



SCHOOL CATALOG

Effective: January 1, 2021

Expiring: January 1, 2023

VOLUME III

Courses Taught In English

**Midfield Institute of Cosmetology
26 B Phillips Drive
Midfield, Alabama 35228**

**www.midfieldic.edu
(205) 925-7600**

Statement of Penalties Copyright Infringement

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code Sections 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at (www.copyright.gov).

Table of Contents

Preface-----	5
Approval Disclosure, Administration Prerogative-----	6
Organization, Mission Statement, Philosophy, Goals-----	7
Faculty& Equipment, School Calendar, Start Dates-----	8
School Closing, Parking, Dress Code, Mandatory Days-----	8
Rules & Regulations-----	9-10
Drug Free Workplace, Conduct Policy, Staff Socializing w/ Students, -----	10
Grounds for Termination, Statement of Non-Discrimination-----	11
Privacy Policy, Record Retention, Change of Name ,Address and Phone-----	11
Admission Policy, Scholarship Program-----	12
Financial Aid, Verification Policy-----	13-15
Attendance Policy, Tardiness, Leave Early, Breaks-----	15-16
Lunch Break, Make-Up Work, Make-Up Test,-----	17
Make-Up Hours, Kit Policy, Counseling Procedures-----	17
Student/ Teacher Ratio, Leave of Absence Policy-----	17-20
Re-Entry, Transfer Policy-----	20
Children & Friends at Work-----	21
Drug & Alcohol Policy, Safety-----	21-28
Emergency Situations, Cell Phones-----	29
Other Electrical Devices, Policy on Harassment-----	29
Sanitation, Inspections, Voter Registration Policy-----	30
Vaccination Policy, Withdrawal Policy-----	30
Withdrawal and Settlement Policy-----	31
Return of Unearned Title IV Funds -----	32
Contract Extensions, Extra Instructional Charges, Credit Balances-----	33
Why Choose Our Program-----	34
Desired Student Characteristics, Classroom Etiquette-----	34
Class Schedules-----	34
Orientation Overview-----	35
Possible Cosmetology Occupations-----	35
Cosmetology Course Outline-----	36
Cosmetology Curriculum-----	37
Cosmetology Instructor Programs-----	38
Cosmetology Instructor 1563 Hours Course Outline-----	39
Cosmetology Instructor 1563 Curriculum-----	40
Cosmetology Instructor 650 Hours Course Outline-----	41
Cosmetology Instructor 650 Hours Curriculum-----	42
Licensing Requirements, Job Placement-----	43
Job Placement, Cosmetology CareerPhysical Demand-----	44
Tuition, Fees, Method of Payment-----	45
Satisfactory Academic Progress Policy-----	46-48
Campus Security Disclosure Act-----	48-52
FERPA-----	53-54
Grievance Policy, Regulatory Agencies-----	55-56
Consumer Information-----	57
Notes-----	58

School Motto: “Talent helps, But Knowledge Guarantees Success”

PREFACE

Success doesn't just happen. Success is the result of a plan, which is made and followed. Unfortunately, too many students have been led to believe that all they need for a successful and happy future is a diploma or a degree. This belief has resulted in for thousands of disappointed capable graduates. Many of these students have spent years of their time and thousands of dollars on an education only to find that regardless of how thoroughly they were educated, there was no demand for their services in the field in which they were educated.

Today, it is important that every person be self-reliant. Our personal and national economies and changing way of life demand it. How, then, should a person plan to assure himself of the greatest probability for a successful and happy future? There are three simple but virtually related factors, which are essential but too frequently ignored. They are: **interest, demand, and growth potential.**

In planning your future, start with **interest**. If you are interested in something, you will enjoy learning about it today and doing it tomorrow, as well as learning today, earning tomorrow. Next, from within your sphere of interests, select something that is in **demand (cosmetology)**. Once you spend your time and money on an education, it is of utmost importance that there will be a demand for your services in the field for which you have trained (**cosmetology**). Finally, ensure that the **potential growth**, in the field you select (**cosmetology**) will meet your expectations. An ambitious person, properly trained, does not want to stagnate; he wants to progress.

Cosmetology is primarily a national business answering the needs of our changing modern life everywhere about us, scientific progress, and a new order in professional organization. The whole structure of our busy world depends for successful operation largely upon properly trained cosmetologist.

Two of the three factors, demand and growth potential, necessary for intelligent career planning are practically unlimited for properly trained cosmetologist in the world today. The third factor, **interest**, must be supplied by the individual. If in reading the succeeding pages of this catalog you find them interesting, there is a distinct possibility that your plans for the future should include training that will permit you to enter into our vital and exciting world of cosmetology.

Approval Disclosure Statement

Midfield Institute of Cosmetology is a private **non-profit** institution and is licensed by the Alabama Board of Cosmetology, Code of Alabama 1795, 34-&7A-1 through 34-7A-25. Code of Alabama 1975, 34-7B-16 Chapter 250-X-5 Schools.

The Boards approval means that we have met the standards as laid out by the State of Alabama under the law for operation of a school of this type and require the following hours by course type:

Cosmetology	1500 Clock Hours
Cosmetology Instructor	1563 Clock Hours
Cosmetology Instructor	650 Clock Hours

Midfield Institute of Cosmetology has been recognized by the State of Alabama, Alabama Community System as a Post-Secondary Institution.

Midfield Institute of Cosmetology has been licensed pursuant to the Alabama Private School License Law, Code of Alabama Title 16-46-1 through 10.

Number: 15-1567-17 Approved Courses:

Cosmetology	1500 Clock Hours
Cosmetology Instructor	1563 Clock Hours
Cosmetology Instructor	650 Clock Hours

Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel before enrolling, attending class or signing enrollment agreements.

The following are agencies, which set minimum standards for program of studies in accordance with their individual requirements: (Accreditation on Probation)

Al. Board of Cosmetology & Barbering
100 North Union Street, Suite 320
P.O. Box 301750
Montgomery, Al. 36130-1750
www.aboc.state.al.us
Phone: 334-242-1918

Private School Licensure Division
Alabama Community College System
135 South Union Street (36104)
P.O. Box 302130
Montgomery, Al.36130-2130
Phone: 334-293-4650

NACCAS
3015 Colvin Street
Alexandria Va. 22314
www.naccas.org
Phone: 703-600-7600
Fax: 334-293-4500

Catalog Certification Statement

“The information in this catalog is true and correct in content and policy as required by CFR 21.4253(d)(1)”

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at <http://www.benefits.va.gov/gibill>.”

ADMINISTRATION PREROGATIVE

The administration reserves the right to make changes in courses and in programs, staff, and tuition rates as necessary. The school also reserves the right to cancel a course for which there is insufficient enrollment. The school intends all changes to be the ultimate benefit of the student and the institution. The school reserves the right to schedule staff in-service or training days as needed. Students will be notified of any schedule changes as it become necessary.

ORGANIZATION

Midfield Institute of Cosmetology (MIC)

Lila Williams- Founder, Executive Director, Educator, Financial Aid rep at MIC, was educated in the Birmingham City Schools system; received training at Debbie's School of Beauty Culture Inc. for both Cosmetology and Cosmetology Instructor programs, received a BS Degree in Education; Athens State University. Former owner and managing cosmetologist of Lila's Hair Gallery. Taught in several private cosmetology schools. Have been employed as a Cosmetology teacher in the B'ham City School System since 1998. Served as a Academic Evaluator for NACCAS National Accrediting Commission of Career Arts & Science. Founder of Midfield Institute of Cosmetology.

Aleathea Goodins- Student Account Manager/Office Assistant- was educated in the Mobile County Schools System. Graduate of Carver State Technical College studied Accounting and Culinary Arts. Graduate of Midfield Institute of Cosmetology. Works in Admissions and Financial Aid and as Office Assistant.

James H. Williams –Business Manager/ Public Relations-Served in the U.S. Marines as a *Communication* Specialist. Retired from Norfolk Railroad after 25 years of service. Entrepreneur, Former co- owner of Fire and Ice Hair Salon, and former family retail clothing store owner. Former Insurance agent for AL Williams. President of J&L Enterprises. Attended fashion Institute of Technology. Currently serves as a recruiter for Midfield Institute of Cosmetology.

Carla Kennedy- Mboumba- School Director/Licensed Cosmetology Instructor
Jimmy Hutchins- Licensed Cosmetology Instructor

MISSION STATEMENT

Our mission at Midfield Institute of Cosmetology (MIC) is to motivate and inspire students to learn the arts and science of cosmetology. We will provide the student with an education that will enable them to reach their career and life goals with knowledge and skills that will prepare them to become productive citizens in society.

PHILOSOPHY

Midfield Institute of Cosmetology believes in working with students to provide them with knowledge and skills to become proficient cosmetologists of today. With over 25 years of experience, academic excellence, and advanced training Midfield Institute of Cosmetology, will work to help the student develop into experienced cosmetologist and to meet the demand of today's industry.

GOALS

Our goals include:

- Providing a learning environment that encourages and motivates students.
- Training our students to pass the board of cosmetology licensure exam by Providing up-to-date training.
- Providing a foundation of knowledge and skills by preparing students for future financial stability.
- Providing professional development and employability skills.
- Providing lifelong career skills for career advancement in the field of cosmetology.

FACILITY & EQUIPMENT

Midfield Institute of Cosmetology (MIC) is located at 26 B Phillips Drive Midfield, Alabama in the northwest section of Birmingham, Alabama- Midfield Shopping Center. It consists of approximately 3500 square feet of space. Floor space and equipment meet all requirements of the Alabama Board of Cosmetology. The school is located on a public bus line, and designated ample free parking. A private office is available for interviewing and counseling students, also an instructor's office for administrative work for instructors to be performed. The school will be constantly improving and updating facilities to meet the criteria of a modern, up-to-date cosmetology school. Theory classroom consists of visual aids such as charts; a library and a dry erase board to aid the students in learning theory of cosmetology. Practical classrooms are furnished with working stations and manikins for students to practice the techniques of hair styling basics. The laboratory area consists of **16** working stations, **6** shampoo bowls, **3** facial chairs and **2 manicure stations**, where the student works on clients under direct supervision of an instructor. There is a dispensary and a supply area for student supplies and equipment. Refreshment machines are located in the waiting area. A break room will be accessible for students to enjoy meals. Lockers will also be available to students to store personal property. A source of reading material, videos, DVD's, CD's will be available for students in the Resource/library center.

SCHOOL CALENDAR

Midfield Institute of Cosmetology is closed for the following holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Birthday	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Day
Fourth of July	

**Students are encouraged to attend school all other days and not plan vacations around holidays as school is closed for the specified day only. Additional holidays and/or administrative workdays may be announced at the discretion of the Director of the school.

CLASS START DATES

Midfield Institute of Cosmetology begins new classes for each program on the first Monday (night school) Monday (day school) of each month.

SCHOOL CLOSINGS

MIC rarely closes. In the event of school closing due to inclement weather or extenuating circumstances students should tune into **FOX 6** television station. However, if poor weather conditions are going to make you late or absent, you must call the school by 8:30 a.m. (Day School) or 6:00p.m. (Night School) or as soon as possible. Unscheduled school closings will be announced to the entire student body via text or email.

PARKING

Students may not park in front of the building. This area is for clients and visitors. Students parking in front of the school will be asked to move their vehicles.

DRESS CODE

- Black Professional Uniform (Scrubs)
- Black uniform or enclosed shoes
- No LARGE or excessive jewelry.
- Hair and Nails must be properly groomed.
- Black socks or hosiery.

Head coverings or sunglasses are not permitted during regular school hours

All clothing worn must be clean and pressed. Worn-out uniforms must be replaced. Staff can require a student to clock-out and return home if student is not in appropriate uniform attire. During cold weather sweaters, jackets or hoodies are not allowed to be worn during regular school hours. Only a black, white or gray long sleeve shirt may be worn underneath uniform top.

**The school may occasionally schedule special times or circumstances that will allow students to dress outside the uniform policy. Students may be required to pay an out of uniform fee. Those who chose not to participate must be in regular dress code.

Mandatory Days- Mandatory days are as follows:

Thursday & Friday for both Schools.

.All students will be charged a \$25.00 fee for each mandatory day missed.

RULES AND REGULATIONS

The following rules have been constructed for students to govern themselves according:

1. Students will respect all employees of MIC, regardless to title or position.
2. Students are responsible for their own implements and personal property.
3. Students must attend classes daily and practice work diligently.
4. If you are going to be absent from School for the day, please call the office no later than one (1) hour after the start of the school day.
5. Students must clock-in and sign-in each day as required.
6. Students must clock-out for lunch regardless if they leave the building or not whenever they leave the school building; this includes smoke breaks.
7. If a student is tardy for class, student must clock in, enter classroom quietly, complete and return tardy slip back to Instructor to be placed in student file.
8. **No student will be allowed attendance for the day if he/ she isn't in required uniform. (See Dress Code)**
9. Everyone should act in a professional manner at all times.
10. No horse playing or loud excessive talking or laughing.
11. Never hold a conversation with another student while servicing clients.
12. Always call on an instructor to assist you when in doubt.
13. Students will not receive phone calls while in school, except for emergencies.
14. **Cell phones are not to be used while in school except for emergencies (cell phone may be used while on breaks in designated area; break room).**
15. **After seeking permission from client or guardian if client is a minor pictures may be taken with phone.**
16. **Students are not to sit, eat, drink, smoke or have cell phone out while on the clinic floor or classroom.**
17. No student should enter the business or teacher's office without permission.
18. Each student is required to pass both a written and practical mock State Board Examination with a minimum score of 70% and have kit inspected.
19. Students must practice personal hygiene, grooming, sanitation, and sterilization while in school.
20. Students absent fourteen (14) consecutive calendar days, will be considered to have discontinued or self- terminated their enrollment. As a result, student will be notified by mail stating that the school has not heard from you and have dropped you from the program you were enrolled.
21. Students may receive tips, but they must not ask for a tip. Clients are not obligated to give tips.
22. Each student will be required to provide service to all Midfield Institute of Cosmetology clients.
23. Students are not allowed to refuse client service tickets without a reasonable explanation.
24. Any student refusing to service a client will be clocked out for the day and given a written disciplinary notice.
25. **Lunch will be assigned by the instructor based on clinic floor activity.**
26. Students are required to cooperate with staff. Failure to do so will result in dismissal for the day and a written disciplinary notice.
27. **Each student must sanitize their work station daily. Students will be required to participate in complete sanitation by sanitizing a designated area daily.**
28. Instructors will make all assignments for practical and lab work. Students must remain on task.
29. **It is the student's responsibility to get all works checked and graded at time of completion.**
30. Servicing Clients- Before client leave your station call on instructor to examine work; make any corrections that may be needed to improve finished style. Escort client to the front desk to sign out along with record card and sign client ticket give to the instructor. Mark task off on your Requirement Sheet have teacher to sign off at time of completion
31. Service day for students will be on Tuesday or Wednesday, or at the teacher's discretion. In order to participate student must have been present the previous Friday & Saturday.

(Students receiving service on any other day are required to pay half price for their service.) Any student who fails to pay for services will not be allowed to receive any future service until service is paid. If a student isn't present in school he or she will be treated as a regular client. All clients must be serviced first and permission granted from the instructor before starting any service. No student will be allowed to work on themselves. Students must bring in their own materials and supplies for their services.

32. Students are not allowed to adjust thermostat.
33. Students aren't allowed to change operate any electronics (computer, radio, etc) without the instructors permission.
34. Music will be playing no singing or dancing allowed.
35. Radio should be played on 98.7 & 107.7 only.
36. Students are subject to all rule changes.
37. No Student is allowed to clock in 1 hour after the start of the day.

***Note** It is important for you to know that performing services for others is truly what you want to do and that you must be willing to devote the necessary hours and days of intensive training to accomplish that goal. In a business that deals with the public, a warm, friendly personality is important. Clients come in with all types of personalities, and the Professional Cosmetologist quickly learns the ability to listen, to be tactful and diplomatic at all times.

DRUG FREE WORK PLACE

The use of illegal drugs or alcohol in any form during the school day/evening is prohibited. Students who exhibit evidence of drug, alcohol abuse or intoxication in School, are subject to disciplinary action of suspension or termination. Possession of drug paraphernalia is subject to the laws of the State of Alabama.

A student who takes medication, prescription, or over the counter drugs, is required to advise the Administrator or Instructor so that the taking of medication will not be misunderstood.

CONDUCT POLICY

Students are required to comply with all School Rules and Regulations as outlined in the student handbook, beginning at the orientation session, or on the first day of class, as well as posted additions. Students are required to act in a manner that will reflect credit on themselves, the School, and the business or industry for which they are being trained. Failure to adhere to and observe School Rules and Regulations may result in suspension, or termination. Profanity and/ or disruptive behavior will not be tolerated and will be cause for dismissal from the School for the day. Recurrences may result in suspension, or termination.

Fighting will result into automatic suspension. If any student is caught or found guilty of stealing from the school, client or another student or is caught or found guilty of destroying school property or another student property will face disciplinary action which could lead to suspension or termination.

STAFF SOCIALIZING WITH STUDENTS

It is against school policy for any staff members including student teachers to socialize personally with any student during or after school hours. Staff is not to attend any social gatherings of students unless it is a school function. Relationships with students must remain professional while students are enrolled at MIC.

GROUNDS FOR TERMINATION

Student's enrollment may be terminated for non-compliance with General Policies, Contract or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, student or employee of the school; willful destruction of school property; and theft or any illegal act. It is impossible to list all unacceptable forms of behavior that could lead to Grounds of Termination:

- **Non- Compliance of General Policies**
- **Theft of property.**
- **Fraternatization at school, outside of school, on social media with staff or other students.**
- **Attending school under the influence of alcohol or illegal drugs.**
- **Fighting or threatening violence in or around school campus.**
- **Falsification of timekeeping records.**
- **Insubordination or other disrespectful conduct.**
- **Sexual or other unlawful or unwelcomed harassment.**
- **Possession of dangerous or unauthorized material, such as explosives, firearms or any other object or device that can cause bodily harm.**
- **Students absent fourteen (14) consecutive calendar days without notifying the school.**
- **Failure to report an accident.**
- **Sleeping while in school.**
- **The release of any student, customer, or staff information to any unauthorized person or entity.**

STATEMENT OF NON- DISCRIMINATION

No person shall be excluded from participation in, denied the benefits of, or subject to discrimination under any program administered by Midfield institute of Cosmetology on any basis prohibited by applicable law, including but not limited to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity or gender expression.

PRIVACY POLICY

Students and parent/guardians of dependent minors are guaranteed the right to access and review the students' educational file. Students must give a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third party request for information will require written authorization from the student or parent/guardian of a dependent minor. MIC requires a release form to be completed for each third party request of information. MIC provides access to student records without consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. MIC, will maintain a record of all release forms and requests for information in student file.

RECORD RETENTION

Student Record is defined as files, materials, and documents that contain information directly related to the students period of enrollment, and that are maintained by the institution. Midfield Institute of Cosmetology will keep these records available for ten (10) years from the last day of attendance. After this period all records are destroyed. Any No- Start Records will be destroyed after 14 days from the No- Start date.

CHANGE OF NAME/ADDRESS/TELEPHONE

Students, who have a change of name or of local home address or telephone number(s) during the enrollment period, should report this change to the Admissions Office within two weeks of change.

ADMISSIONS POLICY

In order to be admitted as a regularly enrolled student for any specific program at Midfield Institute of Cosmetology the applicant must meet one of the following requirements:

1. **Have a high school diploma, or its equivalent, a transcript showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients).**
2. Have evidence of completion of homeschooling that state laws treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
3. Have the ability-to-benefit from the training, according to the NACCAS [Ability-to-Benefit Policy](#); or
4. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
5. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

*Note if a student wishes to enroll while attending a secondary school when isn't enrolled under a training agreement may be admitted if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes the Pre-enrollment Process.

In addition, the student must provide the following items:

- Provide proof of age. (Current Driver License or Birth Certificate)
- Provide a copy of Social Security Card.
- Submit two current 2x2 professional passport type photos. No Glamour or Snap Shots.
- Submit current Cosmetologist license if enrolling in a Cosmetology Instructor (1563 clock hour or, 650 clock hour) Program.

Diplomas or Transcripts: MIC is required to verify that your proof of education is valid. The school will accept a foreign diploma, or transcript, however, the diploma or transcript must be equivalent to a U.S. high school diploma and must be translated into English. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated and incur the cost before being enrolled. This cost can't be included in the cost of attendance.

*If you have a disability and need an academic accommodation please notify the admission office so we can review your request.

SCHOLARSHIP PROGRAM

Scholarship Qualifications

- Must meet all admissions requirements.
- Must have at least a 3.0 GPA
- Must enroll as a full-time student.
- Must have an excellent attendance record, with NO unexcused absences and a satisfactory conduct record.
- Must submit a 200 word typed essay paper reflecting your goals and why you chose cosmetology as a profession
- Submit 3-letters of recommendation.

The scholarship will be paid toward tuition. The recipient will pay mandatory days and overtime charges if he or she doesn't complete the program by the contract graduation date.

REQUIREMENTS FOR THE SCHOLARSHIP RECIPIENT

- The recipient must enroll as a full-time student.
- The recipient is required to pay enrollment fee of \$200.00

- The recipient will be responsible for buying his or her own books and kit.
- The recipient must maintain satisfactory progress of 80% in attendance and academics (theory & practical work.)
- The recipient will be required to pay for all State Board Exam Fees.

Note: The recipient will lose the scholarship if the student fails to meet Satisfactory Academic Progress. (Minimum of 80% average monthly attendance and minimum of 80% grade point average)

Check with the school director for In-House Scholarships availability. Visit local salons chose one in which you would like to work after graduating ask the owner to invest in you a scholarship for school and in return you will work in their salon after graduation.

FINANCIAL AID

Midfield Institute of Cosmetology recognizes that many students who wish to attend college do not have the financial resources available to pay the cost of higher education. The school have a financial aid representative to assist students seeking a certificate by making their educational goals financially possible. The primary purpose of financial aid is to assist students who, without such aid, would be unable to attend a post secondary institute. The financial aid office administers various types of financial aid programs including grants, loans, scholarships. To learn more about student financial aid programs, visit www.studentaid.ed.gov/sa/ (federal programs). No person shall be excluded from participation in, denied the benefits of, or subject to discrimination under any program administered by Midfield Institute of Cosmetology on any basis prohibited by applicable law, including but not limited to, race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity or gender expression. Most financial aid is awarded on the basis of need. In addition, most financial aid programs require annual applications. The Office of Financial Aid will make every effort to assist the student in meeting his/her need using all resources available. Each student has certain rights and responsibilities in the financial aid application process. Therefore, it is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds. Failure to comply with regulations may result in loss of funding and/or eligibility.

VERIFICATION POLICY

Verification- is a process which requires an institution to confirm the accuracy of information used to determine a student's eligibility for federal student assistance. A student's file may be selected for verification by either the school or by the U.S. Department of Education. No Federal Pell Grant funds will be disbursed prior to the completion of verification.

If a student's file has been selected for review under the verification process, student will be notified on a timely basis if they were selected for verification, depending upon the reason the file was selected, some of the following information may be requested from the student:

- A completed Verification Worksheet signed by the student and/or parent when applicable.
- A copy of an IRS Tax Return transcript from the U.S. Internal Revenue Service will be required unless the student (and parents where applicable) have properly used the IRS data Retrieval Tool to import tax information into the students FAFSA record, A Tax Return Transcript will serve to confirm the accuracy of income and other tax related amounts that the student reported on his/her FAFSA application if the IRS/DRT has not been used.

Obtaining Tax Return Transcripts

Students can obtain tax return transcripts:

- Via the internet at www.irs.gov
- Via phone by calling 1-800-908-9946
- Via mail or fax by completing IRS Form 4506T-EZ

Internet and phone request are easy and tax return transcripts will be mailed to the tax filer's address within 5-10 days. Submission of Form 4506T-Ez can authorize mailing of the transcript to a 3rd party (such as the institution) but will take approximately 30 days.

- Other documentation may be requested by the institution to verify the accuracy of your application information including, but not limited to, marital settlement agreements, divorce decrees, W-2 forms etc.

Students eligible to receive a Pell Grant will have 10 calendar days to complete verification beginning no later than the students start date. Failure to complete the verification requirements, or submit in the allotted amount of time may result in forfeiture of any federal aid awarded during the award year, and they will be considered a cash pay student and payment will be required at that time.

Students will be notified by the institution if any discrepancies are discovered during the verification process. Students may be required to correct any erroneous information by using the ISIR correction process at www.fafsa.ed.gov. The verification process is not considered to be completed during periods of corrective action. Corrections include a recalculation of the student's EFC, and electronic resubmission of applicant information through the FAFSA Central Processor. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education (DOE)

If a student's award changes as a result of the verification process, the student will be counseled and informed of how the changes affects his/her packaging and financial obligations to the institution.

In the event this verification process identifies that a student received an overpayment of federal aid, the student will be required to refund the overpayment promptly. The student will be ineligible for any future federal aid until any and all amounts owed are repaid. If the student fails to repay any refund due, or if the institution determines that the student may have engaged in fraud or misrepresentation regarding the federal aid process, the student will be referred to the U.S. Department of Education for resolution. No Federal financial aid will be disbursed to the student.

The financial aid file will be closed and documented that student forfeit their right to federal assistance for non-compliance with verification policies.

VERIFICATION DEADLINE LETTER

You are a ___ Independent or ___ Dependent Student

Date: _____

Dear Student,

Congratulations on beginning your program at Midfield institute of Cosmetology! Your 2020-2021 FAFSA application has been selected for verification. When a student applies for federal financial aid they submit a Free Application for Federal Student Aid (FAFSA), which you have already done. The Department of Education (DOE) randomly selects students FAFSA application for verification. This means that we must verify the information that you put on your FAFSA. In order for us to verify the information you put your FAFSA you will be required to submit supporting documentation to the financial aid office.

No financial aid can be disbursed until this process is complete. You must complete verification within 30 days of your start date. If you fail to submit the required documents in the time allotted, you will then be considered a cash paying student and a payment will be required in order for you to continue your schooling.

VERIFICATION DEADLINE- (fill in the date)

1.Verification Worksheet

- a. Independent students completed and signed by you
- b. Dependent students completed and signed by you and a parent.

2.2018 Taxes: You Must

- a. Use the IRS Data retrieval Tool on FAFSA on the web to pull taxes over from the IRS or;
- b. Provide a Tax Transcript from the IRS.

3. Non-Fliers: if you did not and are required to file a tax return

- a. Independent students complete and sign the non-tax filers statement
- b. Provide 2018 W2(s).
- c. Dependent student both you and a parent must each complete and sign a non-tax filers statement.
- d. Provide 2018 W2(s)

Visit www.irs.gov to download and print your transcript. You also may request it to be mailed to you online or by calling IRS at 1-800- 908-9949. Lastly, you can also stop by your local IRS office to pick up in person. **In order to receive your transcript immediately you must mention to the IRS agent that you need the transcripts to complete verification and attend school.**

Appointments are required to pick up your transcript in person.

In order to avoid delays be sure all the forms are complete and signed.

Student Signature

Date

ATTENDANCE POLICY

Day School (Monday- Friday) 8:30a.m.-3:00p.m.,

Night School (Monday- Friday) 6:00p.m.-10:00p.m.

Each student is required to clock themselves in and out upon arrival and departure using the time clock. Failure to do so will result in no time for the said day. Students can't and will not receive more than eight (8) hours in any given day.

MIC believes that a student's training for a job begins that day he or she enters class. **Therefore, each student is responsible for maintaining the same attendance, promptness, and dependability** that he or she is expected to have when employed. Being present and on time in the classroom makes a definite statement to a potential employer after you complete the course.

All students are required to attend a minimum of 80% of the scheduled hours.

Full-time students are required to be enrolled to attend a minimum of 30 clock hours per week.

Part-time enrollment requires a minimum of 20 clock hours per week. Absenteeism and tardiness places a burden on other students and on Midfield Institute of Cosmetology Inc. In the rare instance when students cannot avoid being late to school or are unable to attend as scheduled, they should notify the school as soon as possible in advance of the anticipated tardiness or absence. This is a CLOCK HOUR program, meaning every minute a student is not on the clock, contributes to time missed, and will affect attendance rates. Be aware such conduct can lead to disciplinary action, up to and including termination of enrollment.

The following absences are excused by MIC, when student submits proper documentation. Student will be allowed to make-up missed time without any additional charges applied to students account.

Medical Leave: When approved and requested by a Doctor.

Jury Duty: Midfield Institute of Cosmetology understands and wants every student to fulfill their responsibilities by serving on jury duty when required. Student must show the jury duty summons to their instructor as soon as possible so the instructor may make arrangements to cover material

with student while away.

Court or Witness Duty: Just as above, we encourage students to appear in court for court appearance or witness duty when subpoenaed to do so. Please present your subpoena to your instructor as soon as you are notified, so they may work with you.

Military Leave: As explained above.

Failure to report an absence may result in suspension. If the absence is pre-excused, you need not to call in. When you return from an absence, you are required to fill out an **Absence/ Time- Off Request Form**. This form must be turned in to school administrator and be accompanied with any doctor or other excuse. If you are requesting off for a half-day, full day or several days, you must fill out an **Absence/ Time Off Request Form** and turn it in to the school administrator for approval. If a student is requesting time off and is on a probationary status in attendance, the request for time off may be denied. An **Absence/ Time Off Request Form** must accompany any doctor excuse, court appearances, social service agency appointments etc., and turned into the school administrator to be placed in the students file. Friday's absences must be pre-excused. If a student is absent on Thursday or Friday and the absence wasn't pre-excused, the student must provide documentation or may face suspension or termination. Students must give two week notice for a pre-excused absence. For emergencies or unexpected absences requiring day(s) off, please see school administrator.

Students who are repeatedly absent on Thursday or Friday may face suspension or termination.

Students, who are not in attendance the school will assume you have self-terminated from school and proper Unofficial Withdrawal procedures will be followed. The school is not responsible for any supplies or personal belongings left by the student in locker, classroom or stations.

TARDINESS

Tardiness and leaving early are a part of attendance. They are as unacceptable as absenteeism. Day School students are considered tardy if student arrives to class after 8:45 a.m. Night School students are considered tardy if student arrives after 6:15p.m.

In any given month, the first tardy will result in a verbal warning, the second tardy will result in a written warning; and each subsequent tardy will result in a one day suspension. Suspensions are counted as an unexcused absence. Accumulated absences may jeopardize a student's Satisfactory Progress and failure to meet Satisfaction Progress may result in termination. If possible, please call the school and state that you are running late. Day School students are considered tardy if student arrives to class after 8:45 a.m. Night School students are considered tardy if student arrives after 6:15p.m.

LEAVING EARLY

In order to leave EARLY, you must: 1) Inform Instructor upon arrival. 2) Request and Complete a Leave Early Slip, stating the reason for leaving early 3) Return completed for to the Instructor.

BREAKS

Breaks are a PRIVILEGE. Students are given time for breaks; therefore you are not permitted to leave out of the building for a break. Monday- Wednesday first break is scheduled from 10:20-10:30. Students will be allowed a 10 minute after each hour of instruction time when applicable.. Thursday & Friday all breaks will be scheduled by the instructor. **If the student leaves the building they must clock out.**

LUNCH BREAK

Lunch breaks are for 30 minutes. If your break exceeds 30 minutes, your late return will be treated as a tardy. Students must clock out for lunch regardless if they leave the building or not.

MAKE-UP WORK / MAKE UP TEST /MAKE-UP HOURS

If a student is absent on test day, or absent on the day an assignment is due, the student will have three (3) days after they return, to make up the test or turn in the assignment. If student submit a documented excuse, they will receive full grade, otherwise a 25point deduction to the grade. It is the student's responsibility to make arrangements with their instructor to make up a test and/ or turn in their assignment. If the test is not made up within three days or the assignment isn't completed, the student will receive a zero "0" grade. A student may not be eligible to rotate to the next level if all test, assignments and workbook chapters aren't completed. Students who needs to make-up hours needs to make necessary arrangements with the instructor and then must be approved by the Executive Director or Designee. **Make-up hours will be made up during a regular school session, a Day school student will be allowed to attend Monday Night sessions, and a Night School Student will be allowed to attend Friday Day School sessions, under the direction of a licensed Instructor.** Special make-up hours can be considered on a case by case situation, request must be made in writing in advance and approved by school director.

Kit Policy

Once issued all students are required to bring their Kits to school each day. All students to have their own materials, equipment and supplies daily to complete coursework. Kits should be fully equipped, clean and ready for inspection and use at all times. Students should mark all their belongings with their name or initials, so that they will always be identifiable. MIC is not responsible for lost, broke or stolen items. MIC is not liable in any way for items left in school.

COUNSELING PROCEDURES

Counseling is provided to students a minimum of three (3) times during their contracted course. This counseling is done on an individual basis and includes, but not limited to academic, attendance, and practical counseling. Career counseling is provided to the student regarding interview, employment opportunities and marketable skills.

Counseling is available to students that have academic, personal, or faculty problems affecting their progress. They are to see the instructor in charge of their class and if further counseling is necessary he/ she will direct them to the appropriate person. Counseling is utilized as preventive disciplinary action on attendance, academic, undesirable behavior, etc.

Counseling sessions for all students are held at intervals of the enrolled course; they are held in conjunction with the monthly progress review. Students are counseled on progress and satisfactory or outstanding results, such as attendance, academic progress, positive attitudes, and contributions to the School etc. Written progress reports are discussed and a copy of the report is given to the student at the time of the counseling.

STUDENT: INSTRUCTOR RATIO

Midfield Institute of Cosmetology doesn't exceed a student: Instructor ratio of 20 to 1 at any time.

LEAVE OF ABSENCE POLICY (LOA)



Midfield Institute of Cosmetology recognizes that over the course of enrollment it may be necessary to take a Leave of Absence from training for a variety of reasons. Reasons for which a Leave of Absence may be granted are:

- The birth or adoption of a child or placement of a foster child

- The care of a sick spouse, child or parent
- The students own serious health condition
- Death of an immediate family member
- Documented military duty
- Documented jury duty
- A vacation trip in which student must leave town
- Extended personal, or other problems which makes it difficult for the student to attend class.

Students should confer with the school director to determine if they are eligible for a Leave of Absence and what the impact will be on their program. Students who take a Leave of Absence must return to the same class they were in when they left. The director will assist the student in requesting a Leave of Absence and determining if supporting documentation is required.

Student enrolled in the Instructor program are not eligible for Leave of Absence.

A student, who is granted a Leave of Absence by the director, is not considered to have withdrawn from the school. A Leave of Absence will not affect the student's maximum time frame for completion however; it will affect their scheduled graduation date.

Students must follow the institution's policy in requesting a Leave of Absence.

In order to be placed on a personal Leave of Absence the student must:

1. Complete the school's Leave of Absence request form (See Notification below)
2. Be approved by the school's director
3. Must be maintaining Satisfactory Academic Progress
4. Leave must be a minimum of ten (10) calendar days
5. Students who take a leave of absence will return to the same stage in the program they were in when they left.
6. If student is taking a leave of absence for medical reasons, student will be required to submit medical documents.

******Students may not arbitrarily decide to "TAKE" a Leave of Absence. Students must speak to the School or Executive director for a Leave of Absence. Any student who does not speak to the School or Executive Director directly will not be granted a Leave of Absence.**

Students will not be granted a Leave of Absence, together with any additional Leave of Absences previously granted, exceed a total of 180 days in any 12 month period.

NOTIFICATION

The student must request the Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so and that:

- A. The request must be in writing;
- B. The request must include the student's reason for the Leave of Absence; and
- C. The request must include the student's signature.

The institution may grant a Leave of Absence to a student who did not provide the request prior to the Leave of Absence due to unforeseen circumstances if:

- A. The institution documents the reason for its decision;
- B. The institution collects the request from the student at a later date; and
- C. The institution establishes the start date of the approved Leave of Absence as the first date the student was unable to attend.

Request must be made by submitting a signed Leave of Absence Request form to the director. Leaves are not approved until student and director signs both the Leave of Absence Request form and on Addendum to the Enrollment Agreement.

There must be a reasonable expectation that the student will return from the Leave of Absence.

OUTCOME

- Schedule hours will not be accumulated.
- The leave will not affect the student's Satisfactory Academic Progress.
- The student's maximum time frame for course completion and Enrollment Agreement end date will be extended by the number of calendar days of leave.
- The student's will be informed as when he or she is scheduled to resume training.
- The student will return to school with the same academic and attendance held prior to the Leave of Absence.
- The student will not assess any additional charges as a result of a requested Leave of Absence.
- A student granted an Leave of Absence in accordance with the institution's policy is not considered to have withdrawn and that no refund calculation is required at that time.
- **Students utilizing VA education benefits will have those benefits terminated during a Leave of Absence.**
- A student's contract period will be extended by same number of days taken in the Leave of Absence and such changes to the contract period must be either:
 - A. Changes to the Enrollment Agreement will be initialed by both parties; or
 - B. An addendum to the Enrollment Agreement must be signed by all parties.
- The student's grace period for the Title IV program loans could be reduced by the entire time of the Leave of Absence up to and including the exhaustion of the student's grace period.
- The student on Leave of Absence should continue to make payments on his or her account as scheduled; if applicable.

FAILURE TO RETURN

Failure to return from the Leave of Absence on the schedule date will result in immediate termination from school, unless the student speaks with the director to extend the Leave of absence before the schedule return date. All institutional refund and Return to Title IV calculations will then go into effect based on the student's last date of attendance.

Student will be withdrawn if the student takes an unapproved Leave of Absence, or does not return by the expiration of an approved Leave of Absence. The student withdrawal date for the purpose of calculating a refund will be the student's last date of attendance;

RESPONSIBILITY UPON RETURN

The student will return to school from leave of absence on the return date specified on the Leave of Absent Request form and Enrollment Agreement Addendum. A student who wishes to extend the schedule leave of absence must contact and speak to the school administrator directly at least two (2) business days prior to the originally schedule return date or desired new return date. Addition medical certification will be required to extend a medical leave. Student will be responsible to make up any missed work. Students will need to consult with their instructor upon returning.

LEAVE OF ABSENCE REQUEST FORM

Student's Name First: _____ Last: _____

Social Security Number: _____ **D.O.B.** _____

Leave of Absence Request Date: _____ **Clocked Hours:** _____

Program: _____ **Instructor:** _____

Student's Last Day in Class: _____ Official LOA Date: _____

Home Phone: _____ Cell Phone: _____

Return Date from LOA: _____ Revised Contract End Date: _____

Reason for LOA _____

I understand that if I do not return by the expiration date I will be withdrawn from Midfield Institute of Cosmetology as a student.

_____ Institution granted LOA to student who did not provide the request prior to the LOA due to unforeseen circumstances.

Student Signature Date

School Director Date

Executive Director Date

RE-ENTRY STUDENTS

If a student has been officially dropped from school, or who have been terminated must have satisfied all prior financial obligations and have received clearance from the administrator to apply for re-entry. Student must write a letter of intent explaining why they wish to continue their education at MIC. Terminated students must also explain what steps they will take to correct the circumstances which lead to their termination. If student have been out of school one year or more from last day of attendance hours will be considered as EXPIRED and student will have to enroll as a new student. Students with a record of disciplinary problems will not be considered for re-admission.

TRANSFER POLICY

Transfer students must meet admissions requirements and may be accepted after a thorough review of student records, and an interview with school director. It is our policy to accept transfer students and their hours earned at another institution .Transfer students must re-register with the Alabama Board of Cosmetology. Transfer students must submit an official transcript with their grades and hours and pay the required enrollment fees. Tuition for transfer students will be calculated per hour based on the number of hours needed to complete the program. If a kit is required student must pay for it on the first day of school. When transferring from MIC, we do not promise or guarantee transferability of hours earned to any other educational or vocational institution. Transferability of hours is primarily dependent on the policies of the institution to which the student seeks to transfer. Also, if the student has any indebtness to MIC, hours will not be transferred until financial obligations have been met and approved by school's administrative official.

CHILDREN AND FRIENDS AT SCHOOL

Staff or Students may not, under any circumstances, bring their children and/or friends to school.

Drug AND ALOCHOL ABUSE POLICY

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Title IV Funds who are convicted of a criminal drug offense during the period of enrollment for which the Title IV funds was awarded are required by federal regulation to report that conviction in writing to the:

**Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571**

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through some local centers which includes:

Alethia House	205-279-3999
Bradford Health Services	888-577-0012
Tri-County Treatment Center	205-836-3345

JCCEO Community Substance Abuse Prevention Program	205-428-7362
--	--------------

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Drug Testing Policy

The college maintains a drug-free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances while enrolled as a student. Students will be held accountable for consuming illegal substances, regardless of state/local laws in the location where the substance was ingested. A student is subject to testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions. Drug testing (at the college's expense) will be required whenever the Owner/Founder, or his/her designed representative, suspect or have reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or off campus.

Reasonable grounds for requiring a student to submit to a drug test may include, but are not limited to, the following:

Incoherent communication or inexplicable behavior.

A pattern of tardiness and/or absenteeism from class.

Suspicious odors on person, clothing, and/or other property.

Sudden, inexplicable decline in academic performance.

Possession of drug paraphernalia.

Prior positive drug test results.

Arrest, citation, or conviction for a substance-related offense by college or public law enforcement authorities.

Observation of substance use or physical symptoms or manifestations of impairment, incoherency, or erratic, inexplicable conduct.

A report of substance abuse or use provided by a reliable and credible source.

A student, who refuses to submit to a request for drug testing from an authorized school official, refuses to authorize the release of test results to the school, or tampers with a drug test sample will be

disciplined up to and including dismissal from the school. A positive drug test that confirms that a student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances, or inappropriate use or abuse of a prescription medication, whether on or off campus, will result in disciplinary action including, but not limited to, suspension or dismissal from the school.

Drug Testing Centers.

Employer Drug Program Mgt	205-326-3100
TASC Treatment Alternatives	205-917-3780

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact these organizations.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

Midfield Institute of Cosmetology will review our Drug Policies Bi-Annually to ensure they adhere to the Local and State Sanctions.

Jefferson County Alabama's District Attorney uses the "Drug Court" for Drug Offenders. The Sanctions are defined below.

2013 Code of Alabama

Title 12 - COURTS.

Chapter 23A - ALABAMA DRUG OFFENDER ACCOUNTABILITY ACT.

Section 12-23A-4 - Establishment of drug court; participation; incentives and sanctions; components; drug court team and advisory committee; coordinator.

Universal Citation: [AL Code § 12-23A-4 \(2013\)](#) Section 12-23A-4(a)(1) The presiding judge of each judicial circuit, with the consent of the district attorney of that judicial circuit, may establish a drug court or courts, under which drug offenders shall be processed, to appropriately address the identified substance abuse problem of the drug offender as a condition of pretrial release, pretrial diversion, probation, jail, prison, parole, community corrections, or other release or diversion from a correctional facility. The structure, method, and operation of each drug court may differ and should be based upon the specific needs of and resources available to the judicial district or circuit where the drug court is located, but shall be created and operate pursuant to this chapter and in compliance with rules promulgated by the Alabama Supreme Court.

(2) Nothing in this chapter shall affect the authority of the district attorney to establish a deferred prosecution program or a pretrial diversion program within his or her judicial circuit or affect his or her ability to nolle prosequere a particular case. Notwithstanding the foregoing, all drug courts shall comply with this chapter and rules promulgated by the Alabama Supreme Court.

(b) Participation in drug court shall require the consent of the district attorney and the court and shall be pursuant to a written agreement. A drug offender may participate in a pre-adjudication, post-adjudication, reentry, probation violation, or combination program.

(c) The court may grant reasonable incentives under the written agreement if the court finds that the drug offender:

- (1) Is performing satisfactorily in drug court.
- (2) Is benefiting from education, treatment, and rehabilitation.
- (3) Has not engaged in criminal conduct.
- (4) Has not violated the terms and conditions of the agreement.

(d) The court may impose reasonable sanctions under the written agreement or may incarcerate or expel the offender from the program if the court finds that the drug offender:

- (1) Is not performing satisfactorily in drug court.
- (2) Is not benefiting from education, treatment, or rehabilitation.
- (3) Has engaged in conduct rendering him or her unsuitable for the program.
- (4) Has otherwise violated the terms and conditions of the agreement.
- (5) Is for any reason unable to participate.

(e) Upon successful completion of drug court, a drug offender's case shall be disposed of by the judge in the manner prescribed by the agreement and by the applicable policies and procedures adopted by the drug court. This may include, but is not limited to, withholding criminal charges, nolle prosequere of charges recommended by the district attorney, probation, deferred sentencing, suspended sentencing, split sentencing, or a reduced period of incarceration. Records of all such dispositions shall be maintained and be available to judges and prosecutors statewide. This provision shall not authorize the disclosure of youthful offender or juvenile records to the general public.

(f) Drug courts shall include all of the following ten key components, as defined by the United States Department of Justice, and the drug court team shall act to ensure compliance with each of the components:

- (1) Integration of drug, alcohol, and other drug treatment or educational services with justice system case processing.
- (2) Use of a non-adversarial approach, with prosecution and defense counsel promoting public safety while protecting the due process rights of drug offenders participating in the program.
- (3) Early identification of drug offenders eligible to participate and prompt placement in the drug court program.
- (4) Access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.

- (5) Monitoring of abstinence by frequent alcohol and other drug testing.
- (6) Adoption and implementation of a coordinated strategy which governs drug court responses to the compliance of drug offenders participating in the program.
- (7) Ongoing judicial interaction with each drug court of drug offenders participating in the program.
- (8) Monitoring and evaluation to measure the achievement of program goals and gauge effectiveness.
- (9) Continuing interdisciplinary education to promote effective drug court planning, implementation, and operations.
- (10) Forging partnerships among drug courts, public agencies, and community-based organizations to generate local support and enhance drug court effectiveness.
- (g) Cases handled pursuant to this chapter shall be calendared on dedicated dockets, set aside from other criminal cases.
- (h) Each local jurisdiction that intends to establish a drug court, or continue the operation of an existing drug court, shall establish a local drug court team and may also establish a local drug court advisory committee.
- (i) The drug court team, when practicable, shall conduct a staff meeting prior to each drug court session to discuss and provide updated information regarding drug offenders. After determining their progress, or lack thereof, the drug court team shall agree on the appropriate incentive or sanction to be applied. If the drug court team cannot agree on the appropriate action, the court shall make the decision based on information presented in the staff meeting. Nothing in this chapter shall prohibit the authority of the district attorney to file a petition to remove the drug offender from the drug court program for good cause shown.
- (j) Nothing contained in this chapter shall confer a right, or an expectation of a right, to participate in drug court, nor does it obligate the drug court to accept every drug offender. Neither the establishment of any drug court nor anything in this chapter shall be construed as limiting the discretion of the district attorney. Each drug court judge may establish rules and may make special orders and rules, as necessary, that do not conflict with this chapter or rules promulgated by the Alabama Supreme Court.
- (k) A drug court coordinator shall be responsible for the general administration of drug court.
- (l) Any agency charged with supervising a drug offender under drug court jurisdiction shall timely forward information to the drug court concerning the progress and compliance of the drug offender with any court imposed terms and conditions. (Act 2010-754, p. 1909, §4.)*

ineligible for federal student grants and loans or for participation in federally sponsored research grants or contracts for up to one year after the first conviction, and up to five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first conviction, 10 years after the second, and permanently after the third.*Under federal law, distribution of drugs to a person under age 21 is punishable by twice the normal penalty, i.e., a mandatory one-year prison term; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from use of the substance.

****In accordance with the requirements of the Drug-Free Workplace Act of 1988, as a condition of employment, any employee who is engaged in the performance of work under a federal grant or contract must notify the University if he or she is convicted of violating any criminal drug statute for activities done in the workplace not later than 10 days after conviction; students who receive Pell and certain other federal grants are subject to similar conditions and must report any conviction of a drug-related offense to the US Department of Education within 10 days of the conviction if the offense occurred during the period covered by the grant.***

Federal Drug Laws

The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction. **A. Denial of Federal Benefits**

21 U.S.C. 862

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

B. Forfeiture of Personal Property and Real Estate

21 U.S.C. 853

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

C. Federal Drug Trafficking Penalties

21 U.S.C. 841

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8million. Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year.

D. Federal Drug Possession Penalties

Persons convicted on federal charges of possessing any controlled substance face

penalties of up to one year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

Substance	Amount	Penalty—First Conviction
Heroin	1 kg. or more	
Cocaine	5 kg. or more	
Crack Cocaine	50 gm. or more	
Methamphetamine	100 gm. or more	
PCP	100 gm. or more	
LSD	10 gm. or more	
Marijuana	1,000 kg. or more	Prison: not less than 10 years, not more than life.
N-Phenyl-N-propanamide	400 gm. or more	Fine: up to \$4 million.
Heroin	100–999 gm.	
Cocaine	500–4,999 gm.	
Crack Cocaine	5–49 gm.	
Methamphetamine	10–99 gm.	
PCP	10–99 gm.	
LSD	1–10 gm.	
Marijuana	100–1,000 kg.	Prison: not less than 5 years, not more than 40 years.
N-Phenyl-N-propanamide	40–399 gm.	Fine: up to \$2 million.
Amphetamines	any amount	Prison: up to 3 years.

Barbiturates	any amount	Fine: up to \$250,000.
Marijuana	50–100 kg.	
Hashish	10–100 kg.	
Hash Oil	1–100 kg.	
Flunitrazean (Rohypnol, “roofies,” or “roaches”)	1 gm.	Prison: up to 20 years. Fine: up to \$1 million.
Marijuana	less than 50 kg.	Prison: up to 5 years. Fine: up to \$250,000.
Hashish	less than 10 kg.	
Hash Oil	less than 1 kg.	
Flunitrazepan (Rohypnol, “roofies,” or “roaches”)	less than 30 mg.	Prison: up to 5 years. Fine: up to \$250,000.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

SAFETY

All students and staff are encouraged to take an active role in maintaining a “SAFE” environment. In order to avoid accidents, injuries and falls, students and staff must use the following preventive measures:

1. Never Horseplay
2. Always use equipment properly.
3. Do not use electrical cords that are frayed or damaged.
4. Always read and follow manufacturer’s directions especially when using chemicals
5. Wipe up spills immediately on the floor.
6. Place trash or litter in proper containers.
7. If you do not understand something ask the instructor.
8. Assist elderly and handicapped clients.
9. Immediately report any malfunctioning equipment to the instructor.
10. Keep the areas around your work station free of debris and your personal belongings.
11. Keep the aisles clear and clean at all times.
12. Keep client personal items in a safe place (inside your station).
13. No one is allowed in service unless they are assisting a client.
14. Use your timer whenever chemical are processing.

EMERGENCY SITUATIONS

In the event of an emergency, (tornado, fire, bomb threat etc.) Be CALM, COURTEOUS, AND FOLLOW DIRECTIONS

Fire or Bomb Threat:

1. Evacuate the building from the nearest exit.
(Reception Area-Shampoo Area Use front door)
(Facial area, Pedicure to back of school use back door)
2. Assist clients who may need help.
3. If using front door to exit the building walk quickly out into the parking lot toward the dental center.
If using the back door, once outside go to your right and come around the building to the front and meet the rest of the school out in the parking nearby the dental center.
4. Do not try to grab personal items just, GET OUT.
5. Do not re-enter the building until a staff member have given clearance.

Tornado:

1. All students and clients should go in the hallway by the time clock, restroom and library and hallway leading to break room. Go to the wall and lie on your knees and place your head down with your hands behind head. See Illustration for Tornado Bell

CELL PHONES AND OTHER ELECTRONIC DEVICE

Students are at no time allowed while in the building to wear headphones or play a personal electronic device. Cellular phones MAY NOT be used in school unless you have been assigned a task by the instructor, or you are on an approved break. Cellular phones must be turned off during school hours. Violation of this policy could result in confiscation of these items until the end of the school day. Repeated occurrences could lead to suspension.

POLICY ON HARASSMENT

MIC believes that every student has the right to an educational and work environment free from harassment. Any student who report any form of harassment will not be subjected to any kind or retaliation for having made a complaint about harassment . Any student who is found guilty of violating this policy would be subject to disciplinary action which could result in written warning, suspension, termination.

Harassment Includes: Sexual harassment which is unwelcomed sexual advances, request for sexual favor, sexually motivated physical contact or verbal communication. Jokes or remarks made to, or in the presence of students, clients, staff who find such jokes or remarks offensive are not permitted. Pictures, articles, cartoon characters etc., that have an offensive content are not permitted in our school. Harassment of any nature will not be tolerated. All Harassment reports must be made to a school administrator or staff member. All reports will be kept confidential if possible. A thorough investigation will be conducted which may require communication to others about the complaint. When a Harassment complaint is to be made, one must write a summary of the situation as soon as it happens to ensure that all accounts are accurate.

SANITATION

All students are responsible for the cleanliness of their station, equipment, and surroundings for the purpose of personal and client sanitary protection. Sanitation must be done before, during and after each client is serviced. All students must wash their hands before and after each client. All students must wash their hands after each visit to the restroom; Students will be assigned additional sanitation details to help keep the school clean and sanitary. All details will be checked by the instructor or designee.

INSPECTIONS

MIC, reserves the right to inspect student lockers, stations, kits, bags etc. at the discretion of the instructor or administrator at any time for sanitation and security reasons, and without notice.

VOTER REGISTRATION

For any student who is not already registered to vote, we offer this link to ensure you are carrying out your Civic Duty: <https://www.alabamavotes.gov/olvr/default.aspx>

VACCINATION POLICY

Midfield Institute of Cosmetology does not require vaccinations for admissions into our programs. Any interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

WITHDRAWAL POLICY

The procedures for students desiring to withdraw from Midfield Institute of Cosmetology (MIC) are as follows:

Students who transfer, withdraw, or is terminated or dropped from the program will be charged a fee of \$150.00.

To obtain a copy of your transcript, please submit a written request along with a \$25.00 transcript fee. To have a transcript send to another institution a written request must be made by the student or the receiving school and a \$25.00 transcript must be paid to MIC, before the transcript is released. An official transcript will only be released to students who have satisfied all their financial obligations with the school. Please allow five (5) business days after receipt of request and payment for processing. Payment can be made in cash, money order, cashier check or credit card at the school or by mail.

Official Withdrawal

- When a student officially withdraws from their course of study, the date determined will be the date that the student notifies Midfield Institute of Cosmetology.
- Student must submit in writing the reason for withdrawing from their course of study at Midfield Institute of Cosmetology.
- Pay withdrawal fee of \$150.00 and any outstanding balance that the individual owes to the institution for tuition (No records will be released until all fees are paid)
- For official withdrawals, the Return of Title IV funds calculation must be performed and the student notified of any overpayment within 30 days of the date the institution determined the student withdrew. In many cases, students will owe money to federal aid program and to MIC.

Unofficial Withdrawal

- If a student doesn't officially withdraw from MIC, and have been absent for a period of (14 days) shall be considered withdrawn.
- All refunds due will be returned within 45 days from the date of determination of withdrawal.
- Students receiving Title IV aid who stop attending all classes and receive all F's will be treated as unofficial withdrawals. Students who are suspended from all courses based on unexcused absences will be treated as unofficial withdrawals. For unofficial withdrawals, the withdrawal date is defined as the last documented date of attendance.

WITHDRAWAL AND SETTLEMENT POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid less the application fee in the amount of \$50.00.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing, within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded less the non-refundable application fee in the amount of \$50.00, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract, but prior to starting classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$200 and application fee in the amount of \$50.00 (if applicable).
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be earlier of the schedule date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage Scheduled Time Enrolled to Total Course/Program	Total Tuition School Shall Receive/Retain
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instructions has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before program has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (Ex: extra kit material, books, overtime charges, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

****Students utilizing VA education benefits will receive a 100% refund if they fail to enter or withdraw on the first day of class; thereafter they are subject to the pro rata refund schedule. Enrollment fees beyond \$10.00 will be refunded, and all refunds to VA students are due within 40 days of a change in status.**

Return of Unearned Title IV Funds (R2T4)

Federal regulations stipulate that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they are enrolled. This policy affects who:

- 1) received or were eligible to receive federal student financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e., Federal Pell Grants, Federal SEOG awards, or Federal Direct Student Loan (FDSL) programs, and
- 2) who withdrew or were terminated from the institution during the first 60% of any payment period, or period of enrollment.

Eligible Title federal aid recipients who fail to complete more than 60% of a payment period, or period of enrollment are considered to have not earned all of the federal aid that may have previously been awarded for that payment period, or period of enrollment. Accordingly, a required calculation will be performed to determine the portion of the unearned federal student aid that must be returned to the U.S. Department of Education. This calculation will be done before a tuition refund calculation is performed in accordance with the institution's refund policy. In many cases, the Return of unearned Title Iv Funds calculation will result in the student owing tuition and fees to the institution that would otherwise have been paid with student federal aid. This policy may also result in the student, as well as the school, owing a refund of unearned federal aid to the Department of Education. Unearned Title IV, HEA funds will be returned first to:

- Un-Subsidized Direct Loans
- Subsidized Direct Loans
- Direct Plus Loans
- Federal Pell Grant awards
- Federal SEOG awards

Unearned funds to be returned to the U.S. Department of Education by the institution, and any unearned grant funds owed by the student, must be repaid within 45 days of the date the institution determined that a student has withdrawn. Unearned, Title IV funds owed by the student to a federal loan program must be repaid in accordance with the repayment terms of the student's loan. In the event a student has earned federal aid in excess of the amount disbursed at the time

of withdrawal, the school will process a post-withdrawal disbursement of such earned funds to the student in accordance with federal regulations and allowances.

(Example of return of Unearned Funds Calculation)

Clock Institutions	
Payment Period Length	450 Clock Hours
Title IV Federal Aid Awarded for Payment Period	\$6,0000
Student's Scheduled Hours of Attendance as of Withdrawal Date	150 Clock Hours

In this brief example \$6,000 of federal financial aid was awarded to a student for a 450 hour period of training. The student withdrew from the school after only 150 scheduled hours of attendance (example: the student was scheduled to attend 30 hours per week and withdrew at the end of the 5th week of enrollment). Accordingly, this student was enrolled for 33.3% (150/450) of the 450 hour payment period. Since the student was enrolled for only 33.3% of the payment period, only 33.3% of the federal aid was earned by the student. The remaining 66.7% of the aid that has not been earned must be returned to the U.S. Department of Education. In this case \$4000 (66.7%) of the original aid awarded must be returned and only the \$2000 (33.3%) of earned federal aid may be applied to the student's educational cost. A similar calculation is performed for all federal aid recipients who withdrew from school during the first 60% of the period of time for which monies were awarded. Once a student has been enrolled for more than 60% of the payment period, all of the federal aid that had been awarded for that period is considered to be fully earned.

CONTRACT EXTENSIONS

- In the case of excused absences, exceeding three (3) days, a student must apply for an extension of his/or scheduled date by adhering to the following procedures within one (1) week:
 - Illness- Submit a note from a doctor, explaining the extent of the illness, actual day of schooled missed and nature of illness.
 - Funeral or Personal Leave- Show cause of absence by submitting printed obituary, doctor's note in case of family illness, etc.
 - Upon submission of proof of absence, the Administration will approve time by extending the Contract for the exact number of days in question to satisfy time lost. This action is taken at the discretion of the School's Administration.
 - Prior notification is always recommended for immediate approval.
 - If a student goes on a leave of absence, the new contract end date will equal the length of the leave. If a student fails to return from a leave, he or she will be terminated and will be subjected to a \$200.00 re-enrollment fee.
 - For Students attending through VA/ GI Bill®
 - Students may not be certified for hours beyond their contract end date.

EXTRA INSTRUCTIONAL CHARGES

Each course/ program has been scheduled for completion within an allotted time. A grace period of approximately 125% has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/ program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$ 250.00 per week, payable in advance, until graduation. Students will not be allowed to clock in until applicable weekly payments are made.

CREDIT BALANCE

In the event a student is due a federal student aid credit balance the student may voluntarily request for school to retain funds in their account which will be determined by the student in

writing. By requesting that the institution retain your credit balance or a portion of your credit balance this can assist your other charges that may include but is not limited charges for tuition, uniforms, supplies, or any other educationally related charge incurred by the student.

WHY CHOOSE OUR PROGRAM?

Simply, because we have the right cosmetology program just for you. Do you want to pursue an artistic career as a cosmetologist? By enrolling as a full time student you can complete the program in as little as twelve (12) months. We have a complete state approved curriculum that prepares you to pass the state licensing exam.

Midfield Institute of Cosmetology provides you with hands on learning that give you the confidence of being that cosmetologist in demand. We offer an exceptional cosmetology curriculum that put you, our future professional stylist on a path to success. You will leave Midfield Institute of Cosmetology

WELL-EDUCATED!!!!

DESIRED STUDENT CHARACTERISTICS

The desired student characteristics are: pleasing attitude, well-groomed, shows loyalty, practice professionalism, friendly, hard-worker, dedicated, punctual, respectful, and self-motivating.

CLASSROOM ETIQUETTE

Once a student enters in the classroom he or she should remain in the classroom during instruction time. It is a distraction to others to leave the classroom once instruction has begun. Student should leave out quietly for extreme emergencies only. Students are expected to participate in class activities. During lectures, presentations, and visual aids students should take notes and ask questions afterwards pertaining to subject matter.

CLASS SCHEDULE

Day School Student- Will Attend Monday- Friday from 8:30a.m.- 3:00p.m.

Night School Student- Will Attend Monday- Friday from 6:00p.m.-10:00p.m.

*****All students are to attend the schedule in ACCORDANCE with their Contracted Schedule, Days and Hours.**

DAY SCHOOL SCHEDULE

Day School **(Must have at least 6 hours of theory per week)**

_____ Monday- Friday (8:30a.m. – 3:00p.m.)

8:30a.m.-10:20a.m.

10:20a.m.-10:30 a.m.

10:30a.m. - 2:30

2:30p.m. -3:00p.m.

Theory
Break

Practical/Laboratory Training.
Assigned clean-up

10 Minute Break(s) 1-30 Minute Lunch

(sanitation duties)

****Lunch Break will be assigned by Instructor.**

***Students will not be allowed to clock-in after 9:30 Unless prior approval from School Director.**

NIGHT SCHOOL SCHEDULES

Night School (Monday- Friday)

(Must have at Least 3 hours of theory per week)

- Monday Night is dedicated to Theory Class

6:00 p.m -10:00p.m.

9:40 p.m. -10:00p.m.

Theory, Practical/ Laboratory Training

Assigned clean-up (sanitation) duties

10 Minute Break(s) assigned by teacher

- Student will not be able to clock in after 7:00p.m.unless prior approval from School Director.

ORIENTATION OVERVIEW

The orientation is designed to provide students with resources to assist them in achieving the measure of their potential or, to respond to students questions of an academic or non-academic nature of this educational institution.

Checklist:

- Student Data Form
- General School Policies (Student Handbook)
- Desired Student Characteristics
- Class Schedules
- Possible Cosmetology Occupations
- Program Offerings (Cosmetology & Instructor)
- Licensure Requirements
- Satisfactory Academic Policy
- Clocking Procedures
- Lockers
- Kit Policy
- Dress Code
- Rules and Regulations
- Campus Security
- Drug Free Workplace Policy
- Midfield Smokefree Ordinance
- Grievance Policy
- Leave of Absence
- Conduct Policy
- Counseling Procedures
- Reference Materials/ Resource Room
- Financial Aid Program
- First Aid
- Tornado Procedures
- Evacuation Procedures
- Location and Use of Fire Extinguishers

POSSIBLE COSMETOLOGY OCCUPATIONS:

39-5010.00- HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS

Writer	Design Team Member	Sales Representative
Salon Owner	Day Spa Specialist	Demonstrator
Manicurist	Hair Colorist	Educator
Cosmetic Artist	Chemical Texture	State Board Member
Makeup Artist	Specialist	Salon Manager
	Pedicurist	Artistic Director

**PROGRAM: COSMETOLOGY (1500 HOURS)
COURSE OUTLINE**

Textbook Information
Milady's Standard Cosmetology 2016 Edition
Milady ISBN: 978-1-2857-6941-7

DESCRIPTION: The Cosmetology Course is designed to train students basic skills in the field of cosmetology which includes: safety precautions, basic manipulative skills, proper work habits, business skills, state laws, and desirable attitudes necessary to obtain licensure and the necessary competencies for job entry level positions in Cosmetology or a related field.

- OBJECTIVES:** Upon successfully completing the course requirements, the student will be able to:
- Project professionalism, visual poise and proper grooming.
 - Project a positive attitude and a sense of personal integrity and self-confidence.
 - Communicate effectively and interact appropriately with clients, colleagues, and supervisors.
 - Respect the need to deliver worthy service for value received in an employment environment.
 - Perform the basic manipulative skills in the areas of hairstyling, chemical concepts, hair shaping, hair coloring, chemical texture services, scalp and hair conditioning, skin and make up, and nail care.
 - Perform basic analytical skills to advise clients in the total look concept.
 - Apply academic learning, technical information and related matter to assure sound judgments, decisions and procedures.

REFERENCES: A comprehensive library of references, periodicals, books, texts, video tapes, DVD's are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

INSTRUCTIONAL METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURE: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical Assignments are evaluated as completed and counted toward course completion only when rates as satisfactory or better (practical assignments total points possible will reflect a score of 100%). If the Performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% (C) and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed test and incomplete assignments. Numerical grades are considered according to the following scale:

<u>Academic Grading</u>		<u>Points Grades for Practical Work</u>		
100-90	= A = Excellent	4 Points = A		Practical Exam 25%
89-80	= B = Average	3 Points = B		Written Exam 25%
79 -70	= C = Satisfactory	2 Points = C		Practical Assignments 20%
69 –60	=D = Below Standards	1 Points = D		Quizzes/ Test 20%
0-59	=F = Failing	0 Points = F		Professionalism 10%

COSMETOLOGY CURRICULUM

1500 HOURS (30 hours per week)

UNITS OF INSTRUCTION

HOURS

SUBJECT – UNIT

107.5 SCIENCE AND RELATED SERVICES

Orientation, State Laws and Regulations, Professional Image, First Aid, Chemistry, Anatomy and Physiology, Electricity, Health, Public Sanitation, Chemical Agents, Classification and Types Bacterial, Bacterial Growth, Infection Control, Universal Precautions, Material Safety Data Sheets, Equipment Use and Safety

80 SHAMPOOING, RINSES AND SCALP TREATMENTS

Shampooing, rinsing, and Conditioning, Principles and Techniques of Treatments, Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, Use and Safety.

415 HAIRSTYLING

Principles and Techniques of Wet Hair Styling, Blow drying and waving, Finger Waving, Hair Dressing, Braiding, Hair Extensions, Enhancements, and Wigs; Product Knowledge, Use and safety.

75 HAIRSHAPING

Principle and Techniques of Sectioning, Removing length or bulk with a razor, scissors, shears, clippers.

182.5 HAIRCOLORING Principles and Techniques of Temporary, Semi- Permanent, Demi & Permanent Color, Bleaching, Tinting, Toning, Frosting, Special Effects Problems; Safety.

162.5 CHEMICAL REARRANGING TEXTURE SERVICES

Principles and Techniques of Sectioning, Wrapping, Processing, Neutralizing and Chemical Relaxing, Safety.

26.5 MANICURING

Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Safety.

87.5 SKINCARE

Principles and Techniques of Skin Care treatment, Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial treatments, Cosmetic Application, Removal of Unwanted Hair. Light Therapy.

16BROW & LASH CARE Artificial Eyelashes, Lash/ Brow Tinting, Safety

347.5 UNASSIGNED

To be applied by teacher to strengthen student performance; Professionalism, Job Skills, Resume writing ; or other related training.

1500 HOURS

Graduation Requirements

To graduate from Midfield Institute of Cosmetology, students must successfully complete required hours, completed designated coursework, pass the final written and practical final exam, attend an Exit Interview and have made satisfactory arrangements for payment of all debts owed to the school. Once these requirements have been met, the student will be granted a diploma indicating his /her successful completion of their course of study and graduation from Midfield Institute of Cosmetology. Thereafter, proper notification of program completion will be made to the Alabama Board of Cosmetology & Barbering.

COSMETOLOGY INSTRUCTOR (1563 CLOCK HOURS & 650 CLOCK HOUR) PROGRAMS 9

We offer two Cosmetology Instructor programs:

- A) 1563 Hour Program -this program is available for the student who holds only a cosmetology license with less than one year of salon experience.
- B) 650 Hours- this program is available for the student who holds a managers license or a cosmetology license with one year of documented salon work experience.

As a Cosmetology Instructor, you will obtain license and be qualified to teach all phases of cosmetology. You can work in public or private schools. Well-trained Cosmetology Instructors are always in demand in this ever- changing field. As a Cosmetology Instructor you will share your knowledge with others to help them become productive citizens.

INSTRUCTOR COURSE TEXTBOOK

Milady Master Educator Student Course Book:3rd Edition

Letha Barnes

ISBN-13:978-1-133693697

©2013|Publisher: CENGAGE Learning|

Milady Master Educator Exam Review Book -3rd Edition ISBN-13:978-1-4283-2154-0

Letha Barnes

ISBN13: 9781133776598

2013 | Publisher: CENGAGE Learning |

POSSIBLE COSMETOLOGY INSTRUCTOR OCCUPATIONS:

STANDARD OCCUPATION CODE (SOC) 25-2032.00

CLASSIFICATION OF INSTRUCTION (CIP) 12.0401

25.1194.00 Vocational Teacher, (Post-Secondary)

25.3032.00 Career/ Technical Education Teacher, (Secondary Schools)

13.1041.02 Licensing Examiner and Inspector

13.1151.00 Training and Development Specialist

25-9031.00 Instructional Coordinators

25-1081.00 Education Teacher, (Post-Secondary)

25-1000.00 Post Secondary Teacher

To find out more information about this career please visit the U.S. Department of Labor's O Net www.onetonline.org

GRADUATION REQUIREMENTS

To graduate from Midfield Institute of Cosmetology, students must successfully complete required hours, completed designated coursework, pass the final written and practical final, attend an Exit Interview and have made satisfactory arrangements for payment of all debts owed to the school. Once these requirements have been met, the student will be granted a diploma indicating his /her successful completion of their course of study and graduation from Midfield Institute of Cosmetology. Thereafter, proper notification of program completion will be made to the Alabama Board of Cosmetology & Barbering.

**PROGRAM: COSMETOLOGY INSTRUCTOR (1563 HOURS)
COURSE OUTLINE**

DESCRIPTION: The Instructor program has been designed to train licensed holders in cosmetology or other related career areas the disciples of becoming an effective teacher. The course will offer a total training system to enable applicant to have hands on as well as definite guidelines of teaching techniques. The course consists of two parts Methodology of teaching and Supervised Teaching:

OBJECTIVES: Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self -confidence.
2. Project professional, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisor, and students.
4. Know the Disciplines of being an effective teacher.
5. Transfer knowledge of basic procedures and cosmetology concepts to a multi-level class.
6. Prepare Lesson Plans and deliver effectively.
7. Monitor and evaluate student performance.

To ensure continued career success, the graduate will continue to learn new and current information by obtaining 16 hours of continuing education, with 4 of those devoted TEACHING METHODOLOGIES.

REFERENCES:

A comprehensive library of references, periodicals, books, texts, audio/ videotapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

INSTRUCTIONAL METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical Assignments are evaluated as completed and counted toward course completion only when rates as satisfactory or better (practical assignments total points possible will reflect a score of 100%). If the Performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% (C) and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed test and incomplete assignments. Numerical grades are considered according to the following scale:

<u>Academic Grading</u>	<u>Points Grades for Practical Work</u>	<u>Grading Scale</u>	
100-90 = A = Excellent	4 Points = A	Practical Exam	25%
89-80 = B = Average	3 Points = B	Written Exam	25%
79 -70 = C = Satisfactory	2 Points = C	Practical assignment	20%
69 –60 =D = Below Average	1 Points = D	Quizzes/ Test	20%
0-59 =F = Failing	0 Points = F	Professionalism	10%

PROGRAM: COSMETOLOGY INSTRUCTOR (1563 HOURS)

CURRICULUM

UNITS OF INSTRUCTION

HOURS	SUBJECT- UNIT
63	ORIENTATION
375	PRACTICAL Continued practiced in hairdressing, permanents, hair coloring, pressing, curling and hairstyling and introduction to new methods.
125	Alabama Law and Regulations To learn, understand, and abide by the rules and regulations set forth by the Alabama State Board of Cosmetology.
250	CLINICAL FLOOR WORK Assisting students, managing the dispensing of supplies to students.
375	THEORY In classroom Study of techniques of teaching in a closed setting, studying the Disciplines of teaching, lesson planning, and the art of teaching. The use of micro-teaching and role-play situations will be employed.
187.5	TEACHING SKILLS Learn and develop teaching skills under the supervision of a licensed instructor.
125	PREPARING STUDENTS RECORDS Managing and preparing students' academic progress.
62.5	TESTING AND EVALUATION (UNASSIGNED) Methods of evaluating student learning.
1563	TOTAL HOURS

GRADUATION REQUIREMENTS

To graduate from Midfield Institute of Cosmetology, students must successfully complete required hours, completed designated coursework, pass the final written and practical final, attend an Exit Interview and have made satisfactory arrangements for payment of all debts owed to the school. Once these requirements have been met, the student will be granted a diploma indicating his /her successful completion of their course of study and graduation from Midfield Institute of Cosmetology. Thereafter, proper notification of program completion will be made to the Alabama Board of Cosmetology & Barbering.

PROGRAM:

COSMETOLOGY INSTRUCTOR (650 HOURS)

COURSE OUTLINE

DESCRIPTION: The Instructor program has been designed to train licensed holders in cosmetology or other related career areas the disciples of becoming an effective teacher. The course will offer a total training system to enable applicant to have hands on as well as definite guidelines of teaching techniques. The course consists of two parts: Methodology of Teaching and Supervised Teaching.

OBJECTIVES:

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professional, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisor, and students.
4. Know the Disciplines of being an effective teacher.
5. Transfer knowledge of basic procedures and cosmetology concepts to a multi-level class.
6. Prepare Lesson Plans and deliver effectively.
7. Monitor and evaluate student performance.

To ensure continued career success, the graduate will continue to learn new and current information by obtaining 16 hours of continuing education, with 4 of those devoted TEACHING METHODOLOGIES.

REFERENCES:

A comprehensive library of references, periodicals, books, texts, audio/ videotapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

INSTRUCTIONAL METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical Assignments are evaluated as completed and counted toward course completion only when rates as satisfactory or better (practical assignments total points possible will reflect a score of 100%). If the Performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% (C) and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed test and incomplete assignments. Numerical grades are considered according to the following scale:

<u>Academic Grading</u>	<u>Points Grades for Practical Work</u>	<u>Grading Scale</u>	
100-90 = A = Excellent	4 Points = A	Practical Exam	25%
89-80 = B = Average	3 Points = B	Written Exam	25%
79 -70 = C = Satisfactory	2 Points = C	Practical assignment	20%
69 –60 =D = Below Average	1 Points = D	Quizzes/ Test	20%
0-59 =F = Failing	0 Points = F	Professionalism	10%

**COSMETOLOGY INSTRUCTOR (650 HOURS)
CURRICULUM**

UNITS OF INSTRUCTION

HOURS	SUBJECT- UNIT
2	ORIENTATION Introduction to new methods. Continued practice in hairstyling.
28	SUPERVISED TEACHING (PRACTICAL) Hands on in the actual classroom, assisting and teaching under the supervision of a Licensed instructor. This part of the program will enable student to implement and Perfect style of teaching. Present prepared lesson plans to students.
100	Alabama Law and Regulations To learn, understand, and abide by the rules and regulations set forth by the Alabama State Board of Cosmetology.
140	CLINICAL FLOOR WORK Assisting students, managing the dispensing of supplies to students.
100	METHODOLOGY OF TEACHING (THEORY) In classroom Study of techniques of teaching in a closed setting, studying the Disciplines of teaching, lesson planning, and the art of teaching. The use of micro-teaching and role-play situations will be employed.
150	TEACHING SKILLS Learn and develop teaching skills under the supervision of a licensed instructor.
30	PREPARING STUDENTS RECORDS Interviewing prospective students at the discretion of the owner. Managing and preparing student academic progress.
100	TESTING AND EVALUATION (UNASSIGNED) Methods of evaluating students learning.
650	TOTAL HOURS

GRADUATION REQUIREMENTS

To graduate from Midfield Institute of Cosmetology, students must successfully complete required hours, completed designated coursework, pass the final written and practical final, attend an Exit Interview and have made satisfactory arrangements for payment of all debts owed to the school. Once these requirements have been met, the student will be granted a diploma indicating his /her successful completion of their course of study and graduation from Midfield Institute of Cosmetology. Thereafter, proper notification of program completion will be made to the Alabama Board of Cosmetology & Barbering.

LICENSING REQUIREMENTS

For Midfield Institute of Cosmetology graduates to apply for licensure with the Alabama Board of Cosmetology & Barbering for any program, graduate must apply for state examination within 120 days of completion from their program and submit the following items:

- **Fee: \$75.00 Non- Refundable, Code of Al. 1975 34-7A-7 (a).**
Money Order Only; No personal Checks or Cash.
- A Record of Completion Signed by School Director.
- Proof of Age (Driver License or Birth Certificate)
- Proof of Education (Transcript or GED)
- Social Security Card
- Current 2x2 Color Professional Passport Type Photo (No Glamour or Snapshots)
- Current License as a practitioner in the field they wish to teach.

Cosmetology Instructors (1563 Clock Hours & 650 Clock Hours) Programs Only.

Once items are received, in return the applicant will receive through mail a pending exam permit. The permit expires in six (6) months and **CANNOT** be extended or hours will become null and void. If a student accumulates hours from a cosmetology school and did not complete the program the hours are valid for a period of one year before becoming null and void.

Licensing Fee Schedule For All Programs: (Fees Subject To Change)

Written Examination Fee:	\$75.00
Practical Examination Fee:	\$140.00
Original License Fee:	\$40.00

To maintain your license you must renew bi-annually by the end of your birth month.

Alabama Board of Cosmetology & Barbering
100 N. Union Street. Suite 320
Montgomery, Alabama 36130
334-242-1918(phone) 334-242-1926(fax)

JOB PLACEMENT

PLACEMENT ASSISTANCE DISCLAIMER: MIC DOES NOT GUARANTEE OR MAKE ANY REPRESENTATION OF ANY KIND REGARDING THE AVAILABILITY OF EMPLOYMENT, ANY LEVEL OF COMPENSATION UNDER UPON EMPLOYMENT OR ANY OTHER MATTERS RELATING TO EMPLOYMENT AND EMPLOYMENT OPPORTUNITIES AFTER GRADUATION OR COMPLETION OF ANY COURSE WORK AT MIC. In regards, MIC provides placement assistance upon graduation, the Student acknowledges and understands that he/she is responsible for obtaining employment and must seek job openings, prepare and send résumés, prepare for interviews and conduct himself/herself in a personal manner during the employment process. The Student also acknowledges and understands that the Student college record and the efforts he/she puts into a job search have a significant effect and impact on his or her ability to find suitable employment. Employment information will be posted on the bulletin board (when available). All students will be provided career counseling regarding interview, employment opportunities and marketable skills. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school.

Cosmetology Career Considerations Physical Demands of the Industry Safety Requirements for the Profession

Midfield Institute of Cosmetology feels that any student interested in pursuing a career in cosmetology, as well as any related field, should consider all aspects of such a decision.

Anyone entering this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's directions
- Keep abreast of the latest beauty trends and techniques
- Work long hours while building a personal clientele in order to make the desired income
- Make a strong commitment to the educational process both before and after licensure
- Learn business skills to operate or manage a salon or spa

In addition, students should be aware that:

- The work can be strenuous and physically demanding because of the long hours standing
- A personal investment may be required for advertising and promotions, such as the printing of business cards
- There will be exposure to various chemicals and fumes, which may cause allergic reactions
- Methods of compensation vary and may include: straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa)

TUITION & FEES

	COSMETOLOGY	COSMETOLOGY INSTRUCTOR (1563)	COSMETOLOGY INSTRUCTOR(650)
Tuition:	\$ 14,000.00	\$ 14,000.00	\$6064.50
*Enrollment Fee:	\$ 200.00 *	\$ 200.00	\$ 200.00
* Books: (Textbook, Workbooks			
State Exam & MindTap)	\$ 500.00	\$ 220.00	\$ 220.00
Kit: (starter)	\$ 600.00	\$ 600.00	\$ 600.00
Uniform Fee	\$ 200.00		
Total Cost:	<u>\$ 15,500.00</u> (\$9.33 Per Hour)	<u>\$ 15,020.00</u> (\$9.33 Per Hour)	<u>\$7,084.50</u> (\$9.33 Per Hour)

*Non-Refundable

*Books & Kits are Non-Refundable Once Issued.

Books and Kit must be purchased through the school only.

There are no workbooks for the Instructor Programs.

*Note Registration fee is non-refundable per refund policy.

The fees for tuition, application, enrollment, books, and kit represent the total funds to be paid by the student. Items not included would be cost for supplies and / or equipment for personal use. Any cost for cosmetic or other supplies and / or equipment used by the student during the course of training for servicing a client shall be paid for by the school.

Each student shall be supplied with equipment, supplies, and books. Replacement of lost, stolen, or misplaced equipment, supplies, and books shall be the responsibility of the individual student. The student equipment, supplies, and books once issued, have been purchased by, and are the property of the student; they are then non-refundable. The student equipment, supplies, and books are not issued until the student has paid in full for them.

Midfield Institute of Cosmetology Program hours are based on the Alabama Board of Cosmetology & Barbering calculated requirements. Students are expected to complete their program by the documented contract end date. In the event a student completes the program before the calculated end date stated in the contract, it could result in the students financial aid package to be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable

METHOD OF PAYMENT

Methods of payment include full payment at the time of signing the Enrollment Agreement, or registration fee, books, and kit are paid at time of signing Enrollment Agreement and with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, and credit card or through non-federal agency or loan programs. Monthly payment plans are offered and detailed on the individual student contract.

****For students attending through VA/GI Bill® No penalty or late fees for VA students if unable to meet financial obligation due to delayed disbursement by VA (PL 115-407 Sec.103)**

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all full-time and part-time students enrolled at Midfield Institute of Cosmetology. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

***NOTE:** Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

Evaluation Period

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology & Cosmetology Instructor 1563:	450, 900, 1200 clocked (actual) hours
Cosmetology Instructor 650 :	300, 650 clocked (actual) hours

*Transfer Students – Midpoint of the contracted hours or the established evaluation periods whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students will receive copies of all evaluations.

Attendance Progress Evaluation

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

*** For students attending through VA/GA Bill, student must complete the coursework within the program length on the signed enrollment agreement.**

Maximum Time Frame

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours.

Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

***For students attending through VA/GA Bill students may not be certified for hours beyond their contract date.**

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least three comprehensive practical evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative (practical and written together) of 70% prior to graduation. Students must make up

failed or missed test and incomplete assignments (When the absent is excused). Numerical grades are considered according to the following scale:

<u>Academic Grading</u>	<u>Points Grades for Practical Work</u>	<u>Grading Scale</u>	
100-90 = A = Excellent	4 Points = A	Practical Exam	25%
89-80 = B = Average	3 Points = B	Written Exam	25%
79 -70 = C = Satisfactory	2 Points = C	Practical assignment	20%
69 –60 =D = Below Average	1 Points = D	Quizzes/ Test	20%
0-59 =F = Failing	0 Points = F	Professionalism	10%

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has not met both the attendance and academic requirements, the student's enrollment and eligibility for financial aid will be suspended, with the option to appeal.

Appeal Procedure

If a student is determined not to make satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination includes death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school with supporting documentations (i.e. medical documentations, jury duty documents, death certificate, etc.), describing why they failed to meet satisfactory academic progress standards and of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the students file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and the student will be placed on probation and federal student aid will be reinstated, if applicable. If the appeal is denied the student will not be entitled to receive Title IV funding. The student may continue their program of study as a cash pay student.

Probation

Students, who fail to meet minimum requirements for attendance or academic progress after the warning period, and prevail upon appeal, will be placed on probation and considered making satisfactory academic progress. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. **If at the end of the probationary period, the student has not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if**

applicable, students will not be deemed eligible to receive Title IV funds.

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Noncredit and Remedial Courses

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contract hours at the institution.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status at the time of withdrawal.

CAMPUS SAFETY & SECURITY

Campus Crime / Safety and Emergencies

The preparation for annual security report is to comply with the Jeanne Clery Act, also known as the Clery Act, is required to be completed so that students and/or the public can be informed of any crime statistics that occurred on campus or surrounding areas. This report is prepared by Midfield Institute of Cosmetology personnel in cooperation with law enforcement agencies in those areas where the institution is located. If you need further information to contact the institution at (205) 925-7600

To Report A Crime

If at any time there is a campus crime or security issue, these issues are directed immediately to the Executive Director, School Director or Instructor. For non-emergencies situations please call (205) 925-7600. For emergencies dial 911. Any suspicious activity or person seen loitering inside or around the institutions building should be reported. All reports will be investigated. Violations of the law will be referred to the Midfield Police Department.

Safety and Security Information

Our goal is to provide students, staff and guest with a safe environment in which to learn and to keep student, staff and the public informed about campus security. The Clery Act requires institutions of high education to provide students, staff and the public with information they need to make informed decisions. The following policies and procedures are established to comply with the Clery Act.

Notification

In event that a situation arises and it is established as an ongoing threat, a campus wide notification will be issued and the Midfield Police Department will be contacted if necessary. The notification will be issued through in-school announcements, postings on bulletin boards that are located in the hallway and the break room, through text message and any other means deemed

appropriate by the Executive Director or School Director. Anyone with information warranting a notification should report the circumstances in person to School Director.

To receive a notification thru Face Book please friend request Midfield Institute of Cosmetology.

Reporting Crime Statistics

Campus crime, arrest and referral statics include those reported to the Midfield Police Department, Executive Director, School Director, and/or other law enforcements agencies. Each year, this information is distributed to all enrolled students and employees and also available at www.midfieldic.edu.

Confidential Reporting

Midfield Institute of Cosmetology encourages anyone who is a victim or witness to any crime to report the incident as soon as possible. All reports will be investigated. The school does not have procedures for voluntary, confidential reporting of crime statistics. Violation of the law will be referred to the Midfield Police Department. When a potentially dangerous threat to the school community arises, timely reports or warnings will be issued.

Access to Campus

Midfield Institute of Cosmetology is accessible to students and the general public during the hours of approximately 8:00 a.m. to 3:00 p.m. 6:00p.m.-10:00p.m. Monday thru Friday. Outside of these hours the premises is key locked with an alarm system and is only accessible to those with security permission.

Campus Security Authority and Jurisdiction

Midfield Institute of Cosmetology attempts to provide a safe, secure educational environment for all students, staff and the public. The school does not provide security guards on its campus premises. School officials have no law enforcement powers and will contact the Midfield Police Department as needed. The campus has audio and visual cameras throughout the school for your safety and security.

Security Awareness Programs

All newly enrolled students participate in a mandatory student orientation held the first day of school. Any updated information may be dispersed to students and employees through postings on bulletin boards, in-class announcements, and other means deemed appropriate by the school director. We do not offer programs designed to inform students, staff and/or the public about crime prevention.

Crime Activity Off Campus

Midfield Institute of Cosmetology does not participate in off campus activity due to Alabama Board of Cosmetology and Barbering regulations, which states "Students will receive credit only for training physically conducted at a properly licensed school." We do not provide law enforcement services to off campus activities.

Emergency Response and Evacuation

In event of emergency, (fire, bomb threat, tornado, etc.) the owner, administrator and/or instructor will declare the emergency and the school will immediately call for assistance from the local police and/or fire department. If necessary, notification will be sent to students, staff and the public thru text messages and/or posting to the school's face book page. The institution will, without delay, and take into account the safety of the community, determine the content of the notification, then initiate the notification system, unless issuing a notification will, in professional judgment or responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise diminish the emergency.

If an emergency should occur, student, staff and guest must:

- Evacuate the building immediately in an orderly fashion, unless instructed to remain indoors for an emergency outside the building.
- Assist anybody who may need help.
- Walk as far away from the building as possible, unless instructed to remain indoors for an emergency outside the building.
- Do not grab personal belongings.
- If you have to evacuate the building, do not try to re-enter the building until staff member and/or fire/police officials have given the all clear.
- If you have to evacuate the building do not leave without notifying a member of the staff. From time to time, the school may conduct fire and/or tornado drills. Everyone must follow normal procedures in evacuating the building during a fire drill. Remember: In any emergency situation be calm, courteous and listen to instructions.

Domestic, Dating Violence, Stalking and Sexual Assault

Sexual harassment may include, but not entirely limited to, sexual assault, domestic and/or dating violence and stalking as defined below:

Sexual Assault

Sexual Assault is a form of sexual harassment. A range of conduct falls into the category of sexual assault, including without limitation sexual violence, battery, coercion, rape or other sexual contact involving force, threat, intimidation or without consent.

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity. Consent cannot infer from silence, passivity, or lack of active resistance. NO means NO!

Domestic Violence

Domestic Violence means a felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim.
- A person with whom a victim shares a child in common.
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- A person similarly situated to a spouse of the victim under the domestic or family violence law of the State of Alabama, or
- Any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws and jurisdiction.

Dating Violence

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on consideration of the following factors:

- The length of the relationship;
- The type of relationship; and
- The frequency of interaction between the persons involved in the relationship.

Stalking

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his/her safety or the safety of others; or
- Suffer substantial emotional distress.

If you are a victim of sexual assault, stalking, domestic or dating violence at Midfield Institute of Cosmetology your first priority should be to get to a place of safety. You should obtain medical treatment, if necessary. Midfield Institute of Cosmetology strongly advocates that a victim report the incident in a timely manner to a school official, such as the director or and/or staff member. Time is a critical factor for evidence collection and preservation. Reporting to school

officials would not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a police report will:

- Ensure that a victim receives necessary medical treatment and tests,
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later, and
- Assure the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention, stalking, domestic or dating violence.

When a victim contacts a Midfield Institute of Cosmetology official, the Midfield Police Department will be notified, unless the victim specifically request the school not to; the school will require that the request be in writing. In cases where the accused is another student and/or staff member, the victim may choose for the investigation be pursued through the criminal justice system and the school's disciplinary procedures, or only the latter. School officials will guide the victim through the available options and support the victim in his/her decision.

Where the accused is another student or staff member the school will provide a prompt, fair and impartial investigation and resolution. The accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceedings in writing. The school will use the majority of the standard to the factual allegations. For the purpose of this paragraph, the outcome of a disciplinary proceeding means, only the institution's final determination, with respect to the alleged offense and any sanction that is imposed against the accused. A student or staff member found guilty of sexual or any other misconduct could be terminated. Our institution is obligated to comply with student's request for assistance with an academic, living, transportation and/or working situation change following an alleged sexual assault, if such change is reasonably available.

- National Domestic Violence Hotline (800) 799-SAFE (7233)
- National Sexual Assault Hotline (800) 656-HOPE (4673)

Sex Offender Registration

Midfield Institute of cosmetology is providing information for student, staff and the public to obtain information regarding registered sex offenders contact the ALEA Sex offender registry Unit directly at (334) 353-1172.

Drug and Alcohol Abuse

Illegal drugs and/or alcoholic beverages are not allowed on the premises of any Cosmetology school in the State of Alabama. Any student found having possession of, sale of, or under the influence of drugs and/or alcohol while on the school premises, including the parking lot, will be terminated immediately, and may also be subject to local, state and federal prosecution and legal sanctions. This also includes prescription drugs which may alter the mind and/or motor skills. Additional information, including health risk associated with the use of illicit drugs and the abuse of alcohol, along with drug and alcohol counseling and treatment information, can be located at www.mh.alabama.gov.

Offenses	2017	2018	2019
Murder / Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	2017	2018	2019
Murder / Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny - Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction / Damage / Vandalism	0	0	0
VAWA Offenses	2017	2018	2019
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrest and Referrals for Disciplinary Action			
Arrest	2017	2018	2019
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violation	0	0	0
Disciplinary Referrals	2017	2018	2019
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violation	0	0	0

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act (FERPA)

Students records are subject to various laws and rules controlling maintenance of these records and access to the student records by students and others. For example, the Family Educational Rights and Privacy Act (FERPA) provides student certain rights with respect to the student access to and amendment of educational records and governs when Midfield Institute of Cosmetology can disclose educational records without student consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes Midfield Institute of Cosmetology is not in compliance with the statues and governs when Midfield Institute of Cosmetology can disclose directory information about students.

United States Department of Education
Washington D.C. 20202
Fact Sheet
Family Educational Rights and Privacy Act of 1974
(FERPA)

FERPA is a federal law designed to protect the privacy of a student's educational record. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education. FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records personally. The school may charge a fee for copies.
- Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the parent or eligible student has the right to place a statement in the records commenting on the contested information in the records.
- Generally, the school must have written permission from the parent or eligible student before releasing any information from the student's record. However, the law allows schools to disclose records, without consent to the following parties:
 - ~School employees who have a need-to-know;
 - ~Other schools to which a student is transferring;
 - ~Parents when a student over 18 is still dependent;
 - ~Certain government officials in order to carry out lawful functions;
 - ~Appropriate parties in connection with financial aid to a student;
 - ~Organizations doing certain studies for the school;
 - ~Individuals who have obtained court order or subpoenas;
 - ~Persons who need to know in cases of health and safety emergencies;
 - ~State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Schools may also disclose without consent, directory-type information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents of eligible student to request the school not to disclose that information about them.

If you have any questions about FERPA, or if you have problems in securing your right under this act, you may call (202) 401-2057 or write to: Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Room 3017 Washington, DC 20202-4605.

Student File Access

Students seeking access to their records should submit a written request that identifies the record(s) they wish to inspect to the administrator. Students may also fax the request to (205) 925-7600. Please include ATTN: Student Records on the cover page of the fax. Midfield Institute of Cosmetology will make arrangements for access and notify the student of the time and place where the records may be inspected. Midfield Institute of cosmetology may charge a reasonable fee for copies of student records.

Release of Student Information

In accordance with FERPA, Midfield Institute of Cosmetology will disclose information from the academic records of a student to authorized persons, provided Midfield Institute of Cosmetology has on file written consent from the student. The form, Releasing Information to a Third Party, is available from the student records department. Students are required to sign a student release form each time the institution receives a request for information for a third party.

GRIEVANCE POLICY

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Compliant procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has no involvement in the dispute and who may also be a corporate officer, another member who may not be employed by the school or related to the school owners, or another member who may not be related to the student filing the complaint. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
8. ***For students attending through VA /GI Bill® any compliant filed against the school should be routed through the VA/ GA Bill® Feedback System by going to the following link: <http://www.benefits.va.gov?GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.***

REGULATORY AGENCIES

Alabama Board of Cosmetology
RSA Union Building
100 North Union Street, Suite 320
Montgomery, Alabama 36130-1750
www.aboc.state.al.us
Office: 334-242-1918

Private School Licensure Division
Alabama Community College System
135 South Union Street (36104)
P.O. Box 302130
Montgomery, Al. 36130
Phone: 334-293-4650

NACCAS
3015 Colvin Street
Alexandria, Va. 22314
www.naccas.org
Phone: 703-600-7600
Fax: 703-379-2200



MIDFIELD INSTITUTE OF COSMETOLOGY 6/20

STUDENT GRIEVANCE FORM

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Student ID #: _____ Telephone #: _____

- 1. Please provide a one or two sentence description of your complaint.

- 2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

- 3. Indicate when and with whom you have already spoken regarding the grievance and what attempts have been made toward resolution.

- 4. Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant

Date

26B PHILLIPS DRIVE-MIDFIELD, ALABAMA 35228-(205) 925-7600-www.midfieldic.edu

Consumer Information:

Midfield Institute of Cosmetology Inc. is proud to provide you with the following rates for the most recent year of calculations 2019.

Graduation Rate: 88.89%

Licensure Rate: 100.00%

Placement Rate: 75.00%

Certification or Licensure Requirements are as follows: you must complete the specified number of hours per discipline in your chosen field and those hours must be certified to the State of Alabama upon completion. At which time, you will then be eligible to sit for the Alabama State Board of Cosmetology written exam. Once you have passed the Alabama State Board of Cosmetology Written Exam as administered by NIC you will then be eligible to take the Practical portion of the Alabama State Board of Cosmetology as administered by NIC. Once both portions of your State Board have been passed with a minimum score of 70% you will then be issued a State License in your Field of Study by the State of Alabama.

You MUST provide to this School the following upon registration and before you begin class: 1) Proof of Education as specified by the State of Alabama/ as printed in our Catalog and your Alabama State Board Rules and Regulation Book that will be provided to you. 2) Drivers License or other State or Federal Issued Photo I.D. 3) Social Security Card that has been signed. Each of these items are required by this school and are required by the Alabama State Board of Cosmetology.

To become employed in the State of Alabama you must have completed 70% of your hours in School and be issued a temporary license. This license will be applied for by the school when such hours are certified by the school and employment is verified by the school and the salon is a licensed salon by the state.

Each Student must meet our Satisfactory Academic Progress Policy which is printed in our school Catalog, which you must print from our website at www.midfieldic.edu.

NOTES