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Dear Future Professional,

Please let me be among the first to welcome you to Empire Beauty School... 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 Beauty School 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 textbooks, and our team of amazing educators teaching with our Empire Methodology 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. 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,

Frank Schoeneman
The mission of Empire Beauty School 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 Beauty School 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 Beauty School are simple. We want to teach students the best possible salon-centric education and techniques for becoming successful in the cosmetology profession.
For more than 80 years, Empire Beauty School has been providing quality cosmetology education for future professionals. In 1935, the first Empire Beauty School opened in Wilkes-Barre, PA, growing to more than 20 schools in Pennsylvania within a few years.

In 2000, Empire Beauty School acquired Capelli Learning Center in Atlanta, GA. Finding the market to be a good match with Empire Beauty School’s philosophies, the company now operates 7 schools in Georgia. That same year Gordon Phillips Schools of Beauty Culture was acquired, giving Empire Beauty School an expanded presence on the East Coast with additional schools in Pennsylvania, Maryland, and Southern New Jersey.

Over the next 10 years, Empire Beauty School expanded through acquisitions, partnerships, and new location development. Today there are Empire Beauty Schools in 21 states.

All of Empire Beauty Schools have tastefully decorated interiors, spacious classrooms, and modern equipment. The Student Salon 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.

Each school houses a complete library of continuing education aids, which include textbooks, e-books, and DVD’s. 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.
Empire Beauty School includes demonstration and lecture classrooms, a library, a fully equipped Student Clinic 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 Beauty Schools meet or exceed the requirements established by our state licensing authorities.

Please visit our website at www.empire.edu for a listing of all our schools.

**SCHOOL LOCATIONS**

**BANGOR**  
639 Broadway Street  
Bangor, ME 04401  
(207) 942-0039

**PORTLAND**  
319 Marginal Way  
Portland, ME 04101  
(207) 774-1913

Toll Free for all locations: 1-800-260-5816  
Website: www.empire.edu

**Hours of Operation**  
All Empire Beauty Schools operate year round.  
Schools are open Monday through Thursday from 8:30am to 10:00pm* and Friday 8:30am to 5:00pm.  
Saturday hours vary by location. Contact the school for Saturday operating hours.  
The materials in the school library are available to students during these times.

*Not all schools offer evening classes.
AFFILIATIONS AND ASSOCIATIONS
National Association of Student Financial Aid Administrators

EMPIRE BEAUTY SCHOOL IS APPROVED BY
AmeriCorps
MyCAA
GoArmy Tuition Assistance
Maine Bureau of Rehabilitation Services
Maine Department of Health and Human Services State of Maine
State Approving Agency for Veteran’s 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
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

LICENSED BY
Office of Professional and Occupational
Regulation, Barbering & Cosmetology Program
35 State House Station
Augusta, ME 04333
(207) 624-8579
www.maine.gov/professionallicensing
If a Student would like to file a complaint against the school, they may contact
the Barbering and Cosmetology Program at the address and phone number
listed above.

Copies of documents describing the school’s accreditation and licensing may be reviewed by current or prospective Students
by contacting the School Executive Director.
ADMISSION REQUIREMENTS

Empire Beauty School is committed to equal educational opportunity and does not discriminate on the basis of sex, race, color, age, gender, religion, sexual orientation, ethnic origin / national origin, disability, perceived gender, or gender identity 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. This School does not recruit Students already attending or admitted to another school offering a similar program of study.

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

• A copy of state or federal issued photo identification
• A copy of high school diploma, its equivalent, or a VA DD-214

*Empire Beauty School does not offer Ability to Benefit. Foreign diplomas must be translated and evaluated from a recognized agency such as World Educational Services (WES), AEQUO International, Span Tran: The Evaluation Company, and Globe Language Services*

– A copy of Homeschooling Credentials to include: Diploma/transcript signed by parent, a copy of letter of intent from parent, and a confirmation via letter from school district that they have record of the Student being home schooled.
• A Complete Career Planning interview
• The required application and registration fee
• A Complete Enrollment Package: All Admissions documents, all Financial Aid documents, and finalized Payment Plan

Students may have to complete an admissions assessment.

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.

STUDENT ORIENTATION

All incoming Students must attend Orientation which will be held prior to the start of the program. During orientation, the Student will learn about responsibilities and standards, the format of the program, the progression of the program, and how performance will be measured.

TRANSFER

This School shall credit appropriate time 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. Empire Beauty School will allow Students to transfer in from another beauty school and will accept their hours based on receiving Official transcripts prior to any enrollment. A written proficiency examination will be used to determine the appropriate entry point into the curriculum to provide a better educational experience. Students who transfer into an Empire Beauty School from another school system will be treated as a new Student in terms of making satisfactory academic progress. The School will not make adjustments to recognize a Student’s prior education once the Student has started at Empire Beauty School.

If a current Student wants to transfer from one EEG, Inc. Main school to another EEG, Inc. Main school that is recognized by the U.S. Department of Education and the School’s accrediting body, 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. Tuition and other fees will be charged based upon the hours and equipment needed. Students that are in Unsatisfactory, Satisfactory Academic Progress status, and have exhausted all appeal opportunities, will not be considered for transfer to another EEG, Inc. owned school.

If a current Student wants to move to another EEG, Inc. owned school that is recognized by the U.S. Department of Education and the School’s accrediting body as an “additional location” of the School the Student is presently attending, please see the Re-Enrollment Policy below.

RE-ENROLLMENT POLICY

Students who wish to re-enroll after withdrawing need to consult with, and must have the approval of, their Executive Director prior to re-enrollment.

For currently enrolled Students that want to move to another EEG, Inc. owned school that is recognized by the U.S. Department of Education and the School’s accrediting body as an “additional location” of the School the Student is presently attending, then the move would be considered a re-enrollment. Students should know that his/her current Satisfactory Academic Progress standing follow through to their new school when this occurs.
ADDITIONAL ADMISSIONS INFORMATION

Admission Requirements for Foreign Students

Empire Beauty School accepts United States citizens and foreign nationals who are permanent residents (or have documented proof that they are in a candidacy/application part of the process), and foreign nationals with a valid non-immigrant status who are eligible to attend school. Foreign nationals may enroll if they possess a current visa and a valid I-94 (which allows attendance at school), which do not expire prior to their scheduled graduation date. Additional acceptable enrollments:

- U.S. national (includes natives of American Samoa or Swains Island)
- U.S. permanent resident with form I551, I151, or I551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card). Also known as a green card.
- Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services showing
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid if issued before 4/1/80)
  - Parolee – must be paroled for at least one year and must be able to provide evidence from USCIS that he/she is not in the U.S. for a temporary purpose and that he/she intend to become a U.S. citizen or permanent resident
- T-Visa (for victims of human trafficking) or parent holds a T-1 Visa and can produce certification letter from the U.S. Department of Health and Human Services
- “Battered immigrant-qualified alien” who is a victim of abuse by a citizen or permanent resident spouse, or a child designated as such under the Violence Against Women Act.
- Citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or Republic of Palau
- Student has a “Notice of Approval to Apply for Permanent Residence” (I-171 or I-464)
- Student has an M-1 (for Manhattan school location only).
- Deferred Action for Childhood Arrivals or undocumented Students (Dream Act)

Student should note that eligibility to enroll does not ensure access to Federal Financial Student Aid. Financial aid is available to only those that qualify.

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

In addition to satisfying the requirement for a valid high school diploma or equivalent, 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 Beauty School 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 Beauty School to obtain information from other educational institutions, employers, credit agencies and law enforcement authorities. Empire Beauty School also will consider an applicant’s statements and demeanor during the admissions and orientation process.

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

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 Beauty School makes no guarantee that the criminal record will not be an impediment to the applicant’s ability to obtain licensure, employment, and pursue a successful career.

AMERICANS WITH DISABILITIES ACT (ADA)

Empire Beauty School does not discriminate in admission or access to our program on the basis of sex, race, color, age, gender, religion, sexual orientation, ethnic origin / national origin, disability, perceived gender, or gender identity. The School is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy and in Compliance with the ADA as amended and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the Student’s disability and is determined by the needs of the Student, documentation from the Student, and documentation from appropriate professionals. The determination of what specific accommodations will be provided will be based upon evaluation of the individual Student’s documentation, personal needs, and academic requirements. A Student’s Reasonable Accommodation may be subject to review and adjustment from time to time.
The Executive Director of the school is generally designated as the Local Disability Compliance Coordinator. All requests for Reasonable Accommodation Forms should be submitted to the Local Disability Compliance Coordinator. Depending on the requested accommodation, the Local Disability Compliance Coordinator and the Group/Regional Vice President can approve the Reasonable accommodation.

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

**Responsibilities of Students with Disabilities**

- **MEET** admission qualifications and be able to perform all items on the Essential Function Form with or without reasonable accommodations
- **SELF-IDENTIFY** as a Student with a disability
- **COMPLETE** the Request for Reasonable Accommodation and provide documentation
- **FOLLOW** established procedures for requesting accommodations
- **REQUEST** accommodations in a timely manner by meeting with the Executive Director
- **NOTIFY** the Executive Director if there are difficulties securing accommodations or with the quality or effectiveness of the accommodations provided

*Note: Receiving services or accommodations at the high school level, at another college or university, or from a testing agency does not necessarily mean that EEG, Inc. will conclude that the Student is disabled and/or agree to provide the Student with the same services or accommodations received at other educational institutions or agencies*

- **FILE** an appeal if a Request for Reasonable Accommodation is denied within 10 days of its denial, if you disagree with the denial

**RESPONSIBILITIES OF EEG, INC.**

- Ensure that programs, services, and activities are accessible
- Explore and provide appropriate Reasonable Accommodations that maintain the academic integrity of the Educational program
- Communicate with the Student with a disability about Reasonable Accommodations using the Interactive Process
- Ensure that all information will be maintained and used in accordance with applicable confidentiality requirements

**START DATES & SCHEDULES**

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

<table>
<thead>
<tr>
<th>CLASS START DATES</th>
<th>HOLIDAYS &amp; VACATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10, 2017</td>
<td>January 1, 2018</td>
</tr>
<tr>
<td>July 31, 2017</td>
<td>January 15, 2018</td>
</tr>
<tr>
<td>August 21, 2017</td>
<td>February 5, 2018</td>
</tr>
<tr>
<td>September 11, 2017</td>
<td>February 19, 2018</td>
</tr>
<tr>
<td>October 2, 2017</td>
<td>April 2, 2018</td>
</tr>
<tr>
<td>October 23, 2017</td>
<td>May 28, 2018</td>
</tr>
<tr>
<td>November 13, 2017</td>
<td>June 11, 2018</td>
</tr>
<tr>
<td>December 4, 2017</td>
<td>July 4, 2018</td>
</tr>
<tr>
<td>January 2, 2018</td>
<td>September 3, 2018</td>
</tr>
<tr>
<td>January 22, 2018</td>
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<tr>
<td>February 12, 2018</td>
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<tr>
<td>March 5, 2018</td>
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<tr>
<td>March 26, 2018</td>
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<tr>
<td>April 16, 2018</td>
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<tr>
<td>May 7, 2018</td>
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<tr>
<td>May 29, 2018</td>
<td></td>
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<tr>
<td>June 18, 2018</td>
<td></td>
</tr>
<tr>
<td>July 9, 2018</td>
<td></td>
</tr>
<tr>
<td>July 30, 2018</td>
<td></td>
</tr>
</tbody>
</table>

**NORMAL TIME TO COMPLETE**

Students should have a reasonable expectation of the time it should take to complete a program in order to plan and budget accordingly. Program lengths for full-time and part-time schedules are stated in weeks and include estimated days the school is closed for holidays, educator training, special events, inclement weather and a limited number of days scheduled to allow Students to make up missed work as necessary for state licensing purposes.
EDUCATIONAL CLASS SCHEDULE:

COSMETOLOGY PROGRAM

The Cosmetology program consists of 1,500 hours of instruction. Subjects include haircutting, haircoloring, facials, makeup, manicuring, salon management and much more. Upon completion of the program and satisfying other Barbering and Cosmetology Licensing Act and Rule requirements, the Student is eligible to apply to the State regulatory body for a license to practice as an entry-level cosmetologist.

<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>NORMAL TIME TO COMPLETE</th>
<th>DAYS</th>
<th>TIMES</th>
<th>INSTRUCTIONAL CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>50 Weeks</td>
<td>M-F</td>
<td>9:00am - 4:30pm</td>
<td>7 hrs/day</td>
</tr>
<tr>
<td>Part-time*</td>
<td>99 Weeks</td>
<td>M-Wed</td>
<td>5:30pm - 10:00pm</td>
<td>4.5 hrs/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday</td>
<td>5:30pm - 9:30pm</td>
<td>4 hrs/day</td>
</tr>
</tbody>
</table>

EDUCATOR TRAINING**

The Educator Training program consists of 600 hours of instruction. Subjects include educational techniques, curriculum development, use of instructional aids, and classroom management and administration. Upon completion of the program and satisfying other Barbering and Cosmetology Licensing Act and Rule requirements, the Student is eligible to apply to the State regulatory body for a license to practice as an entry-level cosmetology teacher.

<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>NORMAL TIME TO COMPLETE</th>
<th>DAYS</th>
<th>TIMES</th>
<th>INSTRUCTIONAL CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>20 Weeks</td>
<td>M-F</td>
<td>9:00am - 4:30pm</td>
<td>7 hrs/day</td>
</tr>
<tr>
<td>Part-time</td>
<td>34 Weeks</td>
<td>M-W</td>
<td>9:00am - 4:30pm</td>
<td>7 hrs/day</td>
</tr>
<tr>
<td>Part-time* Portland</td>
<td>40 Weeks</td>
<td>Monday</td>
<td>9:00am - 4:30pm</td>
<td>7 hrs/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>T-W-Thur</td>
<td>5:30pm - 9:00pm</td>
<td>3.5 hrs/day</td>
</tr>
<tr>
<td>Part-time* Bangor</td>
<td>40 Weeks</td>
<td>M-T</td>
<td>5:30pm - 9:00pm</td>
<td>3.5 hrs/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wednesday</td>
<td>9:00am - 4:30pm</td>
<td>7 hrs/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thursday</td>
<td>5:30pm - 9:00pm</td>
<td>3.5 hrs/day</td>
</tr>
</tbody>
</table>

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

Full-time students have a 30 minute lunch and two 10 minute breaks. Part-time students have one 10 minute break. Breaks are scheduled at the discretion of the school staff. Lunches and breaks cannot be combined.

*Check with campus for availability. **May not be available at all schools.
FINANCIAL ASSISTANCE

There are three types of federal Student aid, known as Title IV Funding, available to Students who qualify:

1.) FEDERAL PELL GRANT (PELL)
Pell grants are awarded by the Department of Education to undergraduate students with financial need to help pay for college. The Pell Grant, unlike loans, does not need to be repaid (unless, for example, you withdraw from school and owe a refund). The amount of the Pell grant could change yearly and depends on your Expected Family Contribution (EFC), the cost of attendance, your status of full-time or part-time, and whether you attend for a full academic year or less.

2.) FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) & EMPIRE FSEOG MATCH
These type of grants are awarded to undergraduate Students with exceptional financial need – those with the lowest Expected Family Contribution (EFC). The amount of the award will be determined by the school’s Financial Assistance Office.

3.) WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM
Student loans, unlike grants, are borrowed funds 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 during the grace period. The amount of the loan cannot exceed a Student’s financial need or the annual loan limit. The fixed interest rate for 2017-2018 is 4.45%.

- **Unsubsidized Stafford Loan** – A Student can borrow this type of loan up to the annual loan limit to cover some or all of their school expenses. The U.S. Department of Education does not pay interest on unsubsidized loans. The 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 4.45% 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 has 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 7.00%.

OTHER FINANCIAL ASSISTANCE

STATE OF MAINE GRANT PROGRAM
The State of Maine Grant program is a needs-based program that provides grants to undergraduate Students. You must be enrolled at least half-time in an undergraduate program at an eligible institution. Because this is a needs-based grant, your EFC must not exceed the maximum EFC set in any given year. For the 2017-18 year, the EFC is 3600.

- You must file the FAFSA by May 1 to apply and be considered for the grant. There are no other application forms required.
- Disbursement (payment) of funds is made directly to the college / university for credit to your Student account.
- Applications are available online by February 1 of each year.
- Renewal applications are mailed to current recipients by the end of February. In addition to the application, you must complete the FAFSA.

EMPIRE BEAUTY SCHOOL’S NATIONAL EDUCATOR SCHOLARSHIP
Prospective Students planning to enroll into the Educator in Training Program are eligible to apply for the National Educator Scholarship. This scholarship amount varies, but may cover up to and including the cost of the full tuition (not including the kit). Scholarship application and required documentation must be submitted prior to or at the time of enrollment. Scholarship requirements include: minimum satisfactory progress of 75% in attendance and academics, completion of an interview with the Executive Director and submission of a recommendation letter from an Educator describing the applicant’s qualifications. In addition, applicants must meet state board requirements prior to enrollment.
EMPIRE BEAUTY SCHOOL GIVES BACK
COSMETOLOGY EDUCATIONAL ENDOWMENT PROGRAM
Prospective Students may apply for the Empire Beauty School 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 BEAUTY SCHOOL KIDS PEACE EDUCATIONAL ENDOWMENT
Prospective Students may apply for the Empire Beauty School 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 Beauty School Kids Peace Educational Endowment may be awarded no more than 5 times in the Empire Beauty Schools per year.

GOOD ATTENDANCE SCHOLARSHIP
Students who complete the full Cosmetology program with a cumulative attendance percentage of at least 85% will be awarded a $500 scholarship. Students who complete the full Cosmetology program with at least a 90% cumulative attendance percentage will be awarded a $1000 scholarship. Scholarships will be posted to the student ledger card to reduce the amount owed to the school. If the posting of the scholarship results in a credit balance, the student will be issued a refund. Students who withdraw or are dropped from the program and/or school will not be eligible for this scholarship.

HIGH SCHOOL SCHOLARSHIP
Any high school senior* enrolled in Empire Beauty School’s full Cosmetology program at select locations is eligible to apply for Empire Beauty School funded high school scholarships. Candidates must follow the specified application process. Applicants are evaluated and selected by EEG, Inc.’s scholarship review board. The deadline for applications is August 1st of the Students’ senior year. Award amounts and any deadline extensions, if applicable, are at the discretion of EEG, Inc.

*Student may not be a child of an EEG, Inc. employee.

VETERANS EDUCATION BENEFITS
Some Empire Beauty Schools 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 approved by the state approving agency for veteran’s educational benefits. Students eligible for VA Benefits should provide the Empire Beauty School of interest a copy of the Student’s VA certificate of eligibility letter or entitlement information from “eBenefits”. Apply online at “http://www.gibill.va.gov” www.gibill.va.gov

NOTE: In order for a Student to continue financial assistance eligibility, a Student must maintain satisfactory progress. (Refer to the Satisfactory Academic Progress Policy). Any Student not maintaining satisfactory academic progress will be ineligible to receive future disbursements of financial assistance. In order for the Student to have financial assistance reinstated, the Student’s financial assistance and Empire Beauty School account, along with the maximum time frame, will be evaluated to determine the Student’s ability to complete the program within the recommended schedule allotments. When the Student has met both the academic and attendance requirements, the Student will be removed from the Unsatisfactory Progress status and financial assistance eligibility will be reinstated for the remaining period of time in the program. A Student must complete the program of study in a period of time not to exceed those outlined in the schedules on page 10 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, an enrolled Student, or parent of a Student regarding a Title IV Loan are required to inform the Student or parent that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

SATISFACTORY ACADEMIC PROGRESS (SAP) is required for all enrolled Students.

REQUIREMENTS
In order to meet SAP, Students must meet the following:

**Academic Requirement** – 75% Cumulative Grade Average  
**Attendance Requirement** – 75% Cumulative Attendance Average

School holidays are not 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 hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on contracted hours.

Students meeting the minimum requirement at any evaluation are considered to be making SAP until the next scheduled evaluation.

Students who do not meet academic requirements or attendance requirements as of the evaluation may lose eligibility for financial aid from Title IV program funds, and may be subject to termination from the program.

GRADING PROCEDURE
Students receive a number of theory and practical assessments during each module. Evaluation, feedback and grades are given to the Student for each assessment. Work is graded using the following grading scale:

- A – 100-93
- B – 92-85
- C – 84-75
- D – 74-70
- F – Below 70

In case of a failure, the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety and Technical Skills.

EVALUATIONS
SAP is evaluated for programs at the end of each payment period based on scheduled hours.

If a subsequent academic year is more than 450 hours and less than 900 hours, payment periods are equal to one half of that academic year. If a subsequent academic year is 450 hours or less, then it is considered one payment period. This also applies to transfer Students. An academic year consists of 900 clock hours over a period of not less than 26 weeks.

**Cosmetology // 1500 Hours**
- Payment Period 1: 450 Hours
- Payment Period 2: 900 Hours
- Payment Period 3: 1200 Hours
- Payment Period 4: 1500 Hours

**Educator Training // 600 Hours**
- Payment Period 1: 300 Hours
- Payment Period 2: 600 Hours

Students will be provided written notice of their SAP standing at the time of evaluation. Copies of evaluations and appeal results will be kept in the Student's file. Students that withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he/she has been out. For Students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours. To be considered making SAP or to re-establish SAP the Student must meet both the cumulative Academic and Attendance requirements of 75%. If there is any additional information like a grade change or attendance correction that may have an impact on SAP, the institution will recheck SAP using the new information.

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

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

Students who fail to meet SAP at the end of a payment period are automatically placed on Warning Status.

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

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

a. Any Student seeking an appeal must do so in writing. Students that do not appeal shall be terminated.

b. The institution must determine that the Student should be able to meet the institution’s SAP requirements at the end of that payment period.

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

d. If the Student meets the SAP requirements at the end of the probation period, the Student will be removed from probation and will be considered making SAP. If the Student does not meet SAP requirements by the end of the probation period, they will be considered not making SAP and where applicable will lose eligibility for Title IV. The Student may also be terminated from the program.

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

**MAXIMUM TIME FRAME**

Maximum time frame for Students is 133% of the Enrollment Period. If, due to attendance or academic problems, a Student must attend additional Program hours beyond the 133% Maximum Program Length in order to complete the Program, the Student’s Enrollment Agreement will terminate. In order to file an appeal, the Student must have paid all Program charges in full and have 10% or less of the Program hours remaining to complete. If an appeal is granted, the Student will be charged and must pay $75 registration fee and execute a new Enrollment Agreement for the remaining hours to complete the Program. If an appeal is denied, the Student will be dismissed from the Program.
COURSE DESCRIPTION
The Cosmetology program consists of Pre-Clinic and Student Clinic.

Pre-Clinic Level
Includes the Fundamentals and Techniques of the following: Hair Cutting including Shampooing and Scalp Treatments; Hair Coloring and Bleaching including Rinses, Tints, Dyes, Bleaches and Reconditioning; Permanent Waving and Chemical Hair Relaxing; Hairdressing including Finger Waving, Pin Curling, Molding, Roller Placement and Wiggery; Cosmetic Therapy including Facial Massage, Use of Cosmetics and the Art of Makeup; Manicuring and Pedicuring. All incorporating Hygiene, Sanitation, Sterilization; Anatomy; Chemistry and Electricity.

Student Clinic Level
Involves performing advanced techniques and services on live models or mannequins on the Student Clinic floor and time in the classroom studying the following areas: Maine Barbering and Cosmetology Laws and Rules; Career Readiness including Shop Management and Professional Development; Clinic Hair Cutting; Clinic Hair Coloring and Bleaching; Clinic Permanent Waving and Chemical Hair Relaxing; Clinic Hairdressing; Clinic Cosmetic Therapy; and Clinic Manicuring and Pedicuring. All incorporating Hygiene, Sanitation, Sterilization, and Electrical Devices.

EDUCATIONAL OBJECTIVES / GOALS:
Upon completion / graduation, Students will be able to demonstrate the following:
• Basic practical skills in the following areas: Hair Cutting, Hair Coloring and Bleaching, Permanent Waving and Chemical Hair Relaxing, Hairdressing, Cosmetic Therapy, and Manicuring and Pedicuring
• Practice Safety, Sanitation, Sterilization and Hygiene
• Proficiency in all Theory related topics
• A knowledge of the many job opportunities in the Beauty Industry
• Professionalism with a focus on providing excellent Customer Service

COURSE FORMAT
Course content is identified and prioritized through State and Industry standards. Each course will provide students with an understanding of the Fundamentals and Techniques of Hair, Skin, and Nail Services, Related Sciences, and Customer Service Skills necessary to complete a successful clinic level service.

INSTRUCTIONAL METHODS
In a student-centered classroom, Educators will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory and hands-on practice. Enrichment Activities will be provided so that the student can individualize their education.

REFERENCES
Each classroom will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Electronic and/or hard copies of any Textbooks, Periodicals or other Reference Materials may also be available.
COSMETOLOGY PROGRAM OVERVIEW – 1500 HOURS

**PRE-CLINIC LEVEL**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haircutting</td>
<td>105</td>
</tr>
<tr>
<td>Hair Coloring and Bleaching</td>
<td>105</td>
</tr>
<tr>
<td>Permanent Waving and Chemical Hair Relaxing</td>
<td>105</td>
</tr>
<tr>
<td>Clinic Hair Coloring and Bleaching</td>
<td>105</td>
</tr>
<tr>
<td>Clinic Permanent Waving and Chemical Hair Relaxing</td>
<td>105</td>
</tr>
<tr>
<td>Clinic Hairdressing</td>
<td>105</td>
</tr>
<tr>
<td>Clinic Hair Coloring and Bleaching</td>
<td>105</td>
</tr>
<tr>
<td>Clinic Permanent Waving and Chemical Hair Relaxing</td>
<td>105</td>
</tr>
<tr>
<td>Clinic Cosmetic Therapy</td>
<td>105</td>
</tr>
<tr>
<td>Clinic Manicuring and Pedicuring</td>
<td>105</td>
</tr>
</tbody>
</table>

**STUDENT CLINIC LEVEL**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Law / State Board</td>
<td>105</td>
</tr>
<tr>
<td>Career Readiness</td>
<td>105</td>
</tr>
<tr>
<td>Clinic Haircutting</td>
<td>105</td>
</tr>
<tr>
<td>Clinic Hair Coloring and Bleaching</td>
<td>105</td>
</tr>
<tr>
<td>Clinic Permanent Waving and Chemical Hair Relaxing</td>
<td>105</td>
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<td>Clinic Hairdressing</td>
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<td>Clinic Permanent Waving and Chemical Hair Relaxing</td>
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</tr>
<tr>
<td>Clinic Cosmetic Therapy</td>
<td>105</td>
</tr>
<tr>
<td>Clinic Manicuring and Pedicuring</td>
<td>105</td>
</tr>
<tr>
<td>Enrichments</td>
<td>30</td>
</tr>
</tbody>
</table>

**GRADUATION 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

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice.

**LICENSING REQUIREMENTS**

Detailed licensing requirements are provided on a separate handout.
COURSE DESCRIPTION
The Educator Training program consists of the Theory and Practical Application needed to teach Cosmetology.

The Educator Training Course consists of instruction and practical experience with emphasis on classroom theory and preparation for instruction. In addition to studying educational foundations, communication skills, curriculum development and assessment, the educator in training will teach in actual classrooms, developing cosmetology teaching skills and application of good workmanship. Special emphasis will be placed on health, safety standards and infection control standards; building professionalism in students; student business planning / career development; and providing excellent customer service.

EDUCATIONAL OBJECTIVES / GOALS:
Upon completion / graduation, Students will be able to demonstrate the following:
• To educate to a degree of competence that will enable one to teach and supervise future cosmetologists
• Pass the State Board examination requirements
• Obtain employment as an educator in a public or private school entity

COURSE FORMAT
Course content is identified and prioritized through State and educational standards. The course is taught using the most up-to-date methods available. The Educator Training Course will prepare future educators to develop lesson plans and curriculum, design and implement presentation materials, create a positive classroom atmosphere, coach and assess students, and develop the desire for life-long learning.

INSTRUCTIONAL METHODS
In a student-centered classroom, Educators will instruct and coach students to achieve competency in all the various skill sets, through problem solving, self-paced study, interactive theory and hands-on practice.

REFERENCES
Each campus will have the following: Textbooks, Tools / Equipment and Hair Products. In addition, the school is provided with an internet connection allowing accessibility to current Websites, Videos, and Tutorials. Electronic and/or hard copies of any Textbooks, Periodicals or other Reference Materials may also be available.
GRADUATION 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

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice.

LICENSING REQUIREMENTS
Detailed licensing requirements are provided on a separate handout.
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

Empire Beauty School recognizes that balancing the demands of school, family and work can be overwhelming. Often Students experience stress and tension while juggling these demands. The Executive Director will give Students access to resources and support, allowing them to feel that their school is determined to give them as many tools as possible to cope with challenges.

**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 PLACEMENT ASSISTANCE**
Empire Beauty School Placement Assistance strives to assist every graduate in obtaining a career-related position. Employment opportunities are available for review at each campus.

Career guidance is available. Contact the Executive Director for more information.

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

**CAREER OPPORTUNITIES**
Here are some of the careers available to our graduates:

<table>
<thead>
<tr>
<th>SALON</th>
<th>SPA</th>
<th>PRODUCT</th>
<th>INDUSTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nail Artist / Manicurist</td>
<td>Esthetician: Day spas Cruise ships</td>
<td>Product Distributor</td>
<td>School Educator</td>
</tr>
<tr>
<td>Cosmetologist</td>
<td></td>
<td>Sales Consultant</td>
<td>School Owner</td>
</tr>
<tr>
<td>Makeup Artist</td>
<td></td>
<td>Manufacturer’s Sales Representative</td>
<td>Freelance Makeup Artist</td>
</tr>
<tr>
<td>Haircolor Specialist</td>
<td></td>
<td>Product Educator/ Trainer</td>
<td>Image Consultant</td>
</tr>
<tr>
<td>Chemical Texturizing Specialist</td>
<td>Day Spa Manager</td>
<td>Salon Sales Consultant</td>
<td>Photo / Movie Stylist</td>
</tr>
<tr>
<td>Esthetician</td>
<td></td>
<td></td>
<td>Magazine Writer / Editor</td>
</tr>
<tr>
<td>Salon Owner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salon Manager</td>
<td>Day Spa Owner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Some positions require a specialized course of study, which may not be available at all of our schools.
ATTENDANCE
All students are expected to attend all classes according to the schedule on their enrollment agreement. Attendance is required to maximize every educational opportunity and to ensure successful completion of their program. Each student is required to hand punch through TimeStar when entering and leaving the school.

TARDINESS
Students must report to class on time. Late arrival for any reason must be communicated and explained to the Educator and Executive Director at your location. Tardiness will be clocked at the nearest ¼ hour.

ABSENCE
All students must attend all classes and any absence should be coordinated and explained to the Educator and Executive Director at your location. Failure to communicate an absence with your Educator and/or Executive Director may result in dismissal from school and/or loss of Title IV funding. Any student who is absent for fourteen (14) consecutive calendar days will be terminated.

MAKE-UP WORK
Make-up work is permitted for any missed work related to an absence. Students may make-up work during any unscheduled hours with prior approval and assigned Make-up work ticket(s) from an Educator.

Students are not allowed to exceed 100% attendance or “Bank Hours” in advance of, or in anticipation of an absence.

Opportunities for make-up work vary by state. Contact your Educator for more information. Once the final module grade is submitted, the Student has 1 week to complete any missed or failed graded assignments.

WEATHER OR SCHOOL-RELATED CLOSINGS
In case of a weather or school emergency, the Executive Director makes the decision to open late or close. Check your text messages, Facebook, local TV and/or radio stations for school information.

SCHEDULE & START DATE CHANGES
Schedule Changes may be approved. An approval is dependent upon the course rotation.

A Student who meets the admissions requirements for a start date may request a change their current start date. Every student will have two consecutive opportunities to request a start date change.

PROGRAM CANCELLATION POLICY
If the start of a program needs to be delayed or cancelled, the School will work with the Student to arrange a new start date. Should a refund be required, it will be done in accordance with the refund policy contained within this catalog.

GRADING PROCEDURE
In Pre-Clinic, assigned work will be weighted:
Theory 40%  Practical 42%  Attendance 18%

In Clinic, assigned work will be weighted:
Theory 15%  Practical 49%  Attendance 36%

A – 100-93
B – 92-85
C – 84-75
D – 74-70
F – Below 70

NOTE: In case of a failure, the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety, Customer Service, and Practical Skills.

Students are required to have a minimum number of Clinic services/units in each subject. Each service or practical assignment a Student performs is recorded on a daily basis. These services/units are part of the graduation requirements.

The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance.

RECORD RETENTION POLICY
The School maintains educational records for six years. These records include:
• Evidence of compliance with the school’s admissions requirements
• Academic Records
• 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
• Records shall be maintained after Student either terminates training or graduates
LEAVE OF ABSENCE
Empire Beauty School does not offer leaves of absence. If a Student needs to interrupt their training, they must be withdrawn from the program and re-enrolled upon return according to the Re-enrollment Policy.

WITHDRAWAL POLICY
A Student will be considered as withdrawn when one of the following occurs:
1. The Student officially notifies Executive Director, of his/her intent to withdraw.
2. A formal termination (unofficial withdraw) by the Student shall occur not more than 14 consecutive calendar days from the last day of physical attendance.
3. The School officially notifies the Student of dismissal from the program.

RETURN OF TITLE IV FUNDS/REFUND POLICY/BUYERS RIGHT TO CANCEL:
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, Student Supplies, and Application Fees paid as indicated in the Tuition and Fee Description in your Enrollment Agreement. Enrollment Agreement. 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 received by 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 $75 Registration and $25 Application Fee paid.
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 Policies, 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 Beauty School 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 up to that point received on your behalf less assistance is less 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 are due a post-withdrawal disbursement, the Student may choose to decline loan funds so that you do not incur additional debt. Empire Beauty School may automatically use all or a portion of a post-withdrawal disbursement (including loan funds if eligible) for tuition and fees. If you allow the School to keep the funds, it will reduce your debt to the School.

Because of other eligibility requirements, there may be some Title IV program funds that you were scheduled to receive which are not available 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 are not eligible for 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 funds, 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 Beauty School may also charge you for any Title IV program funds that the School was required to return. Empire Beauty School 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).
Beauty School's refund policy is also printed in the Catalog. Also printed in the 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-FEDEAI. The center accepts calls from 8am 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.

5. The following Refund Policy is the same or less strict 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 (Veterans).

   a. Application Fee: This fee is not refundable except as provided in paragraph 1, above.
   b. Registration Fee: This fee is not refundable except as provided in paragraph 1, above.
   c. 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 from receipt of the Student supplies issued by the school on day one. If the Student cancels within 7 days of enrollment, Student Supplies Fee will be full refunded.
   d. Tuition:

<table>
<thead>
<tr>
<th>PERCENTAGE OF ENROLLMENT TIME TO TOTAL TIME</th>
<th>AMOUNT OF TUITION SCHOOL SHALL RETAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>.001% to 9.99%</td>
<td>10% Retained</td>
</tr>
<tr>
<td>10% to 19.99%</td>
<td>20% Retained</td>
</tr>
<tr>
<td>20% to 29.99%</td>
<td>30% Retained</td>
</tr>
<tr>
<td>30% to 39.99%</td>
<td>40% Retained</td>
</tr>
<tr>
<td>40% to 49.99%</td>
<td>50% Retained</td>
</tr>
<tr>
<td>50% and above</td>
<td>100% Retained</td>
</tr>
</tbody>
</table>

6. Enrollment Time means the amount of actual hours completed between the Student’s first day of attendance in the Program to the last day the Student actually attended class. Refunds are calculated based on student’s last day of attendance. Total Time means the total hours of instruction for the Program in which the Student is enrolled. Any refunds due to the Student 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. School Officials monitor Student attendance every day.

7. Where required 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 or provide alternative means for the Student’s completion of the Program.

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

10. If the School cancels a course and/or program and ceases to offer instruction after the Student has enrolled and instruction has begun, the school shall provide a completion of the course and/or program; or provide a pro-rata refund for all Students transferring to another school based on the hours accepted by the receiving school.

GROUNDS FOR DISMISSAL / SUSPENSION
The school reserves the right to dismiss / suspend a Student for any reason, including but not limited to the following:

- Providing fraudulent information or documentation of requirements for admission or attendance
- Failure to attend classes regularly
- Refusal to complete assigned classes or Student Clinic work
- Breach of school rules and regulations
- Falsification of school records
- Cheating
- Hazing
- Theft
- Conduct or conditions that pose a direct, adverse threat (including bullying) to other Students, guests or employees of Empire Beauty School
- 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.

POLICY AGAINST HARASSMENT
Empire Beauty School has developed a “Policy against Harassment” that is given at the time of enrollment. The Policy provides information on how an individual can bring any violations of the Policy to Empire Beauty School’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.
ZERO TOLERANCE
Empire Beauty School has zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), theft and fraud. If anyone is suspected of any of these types of violations they will be immediately suspended from school during an investigation. Once the investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program. Future enrollments at any Empire Beauty School schools will not be approved.

GRIEVANCE PROCEDURE GUIDELINES
1. Request a grievance form from the Executive Director or any other staff member.
2. Email completed grievance form to Officeofpresident@empire.edu.
   a. Complete all fields
   b. Give clear detailed information
   c. Complete contact information
After submission to the Office of the President Email address, you will receive notification, within 3 business days, notifying you your grievance has been received.
3. If after careful evaluation, the problem cannot be solved through discussion, the complaint will be referred to the Group/Regional Vice President.
4. The Group/Regional Vice President will respond within ten (10) calendar days of receipt of the complaint and review the allegations.
   a. If additional information from the complainant is needed a representative from Empire will contact you.
   b. After the grievance is investigated, you will be informed of the steps taken to correct the problem, or information to show the allegations are not warranted or based on fact.
5. Records of complaints are retained according to the School’s record keeping policy.
If a complainant wishes to pursue a matter, a complaint form is available through the Schools’ accrediting agency. Empire Beauty School’s accrediting agency requires 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 rights
National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600 // www.naccas.org

To file a complaint against the school with the Office of Professional and Occupational Regulation, visit OPOR’s web site at www.maine.gov/professionallicensing and click the link entitled “File a complaint.”

If you do not have internet access, you may request paper forms from the complaint coordinator.
Office of Professional and Occupational Regulation Complaint and Investigation Unit
35 State House Station
Augusta, ME 04333-0035
(207) 624-8660 (voice)
kaidena.l.neumann@maine.gov

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

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972
Empire is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA), Empire has adopted strict policies regarding these matters. Students should refer to the Campus Safety and Annual Security Report provided during the admission process for detailed information. Additional copies can be obtained from the Executive Director or when updated Reports are distributed annually. Additionally, in accordance with our school’s obligations under Title IX, Empire will excuse Student absences due to pregnancy or related conditions, as long as the Student’s doctor deems the absences to be medically necessary. Students would need to provide the School with written confirmation from the doctor confirming that the absence occurred based on the doctor’s medical opinion that the Student should not attend. The doctor will also need to identify the dates which should be excused based on his/her medical determination.
NON DISCRIMINATION POLICY
Empire Beauty School does not discriminate on the basis of race, color, religion, ethnic origin, national origin, sex, disability, or age in its programs and activities. Questions regarding non-discrimination policies can be referred to your school’s Title IX Coordinator or via email at TitleIX@empire.edu.

Additional information can also be obtained by visiting www.empire.edu/TitleIX.

CONSUMER DISCLOSURE STATEMENT
Students interested in other NACCAS-accredited institutions may obtain information by visiting the NACCAS website: www.naccas.org

SOCIAL MEDIA GUIDELINES
Empire Beauty School Students are responsible for what they post on social networking sites (including but not limited to Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, wikis, file-sharing and user-generated video and audio). Empire Beauty School does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Empire Beauty Schools on any of Empire Beauty Schools’ social media sites. Empire Beauty School reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Empire Beauty School 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. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school’s information system will be terminated.

FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)
In accordance with the Family Education Rights and Privacy Act, it is the policy of Empire Beauty School (the “School”) to maintain confidentiality of information entrusted to it by eligible Students, prospective Students or parent / guardian(s) of a dependent minor child. Therefore, prior to each release of information an “Authorization for Release of Information” form must be filled out by the eligible Student for every request of Student information to a third party. Information is released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the eligible Student or parent/guardian. An “Authorization for Release of Information” form is not required for Students, prospective Students, or guardian(s) of dependent minor Students wishing to review their own records or for legal or accreditation purposes.

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. Section 99.37 of FERPA permits the School to disclose, upon request, directory information without the Student’s consent unless the Student has otherwise directed the School in writing. Directory information may include Student’s name, address, telephone number, date and place of birth, field of study, dates of attendance (meaning a period of time during which a Student attended and not specific daily records of a Student’s attendance) and degrees/awards received. FERPA also permits release of personally identifiable, non-directory information in connection with a health or safety emergency that presents imminent danger. In this situation, the School will make the determination to release information based on the totality of the circumstances pertaining to a threat to the health or safety of a Student or other individuals. If the School determines that there is an articulable and significant threat to the health or safety of a Student or other individuals, the School will disclose information to any person whose knowledge of the information is necessary to protect the health or safety of the Student or other individuals. Student or parent/guardian complaints regarding alleged FERPA violations can be filed in writing with the U.S Department of Education’s Family Policy Compliance Office.

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 within 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. An eligible Student or parent / guardian of a dependent minor Student may seek to amend education records that the Student or parent/guardian believes to be inaccurate, misleading, or otherwise in violation of the Student’s privacy rights. The School will make a determination on the Student’s request for amendment within 30 days of the request. If the School agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the Student, the School will amend the record accordingly and inform the parent or eligible Student in writing that the record was amended. If the School decides not to amend the record, the Student has a right to a hearing within 30 days of the denial. The School 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.
PROFESSIONAL DRESS CODE
Students at Empire Beauty School are held to the beauty industry standard dress code: to dress in a manner that is appropriate for a business setting, is not offensive to Guests, and is safe to wear while performing services. Additionally, dress codes must meet individual state requirements. Tops, bottoms and footwear must be black and/or white. School issued name tags must be worn at all times. If you are out of dress code or forget your name tag, you will be asked to clock out and clock back in when you conform to the dress code. If you lose your name tag, you will be asked to purchase a new one; if you do not purchase one, you will be asked to clock out. Listed below are examples that meet the dress code standard:

Acceptable:
- Empire Beauty School endorsed logo wear
- Suits, jackets, dress shirts, or blouses
- Shirts must have sleeves and must cover midriff
- Slacks, capris, or knee-length skirts
- Black and white patterns are acceptable
- Closed-toe footwear
- Hair should be appropriately styled prior to arrival

Unacceptable:
- Hoodies or Sweatshirts
- Logos, Slogans and Other Words on Clothing
- Work Out Attire
- Denim Jeans
- Flip Flops, Sandals, or any Open Toed Shoe
- Shorts or Miniskirts
- Hats and Head scarves
  (may be allowed for religious purposes)

STUDENT STANDARDS
- Students are responsible for the cleanliness of their work area and equipment used throughout the day.
- Students are required to wear personal protective equipment (e.g., gloves, mask and safety glasses) as specified in the Safety Data Base Pro (SDS).
- Students must have a complete tool kit, required class materials and completed assignments each day.
- Students must silence all electronic devices (cellular phones, pagers, laptops, tablets, etc.). There are times when electronic devices may be used in the classroom for education purposes and will be approved by school staff.
- Students must get educator approval for hair, nail and skin services performed at the courtesy rate.
- Students must not eat or drink in a classroom or on the Student Clinic floor. Students are permitted to eat in designated areas at the times posted.
- Students must only smoke in the designated area outside of school. The area must be kept clean from debris.
- Students may only use the school provided combination locks for lockers. Lockers are school property, and Empire Beauty School reserves the right to open and inspect lockers.
- Students may not use the School business phone for personal use.
- Students are not to provide cosmetology services at home in exchange for money. Solicitation of Empire Beauty School guests to be serviced in your home is unethical and is grounds for termination.
- Students must behave in a professional and courteous manner. 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.

Students who do not follow the guidelines or disrupt the learning process for others may be subject to disciplinary action, which may include suspension or termination.
STUDENT CODE OF CONDUCT

Students, faculty, staff and visitors to campus are expected to follow the Student Code of Conduct, federal, and state laws. The following types of behavior are not allowed, and individuals found to have committed such infractions by the procedures set forth in this Code shall be subject to sanctions being imposed including the sanction of suspension or expulsion from the program.

A) Academic Infractions
1. Collaborating, conspiring or cooperating during an examination with any other person by giving or receiving information without authority.
2. Copying or obtaining information from another Student’s examination paper.
3. Selling or giving away all or part of an examination.
4. Stealing, buying or otherwise obtaining all or part of an examination.
5. Submitting as one’s own any practical assignment, written work or examination of another person.
6. Substituting for another person or permitting another person to substitute for one’s self to take an examination.

B) Informational Infractions
1. Fabricating, forging, altering, or misusing any Empire Beauty School document, record, instrument of identification, etc.
2. Furnishing false information to Empire Beauty School with the intent to deceive.
3. Providing false identification to duly authorized Empire Beauty School personnel.

C) Personal Conduct Infractions
1. Disorderly conduct which disturbs the orderly functions and processes of the facility and/or infringes on the rights of others as defined by this Code.
2. The intentional interference with the lawful rights of any person on school property.
3. Loud music, noise, or disruptive conduct at the school that interferes with educational events or processes.

D) Property Infractions
1. Vandalism, destruction, damage, defacement, abuse, or misuse of public or personal property, whether intentional or by negligence.

E) Other Infractions
1. Failure to comply with a lawful order, direction or request of an Empire Beauty School employee made by the employee in the performance of the employee’s duties.
2. Any conduct not specifically stated herein which adversely affects the educational processes or the rights of members of the community or others.
3. Aiding or inciting others to commit any infraction in this Code.
addendum

A - Faculty
B - Tuition and Financial Information
B - Gainful Employment Information
School: Empire Beauty School - Bangor
Street Address: 639 Broadway
City, State, Zip: Bangor, Maine 04401
Phone Number: 207-942-0039

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Teachers License #</th>
<th>Course Taught</th>
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<tr>
<td>Greaver</td>
<td>Penny</td>
<td>INT27795</td>
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<tr>
<td>Ham</td>
<td>Katie-Lynn</td>
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<td>McAllister</td>
<td>Rachel</td>
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<td>Paradis</td>
<td>Cynthia</td>
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<tr>
<td>Willette</td>
<td>Lisa</td>
<td>INT19199</td>
<td>Cosmetology</td>
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ADMINISTRATION
Chief Executive Officer and Chairman of the Board - Franklin K. Schoeneman
Regional Vice President - Anthony Fragomeni
Executive Director - Louise Bartlett
School: Empire Beauty School - Bangor
Street Address: 319 Marginal Way
City, State, Zip: Portland, Maine 04101
Phone Number: 207-774-1913

**FACULTY**

<table>
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<tr>
<td>Gonzaga</td>
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<td>Amie</td>
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<tr>
<td>Peaslee</td>
<td>Cheryl</td>
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<td>Doucette</td>
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<td>INT55144</td>
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<tr>
<td>Hathaway</td>
<td>Lynne</td>
<td>INT54424</td>
<td>Educator in Training</td>
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**ADMINISTRATION**

Chief Executive Officer and Chairman of the Board - Franklin K. Schoeneman
Regional Vice President - Anthony Fragomeni
Executive Director - Melissa Bouchard
**TUITION**

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**METHODS OF PAYMENT**

FINANCIAL ASSISTANCE (IF QUALIFIED), CASH, CHECK, CREDIT CARD, OR VIA PAYMENT FROM AN OUTSIDE AGENCY OR SCHOLARSHIP (IF APPLICABLE).
SELF-PAY SCHEDULE

DOES NOT INCLUDE SALES TAX

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<tr>
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GAINFUL EMPLOYMENT INFORMATION

Important Information about the educational debt, earnings, and completion rates of students who attended this program. Click for direct Link

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<th>Program Type</th>
<th>Direct Link</th>
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