65.82%	\$ -	\$ 11,942.00
St. Paul, MN	1905 Suburban Ave	55119	Empire Beauty School	00972200	51.96%	\$ 15,600.00	\$ 1,614.38	52.08%	\$ -	\$ 17,000.00
Spring Lake Park, MN	8205 University Ave. N.E.	55432	Empire Beauty School	00972200	57.74%	\$ 15,600.00	\$ 1,606.88	66.67%	\$ -	\$ 17,000.00
Bloomington, MN	9749 Lyndale Ave	55420	Empire Beauty School	00987000	50.60%	\$ 15,600.00	\$ 1,609.13	67.50%	\$ -	\$ 16,843.00
Eden Prairie, MN	964 Prairie Center Dr	55344	Empire Beauty School	00987000	58.80%	\$ 15,600.00	\$ 1,609.13	77.42%	\$ -	\$ 10,060.00
N Memphis, TN	3250 Coleman Road	38128	Hair Design School	00987000	47.30%	\$ 15,100.00	\$ 1,638.75	33.33%	\$ -	\$ 9,787.00
Boston, MA	30 West St	02111	Empire Beauty School	01292100	47.39%	\$ 10,600.00	\$ 1,593.75	65.91%	\$ -	\$ 8,655.00
Hyannis, MA	259 North St	02601	Empire Beauty School	01292100	52.20%	\$ 10,600.00	\$ 1,593.75	71.13%	\$ -	\$ 10,174.00
Malden, MA	347 Pleasant St	02148	Empire Beauty School	02076700	57.57%	\$ 10,600.00	\$ 1,593.75	61.60%	\$ -	\$ 10,252.00
Framingham, MA	624 Worcester Rd	01702	Empire Beauty School	02079400	61.10%	\$ 10,600.00	\$ 1,593.75	76.19%	\$ -	\$ 9,013.00
Durham, NC	5106 North Roxboro Road	27704	Hair Design School	02079400	51.30%	\$ 15,850.00	\$ 1,616.25	60.61%	\$ -	\$ 11,369.00
Lowell, MA	231 Central St	01852	Empire Beauty School	02092200	48.27%	\$ 10,600.00	\$ 1,593.75	67.80%	\$ -	\$ 6,637.00
Grand Rapids, MI	1735 Four Mile Rd	49525	Empire Beauty School	00817800	41.96%	\$ 15,100.00	\$ 1,590.00	58.54%	\$ -	\$ 17,582.00
Portage, MI	6091 Constitution Blvd	49024	Empire Beauty School	00817800	37.20%	\$ 15,100.00	\$ 1,590.00	67.96%	\$ -	\$ 10,508.00
Standale, MI	455 Standale Plaza	49534	Empire Beauty School	00817800	48.20%	\$ 15,100.00	\$ 1,590.00	73.61%	\$ -	\$ 14,488.00
Portland, ME	319 Marginal Way	04101	Empire Beauty School	00945900	47.70%	\$ 15,100.00	\$ 1,575.00	77.59%	\$ -	\$ 13,767.00
Caribou, ME	30 Skyway Dr	04073	Empire Beauty School	00945900	60.86%	\$ 15,100.00	\$ 1,575.00	79.17%	\$ -	\$ 12,440.00
Bangor, ME	639 Broadway	04401	Empire Beauty School	00945900	54.09%	\$ 15,100.00	\$ 1,575.00	79.69%	\$ -	\$ 16,420.00
Waterville, ME	251 Kennedy Memorial Dr	04901	Empire Beauty School	00945900	63.60%	\$ 15,100.00	\$ 1,575.00	67.44%	\$ -	\$ 16,404.00
Jersey City, NJ	2800 Kennedy Blvd	07306	Hair Design School	01170800	51.42%	\$ 14,500.00	\$ 1,605.00	54.10%	\$ -	\$ 12,938.00
Ocean Township, NJ	1458 State Rt 35	07712	Hair Design School	02252700	39.10%	\$ 14,500.00	\$ 1,605.00	63.75%	\$ -	\$ 11,872.00
Bloomfield, NJ	15 Ward St	07003	Hair Design School	02252700	44.88%	\$ 14,500.00	\$ 1,605.00	67.59%	\$ -	\$ 12,289.00
Union, NJ	1126 Morris Ave	07083	Hair Design School	02261800	54.43%	\$ 14,500.00	\$ 1,605.00	63.38%	\$ -	\$ 12,937.00
Cherry Hill, NJ	2100 State Hwy 38, Plaza Cherry Hill	08002	Empire Beauty School	02344200	38.00%	\$ 14,500.00	\$ 1,605.00	62.37%	\$ -	\$ 12,938.00
Jackson, TN	1433 Hollywood Drive	38301	Hair Design School	02344200	48.90%	\$ 15,850.00	\$ 1,646.25	54.55%	\$ -	\$ 11,697.00
Laurel Springs, NJ	Commerce Plz II 1305 Blackwood-Clementon Rd	08021	Empire Beauty School	02149800	55.20%	\$ 14,500.00	\$ 1,605.00	64.41%	\$ -	\$ 11,399.00
Bordentown, NJ	610 Rt 206	08505	Empire Beauty School	02149800	35.70%	\$ 14,500.00	\$ 1,605.00	68.09%	\$ -	\$ 12,688.00
Peekskill, NY	19 Bank St. Peekskill	10566	Empire Beauty School	02314200	72.41%	\$ 11,850.00	\$ 1,610.63	75.00%	\$ -	\$ 5,474.00
Manhattan, NY	22 W 34th St	10001	Empire Beauty School	02173200	51.30%	\$ 12,100.00	\$ 1,633.13	68.15%	\$ -	\$ 10,482.00
Brooklyn, NY	2384 86th St	11214	Empire Beauty School	02173200	46.47%	\$ 12,100.00	\$ 1,633.13	84.50%	\$ -	\$ 10,570.00
Astoria, NY	38-15 Broadway	11103	Empire Beauty School	00757300	53.15%	\$ 12,100.00	\$ 1,633.13	70.59%	\$ -	\$ 6,707.00
Paramus, NJ	Neptune Plaza, 332 Route 4 East	07652	Empire Beauty School	00075700	86.60%	\$ 12,100.00	\$ 1,605.00	N/A	\$ -	\$ 8,474.00
Matthews, NC	11032 E Independence Blvd	28105	Empire Beauty School	00902500	50.80%	\$ 18,460.00	\$ 1,623.75	66.20%	\$ -	\$ 16,770.00
Concord, NC	Shoppes at Kings Grant 10075 Weddington Rd	28027	Empire Beauty School	00902500	47.10%	\$ 18,460.00	\$ 1,616.25	66.67%	\$ -	\$ 16,770.00
Pineville, NC	Tower Place Festival 8700 Pineville-Matthews Road	28226	Empire Beauty School	00902500	50.00%	\$ 18,460.00	\$ 1,623.75	78.57%	\$ -	\$ 16,770.00
Wyoming Valley, PA	3370 Birney Ave	18507	Empire Beauty School	01054200	55.14%	\$ 14,590.00	\$ 1,590.00	72.39%	\$ -	\$ 12,042.00
Lisle, IL	Green Trails Shp Ctr, 2709 Maple Ave	60532	Empire Beauty School	01054200	65.00%	\$ 17,695.00	\$ 1,608.75	63.49%	\$ -	\$ 15,620.00
Pottsville, PA	324 N Centre St	17901	Empire Beauty School	01260600	52.38%	\$ 14,590.00	\$ 1,590.00	84.09%	\$ -	\$ 10,820.00
Kennesaw, GA	Town Ctr Plz 425 Ernest-Barrett Pkwy	30144	Empire Beauty School	01260600	56.50%	\$ 18,460.00	\$ 1,590.00	65.28%	\$ -	\$ 16,770.00
Gwinnett, GA	1455 Pleasant Hill Rd, Suite 105	30044	Empire Beauty School	01260600	66.60%	\$ 18,460.00	\$ 1,590.00	63.29%	\$ -	\$ 16,770.00
Reading, PA	2302 N 5th St Hwy	19605	Empire Beauty School	00966600	71.18%	\$ 14,590.00	\$ 1,590.00	81.33%	\$ -	\$ 13,449.00
Midlothian, VA	10807 Hull St Rd	23112	Empire Beauty School	00966600	45.16%	\$ 18,460.00	\$ 1,575.00	61.29%	\$ -	\$ 15,717.00
Shamokin Dam, PA	Orchard Hills Plaza, Rt 11&15, Box 397	17876	Empire Beauty School	01163800	55.76%	\$ 14,590.00	\$ 1,590.00	63.79%	\$ -	\$ 11,386.00
Warminster, PA	435 York Rd	18974	Empire Beauty School	02288800	49.12%	\$ 14,590.00	\$ 1,590.00	67.65%	\$ -	\$ 12,042.00
Morrow, GA	1958 Mt. Zion Road	30260	Empire Beauty School	02288800	N/A	\$ 18,460.00	\$ 1,605.00	N/A	N/A	N/A
York, PA	2592 Eastern Blvd Kingston Sq Shp Ctr	17402	Empire Beauty School	01102100	37.50%	\$ 14,590.00	\$ 1,590.00	62.77%	\$ -	\$ 13,634.00
Richmond, VA	9049 W Broad St	23294	Empire Beauty School	01102100	39.20%	\$ 18,460.00	\$ 1,575.00	46.84%	\$ -	\$ 16,770.00
Lancaster, PA	Wheatland Shp Ctr 1801 Columbia Ave	17603	Empire Beauty School	01102000	65.80%	\$ 14,590.00	\$ 1,590.00	68.89%	\$ -	\$ 13,594.00
Lauderhill, FL	4806 N. University Drive	33351	Empire Beauty School	01102000	71.05%	\$ 14,500.00	\$ 1,590.00	71.95%	\$ -	\$ 12,570.00
West Palm, FL	Cross Country Plz, 4258 Okeechobee Blvd	33409	Empire Beauty School	01102000	100.00%	\$ 12,100.00	\$ 1,590.00	N/A	\$ -	\$ 7,633.00
Lehigh Valley, PA	1634 Macarthur Rd	18052	Empire Beauty School	00966400	54.12%	\$ 14,590.00	\$ 1,590.00	58.26%	\$ -	\$ 12,042.00
Owings Mills, MD	9616 Reisterstown Rd, Suite 105	21117	Empire Beauty School	00966400	82.89%	\$ 18,360.00	\$ 1,325.00	61.90%	\$ -	\$ 14,630.00
Harrisburg, PA	3941 Jonestown Rd	17109	Empire Beauty School	00966500	43.44%	\$ 14,590.00	\$ 1,590.00	64.00%	\$ -	\$ 12,588.00
Williamsport, PA	1808 E 3rd St	17701	Empire Beauty School	01054300	38.00%	\$ 14,590.00	\$ 1,590.00	82.50%	\$ -	\$ 13,694.00
North Hills, PA	4768 McKnight Rd	15237	Empire Beauty School	01054300	57.00%	\$ 14,590.00	\$ 1,605.00	70.51%	\$ -	\$ 12,042.00
Lebanon, PA	Cedar Crest Sq, 1776 Quentin Rd	17042	Empire Beauty School	01097000	69.00%	\$ 14,590.00	\$ 1,590.00	86.67%	\$ -	\$ 13,594.00
Hanover, PA	Clearview Shp Ctr 1000 Carlisle St	17331	Empire Beauty School	01260500	47.00%	\$ 14,590.00	\$ 1,590.00	69.64%	\$ -	\$ 11,591.00
Speedway, IN	5750 A Crawfordville Rd.	46224	Empire Beauty School	01260500	N/A	\$ 17,350.00	\$ 1,605.00	N/A	\$ -	N/A
State College, PA	206 W Hamilton Ave	16801	Empire Beauty School	01260700	67.85%	\$ 14,590.00	\$ 1,590.00	93.75%	\$ -	\$ 13,634.00
Monroeville, PA	320 Mall Blvd, The Plaza	15146	Empire Beauty School	01054100	43.00%	\$ 14,590.00	\$ 1,605.00	58.02%	\$ -	\$ 13,634.00
West Mifflin, PA	2394 Mountainview Dr, Century Sq Mall	15122	Empire Beauty School	01054100	43.00%	\$ 14,590.00	\$ 1,605.00	70.00%	\$ -	\$ 12,042.00
Center City, PA	1522 Chestnut St	19102	Empire Beauty School	01301500	34.50%	\$ 16,480.00	\$ 1,620.00	47.49%	\$ -	\$ 13,634.00
E Memphis, TN	568 Colonnad St	38117	Empire Beauty School	01301500	64.00%	\$ 15,100.00	\$ 1,638.75	37.04%	\$ -	\$ 14,105.00
N. E. Philadelphia, PA	Knights Rd Shp Ctr 4026 Woodhaven Rd	19154	Empire Beauty School	00978300	56.09%	\$ 15,220.00	\$ 1,620.00	71.92%	\$ -	\$ 12,042.00
Arlington Heights, IL	Arlington Plz, 264 W Rand Rd	60004	Empire Beauty School	00978300	53.00%	\$ 17,695.00	\$ 1,642.50	82.35%	\$ -	\$ 10,002.00
S Memphis, TN	804 South Highland Street	38111	Hair Design School	00978300	39.39%	\$ 15,850.00	\$ 1,638.75	28.38%	\$ -	\$ 11,694.00
Exton, PA	454 W Lincoln Hwy, Festival at Exton	19341	Empire Beauty School	02149000	45.71%	\$ 14,590.00	\$ 1,590.00	61.84%	\$ -	\$ 12,016.00
Springfield, PA	Springfield Shopping Center, 799 West Sproul Rd	19064	Empire Beauty School	02149000	75.00%	\$ 15,220.00	\$ 1,590.00	N/A	\$ -	\$ 8,345.00
Warwick Academy, RI	1276 Bald Hill Rd	02886	Empire Beauty School	02176900	61.66%	\$ 15,850.00	\$ 1,605.00	74.03%	\$ -	\$ 9,787.00
Providence, RI	151 Broadway	02903	Empire Beauty School	02071900	52.00%	\$ 15,850.00	\$ 1,605.00	70.53%	\$ -	\$ 9,906.00
Madison, WI	64									

Esthetician										
Schools	Address	Zip	Brand	OPE ID Number	On-Time Graduation Rate	Tuition and Fees	Books and Supplies	Placement Rates	Non Title IV Median Loan Debt	Title IV Median Loan Debt
C Tucson, AZ	3030 E Speedway Blvd	85716	Empire Beauty School	00886500	D/P	\$ 5,700.00	\$ 1,309.20	50.00%	\$ -	D/P
Nashville, TN	7106 Moores Lane, Suite A	37027	Empire Beauty School	02607600	53.30%	\$ 8,668.00	\$ 1,201.75	38.46%	\$ -	\$ 7,879.00
Indianapolis, IN	3810 E Southport	46237	Empire Beauty School	02345200	62.79%	\$ 6,897.00	\$ 1,310.75	63.64%	\$ -	\$ 7,355.00
Bloomington, MN	9749 Lyndale Ave	55420	Empire Beauty School	00987000	80.00%	\$ 8,000.00	\$ 1,180.03	89.13%	\$ -	\$ 6,303.00
Ocean Township, NJ	1458 State Rt 35	07712	Hair Design School	02252700	79.31%	\$ 6,100.00	\$ 1,284.00	59.26%	\$ -	\$ 3,556.00
E Memphis, TN	259 North St	38117	Empire Beauty School	01301500	56.00%	\$ 8,668.00	\$ 1,201.75	47.83%	\$ -	\$ 7,879.00
Warwick Academy, RI	347 Pleasant St	02886	Empire Beauty School	02176900	71.79%	\$ 9,000.00	\$ 1,177.00	57.14%	\$ -	\$ 5,138.00
Madison, WI	6414 Odana Rd	53719	Empire Beauty School	02324700	81.81%	\$ 5,698.00	\$ 1,160.50	41.18%	\$ -	\$ 6,303.00
Greenbay WI	2575 W Mason St	54303	Empire Beauty School	03077600	D/P	\$ 5,698.00	\$ 1,160.50	50.00%	\$ -	D/P
Cincinnati, OH	8419 Colerain Ave	45239	Empire Beauty School	02334300	D/P	\$ 8,700.00	\$ 500.00	64.29%	\$ -	D/P

Teacher of Cosmetology										
Schools	Address	Zip	Brand	OPE ID Number	On-Time Graduation Rate	Tuition and Fees	Books and Supplies	Job Placement Rate	Non Title IV Median Loan Debt	Title IV Median Loan Debt
N.W. Phoenix, AZ	3811 E 120th Ave	85051	Empire Beauty School	02220300	61.53%	\$ 4,650.00	\$ 327.90	90.91%	\$ -	\$ 6,829.00
Avondale, AZ	9945 West McDowell Road	85323	Empire Beauty School	01234300	D/P	\$ 4,795.00	\$ 318.00	N/D	\$ -	D/P
Indianapolis, IN	3810 E Southport	46237	Empire Beauty School	02345200	71.42%	\$ 10,100.00	\$ 321.00	100.00%	\$ -	\$ 10,617.00
Hurstbourne, KY	5314 Bardstown Rd	40291	Empire Beauty School	01291400	D/P	\$ 9,100.00	\$ 318.00	100.00%	\$ -	D/P
Florence, KY	7285 Turfway Rd	41042	Empire Beauty School	01291500	D/P	\$ 9,100.00	\$ 318.00	N/D	\$ -	D/P
Dixie, KY	5120 Dixie Hwy	40216	Empire Beauty School	01291600	D/P	\$ 9,100.00	\$ 318.00	100.00%	\$ -	D/P
Chenoweth, KY	151 Chenoweth Ln	40207	Empire Beauty School	01296800	D/P	\$ 9,100.00	\$ 318.00	100.00%	\$ -	D/P
Highland, KY	1049 Bardstown Rd	40204	Empire Beauty School	02177100	D/P	\$ 9,100.00	\$ 318.00	50.00%	\$ -	D/P
Elizabethtown, KY	554 Westport Rd	42701	Empire Beauty School	01291700	D/P	\$ 9,100.00	\$ 318.00	100.00%	\$ -	D/P
Grand Rapids, MI	1735 Four Mile Rd	49525	Empire Beauty School	00817800	87.50%	\$ 4,300.00	\$ 318.00	76.92%	\$ -	\$ 6,303.00
Portage, MI	6091 Constitution Blvd	49024	Empire Beauty School	00817800	60.00%	\$ 4,300.00	\$ 318.00	42.86%	\$ -	\$ 3,152.00
Portland, ME	319 Marginal Way	04101	Empire Beauty School	00945900	D/P	\$ 7,100.00	\$ 315.00	100.00%	\$ -	D/P
Bangor, ME	639 Broadway	04401	Empire Beauty School	00945900	D/P	\$ 7,100.00	\$ 315.00	100.00%	\$ -	D/P
Waterville, ME	251 Kennedy Memorial Dr	04901	Empire Beauty School	00945900	D/P	\$ 7,100.00	\$ 315.00	100.00%	\$ -	D/P
Ocean Township, NJ	1458 State Rt 35	07712	Hair Design School	02252700	D/P	\$ 6,100.00	\$ 321.00	50.00%	\$ -	D/P
Bloomfield, NJ	15 Ward St	07003	Hair Design School	02252700	D/P	\$ 6,100.00	\$ 321.00	100.00%	\$ -	D/P
Union, NJ	1126 Morris Ave	07083	Hair Design School	02261800	D/P	\$ 6,100.00	\$ 321.00	100.00%	\$ -	D/P
Cherry Hill, NJ	2100 State Hwy 38, Plaza Cherry Hill	08002	Empire Beauty School	02344200	D/P	\$ 7,000.00	\$ 321.00	25.00%	\$ -	D/P
Laurel Springs, NJ	Commerce Plz II 1305 Blackwood-Clementon Rd	08021	Empire Beauty School	02149800	D/P	\$ 7,000.00	\$ 321.00	66.67%	\$ -	D/P
Bordentown, NJ	610 Rt 206	08505	Empire Beauty School	02149800	D/P	\$ 7,000.00	\$ 321.00	83.33%	\$ -	D/P
Paramus, NJ	Neptune Plaza, 332 Route 4 East	07652	Empire Beauty School	00757300	D/P	\$ 6,100.00	\$ 321.00	N/A	\$ -	D/P
Concord, NC	Shoppes at Kings Grant 10075 Weddington Rd	28027	Empire Beauty School	00902500	D/P	\$ 9,300.00	\$ 323.25	100.00%	\$ -	D/P
Wyoming Valley, PA	3370 Birney Ave	18507	Empire Beauty School	01054200	85.71%	\$ 7,000.00	\$ 318.00	82.35%	\$ -	\$ 6,303.00
Lisle, IL	Green Trails Shp Ctr, 2709 Maple Ave	60532	Empire Beauty School	01054200	D/P	\$ 11,600.00	\$ 321.75	100.00%	\$ -	D/P
Pottsville, PA	324 N Centre St	17901	Empire Beauty School	01260600	D/P	\$ 7,000.00	\$ 318.00	100.00%	\$ -	D/P
Kennesaw, GA	Town Ctr Plz 425 Ernest-Barrett Pkwy	30144	Empire Beauty School	01260600	73.30%	\$ 8,725.00	\$ 318.00	95.65%	\$ -	\$ 7,879.00
Reading, PA	2302 N 5th St Hwy	19605	Empire Beauty School	00966600	61.50%	\$ 7,000.00	\$ 318.00	92.86%	\$ -	\$ 6,303.00
Shamokin Dam, PA	Orchard Hills Plaza, Rt 11&15, Box 397	17876	Empire Beauty School	01163800	D/P	\$ 7,000.00	\$ 318.00	100.00%	\$ -	D/P
Warminster, PA	435 York Rd	18974	Empire Beauty School	02288800	D/P	\$ 7,000.00	\$ 318.00	100.00%	\$ -	D/P
York, PA	2592 Eastern Blvd Kingston Sq Shp Ctr	17402	Empire Beauty School	01102100	D/P	\$ 7,000.00	\$ 318.00	87.50%	\$ -	D/P
Lancaster, PA	Wheatland Shp Ctr 1801 Columbia Ave	17603	Empire Beauty School	01102000	66.66%	\$ 7,000.00	\$ 318.00	47.06%	\$ -	\$ 6,303.00
Lehigh Valley, PA	1634 Macarthur Rd	18052	Empire Beauty School	00966400	50.00%	\$ 7,000.00	\$ 318.00	100.00%	\$ -	\$ 6,303.00
Harrisburg, PA	3941 Jonestown Rd	17109	Empire Beauty School	00966500	D/P	\$ 7,000.00	\$ 318.00	85.71%	\$ -	D/P
Williamsport, PA	1808 E 3rd St	17701	Empire Beauty School	01054300	D/P	\$ 7,000.00	\$ 318.00	100.00%	\$ -	D/P
North Hills, PA	4768 McKnight Rd	15237	Empire Beauty School	01054300	D/P	\$ 7,000.00	\$ 321.00	0.00%	\$ -	D/P
Lebanon, PA	Cedar Crest Sq, 1776 Quentin Rd	17042	Empire Beauty School	01097000	D/P	\$ 7,000.00	\$ 318.00	100.00%	\$ -	D/P
Hanover, PA	Clearview Shp Ctr 1000 Carlisle St	17331	Empire Beauty School	01260500	D/P	\$ 7,000.00	\$ 318.00	100.00%	\$ -	D/P
Monroeville, PA	320 Mall Blvd, The Plaza	15146	Empire Beauty School	01054100	44.00%	\$ 7,000.00	\$ 321.00	80.00%	\$ -	\$ 6,303.00
West Mifflin, PA	2394 Mountainview Dr, Century Sq Mall	15122	Empire Beauty School	01054100	D/P	\$ 7,000.00	\$ 321.00	60.00%	\$ -	D/P
Center City, PA	1522 Chestnut St	19102	Empire Beauty School	01301500	36.00%	\$ 7,000.00	\$ 324.00	86.67%	\$ -	\$ 6,303.00
E Memphis, TN	568 Colonial Road	38117	Empire Beauty School	01301500	D/P	\$ 3,550.00	\$ 327.75	N/D	\$ -	D/P
N. E. Philadelphia, PA	Knights Rd Shp Ctr 4026 Woodhaven Rd	19154	Empire Beauty School	00978300	D/P	\$ 7,000.00	\$ 324.00	100.00%	\$ -	D/P
Arlington Heights, IL	Arlington Plz, 264 W Rand Rd	60004	Empire Beauty School	00978300	69.00%	\$ 7,000.00	\$ 328.50	100.00%	\$ -	\$ 6,303.00
Exton, PA	454 W Lincoln Hwy, Festival at Exton	19341	Empire Beauty School	02149000	D/P	\$ 7,000.00	\$ 318.00	75.00%	\$ -	D/P
Warwick Academy, RI	1276 Bald Hill Rd	02886	Empire Beauty School	02176900	D/P	\$ 3,100.00	\$ 321.00	100.00%	\$ -	D/P
Providence, RI	151 Broadway	02903	Empire Beauty School	02071900	D/P	\$ 3,100.00	\$ 321.00	100.00%	\$ -	D/P
Madison, WI	6414 Odana Rd	53719	Empire Beauty School	02324700	D/P	\$ 1,150.00	\$ 316.50	54.55%	\$ -	D/P
Manitowoc, WI	1034 S 18th St	54220	Empire Beauty School	02332100	D/P	\$ 1,150.00	\$ 315.00	100.00%	\$ -	D/P
Appleton, WI	525 Westhill Blvd	54914	Empire Beauty School	02332100	D/P	\$ 1,150.00	\$ 315.00	100.00%	\$ -	D/P
Greenbay WI	2575 W Mason St	54303	Empire Beauty School	03077600	D/P	\$ 1,150.00	\$ 316.50	85.71%	\$ -	D/P
Milwaukee, WI	5655 S 27th St	53221	Empire Beauty School	03077600	D/P	\$ 1,150.00	\$ 316.80	75.00%	\$ -	D/P

Nail Technician										
Schools	Address	Zip	Brand	OPE ID Number	On-Time Graduation Rate	Tuition and Fees	Books and Supplies	Job Placement Rate	Non Title IV Median Loan Debt	Title IV Median Loan Debt
C Tucson, AZ	3030 E Speedway Blvd	85716	Empire Beauty School	00886500	77.70%	\$ 3,700.00	\$ 927.35	28.57%	\$ -	\$ 6,303.00

# Addendum C

## Credit Evaluation Policy

This institution will inquire about each veteran or veteran benefits eligible person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. **(NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)**

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(Signature)