



PENNSYLVANIA

# catalog

2018-2019



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**PENNSYLVANIA  
CATALOG  
2018/19**

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VOLUME 10 Issue 1, July 2018  
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Published in Pottsville, Pennsylvania.

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

# welcome

PENNSYLVANIA  
CATALOG  
2018/19

Dear Future Professional,

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

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



I truly hope that you will work to get the most out of your Empire Beauty School education. There will be a lot of great educational opportunities available to you in the next few months and I urge you to take full advantage of it. I think you will find our exclusive Clic textbooks, and our team of amazing educators teaching with our Empire Methodology to be very helpful to your learning.

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

Finally, I urge you to really get involved with your school's culture. Learning can be really fun... and helping others through our National Day of Beauty and other charity events can really give you great satisfaction by helping your fellow human beings.

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

With warmest regards,

Frank Schoeneman

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

## **In harmony with its mission, Empire Beauty School has established the following goals:**

- To offer students real-life based programs developed by faculty and staff through regular assessment and consultation with other educators, industry leaders, and potential employers of our students
- To offer day and evening scheduling options to accommodate the distinctive needs of both traditional and nontraditional students
- To assist students in realizing their potential by establishing basic skills assessment and developmental evaluation
- To provide student services that contribute to students' success and achievement
- To provide career development strategies and employment assistance to facilitate students' successful transition to their careers
- To provide highly motivated and qualified graduates to meet the current and projected needs of the employers we serve

The goals of Empire Beauty School are simple. We want to teach students the best possible salon-centric education and techniques for becoming successful in the cosmetology profession.

For more than 80 years, Empire Beauty School has been providing quality cosmetology education for future professionals. In 1935, the first Empire Beauty School opened in Wilkes-Barre, PA, growing to more than 20 schools in Pennsylvania within a few years.

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

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

All of Empire Beauty Schools have tastefully decorated interiors, spacious classrooms, and modern equipment. The Student Salon area of each facility is designed so that students acquire practical experience through servicing guests with a complete menu of hair, skin, and nail services. All services are performed by senior-level supervised students.

Each school houses a complete library of continuing education aids, which include textbooks, e-books, and DVD's. Students receive an education kit, containing equipment designed for use during classroom studies. Special classes covering hair, skin, nails, and makeup techniques as well as sales and marketing seminars, are incorporated into the curriculum. Top professional educators, hair designers and manufacturers' technical representatives offer demonstration seminars and workshops for our students to keep current with the newest products, equipment, and design trends in the fashion-forward beauty industry.

Empire Beauty School includes demonstration and lecture classrooms, a library, a fully equipped Student Salon floor, Student lounge, dispensary, and faculty and administration offices to assist Students in becoming quality professionals capable of meeting the demands of the salon and spa industry. All Empire Beauty Schools meet or exceed the requirements established by our state licensing authorities.

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

## SCHOOL LOCATIONS

<b>Center City Philadelphia</b>	1522 Chestnut Street, Philadelphia, PA 19102	215-568-3980
<b>Cheltenham</b>	1000 Easton Road Ste 490, Wyncote, PA 19095	215-881-6770
<b>Hanover</b>	Clearview Shopping Center, Suite 100 1000 Carlisle Street, Hanover, PA 17331	717-633-6201
<b>Harrisburg</b>	3941 Jonestown Road, Harrisburg, PA 17109	717-652-8500
<b>Lancaster</b>	1801 Columbia Avenue, Lancaster, PA 17603	717-394-8561
<b>Lebanon</b>	1776 Quentin Road, Cedar Crest Square Lebanon, PA 17042	717-272-3323
<b>Lehigh Valley</b>	1634 Macarthur Road, Whitehall, PA 18052	610-776-8908
<b>Monroeville</b>	320 Mall Boulevard, Monroeville, PA 15146	412-373-7727
<b>North Hills Pittsburgh</b>	4768 McKnight Road, Pittsburgh, PA 15237	412-367-1765
<b>Northeast Philadelphia</b>	4026 Woodhaven Road, Philadelphia, PA 19154	215-637-3700
<b>Pottsville</b>	396 Pottsville / St. Clair Highway, Pottsville, PA 17901	570-622-6060
<b>Reading</b>	2302 N. 5th Street Highway, Reading, PA 19605	610-372-2777
<b>Shamokin Dam</b>	30 Baldwin Boulevard, Shamokin Dam, PA 17876	570-743-1410
<b>Springfield</b>	799 West Sproul Road, Springfield, PA 19064	610-543-4620
<b>Warminster</b>	435 York Road, Warminster, PA 18974	215-443-8446
<b>West Mifflin</b>	2394 Mountainview Drive, Century Square Mall, West Mifflin, PA 15122	412-653-2870
<b>Wyoming Valley Moosic</b>	3370 Birney Avenue, Moosic, PA 18507	570-343-4730
<b>York</b>	2592 Eastern Boulevard, Kingston Square Shopping Center, York, PA 17402	717-600-8111

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

### Hours of Operation

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

*\*Not all schools offer evening classes.*

## **AFFILIATIONS AND ASSOCIATIONS**

National Association of Student Financial Aid Administrators  
Pennsylvania Association of Private School Administrators  
Pennsylvania Cosmetology Association  
Pennsylvania Association of Student Financial Aid Administrators  
Pennsylvania Cosmetology Council

## **EMPIRE BEAUTY SCHOOL IS APPROVED BY**

AmeriCorps  
MyCAA  
GoArmy Tuition Assistance  
Commonwealth of Pennsylvania Office of Vocational Rehabilitation Services  
Pittsburgh Promise  
PA National Guard EAP (Educational Assistance Program)  
State Approving Agency for Veterans' Educational Benefits  
These approvals are state and school specific and may not apply to all schools.

## **ACCREDITED BY**

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

3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)

## **LICENSED BY**

State Board of Cosmetology  
P.O. Box 2694  
Harrisburg, PA 17105  
(717) 783-7130  
<http://www.portal.state.pa.us>

## ADMISSION REQUIREMENTS

Empire Beauty School is committed to equal educational opportunity and does not discriminate on the basis of race, sex, color, age, gender, religion, sexual orientation, ethnic origin / national origin, disability, perceived gender, or gender identity in admissions, career services, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission. This School does not recruit Students already attending or admitted to another school offering a similar program of study.

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

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

*Empire Beauty School does not offer Ability to Benefit. Foreign diplomas must be translated and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services, and Josef Silny and Associates.*

– A copy of Home Schooling Credentials to include: Diploma/transcript signed by parent!

*If a Student graduated from homeschooling prior to October 2014, they need the letter of intent & the letter confirming home schooling from school district. If a Student graduated from homeschooling after October 2014, they need a diploma template from the state & Affidavit of the Supervisor of a Home Education Program form.*

- A Career Planning interview
- The required application and registration fee
- A Complete Enrollment Package
- Students applying for the Educator Training program must meet state enrollment requirements:
  - Current Cosmetology License

*Students may have to complete an admissions assessment. Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from school.*

## STUDENT ORIENTATION

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

## TRANSFER

This School 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 notarized transcripts prior to any enrollment, along with the completion of any state transfer requirements (if applicable). Students have four years from original start date to complete the required hours. Hours expire after that time frame. An official transcript will be used to determine the appropriate entry point into the curriculum to provide a better educational experience. Students who transfer into an Empire Beauty School from another school system will be treated as a new Student in terms of making satisfactory academic progress. The School will not make adjustments to recognize a Student's prior education once the Student has started at Empire Beauty School.

If a current Student wants to transfer from one EEG, Inc. Main school to another EEG, Inc. Main school that is recognized by the U.S. Department of Education and the School's accrediting body, the Student must withdraw from their present School and then enroll at the new School. A refund calculation will be completed by the School from which they are leaving and the Student may need to re-apply for Title IV funding at the new School. Tuition and other fees will be charged based upon the hours and equipment needed. Students that are in Unsatisfactory, Satisfactory Academic Progress status, and have exhausted all appeal opportunities, will not be considered for transfer to another EEG, Inc. owned school.

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

## RE-ENROLLMENT POLICY

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

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



### ADDITIONAL ADMISSIONS INFORMATION

#### Admission Requirements for Foreign Students

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

- U.S. national (includes natives of American Samoa or Swains Island)
- U.S. permanent resident with form I551, I151, or I551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card). Also known as a green card.
- Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services showing
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid if issued before 4/1/80)
  - Parolee – must be paroled for at least one year and must be able to provide evidence from USCIS that he/she is not in the U.S. for a temporary purpose and that he/she intend to become a U.S. citizen or permanent resident
- T-Visa (for victims of human trafficking) or parent holds a T-1 Visa and can produce certification letter from the U.S. Department of Health and Human Services
- “Battered immigrant-qualified alien” who is a victim of abuse by a citizen or permanent resident spouse, or a child designated as such under the Violence Against Women Act.
- Citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or Republic of Palau
- Student has a “Notice of Approval to Apply for Permanent Residence” (I-171 or I-464)
- Student has an M-1 (for Manhattan school location only).
- Student holds an A-1, A-2, A-3, E-1, G-1, G-2, G-3, G-4, H-1B, H-1C, H-2A, H-2B, H-3, H-4, I, J-2, L, O, or R
- Deferred Action for Childhood Arrivals or undocumented Students (Dream Act)

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

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

In addition to satisfying the requirement for a valid high school diploma or equivalent, an applicant must demonstrate the character readiness, and commitment to successfully complete the academic program for which admission is requested and to work effectively in the occupation(s) for which the program provides training. In determining whether to grant or deny admission, Empire Beauty School will consider information about the applicant’s prior postsecondary educational experiences, employment record, credit record and any criminal record. An applicant may be asked to provide such information and to sign authorizations allowing Empire Beauty School to obtain information from other educational institutions, employers, credit agencies and law enforcement authorities. Empire Beauty School also will consider an applicant’s statements and demeanor during the admissions and orientation process.

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

*Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the academic program for which admissions is requested; if an applicant with a criminal record is admitted, Empire Beauty School makes no guarantee that the criminal record will not be an impediment to the applicant’s ability to obtain licensure, employment, and pursue a successful career.*

#### AMERICANS WITH DISABILITIES ACT (ADA)

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

The Executive Director of the school is generally designated as the Local Disability Compliance Coordinator. All requests for Reasonable Accommodation Forms should be submitted to the Local Disability Compliance Coordinator. Depending on the requested accommodation, the Local Disability Compliance Coordinator and the Group/Regional Vice President can approve the Reasonable accommodation.

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

### Responsibilities of Students with Disabilities

- **MEET** admission qualifications and be able to perform all items on the Essential Function Form with or without reasonable accommodations
  - **SELF-IDENTIFY** as a Student with a disability
  - **COMPLETE** the Request for Reasonable Accommodation and provide documentation
  - **FOLLOW** established procedures for requesting accommodations
  - **REQUEST** accommodations in a timely manner by meeting with the Executive Director
  - **NOTIFY** the Executive Director if there are difficulties securing accommodations or with the quality or effectiveness of the accommodations provided
- Note: Receiving services or accommodations at the high school level, at another college or university, or from a testing agency does not necessarily mean that EEG, Inc. will conclude that the Student is disabled and/or agree to provide the Student with the same services or accommodations received at other educational institutions or agencies*
- **FILE** an appeal if a Request for Reasonable Accommodation is denied within 10 days of its denial, if you disagree with the denial

### RESPONSIBILITIES OF EEG, INC.

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

## START DATES & SCHEDULES

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



### CLASS START DATES

July 9, 2018	January 7, 2019
July 30, 2018	January 28, 2019
August 20, 2018	February 19, 2019
September 10, 2018	March 11, 2019
October 1, 2018	April 1, 2019
October 22, 2018	April 22, 2019
November 12, 2018	May 13, 2019
December 3, 2018	June 3, 2019
	June 24, 2019
	July 15, 2019



### HOLIDAYS & VACATION

July 4, 2018	January 1, 2019
September 3, 2018	January 21, 2019
October 8, 2018	February 4, 2019
October 9, 2018	February 18, 2019
November 22, 2018	April 15, 2019
November 23, 2018	May 27, 2019
December 24, 2018	June 17, 2019
December 25, 2018	July 4, 2019
December 31, 2018	

### NORMAL TIME TO COMPLETE

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

### EDUCATIONAL CLASS SCHEDULE:

#### COSMETOLOGY PROGRAM

The Cosmetology program consists of 1,250 hours of instruction. Subjects include haircutting, haircoloring, facials, makeup, manicuring, salon management 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.

SCHEDULE	NORMAL TIME TO COMPLETE	DAYS	TIMES	INSTRUCTIONAL CREDIT
Full-Time	42 Weeks	M-F	9:00am - 4:30pm	7 hrs/day
Part-Time *	84 Weeks	M-Wed	5:30pm - 10:00pm	4.5 hrs/day
		Thursday	5:30pm - 9:30pm	4 hrs/day

#### EDUCATOR TRAINING (WYOMING VALLEY, POTTSVILLE, SHAMOKIN DAM, YORK, LEHIGH VALLEY, HARRISBURG, LEBANON, HANOVER, SPRINGFIELD, NORTH HILLS, WEST MIFFLIN, MONROEVILLE\*\*)

The Educator Training program consists of 600 hours of instruction. Subjects include educational techniques, curriculum development, use of instructional aids, and classroom management and administration. Upon completion of the program, 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 educator.

SCHEDULE	NORMAL TIME TO COMPLETE	DAYS	TIMES	INSTRUCTIONAL CREDIT
Full-Time	21 Weeks	M-F	9:00am - 4:30pm	7 hrs/day
Part-Time Day*	40 Weeks	M-T	9:00am - 4:30pm	7 hrs/day
		Wednesday	9:00am - 12:30pm	3.5 hrs/day
Part-Time Evening*	40 Weeks	Monday	9:00am - 4:30pm	7 hrs/day
		T-W-Thurs	5:30pm - 9:00pm	3.5 hrs/day

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

Full-time students have a 30 minute 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.

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

### EDUCATIONAL CLASS SCHEDULE:

#### EDUCATOR TRAINING (READING, WARMINSTER, LANCASTER, CC PHILADELPHIA, NE PHILADELPHIA\*\*)

The Educator Training program consists of 600 hours of instruction. Subjects include educational techniques, curriculum development, use of instructional aids, and classroom management and administration. Upon completion of the program, 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 educator.

SCHEDULE	NORMAL TIME TO COMPLETE	DAYS	TIMES	INSTRUCTIONAL CREDIT
Full-Time	21 Weeks	M-F	9:00am - 4:30pm	7 hrs/day
Part-Time Day*	40 Weeks	M-T Wednesday	9:00am - 4:30pm 9:00am - 12:30pm	7 hrs/day 3.5 hrs/day
Part-Time Evening*	40 Weeks	Monday Tuesday W-Thurs	5:30pm - 9:00pm 9:00am - 4:30pm 5:30pm - 9:00pm	3.5hrs/day 7 hrs/day 3.5 hrs/day

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

Full-time students have a 30 minute 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.

#### NAIL TECHNOLOGY\*\* (NOT CURRENTLY OFFERED - NOT APPROVED – WARMINSTER CAMPUS)

The Nail Technology program consists of 210 hours of instruction. Subjects include manicure, pedicure, nail extensions, skin and nail disorders and salon management. 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 nail technician.

SCHEDULE	NORMAL TIME TO COMPLETE	DAYS	TIMES	INSTRUCTIONAL CREDIT
Full-time	7 Weeks	M-F	9:00am - 4:30pm	7 hrs/day
Part-time*	16 Weeks	M-Wed Thursday	5:30pm - 10:00pm 5:30pm - 9:30pm	4.5 hrs/day 4 hrs/day

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

## FINANCIAL ASSISTANCE

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

### 1.) FEDERAL PELL GRANT (PELL)

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

### 2.) FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG) & EMPIRE FSEOG MATCH

These type of grants are awarded to undergraduate Students with exceptional financial need – those with the lowest Expected Family Contribution (EFC). The amount of the award will be determined by the school's Financial Assistance Office.

### 3.) WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Student loans, unlike grants, are borrowed funds that must be repaid with interest. Loans made through this program are referred to as Direct Loans. Eligible Students and parents borrow directly from the U.S. Department of Education.

There are three types of loans in the program:

- **Subsidized Stafford Loan** – A Student can borrow this type of loan to cover some or all of their school expenses. The U.S. Department of Education pays the interest while you're in school at least half-time and during the grace period. The amount of the loan cannot exceed a Student's financial need or the annual loan limit. The fixed interest rate for 2018-2019 is 5.05% .
- **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 5.05% 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 7.60%

## OTHER FINANCIAL ASSISTANCE

### EMPIRE BEAUTY SCHOOL'S NATIONAL EDUCATOR SCHOLARSHIP

Prospective Students planning to enroll into the Educator Training Program are eligible to apply for the National Educator Scholarship. This scholarship amount varies, but may cover up to and including the cost of the full tuition (not including the kit). Scholarship application and required documentation must be submitted prior to or at the time of enrollment. Scholarship requirements include: minimum satisfactory progress of 75% in attendance and academics, completion of an interview with the Executive Director and submission of a recommendation letter from an Educator describing the applicant's qualifications. In addition, applicants must meet state board requirements prior to enrollment.

### EMPIRE BEAUTY SCHOOL GIVES BACK COSMETOLOGY EDUCATIONAL ENDOWMENT PROGRAM

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

## EMPIRE BEAUTY SCHOOL KIDS PEACE EDUCATIONAL ENDOWMENT

Prospective Students may apply for the Empire Beauty School Gives Back Endowment if they are (were) a resident of a Kid's Peace Facility within the past 6 months from date of enrollment (confirmed by the Kid's Peace Facility Representative, Facility Supervisor or Individual Counselor) and a first time cosmetology Student. The Student must meet all admissions requirements. The Empire Beauty School Kids Peace Educational Endowment may be awarded no more than 5 times in the Empire Beauty Schools per year.

## GOOD ATTENDANCE SCHOLARSHIP

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

## HIGH SCHOOL SCHOLARSHIP

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

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

## VETERANS EDUCATION BENEFITS

Some Empire Beauty Schools are approved for veteran's educational benefits for veterans, eligible dependents of deceased or disabled veterans, and active status National Guard and Reserve personnel. Any Student interested in this type of benefit must verify with the school representative that the school is approved by the State Approving Agency for Veterans' Educational Benefits.

Students eligible for VA Benefits should provide the Empire Beauty School of interest a copy of the Student's VA certificate of eligibility letter or entitlement information from "eBenefits". Apply online at [www.gibill.va.gov](http://www.gibill.va.gov)

**NOTE:** *In order for a Student to continue financial assistance eligibility, a Student must maintain satisfactory progress. (Refer to the Satisfactory Academic Progress Policy). Any Student not maintaining satisfactory academic progress will be ineligible to receive future disbursements of financial assistance. In order for the Student to have financial assistance reinstated, the Student's financial assistance and 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 11 and 12 or maximum time frame. School holidays will not be considered in the calculation of cumulative attendance. Course incompletes and noncredit remedial courses have no effect on satisfactory progress standards.*

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

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory Academic Progress (SAP) is required for all enrolled Students.

### REQUIREMENTS

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

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

School holidays are not considered in the calculation of cumulative attendance. Course incompletes and noncredit remedial courses are not applicable and have no effect on SAP standards. Clock hours or credits accepted from another institution toward the Student's educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on contracted hours.

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

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

### GRADING PROCEDURE

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

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

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

### EVALUATIONS

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

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



#### Cosmetology // 1250 Hours

Payment Period 1	450 Hours
Payment Period 2	900 Hours
Payment Period 3	1250 Hours



#### Nail Technology // 210 Hours

Payment Period 1	105 Hours
Payment Period 2	210 Hours



#### Educator Training // 600 Hours

Payment Period 1	300 Hours
Payment Period 2	600 Hours

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

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

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

- Any Student seeking an appeal must do so in writing. Students that do not appeal shall be terminated.
- The institution must determine that the Student should be able to meet the institution's SAP requirements at the end of that payment period.
- 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 school business 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.
- If the Student meets the SAP requirements at the end of the probation period, the Student will be removed from probation and will be considered making SAP. If the Student does not meet SAP requirements by the end of the probation period, they will be considered not making SAP and where applicable will lose eligibility for Title IV. The Student shall also be terminated from the program.

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

### MAXIMUM TIME FRAME

Maximum time frame for Students is 133% of the Enrollment Period. If, due to attendance or academic problems, a Student must attend additional Program hours beyond the 133% Maximum Program Length in order to complete the Program, the Student's Enrollment Agreement will terminate. In order to file an appeal, the Student must have paid all Program charges in full and have 10% or less of the Program hours remaining to complete. If an appeal is granted, the Student will be charged and must pay \$100 registration fee and execute a new Enrollment Agreement for the remaining hours to complete the Program. If an appeal is denied, the Student will be dismissed from the Program.





### COURSE DESCRIPTION

The Cosmetology program consists of Pre-Salon and Student Salon.

#### **Pre-Salon Level**

**Includes the following Fundamentals and Techniques:** Hair Shaping; Hair Coloring; Chemical Texturizing: Permanent Waving and Hair Straightening; Hair Styling; Skin Care including Facials, Makeup, and Temporary Hair Removal; HIV and AIDS; and Nail Technology; all incorporating Bacteriology, Disinfection, Sanitation, Sciences including Histology, Trichology, Dermatology, Chemistry, Electricity, Anatomy and Physiology, Pennsylvania Cosmetology Law, and Stylist Success Skills as they relate to Professional / Business Practices and Attitudes.

#### **Student Salon Level**

**Involves performing advanced techniques and services on live models or mannequins on the Student Salon floor and time in the classroom studying the following areas:** Pennsylvania Cosmetology Law / State Board; Salon Hair Shaping; Salon Hair Coloring; Salon Chemical Texturizing; Permanent Waving and Hair Straightening; Salon Hair Styling, all incorporating Bacteriology, Disinfection, and Sanitation.

### EDUCATIONAL OBJECTIVES / GOALS:

**Upon completion / graduation, Students will be able to demonstrate the following:**

- Basic practical skills in the following areas: Hair Cutting, Hair Coloring, Texture Services, Hair Styling, Facials and Makeup, and Manicuring and Pedicuring
- Practice Safety, Sanitation, Disinfection and Sterilization
- Proficiency in all Theory related topics
- Knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing excellent Customer Service

### COURSE FORMAT

Course content is identified and prioritized through State and Industry standards. Each course will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful salon level service.

### INSTRUCTIONAL METHODS

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

### REFERENCES

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



### COSMETOLOGY PROGRAM OVERVIEW – 1250 HOURS

#### PRE-SALON LEVEL

**Hair Shaping**  
105 hours

**Skin Care**  
105 hours

**Hair Styling**  
105 hours

**Hair Coloring**  
105 hours

**Permanent Waving /  
Hair Straightening**  
105 hours

**Nail Technology**  
105 hours

#### STUDENT SALON LEVEL

**State Law / State Board**  
105 Hours

**Salon Hair Coloring**  
105 hours

**Salon Hair Styling**  
105 hours

**Salon Permanent Waving  
and Hair Straightening**  
105 hours

**Salon Hair Shaping**  
105 hours

**Enrichments**  
95 hours

### GRADUATION REQUIREMENTS

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

- Complete the required hours of training
- Complete curriculum requirements
- Fulfill all financial obligations to the school

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

### LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.



# educator training PROGRAM

PENNSYLVANIA  
CATALOG  
2018/19

## COURSE DESCRIPTION

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

## EDUCATIONAL OBJECTIVES / GOALS:

**Upon completion / graduation, Students will be able to demonstrate the following:**

- To educate to a degree of competence that will enable one to teach and supervise future cosmetologists
- Pass the State Board examination requirements
- Obtain employment as an educator in a public or private school entity

## COURSE FORMAT

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

## INSTRUCTIONAL METHODS

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

## REFERENCES

Each 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.



# educator training PROGRAM

PENNSYLVANIA  
CATALOG  
2018/19

## EDUCATOR TRAINING PROGRAM – 600 HOURS

**Foundations of Teaching I**  
105 hours

**Instructional Methods II**  
105 hours

**Curriculum Development II**  
105 hour

**Instructional Methods I**  
105 hours

**Curriculum Development I**  
105 hours

**Student Teaching**  
75 hours

**Empire Education Group increased clock hours for the Student educator program in all states with 500 hours to 600 based on the following rationale:**

After recommendations from Advisory Committee enhancements to the curriculum, materials will be added to the Educator Training program to improve their technical skills in basic and advanced nail enhancements. Educationally, we created the Educator Training curriculums, which includes but is not limited to teaching skills as they relate to the pre-salon, salon, salon manager/team leader, while providing education in delivery, methodology, communications, listening skills, personal development and much more. In addition, internship or actual teaching experience was increased.

Currently the curriculum meets the standards in regards to public safety and sanitation of the State Board of Cosmetology or other state and local regulatory agencies.

An increase in educational content will exceed the academic need of the Students and continue to meet the institutional educational mission.

## GRADUATION REQUIREMENTS

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

- Complete the required hours of training
- Complete curriculum requirements
- Fulfill all financial obligations to the school

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

## LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.



### COURSE DESCRIPTION

The Nail Technology program consists of Pre-Salon and Student Salon.

#### Pre-Salon Level

**The pre-salon level consists of the following:** Structure of the Nail; Tools of Nail Care; Basic Manicure and Pedicure and Massage; Infection Control, Sanitation, and Disinfection; Artificial Tools; Artificial Nails; Nail Artistry; and Business-Building Skills.

#### Student Salon Level

**The student salon level consists of the following:** Structure and Function of the Skin; Advanced Nail Artistry; Spa Treatments; State Laws; Guest Service Skills; Business-building Skills; and Job Search.

### EDUCATIONAL OBJECTIVES / GOALS:

**Upon completion / graduation, Students will be able to demonstrate the following:**

- Basic practical skills in the area of Nail Care
- Practice Safety, Sanitation, Disinfection and Sterilization
- Proficiency in all Theory related topics
- Knowledge of the job opportunities in the Beauty Industry
- Professionalism with a focus on providing excellent Customer Service

### COURSE FORMAT

Course content is identified and prioritized through State and Industry Standards. Each course will provide Students with an understanding of Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful service.

### INSTRUCTIONAL METHODS

In a Student-centered classroom, Educators will instruct and coach students to achieve competency in all required skill sets. Through problem solving, interactive theory, cooperative learning, hands on practice, and self-paced study, each student will receive instruction to achieve educational objectives. Enrichment Activities may be provided so that the Student can individualize their education.

### REFERENCES

Each classroom will have the following: textbooks, tools / equipment and 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 Textbooks, Periodicals, and/or other Reference Materials may also be available for student use.



## NAIL TECHNOLOGY PROGRAM OVERVIEW

### PRE-SALON LEVEL

**Nails**  
35 hours

**Artificial Nails**  
35 hours

**Salon Preparation/  
Management**  
35 hours

### STUDENT SALON

**Skin / Spa Treatments / Student Salon**  
35 hours

**Advanced Tools / Concepts /  
Student Salon**  
35 hours

**Nail Artistry / Student Salon**  
35 hours

## GRADUATION REQUIREMENTS

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

- Complete the required hours of training
- Complete curriculum requirements
- Fulfill all financial obligations to the school

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

## LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.

During 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:

SALON	SPA	PRODUCT	INDUSTRY
<ul style="list-style-type: none"> <li>• Nail Artist / Manicurist</li> <li>• Cosmetologist</li> <li>• Makeup Artist</li> <li>• Haircolor Specialist</li> <li>• Chemical Texturizing Specialist</li> <li>• Esthetician</li> <li>• Salon Manager</li> <li>• Salon Owner</li> </ul>	<ul style="list-style-type: none"> <li>• Esthetician Day spas Cruise ships</li> <li>• Day Spa Manager</li> <li>• Day Spa Owner</li> </ul>	<ul style="list-style-type: none"> <li>• Product Distributor</li> <li>• Sales Consultant</li> <li>• Manufacturer’s Sales Representative</li> <li>• Product Educator/Trainer</li> <li>• Salon Sales Consultant</li> </ul>	<ul style="list-style-type: none"> <li>• School Educator</li> <li>• School Owner</li> <li>• Freelance Makeup Artist</li> <li>• Image Consultant</li> <li>• Photo / Movie Stylist</li> <li>• Magazine Writer / Editor</li> </ul>

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

## ATTENDANCE

All students are expected to attend all classes according to the schedule on their enrollment agreement. Attendance is required to maximize every educational opportunity and to ensure successful completion of their program. Each student is required to clock in to the time and attendance system when entering and clock out when leaving the school.

## TARDINESS

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

## ABSENCE

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

## MAKE-UP WORK

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

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

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

## WEATHER OR EMERGENCY SCHOOL CLOSINGS

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

## SCHEDULE & START DATE CHANGES

Schedule Changes may be approved. An approval is dependent upon the course rotation.

A Student who meets the admissions requirements for a start date may request a change to their current start date.

## PROGRAM CANCELLATION POLICY

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

## GRADING PROCEDURE

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. Students take a predetermined number of theory and/or practical assessments per module. 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.

### Cosmetology

**In Pre-Salon, assigned work will be weighted:**

Theory 40% • Practical 42% • Attendance 18%

**In Salon, assigned work will be weighted:**

Theory 15% • Practical 49% • Attendance 36%

Enrichments are evaluated on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety and Technical Skills.

### Educator Training

**In Foundations of Teaching, Instructional Methods, and Curriculum Development assigned work will be weighted:**

Theory 40% • Practical 42% • Attendance 18%

Student Teaching is evaluated on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Teaching Skills and Lesson Presentation/Development

## RECORD RETENTION POLICY

The School maintains educational records for six years and attendance records for a period of seven years.

These records include:

- Evidence of compliance with the school's admissions requirements
- Credit granted for previous experience or training
- Dates of admission start dates and withdrawal or completion dates
- Reasons for withdrawals, when known
- Daily attendance
- Tuition and financial aid records, when applicable
- Records shall be maintained after Student either terminates training or graduates



## LEAVE OF ABSENCE

Empire Beauty School does not offer leaves of absence. If a Student needs to interrupt their training, they must be withdrawn from the program and re-enrolled upon return according to the Re-enrollment Policy.

## WITHDRAWAL POLICY

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

1. The Student officially notifies Executive Director, of his/her intent to withdraw.
2. A formal termination (unofficial withdraw) by the Student shall occur not more than 14 consecutive calendar days from the last day of physical attendance.
3. The School officially notifies the Student of dismissal from the program.

## RETURN OF TITLE IV FUNDS/REFUND POLICY/BUYERS RIGHT TO CANCEL:

1. If the Student is not accepted for admission to the selected Program as specified in the Enrollment Agreement; or the student (or the student's parent or guardian if the student is under the legal age to enter into the Enrollment Agreement) provides written or verbal notification canceling Student's enrollment within seven (7) calendar days after Student executes the Agreement, the School will provide Student with a full refund of all monies paid, including any Registration Fees and Student Supplies Fee; but less the Application Fee paid as indicated in the Tuition and Fee Description in the Enrollment Agreement. This policy applies regardless of whether Student starts actual attendance during such seven (7) calendar day period. The postmark on the written notification will determine the cancellation date, or the date the notification is received by the Executive Director
2. If Student (or Student's parent or guardian if Student is under the legal age to enter into this Agreement) provides written or verbal notification canceling Student's enrollment more than seven (7) calendar days after Student signs this Agreement, but before student starts actual class attendance, the School will provide Student with a full refund of all monies paid (including the tuition fees) less the \$100 Registration and \$25 Application Fee paid.
3. If Student enrolls with the School and starts actual class attendance and Student either withdraws from the selected Program or the School dismisses Student from the selected Program for a violation of the School's Policies, this may result in a return of Federal Student Financial Assistance (Title IV Funds).
4. **Return of Title IV Funds and Refund Policy.** The law specifies how Empire Beauty School must determine the amount of Title IV Program Funds that you can earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford

Loans, Plus Loans and Federal Supplemental Educational Opportunity Grants (FSEOG). Opportunity Grants (FSEOG)

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

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

If you are due a post-withdrawal disbursement, you may choose to decline loan funds so that you do not incur additional debt. Empire Beauty School may automatically use all or a portion of a post-withdrawal disbursement (including loan funds if eligible) for tuition and fees. If you allow the school to keep the funds it will reduce your debt to the School.

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

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

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

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

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

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

The requirement for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the

School to cover unpaid institutional charges. Empire Beauty School may also charge you for any Title IV program funds that the School was required to return. Empire Beauty School's refund policy is also printed in the catalog. Also printed in the catalog are the requirements and procedures for officially withdrawing from school.

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

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

- a. **Application Fee:** This fee is not refundable.
- b. **Registration Fee:** This fee is not refundable except as provided in paragraph 1, above.
- c. **Student Supplies Fee:** Student Supplies Fee will not be cancelled or adjusted unless Student returns the supplies unused and in their original condition within twenty (20) calendar days from receipt of the student supplies issued by the school on day one. If the Student cancels within 7 days of enrollment, Student Supplies Fee will be fully refunded.

**d. Tuition:**

PERCENTAGE OF ENROLLMENT TIME TO TOTAL TIME	AMOUNT OF TUITION SCHOOL SHALL RETAIN
.001% to 9.99%	10% Retained
10% to 19.99%	20% Retained
20% to 29.99%	30% Retained
30% to 39.99%	40% Retained
40% to 49.99%	50% Retained
50% and above	100% Retained

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

7. Where required all refunds due will first be made to the source that provided funding before any refund will be paid to Student.

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

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

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

## GROUNDINGS FOR DISMISSAL / SUSPENSION

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

- Providing fraudulent information or documentation of requirements for admission or attendance
- Failure to attend classes regularly
- Refusal to complete assigned classes or Student Salon work
- Breach of school rules and regulations
- Falsification of school records
- Cheating
- Hazing
- Theft
- Conduct or conditions that pose a direct, adverse threat (including bullying) to other Students, guests or employees of Empire Beauty School
- Failure to make required cash payments
- Intentional destruction of school property, destruction of other Students' or staff members' property
- Physical violence and threats of violence can mean immediate dismissal / suspension without previous warning

*Students are responsible for their own education equipment and personal belongings that may have been left in the School. These items must be removed by the Student from the School's premises within 30 days from their last day attendance or the equipment and personal belongings 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.

## **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](mailto:Officeofpresident@empire.edu).
  - a. Complete all fields
  - b. Give clear detailed information
  - c. Complete contact information

After submission to the Office of the President Email address, you will receive notification, within 3 business days, notifying you your grievance has been received.

3. If after careful evaluation, the problem cannot be solved through discussion, the complaint will be referred to the Group/Regional Vice President.
4. The Group/Regional Vice President will respond within ten (10) calendar days of receipt of the complaint and review the allegations.
  - a. If additional information from the complainant is needed a representative from Empire will contact you.
  - b. After the grievance is investigated, you will be informed of the steps taken to correct the problem, or information to show the allegations are not warranted or based on fact.
5. Records of complaints are retained according to the School's record keeping policy.

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

A complaint may also be filed with the school's accrediting or regulatory agency.  
National Accrediting Commission of Career Arts and Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314  
(703) 600-7600 // [www.naccas.org](http://www.naccas.org)

To file a complaint with the Commonwealth of Pennsylvania Department of State, fill out an Online Statement of Complaint at: <http://www.doscomplaintform.state.pa.us/>

In order for the Department of State to initiate an investigation of possible violations of the licensing, registration, certification or notary commission laws and regulations of the Commonwealth by a licensee, registrant, certificate holder or notary commission holder of the Department, the complainant must complete this entire form. Please state the facts briefly and clearly, and be sure to submit copies of any documents you have to support your complaint.

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

## **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

Empire is committed to providing a safe educational environment which is free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA), Empire has adopted strict policies regarding these matters. Students should refer to the Campus Safety and Annual Security Report provided during the admission process for detailed information. Additional copies can be obtained from the Executive Director or when updated Reports are distributed annually.

Additionally, in accordance with our school's obligations under Title IX, Empire will excuse Student absences due to pregnancy or related conditions, as long as the Student's doctor deems the absences to be medically necessary. Students would need to provide the School with written confirmation from the doctor confirming that the absence occurred based on the doctor's medical opinion that the Student should not attend. The doctor will also need to identify the dates which should be excused based on his/her medical determination.

## **NON DISCRIMINATION POLICY**

Empire Beauty School does not discriminate on the basis of race, color, 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](mailto:TitleIX@empire.edu).

Additional information can also be obtained by visiting [www.empire.edu/TitleIX](http://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](http://www.naccas.org)

## **SOCIAL MEDIA GUIDELINES**

Empire Beauty School Students are responsible for what they post on social networking sites (including but not limited to Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, wikis, file-sharing and user-generated video and audio.) Empire Beauty School does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Empire Beauty Schools on any of Empire Beauty Schools' social media sites. Empire Beauty School reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Empire Beauty School to protect itself from undue harm related to information that is shared on social networking sites.

## **COPYRIGHT INFRINGEMENT POLICY**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a Student to civil and criminal liabilities. A summary of the penalties may be found at: [www.copyright.gov/title17/92appf.pdf](http://www.copyright.gov/title17/92appf.pdf). Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information system will be terminated.

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

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

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

A Student or parent/guardian of dependent minor Students may review the Student's record by contacting the Executive Director to make an appointment. The Executive Director will be present during the review to provide supervision and interpretation. A Student shall be permitted to review his/her record on file with the School within seven (7) days after the School has received the Student's written request to review his/her records in accordance with the manner set forth in this Catalog or any Supplement to this Catalog. An eligible Student or parent /guardian of a dependent minor Student may seek to amend education records that the Student or parent/guardian believes to be inaccurate, misleading, or otherwise in violation of the Student's privacy rights. The School will make a determination on the Student's request for amendment within 30 days of the request. If the School agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the Student, the School will amend the record accordingly and inform the parent or eligible Student in writing that the record was amended. If the School decides not to amend the record, the Student has a right to a hearing within 30 days of the denial. The School will notify the parent/guardian of a dependent minor 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 professional dress code. We require all students to present themselves in a professional manner with regard to attire, personal hygiene and appearance. Students should 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 professional/fashionable footwear
- Proper Hygiene
- Hair should be appropriately styled prior to arrival
- Salon appropriate make-up should be applied prior to arrival

### Unacceptable:

- Hoodies or Sweatshirts
- Logos, slogans and other words on clothing
- Work out attire (including yoga pants and pants with writing)
- Leggings (unless worn under a knee-length dress or blouse)
- Clothing with holes or rips
- Denim jeans
- Flip flops, sandals, or any open toed shoe
- Shorts or Miniskirts
- Hats and head scarves (may be allowed for religious purposes)

## STUDENT STANDARDS

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

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

## STUDENT CODE OF CONDUCT

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

### A) Academic Infractions

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

### B) Informational Infractions

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

### C) Personal Conduct Infractions

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

### D) Property Infractions

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

### E) Other Infractions

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

# addendum

**A - Faculty and Administration**

**B - Tuition and Financial Information**

**B - Gainful Employment Information**



# faculty & ADMINISTRATION



<b>School</b>	Empire Beauty School
<b>Street Address</b>	396 Pottsville/St. Clair Highway
<b>City, State, Zip</b>	Pottsville, PA, 17901
<b>Phone Number</b>	570-622-6060

Faculty			
Last	First	Teachers License #	Course Taught
Andrews	Theresa	CT013247L	Cosmetology
Bogansky	Diane	CT177870	Cosmetology

## Administration

Chief Executive Officer and Chairman of the Board - Franklin K. Schoeneman  
President and Chief Operating Officer - Christopher Wargo  
Regional Vice President - Jen Crawl  
Senior Director - Julie Clapsaddle  
Executive Director      Delia Sube  
Assistant Director      N/A

# tuition

## FINANCIAL INFORMATION

## GAINFUL EMPLOYMENT INFORMATION

ADDENDUM  
B

### TUITION

COSMETOLOGY PROGRAM	
APPLICATION FEE	\$25.00
REGISTRATION FEE	\$100.00
TUITION	\$17,000.00
STUDENT SUPPLIES (Does Not Include Sales Tax)	\$2,750.00
<b>TOTAL</b>	<b>\$19,875.00</b>

EDUCATOR TRAINING PROGRAM (May Not Be Offered in All Schools)	
APPLICATION FEE	\$25.00
REGISTRATION FEE	\$100.00
TUITION	\$7,500.00
STUDENT SUPPLIES (Does Not Include Sales Tax)	\$300.00
<b>TOTAL</b>	<b>\$7,925.00</b>

NAIL TECHNOLOGY PROGRAM (Not Currently Offered- Not Approved in Warmister)	
APPLICATION FEE	\$25.00
REGISTRATION FEE	\$100.00
TUITION	\$2625.00
STUDENT SUPPLIES (Does Not Include Sales Tax)	\$750.00
<b>TOTAL</b>	<b>\$3,500.00</b>

### METHODS OF PAYMENT

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

### SELF-PAY SCHEDULE

DOES NOT INCLUDE SALES TAX

COSMETOLOGY PROGRAM					
	20% DOWN		INSTALLMENT	FINAL INSTALLMENT	
FULL-TIME	\$3,950.00	8	\$1,975.00		
PART-TIME	\$3,950.00	15	\$988.00	1	\$980.00

EDUCATOR IN TRAINING PROGRAM					
	20% DOWN		INSTALLMENT	FINAL INSTALLMENT	
FULL-TIME	\$1,560.00	3	\$2,080.00		
PART-TIME	\$1,560.00	6	\$1,040.00		

NAIL TECHNOLOGY PROGRAM					
	20% DOWN		INSTALLMENT	FINAL INSTALLMENT	
FULL-TIME	\$3,375.00	1	\$2,700.00		
PART-TIME	\$3,375.00	2	\$1,350.00		

### GAINFUL EMPLOYMENT INFORMATION

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

Click for direct Link

Philadelphia-Northeast	Cosmetology	<a href="http://www.empire.edu/cihtml/2463-ft-cos-42.htm">http://www.empire.edu/cihtml/2463-ft-cos-42.htm</a>
Philadelphia-Northeast	Educator Training	<a href="http://www.empire.edu/cihtml/2463-ft-toc-21.htm">http://www.empire.edu/cihtml/2463-ft-toc-21.htm</a>
Philadelphia-Center City	Educator Training	<a href="http://www.empire.edu/cihtml/2462-ft-toc-21.htm">http://www.empire.edu/cihtml/2462-ft-toc-21.htm</a>
Philadelphia-Center City	Cosmetology	<a href="http://www.empire.edu/cihtml/2462-ft-cos-42.htm">http://www.empire.edu/cihtml/2462-ft-cos-42.htm</a>
Monroeville	Educator Training	<a href="http://www.empire.edu/cihtml/2460-ft-toc-21.htm">http://www.empire.edu/cihtml/2460-ft-toc-21.htm</a>
Monroeville	Cosmetology	<a href="http://www.empire.edu/cihtml/2460-ft-cos-42.htm">http://www.empire.edu/cihtml/2460-ft-cos-42.htm</a>
West Mifflin	Cosmetology	<a href="http://www.empire.edu/cihtml/2459-ft-cos-42.htm">http://www.empire.edu/cihtml/2459-ft-cos-42.htm</a>
West Mifflin	Educator Training	<a href="http://www.empire.edu/cihtml/2459-ft-toc-21.htm">http://www.empire.edu/cihtml/2459-ft-toc-21.htm</a>
Pittsburgh-North Hills	Educator Training	<a href="http://www.empire.edu/cihtml/2458-ft-toc-21.htm">http://www.empire.edu/cihtml/2458-ft-toc-21.htm</a>
Pittsburgh-North Hills	Cosmetology	<a href="http://www.empire.edu/cihtml/2458-ft-cos-42.htm">http://www.empire.edu/cihtml/2458-ft-cos-42.htm</a>
Cheltenham	Cosmetology	<a href="http://www.empire.edu/cihtml/2431-ft-cos-42.htm">http://www.empire.edu/cihtml/2431-ft-cos-42.htm</a>
Springfield	Cosmetology	<a href="http://www.empire.edu/cihtml/2430-ft-cos-42.htm">http://www.empire.edu/cihtml/2430-ft-cos-42.htm</a>
Springfield	Educator Training	<a href="http://www.empire.edu/cihtml/2430-ft-toc-21.htm">http://www.empire.edu/cihtml/2430-ft-toc-21.htm</a>
Hanover	Cosmetology	<a href="http://www.empire.edu/cihtml/2420-ft-cos-42.htm">http://www.empire.edu/cihtml/2420-ft-cos-42.htm</a>
Hanover	Educator Training	<a href="http://www.empire.edu/cihtml/2420-ft-toc-21.htm">http://www.empire.edu/cihtml/2420-ft-toc-21.htm</a>
Lebanon	Cosmetology	<a href="http://www.empire.edu/cihtml/2418-ft-cos-42.htm">http://www.empire.edu/cihtml/2418-ft-cos-42.htm</a>
Williamsport	Cosmetology	<a href="http://www.empire.edu/cihtml/2415-ft-cos-42.htm">http://www.empire.edu/cihtml/2415-ft-cos-42.htm</a>
Williamsport	Educator Training	<a href="http://www.empire.edu/cihtml/2415-ft-toc-21.htm">http://www.empire.edu/cihtml/2415-ft-toc-21.htm</a>
Harrisburg	Educator Training	<a href="http://www.empire.edu/cihtml/2414-ft-toc-21.htm">http://www.empire.edu/cihtml/2414-ft-toc-21.htm</a>
Harrisburg	Cosmetology	<a href="http://www.empire.edu/cihtml/2414-ft-cos-42.htm">http://www.empire.edu/cihtml/2414-ft-cos-42.htm</a>
LehighValley	Cosmetology	<a href="http://www.empire.edu/cihtml/2412-ft-cos-42.htm">http://www.empire.edu/cihtml/2412-ft-cos-42.htm</a>
Lehigh Valley	Educator Training	<a href="http://www.empire.edu/cihtml/2412-ft-toc-21.htm">http://www.empire.edu/cihtml/2412-ft-toc-21.htm</a>
Lancaster	Educator Training	<a href="http://www.empire.edu/cihtml/2411-ft-toc-21.htm">http://www.empire.edu/cihtml/2411-ft-toc-21.htm</a>
Lancaster	Cosmetology	<a href="http://www.empire.edu/cihtml/2411-ft-cos-42.htm">http://www.empire.edu/cihtml/2411-ft-cos-42.htm</a>
York	Cosmetology	<a href="http://www.empire.edu/cihtml/2410-ft-cos-42.htm">http://www.empire.edu/cihtml/2410-ft-cos-42.htm</a>
York	Educator Training	<a href="http://www.empire.edu/cihtml/2410-ft-toc-21.htm">http://www.empire.edu/cihtml/2410-ft-toc-21.htm</a>
Warminster	Cosmetology	<a href="http://www.empire.edu/cihtml/2408-ft-cos-42.htm">http://www.empire.edu/cihtml/2408-ft-cos-42.htm</a>
Warminster	Educator Training	<a href="http://www.empire.edu/cihtml/2408-ft-toc-21.htm">http://www.empire.edu/cihtml/2408-ft-toc-21.htm</a>
Shamokin Dam	Educator Training	<a href="http://www.empire.edu/cihtml/2407-ft-toc-21.htm">http://www.empire.edu/cihtml/2407-ft-toc-21.htm</a>
Shamokin Dam	Cosmetology	<a href="http://www.empire.edu/cihtml/2407-ft-cos-42.htm">http://www.empire.edu/cihtml/2407-ft-cos-42.htm</a>
Reading	Cosmetology	<a href="http://www.empire.edu/cihtml/2404-ft-cos-42.htm">http://www.empire.edu/cihtml/2404-ft-cos-42.htm</a>
Reading	Educator Training	<a href="http://www.empire.edu/cihtml/2404-ft-toc-21.htm">http://www.empire.edu/cihtml/2404-ft-toc-21.htm</a>
Pottsville	Educator Training	<a href="http://www.empire.edu/cihtml/2403-ft-toc-21.htm">http://www.empire.edu/cihtml/2403-ft-toc-21.htm</a>
Pottsville	Cosmetology	<a href="http://www.empire.edu/cihtml/2403-ft-cos-42.htm">http://www.empire.edu/cihtml/2403-ft-cos-42.htm</a>
Moosic	Cosmetology	<a href="http://www.empire.edu/cihtml/2401-ft-cos-42.htm">http://www.empire.edu/cihtml/2401-ft-cos-42.htm</a>
Moosic	Educator Training	<a href="http://www.empire.edu/cihtml/2401-ft-toc-21.htm">http://www.empire.edu/cihtml/2401-ft-toc-21.htm</a>



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