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With the publication of this catalog, all previous volumes become obsolete.
Empire Education Group, Empire Beauty School (referenced as “Empire”) and the “e” logo are registered trademarks of EEG, Inc. This catalog is a guideline of what Empire Beauty School expects of its students. Empire Beauty School reserves the right to modify its policies based on changes in accreditation requirements, state or federal laws, or for any other reason at the discretion of Empire Beauty School’s Executive Committee. Changes will be made with the approval of the appropriate state regulatory agency. 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 website address is www.empire.edu.
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 Clinic 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. The schools are handicapped accessible.

**SCHOOL LOCATIONS**

**ASTORIA (QUEENS)**
38-15 Broadway
Astoria, NY 11103
718-726-8383
Queens County: 5,500 Sq. Ft

**BROOKLYN**
2384 86th Street
Brooklyn, NY 11214
718-373-2400
Kings County: 6,500 Sq. Ft

**CHEEKTOWAGA**
Walden Place
2190 Walden Avenue
Cheektowaga, NY 14225
716-206-3384
Erie County: 7,500 Sq. Ft

**MANHATTAN**
22 West 34th Street
New York, NY 10001
212-967-1717
NY County: 23,000 Sq. Ft

**PEEKSKILL**
19 Bank Street
 Peekskill, NY 10566
914-739-8400
Westchester County: 5,700 Sq. Ft

**ROCHESTER**
340 Elm Ridge Ctr Drive
Elm Ridge Center
Rochester, NY 14626
585-225-4796
Monroe County: 8,000 Sq. Ft

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 8:30 am to 10:00 pm* and Friday 8:30 am to 5:00 pm
Saturday hours vary by location. Contact the school for Saturday operating hours.
Saturdays may be available for make-up work and clinic service to selected students from 9:00 am to 1:00 pm
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
MY CAA
Go Army Tuition Assistance
ACCESS-VR
State Approving Agency for Veterans’ Educational Benefits
Work Incentive Program
Authorized under Federal Law to enroll Non-Immigrant Alien Students
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
New York State Education Department
89 Washington Avenue, EBA 560
Albany, NY 12234
FAX: (518) 474-6543
(518) 474-3969
www.acces.nysed.gov/bpss/

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 race, color, sex, age, gender, religion, sexual orientation, ethnic origin / national origin, disability, perceived gender, sex 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), Globe Language Services, and Josef Silny and Associates.
- Pay the required registration fee
- A Complete Enrollment Package

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 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. Empire Beauty School will allow Students to transfer in from another beauty school and may accept their hours based on receiving Official transcripts prior to any enrollment, along with the completion of any state transfer requirements (if applicable). Official transcripts 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 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 Visa (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 post-secondary 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.

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 employment and pursue a successful career.

Empire Beauty School reserves the right to deny admission to any applicant who Empire Beauty School, 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 Beauty School.

*Non US Citizens/Non-Resident Aliens wishing to receive an I-20 from an Empire Beauty School as noted above, must first provide the specific school with the following credentials:
- Must be (at least) sixteen and a half (16 1/2) years of age.
- Possess and provide proof (in English) of equivalence to a U.S. high school education (please note “acceptable documentation” as noted above under Responsibility A.1.b.1).
- A refundable (based upon EBS refund policy) deposit of $5,750 (U.S. currency).
- Documentary evidence of means of actual support for both education and living expenses for the duration of training at an EBS school.
• Evidence of acceptable level(s) of English language proficiency through a score of 500 (or higher) on a TOEFL examination
• The successful completion of the EBS registration paperwork (including Enrollment Agreement).
• Payment of the required Registration Fee (U.S. currency).

Upon receipt of all the above noted materials, fees, deposits, TOEFL Test and other documentation a Form I-20 “Certificate of Eligibility” will be issued to the foreign national potential student. Please note that it may take 4-6 weeks for a foreign national to complete this entire process and students should plan their dates to begin school with this possible time frame in mind.

The completed Form I-20 will be taken by the potential student to an appropriate embassy, consulate or immigration office as his or her country requires. U.S. policy requires all documentation to be processed and approved before an M-1 Student Visa is generated by the Department of Homeland Security. (*Manhattan School location only)

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 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
HAIRDRESSING / COSMETOLOGY PROGRAM

The Hairdressing / Cosmetology program consists of 1,000 hours of instruction. Subjects include haircutting and shaping, haircoloring and lightening, hair styling, chemical restructuring, nail and skin care, and much more. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed 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>35 Weeks</td>
<td>M-F</td>
<td>9:00am - 5:00pm</td>
<td>7 hrs/day</td>
</tr>
<tr>
<td>Part-time*</td>
<td>66 Weeks</td>
<td>M-W TH</td>
<td>5:30pm - 10:00pm</td>
<td>4.5 hrs/day</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5:30pm - 9:30pm</td>
<td>4.0 hrs/day</td>
</tr>
</tbody>
</table>

Full-time students receive an hour lunch break 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.
**TUITION**

<table>
<thead>
<tr>
<th>HAIRDRESSING/COSMETOLOGY WITH TABLET OPTION</th>
<th>HAIRDRESSING/COSMETOLOGY WITH DOWNLOAD OPTION OR TEXTBOOK OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>Registration Fee</td>
</tr>
<tr>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Tuition for Complete Program</td>
<td>Tuition for Complete Program</td>
</tr>
<tr>
<td>$12,750.00</td>
<td>$12,750.00</td>
</tr>
<tr>
<td>Student Kit*</td>
<td>Student Kit*</td>
</tr>
<tr>
<td>$1,828.75 + tax</td>
<td>Textbook or</td>
</tr>
<tr>
<td>Career Success Tablet*</td>
<td>Textbook Download Fee*</td>
</tr>
<tr>
<td>$400.00 + tax</td>
<td>$521.25 + tax</td>
</tr>
<tr>
<td>Textbook Download Fee*</td>
<td>Total Cost of Instruction</td>
</tr>
<tr>
<td>$521.25 + tax</td>
<td>$15,600.00</td>
</tr>
<tr>
<td>Total Cost of Instruction</td>
<td></td>
</tr>
</tbody>
</table>

*Does not include sales tax

Students have the option of purchasing a Career Success Tablet and the downloaded version of the textbook or purchasing an electronic version of the textbook that can be downloaded to their own electronic device. Students may purchase a hard copy of the textbook for the same price as the Textbook Download Fee.

Method of Payment includes financial assistance (if qualified), cash, check, credit card, or via payment from an outside agency or scholarship (if applicable).

**SELF-PAY SCHEDULE**

<table>
<thead>
<tr>
<th>HAIRDRESSING/COSMETOLOGY WITH TABLET OPTION</th>
<th>HAIRDRESSING/COSMETOLOGY WITH DOWNLOAD OR TEXTBOOK OPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% Down Installment Final Installment</td>
<td>20% Down Installment Final Installment</td>
</tr>
<tr>
<td>Full-Time $3,100.00 5 $2,067.00 1 $2,065.00</td>
<td>Full-Time $3,020.00 5 $2,013.00 1 $2,015.00</td>
</tr>
<tr>
<td>Part-Time $3,100.00 12 $954.00 1 $952.00</td>
<td>Part-Time $3,020.00 12 $929.00 1 $932.00</td>
</tr>
</tbody>
</table>

Self Pay Schedules do not include sales tax
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

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 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 $1,000 Scholarship. There is no application process required by the student to receive this scholarship.

The attendance percentage on the student’s last day of attendance will be the percentage used to determine eligibility for this scholarship. Students who drop or withdraw from the school / program will not be eligible for the scholarship. There is no appeal process for this scholarship.

If a student has already satisfied the balance due the school through self-payments or other types of financial aid, and the scholarship creates a credit balance on the ledger, funds are disbursed to the student via a check. Funds can be applied by the student to the outstanding loan balance or reimburse the student for any self-payments. For any check issued to the student/graduate, the student is required to pick up the check at the school.

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 Veterans’ Educational Benefits. See page 29 for more information.

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 scheduled allotments. When the student has met both the academic and attendance requirements, the student will be removed from the Unsatisfactory Progress status and financial assistance eligibility will be reinstated for the remaining period of time in the program. A student must complete the program of study in a period of time not to exceed those outlined in the schedules 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, 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.
STUDENT RIGHTS AND RESPONSIBILITIES
You have the right to apply for aid to cover the school’s expenses, including tuition and fees, books and supplies, room and board and transportation. Aid can also pay for dependent care. Make sure the financial aid office staff has all the information needed to determine your eligibility. If you’re eligible, the aid office will send you an award letter outlining the amount and types of aid the school will offer you. Before the school makes your first loan disbursement, you will receive the following information about your loan:

- The full amount of the loan and the interest rate
- The date you must start repayment
- A list of any charge you must pay (loan fees) and information on how those charges are collected
- Information on the yearly and total amounts you may borrow
- Information about the maximum repayment periods and the minimum repayment amount
- An explanation of default and its consequences
- An explanation of available options for consolidating your loans and a statement that you can repay your loan(s) without penalty at any time

Loans, unlike grants, are borrowed money that must be repaid, with interest. You cannot have these loans cancelled because you didn’t like the education you received or because you are having financial difficulty. These loans are a serious obligation.

You will be notified in writing whenever any funds are credited to your account. You may cancel all or a portion of your loan if you inform your school within 14 days after the day your school sends you this notice, or by the first day of the payment period.

Your parent (for dependent students) may apply for a Parent Plus Loan for Students. They have to pass a credit check. If they don’t pass, they might still be able to receive a loan if they can demonstrate that extenuating circumstances exist, or if someone they know, who can pass, agrees to endorse the loan and promises to repay it if your parents don’t.

STAFFING
The schools have a designated group of Financial Assistance Advisors assigned to each school and/or at the Home Office of Financial Assistance available to meet or speak with each student to assist them with the aid process. All applications are supplied to the student at the school and are forwarded to the Home Office for processing. During the application and packaging process, the student speaks directly with the Financial Assistance Specialist in the Home Office to determine their aid eligibility.
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.

<table>
<thead>
<tr>
<th>Cosmetology // 1000 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Period 1</td>
</tr>
<tr>
<td>Payment Period 2</td>
</tr>
<tr>
<td>Payment Period 3</td>
</tr>
</tbody>
</table>

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 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 must execute a new Enrollment Agreement for the remaining hours to complete the Program. If an appeal is denied, the Student shall be terminated from the Program.
DESCRIPTION
The Cosmetology Course consists of 525 hours of basic fundamentals, techniques and procedures, in combination with 475 hours of advanced fundamentals, techniques, procedures and workshops. Upon the completion of 1000 hours, students will be prepared for the New York State Board examination and meet the following New York requirements:

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>TOTAL CLOCK HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Requirements</td>
<td>24</td>
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<tr>
<td>Safety and Health</td>
<td>26</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>15</td>
</tr>
<tr>
<td>Hair Analysis</td>
<td>10</td>
</tr>
<tr>
<td>Hair and Scalp Disorders and Diseases</td>
<td>10</td>
</tr>
<tr>
<td>Chemistry as Applied to Cosmetology</td>
<td>5</td>
</tr>
<tr>
<td>Shampoos, Rinses, Conditioners and Treatments</td>
<td>30</td>
</tr>
<tr>
<td>Hair Cutting and Shaping</td>
<td>175</td>
</tr>
<tr>
<td>Hair Styling</td>
<td>245</td>
</tr>
<tr>
<td>Chemical Restructuring</td>
<td>180</td>
</tr>
<tr>
<td>Hair Coloring and Lightening</td>
<td>180</td>
</tr>
<tr>
<td>Nail Care and Procedures</td>
<td>40</td>
</tr>
<tr>
<td>Skin Care and Procedures</td>
<td>60</td>
</tr>
<tr>
<td>Total 1000</td>
<td></td>
</tr>
</tbody>
</table>

Empire Beauty School maintains the following maximum Student-Teacher Ratios:
Theory – 30:1
Skill Development – 20:1
Hairdressing / Cosmetology Program (1000 Hours)

EDUCATIONAL OBJECTIVES / GOALS
Upon completion / graduation, students will be able to demonstrate the following:
• Basic practical skills in the areas of: Hair Cutting and Shaping, Hair Coloring and Lightening, Hair Styling, Chemical Restructuring, Nail Care and Procedures, and Skin Care and Procedures
• Practice General Safety, Sanitation, Disinfection, Sterilization and Health
• Proficiency in all Theory related topics
• A knowledge of the many job opportunities in the Beauty Industry
• Professionalism with a focus on providing good Customer Service
SCOPE OF CURRICULUM
The Hairdressing / Cosmetology curriculum content is identified and prioritized through State and Industry standards. Each subject will provide students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills. The New York hourly requirements are woven throughout the modules and distributed into the related subject matter, allowing for better understanding and retention.

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

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.

GRADUATION REQUIREMENTS
In order to graduate and receive a certificate of completion, students must meet the following requirements:
• Complete the 1000 hour state required training program
• Complete curriculum requirements
• Fulfill all financial obligations to the school

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examinations are 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>
</table>
| • Nail Artist / Manicurist  
• Cosmetologist  
• Makeup Artist  
• Haircolor Specialist  
• Chemical Texturizing Specialist  
• Esthetician  
• Salon Manager  
• Salon Owner | • Esthetician: Day spas  
Cruise ships  
• Day Spa Manager  
• Day Spa Owner | • Product Distributor  
• Sales Consultant  
• Manufacturer’s Sales Representative  
• Product Educator/Trainer  
• Salon Sales Consultant | • School Educator  
• School Owner  
• Freelance Makeup Artist  
• Image Consultant  
• Photo / Movie Stylist  
• Magazine Writer / Editor |

*Some positions require a specialized course of study, which may not be available at all of our schools.*
ATTENDANCE
Students must attend classes according to the schedule on their enrollment agreement. Each Student is required to hand punch through Time Star when entering and leaving the school.

Attendance for full-time day students must be taken at the beginning and conclusion of EACH morning/afternoon session. Attendance should be taken at 9:00AM, and again before lunch dismissal. Attendance is taken again at the beginning of the afternoon (PM) session and prior to afternoon dismissal.

Attendance for part-time evening students is taken at the beginning of the evening session at 5:30PM and again prior to dismissal.

NOTE:
Attendance is taken at the beginning and end of each session.

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. Absence is taken at the beginning and end of each session.

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All students must attend all classes and any absence should be coordinated and explained to the Educator and Executive Director at your location. Attendance is taken at the beginning and end of each session.

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 AND EMERGENCY RELATED SCHOOL CLOSINGS
In case of a weather or school related 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.

COURSE CANCELLATION POLICY
Should the need arise for the School to cancel or delay the start of a course, 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.

GRADING PROCEDURE
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.

Pre-Clinic assigned work will be weighted:
Theory 40%  Practical 42%  Attendance 18%
Clinic assigned work will be weighted:
Theory 15%  Practical 49%  Attendance 36%

Grading Scale
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 and Technical Skills.

NY ACADEMIC STANDING
Any student who is absent more than 15 % of the total number of instructional hours offered during each marking period and who has not maintained academic progress shall be placed on academic probation. Any student who fails to meet academic progress at the end of any marking period, regardless of attendance will also be placed on academic probation. For Cosmetology students, including transfers with more than 900 hours remaining in a program, the first marking period will end at 450 scheduled clock hours. The second marking period will be completed at 900 scheduled clock hours. For cosmetology transfer students with less than 900 hours remaining in a program, there may be two marking periods with the first marking period ending at the mid-point of the program.
Acceptable academic progress is defined as a minimum cumulative grade average of 75%. A student placed on academic probation who fails to raise his or her cumulative grade average to 75% and who fails to maintain attendance for at least 85% of the instructional hours offered during the probationary period shall be dismissed.

NOTE: In addition to the requirements for NY Academic Standing, students are also required to maintain overall Standards of Satisfactory Academic Progress (SAP) to maintain eligibility for Federal Financial Assistance from Title IV funds. Those Standards require a cumulative rate of attendance of 75% (regardless of attendance during a marking period), and a cumulative grade average of 75% at the end of each evaluation cycle. A full description can be found in Satisfactory Academic Progress (SAP) Policy.

RECORD RETENTION POLICY
The student’s entire record shall be maintained for at least 7 years on-site after a student either terminates training or graduates. After that, the school will maintain the following student records for 20 years off site:

- 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 Beauty School does not offer leaves of absence. If a student needs to interrupt their training, they must be dropped 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 must “officially” notify 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.
3. The School officially notifies the Student of dismissal from the course.
REFUND OF TITLE IV FUNDS AND REFUND POLICY REFUND CLAUSE
If a student cancels their enrollment within seven days after midnight of the day on which the enrollment agreement was signed, all monies collected by the school shall be refunded. This cancellation will be determined by the postmark, written notification or day said information is delivered or phoned to the school administrator or owner in person. If cancellation or termination of enrollment occurs after seven business days, but prior to or during the first week of instruction, the student is entitled to a refund of tuition, but will be charged the $100.00 Registration Fee.

If a student withdraws or is discontinued after completion of the first week of instruction they will be charged for the following:

A. Applicants not accepted by the school shall be entitled to a refund of all monies paid.

B. Thereafter, a student will be liable for

1. the non-refundable Registration Fee, plus
2. the cost of any textbooks or supplies accepted, plus
3. tuition liability as of the student’s last date of physical attendance. Tuition liability is divided by the number of quarters/terms in the program. Total Tuition liability is limited to the quarter/term during which the student withdrew or was terminated, and any previous quarters/terms completed.

HAIRDRESSING / COSMETOLOGY PROGRAM TUITION LIABILITY FULL TIME
FULL TIME/ 35 HOURS PER WEEK (2 terms – 15 Weeks Each)

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>HOURS FROM</th>
<th>HOURS TO</th>
<th>% RETAIN PER TERM</th>
<th>AMOUNT CHARGED/ RETAINED BY TERM</th>
<th>CUMULATIVE CHARGED/ RETAINED BY PROGRAM</th>
<th>AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST TERM</td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1</td>
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<tr>
<td>6-15</td>
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<td>100%</td>
<td>$6,375.00</td>
<td>$6,375.00</td>
<td>$6,375.00</td>
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<tr>
<td>SUBSEQUENT TERMS</td>
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<tr>
<td>19</td>
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<td>20-30</td>
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</tbody>
</table>
HAIRDRESSING / COSMETOLOGY PROGRAM TUITION LIABILITY PART TIME

PART TIME/ 17.5 HOURS PER WEEK  (6 Quarters – 10, 10, 10, 10, 9, 9 Weeks Each)

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>HOURS FROM</th>
<th>HOURS TO</th>
<th>% RETAIN PER TERM</th>
<th>AMOUNT CHARGED/ RETAINED BY TERM</th>
<th>CUMULATIVE CHARGED/ RETAINED BY PROGRAM</th>
<th>AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL</th>
</tr>
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<tbody>
<tr>
<td>Quarter 1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1</td>
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<td>17.5</td>
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<td>$0.00</td>
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<td>17.75</td>
<td>35</td>
<td>25%</td>
<td>$531.25</td>
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<td>$12,218.75</td>
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<td>50%</td>
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<tr>
<td>11</td>
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<td>100%</td>
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<tr>
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<tr>
<td>31</td>
<td>525.25</td>
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<td>25%</td>
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<td>$12,750.00</td>
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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 (FSEOGs).

When you withdraw during a payment period, if the amount of Title IV program funds that you have earned 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, you may choose to decline the loan disbursement, you may choose to decline the loan funds so that you do not incur additional loan 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. If you allow the school to keep the loan funds it will reduce your debt to the school.

Because of other eligibility requirements, there may be 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 Direct Stafford Loan Funds that you may 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 Student’s Home Page” at www.studentaid.ed.gov
TUITION REIMBURSEMENT FUND
The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner’s Regulations. To file a complaint, either write the New York State Education Department - Bureau of Proprietary School Supervision, 116 West 32nd Street, 5th Floor, New York, NY 10001 or telephone (212) 643-4760. The New York State Education Department’s staff will assist you in the preparation of a tuition reimbursement form (a sample of which should have been provided to you upon enrollment).

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 EEG, Inc. location will not be approved.

COLLEGE CREDIT - DISCLAIMER STATEMENT
Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.
GRIEVANCE PROCEDURE GUIDELINES

Empire Beauty School has an open door policy. Issues or concerns should immediately be shared with School staff. If the issue or concern is not resolved or the student, staff, or interested third party feels uncomfortable addressing the issue in person a formal written complaint may be submitted to the Executive Director. If a resolution is not found and you want to file a formal complaint you must follow the steps below:

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 School’s 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.

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, religion, color, 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.

EMPIRE’S SOCIAL MEDIA GUIDELINES FOR STUDENTS
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 or on any of Empire Beauty School's 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 earned. 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

1. Students must only smoke in the designated area outside of school. The area must be kept clean from debris.
2. Students are responsible for the cleanliness of their work area and equipment used throughout the day.
3. Students are required to wear personal protective equipment (e.g., gloves, mask and safety glasses) as specified on the Safety Data Sheet (SDS).
4. Students must have a complete tool kit, required class materials and completed assignments each day.
5. 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.
6. Students may not use the business telephone for personal use.
7. 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.
8. Students must get Educator approval for hair, nail and skin services performed at the courtesy rate.
9. 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.
10. 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.
11. 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 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._
STUDENT CODE OF CONDUCT
Students, faculty, staff and visitors to campus are expected to follow the Student Code of Conduct and 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.

OCCUPATIONAL OBJECTIVES HAIRDRESSING / COSMETOLOGY COURSE
The objective of the institute is to prepare each student to make the transition from school to a position in the cosmetology field. In addition to the school’s general curriculum and specialized courses, students are encouraged to seek their educational potential via extracurricular activities. To train each student to be able to take and pass the State Board Cosmetology Exam; thereby enabling the student: To obtain a Hairdressing/Cosmetology Operator License. To obtain employment in the student's desired area(s) of the beauty field, using the skills mastered as a result of the training provided.
**DISCLAIMER**
The Student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school’s teaching personnel and courses/curricula offered. Please be advised the State Educational Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school’s catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

**ADDITIONAL INFORMATION FOR STUDENTS WHO ARE ELIGIBLE FOR VETERAN’S EDUCATIONAL BENEFITS**

Empire Beauty School does not use erroneous, deceptive, or misleading practices.

**Refund Policy for Veterans** – G.I. Bill beneficiaries are entitled to a refund in the event of a withdrawal or discontinuance under the provisions of Title 38 U.S. Code:

Students whose tuition and fees are paid in whole or part by Veterans’ Administration funding, and who withdraw before the end of the semester, will be refunded on a daily pro rata basis. Total tuition and fees for the semester will be divided by the number of days in the semester to determine a daily rate. The amount of refund will be determined by multiplying the daily rate by the number of days remaining in the semester, starting with the first day after withdrawal.

The maximum non-refundable registration fee allowed by the VA is $10.00. Refunds will be made promptly, i.e., within 40 days. Students do not have to request the refund. This pro-rata refund policy applies to VA students only.

**Veteran’s Credit for Previous Education or Training**
Students must report all education and training. The schools will evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

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**START & END DATES 2017 (Full-Time)**

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**START & END DATES 2017 (Part-Time)**

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addendum

A - Faculty and Administration
B - School Performance Data
C - What You Should Know about Licensed Private School and Registered Business Schools in New York State
D - Weekly Tuition Liability Information & Gainful Employment Information
HAIRDRESSING AND COSMETOLOGY

A. PROGRAM ENROLLMENT

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<tr>
<td>Part-Time</td>
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<tr>
<td>Still Enrolled / Continuing from previous year</td>
<td>72</td>
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<td>Total Enrollment</td>
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B. PROGRAM COMPLETION RATE

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<tr>
<td>Graduates</td>
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<tr>
<td>Non Completers</td>
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<td>Continuing Students</td>
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<tr>
<td>Completion Rate</td>
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C. PLACEMENT OF PROGRAM COMPLETERS

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<tr>
<td>Number of Graduates</td>
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<td>89</td>
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<tr>
<td>Percentage of graduates who are:</td>
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<tr>
<td>1.) Employed related field</td>
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<tr>
<td>3.) Employed unrelated filed</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>4.) In military</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>5.) Seeking employment</td>
<td>47%</td>
<td>44%</td>
</tr>
<tr>
<td>6.) Pursuing additional education</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>7.) Unavailable for placement</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>8.) Status unknown</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

2017 NACCAS Licensure Rates: Astoria – (27 Passed/33 Sat for All Exams) = 81.82%
2384 86th Street, Brooklyn, NY 11214
Enrollment, Completion and Placement Rate in Private Trade Schools and Registered Private Business Schools Occupational Education Data Survey

HAIRDRESSING AND COSMETOLOGY

### A. PROGRAM ENROLLMENT

<table>
<thead>
<tr>
<th></th>
<th>7/1/16 to 6/30/17</th>
<th>7/1/17 to 6/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>106</td>
<td>140</td>
</tr>
<tr>
<td>Part-Time</td>
<td>31</td>
<td>40</td>
</tr>
<tr>
<td>Still Enrolled / Continuing from previous year</td>
<td>80</td>
<td>79</td>
</tr>
<tr>
<td>Total Enrollment</td>
<td>217</td>
<td>259</td>
</tr>
</tbody>
</table>

### B. PROGRAM COMPLETION RATE

<table>
<thead>
<tr>
<th></th>
<th>7/1/16 to 6/30/17</th>
<th>7/1/17 to 6/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>217</td>
<td>259</td>
</tr>
<tr>
<td>Graduates</td>
<td>69</td>
<td>80</td>
</tr>
<tr>
<td>Non Completers</td>
<td>69</td>
<td>89</td>
</tr>
<tr>
<td>Continuing Students</td>
<td>79</td>
<td>90</td>
</tr>
<tr>
<td>Completion Rate</td>
<td>50%</td>
<td>47%</td>
</tr>
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</table>

### C. PLACEMENT OF PROGRAM COMPLETERS

<table>
<thead>
<tr>
<th>Number of Graduates</th>
<th>69</th>
<th>80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of graduates who are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.) Employed related field</td>
<td>29%</td>
<td>45%</td>
</tr>
<tr>
<td>2.) Employed slightly related field</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.) Employed unrelated filed</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>4.) In military</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>5.) Seeking employment</td>
<td>71%</td>
<td>55%</td>
</tr>
<tr>
<td>6.) Pursuing additional education</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>7.) Unavailable for placement</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>8.) Status unknown</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
</table>

2017 NACCAS Licensure Rates: Brooklyn– (30 Passed/32 Sat for All Exams) = 93.75%
HAIRDRESSING AND COSMETOLOGY

A. PROGRAM ENROLLMENT

<table>
<thead>
<tr>
<th></th>
<th>6/30/17</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>119</td>
<td>105</td>
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<tr>
<td>Part-Time</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Still Enrolled / Continuing from previous year</td>
<td>42</td>
<td>34</td>
</tr>
<tr>
<td>Total Enrollment</td>
<td>161</td>
<td>139</td>
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</table>

B. PROGRAM COMPLETION RATE

<table>
<thead>
<tr>
<th></th>
<th>6/30/17</th>
<th>6/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>161</td>
<td>139</td>
</tr>
<tr>
<td>Graduates</td>
<td>42</td>
<td>47</td>
</tr>
<tr>
<td>Non Completers</td>
<td>85</td>
<td>64</td>
</tr>
<tr>
<td>Continuing Students</td>
<td>34</td>
<td>28</td>
</tr>
<tr>
<td>Completion Rate</td>
<td>33%</td>
<td>42%</td>
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C. PLACEMENT OF PROGRAM COMPLETERS

<table>
<thead>
<tr>
<th></th>
<th>6/30/17</th>
<th>6/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Graduates</td>
<td>42</td>
<td>47</td>
</tr>
<tr>
<td>Percentage of graduates who are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.) Employed related field</td>
<td>48%</td>
<td>57%</td>
</tr>
<tr>
<td>2.) Employed slightly related field</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.) Employed unrelated field</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>4.) In military</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>5.) Seeking employment</td>
<td>52%</td>
<td>43%</td>
</tr>
<tr>
<td>6.) Pursuing additional education</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>7.) Unavailable for placement</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>8.) Status unknown</td>
<td>0%</td>
<td>0%</td>
</tr>
</tbody>
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2017 NACCAS Licensure Rates: Cheektowaga= (13 Passed/18 Sat for All Exams) = 72.22%
22 West 34th Street, New York, NY 10001
Enrollment, Completion and Placement Rate in Private Trade
Schools and Registered Private Business Schools
Occupational Education Data Survey

HAIRDRESSING AND COSMETOLOGY

<table>
<thead>
<tr>
<th>Program Enrollments</th>
<th>7/1/16 to 6/30/17</th>
<th>7/1/17 to 6/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>502</td>
<td>519</td>
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<tr>
<td>Part-Time</td>
<td>110</td>
<td>115</td>
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<tr>
<td>Total Enrollment</td>
<td>935</td>
<td>923</td>
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</table>

B. Program Completion Rate

<table>
<thead>
<tr>
<th>Program Completion</th>
<th>7/1/16 to 6/30/17</th>
<th>7/1/17 to 6/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>935</td>
<td>923</td>
</tr>
<tr>
<td>Graduates</td>
<td>282</td>
<td>269</td>
</tr>
<tr>
<td>Non Completers</td>
<td>364</td>
<td>374</td>
</tr>
<tr>
<td>Continuing Students</td>
<td>289</td>
<td>280</td>
</tr>
</tbody>
</table>

Completion Rate

| Completion Rate | 44% | 42% |

C. Placement of Program Completers

<table>
<thead>
<tr>
<th>Number of Graduates</th>
<th>282</th>
<th>269</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage of graduates who are:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.) Employed related field | 64% | 59% |
2.) Employed slightly related field | 0% | 0% |
3.) Employed unrelated filed | 0% | 0% |
4.) In military | 0% | 0% |
5.) Seeking employment | 36% | 41% |
6.) Pursuing additional education | 0% | 0% |
7.) Unavailable for placement | 0% | 0% |
8.) Status unknown | 0% | 0% |

2017 NACCAS Licensure Rates: Manhattan– (86 Passed/89 Sat for All Exams) = 96.63%
HAIRDRESSING AND COSMETOLOGY

A. PROGRAM ENROLLMENT

<table>
<thead>
<tr>
<th></th>
<th>7/1/17 to 6/30/17</th>
<th>7/1/16 to 6/30/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>58</td>
<td>38</td>
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<tr>
<td>Part-Time</td>
<td>0</td>
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<tr>
<td>Still Enrolled / Continuing from previous year</td>
<td>18</td>
<td>23</td>
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<tr>
<td>Total Enrollment</td>
<td>76</td>
<td>61</td>
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B. PROGRAM COMPLETION RATE

<table>
<thead>
<tr>
<th></th>
<th>7/1/17 to 6/30/17</th>
<th>7/1/16 to 6/30/16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>76</td>
<td>61</td>
</tr>
<tr>
<td>Graduates</td>
<td>42</td>
<td>35</td>
</tr>
<tr>
<td>Non Completers</td>
<td>11</td>
<td>13</td>
</tr>
<tr>
<td>Continuing Students</td>
<td>23</td>
<td>13</td>
</tr>
<tr>
<td>Completion Rate</td>
<td>79%</td>
<td>73%</td>
</tr>
</tbody>
</table>

C. PLACEMENT OF PROGRAM COMPLETERS

Number of Graduates | 42 | 35

Percentage of graduates who are:

1.) Employed related field | 92% | 83%
2.) Employed slightly related field | 0% | 0%
3.) Employed unrelated filed | 0% | 0%
4.) In military | 0% | 0%
5.) Seeking employment | 8% | 17%
6.) Pursuing additional education | 0% | 0%
7.) Unavailable for placement | 0% | 0%
8.) Status unknown | 0% | 0%

2017 NACCAS Licensure Rates: Peekskill– (33 Passed/33 Sat for All Exams) = 100%
Elmridge Center, 340 Elmridge Center Drive, Rochester, NY 14626
Enrollment, Completion and Placement Rate in Private Trade
Schools and Registered Private Business Schools
Occupational Education Data Survey

HAIRDRESSING AND COSMETOLOGY

<table>
<thead>
<tr>
<th>Program Enrollments</th>
<th>7/1/16 to 6/30/17</th>
<th>7/1/17 to 6/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. PROGRAM ENROLLMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full-Time</td>
<td>68</td>
<td>52</td>
</tr>
<tr>
<td>Part-Time</td>
<td>31</td>
<td>21</td>
</tr>
<tr>
<td>Still Enrolled / Continuing from previous year</td>
<td>64</td>
<td>50</td>
</tr>
<tr>
<td>Total Enrollment</td>
<td>163</td>
<td>123</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Completion Rate</th>
<th>7/1/16 to 6/30/17</th>
<th>7/1/17 to 6/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled</td>
<td>163</td>
<td>123</td>
</tr>
<tr>
<td>Graduates</td>
<td>67</td>
<td>45</td>
</tr>
<tr>
<td>Non Completers</td>
<td>46</td>
<td>50</td>
</tr>
<tr>
<td>Continuing Students</td>
<td>50</td>
<td>28</td>
</tr>
<tr>
<td>Completion Rate</td>
<td>59%</td>
<td>47%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Placement of Program Completers</th>
<th>7/1/16 to 6/30/17</th>
<th>7/1/17 to 6/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Graduates</td>
<td>67</td>
<td>45</td>
</tr>
<tr>
<td>Percentage of graduates who are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.) Employed related field</td>
<td>55%</td>
<td>47%</td>
</tr>
<tr>
<td>2.) Employed slightly related field</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>3.) Employed unrelated filed</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>4.) In military</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>5.) Seeking employment</td>
<td>45%</td>
<td>53%</td>
</tr>
<tr>
<td>6.) Pursuing additional education</td>
<td>1%</td>
<td>0%</td>
</tr>
<tr>
<td>7.) Unavailable for placement</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>8.) Status unknown</td>
<td>0%</td>
<td>0%</td>
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</table>

2017 NACCAS Licensure Rates: Rochester– (36 Passed/36 Sat for All Exams) = 100%
### School Information

- **School**: Astoria (Queens)
- **Street Address**: 38-15 Broadway
- **City, State, Zip**: Astoria, NY 11103
- **Phone Number**: 718-726-8383

### Educators

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Certification Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson</td>
<td>Tiffany</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Douse</td>
<td>Dawany</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Hubbard</td>
<td>Candice</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Massaro</td>
<td>Carol</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>McKenzie</td>
<td>Charmaine</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Parkes</td>
<td>Claudette</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>St. Rose</td>
<td>Roseanne</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Wilson</td>
<td>Kaleena</td>
<td>Hairdressing/Cosmetology</td>
</tr>
</tbody>
</table>

### Administration

- **Chief Executive Officer and Chairman of the Board**: Franklin K. Schoeneman
- **Group Vice President**: Russ Miller
- **Metro Director**: Open
- **Executive Director**: Robert Curcio
- **Career Planning Specialist**: Linda Commodore
- **Customer Service Coordinator**: Erudys Jean
School: Brooklyn  
Street Address: 2384 86th Street  
City, State, Zip: Brooklyn, NY 11214  
Phone Number: 718-373-2400

FACULTY

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Certification Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles</td>
<td>Mylane</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Culley</td>
<td>Jasmin</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Dorf</td>
<td>Irene</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Hyrl</td>
<td>Maryia</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Parisi</td>
<td>Josephine</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Sambucini</td>
<td>Johnny</td>
<td>Hairdressing/Cosmetology</td>
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<tr>
<td>Sena</td>
<td>Antoinette</td>
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<tr>
<td>Vila</td>
<td>Elvis</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>White</td>
<td>Kareen</td>
<td>Hairdressing/Cosmetology</td>
</tr>
</tbody>
</table>

ADMINISTRATION

Chief Executive Officer and Chairman of the Board - Franklin K. Schoeneman  
Group Vice President - Russell Miller  
Metro Director- Patricia Capaldo  
Executive Director- Earl Thomas  
Customer Service Coordinator- Lauren Williams

ADMISSIONS

Career Planning Specialist Melissa Rivera
School | Cheektowaga
Street Address | 2190 Walden Avenue
City, State, Zip | Cheektowaga, NY 14225
Phone Number | 716-206-3386

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Certification Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delgado</td>
<td>Jelissa</td>
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<tr>
<td>Vega</td>
<td>AnaMarie</td>
<td>Hairdressing/Cosmetology</td>
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<tr>
<td>Litke</td>
<td>Brenda</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Mangano</td>
<td>Jaqueline</td>
<td>Hairdressing/Cosmetology</td>
</tr>
</tbody>
</table>

Administration
Chief Executive Officer and Chairman of the Board - Franklin K. Schoeneman
Group Vice President - Russell Miller
Regional Vice President - Eddie Bonnell
Executive Director- Liliana Mateo
Assistant Director- Jamie Jordan
Career Planning Specialist-Fayvovan Mosely
Customer Service Coordinator - Tahira El-Amin
## Educators

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Certification Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buterbaugh</td>
<td>Brian</td>
<td>Hairdressing/Cosmetology</td>
</tr>
<tr>
<td>Caple</td>
<td>Shaquana</td>
<td>Hairdressing/Cosmetology Sub</td>
</tr>
<tr>
<td>Carver</td>
<td>Sandra</td>
<td>Hairdressing/Cosmetology</td>
</tr>
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<td>Cornelius</td>
<td>Jacqueline</td>
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<td>Freeman</td>
<td>Charlie</td>
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<td>Camelia</td>
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<td>Wenjing</td>
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<td>Norberto</td>
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<td>Aiyana</td>
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<td>Carolyn</td>
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<tr>
<td>Weaver</td>
<td>Sandy</td>
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</tr>
<tr>
<td>Williams</td>
<td>Kiara</td>
<td>Hairdressing/Cosmetology</td>
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Admissions

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<tr>
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<th>FIRST</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>Baptiste</td>
<td>Rachel</td>
<td>Career Planning Specialist</td>
</tr>
<tr>
<td>Caine</td>
<td>Erica</td>
<td>Career Planning Specialist</td>
</tr>
<tr>
<td>Greene</td>
<td>Felicia</td>
<td>Career Planning Specialist</td>
</tr>
<tr>
<td>Smith</td>
<td>Jennifer</td>
<td>Career Planning Specialist</td>
</tr>
<tr>
<td>Stewart</td>
<td>Seniqua</td>
<td>Career Planning Specialist</td>
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Administrative

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
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</thead>
<tbody>
<tr>
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<td>Maritza</td>
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</tr>
<tr>
<td>De Jesus</td>
<td>Arlyn</td>
<td>Manager - School Financial Assistance</td>
</tr>
<tr>
<td>Diaz</td>
<td>Geovanna</td>
<td>Customer Service Coordinator</td>
</tr>
<tr>
<td>Suarez</td>
<td>Sandra</td>
<td>Customer Service Coordinator</td>
</tr>
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Administration

Chief Executive Officer and Chairman of the Board - Franklin K. Schoeneman
Group Vice President - Russell Miller
Executive Director - James Swift
Assistant Director - Tony Emerson
Director of Education - Warren Payton
Academic Manager - Denee Maye
Director of Admissions - Anthony Jones
Director of Career Services - Angela Jordan
### Educators

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<tr>
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<td>Mauro</td>
<td>Michelle</td>
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<td>Raia</td>
<td>Tracy</td>
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<td>Haynes</td>
<td>Nerissa</td>
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### Administration

Chief Executive Officer and Chairman of the Board - Franklin K. Schoeneman  
Group Vice President - Russell Miller  
Regional Vice President - Eddie Bonnell  
Executive Director-Christine Fragomeni  
Career Planning Specialist- Ashley Schupbach
### Education

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<td>Greene</td>
<td>Jacqueline</td>
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<td>Picciotti</td>
<td>Laura</td>
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<td>Scribani</td>
<td>Cynthia</td>
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<td>Judy</td>
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<td>Jewell</td>
<td>Lauren</td>
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### Administration

Chief Executive Officer and Chairman of the Board - Franklin K. Schoeneman
Group Vice President - Russell Miller
Regional Vice President - Eddie Bonnell
Executive Director - Alison Mecca
Career Planning Specialist - Joseph Cacia
Customer Service Coordinator - Elizabeth Gimeli
Information for Students
Disclosure Pamphlet

Schools are required to give this disclosure pamphlet to individuals interested in enrolling in their school.

What You Should Know about Licensed Private Schools and Registered Business Schools in New York State

What is the purpose of this pamphlet?

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students' rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Trade schools which are licensed by the New York State Education Department and business schools which are registered by this Department are required to meet very specific standards under the Education Law and Commissioner's Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department's Bureau of Proprietary School Supervision closely monitors and regulates all non-degree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department every three years, thereby helping to insure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The

interest of the New York State Education Department is to insure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

Who can file a complaint?

If you are or were a student or an employee of a Licensed Private or Registered Business School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.
How can a complaint be filed by a student or employee?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.

2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals.

   You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.

3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).
What is the tuition refund and cancellation policy?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

What should students know about "private school agents"?

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

What should students know about "grants and Federal Direct Student Loans"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Federal Direct Student Loans are low interest loans provided under the Federal Direct Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a Federal Direct Student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.
Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

*Contact the New York State Education Department at:*

New York State Education Department  
116 West 32nd Street, 5th Floor  
New York, New York 10001  
Attention: Bureau of Proprietary School Supervision  
(212) 643-4760

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Schools and Registered Business Schools/Computer Training Facilities.
## New York Weekly Tuition Liability Chart

**35 hours per week 2 terms 15+15**

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### NY

**Full Time 35hrs/week 2 Terms**

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<th>Hours to</th>
<th>% retain per term</th>
<th>Amount Charged/Retained by Term</th>
<th>Cumulative Charged/Retained by Program</th>
<th>Amount Tuition Credited in the event of Withdrawal</th>
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### New York Weekly Tuition Liability Chart

**17.5 hour Per Week 6 Quarters**

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<th>Quarters</th>
<th>Hours Per Week</th>
<th>% Retain per Qtr</th>
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### Contracted Hours and Tuition Amounts

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<th>Amount Charged/Retained by Qtr</th>
<th>Cumulative Charged/Retained by Program</th>
<th>Amount Tuition Credited in the event of Withdrawal</th>
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NY Week 17.5 hrs/week 6 Quarters
Empire Beauty School

Undergraduate certificate in Queens Hairdressing/ Cosmetology
Program Length: 35 weeks

This program has not passed standards established by the U.S. Department of Education. The Department based these standards on the amounts students borrow for enrollment in this program and their reported earnings. If in the future the program does not pass the standards, students who are then enrolled may not be able to use federal student grants or loans to pay for the program, and may have to find other ways, such as private loans, to pay for the program.

Students graduating on time
37% of Title IV students complete the program within 35 weeks¹

Program Costs*
$12,850 for tuition and fees
$2,750 for books and supplies
Other Costs:
Books and supplies are subject to state sales tax at time of enrollment.
Visit website for more program cost information: www.empire.edu/consumer-info

*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money
The typical graduate leaves with
$9,712 in debt³
The typical monthly loan payment
$100 per month in student loans with an interest rate of 4.45%⁴.

Graduates who got jobs
52% of program graduates got jobs according to the Bureau of Proprietary School Supervision job placement rate⁷
70% of program graduates got jobs according to the NACCAS job placement rate⁸

Program graduates are employed in the following fields:
Hairdressers, Hairstylists, and Cosmetologists: http://onetonline.org/link/summary/39-5012.00
Makeup Artists, Theatrical and Performance: http://onetonline.org/link/summary/39-5091.00
Manicurists and Pedicurists: http://onetonline.org/link/summary/39-5092.00
Licensure Requirements
Program qualifies students to sit for licensure exam in:

New York

Additional Information:
The information contained in this disclosure template is usually different from other retention, completion and placement rates provided to students prior to enrollment. The US Department of Education, National Accrediting Commission of Career Arts and Sciences and some state licensing agencies require that rates be calculated using different formulas, time frames and based on institutional outcomes rather than individual campus and program outcomes. On time graduation rates may be substantially lower than actual completion rates because they only reflect the percentage of graduates who completed within their initial enrollment schedule with above 90% attendance. However, many students successfully complete a program but take longer to graduate because of time missed for family responsibilities, daycare issues, and conflict with employment schedules or simply changing schedules for convenience. Our students are permitted to make up time missed as long as they do not exceed the maximum time frame as stated in our Satisfactory Progress Policy. Additional consumer information, retention rates and student body diversity can be found on the College Navigator web site at www.nces.ed.gov/collegenavigator. All required disclosures commonly referred to as Student Right to Know information is provided to every prospective student prior to enrollment. Please note: the programs offered prepare students for the following occupations (if applicable): Hairdressers, Hairstylists, Cosmetologists SOC 39-5012; Skin Care Specialist (Esthetician) SOC 39-5094 & SOC 39-5091; Make-up Artist SOC 39-5091; Manicurist, Pedicurist, Nail Technician SOC 39-5092; Vocational Education Teacher SOC 25-1194.

Date Created: 4/6/2018
These disclosures are required by the U.S. Department of Education
Footnotes:

1. The share of students who completed the program within 100% of normal time (35 weeks).

2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 4.45% interest rate.

5. The median earnings of program graduates who received Federal aid.

6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. **State Job Placement Rate:**
   - Name of the state this placement rate is calculated for:
     - Bureau of Proprietary School Supervision
   - Follow the link below to find out who is included in the calculation of this rate:
     - [http://www.empire.edu/accreditation](http://www.empire.edu/accreditation)
   - What types of jobs were these students placed in?
     - The job placement rate includes completers hired for: Jobs within the field
   - Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant
   - When were the former students employed?
     - Between July 2016 & April 2018
   - How were completers tracked?
     - Student & Employer Contact

8. **Accreditor Job Placement Rate:**
   - Name of the accrediting agency this placement rate is calculated for:
     - NACCAS
   - Follow the link below to find out who is included in the calculation of this rate:
     - [http://www.empire.edu/accreditation](http://www.empire.edu/accreditation)
   - What types of jobs were these students placed in?
     - The job placement rate includes completers hired for: Jobs within the field
   - Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant
   - When were the former students employed?
     - Between January 1, 2016 & November 15, 2017
   - How were completers tracked?
     - Student & Employer Contact
Empire Beauty School
Undergraduate certificate in Brooklyn Hairdressing/ Cosmetology
Program Length: 35 weeks

This program has not passed standards established by the U.S. Department of Education. The Department based these standards on the amounts students borrow for enrollment in this program and their reported earnings. If in the future the program does not pass the standards, students who are then enrolled may not be able to use federal student grants or loans to pay for the program, and may have to find other ways, such as private loans, to pay for the program.

Students graduating on time
41% of Title IV students complete the program within 35 weeks¹

Program Costs*
$12,850 for tuition and fees
$2,750 for books and supplies
Other Costs:
Books and supplies are subject to state sales tax at time of enrollment.
Visit website for more program cost information: www.empire.edu/consumer-info
*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money
The typical graduate leaves with
$9,287 in debt³
The typical monthly loan payment
$96 per month in student loans with an interest rate of 4.45%⁴.

Graduates who got jobs
29% of program graduates got jobs according to the Bureau of Proprietary School Supervision job placement rate⁷
66% of program graduates got jobs according to the NACCAS job placement rate⁸
Program graduates are employed in the following fields:
Hairdressers, Hairstylists, and Cosmetologists: http://onetonline.org/link/summary/39-5012.00
Makeup Artists, Theatrical and Performance: http://onetonline.org/link/summary/39-5091.00
Manicurists and Pedicurists: http://onetonline.org/link/summary/39-5092.00
Licensure Requirements

Program qualifies students to sit for licensure exam in:

New York

Additional Information:

The information contained in this disclosure template is usually different from other retention, completion and placement rates provided to students prior to enrollment. The US Department of Education, National Accrediting Commission of Career Arts and Sciences and some state licensing agencies require that rates be calculated using different formulas, time frames and based on institutional outcomes rather than individual campus and program outcomes. On time graduation rates may be substantially lower than actual completion rates because they only reflect the percentage of graduates who completed within their initial enrollment schedule with above 90% attendance. However, many students successfully complete a program but take longer to graduate because of time missed for family responsibilities, daycare issues, and conflict with employment schedules or simply changing schedules for convenience. Our students are permitted to make up time missed as long as they do not exceed the maximum time frame as stated in our Satisfactory Progress Policy. Additional consumer information, retention rates and student body diversity can be found on the College Navigator web site at www.nces.ed.gov/collegenavigator. All required disclosures commonly referred to as Student Right to Know information is provided to every prospective student prior to enrollment. Please note: the programs offered prepare students for the following occupations (if applicable): Hairdressers, Hairstylists, Cosmetologists SOC 39-5012; Skin Care Specialist (Esthetician) SOC 39-5094 & SOC 39-5091; Make-up Artist SOC 39-5091; Manicurist, Pedicurist, Nail Technician SOC 39-5092; Vocational Education Teacher SOC 25-1194.
Footnotes:

1. The share of students who completed the program within 100% of normal time (35 weeks).

2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 4.45% interest rate.

5. The median earnings of program graduates who received Federal aid.

6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. **State Job Placement Rate:**
   Name of the state this placement rate is calculated for: 
   *Bureau of Proprietary School Supervision*

   Follow the link below to find out who is included in the calculation of this rate:
   [http://www.empire.edu/accreditation](http://www.empire.edu/accreditation)

   What types of jobs were these students placed in?
   *The job placement rate includes completers hired for: Jobs within the field*

   Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant

   When were the former students employed?
   *Between July 2016 & April 2018*

   How were completers tracked?
   *Student & Employer Contact*

8. **Accreditor Job Placement Rate:**
   Name of the accrediting agency this placement rate is calculated for:
   *NACCAS*

   Follow the link below to find out who is included in the calculation of this rate:
   [http://www.empire.edu/accreditation](http://www.empire.edu/accreditation)

   What types of jobs were these students placed in?
   *The job placement rate includes completers hired for: Jobs within the field*

   Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant

   When were the former students employed?
   *Between January 1, 2016 & November 15, 2017*

   How were completers tracked?
   *Student & Employer Contact*
Empire Beauty School
Undergraduate certificate in Cheektowaga Hairdressing/ Cosmetology
Program Length: 35 weeks

This program has not passed standards established by the U.S. Department of Education. The Department based these standards on the amounts students borrow for enrollment in this program and their reported earnings. If in the future the program does not pass the standards, students who are then enrolled may not be able to use federal student grants or loans to pay for the program, and may have to find other ways, such as private loans, to pay for the program.

Students graduating on time
46% of Title IV students complete the program within 35 weeks\(^1\)

Program Costs*
$12,850 for tuition and fees
$2,750 for books and supplies
Other Costs:
Books and supplies are subject to state sales tax at time of enrollment.
Visit website for more program cost information: www.empire.edu/consumer-info
*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money
The typical graduate leaves with
$9,387 in debt\(^3\)
The typical monthly loan payment
$97 per month in student loans with an interest rate of 4.45%\(^4\).

Graduates who got jobs
48% of program graduates got jobs according to the Bureau of Proprietary School Supervision job placement rate\(^7\)
70% of program graduates got jobs according to the NACCAS job placement rate\(^8\)
Program graduates are employed in the following fields:
Hairdressers, Hairstylists, and Cosmetologists: http://onetonline.org/link/summary/39-5012.00
Makeup Artists, Theatrical and Performance: http://onetonline.org/link/summary/39-5091.00
Manicurists and Pedicurists: http://onetonline.org/link/summary/39-5092.00
Licensure Requirements
Program qualifies students to sit for licensure exam in:
New York

Additional Information:
The information contained in this disclosure template is usually different from other retention, completion and placement rates provided to students prior to enrollment. The US Department of Education, National Accrediting Commission of Career Arts and Sciences and some state licensing agencies require that rates be calculated using different formulas, time frames and based on institutional outcomes rather than individual campus and program outcomes. On time graduation rates may be substantially lower than actual completion rates because they only reflect the percentage of graduates who completed within their initial enrollment schedule with above 90% attendance. However, many students successfully complete a program but take longer to graduate because of time missed for family responsibilities, daycare issues, and conflict with employment schedules or simply changing schedules for convenience. Our students are permitted to make up time missed as long as they do not exceed the maximum time frame as stated in our Satisfactory Progress Policy. Additional consumer information, retention rates and student body diversity can be found on the College Navigator web site at www.nces.ed.gov/collegenavigator. All required disclosures commonly referred to as Student Right to Know information is provided to every prospective student prior to enrollment. Please note: the programs offered prepare students for the following occupations (if applicable): Hairdressers, Hairstylists, Cosmetologists SOC 39-5012; Skin Care Specialist (Esthetician) SOC 39-5094 & SOC 39-5091; Make-up Artist SOC 39-5091; Manicurist, Pedicurist, Nail Technician SOC 39-5092; Vocational Education Teacher SOC 25-1194.

Date Created: 4/6/2018
These disclosures are required by the U.S. Department of Education
Footnotes:

1. The share of students who completed the program within 100% of normal time (35 weeks).

2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 4.45% interest rate.

5. The median earnings of program graduates who received Federal aid.

6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. **State Job Placement Rate:**
   - Name of the state this placement rate is calculated for:
     - Bureau of Proprietary School Supervision
   - Follow the link below to find out who is included in the calculation of this rate:
     - [http://www.empire.edu/accreditation](http://www.empire.edu/accreditation)
   - What types of jobs were these students placed in?
     - The job placement rate includes completers hired for: Jobs within the field
   - Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant
   - When were the former students employed?
     - Between July 2016 & April 2018
   - How were completers tracked?
     - Student & Employer Contact

8. **Accreditor Job Placement Rate:**
   - Name of the accrediting agency this placement rate is calculated for:
     - NACCAS
   - Follow the link below to find out who is included in the calculation of this rate:
     - [http://www.empire.edu/accreditation](http://www.empire.edu/accreditation)
   - What types of jobs were these students placed in?
     - The job placement rate includes completers hired for: Jobs within the field
   - Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant
   - When were the former students employed?
     - Between January 1, 2016 & November 15, 2017
   - How were completers tracked?
     - Student & Employer Contact
Empire Beauty School
Undergraduate certificate in Manhattan Hairdressing/ Cosmetology
Program Length: 35 weeks

This program has not passed standards established by the U.S. Department of Education. The Department based these standards on the amounts students borrow for enrollment in this program and their reported earnings. If in the future the program does not pass the standards, students who are then enrolled may not be able to use federal student grants or loans to pay for the program, and may have to find other ways, such as private loans, to pay for the program.

Students graduating on time
33% of Title IV students complete the program within 35 weeks

Program Costs*
$12,850 for tuition and fees
$2,750 for books and supplies
Other Costs:
Books and supplies are subject to state sales tax at time of enrollment.
Visit website for more program cost information: www.empire.edu/consumer-info
*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money
The typical graduate leaves with
$9,377 in debt
The typical monthly loan payment
$96 per month in student loans with an interest rate of 4.45%.

Graduates who got jobs
64% of program graduates got jobs according to the Bureau of Proprietary School Supervision job placement rate
66% of program graduates got jobs according to the NACCAS job placement rate
Program graduates are employed in the following fields:
Hairdressers, Hairstylists, and Cosmetologists: http://onetonline.org/link/summary/39-5012.00
Makeup Artists, Theatrical and Performance: http://onetonline.org/link/summary/39-5091.00
Manicurists and Pedicurists: http://onetonline.org/link/summary/39-5092.00
Skincare Specialists: [http://onetonline.org/link/summary/39-5094.00](http://onetonline.org/link/summary/39-5094.00)

**Licensure Requirements**

Program qualifies students to sit for licensure exam in:

**New York**

**Additional Information:**

The information contained in this disclosure template is usually different from other retention, completion and placement rates provided to students prior to enrollment. The US Department of Education, National Accrediting Commission of Career Arts and Sciences and some state licensing agencies require that rates be calculated using different formulas, time frames and based on institutional outcomes rather than individual campus and program outcomes. On time graduation rates may be substantially lower than actual completion rates because they only reflect the percentage of graduates who completed within their initial enrollment schedule with above 90% attendance. However, many students successfully complete a program but take longer to graduate because of time missed for family responsibilities, daycare issues, and conflict with employment schedules or simply changing schedules for convenience. Our students are permitted to make up time missed as long as they do not exceed the maximum time frame as stated in our Satisfactory Progress Policy. Additional consumer information, retention rates and student body diversity can be found on the College Navigator web site at [www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator). All required disclosures commonly referred to as Student Right to Know information is provided to every prospective student prior to enrollment. Please note: the programs offered prepare students for the following occupations (if applicable): Hairdressers, Hairstylists, Cosmetologists SOC 39-5012; Skin Care Specialist (Esthetician) SOC 39-5094 & SOC 39-5091; Make-up Artist SOC 39-5091; Manicurist, Pedicurist, Nail Technician SOC 39-5092; Vocational Education Teacher SOC 25-1194.

Date Created: 4/6/2018

These disclosures are required by the U.S. Department of Education.
Footnotes:

1. The share of students who completed the program within 100% of normal time (35 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 4.45% interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate:
   Name of the state this placement rate is calculated for:
   Bureau of Proprietary School Supervision
   Follow the link below to find out who is included in the calculation of this rate:
   http://www.empire.edu/accreditation
   What types of jobs were these students placed in?
   The job placement rate includes completers hired for: Jobs within the field
   Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant
   When were the former students employed?
   Between July 2016 & April 2018
   How were completers tracked?
   Student & Employer Contact
8. Accreditor Job Placement Rate:
   Name of the accrediting agency this placement rate is calculated for:
   NACCAS
   Follow the link below to find out who is included in the calculation of this rate:
   http://www.empire.edu/accreditation
   What types of jobs were these students placed in?
   The job placement rate includes completers hired for: Jobs within the field
   Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant
   When were the former students employed?
   Between January 1, 2016 & November 15, 2017
   How were completers tracked?
   Student & Employer Contact
Empire Beauty School
Undergraduate certificate in Peekskill Hairdressing/ Cosmetology
Program Length: 35 weeks

Students graduating on time
52% of Title IV students complete the program within 35 weeks

Program Costs*
$12,850 for tuition and fees
$2,750 for books and supplies
Other Costs:
Books and supplies are subject to state sales tax at time of enrollment.
Visit website for more program cost information: www.empire.edu/consumer-info
*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money
The typical graduate leaves with
$7,030 in debt
The typical monthly loan payment
$72 per month in student loans with an interest rate of 4.45%.

Graduates who got jobs
92% of program graduates got jobs according to the Bureau of Proprietary School Supervision job placement rate
84% of program graduates got jobs according to the NACCAS job placement rate
Program graduates are employed in the following fields:
Hairdressers, Hairstylists, and Cosmetologists: http://onetonline.org/link/summary/39-5012.00
Makeup Artists, Theatrical and Performance: http://onetonline.org/link/summary/39-5091.00
Manicurists and Pedicurists: http://onetonline.org/link/summary/39-5092.00
Skincare Specialists: http://onetonline.org/link/summary/39-5094.00

Licensure Requirements
Program qualifies students to sit for licensure exam in:
New York

Additional Information:
The information contained in this disclosure template is usually different from other retention, completion and placement rates provided to students prior to enrollment. The US Department of Education, National Accrediting Commission of Career Arts and Sciences and some state licensing agencies require that rates be calculated using different formulas, time frames and based on institutional outcomes rather than individual campus and program outcomes. On time graduation rates may be substantially lower than actual completion rates because they only reflect the percentage of graduates who completed within their initial enrollment schedule with above 90% attendance. However, many students successfully complete a program but take longer to graduate because of time missed for family responsibilities, daycare issues, and conflict with employment schedules or simply changing schedules for convenience. Our students are permitted to make up time missed as long as they do not exceed the maximum time frame as stated in our Satisfactory Progress Policy. Additional consumer information, retention rates and student body diversity can be found on the College Navigator web site at www.nces.ed.gov/collegenavigator. All required disclosures commonly referred to as Student Right to Know information is provided to every prospective student prior to enrollment. Please note: the programs offered prepare students for the following occupations (if applicable): Hairdressers, Hairstylists, Cosmetologists SOC 39-5012; Skin Care Specialist (Esthetician) SOC 39-5094 & SOC 39-5091; Make-up Artist SOC 39-5091; Manicurist, Pedicurist, Nail Technician SOC 39-5092; Vocational Education Teacher SOC 25-1194.

Date Created: 4/6/2018
These disclosures are required by the U.S. Department of Education
Footnotes:

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2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.

3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.

4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 4.45% interest rate.

5. The median earnings of program graduates who received Federal aid.

6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.

7. State Job Placement Rate:
   Name of the state this placement rate is calculated for:
   Bureau of Proprietary School Supervision

   Follow the link below to find out who is included in the calculation of this rate:
   http://www.empire.edu/accreditation

   What types of jobs were these students placed in?
   The job placement rate includes completers hired for: Jobs within the field

   Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant

   When were the former students employed?
   Between July 2016 & April 2018

   How were completers tracked?
   Student & Employer Contact

8. Accreditor Job Placement Rate:
   Name of the accrediting agency this placement rate is calculated for:
   NACCAS

   Follow the link below to find out who is included in the calculation of this rate:
   http://www.empire.edu/accreditation

   What types of jobs were these students placed in?
   The job placement rate includes completers hired for: Jobs within the field

   Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant

   When were the former students employed?
   Between January 1, 2016 & November 15, 2017

   How were completers tracked?
   Student & Employer Contact
Empire Beauty School
Undergraduate certificate in Rochester Hairdressing/ Cosmetology
Program Length: 35 weeks

This program has not passed standards established by the U.S. Department of Education. The Department based these standards on the amounts students borrow for enrollment in this program and their reported earnings. If in the future the program does not pass the standards, students who are then enrolled may not be able to use federal student grants or loans to pay for the program, and may have to find other ways, such as private loans, to pay for the program.

Students graduating on time
37% of Title IV students complete the program within 35 weeks\(^1\)

Program Costs*
$12,850 for tuition and fees
$2,750 for books and supplies
Other Costs:
Books and supplies are subject to state sales tax at time of enrollment.
Visit website for more program cost information: [www.empire.edu/consumer-info](http://www.empire.edu/consumer-info)
*The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

Students Borrowing Money
The typical graduate leaves with
$7,419 in debt\(^3\)
The typical monthly loan payment
$76 per month in student loans with an interest rate of 4.45%\(^4\).

Graduates who got jobs
55% of program graduates got jobs according to the Bureau of Proprietary School Supervision job placement rate\(^7\)
66% of program graduates got jobs according to the NACCAS job placement rate\(^8\)
Program graduates are employed in the following fields:
Hairdressers, Hairstylists, and Cosmetologists: [http://onetonline.org/link/summary/39-5012.00](http://onetonline.org/link/summary/39-5012.00)
Makeup Artists, Theatrical and Performance: [http://onetonline.org/link/summary/39-5091.00](http://onetonline.org/link/summary/39-5091.00)
Manicurists and Pedicurists: [http://onetonline.org/link/summary/39-5092.00](http://onetonline.org/link/summary/39-5092.00)
Skincare Specialists: http://onetonline.org/link/summary/39-5094.00

**Licensure Requirements**
Program qualifies students to sit for licensure exam in:

**New York**

**Additional Information:**
The information contained in this disclosure template is usually different from other retention, completion and placement rates provided to students prior to enrollment. The US Department of Education, National Accrediting Commission of Career Arts and Sciences and some state licensing agencies require that rates be calculated using different formulas, time frames and based on institutional outcomes rather than individual campus and program outcomes. On time graduation rates may be substantially lower than actual completion rates because they only reflect the percentage of graduates who completed within their initial enrollment schedule with above 90% attendance. However, many students successfully complete a program but take longer to graduate because of time missed for family responsibilities, daycare issues, and conflict with employment schedules or simply changing schedules for convenience. Our students are permitted to make up time missed as long as they do not exceed the maximum time frame as stated in our Satisfactory Progress Policy. Additional consumer information, retention rates and student body diversity can be found on the College Navigator web site at www.nces.ed.gov/collegenavigator. All required disclosures commonly referred to as **Student Right to Know** information is provided to every prospective student prior to enrollment. Please note: the programs offered prepare students for the following occupations (if applicable): Hairdressers, Hairstylists, Cosmetologists SOC 39-5012; Skin Care Specialist (Esthetician) SOC 39-5094 & SOC 39-5091; Make-up Artist SOC 39-5091; Manicurist, Pedicurist, Nail Technician SOC 39-5092; Vocational Education Teacher SOC 25-1194.

Date Created: 4/6/2018

These disclosures are required by the U.S. Department of Education
Footnotes:

1. The share of students who completed the program within 100% of normal time (35 weeks).
2. The share of students who borrowed Federal, private, and/or institutional loans to help pay for college.
3. The median debt of borrowers who completed this program. This debt includes federal, private, and institutional loans.
4. The median monthly loan payment for students who completed this program if it were repaid over ten years at a 4.45% interest rate.
5. The median earnings of program graduates who received Federal aid.
6. Some States require students to graduate from a state approved program in order to obtain a license to practice a profession in those States.
7. State Job Placement Rate:
   Name of the state this placement rate is calculated for:
   Bureau of Proprietary School Supervision
   Follow the link below to find out who is included in the calculation of this rate:
   http://www.empire.edu/accreditation
   What types of jobs were these students placed in?
   The job placement rate includes completers hired for: Jobs within the field
   Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant
   When were the former students employed?
   Between July 2016 & April 2018
   How were completers tracked?
   Student & Employer Contact
8. Accreditor Job Placement Rate:
   Name of the accrediting agency this placement rate is calculated for:
   NACCAS
   Follow the link below to find out who is included in the calculation of this rate:
   http://www.empire.edu/accreditation
   What types of jobs were these students placed in?
   The job placement rate includes completers hired for: Jobs within the field
   Positions that recent completers were hired for include: Stylist, Beauty Advisor, Stylist Assistant
   When were the former students employed?
   Between January 1, 2016 & November 15, 2017
   How were completers tracked?
   Student & Employer Contact
## START DATES & SCHEDULES

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

### CLASS START DATES

<table>
<thead>
<tr>
<th>January 7, 2019</th>
<th>August 5, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 28, 2019</td>
<td>August 26, 2019</td>
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<tr>
<td>February 19, 2019</td>
<td>September 16, 2019</td>
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<tr>
<td>March 11, 2019</td>
<td>October 7, 2019</td>
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<tr>
<td>April 1, 2019</td>
<td>October 28, 2019</td>
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<tr>
<td>April 22, 2019</td>
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<tr>
<td>May 13, 2019</td>
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<td>June 3, 2019</td>
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### HOLIDAYS & VACATION

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### ADDITIONAL INFORMATION FOR STUDENTS WHO ARE ELIGIBLE FOR VETERAN'S EDUCATIONAL BENEFITS

#### START & END DATES (Full-Time)

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<thead>
<tr>
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<tr>
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#### START & END DATES (Part-Time)

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