

empire BEAUTY SCHOOLS

CATALOG

WISCONSIN // 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

ASHWAUBENON
940 Hansen Road
Ashwaubenon, WI 54304
(920) 494-1430

MILWAUKEE
5655 S. 27th Street
Milwaukee, WI 53221
(414) 282-4110

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

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

**Not all schools offer evening classes.*

AFFILIATIONS AND ASSOCIATIONS

American Association of Career Schools
National Association of Student Financial Aid Administrators
National Association of Hairdressers and Cosmetology
State Cosmetology Association
State Association of Career and Technical Schools

EMPIRE BEAUTY SCHOOL IS APPROVED BY

AmeriCorps
Go Army Tuition Assistance
MyCAA
State Approving Agency for Veterans' Educational Benefits
These approvals are state and school specific and may not apply to all schools.
WI National Guard

ACCREDITED BY

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

LICENSED BY

Department of Safety and Professional Services
1400 E. Washington Avenue
PO Box 8935
Madison, WI 53708
(608) 266-2112
http://drl.wi.gov/

SURETY BOND

Empire Beauty Schools in Wisconsin have a surety bond to ensure that it can meet financial and economic considerations.

Claims can be made by writing to:
EEG, Inc.
396 Pottsville/St. Clair Hwy
Pottsville PA 17901

The conditions of the bond are:

- Fraud or misrepresentation by the school
- Violation of any state administrative rule, statute or school policy relating to the licensing or operation of a school
- A student or enrollee's inability to complete the courses of instruction due to the school's failure to perform its contractual obligations to the student or enrollee
- A student or enrollee being refused a tuition refund to which he or she is entitled

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 a 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

-A copy of Home School credentials to include: Diploma/Transcript signed by parent, and a copy of the PI 1206 forms filed with DPI.

Empire Beauty School does not offer Ability to Benefit. Foreign diplomas must be translated to English and evaluated from a recognized agency such as World Educational Services (WES), Globe Language Services, or Josef Silny and Associates to indicate that it is equivalent to a US high school diploma.

- A Career Planning interview
- The required fee(s)
- A Complete Enrollment Package

Students may have to complete an admissions assessment.

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

STUDENT ORIENTATION

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

TRANSFER

This School may accept appropriate credit from other licensed schools for previous education. This School does not guarantee the transferability of its credits to any other institution unless there is a written agreement with the institution. Empire Beauty School will allow students to transfer in from another beauty school and may accept their hours based on receiving Official 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, Satisfactory 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
- Deferred Action for Childhood Arrivals or undocumented students (Dream Act)

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

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

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

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

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

AMERICANS WITH DISABILITIES ACT

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 1550 hours of instruction. Subjects include haircutting, haircoloring, facials, makeup, manicuring, salon management and much more. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed cosmetologist.

SCHEDULE	WEEKS	DAYS	TIMES	INSTRUCTIONAL CREDIT
Full-time	45 Weeks	M-F	9:00am - 4:30pm	7 hrs/day
Part-time*	89 Weeks	M-Wed	5:30pm - 10:00pm	4.5 hrs/day
		Thursday	5:30pm - 9:30pm	4 hrs/day

AESTHETICS PROGRAM **

The Aesthetics program consists of 600 hours of instruction to enhance and expand knowledge in advanced aesthetics techniques. 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 - 4:30 pm	7 hrs/day
Part-time*	35 Weeks	M-Wed	5:30pm - 10:00pm	4.5 hrs/day
		Thursday	5:30pm - 9:30pm	4 hrs/day

NAIL TECHNOLOGY (NOT CURRENTLY OFFERED)**

The Nail Technology program consists of 300 hours of instruction. Subjects include manicure, pedicure, nail extensions, skin and nail disorders and salon management. Upon completion of the program, the Student is qualified to take the state licensing exam. Upon successful completion of state licensing requirements, the Student may seek employment as an entry-level licensed nail technician.

SCHEDULE	WEEKS	DAYS	TIMES	INSTRUCTIONAL CREDIT
Full-time	11 Weeks	M-F	9:00am - 4:30pm	7 hrs/day
Part-time*	22 Weeks	M-Wed	5:30pm - 10:00pm	4.5 hrs/day
		Thursday	5:30pm - 9:30pm	4 hrs/day

Program not approved at Milwaukee location.

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

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

FINANCIAL ASSISTANCE

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

1.) FEDERAL PELL GRANT (PELL)

Pell grants are awarded by the Department of Education to undergraduate students with financial need to help pay for college. The Pell Grant, unlike loans, does not need to be repaid (unless, for example, you withdraw from school and owe a refund). The amount of the Pell grant could change yearly and depends on your 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 Kids Peace Facility within the past 6 months from date of enrollment (confirmed by the Kid's Peace Facility Representative, Facility Supervisor or Individual Counselor) and a first time cosmetology student. The Student must meet all admissions requirements. The Empire Beauty School Kids Peace Educational Endowment may be awarded no more than 5 times in the Empire Beauty Schools per year.

GOOD ATTENDANCE SCHOLARSHIP

Students who complete the full Cosmetology program without interruption with a cumulative attendance percentage of at least 85% will be awarded a $500 scholarship. Students who complete the full Cosmetology program without interruption with at least a 90% cumulative attendance percentage will be awarded a $1000 scholarship. Scholarships will be posted to the student ledger card to reduce the amount owed to the school. If the posting of the scholarship results in a credit balance, the student will be issued a refund. Students who withdraw or are dropped from the program and/or school will not be eligible for this scholarship.**

HIGH SCHOOL SCHOLARSHIP

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

*Student may not be a child of an Empire Beauty School employee.

VETERAN'S 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: 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.

Attendance Policy: Students are expected to attend all scheduled classes. A student's failure to attend all scheduled classes may result in a decrease to their VA benefits.

Conduct Policy: Students who fail to meet the conduct policies as outlined in this catalog may result in a decrease to their VA benefits.

Academic Progress Policy: Students who fail to meet the Satisfactory Academic Progress Policy as listed in this catalog may result in a decrease to their VA benefits.

Refund Policy: Per 38 CFR 21.4254(c)(13) and 4255, the pro-rata policy will be applied to the entire period of time unless the schools refund policy is more favorable to the student.

Record Retention: Complete records of VA students, including VA certifications, will be retained for at least 3 years after the last date of attendance.

VETERANS EDUCATION BENEFITS (CONTINUED)

Teach Out: In the event that the school, for any reason, is unable to continue operation as an educational entity, sufficient bonding is in place to refund tuition and fees for currently enrolled classes as well as the refund of any unearned tuition and fees for educational programs (prepaid tuition and fees) that cannot be completed through the awarding of terminal certificates.

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.

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

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.*

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 1550 hours	HOURS	WEEKS
Payment Period 1	450	13
Payment Period 2	900	26
Payment Period 3	1225	35

Nail Technology 300 hours	HOURS	WEEKS
Payment Period 1	150	5

Program not approved at Milwaukee location.

Aesthetics 600 hours	HOURS	WEEKS
Payment Period 1	300	9

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	2062	59	118
Aesthetics	798	23	46
Nail Technology	399	12	23

Nail Technology is not approved at Milwaukee location.

COSMETOLOGY COURSE DESCRIPTION

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

Pre-Salon Level

Includes the Fundamentals and Techniques of the following: Haircutting including Shampooing; Scalp and Hair Treatments; Hair Tapering, Razor Cutting, Clipper Cutting, Beard and Mustache Shaping and Trimming; Hair Coloring including Tinting and Bleaching; Chemical Texturizing including Permanent Waving, Chemical Hair Relaxing and Hair Straightening; Hairstyling including Curling, Thermal Waving, Roller Setting, Fingerwaving, Pincurls, Blowdrying and the Care of Hairpieces, Wigs and Wefts; Skin Care including Shaving, Facials, Facial Massage, Facial Makeup, Superfluous Hair Removal and Waxing; Manicuring including Manicures, Pedicures, and Nail Enhancements; all incorporating History of Cosmetology; Safety Procedures, Sanitation, Sterilization and Bacteriology, Hygiene, Grooming and Personal Development, Anatomy and Physiology, Chemistry, Product Knowledge, and Identification and Usage of Tools, Equipment and Implements.

Student Salon Level

Involves performing advanced techniques and services on live models or mannequins on the Student Salon floor and time in the classroom studying the following areas: Wisconsin State Law / State Board; Career Readiness including Personal Development, Professional Ethics and Business Building; Salon Haircutting; Advanced Salon Haircutting; Salon Hair Coloring; Advanced Salon Hair Coloring; Salon Chemical Texturizing; Salon Hairstyling; all incorporating Safety Procedures, Sanitation, Sterilization; Hygiene; Personal Development and Professional Ethics.

EDUCATIONAL OBJECTIVES / GOALS:

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

- Basic practical skills in the following areas: Haircutting; Hair Coloring; Chemical Texturizing; Hairstyling; Skin Care and Manicuring
- Practice General Safety, Sanitation, Disinfection and Sterilization
- Proficiency in all Theory related topics
- A knowledge of the many job opportunities in the Beauty Industry
- Professionalism with a focus on providing outstanding Customer Service

COURSE FORMAT

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

INSTRUCTIONAL METHODS

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

REFERENCES

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

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

Salon, assigned work will be weighted:
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 – 1550 HOURS

PRE-SALON

Haircutting (105 hours)

- Safety Procedures, Sanitation and Sterilization
- Bacteriology
- Anatomy and Physiology
  - Trichology
- Chemistry
- Shampooing
- Scalp and Hair Treatments
- Haircutting Fundamentals and Techniques
  - Hair Tapering
  - Razor Cutting
  - Clipper Cutting
  - Beard and Mustache Shaping and Trimming
- Identification and Usage of Tools, Equipment and Implements

Hair Coloring (105 hours)

- Safety Procedures, Sanitation and Sterilization
- Bacteriology
- Anatomy and Physiology
- Chemistry
- Hair Coloring Fundamentals and Techniques
  - Tinting
  - Bleaching
- Identification and Usage of Tools, Equipment and Implements

Chemical Texturizing (105 hours)

- Safety Procedures, Sanitation and Sterilization
- Bacteriology
- Anatomy and Physiology
- Chemistry
- Chemical Texturizing Fundamentals and Techniques
  - Permanent Waving
  - Chemical Relaxing
  - Hair Straightening
- Identification and Usage of Tools, Equipment and Implements

Hairstyling (105 hours)

- Safety Procedures, Sanitation and Sterilization
- Bacteriology
- Hairstyling Fundamentals and Techniques
  - Roller Setting
  - Curling
  - Thermal Waving
  - Fingerwaving
  - Roller Setting
  - Pincurls
  - Blowdrying
  - Care of Hairpieces, Wigs and Wefts
- Identification and Usage of Tools, Equipment and Implements

Skin Care (105 hours)

- Safety Procedures, Sanitation and Sterilization
- Bacteriology
- Anatomy and Physiology
- Electricity and Light Therapy
- Skin Care Fundamentals and Techniques
  - Facials
  - Facial Massage
  - Shaving
  - Facial Makeup
  - Eyelashes
  - Superfluous Hair Removal
  - Waxing
- Identification and Usage of Tools, Equipment and Implements

COSMETOLOGY PROGRAM OVERVIEW – 1550 HOURS

PRE-SALON CONTINUED

Manicuring (105 Hours)
- Safety Procedures, Sanitation and Sterilization
- Bacteriology
- Anatomy and Physiology
- Chemistry
- Manicuring Fundamentals and Techniques
  - Manicuring
  - Pedicuring
  - Nail Enhancements
- Identification and Usage of Tools, Equipment and Implements

SALON

State Law / State Board (105 hours)
- Wisconsin State Board of Cosmetology
- Wisconsin Laws and Rules

Career Readiness (105 hours)
- Personal Development
- Professional Ethics
- Business Building

Salon Haircutting (105 hours)
- Salon Haircutting Fundamentals
- Salon Haircutting Services

Salon Hair Coloring (105 hours)
- Salon Hair Coloring Fundamentals
- Salon Hair Coloring Services

Salon Chemical Texturizing (105 hours)
- Advanced Chemical Texturizing Fundamentals
- Advanced Chemical Texturizing Services

Salon Hairstyling (105 hours)
- Advanced Hairstyling Fundamentals
- Advanced Hairstyling Services

Advanced Salon Haircutting (105 hours)
- Advanced Salon Haircutting Fundamentals
- Advanced Salon Haircutting Services

Advanced Salon Hair Coloring (105 hours)
- Advanced Salon Hair Coloring Fundamentals and Techniques
- Advanced Salon Hair Coloring Services

Enrichments (80 hours)
- Chemical Texturizing
- Hairstyling
- Haircutting
- Hair Coloring
- Skin Care
- Manicuring

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, students must meet the following requirements:
- Complete the required hours of training for the Program;
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice. The School does not guarantee that the Student will pass the examination.

LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.

COURSE DESCRIPTION

The aesthetics program consists of a combination of theory and practical applications of the following:

- **Fundamentals and Techniques in the following areas:** Skin Conditions and Disorders; Nutrition; Aging Factors; Hair Removal; Lash and Brow Tinting; Facial Treatments with and without the use of Machines and including Massage Movements and Manipulations, Masks and Packs, Skin Analysis and Consultation, Application of all Products and Machines; Color Psychology and Makeup Application. All incorporating Sterilization, Sanitation and Bacteriology and Anatomy and Physiology.
- **Performing advanced techniques and services on live models or mannequins on the Student Salon floor and time in the classroom studying the following areas:** Facial Treatments with and without the use of Machines and including Massage Movements and Manipulations, Masks and Packs, Skin Analysis and Consultation, Application of all Products and Machines; Color Psychology, Makeup Applications, and an Introduction to Advanced Spa Techniques. All incorporating Sterilization, Sanitation and Bacteriology and Anatomy and Physiology, Professional Ethics, Salesmanship, Personality, OSHA and EPA Requirements and Wisconsin Statutes and Rules.

EDUCATIONAL OBJECTIVES / GOALS:

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

- Perform all aspects of Skin Care, Waxing and Makeup Applications
- Practice Sterilization, Sanitation 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

COURSE FORMAT

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

INSTRUCTIONAL METHODS

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

REFERENCES

Each classroom will have the following: Textbooks, Tools / Equipment and Skin Care 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.

Aesthetics I, assigned work will be weighted:
Theory 60% Practical 40%

Aesthetics II, assigned work will be weighted:
Theory 60% Practical 40%

Aesthetics III, assigned work will be weighted:
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 may be required to complete a minimum number of facials or makeup application as part of graduation requirements. Each service or practical assignment a student performs is recorded on a daily basis.

AESTHETICS PROGRAM OVERVIEW – 600 HOURS

PROGRAM OUTLINE

Aesthetics I (210 Hours)
- Safety, Sterilization, Sanitation and Bacteriology
- Anatomy and Physiology
  - Diseases and Disorders of the Skin
  - Histology
- Electricity for Cosmetologists
- Facials
  - Massage
- Skin Care Fundamentals and Techniques
  - Facials
  - Makeup Applications
  - Eyebrow Arching

Aesthetics II (105 Hours)
- Safety, Sterilization, Sanitation and Bacteriology
- Facials
  - Massage
- Résumé, Cover Letter, Portfolio

Aethetics III (285 Hours)
- Career Readiness (105 Hours)
  - State Law / State Board
  - Career Development
  - Personal Development
  - Salesmanship / Interpersonal Skills
  - Job Interviews
  - Professional Ethics
- Salon Aesthetics (105 Hours)
  - Advanced Skin Care Fundamentals and Techniques
  - Advanced Skin Care Services
- Enrichments (75 Hours)
  - Skin Care

Empire Beauty School increased clock hours for the Aesthetics program from 450 hours to 600 based on the following rationale:
Based upon recommendations from our Advisory Committee, and in order to incorporate the newest Industry Standards, the hours for the Aesthetics program are increased. Students will benefit from having this knowledge while seeking employment, by being able to perform services for a diverse clientele and ensuring public safety.

GRADUATION REQUIREMENTS

In order to graduate and receive a diploma, students must meet the following requirements:
- Complete the required hours of training for the Program;
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice. The School does not guarantee that the Student will pass the examination.

LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.

COURSE DESCRIPTION

This basic Nail Technology Course consists of 300 hours of instruction and practical experience. Throughout your education, you will be exposed to theory audio/visual lectures, demonstrations and practical hands-on experience, covering hygiene and personality, along with manicuring, hand and arm massage, and artificial nail application. The program is divided into two main levels: The Pre-salon and the Student Salon.

OBJECTIVES

To educate to a degree of competence that will enable one to identify the muscles, diseases, and disorders of the hand and to administer different types of manicures to beautify and maintain the finger nails, hands and feet, along with artificial application.

GOALS

At the end of the Nail Technology Program, the student will be able to successfully:

1. Have the knowledge and skills required to perform all of the aspects of nail care.
2. Be able to relate to fellow students and customers using professional interpersonal skills and marketing.
3. Know the requirements for and be able to successfully pass the State Board examination.
4. Have the skills needed to obtain employment in the field as a Manicurist/Nail Technology.

COURSE FORMAT

The course will be a combination of lecture, demonstration, and student participation. Students will demonstrate their knowledge of cosmetology theory and application ability through completion of the required practical and Student Salon activities. Instruction will be supplemented with visual aids and other instructional techniques.

INSTRUCTIONAL METHODS

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

REFERENCES

Each classroom will have the following: Textbooks, Tools / Equipment and 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

Theory (quizzes, tests and examinations); Practical work (on mannequins); Student Salon/ clinic (work on Customers and Models) are graded on the following criteria:

A – 93 – 100

B – 85 – 92

C – 75 – 84

D – 70 – 74

F – Below 70

NOTE: In case of failure, the second grade will be the grade of record. In addition, Students assigned to student enrichments we will record as either pass or fail scale.

PROGRAM NOT APPROVED AT MILWAUKEE LOCATION.

NAIL TECHNOLOGY PROGRAM OVERVIEW – 300 HOURS

PRE-SALON

I. Nails (Manicure/Pedicure) (35 hours)
- Introduction
  - Nail Structure/Nail Growth
  - Nail Diseases & Disorders
  - Anatomy and Physiology of Body
- Natural Nail Care/Manicuring
- Hand and Arm Massage
- Natural Nail Care/Pedicure
- Foot and Leg Massage
- Salon Ecology for Nails
- State Board Requirements and Safety Practices

II. Artificial Nails (35 hours)
- Acrylic Nails
  - Free Form
  - Tip Application
  - Nail Wraps
  - Gel Nails
  - Rebalancing
  - Removal
- Chemistry
- Nail Art
  - Advanced Polish Techniques
  - Two Dimensional Freehand Designs

III. Salon Preparation/ Management (35 hours)
- Interpersonal Skills
- Management (includes how to write a resume, completing employment applications, and how to obtain employment)
- Guest Service (Greeting, Consultation, Delivery, Closing Concepts)
- Budgeting and Marketing Concepts
- State Law Requirements and Safety Practices

SALON

I. Skin/Spa Treatments/Student Salon (35 hours)
- Skin Care Theory/Skin Analysis and Anatomy
- Paraffin Wax
- Reflexology
- Aromatherapy
- State Board Requirements and Safety Practices

II. Nail Artistry/Student Salon (35 hours)
- Advanced 2D and 3D Nail Art Design
- Portfolio Nail Design
- State Board Requirements and Safety Practices

III. Advanced Tools/Concepts/Student Salon (35 hours)
- Electric Drill Concepts and Skill
- Advanced Nail Art/Air Brushing
- Sanitation and Sterilization
- State Board Practical Requirements
- State Law Requirements and Safety Practices

IV. Student Salon (90 hours)
- Customers
- Models-Student Salon is where students perform work on guests and demonstrate their ability to execute what they have learned.

PROGRAM NOT APPROVED AT MILWAUKEE LOCATION.

GRADUATION REQUIREMENTS

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

- Complete the required hours of training for the Program;
- Complete curriculum requirements as set forth in the Catalog and any Supplement to the Catalog; and
- Fulfill all financial obligations to the school.

Upon completion of all course requirements, successful completion of the State Board of Cosmetology Examination is required to obtain a license to practice. The School does not guarantee that the Student will pass the examination.

LICENSING REQUIREMENTS

Detailed licensing requirements are provided on a separate handout.

During career planning interviews and Student orientation, you will receive information about the instructional programs, goals of each course, policies affecting Students and services available to Students.

Our goal is to provide you with a clear picture about:

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

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

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

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

CAREER PLACEMENT ASSISTANCE

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

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

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

CAREER OPPORTUNITIES

Here are some of the careers available to our graduates:

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

TARDINESS
Students must report to class on time. Late arrival for any reason must be communicated and explained to the Educator and/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 OR EMERGENCY SCHOOL CLOSINGS
In case of a weather or school emergency, the Executive Director makes the decision to open late or close. Check your text messages, Facebook, local TV and/or radio stations for school information.

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

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

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

GRADING PROCEDURE
The goal of an assessment is to measure competency. Ample practice and feedback will be given prior to any assessment. Students will be periodically evaluated based upon performance and attendance. Students take a predetermined number of theory and/or practical assessments per module. Work is graded using the following grading scale:

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

In case of a failure (F-Below 70), the Student will have the option to retake the assessment up to two times. The first passing grade will be recorded.

Cosmetology and Nail Technology
In Pre-Salon, assigned work will be weighted:
Theory 60% • Practical 40%

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

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

Aesthetics
Aesthetics I, assigned work will be weighted:
Theory 60% • Practical 40%

Aesthetics II, assigned work will be weighted:
Theory 60% • Practical 40%

Aesthetics III, assigned work will be weighted:
Theory 40% • Practical 60%

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 a minimum number of facials or makeup application as part of graduation requirements. Each service or practical assignment a student performs is recorded on a daily basis.

RECORD RETENTION POLICY
The school maintains educational records for six years and attendance records for a period of seven years. These records include:

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

WITHDRAWAL POLICY

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

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

1. If the Student is not accepted for admission to the selected Program as specified in the Enrollment Agreement; or the student (or the student's parent or guardian if the student is under the legal age to enter into the Enrollment Agreement) provides written or verbal notification canceling Student's enrollment within seven (7) business days after Student executes the Agreement, the School will provide Student with a full refund of all monies paid, including any Registration and Student Supplies Fee; but less the Application Fee paid as indicated on the Enrollment Agreement. This policy applies regardless of whether Student starts actual attendance during such seven (7) business day period. The postmark on the written notification will determine the cancellation date, or the date the notification is received by the Executive Director.

2. If Student (or Student's parent or guardian if Student is under the legal age to enter into this Agreement) provides written or verbal notification canceling Student's enrollment more than seven (7) business days after Student signs this Agreement, but before student starts actual class attendance, the School will provide Student with a full refund of all monies paid (including the tuition fees) less the $100 Registration and $10.00 Application Fees.

3. If Student enrolls with the School and starts actual class attendance and Student either withdraws from the selected Program, or the School dismisses Student from the selected Program for a violation of the School's Policies, this may result in a return of Federal Student Financial Assistance (Title IV Funds).

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

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

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

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

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

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

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

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

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

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

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

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

5. The following Refund Policy is the same or less strict than the relevant State refund policy and shall apply, after the Return of Title IV Funds calculation has been made, if applicable, to

remaining tuition payments once the Student has started actual class attendance. The following refund policy is for all Students, excluding persons enrolled under provision of Title 38, United States Code (Veterans). **For students who are eligible for veteran's educational benefits** - Per 38 CFR 21.4254(c)(13) and 4255, the pro-rata policy will be applied to the entire period of time unless the school's refund policy is more favorable to the student.

a. **Application Fee:** This fee is not refundable.

b. **Registration Fee:** This fee is not refundable except as provided in paragraph 1, above.

c. **Student Supplies Fee:** Student Supplies Fee will not be cancelled or adjusted unless Student returns the supplies unused and in their original condition within twenty (20) Calendar days from receipt of the Student supplies issued by the school on day one. If the student cancels within 7 days of enrollment, Student Supplies Fee will be fully refunded.

d. **Tuition:**

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

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

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

8. If the selected Program is cancelled subsequent to Student's enrollment, but before Student starts class attendance, the School shall provide Student with a full refund of all monies paid by Student within 45 days of notice of program cancellation.

9. If the School cancels a Program and ceases to offer instruction after the Student has enrolled, and instruction has begun, the School shall: (a) provide Student with a pro-rata refund based on enrollment time within 45 days of notice to the Student; or (b) participate in a Teach-Out Agreement.

10. If the School closes permanently and ceases to offer instruction after Students have enrolled, and instruction has begun, the School shall: (a) provide Student with a pro-rata refund of tuition paid; or (b) participate in a Teach-Out Agreement.

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 Salon work;

• Breach of school rules and regulations;

• Falsification of school records;

• Cheating;

• Hazing;

• Theft;

• Conduct or conditions that pose a direct, adverse threat (including bullying) to other Students, guests or employees of Empire Beauty School;

• Failure to make required cash payments;

• Intentional destruction of school property, destruction of other Students' or staff members' property; 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.

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. An Addendum to the Enrollment Agreement will be completed upon return from the LOA to extend the contract end date by the applicable number of calendar 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.

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

To file a complaint with the Wisconsin Department of Safety and professional services, file online or download a written complaint form at:
http://dsps.wi.gov/Complaints-and-Inspections/Complaints/
Written complaints should be mailed or delivered to:
Wisconsin Department of Safety and Professional Services
P.O. Box 8935
Madison, WI 53708
(608) 266-2264-4539
web@dsps.wi.gov

CONSUMER DISCLOSURE STATEMENT

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

SOCIAL MEDIA GUIDELINES

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

COPYRIGHT INFRINGEMENT POLICY

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

FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)

In accordance with the Family Education Rights and Privacy Act, it is the policy of Empire Beauty School (the "School") to maintain confidentiality of information entrusted to it by eligible Students, Prospective Students or Parent / Guardian(s) of a dependent minor child. Therefore, prior to 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. .

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 Accomodation 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.

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.

ADDENDUMS

A - Faculty

B - Tuition and Financial Information

FACULTY
& ADMINISTRATION

ADDENDUM A

School	Empire Beauty School
Street Address	940 Hansen Road
City, State, Zip	Ashwaubenon, WI 54304
Phone Number	(920) 494-1430

Faculty

Last	First	Teachers License #	Course Taught
McGrath	Michelle	74058-82	Cosmetology
Pankratz	Laura	85054-82	Cosmetology
Nguyen	Suzette	84556-82	Cosmetology
Zernicke	Dallas	152090-82	Cosmetology
Homer	Kimmi	99761-82	Cosmetology

Administration

Chairman/CEO - Franklin K. Schoeneman
President/COO - Kyle Schoeneman
Regional Director - Ashley Patton
Executive Director - Kara Pautarzhytski

FACULTY
& ADMINISTRATION

ADDENDUM A

School	Empire Beauty School
Street Address	5655 S. 27th St
City, State, Zip	Milwaukee, WI 53221
Phone Number	414-282-4110

FACULTY

Last	First	License #	Course Taught
Rodriguez	Sonda	7737-86	Aesthetics
Smallwood	Malena	8792-56	Aesthetics
Huff	Jackie	4700-86 & 93859-82	Aesthetics/Cosmetology
Brown	Lacutha	82702-82	Cosmetology
Hall	Kathleen	77208-82	Cosmetology
Hollman	Alexandra	128013-82	Cosmetology
Tucker	Millicent	70421-82	Cosmetology
Williams	Latoya	92739-82	Cosmetology

ADMINISTRATION

Chairman/CEO - Franklin K. Schoeneman
President/COO - Kyle Schoeneman
Regional Director - Ashley Patton
Executive Director - Denise Krowski

TUITION

COSMETOLOGY PROGRAM (MILWAUKEE ONLY)	
APPLICATION FEE	$10.00
REGISTRATION FEE	$100.00
TUITION	$18,181.50
STUDENT SUPPLIES (Does Not Include Sales Tax)	$2,750.00
TOTAL	$21,041.50

COSMETOLOGY PROGRAM (ASHWAUBENON ONLY)	
APPLICATION FEE	$10.00
REGISTRATION FEE	$100.00
TUITION	$18,646.50
STUDENT SUPPLIES (Does Not Include Sales Tax)	$2,750.00
TOTAL	$21,506.50

AESTHETICS PROGRAM (MILWAUKEE ONLY)	
APPLICATION FEE	$ 10.00
REGISTRATION FEE	$100.00
TUITION	$9,294.00
STUDENT SUPPLIES (Does Not Include Sales Tax)	$ 1,400.00
TOTAL	$10,804.00

AESTHETICS PROGRAM (ASHWAUBENON ONLY - May Not Be Available)	
APPLICATION FEE	$ 10.00
REGISTRATION FEE	$100.00
TUITION	$6,798.00
STUDENT SUPPLIES (Does Not Include Sales Tax)	$ 1,400.00
TOTAL	$8,308.00

NAIL TECHNOLOGY PROGRAM (Approved at Ashwaubenon Campus - Not Currently Offered)	
APPLICATION FEE	$10.00
REGISTRATION FEE	$100.00
TUITION	$3,900.00
STUDENT SUPPLIES (Does Not Include Sales Tax)	$850.00
TOTAL	$4,860.00

METHODS OF PAYMENT

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

SELF-PAY SCHEDULE

DOES NOT INCLUDE SALES TAX, APPLICATION FEE, OR REGISTRATION FEE

COSMETOLOGY PROGRAM
(MILWAUKEE ONLY)

	20% DOWN		INSTALLMENT		FINAL INSTALLMENT
FULL-TIME	$4,186.00	9	$1,674.00	1	$1,679.50
PART-TIME	$4,186.00	20	$797.00	1	$805.50

COSMETOLOGY PROGRAM
(ASHWAUBENON ONLY)

	20% DOWN		INSTALLMENT		FINAL INSTALLMENT
FULL-TIME	$4,279.00	9	$1,711.00	1	$1,718.50
PART-TIME	$4,279.00	20	$815.00	1	$817.50

AESTHETICS PROGRAM
(MILWAUKEE ONLY)

	20% DOWN		INSTALLMENT		FINAL INSTALLMENT
FULL-TIME	$2,138.00	3	$2,852.00		
PART-TIME	$2,138.00	6	$1,122.00	1	$1,224.00

AESTHETICS PROGRAM
(ASHWAUBENON ONLY - May Not Be Available)

	20% DOWN		INSTALLMENT		FINAL INSTALLMENT
FULL-TIME	$1,640.00	3	$2,186.00		
PART-TIME	$1,640.00	6	$937.00	1	$936.00

NAIL TECHNOLOGY PROGRAM
(Approved at Ashwaubenon Campus - Not Currently Offered)

	20% DOWN		INSTALLMENT		FINAL INSTALLMENT
FULL-TIME	$4,750.00	1	$3,800.00		
PART-TIME	$4,750.00	2	$1,267.00	1	$1,266.00



www.empire.edu