empire BEAUTY SCHOOLS

CATALOG

NYS Education Department Licensed Proprietary School Supervision

NEW YORK // 2026-2027

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WELCOME

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 Beauty School. 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 Beauty School 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 6 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 library of continuing education aids, which include copies of textbooks, periodicals, DVD's, and other reference materials that support the education process. Students receive an education kit, containing equipment designed for use throughout their program. Classes covering hair, skin, nails, and makeup techniques as well as career readiness, 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 for a listing of all our schools.

SCHOOL LOCATIONS

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

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

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

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

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

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

Hours of Operation
All Empire Beauty Schools operate year round.
Schools are open Monday through Thursday from 8:30 am to 10:00 pm* and Friday 8:30 am to 5:00 pm
Saturday hours vary by location. Contact the school for Saturday operating hours.
Saturdays may be available for make-up work and clinic service to selected students from 9:00 am to 1:00 pm
The materials in the school library are available to students during these times.
**Not all schools offer evening classes.*

AFFILIATIONS AND ASSOCIATIONS

American Association of Career Schools
National Association of Student Financial Aid Administrators

EMPIRE BEAUTY SCHOOL IS APPROVED BY

AmeriCorps
MY CAA
Go Army Tuition Assistance
ACCESS-VR
State Approving Agency for Veterans' Educational Benefits
Work Incentive Program
Authorized under Federal Law to enroll Non-Immigrant Alien Students
These approvals are state and school specific and may not apply to all schools.

ACCREDITED BY

National Accrediting Commission of Career Arts & Sciences
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

LICENSED BY

New York State Education Department
89 Washington Avenue, EBA 560
Albany, NY 12234
FAX: (518) 474-6543
(518) 474-3969
www.acces.nysed.gov/bpss/

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

ADMISSION REQUIREMENTS

Empire Beauty School is committed to equal educational opportunity and does not discriminate on the basis of sex (including pregnancy, childbirth, and related conditions), race, religion, color, ethnic origin, national origin, veteran or military status, physical or mental disability, age, predisposing genetic characteristics, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local law in admissions, career services, or any other activities.

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

- A copy of valid state or federal issued photo identification
- A copy of high school diploma or its equivalent, such as a copy of GED certificate or copy of transcript showing high school completion; proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree

Homeschool diplomas in NY will be accepted under the following conditions:

- Completion of a program of home instruction that is certified as equivalent by the superintendent of schools or comparable chief school administrator of the applicant's school district of residence at the time such program was completed.

  A letter from the superintendent of schools or comparable chief school administrator (on official school letterhead) of the applicant's school district of residence at the time such program was completed, certifying that the applicant ***completed the equivalent of a four-year high school diploma program.*** *Please note, however, that the superintendent of schools may, but is under no obligation to attest to this and provide such a letter.*

- A Career Planning interview
- The required fee(s)
- A Complete Enrollment Package
- Foreign diplomas must be translated to English and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services, and Josef Silny and Associates to indicate that it is equivalent to a US high school diploma.

STUDENT ORIENTATION

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

TRANSFER

This School may accept appropriate credit from other licensed schools for previous education. This School does not guarantee the transferability of its credits to any other institution unless there is a written agreement with the institution. Empire Beauty School will allow Students to transfer in from another beauty school and may accept their hours based on receiving Official transcripts prior to any enrollment, along with the completion of any state transfer requirements (if applicable). Official transcripts will be used to determine the appropriate entry point into the curriculum to provide a better educational experience. Empire Beauty School may accept hours earned for Students that have a limited license in Aesthetics/Esthetics, Nail Technology or Barbering as credit towards the Cosmetology program if Student provides a copy of their official transcript and current license in Aesthetics/Esthetics, Nail Technology or Barbering. 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 Empire Beauty School Main school to another Empire Beauty School Main school that is recognized by the U.S. Department of Education and the School's accrediting body, the Student must withdraw from their present School and then enroll at the new School. A refund calculation will be completed by the School from which they are leaving and the Student may need to re-apply for Title IV funding at the new School. Tuition and other fees will be charged based upon the hours and equipment needed. Students that are in Unsatisfactory Academic Progress status and have exhausted all appeal opportunities, will not be considered for transfer to another Empire Beauty School owned school.

If a current Student wants to move to another Empire Beauty School 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 Empire Beauty School 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 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 Visa
- Deferred Action for Childhood Arrivals or undocumented students (Dream Act)

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

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

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

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

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

AMERICANS WITH DISABILITIES ACT (ADA)

Empire Beauty School does not discriminate on the basis of sex (including pregnancy, childbirth, and related conditions), race, religion, color, ethnic origin, national origin, veteran or military status, physical or mental disability, age, predisposing genetic characteristics, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local law. 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 Division 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 Empire Beauty School 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 EMPIRE BEAUTY SCHOOL

- 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 13, 2026
August 3, 2026
August 24, 2026
September 14, 2026
October 5, 2026
October 26, 2026
November 16, 2026
December 7, 2026
January 4, 2027
January 25, 2027
February 16, 2027
March 8, 2027
March 30, 2027
April 19, 2027
May 10, 2027
June 1, 2027
June 21, 2027

HOLIDAYS

July 3, 2026
September 7, 2026
November 26, 2026
November 27, 2026
December 24, 2026
December 25, 2026
January 1, 2027
January 18, 2027
February 15, 2027
March 29, 2027
May 31, 2027
June 18, 2027

PROFESSIONAL DEVELOPMENT DAYS

School closed for students. Staff Only.
August 10, 2026
October 12, 2026
March 15, 2027
June 7, 2027

EDUCATIONAL CLASS SCHEDULE

COSMETOLOGY PROGRAM

The Cosmetology program consists of 1,000 hours of instruction. Subjects include haircutting and shaping, haircoloring and lightening, hair styling, chemical restructuring, nail and skin care, and much more. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed cosmetologist.

SCHEDULE	WEEKS	DAYS	TIMES	INSTRUCTIONAL CREDIT
Full-time	29 Weeks	M-F	9:00am - 5:00pm	7 hrs/day
Part-time*	58 Weeks	M-W	5:30pm - 10:00pm	4.5 hrs/day
		TH	5:30pm - 9:30pm	4.0 hrs/day

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

HYBRID COSMETOLOGY PROGRAM (MANHATTAN ONLY)

The Cosmetology program consists of 1,000 hours of instruction. Subjects include haircutting and shaping, haircoloring and lightening, hair styling, chemical restructuring, nail and skin care, and much more. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed cosmetologist.

SCHEDULE	WEEKS	DAYS	TIMES	INSTRUCTIONAL CREDIT
Full-time	29 Weeks	M-F	9:00am - 5:00pm	7 hrs/day
	Schedule A	M-W-F *(Distance Education)* T-TH *(In Person)*		
	Schedule B	T-TH-F *(Distance Education)* M-W *(In Person)*		

Distance Education will not be used as a method of delivery of clinical instruction in which the Student is to perform practical application on a live model or guest.

EDUCATIONAL CLASS SCHEDULE

ESTHETICS PROGRAM (MANHATTAN ONLY)

The Esthetics program consists of 600 hours of instruction of basic and advanced fundamentals, techniques, procedure and workshops. 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 esthetician.

SCHEDULE	WEEKS	DAYS	TIMES	INSTRUCTIONAL CREDIT
Full-time	18 Weeks	M-F	9:00am - 5:00pm	7 hrs/day
Part-time*	35 Weeks	M-W	5:30pm - 10:00pm	4.5 hrs/day
		TH	5:30pm - 9:30pm	4.0 hrs/day

*Check with campus for availability.

TUITION (ROCHESTER ONLY)

COSMETOLOGY
WITH TEXTBOOK OPTION

Registration Fee	$100.00
Tuition for Complete Program	$13,750.00
Student Kit*	$2,115.62
Textbook Fee*	$634.38
Total Cost of Instruction	$16,600.00

**Does not include sales tax*

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

SELF-PAY SCHEDULE (ROCHESTER ONLY)

COSMETOLOGY

	20% Down	Installment		Final Installment	
Full-Time	$3,320.00	5	$2,214.00	1	$2,210.00
Part-Time	$3,320.00	12	$1,022.00	1	$1,016.00

Self Pay Schedules do not include sales tax

TUITION (ASTORIA (QUEENS) ONLY)

COSMETOLOGY
WITH TEXTBOOK OPTION

Registration Fee	$100.00
Tuition for Complete Program	$14,750.00
Student Kit*	$2,115.62
Textbook Fee*	$634.38
Total Cost of Instruction	$17,600.00

**Does not include sales tax*

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

SELF-PAY SCHEDULE (ASTORIA (QUEENS) ONLY)

COSMETOLOGY

	20% Down	Installment		Final Installment	
Full-Time	$3,520.00	5	$2,347.00	1	$2,345.00
Part-Time	$3,520.00	12	$1,084.00	1	$1,072.00

Self Pay Schedules do not include sales tax

TUITION (MANHATTAN ONLY)

COSMETOLOGY
WITH TEXTBOOK OPTION

Registration Fee	$100.00
Tuition for Complete Program	$15,250.00
Student Kit*	$2,115.62
Textbook Fee*	$634.38
Total Cost of Instruction	$18,100.00

**Does not include sales tax*

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

SELF-PAY SCHEDULE (MANHATTAN ONLY)

COSMETOLOGY

	20% Down	Installment		Final Installment	
Full-Time	$3,620.00	5	$2,414.00	1	$2,410.00
Part-Time	$3,620.00	12	$1,114.00	1	$1,112.00

Self Pay Schedules do not include sales tax

TUITION (MANHATTAN ONLY)

HYBRID COSMETOLOGY

Registration Fee	$100.00
Technology Fee	$250.00
Tuition for Complete Program	$15,250.00
Student Kit*	$2,115.62
Textbook Fee*	$634.38
Total Cost of Instruction	$18,350.00

**Does not include sales tax*

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

SELF-PAY SCHEDULE (MANHATTAN ONLY)

HYBRID COSMETOLOGY

	20% Down	Installment		Final Installment
Full-Time	$3,670.00	5 $2,447.00	1	$2,445.00

Self Pay Schedules do not include sales tax

TUITION (MANHATTAN ONLY)

ESTHETICS

Registration Fee	$100.00
Technology Fee	$250.00
Tuition for Complete Program	$8,022.00
Student Kit*	$1,400.00
Total Cost of Instruction	$9,772.00

**Does not include sales tax*

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

SELF-PAY SCHEDULE (MANHATTAN ONLY)

ESTHETICS

	20% Down	Installment		Final Installment
Full-Time	$1,960.00	4	$1,953.00	

Self Pay Schedules do not include sales tax

TUITION (CHEEKTOWAGA AND PEEKSKILL ONLY)

COSMETOLOGY
WITH TEXTBOOK OPTION

Registration Fee	$100.00
Tuition for Complete Program	$14,250.00
Student Kit*	$2,115.62
Textbook Fee*	$634.38
Total Cost of Instruction	$17,100.00

**Does not include sales tax*

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

SELF-PAY SCHEDULE (CHEEKTOWAGA AND PEEKSKILL ONLY)

COSMETOLOGY

	20% Down	Installment		Final Installment	
Full-Time	$3,420.00	6	$2,280.00		
Part-Time	$3,420.00	12	$1,053.00	1	$1,044.00

Self Pay Schedules do not include sales tax

FINANCIAL ASSISTANCE

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

1.) FEDERAL PELL GRANT (PELL)

Pell grants are awarded by the Department of Education to undergraduate students with financial need to help pay for college. The Pell Grant, unlike loans, does not need to be repaid (unless, for example, you withdraw from school and owe a refund). The amount of the Pell grant could change yearly and depends on your Student Aid Index (SAI), 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 BEAUTY SCHOOL FSEOG MATCH

These types of grants are awarded to undergraduate Students with exceptional financial need – those with the lowest Student Aid Index (SAI). 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 2026-2027 is 6.52%.
- **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 6.52% 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 9.07%.

OTHER FINANCIAL ASSISTANCE

EMPIRE BEAUTY SCHOOL GIVES BACK COSMETOLOGY EDUCATIONAL ENDOWMENT PROGRAM

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

EMPIRE BEAUTY SCHOOL KIDS PEACE EDUCATIONAL ENDOWMENT

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

GOOD ATTENDANCE SCHOLARSHIP

Students who complete the full Cosmetology program with a cumulative attendance percentage of at least 85% will be awarded a $500 Scholarship. Students who complete the full Cosmetology program with at least a 90% cumulative attendance percentage will be awarded a $ 1,000 Scholarship. There is no application process required by the student to receive this scholarship.

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

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

VETERANS' EDUCATION BENEFITS

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

Eligibility: Students who are eligible for VA benefits must provide the following in order to have their enrollment certified with VA and/or have their VA Educational Benefits included in their Financial Aid Package.

- Student's VA Certificate of Eligibility letter or equivalent
- Prior Training Acknowledgement & Request to Use VA Benefits Form – completed and signed

Delay of VA Disbursement to School: Due to a delay in disbursement funding from VA under Chapter 31 or 33,

- Empire Beauty School will:
  - Permit a VA eligible student to attend classes without a payment beginning on the date on which the student provides a VA Certificate of Eligibility (or equivalent) to Empire Beauty School and ending on the earlier of the following dates:
    - The date on which VA provides payment to Empire Beauty School for the course
    - The date that is 90 days after the date in which Empire Beauty School certifies the tuition and fees with VA.
- Empire Beauty School will not:
  - Impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities
  - Require a VA Eligible student to borrow additional funds because of the student's inability to meet their financial obligations to the school

If the student's financial obligation to the school is more than the expected VA funding, the expected Title IV funding, and any other expected funding, the gap balance will be broken up into monthly payments that the student will be required to pay to the school beginning 90 days after the start date.

***Students that are required to withdraw from the program due to military training and/or deployment will not lose eligibility for the Good Attendance Scholarship.*

Prior Credit Policy: Prior Credit Policy: Per 38 CFR 21.4253(d)(3), students who will be receiving Veterans Educational Benefits are to provide all previous educational, vocational, and military transcripts to Empire Beauty School. Empire Beauty School will retain and evaluate the transcripts and apply appropriate credit for previous education and training, with the training period shortened proportionately.

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

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

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

COSMETOLOGY PROGRAM AND HYBRID COSMETOLOGY PROGRAM (MANHATTAN ONLY) CLASS START DATES

START & END DATES (FULL-TIME)

Start	End
7/13/2026	2/10/2027
8/3/2026	3/4/2027
8/24/2026	3/24/2027
9/14/2026	4/14/2027
10/5/2026	5/5/2027
10/26/2026	5/25/2027
11/16/2026	6/16/2027
12/7/2026	7/7/2027
1/4/2027	7/30/2027
1/25/2027	8/19/2027
2/16/2027	9/10/2027
3/8/2027	9/30/2027
3/30/2027	10/21/2027
4/19/2027	11/10/2027
5/10/2027	12/3/2027
6/1/2027	12/27/2027
6/21/2027	1/18/2028

START & END DATES (PART-TIME)*

Start	End
8/3/2026	9/28/2027
9/14/2026	11/4/2027
10/26/2026	12/16/2027
12/7/2026	1/31/2028
1/25/2027	3/20/2028
3/8/2027	5/1/2028
4/19/2027	6/8/2028
6/1/2027	7/27/2028

*Check with campus for availability.

ESTHETICS PROGRAM CLASS START DATES

START & END DATES (FULL-TIME)
600 - DAY - 35 HOURS

Start	End
8/24/2026	12/30/2026
10/26/2026	3/4/2027
1/4/2027	5/7/2027
3/8/2027	7/12/2027
5/10/2027	9/13/2027
7/12/2027	11/10/2027

Esthetics Program Approved at Manhattan Location Only.

NOTE: *In order for a Student to continue financial assistance eligibility (including Veterans Educational Benefits), a Student must not be in unsatisfactory progress. (Refer to the Satisfactory Academic Progress Policy). Any Student not maintaining satisfactory academic progress will be ineligible to receive future disbursements of financial assistance. In order for the Student to have financial assistance reinstated, the Student's financial assistance and Empire Beauty School account, along with the maximum time frame, will be evaluated to determine the Student's ability to complete the program within the recommended scheduled allotments. When the Student has met both the academic and attendance requirements, the Student will be removed from the Unsatisfactory Progress status and financial assistance eligibility will be reinstated for the remaining period of time in the program. A Student must complete the program of study in a period of time not to exceed those outlined in the schedules on page 10 or maximum time frame. School holidays will not be considered in the calculation of cumulative attendance. Course incompletes and noncredit remedial courses have no effect on satisfactory progress standards.*

Institutions that enter into an agreement with a potential Student, 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.

STUDENT RIGHTS AND RESPONSIBILITIES

You have the right to apply for aid to cover the school's expenses, including tuition and fees, books and supplies, room and board and transportation. Aid can also pay for dependent care. Make sure the financial aid office staff has all the information needed to determine your eligibility. If you're eligible, the aid office will send you an award letter outlining the amount and types of aid the school will offer you. Before the school makes your first loan disbursement, you will receive the following information about your loan:

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

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

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

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

STAFFING

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory Academic Progress (SAP) is required for all enrolled Students. All students are provided with access to the catalog and SAP policy prior to enrollment.

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 (F-Below 70), 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

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have had at least one evaluation by the scheduled midpoint of the program.

An academic year consists of 900 clock hours over a period of not less than 26 weeks. All evaluations will be completed within seven (7) school business days following each established evaluation period.

SAP is evaluated based on scheduled hours at the following intervals:

Cosmetology 1000 hours	HOURS	WEEKS
Payment Period 1	450	13
Payment Period 2	900	26

Hybrid Cosmetology 1000 hours	HOURS	WEEKS
Payment Period 1	450	13
Payment Period 2	900	26

Hybrid Cosmetology Program Approved at Manhattan Location Only.

Esthetics 600 hours	HOURS	WEEKS
Payment Period 1	300	9

Esthetics Program Approved at Manhattan Location Only.

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 take a leave of absence (LOA) due to pregnancy and related conditions, withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long they have 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:

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

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

c. The Student must have a basis to file an appeal. Acceptable reasons might include the death of a relative, an injury or illness of the Student, or other special circumstances. The Student must document what caused the failure to meet the standards and must also explain what has changed in their situation that will allow them to demonstrate SAP at the end of the next payment period. The Student must submit all information relating to the appeal in writing within 10 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.

d. If the Student meets the SAP requirements at the end of the probation period, the Student will be removed from probation and will be considered making SAP. If the Student does not meet SAP requirements by the end of the probation period, they will be considered not making SAP and where applicable will lose eligibility for Title IV. The Student 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. The Student may be permitted to complete the program on a cash-pay basis by submitting a request for re-enrollment. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

Program	Max Hours	Max Weeks Full-Time	Max Weeks Part-Time
Cosmetology	1330	38	76
Hybrid Cosmetology	1330	38	76
Esthetics	798	23	46

Hybrid Cosmetology and Esthetics Programs Approved at Manhattan Location Only.

DESCRIPTION

The Cosmetology Course consists of 525 hours of basic fundamentals, techniques and procedures, in combination with 475 hours of advanced fundamentals, techniques, procedures and workshops. Upon the completion of 1000 hours, students will be prepared for the New York State Board examination and meet the following New York requirements:

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

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

EDUCATIONAL OBJECTIVES / GOALS

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

- Basic practical skills in the areas of: Hair Cutting and Shaping, Hair Coloring and Lightening, Hair Styling, Chemical Restructuring for All Hair Types and Textures, Nail Care and Procedures, and Skin Care and Procedures
- Practice General Safety, Sanitation, Disinfection, Sterilization and Health
- Proficiency in all Theory related topics
- A knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing good Customer Service

SCOPE OF CURRICULUM

The Cosmetology curriculum content is identified and prioritized through State and Industry standards. Each subject will provide students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills. The New York hourly requirements are woven throughout the modules and distributed into the related subject matter, allowing for better understanding and retention.

INSTRUCTIONAL METHODS

In a student-centered classroom, Educators will instruct and coach students to achieve competency in all 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.

GRADING PROCEDURES

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

Pre-Clinic, assigned work will be weighted:		**Clinic, assigned work will be weighted:**	
Theory 60%	Practical 40%	Theory 40%	Practical 60%

Students take a predetermined number of Theory and/or Practical assessments per module. Work is graded using the following grading scale:

A – 93 – 100

B – 85 – 92

C – 75 – 84

D – 70 – 74

F – Below 70

NOTE: In case of a failure (F-Below 70), 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.

In addition, students are required to have a minimum number of salon service performances as part of the graduation requirements per Empire Beauty School. Each service or practical assignment a student performs is recorded on a daily basis.

COSMETOLOGY PROGRAM OVERVIEW – 1000 HOURS

PRE-CLINIC

Empire Hair Coloring and Lightening (105 hours)

- Fundamentals, Principles and Procedures
  - Color Theory
  - Preliminary Procedures of Hair Coloring
  - Client Consultation
  - Hair Coloring Procedures
  - Hair Lightening and Texture Hair Integrity
  - Special Effects
  - Corrective Procedures
- Professional Requirements as related to Hair Coloring and Lightening
  - New York State License Requirements
  - Professional Ethics, Conduct and Attitude
  - Professional Organizations, Trade Shows and Publications as related to Hair Coloring and Lightening
- Safety and Health
  - New York State Laws, Rules and Regulations
  - OSHA Regulations Concerning Hazardous Materials Communications
  - Physical & Chemical Agents
- Shampoos, Rinses, Conditioners & Treatments
  - Conditioning Products, Composition and Procedures
- Anatomy and Physiology
  - Overview of Bones and Muscles of the Head
- Hair Analysis
  - Structure
  - Porosity
- Hair and Scalp Disorders and Diseases as related to Hair Coloring and Lightening
  - Fungal Infections
  - Infestations
  - Infections
- Chemistry as Applied to Cosmetology
  - Forms and Properties of Matter
  - Elements, Compounds and Mixtures
  - Chemical Reactions and Solutions
  - The pH Scale
  - FDA Laws Governing Hair Care Products & Product Safety

Empire Chemical Restructuring (105 hours)

- Fundamentals, Principles and Procedures
  - Chemical Restructuring Products
  - Client Consultation and Texture Hair Integrity
  - Hair Loss and Potential Health Risks Associated with Chemical Restructuring
  - Preliminary Procedure of Chemical Restructuring
  - Procedure of Chemical Restructuring
- Professional Requirements as related to Chemical Restructuring
  - State and Federal Payroll Requirements
  - New York State Sales Tax Requirements
  - Career Opportunities and Placement
  - Professional Ethics, Conduct and Attitude
- Safety and Health as Related to Chemical Restructuring
  - New York State Laws, Rules and Regulations
  - OSHA Regulations Concerning Hazardous Materials Communications
  - Decontamination and Infection Control
  - Physical and Chemical Agents
- Shampoos, Rinses, Conditioners & Treatments
  - Client Preparation, Analysis and Consultation for All Hair Types and Textures
  - Hair Analysis Instruments and Equipment
  - Shampooing Products, Composition and Procedures for All Hair Types and Textures
  - Detangling and Treating for Coily and Curly Textures
- Hair Analysis
  - Structure
  - Growth Patterns
  - Texture
  - Porosity
  - Elasticity
- Hair and Scalp Disorders and Diseases as Related to Chemical Restructuring
  - Fungal Infections
  - Infestations
  - Infections
- Chemistry as Applied to Cosmetology
  - Forms and Properties of Matter
  - Chemical Reactions and Solutions
  - The pH Scale
  - FDA Laws Governing Hair Care Products & Product Safety

Empire Hair Styling (105 hours)

- Fundamentals, Principles and Design
  - Finger Waving
  - Pin Curling
  - Skip Waving
  - Roller Setting
  - Patterns in Hairstyling
    - o Waves, Pin Curls, Rollers and Combinations
  - Finishing Techniques
  - Twisting, Wrapping, Weaving, Extending, Locking and Braiding
  - Traditional Weaving and Styling
  - Services in Hairstyling
    - o Tools and Implements
    - o Blowdrying/Diffusing
      - Blowdrying with Controlled Tension
      - Diffusing Curly and Coily Hair
    - o Flatiron and Thermal Iron
      - Preventing Heat Damage

COSMETOLOGY PROGRAM OVERVIEW – 1000 HOURS

PRE-CLINIC

Empire Hair Styling Cont...

- o Thermal Curling
- o Hair Pressing and Silk Press on Natural Hair
- – Hair Pieces

- Professional Requirements as Related to Hair Styling
  - – New York State License Requirements
  - – Career Opportunities and Placement
  - – Professional Ethics, Conduct and Attitude
  - – Professional Organizations, Trade Shows and Publications
  - – View and Discuss Mandatory Domestic Violence and Sexual Assault Awareness Course
- Safety and Health as it Relates to Hair Styling
  - – Decontamination & Infection Control
  - – Physical and Chemical Agents
- Anatomy and Physiology as Related to Hair Styling
  - – Overview of Bones and Muscles of the Head
- Hair Analysis
  - – Growth Patterns
  - – Texture
  - – Porosity
  - – Elasticity
- Shampoos, Rinses, Conditioners & Treatments
  - – Client Preparation, Analysis and Consultation
  - – Hair Analysis Instruments and Equipment
- Chemistry as Applied to Cosmetology
  - – Chemical Reactions and Solutions
  - – FDA Laws Governing Hair Care Products & Product Safety

Empire Nail Care / Skin Care and Procedures (105 hours)

- Fundamentals, Principles and Procedures of Nail Care
  - – Nail Structure
  - – Nail Disorders and Diseases
  - – Nail Shape and Color Analysis
  - – Basic Manicuring and Pedicuring
  - – Manipulations of the Hand, Arm, Leg and Foot
  - – Nail Tip Application
    - o Adhesives
    - o Fitting, Design and Application
  - – Nail Wrap Application
    - o Silk, Fiberglass and Linen Procedures
    - o Surface Wrapping Natural Nail and Mending
    - o Tip Overlay Wrapping
    - o Repair, Maintenance and Removal
  - – Liquid and Powder Nail Extensions
    - o Application Procedures for Tips with Overlays, Natural Nails and Sculptured Nails
    - o Repair, Maintenance and Removal
    - o Chemical Reactions to Liquid and Powder
- Fundamentals, Principles and Procedures of Skin Care
  - – Structure and Function of the Skin
  - – Skin Conditions and Disorders
  - – Facial and Body Procedures
    - o Client Preparation
    - o Skin Analysis and Consultation
  - – Wet and Dry Exfoliation and Applications
  - – Use of Various Products to Enhance the Appearance of the Skin: Seaweed, Salt, Paraffin, Mud, Ampoules, Creams, etc.
  - – Discussion for Further Training Required for Advanced Techniques such as Aromatherapy and Water Therapies
  - – Temporary Methods of Hair Removal
    - o Manual Tweezing
    - o Depilatory Lotion
    - o Waxing
    - o Bleaching
  - – Make-Up Application
    - o Color Analysis
    - o Morphology of the Face
    - o Product Knowledge, Chemistry, and Related Composition
    - o Eyebrow Contouring
    - o Corrections and Contouring
    - o False Eyelashes
    - o Further Training Required for Advanced Techniques
- Safety and Health as related to Nail Care / Skin Care
  - – New York State Laws, Rules & Regulations
  - – OSHA Regulations Concerning Hazardous Materials Communications
  - – Types and Classifications of Infectious Organisms: Viruses
  - – Growth and Reproduction of Infectious Organisms
  - – Infections & Their Prevention
  - – Immunity and Body Defenses
  - – Decontamination & Infection Control
  - – Physical & Chemical Agents
- Anatomy and Physiology as related to Nail Care and Skin Care
  - – Cells, Tissues & Organs
  - – Body Systems
  - – Basic Principles of Nutrition
  - – Overview of Bones and Muscles as related to Nail Care / Pedicuring (Hand, Arms, Leg and Feet)

Empire Hair Cutting and Shaping (105 hours)

- Fundamentals, Principles and Design
  - – Scissor Haircutting
    - o Nomenclature and Care of Scissors
    - o Techniques and Procedures

COSMETOLOGY PROGRAM OVERVIEW – 1000 HOURS

PRE-CLINIC

Empire Hair Cutting and Shaping Cont...

- Razor Haircutting
  - o Nomenclature and Care of Razor
  - o Techniques and Procedures
- Clipper Haircutting
  - o Nomenclature and Care of Tools
  - o Techniques and Procedures
- Removal/Trim of Superfluous Hair
- Contemporary and Specialized Haircutting
  - o Curly and Coily Styles
  - o Female Styles
  - o Male Styles
  - o Children Styles
- Mustache and Beard Shaping
- Shaving
  - o Dexterity of the Hands and Razor
  - o Preparation and Procedures

• Hair and Scalp Disorders and Diseases
- Dandruff
- Alopecia
- Fungal Infections
- Infestations
- Infections

• Professional Requirements as Related to Hair Cutting and Shaping
- New York State License Requirements
- Career Opportunities and Placement
- Professional Ethics, Conduct and Attitude

• Safety and Health as Related to Hair Cutting and Shaping
- New York State Laws, Rules and Regulations
- OSHA Regulations Concerning Hazardous Materials Communications
- Types and Classifications of Infectious Organisms: Bacteria, Viruses, Mold & Fungus
- Growth and Reproduction of Infectious Organisms
- Infections & Their Prevention
- Immunity and Body Defenses
- Decontamination & Infection Control

• Anatomy and Physiology as Related to Hair Cutting and Shaping
- Overview of Bones and Muscles of the Head

• Hair Analysis as Related to Hair Cutting and Shaping
- Structure
- Growth Patterns
- Hair Types and Texture
  - o Hair Types - Fine, Medium, Thick
  - o Hair Textures - Straight, Wavy, Curly, Wiry, Coily, and Afro Textures

• Shampoos, Rinses, Conditioners & Treatments
- Client Preparation, Analysis and Consultation
- Hair Analysis Instruments and Equipment
- Shampooing Products, Composition and Procedures for All Hair Types and Textures
- Rinsing Products, Composition and Procedures for All Hair Types and Textures
- Conditioning Products, Composition and Procedures for All Hair Types and Textures
- Procedure for Hair and Scalp Disorders
- Scalp Manipulations

• Chemistry as Applied to Cosmetology
- FDA Laws Governing Hair Care Products & Product Safety

COSMETOLOGY PROGRAM OVERVIEW – 1000 HOURS

CLINIC

Advanced Hair Coloring and Lightening (105 hours)

- Advanced Hair Coloring and Lightening Techniques
  - Practice Clinical Skills
  - Hair Coloring Procedures
    - o Concentrates, Drabbers and Intensifiers
    - o Fashion Shades
    - o Dimensional Hair Color Techniques and Procedures
    - o Special Effects
    - o Tint Back Techniques and Procedures
  - Hair Lightening
    - o Highlift Hair Color
  - Corrective Procedures
    - o Hair Color Remover
- Shampoos, Rinses, Conditioners & Treatments
  - Client Preparation, Analysis and Consultation
  - Hair Analysis Instruments and Equipment
  - Conditioning Products, Composition and Procedures

Advanced Chemical Restructuring (105 hours)

- Advanced Chemical Restructuring Techniques
  - Practice Clinical Skills
  - Corrective Chemical Restructuring
- Shampoos, Rinses, Conditioners & Treatments for All Hair Types and Textures
  - Client Preparation, Analysis and Consultation for All Hair Types and Textures
  - Hair Analysis Instruments and Equipment
  - Shampooing Products, Composition and Procedures for All Hair Types and Textures
  - Rinsing Products, Composition and Procedures for All Hair Types and Textures
  - Conditioning Products, Composition and Procedures for All Hair Types and Textures
  - Detangling and Treating for Coily and Curly Textures
  - Procedure for Hair and Scalp Disorders

Advanced Hair Styling (105 hours)

- Advanced Hair Styling Techniques
  - Practice Clinical Skills
  - Twisting, Wrapping, Weaving, Extending, Locking and Braiding
  - Finishing Techniques
  - Services in Hair Styling
    - o Hair Pressing
  - Hair Pieces
- Shampoos, Rinses, Conditioners & Treatments
  - Client Preparation, Analysis and Consultation
  - Hair Analysis Instruments and Equipment

Advanced Hair Cutting and Shaping (105 hours)

- Advanced Hair Cutting and Shaping Techniques
  - Practice Clinical Skills
  - Scissor Haircutting
    - o Techniques and Procedures
  - Razor Haircutting
    - o Techniques and Procedures
  - Contemporary and Specialized Haircutting
    - o Female Styles
    - o Male Styles
  - Mustache and Beard Shaping
- Shampoos, Rinses, Conditioners & Treatments
  - Client Preparation, Analysis and Consultation
  - Hair Analysis Instruments and Equipment
  - Shampooing Products, Composition and Procedures
  - Conditioning Products, Composition and Procedures

Enrichments - Hair Styling (55 hours)

- Advanced Hair Styling Techniques
  - Practice Clinical Skills
  - Patterns in Hairstyling
    - o Waves, Pin Curls, Rollers and Combinations
  - Services in Hairstyling
    - o Tools and Implements
    - o Blowdrying
    - o Thermal Curling

GRADUATION REQUIREMENTS

In order to graduate and receive a certificate of completion, students must meet the following requirements:

- Complete the 1000 hour state required training program
- Complete curriculum requirements
- Fulfill all financial obligations to the school

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

LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.

DESCRIPTION

The Hybrid Cosmetology Course consists of 525 hours of basic fundamentals, techniques and procedures, in combination with 475 hours of advanced fundamentals, techniques, procedures and workshops. Upon the completion of 1000 hours, students will be prepared for the New York State Board examination and meet the following New York requirements:

REQUIREMENTS	DISTANCE EDUCATION HOURS	IN PERSON HOURS
Professional Requirements	14	10
Safety and Health	20	6
Anatomy and Physiology	15	0
Hair Analysis	6	4
Hair and Scalp Disorders and Diseases	10	0
Chemistry as Applied to Cosmetology	5	0
Shampoos, Rinses, Conditioners and Treatments	10	20
Hair Cutting and Shaping	85	90
Hair Styling	90	155
Chemical Restructuring	85	95
Hair Coloring and Lightening	85	95
Nail Care and Procedures	24	16
Skin Care and Procedures	34	26
TOTAL	**1000**	

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

EDUCATIONAL OBJECTIVES / GOALS

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

- Basic practical skills in the areas of: Hair Cutting and Shaping, Hair Coloring and Lightening, Hair Styling, Chemical Restructuring for All Hair Types and Textures, Nail Care and Procedures, and Skin Care and Procedures
- Practice General Safety, Sanitation, Disinfection, Sterilization and Health
- Proficiency in all Theory related topics
- A knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing good Customer Service

Cosmetology Hybrid Program Approved at Manhattan Location Only.

SCOPE OF CURRICULUM

The Cosmetology curriculum content is identified and prioritized through State and Industry standards. Each subject will provide students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills. The New York hourly requirements are woven throughout the modules and distributed into the related subject matter, allowing for better understanding and retention.

INSTRUCTIONAL METHODS

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

In a student-centered live classroom, Educators will instruct and coach students to achieve competency in all the various skill sets through 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.

GRADING PROCEDURES

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

Pre-Clinic, assigned work will be weighted:		**Clinc, assigned work will be weighted:**	
Theory 60%	Practical 40%	Theory 40%	Practical 60%

Students take a predetermined number of Theory and/or Practical assessments per module. Work is graded using the following grading scale:

A – 93 – 100

B – 85 – 92

C – 75 – 84

D – 70 – 74

F – Below 70

NOTE: In case of a failure (F-Below 70), 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.

In addition, students are required to have a minimum number of salon service performances as part of the graduation requirements per Empire Beauty School. Each service or practical assignment a student performs is recorded on a daily basis.

Cosmetology Hybrid Program Approved at Manhattan Location Only.

COSMETOLOGY HYBRID PROGRAM OVERVIEW – 1000 HOURS

PRE-CLINIC

Empire Hair Coloring and Lightening (105 hours)

- Fundamentals, Principles and Procedures
  - Color Theory
  - Preliminary Procedures of Hair Coloring
  - Client Consultation
  - Hair Coloring Procedures
  - Hair Lightening and Texture Hair Integrity
  - Special Effects
  - Corrective Procedures
- Professional Requirements as Related to Hair Coloring and Lightening
  - New York State License Requirements
  - Professional Ethics, Conduct and Attitude
  - Professional Organizations, Trade Shows and Publications as Related to Hair Coloring and Lightening
- Safety and Health
  - New York State Laws, Rules and Regulations
  - OSHA Regulations Concerning Hazardous Materials Communications
  - Physical & Chemical Agents
- Shampoos, Rinses, Conditioners & Treatments
  - Conditioning Products, Composition and Procedures
- Anatomy and Physiology
  - Overview of Bones and Muscles of the Head
- Hair Analysis
  - Structure
  - Porosity
- Hair and Scalp Disorders and Diseases as Related to Hair Coloring and Lightening
  - Fungal Infections
  - Infestations
  - Infections
- Chemistry as Applied to Cosmetology
  - Forms and Properties of Matter
  - Elements, Compounds and Mixtures
  - Chemical Reactions and Solutions
  - The pH Scale
  - FDA Laws Governing Hair Care Products & Product Safety

Empire Chemical Restructuring (105 hours)

- Fundamentals, Principles and Procedures
  - Chemical Restructuring Products
  - Client Consultation and Texture Hair Integrity
  - Hair Loss and Potential Health Risks Associated with Chemical Restructuring
  - Preliminary Procedure of Chemical Restructuring
  - Procedure of Chemical Restructuring
- Professional Requirements as related to Chemical Restructuring
  - State and Federal Payroll Requirements
  - New York State Sales Tax Requirements
  - Career Opportunities and Placement
  - Professional Ethics, Conduct and Attitude
- Safety and Health as Related to Chemical Restructuring
  - New York State Laws, Rules and Regulations
  - OSHA Regulations Concerning Hazardous Materials Communications
  - Decontamination and Infection Control
  - Physical and Chemical Agents
- Shampoos, Rinses, Conditioners & Treatments
  - Client Preparation, Analysis and Consultation for All Hair Types and Textures
  - Hair Analysis Instruments and Equipment
  - Shampooing Products, Composition and Procedures for All Hair Types and Textures
  - Detangling and Treating for Coily and Curly Textures
- Hair Analysis
  - Structure
  - Growth Patterns
  - Texture
  - Porosity
  - Elasticity
- Hair and Scalp Disorders and Diseases as Related to Chemical Restructuring
  - Fungal Infections
  - Infestations
  - Infections
- Chemistry as Applied to Cosmetology
  - Forms and Properties of Matter
  - Chemical Reactions and Solutions
  - The pH Scale
  - FDA Laws Governing Hair Care Products & Product Safety

Empire Hair Styling (105 hours)

- Fundamentals, Principles and Design
  - Finger Waving
  - Pin Curling
  - Skip Waving
  - Roller Setting
  - Patterns in Hairstyling
    - o Waves, Pin Curls, Rollers and Combinations
  - Finishing Techniques
  - Twisting, Wrapping, Weaving, Extending, Locking and Braiding
  - Traditional Weaving and Styling
  - Services in Hairstyling
    - o Tools and Implements
    - o Blowdrying/Diffusing
      - Blowdrying with Controlled Tension
      - Diffusing Curly and Coily Hair

Cosmetology Hybrid Program Approved at Manhattan Location Only.

COSMETOLOGY HYBRID PROGRAM OVERVIEW – 1000 HOURS

PRE-CLINIC

Empire Hair Styling Cont...

- o Flatiron and Thermal Iron
  - – Preventing Heat Damage
- o Thermal Curling
- o Hair Pressing and Silk Press on Natural Hair
- o Hair Pressing

– Hair Pieces

- Professional Requirements as Related to Hair Styling
  - – New York State License Requirements
  - – Career Opportunities and Placement
  - – Professional Ethics, Conduct and Attitude
  - – Professional Organizations, Trade Shows and Publications
  - – View and Discuss Mandatory Domestic Violence and Sexual Assault Awareness Course
- Safety and Health as it Relates to Hair Styling
  - – Decontamination & Infection Control
  - – Physical and Chemical Agents
- Anatomy and Physiology as related to Hair Styling
  - – Overview of Bones and Muscles of the Head
- Hair Analysis
  - – Growth Patterns
  - – Texture
  - – Porosity
  - – Elasticity
- Shampoos, Rinses, Conditioners & Treatments
  - – Client Preparation, Analysis and Consultation
  - – Hair Analysis Instruments and Equipment
- Chemistry as Applied to Cosmetology
  - – Chemical Reactions and Solutions
  - – FDA Laws Governing Hair Care Products & Product Safety

Empire Nail Care / Skin Care and Procedures (105 hours)

- Fundamentals, Principles and Procedures of Nail Care
  - – Nail Structure
  - – Nail Disorders and Diseases
  - – Nail Shape and Color Analysis
  - – Basic Manicuring and Pedicuring
  - – Manipulations of the Hand, Arm, Leg and Foot
  - – Nail Tip Application
    - o Adhesives
    - o Fitting, Design and Application
  - – Nail Wrap Application
    - o Silk, Fiberglass and Linen Procedures
    - o Surface Wrapping Natural Nail and Mending
    - o Tip Overlay Wrapping
    - o Repair, Maintenance and Removal
  - – Liquid and Powder Nail Extensions
    - o Application Procedures for Tips with Overlays, Natural Nails and Sculptured Nails
    - o Repair, Maintenance and Removal
    - o Chemical Reactions to Liquid and Powder
- Fundamentals, Principles and Procedures of Skin Care
  - – Structure and Function of the Skin
  - – Skin Conditions and Disorders
  - – Facial and Body Procedures
    - o Client Preparation
    - o Skin Analysis and Consultation
  - – Wet and Dry Exfoliation and Applications
  - – Use of Various Products to Enhance the Appearance of the Skin: Seaweed, Salt, Paraffin, Mud, Ampoules, Creams, etc.
  - – Discussion for Further Training Required for Advanced Techniques such as Aromatherapy and Water Therapies
  - – Temporary Methods of Hair Removal
    - o Manual Tweezing
    - o Depilatory Lotion
    - o Waxing
    - o Bleaching
  - – Make-Up Application
    - o Color Analysis
    - o Morphology of the Face
    - o Product Knowledge, Chemistry, and Related Composition
    - o Eyebrow Contouring
    - o Corrections and Contouring
    - o False Eyelashes
    - o Further Training Required for Advanced Techniques
- Safety and Health as Related to Nail Care / Skin Care
  - – New York State Laws, Rules & Regulations
  - – OSHA Regulations Concerning Hazardous Materials Communications
  - – Types and Classifications of Infectious Organisms: Viruses
  - – Growth and Reproduction of Infectious Organisms
  - – Infections & Their Prevention
  - – Immunity and Body Defenses
  - – Decontamination & Infection Control
  - – Physical & Chemical Agents
- Anatomy and Physiology as Related to Nail Care and Skin Care
  - – Cells, Tissues & Organs
  - – Body Systems
  - – Basic Principles of Nutrition
  - – Overview of Bones and Muscles as related to Nail Care / Pedicuring (Hand, Arms, Leg and Feet)

Empire Hair Cutting and Shaping (105 hours)

- Fundamentals, Principles and Design

Cosmetology Hybrid Program Approved at Manhattan Location Only.

COSMETOLOGY HYBRID PROGRAM OVERVIEW – 1000 HOURS

PRE-CLINIC

Empire Hair Cutting and Shaping Cont...

- Scissor Haircutting
  - o Nomenclature and Care of Scissors
  - o Techniques and Procedures
- Razor Haircutting
  - o Nomenclature and Care of Razor
  - o Techniques and Procedures
- Clipper Haircutting
  - o Nomenclature and Care of Scissors
  - o Techniques and Procedures
- Removal/Trim of Superfluous Hair
- Contemporary and Specialized Haircutting
  - o Curly and Coily Styles
  - o Female Styles
  - o Male Styles
  - o Children Styles
- Mustache and Beard Shaping
- Shaving
  - o Dexterity of the Hands and Razor
  - o Preparation and Procedures

- Hair and Scalp Disorders and Diseases
  - Dandruff
  - Alopecia
  - Fungal Infections
  - Infestations
  - Infections
- Professional Requirements as Related to Hair Cutting and Shaping
  - New York State License Requirements
  - Career Opportunities and Placement
  - Professional Ethics, Conduct and Attitude
- Safety and Health as Related to Hair Cutting and Shaping
  - New York State Laws, Rules and Regulations
  - OSHA Regulations Concerning Hazardous Materials Communications
  - Types and Classifications of Infectious Organisms: Bacteria, Viruses, Mold & Fungus
  - Growth and Reproduction of Infectious Organisms
  - Infections & Their Prevention
  - Immunity and Body Defenses
  - Decontamination & Infection Control
- Anatomy and Physiology as Related to Hair Cutting and Shaping
  - Overview of Bones and Muscles of the Head
- Hair Analysis as Related to Hair Cutting and Shaping
  - Structure
  - Growth Patterns
  - Hair Types and Texture
    - o Hair Types - Fine, Medium, Thick
    - o Hair Types - Straight, Wavy, Curly, Wiry, Coily and Afro Textures
- Shampoos, Rinses, Conditioners & Treatments
  - Client Preparation, Analysis and Consultation
  - Hair Analysis Instruments and Equipment
  - Shampooing Products, Composition and Procedures for All Hair Types and Textures
  - Rinsing Products, Composition and Procedures for All Hair Types and Textures
  - Conditioning Products, Composition and Procedures for All Hair Types and Textures
  - Procedure for Hair and Scalp Disorders
  - Scalp Manipulations
- Chemistry as Applied to Cosmetology
  - FDA Laws Governing Hair Care Products & Product Safety

Cosmetology Hybrid Program Approved at Manhattan Location Only.

COSMETOLOGY HYBRID PROGRAM OVERVIEW – 1000 HOURS

CLINIC

Advanced Hair Coloring and Lightening (105 hours)

- Advanced Hair Coloring and Lightening Techniques
  - Practice Clinical Skills
  - Hair Coloring Procedures
    - o Concentrates, Drabbers and Intensifiers
    - o Fashion Shades
    - o Dimensional Hair Color Techniques and Procedures
    - o Special Effects
    - o Tint Back Techniques and Procedures
  - Hair Lightening
    - o Highlift Hair Color
  - Corrective Procedures
    - o Hair Color Remover
- Shampoos, Rinses, Conditioners & Treatments
  - Client Preparation, Analysis and Consultation
  - Hair Analysis Instruments and Equipment
  - Conditioning Products, Composition and Procedures

Advanced Chemical Restructuring (105 hours)

- Advanced Chemical Restructuring Techniques
  - Practice Clinical Skills
  - Corrective Chemical Restructuring
- Shampoos, Rinses, Conditioners & Treatments for All Hair Types and Textures
  - Client Preparation, Analysis and Consultation for All Hair Types and Textures
  - Hair Analysis Instruments and Equipment
  - Shampooing Products, Composition and Procedures for All Hair Types and Textures
  - Rinsing Products, Composition and Procedures for All Hair Types and Textures
  - Conditioning Products, Composition and Procedures for All Hair Types and Textures
  - Detangling and Treating for Coily and Curly Textures
  - Procedure for Hair and Scalp Disorders

Advanced Hair Styling (105 hours)

- Advanced Hair Styling Techniques
  - Practice Clinical Skills
  - Twisting, Wrapping, Weaving, Extending, Locking and Braiding
  - Finishing Techniques
  - Services in Hair Styling
    - o Hair Pressing
  - Hair Pieces
- Shampoos, Rinses, Conditioners & Treatments
  - Client Preparation, Analysis and Consultation
  - Hair Analysis Instruments and Equipment

Advanced Hair Cutting and Shaping (105 hours)

- Advanced Hair Cutting and Shaping Techniques
  - Practice Clinical Skills
  - Scissor Haircutting
    - o Techniques and Procedures
  - Razor Haircutting
    - o Techniques and Procedures
  - Contemporary and Specialized Haircutting
    - o Female Styles
    - o Male Styles
  - Mustache and Beard Shaping
- Shampoos, Rinses, Conditioners & Treatments
  - Client Preparation, Analysis and Consultation
  - Hair Analysis Instruments and Equipment
  - Shampooing Products, Composition and Procedures
  - Conditioning Products, Composition and Procedures

Enrichments - Hair Styling (55 hours)

- Advanced Hair Styling Techniques
  - Practice Clinical Skills
  - Patterns in Hairstyling
    - o Waves, Pin Curls, Rollers and Combinations
  - Services in Hairstyling
    - o Tools and Implements
    - o Blowdrying
    - o Thermal Curling

GRADUATION REQUIREMENTS

In order to graduate and receive a certificate of completion, students must meet the following requirements:

- Complete the 1000 hour state required training program
- Complete curriculum requirements
- Fulfill all financial obligations to the school

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

LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.

Cosmetology Hybrid Program Approved at Manhattan Location Only.

DESCRIPTION

The Esthetics Course consists of 216 hours of basic fundamentals, techniques and procedures, in combination with 384 hours of advanced fundamentals, techniques, procedures and workshops. Upon the completion of 600 hours, Students will be prepared for the New York State Board examination and meet the following New York requirements:

REQUIREMENTS	TOTAL CLOCK HOURS
Orientation	5
Safety and Health	8
Infection Control	18
Anatomy and Physiology	30
Structure and Functions of the Skin	18
Nutrition for Healthy Skin and Body	5
Skin Disorders and Diseases	12
Skin Analysis	18
Superfluous Hair	60
Chemistry	3
Chemistry as Applied to Esthetics	21
Electricity and Equipment	18
Facial and Body Procedures	240
Make-Up Techniques	70
Business Practices	30
Career Skills	12
Introduction to Advanced Esthetics	9
Unassigned	23
Total	**600**

EDUCATIONAL OBJECTIVES / GOALS

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

- Perform all aspects of Skin Care, Superfluous Hair Removal and Make-Up Applications
- Practice Safety, Health, and Bacteriology
- Proficiency in all Theory related topics
- A knowledge in the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing excellent Customer Service

Esthetics Program Approved at Manhattan Location Only.

SCOPE OF CURRICULUM

The Esthetics curriculum content is identified and prioritized through State and Industry standards. Each subject will provide Students with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills. The New York hourly requirements are woven throughout the modules and distributed into the related subject matter, allowing for better understanding and retention.

INSTRUCTIONAL METHODS

In a Student-centered classroom, Educators will instruct and coach Students to achieve competency in all 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.

GRADING PROCEDURES

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.

Esthetics- Facials, assigned work will be weighted:

Theory 60% Practical 40%

Esthetics- Waxing and Lashes, assigned work will be weighted:

Theory 60% Practical 40%

Esthetics- Body Treatments & Makeup, assigned work will be weighted:

Theory 60% Practical 40%

Esthetics- State Board & State Law, assigned work will be weighted:

Theory 50% Practical 50%

Esthetics- Career Readiness, assigned work will be weighted:

Theory 20% Practical 80%

Students take a predetermined number of Theory and/or Practical assessments per module. Work is graded using the following grading scale:

A – 93 – 100

B – 85 – 92

C – 75 – 84

D – 70 – 74

F – Below 70

NOTE: In case of a failure (F-Below 70), 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.

In addition, students may be required to complete services performances as part of the graduation requirements. Each service or practical assignment a Student performs is recorded on a daily basis.

Esthetics Program Approved at Manhattan Location Only.

ESTHETICS PROGRAM OVERVIEW – 600 HOURS

PRE-CLINIC

Esthetics- Facials (105 hours)
- Orientation (5 hours)
- Safety and Health (8 hours)
- Infection Control (10 hours)
- Skin Diseases and Disorders of the Skin (12 hours)
- Structure and Functions of the Skin (18 hours)
- Chemistry as Applied to Esthetics (6 hours)
- Electricity and Equipment (7 hours)
- Skin Analysis (9 hours)
- Facial Procedures (30 hours)

Esthetics- Waxing and Lashes (105 hours)
- Infection Control (4 hours)
- Chemistry (3 hours)
- Chemistry as Applied to Esthetics (9 hours)
- Electricity and Equipment (7 hours)
- Superfluous Hair (60 hours)
- Lash Extensions (Make-Up Techniques) (22 hours)

Esthetics- Body Treatments and Make-Up (105 hours)
- Infection Control (4 hours)
- Anatomy and Physiology (30 hours)
- Chemistry as Applied to Esthetics (6 hours)
- Skin Analysis (9 hours)
- Nutrition for Healthy Skin and Body (5 hours)
- Body Procedures (33 hours)
- Make-Up Techniques (18 hours)

CLINIC

Esthetics- Career Readiness (105 hours)
- Retailing Techniques (Business Practices) (5 hours)
- Electricity and Equipment (4 hours)
- Introduction to Advanced Esthetics (4 hours)
- Career Skills (Career Skills and Unassigned) (35 hours)
  - Resume
  - Cover Letter
  - Interviewing
- Facial and Body Procedures (57 hours)

Esthetics- State Board and State Law (105 hours)
- Business Practices (25 hours)
- Introduction to Advanced Esthetics (5 hours)
- Make-Up Techniques (14 hours)
- Facial and Body Procedures (61 hours)

Enrichments (75 hours)
- Facial and Body Procedures (59 hours)
- Make-Up Techniques (16 hours)

GRADUATION REQUIREMENTS

In order to graduate and receive a certificate of completion, students must meet the following requirements:
- Complete the 600 hour state required training program
- Complete curriculum requirements
- Fulfill all financial obligations to the school

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

LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.

Esthetics Program Approved at Manhattan Location Only.

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
• Nail Artist / Manicurist • Cosmetologist • Makeup Artist • Haircolor Specialist • Chemical Texturizing Specialist • Esthetician • Salon Manager • Salon Owner	• Esthetician: Day spas Cruise ships • Day Spa Manager • Day Spa Owner	• Product Distributor • Sales Consultant • Manufacturer's Sales Representative • Product Educator/ Trainer • Salon Sales Consultant	• School Educator • School Owner • Freelance Makeup Artist • Image Consultant • Photo / Movie Stylist • Magazine Writer / Editor

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

ATTENDANCE

Students must attend classes according to the schedule on their enrollment agreement. Each Student is required to clock into the school's time and attendance system when entering and leaving the school.

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

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

Attendance during the Distance Education portion of the Hybrid Cosmetology Program will be taken by the Educator at the beginning and conclusion of EACH morning/afternoon session. Attendance should be taken at 9:00AM, and again before lunch dismissal. Attendance is taken again at the beginning of the afternoon (PM) session and prior to afternoon dismissal. Hybrid Cosmetology Program only approved at Manhattan Location.

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

TARDINESS

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

ABSENCE

All students must attend all classes . 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 missed work related to an absence while the student is still scheduled in their current class.

Students may make-up work during any unscheduled hours during the current scheduled class with prior approval and assigned make-up work ticket(s) from an Educator.

Once the class has ended, students may not complete make-up work for any prior class. The only exception is if an absence occurs during the final week of a class, then the student is permitted to make-up any missed work within 1 week after the class has ended.

Any grade changes as a result of make-up work must also be submitted within 1 week after the class has ended. 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 and/or Executive Director for more information.

WEATHER AND EMERGENCY RELATED SCHOOL CLOSINGS

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

SCHEDULE & START DATE CHANGES

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

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

COURSE CANCELLATION POLICY

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

GRADING PROCEDURE

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

Cosmetology and Cosmetology Hybrid (Manhattan Only)

In Pre-Clinic, assigned work will be weighted:
Theory 60% • Practical 40%

In Clinic assigned work will be weighted:
Theory 40% • Practical 60%

Esthetics (Manhattan Only)

Esthetics- Facials, assigned work will be weighted:
Theory 60% Practical 40%

Esthetics- Waxing and Lashes, assigned work will be weighted:
Theory 60% Practical 40%

Esthetics- Body Treatments & Makeup, assigned work will be weighted:
Theory 60% Practical 40%

Esthetics- State Board & State Law, assigned work will be weighted:
Theory 50% Practical 50%

Esthetics- Career Readiness, assigned work will be weighted:
Theory 20% Practical 80%

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

NOTE: In case of a failure (F-Below 70), the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded. The Enrichments are evaluated on a Pass or Not Passed basis. Satisfactory completion is needed in the following areas: General Safety and Technical Skills.

NY ACADEMIC STANDING

The academic standing of students shall be evaluated at intervals of no less than the midpoint and endpoint of each quarter or term, as defined on the student enrollment agreement. Students must meet a cumulative attendance rate and grade point average of at least a 75% for each evaluation and will be provided with a copy of each academic standing evaluation. Students who do not meet the minimum cumulative grade point average or the minimum attendance rate at the midpoint evaluation shall be provided a written notice of Warning. Students who have been provided a written notice of Warning at the midpoint evaluation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of each quarter or term as defined in the student enrollment agreement shall be placed on Probation. The maximum period of Probation shall be the conclusion of the next consecutive quarter or term after the student has been placed on Probation, as defined in the student enrollment agreement. Academic counseling and remediation will be provided for all students placed on Probation. Students who have been placed on probation and who do not meet the minimum cumulative grade point average or the minimum attendance rate at the conclusion of the Probation period shall be withdrawn from the program. Prior to withdrawal, and at the school's discretion, students may be afforded no more than thirty days to make up assignments or instructional hours to achieve a Satisfactory academic standing.

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

RECORD RETENTION POLICY

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

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

WITHDRAWAL POLICY

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

1. The student must "officially" notify the Executive Director, in writing of his/her intent to withdraw.
2. A formal termination (unofficial withdrawal) by the student shall occur no more than 14 consecutive calendar days from the last day of physical attendance.
3. The School officially notifies the Student of dismissal from the course.
4. A student on an approved leave of absence due to pregnancy and related conditions notifies the school that they will not be returning or they do not return on their scheduled return date.

REFUND OF TITLE IV FUNDS AND REFUND POLICY REFUND CLAUSE (COSMETOLOGY PROGRAM)

If a student cancels their enrollment within seven days after midnight of the day on which the enrollment agreement was signed, all monies collected by the school shall be refunded. This cancellation will be determined by the postmark, written notification or day said information is delivered or phoned to the school administrator or owner in person. If cancellation or termination of enrollment occurs after seven business days, but prior to or during the first week of instruction, the student is entitled to a refund of tuition, but will be charged the $100.00 Registration Fee plus the cost of textbooks and supplies accepted (inclusive of applicable sales tax) unless all items are returned in new/unopened condition.

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

A. Applicants not accepted by the school shall be entitled to a refund of all monies paid.
B. Thereafter, a student will be liable for:
  1. the non-refundable Registration Fee, plus
  2. the cost of any textbooks or supplies accepted (inclusive of applicable sales tax), plus
  3. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters/ terms in the program. Total Tuition liability is limited to the quarter/term during which the student withdrew or was terminated, and any previous quarters/terms completed.

REFUND OF TITLE IV FUNDS AND REFUND POLICY REFUND CLAUSE (HYBRID COSMETOLOGY PROGRAM - MANHATTAN LOCATION ONLY)

If a student cancels their enrollment within seven days after midnight of the day on which the enrollment agreement was signed, all monies collected by the school shall be refunded. This cancellation will be determined by the postmark, written notification or day said information is delivered or phoned to the school administrator or owner in person. If cancellation or termination of enrollment occurs after seven business days, but prior to or during the first week of instruction, the student is entitled to a refund of tuition and technology fee, if applicable (Manhattan Location Only - Hybrid Cosmetology Program), but will be charged the $100.00 Registration Fee plus the cost of textbooks and supplies accepted (inclusive of applicable sales tax) unless all items are returned in new/unopened condition.

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

A. Applicants not accepted by the school shall be entitled to a refund of all monies paid.
B. Thereafter, a student will be liable for:
  1. the non-refundable Registration Fee, plus
  2. the non-refundable Technology Fee, if applicable (Manhattan Location Only - Hybrid Hair dressing/Cosmetology Program), plus
  3. the cost of any textbooks or supplies accepted (inclusive of applicable sales tax), plus
  4. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters/ terms in the program. Total Tuition liability is limited to the quarter/term during which the student withdrew or was terminated, and any previous quarters/terms completed.

REFUND OF TITLE IV FUNDS AND REFUND POLICY REFUND CLAUSE (ESTHETICS PROGRAM - MANHATTAN LOCATION ONLY)

If a student cancels their enrollment within seven days after midnight of the day on which the enrollment agreement was signed, all monies collected by the school shall be refunded. This cancellation will be determined by the postmark, written notification or day said information is delivered or phoned to the school administrator or owner in person. If cancellation or termination of enrollment occurs after seven business days, but prior to or during the first week of instruction, the student is entitled to a refund of tuition and technology fee, if applicable (Manhattan Location Only - Esthetics Program), but will be charged the $100.00 Registration Fee plus the cost of textbooks and supplies accepted (inclusive of applicable sales tax) unless all items are returned in new/unopened condition.

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

A. Applicants not accepted by the school shall be entitled to a refund of all monies paid.
B. Thereafter, a student will be liable for:
  1. the non-refundable Registration Fee, plus
  2. the non-refundable Technology Fee, if applicable (Manhattan Location Only - Esthetics Program), plus
  3. the cost of any textbooks or supplies accepted (inclusive of applicable sales tax), plus
  4. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total Tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.

COSMETOLOGY PROGRAM TUITION LIABILITY FULL TIME (ROCHESTER ONLY)

FULL TIME/ 35 HOURS PER WEEK (2 terms – 15 Weeks Each)

WEEKS	HOURS FROM	HOURS TO	% RETAIN PER TERM	AMOUNT CHARGED/ RETAINED BY TERM	CUMULATIVE CHARGED/ RETAINED BY PROGRAM	AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL
FIRST TERM						
1	0	35	0%	$0.00	$0.00	$13,750.00
2	35.25	70	20%	$1,375.00	$1,375.00	$12,375.00
3	70.25	105	35%	$2,406.25	$2,406.25	$11,343.75
4	105.25	140	50%	$3,437.50	$3,437.50	$10,312.50
5	140.25	175	70%	$4,812.50	$4,812.50	$8,937.50
6-15	175.25	525	100%	$6,875.00	$6,875.00	$6,875.00
SUBSEQUENT TERMS						
16	525.25	560	20%	$1,375.00	$8,250.00	$5,500.00
17	560.25	595	35%	$2,406.25	$9,281.25	$4,468.75
18	595.25	630	50%	$3,437.50	$10,312.50	$3,437.50
19	630.25	665	70%	$4,812.50	$11,687.50	$2,062.50
20-30	665.25	1000	100%	$6,875.00	$13,750.00	$0.00

COSMETOLOGY PROGRAM TUITION LIABILITY PART TIME (ROCHESTER ONLY)

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

WEEKS	HOURS FROM	HOURS TO	% RETAIN PER TERM	AMOUNT CHARGED/ RETAINED BY TERM	CUMULATIVE CHARGED/ RETAINED BY PROGRAM	AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL
Quarter 1						
1	0	17.5	0	$0.00	$0.00	$13,750.00
2	17.75	35	25%	$573.00	$573.00	$13,177.00
3	35.25	52.5	50%	$1,146.00	$1,146.00	$12,604.00
4	52.75	70	75%	$1,719.00	$1,719.00	$12,031.00
5-10	70.25	175	100%	$2,292.00	$2,292.00	$11,458.00
Quarter 2						
11	175.25	192.5	25%	$573.00	$2,865.00	$10,885.00
12	192.75	210	50%	$1,146.00	$3,438.00	$10,312.00
13	210.25	227.5	75%	$1,719.00	$4,011.00	$9,739.00
14-20	227.75	350	100%	$2,292.00	$4,584.00	$9,166.00
Quarter 3						
21	350.25	367.5	25%	$573.00	$5,157.00	$8,593.00
22	367.75	385	50%	$1,146.00	$5,730.00	$8,020.00
23	385.25	402.5	75%	$1,719.00	$6,303.00	$7,447.00
24-30	402.75	525	100%	$2,292.00	$6,876.00	$6,874.00
Quarter 4						
31	525.25	542.5	25%	$573.00	$7,449.00	$6,301.00
32	542.75	560	50%	$1,146.00	$8,022.00	$5,728.00
33	560.25	577.5	75%	$1,719.00	$8,595.00	$5,155.00
34-40	577.75	700	100%	$2,292.00	$9,168.00	$4,582.00
Quarter 5						
41	700.25	717.5	25%	$572.75	$9,740.75	$4,009.25
42	717.75	735	50%	$1,145.50	$10,313.50	$3,436.50
43	735.25	752.5	75%	$1,718.25	$10,886.25	$2,863.75
44-49	752.75	857.5	100%	$2,291.00	$11,459.00	$2,291.00
Quarter 6						
50	857.75	875	25%	$572.75	$12,031.75	$1,718.25
51	875.25	892.5	50%	$1,145.50	$12,604.50	$1,145.50
52	892.75	910	75%	$1,718.25	$13,177.25	$572.75
53-58	910.25	1000	100%	$2,291.00	$13,750.00	$0.00

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to section 5002 (3) of the Education Law.

COSMETOLOGY PROGRAM TUITION LIABILITY FULL TIME (ASTORIA (QUEENS) ONLY)

FULL TIME/ 35 HOURS PER WEEK (2 terms – 15 Weeks Each)

WEEKS	HOURS FROM	HOURS TO	% RETAIN PER TERM	AMOUNT CHARGED/ RETAINED BY TERM	CUMULATIVE CHARGED/ RETAINED BY PROGRAM	AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL
FIRST TERM						
1	0	35	0%	$0.00	$0.00	$14,750.00
2	35.25	70	20%	$1,475.00	$1,475.00	$13,275.00
3	70.25	105	35%	$2,581.25	$2,581.25	$12,168.75
4	105.25	140	50%	$3,687.50	$3,687.50	$11,062.50
5	140.25	175	70%	$5,162.50	$5,162.50	$9,587.50
6-15	175.25	525	100%	$7,375.00	$7,375.00	$7,375.00
SUBSEQUENT TERMS						
16	525.25	560	20%	$1,475.00	$8,850.00	$5,900.00
17	560.25	595	35%	$2,581.25	$9,956.25	$4,793.75
18	595.25	630	50%	$3,687.50	$11,062.50	$3,687.50
19	630.25	665	70%	$5,162.50	$12,537.50	$2,212.50
20-30	665.25	1000	100%	$7,375.00	$14,750.00	$0.00

COSMETOLOGY PROGRAM TUITION LIABILITY PART TIME (ASTORIA (QUEENS) ONLY)

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

WEEKS	HOURS FROM	HOURS TO	% RETAIN PER TERM	AMOUNT CHARGED/ RETAINED BY TERM	CUMULATIVE CHARGED/ RETAINED BY PROGRAM	AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL
Quarter 1						
1	0	17.5	0	$0.00	$0.00	$14,750.00
2	17.75	35	25%	$614.75	$614.75	$14,135.25
3	35.25	52.5	50%	$1,229.50	$1,229.50	$13,520.50
4	52.75	70	75%	$1,844.25	$1,844.25	$12,905.75
5-10	70.25	175	100%	$2,459.00	$2,459.00	$12,291.00
Quarter 2						
11	175.25	192.5	25%	$614.75	$3,073.75	$11,676.25
12	192.75	210	50%	$1,229.50	$3,688.50	$11,061.50
13	210.25	227.5	75%	$1,844.25	$4,303.25	$10,446.75
14-20	227.75	350	100%	$2,459.00	$4,918.00	$9,832.00
Quarter 3						
21	350.25	367.5	25%	$614.50	$5,532.50	$9,217.50
22	367.75	385	50%	$1,229.00	$6,147.00	$8,603.00
23	385.25	402.5	75%	$1,843.50	$6,761.50	$7,988.50
24-30	402.75	525	100%	$2,458.00	$7,376.00	$7,374.00
Quarter 4						
31	525.25	542.5	25%	$614.50	$7,990.50	$6,759.50
32	542.75	560	50%	$1,229.00	$8,605.00	$6,145.00
33	560.25	577.5	75%	$1,843.50	$9,219.50	$5,530.50
34-40	577.75	700	100%	$2,458.00	$9,834.00	$4,916.00
Quarter 5						
41	700.25	717.5	25%	$614.50	$10,448.50	$4,301.50
42	717.75	735	50%	$1,229.00	$11,063.00	$3,687.00
43	735.25	752.5	75%	$1,843.50	$11,677.50	$3,072.50
44-49	752.75	857.5	100%	$2,458.00	$12,292.00	$2,458.00
Quarter 6						
50	857.75	875	25%	$614.50	$12,906.50	$1,843.50
51	875.25	892.5	50%	$1,229.00	$13,521.00	$1,229.00
52	892.75	910	75%	$1,843.50	$14,135.50	$614.50
53-58	910.25	1000	100%	$2,458.00	$14,750.00	$0.00

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to section 5002 (3) of the Education Law.

COSMETOLOGY PROGRAM TUITION LIABILITY FULL TIME (MANHATTAN ONLY)
HYBRID COSMETOLOGY PROGRAM TUITION LIABILITY FULL TIME

FULL TIME/ 35 HOURS PER WEEK (2 terms – 15 Weeks Each)

WEEKS	HOURS FROM	HOURS TO	% RETAIN PER TERM	AMOUNT CHARGED/ RETAINED BY TERM	CUMULATIVE CHARGED/ RETAINED BY PROGRAM	AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL
FIRST TERM						
1	0	35	0%	$0.00	$0.00	$15,250.00
2	35.25	70	20%	$1,525.00	$1,525.00	$13,725.00
3	70.25	105	35%	$2,668.75	$2,668.75	$12,581.25
4	105.25	140	50%	$3,812.50	$3,812.50	$11,437.50
5	140.25	175	70%	$5,337.50	$5,337.50	$9,912.50
6-15	175.25	525	100%	$7,625.00	$7,625.00	$7,625.00
SUBSEQUENT TERMS						
16	525.25	560	20%	$1,525.00	$9,150.00	$6,100.00
17	560.25	595	35%	$2,668.75	$10,293.75	$4,956.25
18	595.25	630	50%	$3,812.50	$11,437.50	$3,812.50
19	630.25	665	70%	$5,337.50	$12,962.50	$2,287.50
20-30	665.25	1000	100%	$7,625.00	$15,250.00	$0.00

COSMETOLOGY PROGRAM TUITION LIABILITY PART TIME (MANHATTAN ONLY)
HYBRID COSMETOLOGY PROGRAM TUITION LIABILITY FULL TIME

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

WEEKS	HOURS FROM	HOURS TO	% RETAIN PER TERM	AMOUNT CHARGED/ RETAINED BY TERM	CUMULATIVE CHARGED/ RETAINED BY PROGRAM	AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL
Quarter 1						
1	0	17.5	0	$0.00	$0.00	$15,250.00
2	17.75	35	25%	$635.50	$635.50	$14,614.50
3	35.25	52.5	50%	$1,271.00	$1,271.00	$13,979.00
4	52.75	70	75%	$1,906.50	$1,906.50	$13,343.50
5-10	70.25	175	100%	$2,542.00	$2,542.00	$12,708.00
Quarter 2						
11	175.25	192.5	25%	$635.50	$3,177.50	$12,072.50
12	192.75	210	50%	$1,271.00	$3,813.00	$11,437.00
13	210.25	227.5	75%	$1,906.50	$4,448.50	$10,801.50
14-20	227.75	350	100%	$2,542.00	$5,084.00	$10,166.00
Quarter 3						
21	350.25	367.5	25%	$635.50	$5,719.50	$9,530.50
22	367.75	385	50%	$1,271.00	$6,35500	$8,895.00
23	385.25	402.5	75%	$1,906.50	$6,990.50	$8,259.50
24-30	402.75	525	100%	$2,542.00	$7,626.00	$7,624.00
Quarter 4						
31	525.25	542.5	25%	$635.50	$8,261.50	$6,988.50
32	542.75	560	50%	$1,271.00	$8,897.00	$6,353.00
33	560.25	577.5	75%	$1,906.50	$9,532.50	$5,717.50
34-40	577.75	700	100%	$2,542.00	$10,168.00	$5,082.00
Quarter 5						
41	700.25	717.5	25%	$635.25	$10,803.25	$4,446.75
42	717.75	735	50%	$1,270.50	$11,438.50	$3,811.50
43	735.25	752.5	75%	$1,905.75	$12,073.75	$3,176.25
44-49	752.75	857.5	100%	$2,541.00	$12,709.00	$2,541.00
Quarter 6						
50	857.75	875	25%	$635.25	$13,344.25	$1,905.75
51	875.25	892.5	50%	$1,270.50	$13,979.50	$1,270.50
52	892.75	910	75%	$1,905.75	$14,614.75	$635.25
53-58	910.25	1000	100%	$2,541.00	$15,250.00	$0.00

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to section 5002 (3) of the Education Law.

ESTHETICS PROGRAM TUITION LIABILITY FULL TIME (MANHATTAN ONLY)

FULL TIME/ 35 HOURS PER WEEK (2 quarters – 9 Weeks Each)

WEEKS	HOURS FROM	HOURS TO	% RETAIN PER TERM	AMOUNT CHARGED/ RETAINED BY TERM	CUMULATIVE CHARGED/ RETAINED BY PROGRAM	AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL
Quarter 1						
1	0	35	0%	$0.00	$0.00	$8,022.00
2	35.25	70	20%	$802.20	$802.20	$7,219.80
3	70.25	105	35%	$1,403.85	$1,403.85	$6,618.15
4	105.25	140	50%	$2,005.50	$2,005.50	$6,016.50
5	140.25	175	70%	$2,807.70	$2,807.70	$5,214.30
6-9	175.25	300	100%	$4,011.00	$4,011.00	$4,011.00
Quarter 2						
10	300.25	335	20%	$802.20	$4,813.20	$3,208.80
11	335.25	370	35%	$1,403.85	$5,414.85	$2,607.15
12	370.25	405	50%	$2,005.50	$6,016.50	$2,005.50
13	405.25	440	70%	$2,807.70	$6,818.70	$1,203.30
14-16	440.25	600	100%	$4,011.00	$8,022.00	$0.00

ESTHETICS PROGRAM TUITION LIABILITY PART TIME (MANHATTAN ONLY)

FULL TIME/ 17.5 HOURS PER WEEK (4 quarters – 9, 9, 9, 8 Weeks Each)

WEEKS	HOURS FROM	HOURS TO	% RETAIN PER TERM	AMOUNT CHARGED/ RETAINED BY TERM	CUMULATIVE CHARGED/ RETAINED BY PROGRAM	AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL
Quarter 1						
1	0	17.5	0%	$0.00	$0.00	$8,022.00
2	17.75	35	25%	$501.38	$501.38	$7,520.63
3	35.25	52.5	50%	$1,002.75	$1,002.75	$7,019.25
4	52.25	70	75%	$1,504.13	$1,504.13	$6,517.88
5-9	70.25	157.5	100%	$2,005.50	$2,005.50	$6,016.50
Quarter 2						
10	157.75	175	25%	$501.38	$2,506.88	$5,515.13
11	175.25	192.5	50%	$1,002.75	$3,008.25	$5,013.75
12	192.75	210	75%	$1,504.13	$3,509.63	$4,512.38
13-18	210.25	315	100%	$2,005.50	$4,011.00	$4,011.00
Quarter 3						
19	315.25	332.5	25%	$501.38	$4,512.38	$3,509.63
20	332.75	350	50%	$1,002.75	$5,013.75	$3,008.25
21	350.25	367.5	75%	$1,504.13	$5,515.13	$2,506.88
22-27	367.75	472.5	100%	$2,005.50	$6,016.50	$2,005.50
Quarter 4						
28	472.75	490	25%	$501.38	$6,517.88	$1,504.13
29	490.25	507.5	50%	$1,002.75	$7,019.25	$1,002.75
30	507.75	525	75%	$1,504.13	$7,520.63	$501.38
31-35	525.25	600	100%	$2,005.50	$8,022.00	$0.00

COSMETOLOGY PROGRAM TUITION LIABILITY FULL TIME (CHEEKTOWAGA AND PEEKSKILL ONLY)

FULL TIME/ 35 HOURS PER WEEK (2 terms – 15 Weeks Each)

WEEKS	HOURS FROM	HOURS TO	% RETAIN PER TERM	AMOUNT CHARGED/ RETAINED BY TERM	CUMULATIVE CHARGED/ RETAINED BY PROGRAM	AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL
FIRST TERM						
1	0	35	0%	$0.00	$0.00	$14,250.00
2	35.25	70	20%	$1,425.00	$1,425.00	$12,825.00
3	70.25	105	35%	$2,493.75	$2,493.75	$11,756.25
4	105.25	140	50%	$3,562.50	$3,562.50	$10,687.50
5	140.25	175	70%	$4,987.50	$4,987.50	$9,262.50
6-15	175.25	525	100%	$7,125.00	$7,125.00	$7,125.00
SUBSEQUENT TERMS						
16	525.25	560	20%	$1,425.00	$8,550.00	$5,700.00
17	560.25	595	35%	$2,493.75	$9,618.75	$4,631.25
18	595.25	630	50%	$3,562.50	$10,687.50	$3,562.50
19	630.25	665	70%	$4,987.50	$12,112.50	$2,137.50
20-30	665.25	1000	100%	$7,125.00	$14,250.00	$0.00

COSMETOLOGY PROGRAM TUITION LIABILITY PART TIME (CHEEKTOWAGA AND PEEKSKILL ONLY)

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

WEEKS	HOURS FROM	HOURS TO	% RETAIN PER TERM	AMOUNT CHARGED/ RETAINED BY TERM	CUMULATIVE CHARGED/ RETAINED BY PROGRAM	AMOUNT TUITION CREDITED IN THE EVENT OF WITHDRAWAL
Quarter 1						
1	0	17.5	0	$0.00	$0.00	$14,250.00
2	17.75	35	25%	$593.75	$593.75	$13,656.25
3	35.25	52.5	50%	$1,187.50	$1,187.50	$13,062.50
4	52.75	70	75%	$1,781.25	$1,781.25	$12,468.75
5-10	70.25	175	100%	$2,375.00	$2,375.00	$11,875.00
Quarter 2						
11	175.25	192.5	25%	$593.75	$2,968.75	$11,281.25
12	192.75	210	50%	$1,187.50	$3,562.50	$10,687.50
13	210.25	227.5	75%	$1,781.25	$4,156.25	$10,093.75
14-20	227.75	350	100%	$2,375.00	$4,750.00	$9,500.00
Quarter 3						
21	350.25	367.5	25%	$593.75	$5,343.75	$8,906.25
22	367.75	385	50%	$1,187.50	$5,937.50	$8,312.50
23	385.25	402.5	75%	$1,781.25	$6,531.25	$7,718.75
24-30	402.75	525	100%	$2,375.00	$7,125.00	$7,125.00
Quarter 4						
31	525.25	542.5	25%	$593.75	$7,718.75	$6,531.25
32	542.75	560	50%	$1,187.50	$8,312.50	$5,937.50
33	560.25	577.5	75%	$1,781.25	$8,906.25	$5,343.75
34-40	577.75	700	100%	$2,375.00	$9,500.00	$4,750.00
Quarter 5						
41	700.25	717.5	25%	$593.75	$10,093.75	$4,156.25
42	717.75	735	50%	$1,187.50	$10,687.50	$3,562.50
43	735.25	752.5	75%	$1,781.25	$11,281.25	$2,968.75
44-49	752.75	857.5	100%	$2,375.00	$11,875.00	$2,375.00
Quarter 6						
50	857.75	875	25%	$593.75	$12,468.75	$1,781.25
51	875.25	892.5	50%	$1,187.50	$13,062.50	$1,187.50
52	892.75	910	75%	$1,781.25	$13,656.25	$593.75
53-58	910.25	1000	100%	$2,375.00	$14,250.00	$0.00

The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to section 5002 (3) of the Education Law.

C. Except that the hourly rate as per the student contract shall be substituted for such hours that have been made up beyond the stated program length.

D. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any refunds due the applicant or student should be refunded within 30 days of formal cancellation by the student. Unofficial withdrawals shall occur when the institution determines that the student has been absent 14 consecutive days from the last date of physical attendance. Any refunds due the student who unofficially withdrawals shall be made within 30 days of determination by the institution that the student has unofficially withdrawn without notifying the institution. Attendance is normally monitored daily. If a Student on an approved leave of absence due to pregnancy and related conditions notifies the school that they will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the Student notifies the institution that the Student will not be returning.

E. If a school permanently closed and no longer offered instruction after a student enrolled, the student shall be entitled to a full refund of tuition.

F. If a course is cancelled subsequent to a student's enrollment, the school shall provide a full refund of all monies paid.

G. Prior to calculating a refund, Title IV recipients who have not completed more than 60% of the payment period or period of enrollment, as per Federal regulations, will be subject to the provisions of the Return of Title IV. For specific information contact the school's Financial Aid Administrator.

A student's tuition liability to the school will be calculated in accordance with the state refund clause stated above.

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 (FSEOGs).

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

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

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

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

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

1. Your institutional charges multiplied by the unearned percentage of your fund, or

2. The entire amount of excess funds.

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

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

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

The requirement for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Empire 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 on your enrollment agreement. Also printed in this catalog are the requirements and procedures for officially withdrawing from school.

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

TUITION REIMBURSEMENT FUND

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

GROUNDS FOR DISMISSAL / SUSPENSION

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

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

Student understands that a violation of any of the School Policies may be grounds for dismissal. If dismissed, student will still be liable for all amounts set forth in the Enrollment Agreement.

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.

ZERO TOLERANCE

Empire Beauty School has zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), theft and fraud. If anyone is suspected of any of these types of violations they will be immediately suspended from school during an investigation. Once the investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program. Future enrollments at any Empire Beauty School location will not be approved.

COLLEGE CREDIT - DISCLAIMER STATEMENT

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

EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION POLICY

Empire Beauty School has developed an "Equal Opportunity, Harassment and Nondiscrimination Policy" that is available by visiting https://www.empire.edu/consumer-information/titleix. This Policy is provided to students 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 the Title IX Coordinator - titleix@empire.edu.

NONDISCRIMINATION STATEMENT

Empire Beauty School prohibits discrimination based on sex (including pregnancy, childbirth, and related conditions), race, religion, color, ethnic origin, national origin, veteran or military status, physical or mental disability, age, predisposing genetic characteristics, sexual orientation, gender identity, or any other characteristic protected by federal, state, or local law. The full text of Empire Beauty School's Equal Opportunity, Harassment and Nondiscrimination Policy is available by visiting https://www.empire.edu/consumer-information/titleix. Questions regarding non-discrimination policies can be referred to your school's Title IX Coordinator or via email at titleix@empire.edu.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

Empire Beauty School 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 Beauty School 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.

PREGNANCY AND RELATED CONDITIONS POLICY

Empire Beauty School has developed a "Pregnancy and Related Conditions Policy" prohibiting discrimination in its education program or activity on the basis of current, potential or past pregnancy or related conditions as mandated by Title IX of the

Education Amendments of 1972 (Title IX). This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.

The full policy is available by visiting https://www.empire.edu/consumer-information/titleix. Students who are pregnant or are experiencing related conditions may contact the Title IX Coordinator by emailing TitleIX@empire.edu to request a Reasonable Modification based on their individual needs. Students may also contact the Title IX Coordinator to initiate a Leave of Absence (LOA) Due to Pregnancy and Related Conditions. Please refer to the Leave of Absence (LOA) Policy Due to Pregnancy and Related Conditions for additional details.

LEAVE OF ABSENCE POLICY DUE TO PREGNANCY AND RELATED CONDITIONS

A leave of absence (LOA) is a temporary interruption in a student's program of study that is deemed medically necessary by a Student's healthcare provider because of pregnancy and/or the birth, adoption, or placement of a child. In order to be placed on a leave of absence, the student must:

1. Complete and sign the school's Leave of Absence Due to Pregnancy and Related Conditions Request Form in advance, unless unforeseen circumstances prevent the student from doing so*
2. Must state the reason for the leave of absence (LOA) request
3. Be approved by the Title IX Coordinator or designee

LOA requests can be approved for a minimum of five (5) consecutive calendar days. The student will not be granted an LOA, if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12-month period. A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the LOA. The student is expected to return to school on the next school day following the end of the LOA. A Revision to the Enrollment Agreement will be completed upon return from the LOA to extend the contract end date by the applicable number of days and must be signed and dated by all parties.

Failure to be approved for an LOA or to return from LOA will result in the termination of the student's enrollment agreement. The student will be responsible for any remaining balance after the refund calculation is completed. The withdrawal date for the purpose of calculating a refund is always the student's last date of attendance.

In order to grant an LOA, there must be the expectation that the student will be returning to school. A student that is granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

There will be no additional charges for an LOA. For federal aid recipients, the student's payment period is suspended during the LOA and no federal student aid monies can be disbursed during the LOA. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period.

*In special circumstances, the school may grant a leave of absence to a student in the case of medical emergency that would prevent the student from requesting the leave of absence prior to the incident occurring. In these cases, the school will collect the request from the student at a later date and document the reason for granting the LOA after the incident occurred. The beginning date of the LOA will be based on the first date it has been determined that the student cannot participate in class due to the circumstances listed above.

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:

To file a formal complaint you must:

1. Complete Grievance form located at www.empire.edu (bottom left of the page) click link to open grievance form.
    a. Complete all fields
    b. Give clear detailed information / summary
    c. Complete contact information
2. Click the submit button and your complaint will be submitted for review.
3. You will receive email confirmation that your complaint has been received.
4. An Empire Beauty School representative will contact you within five (5) business days from the date of your submission to review your complaint.
5. Records of complaints are retained according to the School's record keeping policy.

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

National Accrediting Commission of Career Arts and Sciences (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

New York State Education Department
Bureau of Proprietary School Supervision
Telephone Number: (212) 643-4760
E-mail: BPSS@MAIL.NY SED.GOV
Web: www.acces.nysed.gov/bpss/

6. Students should refer to Addendum C for the New York State Complaint Procedure.

CONSUMER DISCLOSURE STATEMENT

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

EMPIRE'S SOCIAL MEDIA GUIDELINES FOR STUDENTS

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

COPYRIGHT INFRINGEMENT POLICY

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject a student to civil and criminal liabilities. A summary of the penalties may be found at: www.copyright.gov/title17/92appf.pdf.

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

FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)

In accordance with the Family Education Rights and Privacy Act, it is the policy of Empire Beauty School (the "School") to maintain confidentiality of information entrusted to it by eligible Students, Prospective Students or Parent / Guardian(s) of a dependent minor child. Therefore, prior to release of information a "Student Authorization to Release Educational Records" 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. A "Student Authorization to Release Educational Records" form is not required for Students, Prospective Students, or Guardian(s) of dependent minor Students wishing to review their own records or for legal or accreditation purposes.

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

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

PROFESSIONAL DRESS CODE

Students at Empire Beauty School are held to the beauty industry standard 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. Clothing must be clean and neat and must fit appropriately, being neither too tight or too loose. Additionally, dress codes must meet individual state requirements. Tops and bottoms must be black 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:

- Tops and Bottoms must be black or white
- Empire Beauty School endorsed logo wear
- Suits, jackets, dress shirts, or blouses
- Shirts must have sleeves and must cover midriff
- Slacks, yoga pants/leggings, capris, or knee-length skirts
- Closed-toe, closed-heel, comfortable footwear
- Accessories
- Hair, nails, and make-up are to be done prior to attending school

Unacceptable:

- Logos, slogans and other words on clothing (except Empire Beauty School Endorsed logo wear)
- Leggings that show skin, undergarments, or have see through panels
- Clothing with holes or rips
- Denim jeans
- Flip flops, sandals, slippers, or any open toed or open back shoe
- Shorts or Miniskirts
- Hats and head scarves (may be allowed for religious purposes)
- Undergarments that show through tops or bottoms

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 educational purposes.
- Use of headphones and earbuds is only permitted with an approved Reasonable Accommodation under ADA.
- Students must get educator approval for hair, nail and skin services performed. Empire Beauty School may offer discounts on products or services for current Students. Discounts vary by product line. Empire Beauty School reserves the right to alter or cancel any discounts. Exclusions may apply.
- Students who refuse a client may be sent home and will not earn hours for the remainder of the day.
- Students must not eat or drink in the 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 or vape 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 are not permitted to charge guests directly for any services performed in the student salon/clinic/spa. All service fees must be processed through the school's Point of Sale at the front desk. Under no circumstances should students set their own prices, request payment, or accept payment directly from guests through the use of cash or booking apps. Students are excluded from receiving liability coverage via Empire's General Liability Insurance Policy for claims arising out of rendered cosmetology services by unlicensed cosmetology professionals for which a claimant was charged separate fees or deposits in addition to established service pricing.

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.

ADDITIONAL STUDENT STANDARDS FOR DISTANCE EDUCATION STUDENTS

- Test your connection before the online meeting.
- Make sure your full name is displayed as your Username on Zoom.
- Setup video on Zoom meeting, remain on camera throughout the day with the exception of breaks.
- Mute your microphone when you are not speaking.
- Try Zoom Gallery View for online classes
- Adhere to the school dress code.
- Keep additional people and pets off screen.
- Be respectful and on time. Students are expected to return from all breaks/lunches on time.
- Raise your hand.
- Turn off unnecessary devices.
- Avoid multi-tasking during Zoom meeting.
- Avoid eating and smoking on camera.

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.

OCCUPATIONAL OBJECTIVES COSMETOLOGY COURSE

The objective of the institute is to prepare each student to make the transition from school to a position in the cosmetology field. In addition to the school's general curriculum and specialized courses, students are encourage to seek their educational potential via extracurricular activities. To train each student to be able to take and pass the State Board Cosmetology Exam; thereby enabling the student: To obtain a Cosmetology Operator License. To obtain employment in the student's desired area(s) of the beauty field, using the skills mastered as a result of the training provided.

DISCLAIMER

The Student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the school director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised the State Educational Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the school director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

ADDENDUMS

A - Faculty and Administration

B - School Performance Data

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

D - Weekly Tuition Liability Information

FACULTY
& ADMINISTRATION

ADDENDUM A

School	Empire Beauty School (Astoria Location)
Street Address	38-15 Broadway
City, State, Zip	Astoria, NY 11103
Phone Number	718-726-8383

Educators

Last	First	Certification Area	
Blakney	Marie	Cosmetology	
Massaro	Carol	Cosmetology	SUB
Ramirez	Maria	Cosmetology	
Loggins	Takesha	Cosmetology	SUB
St. Rose	Roseanne	Cosmetology	
Foster	Paula	Cosmetology	
Morales	Johnathan	Cosmetology	
Brown	Sierra	Cosmetology	SUB
Mattis	Jabokie	Cosmetology	SUB
Stewart	Adele	Cosmetology	
Watson	Eric	Cosmetology	SUB
Imam	Farzana	Cosmetology	
Richard	Sanphelia	Cosmetology	
Cisse	Mariama	Cosmetology	SUB
Jenkins	Michell	Cosmetology	

Administration

Chairman/CEO - Franklin K. Schoeneman
President/COO - Kyle Schoeneman
Regional Vice President - Russell Miller
Executive Director - Claudette Parkes
Academic Manager - Candice Hubbard
Career Planning Specialist - Tanya Alvarado

FACULTY & ADMINISTRATION

ADDENDUM A

School	Empire Beauty School (Cheektowaga Location)
Street Address	2190 Walden Avenue
City, State, Zip	Cheektowaga, NY 14225
Phone Number	716-206-3386

Educators

Last	First	Certification Area
Austin	Rebekah	Cosmetology
Newbern	Imani	Cosmetology
Bilotte	Katie	Cosmetology
Gawley	Keara	Cosmetology
Bishop	Casshoia	Cosmetology
Tisdale	Dominique	Cosmetology
Chandler	Saundra	Cosmetology

Administration

Chairman/CEO - Franklin K. Schoeneman
President/COO - Kyle Schoeneman
Regional Vice President - Russell Miller
Executive Director - Frank Graziano
Career Planning Specialist - Kenneth Monaco

FACULTY
& ADMINISTRATION

ADDENDUM A

School	Empire Beauty School (Manhattan Location)
Street Address	22 West 34th Street
City, State, Zip	New York, NY 10001
Phone Number	212-967-1717

Educators

Last	First	Certification Area	
Caple	Shaquana	Cosmetology	Substitute
Cornelius	Jacqueline	Cosmetology	
Francis	Adama	Cosmetology	
Gardner	Ronald	Cosmetology	
Manzueta	Alpha	Cosmetology	
Ortiz-Rivera	Norberto	Cosmetology	
Rivera	Leeanda	Cosmetology	
Roach	Ronald	Cosmetology	
Hosler	Althea	Cosmetology	Substitute
Sadler	Desiree	Cosmetology	
Singleton	Alicia	Cosmetology	
St. Clair	Elsar	Cosmetology	
Stewart	Debbie	Cosmetology	
Swann	Gianne'	Cosmetology	Substitute
Turner	Nicole	Cosmetology	
Weaver	Sandy	Cosmetology	
Wilfred	Deborah	Cosmetology	
Alloway	Ebone	Cosmetology	
Foster	Courtney	Cosmetology	Substitute
Freeman	Darvell	Cosmetology	
Mbachiantim	Tiffany	Cosmetology	Substitute
O'Neal	Geneva	Cosmetology	
Bull	Dwayne	Cosmetology	
Frederick	Maria	Esthetics	
Thomas	Kyedi	Esthetics	Substitute
Owens	Latasha	Esthetics	
Lopez	Nadia	Esthetics	Substitute

Admissions

LAST	FIRST	TITLE
Hubbard	Bert	Career Planning Specialist
Sanders	Eric	Career Planning Specialist
Turner	Alana	Career Planning Specialist
Watson	Khalia	Career Planning Specialist
Dona	Nicholas	Career Planning Specialist

Administration

Chairman/CEO - Franklin K. Schoeneman
President/COO - Kyle Schoeneman
Regional Vice President - Russell Miller
Executive Director - Rojin Rezaeian
Director of Education - Warren Payton
Academic Manager - Denee' Maye
Academic Manager - Aiyana Overby
Office Manager - Carolyn Burns-Pascall

FACULTY & ADMINISTRATION

ADDENDUM A

School	Empire Beauty School (Peekskill Location)
Street Address	19 Bank Street
City, State, Zip	Peekskill, NY 10566
Phone Number	914-739-8400

Educators

Last	First	Certification Area
Dyer	Stephanie	Cosmetology
Castiglione	Marina	Cosmetology
Otero	Doris	Cosmetology
Watford	Shadawn	Cosmetology
Gutierrez	Alma	Cosmetology
Murphy	Shannon	Cosmetology
Gerace	Valerie	Cosmetology
Lorusso	Shonnan	Cosmetology
Burrows	Courtney	Cosmetology

Administration

Chairman/CEO - Franklin K. Schoeneman
President/COO - Kyle Schoeneman
Regional Vice President - Russell Miller
Executive Director - Christine Fragomeni
Career Planning Specialist - OPEN

FACULTY
& ADMINISTRATION

ADDENDUM A

School	Empire Beauty School (Rochester Location)
Street Address	340 Elm Ridge Center Drive, Elm Ridge Center
City, State, Zip	Rochester, NY 14626
Phone Number	585-225-4796

Educators

Last	First	Certification Area	
Cleveland	Heather	Cosmetology	Substitute
Wallace	Rasheeda	Cosmetology	Substitute
James	Jordan	Cosmetology	
Chandler	Tiffany	Cosmetology	Substitute
Rosa Santos	Aurea	Cosmetology	
Burgess	Shavonna	Cosmetology	
Brown	Erica	Cosmetology	Substitute
Carmona	Antonio	Cosmetology	Substitute

Administration

Chairman/CEO - Franklin K. Schoeneman
President/COO - Kyle Schoeneman
Regional Vice President - Russell Miller
Executive Director - Kathleen Parsons
Career Planning Specialist - Khila Evans

38-15 Broadway, Astoria, NY 11103
Enrollment, Completion and Placement Rate
in Private Trade Schools and Registered Private Business Schools
Occupational Education Data Survey

COSMETOLOGY	7/1/23 – 6/30/24	7/1/24 – 6/30/25
Full-Time	154	166
Part-Time	56	39
Still Enrolled / Continuing from previous year	88	101
Total Enrollment	298	306
Enrolled	298	306
Graduates	101	102
Non Completers	96	99
Continuing Students	101	105
Completion Rate	51%	51%
Number of Graduates	101	102
Percentage of graduates who are:		
1.) Employed related field	22%	12%
2.) Employed slightly related field	0%	0%
3.) Employed unrelated filed	0%	0%
4.) In military	0%	0%
5.) Seeking employment	78%	88%
6.) Pursuing additional education	0%	0%
7.) Unavailable for placement	0%	0%
8.) Status unknown	0%	0%

Licensure – Course Completed Within 1 Year

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Cosmetology (English)	44	37	7	84.1%	47	37	10	78.7%

Licensure – Course Completed Within 5 Years

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Cosmetology (English)	46	38	8	82.6%	54	44	10	81.5%

Walden Place, 2190 Walden Avenue, Cheektowaga, NY
Enrollment, Completion and Placement Rate
in Private Trade Schools and Registered Private Business Schools
Occupational Education Data Survey

COSMETOLOGY	7/1/23 to 6/30/24	7/1/24 to 6/30/25
Full-Time	91	68
Part-Time	26	35
Still Enrolled / Continuing from previous year	56	61
Total Enrollment	173	164
Enrolled	173	164
Graduates	42	54
Non Completers	70	52
Continuing Students	61	58
Completion Rate	38%	51%
Number of Graduates	42	54
Percentage of graduates who are:		
1.) Employed related field	29%	28%
2.) Employed slightly related field	0%	0%
3.) Employed unrelated filed	0%	0%
4.) In military	0%	0%
5.) Seeking employment	71%	72%
6.) Pursuing additional education	0%	0%
7.) Unavailable for placement	0%	0%
8.) Status unknown	0%	0%

Licensure – Course Completed Within 1 Year

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Cosmetology (English)	31	31	0	100.0%	31	27	4	87.1%

Licensure – Course Completed Within 5 Years

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Cosmetology (English)	33	32	1	97.0%	33	29	4	87.9%

22 West 34th Street, New York, NY
Enrollment, Completion and Placement Rate
in Private Trade Schools and Registered Private Business Schools
Occupational Education Data Survey

COSMETOLOGY	7/1/23 to 6/30/24	7/1/24 to 6/30/25
Full-Time	352	324
Part-Time	129	113
Still Enrolled / Continuing from previous year	208	253
Total Enrollment	689	690
Enrolled	689	690
Graduates	211	220
Non Completers	225	248
Continuing Students	253	222
Completion Rate	48%	47%
Number of Graduates	211	220
Percentage of graduates who are:		
1.) Employed related field	25%	16%
2.) Employed slightly related field	0%	0%
3.) Employed unrelated filed	0%	0%
4.) In military	0%	0%
5.) Seeking employment	75%	84%
6.) Pursuing additional education	0%	0%
7.) Unavailable for placement	0%	0%
8.) Status unknown	0%	0%

Licensure – Course Completed Within 1 Year

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Cosmetology (English)	91	95	16	82.4%	78	74	4	94.9%

Licensure – Course Completed Within 5 Years

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Cosmetology (English)	95	79	16	83.2%	87	82	5	94.3%

22 West 34th Street, New York, NY
Enrollment, Completion and Placement Rate
in Private Trade Schools and Registered Private Business Schools
Occupational Education Data Survey

ESTHETICS	7/1/24 to 6/30/25	
Full-Time	3	
Part-Time	0	
Still Enrolled / Continuing from previous year	0	
Total Enrollment	3	
Enrolled	3	
Graduates	0	
Non Completers	0	
Continuing Students	3	
Completion Rate	N/A	
Number of Graduates	0	
Percentage of graduates who are:		
1.) Employed related field	N/A	
2.) Employed slightly related field	N/A	
3.) Employed unrelated filed	N/A	
4.) In military	N/A	
5.) Seeking employment	N/A	
6.) Pursuing additional education	N/A	
7.) Unavailable for placement	N/A	
8.) Status unknown	N/A	

Licensure – Course Completed Within 1 Year

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Esthetics (English)	0	0	0	N/A	0	0	0	94.9%

Licensure – Course Completed Within 5 Years

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Esthetics (English)	0	0	0	N/A	0	0	0	94.3%

19 Bank Street, Peekskill, NY 10566
Enrollment, Completion and Placement Rate
in Private Trade Schools and Registered Private Business Schools
Occupational Education Data Survey

COSMETOLOGY	7/1/23 to 6/30/24	7/1/24 to 6/30/25
Full-Time	42	29
Part-Time	19	10
Still Enrolled / Continuing from previous year	28	36
Total Enrollment	89	75
Enrolled	89	75
Graduates	30	37
Non Completers	23	9
Continuing Students	36	29
Completion Rate	57%	80%
Number of Graduates	30	37
Percentage of graduates who are:		
1.) Employed related field	70%	52%
2.) Employed slightly related field	0%	0%
3.) Employed unrelated filed	0%	0%
4.) In military	0%	0%
5.) Seeking employment	30%	48%
6.) Pursuing additional education	0%	0%
7.) Unavailable for placement	0%	0%
8.) Status unknown	0%	0%

Licensure – Course Completed Within 1 Year

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Cosmetology (English)	31	29	2	93.5%	31	25	6	80.6%

Licensure – Course Completed Within 5 Years

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Cosmetology (English)	31	29	2	93.5%	32	26	6	81.3%

Elmridge Center, 340 Elmridge Center Drive, Rochester, NY 14626
Enrollment, Completion and Placement Rate
in Private Trade Schools and Registered Private Business Schools
Occupational Education Data Survey

COSMETOLOGY	7/1/23 to 6/30/24	7/1/24 to 6/30/25
Full-Time	79	60
Part-Time	37	18
Still Enrolled / Continuing from previous year	39	42
Total Enrollment	155	120
Enrolled	155	120
Graduates	45	44
Non Completers	68	44
Continuing Students	42	32
Completion Rate	40%	50%
Number of Graduates	45	44
Percentage of graduates who are:		
1.) Employed related field	33%	30%
2.) Employed slightly related field	0%	0%
3.) Employed unrelated filed	0%	0%
4.) In military	0%	0%
5.) Seeking employment	67%	70%
6.) Pursuing additional education	0%	0%
7.) Unavailable for placement	0%	0%
8.) Status unknown	0%	0%

Licensure – Course Completed Within 1 Year

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Cosmetology (English)	33	28	5	84.8%	30	24	6	80.0%

Licensure – Course Completed Within 5 Years

		Written				Practical			
		Total Tested	Total Passed	Number Failed	Percent Passed	Total Tested	Number Passed	Number Failed	Percent Passed
07/01/2023-06/30/24	Cosmetology (English)	37	31	6	83.8%	34	28	6	82.4%

INFORMATION FOR STUDENT RIGHTS

ADDENDUM C

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

What is the purpose of this pamphlet?

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

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

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

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

Who can file a complaint?

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

What can a student or employee complain about?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

How can a complaint be filed by a student or employee?

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

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

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State

Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

What is the tuition refund and cancellation policy?

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

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

What should students know about "private school agents?"

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

What should students know about "grants and guaranteed student loans"?

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

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

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the interest charged on these loans.

INFORMATION FOR STUDENT RIGHTS

Read and understand all the information and applications for financial aid grants and loans before signing.

Where can students file a complaint, file a claim to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

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

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

ROCHESTER ONLY

New York Weekly Tuition Liability Chart

35 hours per week 2 terms 15+15

Term 1 $6,875.00

Term 2 $6,875.00

NY		
Full Time 35hrs/week 2 Terms		
Contracted Hours	**$/Hr**	**Contracted Tuition Amount**
1000	$13.75	$ 13,750.00

Weeks	**Hours from**	**Hours to**	**% retain per term**	**Amount Charged/Retained by Term**	**Cummulative Charged/Retained by Program**	**Amount Tuition Credited in the event of Withdrawal**
						$13,750.00 Contracted Tuition Chg
1	0	35	0%	$0.00	$0.00	$13,750.00
2	35.25	70	20%	$1,375.00	$1,375.00	$12,375.00
3	70.25	105	35%	$2,406.25	$2,406.25	$11,343.75
4	105.25	140	50%	$3,437.50	$3,437.50	$10,312.50
5	140.25	175	70%	$4,812.50	$4,812.50	$8,937.50
6-15	175.25	525	100%	$6,875.00	$6,875.00	$6,875.00
16	525.25	560	20%	$1,375.00	$8,250.00	$5,500.00
17	560.25	595	35%	$2,406.25	$9,281.25	$4,468.75
18	595.25	630	50%	$3,437.50	$10,312.50	$3,437.50
19	630.25	665	70%	$4,812.50	$11,687.50	$2,062.50
20-30	665.25	1000	100%	$6,875.00	$13,750.00	$0.00

ROCHESTER ONLY

New York Weekly Tuition Liability Chart

NY		
Part Time 17.5 hrs/week 6 Quarters		
Contracted Hours	**$/Hr**	**Contracted Tuition Amount**
1000	$13.75	$ 13,750.00

17.5 hour Per Week 6 quarters 10+10+10+10+9+9

Qtr 1	$2,292.00
Qtr 2	$2,292.00
Qtr 3	$2,292.00
Qtr 4	$2,292.00
Qtr 5	$2,291.00
Qtr 6	$2,291.00

Weeks	**Hours From**	**Hours to**	**% retain per qtr**	**Amount Charged/Retained by Qtr**	**Cummulative Charged/Retained by Program**	**Amount Tuition Credited in the event of Withdrawal**	
Quarter 1						$13,750.00	Contracted Tuition Chg
1	0	17.5	0	$0.00	$0.00	$13,750.00	
2	17.75	35	25%	$573.00	$573.00	$13,177.00	
3	35.25	52.5	50%	$1,146.00	$1,146.00	$12,604.00	
4	52.75	70	75%	$1,719.00	$1,719.00	$12,031.00	
5-10	70.25	175	100%	$2,292.00	$2,292.00	$11,458.00	
Quarter 2							
11	175.25	192.5	25%	$573.00	$2,865.00	$10,885.00	
12	192.75	210	50%	$1,146.00	$3,438.00	$10,312.00	
13	210.25	227.5	75%	$1,719.00	$4,011.00	$9,739.00	
14-20	227.75	350	100%	$2,292.00	$4,584.00	$9,166.00	
Quarter 3							
21	350.25	367.5	25%	$573.00	$5,157.00	$8,593.00	
22	367.75	385	50%	$1,146.00	$5,730.00	$8,020.00	
23	385.25	402.5	75%	$1,719.00	$6,303.00	$7,447.00	
24-30	402.75	525	100%	$2,292.00	$6,876.00	$6,874.00	
Quarter 4							
31	525.25	542.5	25%	$573.00	$7,449.00	$6,301.00	
32	542.75	560	50%	$1,146.00	$8,022.00	$5,728.00	
33	560.25	577.5	75%	$1,719.00	$8,595.00	$5,155.00	
34-40	577.75	700	100%	$2,292.00	$9,168.00	$4,582.00	
Quarter 5							
41	700.25	717.5	25%	$572.75	$9,740.75	$4,009.25	
42	717.75	735	50%	$1,145.50	$10,313.50	$3,436.50	
43	735.25	752.5	75%	$1,718.25	$10,886.25	$2,863.75	
44-49	752.75	857.5	100%	$2,291.00	$11,459.00	$2,291.00	
Quarter 6							
50	857.75	875	25%	$572.75	$12,031.75	$1,718.25	
51	875.25	892.5	50%	$1,145.50	$12,604.50	$1,145.50	
52	892.75	910	75%	$1,718.25	$13,177.25	$572.75	
53-58	910.25	1000	100%	$2,291.00	$13,750.00	$0.00	

ASTORIA (QUEENS) ONLY

New York Weekly Tuition Liability Chart

35 hours per week 2 terms 15+15

Term 1 $7,375.00

Term 2 $7,375.00

NY		
Full Time 35hrs/week 2 Terms		
Contracted Hours	**$/Hr**	**Contracted Tuition Amount**
1000	$14.75	$ 14,750.00

Weeks	**Hours from**	**Hours to**	**% retain per term**	**Amount Charged/Retained by Term**	**Cummulative Charged/Retained by Program**	**Amount Tuition Credited in the event of Withdrawal**
						$14,750.00 Contracted Tuition Chg
1	0	35	0%	$0.00	$0.00	$14,750.00
2	35.25	70	20%	$1,475.00	$1,475.00	$13,275.00
3	70.25	105	35%	$2,581.25	$2,581.25	$12,168.75
4	105.25	140	50%	$3,687.50	$3,687.50	$11,062.50
5	140.25	175	70%	$5,162.50	$5,162.50	$9,587.50
6-15	175.25	525	100%	$7,375.00	$7,375.00	$7,375.00
16	525.25	560	20%	$1,475.00	$8,850.00	$5,900.00
17	560.25	595	35%	$2,581.25	$9,956.25	$4,793.75
18	595.25	630	50%	$3,687.50	$11,062.50	$3,687.50
19	630.25	665	70%	$5,162.50	$12,537.50	$2,212.50
20-30	665.25	1000	100%	$7,375.00	$14,750.00	$0.00

ASTORIA (QUEENS) ONLY

New York Weekly Tuition Liability Chart

17.5 hour Per Week 6 quarters 10+10+10+10+9+9

Qtr 1	$2,459.00
Qtr 2	$2,459.00
Qtr 3	$2,458.00
Qtr 4	$2,458.00
Qtr 5	$2,458.00
Qtr 6	$2,458.00

NY

Part Time 17.5 hrs/week 6 Quarters

Contracted Hours	$/Hr	Contracted Tuition Amount
1000	$14.75	$ 14,750.00

Weeks	Hours From	Hours to	% retain per qtr	Amount Charged/Retained by Qtr	Cummulative Charged/Retained by Program	Amount Tuition Credited in the event of Withdrawal	
Quarter 1						$14,750.00	Contracted Tuition Chg
1	0	17.5	0	$0.00	$0.00		
2	17.75	35	25%	$614.75	$614.75	$14,135.25	
3	35.25	52.5	50%	$1,229.50	$1,229.50	$13,520.50	
4	52.75	70	75%	$1,844.25	$1,844.25	$12,905.75	
5-10	70.25	175	100%	$2,459.00	$2,459.00	$12,291.00	
Quarter 2							
11	175.25	192.5	25%	$614.75	$3,073.75	$11,676.25	
12	192.75	210	50%	$1,229.50	$3,688.50	$11,061.50	
13	210.25	227.5	75%	$1,844.25	$4,303.25	$10,446.75	
14-20	227.75	350	100%	$2,459.00	$4,918.00	$9,832.00	
Quarter 3							
21	350.25	367.5	25%	$614.50	$5,532.50	$9,217.50	
22	367.75	385	50%	$1,229.00	$6,147.00	$8,603.00	
23	385.25	402.5	75%	$1,843.50	$6,761.50	$7,988.50	
24-30	402.75	525	100%	$2,458.00	$7,376.00	$7,374.00	
Quarter 4							
31	525.25	542.5	25%	$614.50	$7,990.50	$6,759.50	
32	542.75	560	50%	$1,229.00	$8,605.00	$6,145.00	
33	560.25	577.5	75%	$1,843.50	$9,219.50	$5,530.50	
34-40	577.75	700	100%	$2,458.00	$9,834.00	$4,916.00	
Quarter 5							
41	700.25	717.5	25%	$614.50	$10,448.50	$4,301.50	
42	717.75	735	50%	$1,229.00	$11,063.00	$3,687.00	
43	735.25	752.5	75%	$1,843.50	$11,677.50	$3,072.50	
44-49	752.75	857.5	100%	$2,458.00	$12,292.00	$2,458.00	
Quarter 6							
50	857.75	875	25%	$614.50	$12,906.50	$1,843.50	
51	875.25	892.5	50%	$1,229.00	$13,521.00	$1,229.00	
52	892.75	910	75%	$1,843.50	$14,135.50	$614.50	
53-58	910.25	1000	100%	$2,458.00	$14,750.00	$0.00	

MANHATTAN ONLY

New York Weekly Tuition Liability Chart

NY		
Full Time 35hrs/week 2 Terms		
Contracted Hours	$/Hr	Contracted Tuition Amount
1000	$15.25	$ 15,250.00

35 hours per week 2 terms 15+15

Term 1 $7,625.00

Term 2 $7,625.00

Weeks	Hours from	Hours to	% retain per term	Amount Charged/Retained by Term	Cummulative Charged/Retained by Program	Amount Tuition Credited in the event of Withdrawal
						$15,250.00 Contracted Tuition Chg
1	0	35	0%	$0.00	$0.00	$15,250.00
2	35.25	70	20%	$1,525.00	$1,525.00	$13,725.00
3	70.25	105	35%	$2,668.75	$2,668.75	$12,581.25
4	105.25	140	50%	$3,812.50	$3,812.50	$11,437.50
5	140.25	175	70%	$5,337.50	$5,337.50	$9,912.50
6-15	175.25	525	100%	$7,625.00	$7,625.00	$7,625.00
16	525.25	560	20%	$1,525.00	$9,150.00	$6,100.00
17	560.25	595	35%	$2,668.75	$10,293.75	$4,956.25
18	595.25	630	50%	$3,812.50	$11,437.50	$3,812.50
19	630.25	665	70%	$5,337.50	$12,962.50	$2,287.50
20-30	665.25	1000	100%	$7,625.00	$15,250.00	$0.00

MANHATTAN ONLY

New York Weekly Tuition Liability Chart

17.5 hour Per Week 6 quarters 10+10+10+10+9+9

Qtr 1	$2,542.00
Qtr 2	$2,542.00
Qtr 3	$2,542.00
Qtr 4	$2,542.00
Qtr 5	$2,541.00
Qtr 6	$2,541.00

NY

Part Time 17.5 hrs/week 6 Quarters

Contracted Hours	$/Hr	Contracted Tuition Amount
1000	$15.25	$ 15,250.00

Weeks	Hours From	Hours to	% retain per qtr	Amount Charged/Retained by Qtr	Cummulative Charged/Retained by Program	Amount Tuition Credited in the event of Withdrawal	
Quarter 1						$15,250.00	Contracted Tuition Chg
1	0	17.5	0	$0.00	$0.00		
2	17.75	35	25%	$635.50	$635.50	$14,614.50	
3	35.25	52.5	50%	$1,271.00	$1,271.00	$13,979.00	
4	52.75	70	75%	$1,906.50	$1,906.50	$13,343.50	
5-10	70.25	175	100%	$2,542.00	$2,542.00	$12,708.00	
Quarter 2							
11	175.25	192.5	25%	$635.50	$3,177.50	$12,072.50	
12	192.75	210	50%	$1,271.00	$3,813.00	$11,437.00	
13	210.25	227.5	75%	$1,906.50	$4,448.50	$10,801.50	
14-20	227.75	350	100%	$2,542.00	$5,084.00	$10,166.00	
Quarter 3							
21	350.25	367.5	25%	$635.50	$5,719.50	$9,530.50	
22	367.75	385	50%	$1,271.00	$6,355.00	$8,895.00	
23	385.25	402.5	75%	$1,906.50	$6,990.50	$8,259.50	
24-30	402.75	525	100%	$2,542.00	$7,626.00	$7,624.00	
Quarter 4							
31	525.25	542.5	25%	$635.50	$8,261.50	$6,988.50	
32	542.75	560	50%	$1,271.00	$8,897.00	$6,353.00	
33	560.25	577.5	75%	$1,906.50	$9,532.50	$5,717.50	
34-40	577.75	700	100%	$2,542.00	$10,168.00	$5,082.00	
Quarter 5							
41	700.25	717.5	25%	$635.25	$10,803.25	$4,446.75	
42	717.75	735	50%	$1,270.50	$11,438.50	$3,811.50	
43	735.25	752.5	75%	$1,905.75	$12,073.75	$3,176.25	
44-49	752.75	857.5	100%	$2,541.00	$12,709.00	$2,541.00	
Quarter 6							
50	857.75	875	25%	$635.25	$13,344.25	$1,905.75	
51	875.25	892.5	50%	$1,270.50	$13,979.50	$1,270.50	
52	892.75	910	75%	$1,905.75	$14,614.75	$635.25	
53-58	910.25	1000	100%	$2,541.00	$15,250.00	$0.00	

MANHATTAN ONLY

New York Weekly Tuition Liability Chart

Esthetics

NY		
Full Time 35hrs/week 2 Quarters		
Contracted Hours	$/Hr	Contracted Tuition Amount
600	$13.37	$ 8,022.00

35 hours per week 2 quarters 9+9

Qtr 1 $4,011.00

Qtr 2 $4,011.00

Weeks	Hours from	Hours to	% retain per term	Amount Charged/Retained by Term	Cummulative Charged/Retained by Program	Amount Tuition Credited in the event of Withdrawal
						$8,022.00 Contracted Tuition Chg
1	0	35	0%	$0.00	$0.00	$8,022.00
2	35.25	70	20%	$802.20	$802.20	$7,219.80
3	70.25	105	35%	$1,403.85	$1,403.85	$6,618.15
4	105.25	140	50%	$2,005.50	$2,005.50	$6,016.50
5	140.25	175	70%	$2,807.70	$2,807.70	$5,214.30
6-9	175.25	300	100%	$4,011.00	$4,011.00	$4,011.00
10	300.25	335	20%	$802.20	$4,813.20	$3,208.80
11	335.25	370	35%	$1,403.85	$5,414.85	$2,607.15
12	370.25	405	50%	$2,005.50	$6,016.50	$2,005.50
13	405.25	440	70%	$2,807.70	$6,818.70	$1,203.30
14-16	440.25	600	100%	$4,011.00	$8,022.00	$0.00

MANHATTAN ONLY

New York Weekly Tuition Liability Chart

17.5 hour Per Week 4 quarters 9+9+9+8

Qtr 1	$2,005.50
Qtr 2	$2,005.50
Qtr 3	$2,005.50
Qtr 4	$2,005.50

NY

Part Time 17.5 hrs/week 4 Quarters

Contracted Hours	$/Hr	Contracted Tuition Amount
600	$13.37	$ 8,022.00

Weeks	Hours From	Hours to	% retain per qtr	Amount Charged/Retained by Qtr	Cummulative Charged/Retained by Program	Amount Tuition Credited in the event of Withdrawal	
Quarter 1						$8,022.00	Contracted Tuition Chg
1	0	17.5	0	$0.00	$0.00	$8,022.00	
2	17.75	35	25%	$501.38	$501.38	$7,520.63	
3	35.25	52.5	50%	$1,002.75	$1,002.75	$7,019.25	
4	52.75	70	75%	$1,504.13	$1,504.13	$6,517.88	
5-9	70.25	157.5	100%	$2,005.50	$2,005.50	$6,016.50	
Quarter 2							
10	157.75	175	25%	$501.38	$2,506.88	$5,515.13	
11	175.25	192.5	50%	$1,002.75	$3,008.25	$5,013.75	
12	192.75	210	75%	$1,504.13	$3,509.63	$4,512.38	
13-18	210.25	315	100%	$2,005.50	$4,011.00	$4,011.00	
Quarter 3							
19	315.25	332.5	25%	$501.38	$4,512.38	$3,509.63	
20	332.75	350	50%	$1,002.75	$5,013.75	$3,008.25	
21	350.25	367.5	75%	$1,504.13	$5,515.13	$2,506.88	
22-27	367.75	472.5	100%	$2,005.50	$6,016.50	$2,005.50	
Quarter 4							
28	472.75	490	25%	$501.38	$6,517.88	$1,504.13	
29	490.25	507.5	50%	$1,002.75	$7,019.25	$1,002.75	
30	507.75	525	75%	$1,504.13	$7,520.63	$501.38	
31-35	525.25	600	100%	$2,005.50	$8,022.00	$0.00	

CHEEKTOWAGA AND PEEKSKILL ONLY

New York Weekly Tuition Liability Chart

NY		
Full Time 35hrs/week 2 Terms		
Contracted Hours	$/Hr	Contracted Tuition Amount
1000	$14.25	$ 14,250.00

35 hours per week 2 terms 15+15

Term 1 $7,125.00

Term 2 $7,125.00

Weeks	Hours from	Hours to	% retain per term	Amount Charged/Retained by Term	Cummulative Charged/Retained by Program	Amount Tuition Credited in the event of Withdrawal
						$14,250.00 Contracted Tuition Chg
1	0	35	0%	$0.00	$0.00	$14,250.00
2	35.25	70	20%	$1,425.00	$1,425.00	$12,825.00
3	70.25	105	35%	$2,493.75	$2,493.75	$11,756.25
4	105.25	140	50%	$3,562.50	$3,562.50	$10,687.50
5	140.25	175	70%	$4,987.50	$4,987.50	$9,262.50
6-15	175.25	525	100%	$7,125.00	$7,125.00	$7,125.00
16	525.25	560	20%	$1,425.00	$8,550.00	$5,700.00
17	560.25	595	35%	$2,493.75	$9,618.75	$4,631.25
18	595.25	630	50%	$3,562.50	$10,687.50	$3,562.50
19	630.25	665	70%	$4,987.50	$12,112.50	$2,137.50
20-30	665.25	1000	100%	$7,125.00	$14,250.00	$0.00

CHEEKTOWAGA AND PEEKSKILL ONLY

New York Weekly Tuition Liability Chart

17.5 hour Per Week 6 quarters 10+10+10+10+9+9	
Qtr 1	$2,375.00
Qtr 2	$2,375.00
Qtr 3	$2,375.00
Qtr 4	$2,375.00
Qtr 5	$2,375.00
Qtr 6	$2,375.00

NY

Part Time 17.5 hrs/week 6 Quarters

Contracted Hours	$/Hr	Contracted Tuition Amount
1000	$14.25	$ 14,250.00

Weeks	Hours From	Hours to	% retain per qtr	Amount Charged/Retained by Qtr	Cummulative Charged/Retained by Program	Amount Tuition Credited in the event of Withdrawal	
Quarter 1						$14,250.00	Contracted Tuition Chg
1	0	17.5	0	$0.00	$0.00	$14,250.00	
2	17.75	35	25%	$593.75	$593.75	$13,656.25	
3	35.25	52.5	50%	$1,187.50	$1,187.50	$13,062.50	
4	52.75	70	75%	$1,781.25	$1,781.25	$12,468.75	
5-10	70.25	175	100%	$2,375.00	$2,375.00	$11,875.00	
Quarter 2							
11	175.25	192.5	25%	$593.75	$2,968.75	$11,281.25	
12	192.75	210	50%	$1,187.50	$3,562.50	$10,687.50	
13	210.25	227.5	75%	$1,781.25	$4,156.25	$10,093.75	
14-20	227.75	350	100%	$2,375.00	$4,750.00	$9,500.00	
Quarter 3							
21	350.25	367.5	25%	$593.75	$5,343.75	$8,906.25	
22	367.75	385	50%	$1,187.50	$5,937.50	$8,312.50	
23	385.25	402.5	75%	$1,781.25	$6,531.25	$7,718.75	
24-30	402.75	525	100%	$2,375.00	$7,125.00	$7,125.00	
Quarter 4							
31	525.25	542.5	25%	$593.75	$7,718.75	$6,531.25	
32	542.75	560	50%	$1,187.50	$8,312.50	$5,937.50	
33	560.25	577.5	75%	$1,781.25	$8,906.25	$5,343.75	
34-40	577.75	700	100%	$2,375.00	$9,500.00	$4,750.00	
Quarter 5							
41	700.25	717.5	25%	$593.75	$10,093.75	$4,156.25	
42	717.75	735	50%	$1,187.50	$10,687.50	$3,562.50	
43	735.25	752.5	75%	$1,781.25	$11,281.25	$2,968.75	
44-49	752.75	857.5	100%	$2,375.00	$11,875.00	$2,375.00	
Quarter 6							
50	857.75	875	25%	$593.75	$12,468.75	$1,781.25	
51	875.25	892.5	50%	$1,187.50	$13,062.50	$1,187.50	
52	892.75	910	75%	$1,781.25	$13,656.25	$593.75	
53-58	910.25	1000	100%	$2,375.00	$14,250.00	$0.00	

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