



RUDAE'S SCHOOL OF BEAUTY CULTURE

Nationally accredited by the:
 NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES
 3015 Colvin Street
 Alexandria, VA 22314
 P:(703) 600-7600 F:(703) 379-2200 URL: www.naccas.org

And is licensed and approved by the:
 INDIANA PROFESSIONAL LICENSING AGENCY
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Administrative Staff

President/CEO/Owner	C.L. Craft
Administrator	Janelle Banks
Assistant Administrator	Shelly Martin
Financial Aid Administrator	Charity Wolff

Fort Wayne Staff

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Rudae's Inc. DBA Rudae's School of Beauty Culture are of common ownership.



RUDAE'S SCHOOL OF BEAUTY CULTURE



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Fort Wayne, IN 46825-5444
(260) 483-2466 or (800) 878-9744
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www.rudaes.edu

travel directions:

- ◆ *From the East* — Access I-469 North and proceed to I-69 and Exit 312A (Coldwater Road). Exit to the south and continue to the East entrance of the Coldwater Crossing shopping center. Our school is located in the southwest strip section, immediately west of Wal-Mart.
- ◆ *From the South* — Access I-69 North and proceed to Exit 312A (Coldwater Road). Exit to the south and continue to the East entrance of the Coldwater Crossing shopping center. Our school is located in the southwest strip section, immediately west of Wal-Mart.
- ◆ *From the West* — Access I-69 North (from US24/US30 etc.) and proceed to Exit 312A (Coldwater Road). Exit to the south and continue to the East entrance of the Coldwater Crossing shopping center. Our school is located in the southwest strip section, immediately west of Wal-Mart.
- ◆ *From the North* — Access I-69 North/South, depending on the point of entry, and proceed to Exit 312A (Coldwater Road). Exit to the south and continue to the East entrance of the Coldwater Crossing shopping center. Our school is located in the southwest strip section, immediately west of Wal-Mart.



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RUDAE'S SCHOOL OF BEAUTY CULTURE



INTRODUCTION:

This catalog is written in the language in which the course/programs will be taught.

Hello...This handbook is designed to help answer questions about Rudae's School of Beauty Culture and the exciting opportunities in cosmetology, esthetics, manicuring or instructor training careers. It is published to give readers a convenient booklet of information about Rudae's and it's policies, the use of the facilities and services, and student responsibilities and requirements.

The information contained in this handbook is subject to change as a result of federal and/or state governments or officers or administrators of Rudae's School of Beauty Culture.

Rudae's School of Beauty Culture is an established, modern college in the State of Indiana. The college is based upon current teaching and evaluating techniques used in the fields of technical training.

OUR MISSION STATEMENT....

Rudae's School of Beauty Culture's mission is to provide each student with the education needed (both written and practical) to successfully obtain licensing in the State of Indiana and prepare students for a career in either Cosmetology, Esthetics, Manicuring or as an Instructor with all the skills to progress in their field while making a positive contribution to the profession and community they serve.

UNIVERSITY FACILITIES:

Rudae's School of Beauty Culture was established in 1962 in Lafayette, IN. The campus was moved to a 9,000 square foot location in Kokomo in January 1998. The Kokomo Campus was closed in 2018. Fort Wayne's 8,000 square foot campus was opened in February 1998 and has now become the main campus.

Our facility has modern up-to-date equipment and facilities that include large educational rooms along with smaller advanced educational rooms, a spacious clinic area for cosmetology, esthetics, and manicuring. We also provides free on-site parking to students and clients. There are special facilities for handicapped students as well. We will make every effort to accommodate people with specific handicaps.

The campus is within easy access to major highways and public transportation.

Class Starts:

Classes start at Rudae's School of Beauty Culture every 5 weeks for cosmetology (every 10 weeks for night cosmetology), esthetics, manicuring, and instructor trainees. Orientation is on the Monday prior to the beginning of new classes, unless otherwise specified during the enrollment process. All students are required to attend and complete orientation before entering classes.



RUDAE'S SCHOOL OF BEAUTY CULTURE



Class Start Dates 2018**

January 2~ February 6 *~ March 13
April 17*~ May 22 ~ June 26* ~ August 14
September 18*~ October 23~ November 27*

****Class starts subject to change**

***Days & Nights Manicuring & Esthetics**

HOLIDAY CLOSINGS:

New Year's Day	July Fourth	Thanksgiving
Christmas Day	Labor Day	Memorial Day

NOTIFICATION OF UNEXPECTED CLOSURE:

In the event of an unexpected closure the students will be notified by radio broadcast over WEJE-FM 96.3 or WISE-TV 33 or by WANE-TV TEXTCASTER system.

COLLEGE ADMISSIONS POLICY:

All students applying to Rudae's School of Beauty Culture must complete the required pre-enrollment paperwork; they must also have completed any financial aid paperwork (if applicable) and provided all the required documents to the school before signing an enrollment agreement. A student requesting admission to this college must have a high school diploma, G.E.D. certificate or official high school transcripts showing high school completion, or a certificate of attainment (only applicable for non-Title IV recipients)*.

They must also provide a copy of their Social Security Card and Driver's License or other state identification. A one hundred dollar (\$100.00) registration fee and a one hundred dollar (\$100.00) application fee for each course enrolled in are due at the time of enrollment.

Rudae's enrolls students on a trial or "try-out" period during which a student can attend a program without incurring any charges or receiving FSA funds. If the student continues beyond the trial period and is accepted as a regular student, the school will then process the FSA funds as normal. All charges and funding will include the trial period. This period is 30 days from the start of classes for programs longer than 900 hours and 15 days for programs of less than 900 hours. During this trial period the student is treated as a regular student and must meet all the school's regular admissions requirements. This trial period is not for Ability-to-Benefit purposes.

Rudae's School of Beauty Culture subscribes to the policy of nondiscrimination. This institution does not discriminate in any way in its admission qualifications, instructional methods or graduation policy. Qualified students regardless of sex, age, religion, ethnic origin, race or color are admitted, given equal consideration in instruction and are graduated upon successful completion of requirements stated here within.

*A high school diploma or GED is required for all students utilizing Federal Student Aid (Title IV funds).



STUDENT TRANSFERS:

Cosmetology - Students will receive full credits according to state law and results back from practical and written exams given by Rudae's. We have a minimum enrollment of 900 hours of training time for cosmetology. Any exceptions to this policy will be handled at the discretion of the administration. 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 evaluations periods are based on actual hours completed at the institution.

Manicuring - We do not accept transfer students for the manicuring program from other schools. *

Esthetics - We do not accept transfer students for the esthetics program from other schools. *

Instructor Training - We do not accept transfer students for the instructor training program.

*Rudae's follows the guidelines set forth by the State of Indiana in regards to allowing credits/hours for other cosmetology related licenses held by students. These credit/hours are calculated based on the Licensure Laws and Regulations of the State Board of Cosmetology.

RE-ENTRY POLICY:

If a student has voluntarily dropped from the program and was at satisfactory academic and attendance standards, he or she may reenter this college at any time. If there is a tuition increase during the period of time the student was away, the student must reenter at the new rate for all the remaining hours. The student will proceed with the curriculum at the point where he or she ended.

If a student was terminated or had voluntarily withdrawn from the program and was not meeting the satisfactory standards; he or she may not reenter until a three month (90-day) "cooling off" period has passed. When readmitted, the student will be placed on probation for a period of thirty (30) days. The student will then be reevaluated to determine if he or she has obtained the satisfactory academic and attendance requirements.

The student's previous academic and attendance records will be factored into this calculation. If the student does not meet the satisfactory standards at that time, he or she will be dismissed. The student has the right to appeal as outlined elsewhere in this catalog.



REQUIRED DISCLOSURES:

Gainful employment disclosures are available on our website at www.rudaes.edu on each programs financial aid page.

Indiana Regulatory info is available at <http://www.in.gov/pla/cosmo.htm>

Campus Crime Statistics are available at <http://ope.ed.gov/security/>

Additional disclosures and statistical data is given at pre-enrollment and is also available through our website.

COURSE DESCRIPTION AND SCHEDULES

WHAT IS COSMETOLOGY?

According to the dictionary, cosmetology is the study of the art of applying cosmetics. It is also the study of how to help enhance one's natural beauty. A person can enhance his or her beauty not only by knowing how to take care of the face and hair, but also by being concerned with posture and personality. In brief, a cosmetologist is a person who has studied the art of enhancing a person's natural beauty.

COSMETOLOGY COURSE:

A basic course consisting of a minimum of 1500 clock hours of training as required by the Indiana State Board of Cosmetology. It includes the following supplies and minimum curriculum. A student who completes this course and successfully passes a state board examination will be prepared to enter into a salon as a cosmetologist, hairstylist, or hairdresser.

Equipment Supplies for Cosmetology

E Book	Indiana Law Book
Mind Tap	Brushes
Mirabella Make up Kit	Hair Shaper (razor)
All Purpose Clips	Triangle Hair Net
Large Sports Bag	Presto Combination Lock
Spatula	Orangewood Sticks
Emery Boards	Duck Bill Clips
Steri-Dri Fumigants	Shampoo Capes
Nail Brush	Manicure Bowl
Super Nozzle Blower Picks	Manicure Set
1 3/4" Marcel Gold Curling Iron	Spritzer Bottle
Polish Set	Turbo Dryer w/Cool
Spritzer Pump Bottles	Wahl Cordless Trimmer
Wahl Designer Clippers	Sterilizer Jar
Comb Out Cape	Color Tint Kit
Perm Rods	3 Mannequin Heads
Mirror	Roller Pack
Yorker Bottle	Timer
Shear Kit w/Thinning Shears	Pedi Pack
Shears	
CND Nail Kit	



RUDAE'S SCHOOL OF BEAUTY CULTURE



Beauty Culturist (Cosmetologist)

<u>Subject</u>	<u>Theory</u>	<u>Practical</u>	<u>Total Hours</u>
Hair cutting	100	175	275
Sanitation	40		40
Statutes & Rules	10		10
Salesmanship	5	5	10
Management	10		10
Manicuring & Pedicuring	10	40	50
Hair Removal (Arch, Lip, Chin)	5	10	15
Anatomy & Physiology	5		5
Skin	5		5
Hair	5		5
Electricity	5		5
Chemistry	10		10
Shampooing	5	30	35
Scalp Treatments	10	10	20
Facials & Makeup	20	45	65
Hair coloring	40	150	190
Texture Services	70	250	320
Hairstyling	70	210	280
Discretionary Hours	150		150
Total Theory & Demonstration	575	925	
Practical Hours			1500

Cosmetology Program Cost:

1500 Hour Tuition @ \$10.42 per hour	\$15,630.00
Registration fee	100.00
Application fee	100.00
Kits/Books/Supplies	1,599.00
Technology Fees	<u>249.00</u>
Total Cost	\$17,678.00
*iPad with Kit	<u>\$329.00</u>
Alternate Total	\$18,007.00

40 Hours per week program

Student will attend classes from 8:30am to 5:30pm Tuesday through Friday. Saturday 9:00 to 3:30. Students attending on this schedule should complete their training in approximately 10 months.

30 Hours per week program

Student will attend classes from 9:00am to 3:30pm Tuesday through Saturday. **(3:00pm to 9:30pm Monday through Friday night classes.)** Students attending on this schedule should complete their training in approximately 12 months.

20 Hours per week program (Night Program)

Student will attend classes from 5:30pm to 9:30pm Monday through Friday. Students attending on this schedule should complete their training in approximately 18 months.

Prices and schedules are subject to change



WHAT IS ESTHETICS?

Esthetics is a branch of beauty culture dealing with the nature of beauty, art, taste and the creation and appreciation of beauty. Enhancement of one's beauty is not only knowledge of the face and hair, but also being familiar and proficient with both clinical posture and personality.

ESTHETICS COURSE:

A basic course consisting of a minimum of 900 clock hours of training is required by Rudae's School of Beauty Culture. It includes the following supplies and minimum curriculum. A student who completes this course and successfully passes a state board examination will be prepared to enter into a salon as an Esthetician.

Explanation of additional hours:

When we looked at starting the Esthetics program at our campus we consulted with multiple people in the esthetics field ranging from instructors to salon owners and managers. We found that some of the skills that employers were looking for were barely taught by State Board requirements. We wanted to increase our student's desirability in the workforce by increasing their skills in the areas that we felt were lacking. We added 15 hours to physiology, 10 hours to skin care, 150 to machinery, 5 hours to makeup, and 20 hours to management. We increased the education in subjects like physiology and skin care to give our students a better foundation of knowledge to work from. We also added hours to the machinery subjects because a lot of salons wanted students more comfortable with the actual use of industry equipment and the state requires very little in this subject. Skilled makeup artists were also found to be in high demand for the industry. Business management was another area we found that needed some increased time with an increasing number of salons going to booth rent our students needed to have a better grasp on running their own business.

Equipment Supplies for Esthetics

ebook	Brow Brush
MindTap	Jar of sloughing agent
Jar of petroleum jelly	Makeup sponges
Powder	Saline
Large sports bag	Bottle 3% peroxide
Towels	Jar of mask
Headbands	Trash bag
Jar cold wax	Lancet safety device container
Wax gauze strips	Massage Mannequin
Tongue depressors	Mirror
Spatulas	Pair of tweezers
Cotton tipped applicators	Sponges
Box tissues	Cotton roll
Pair of rubber gloves	Bottle of penetrating cream
Comedone extractors	Bottle of massage cream
Lancets	Bottle of cleansing milk
Spray bottle of toner	Bottle of disinfectant solution
Mixing bowls	Container for disinfectant
Bottle of disinfectant for hands	



Supplies Cont.:

Cosmetic case includes:

Contour blushes	Foundations
Highlight blushes	Concealer
Lip sticks	Powder brushes
Lip pencils	Blush brushes
Eye shadows	Shadow brushes
Disposable mascara wands	Eyeliner brushes
Brow pencil	Disposable lip brushes

Esthetics Curriculum

<u>Subject</u>	<u>Total Hours</u>
Chemistry of skin care	40
Physiology and Histology	90
Bacteriology, Sterilization & Sanitation	35
Introduction to and Operation of Skin Care machinery	90
Introduction to skin care	50
Skin Care	155
Makeup	55
Hair Removal	70
Introduction to advanced Spa Techniques & Machines	140
Safety Precautions	30
Professional and Personality development Management	20
Salesmanship, Marketing, and Retailing	25
State statute and rules	45
Discretionary Hours	10
	45
Total Curriculum	900

Esthetics Program Cost

900 Hours Tuition @ \$11.32 per hour	\$10,188.00
Registration Fee	100.00
Application Fee	100.00
Student Kit/Books/Supplies	\$1,998.00
Technology Fees	<u>249.00</u>
Total Cost	\$12,635.00
*iPad with Kit	<u>\$329.00</u>
Alternate Total	\$12,964.00

30 Hours per week program Schedule

Students will attend classes from 9:00am to 3:30pm Tuesday through Saturday. Students attending on this schedule should complete their training in approximately 7 months.

25 Hour per week program Schedule

Students will attend classes from 9:00am to 2:00pm Tuesday through Saturday. Students attending on this schedule should complete their training in approximately 9 months.



MANICURING COURSE:

A comprehensive course consisting of 600 clock hours of training (450 clock hours are required by the Indiana Board of Cosmetology Examiners). It includes the following supplies and minimum curriculum. A student who completes this course and successfully passes a state board examination will be prepared to enter into a salon as a manicurist.

Explanation of Additional hours:

In designing the curriculum for our 600 hour Manicuring program we found that the students that went through our original 450 hour Manicuring program lacked some of the skills that the industry in our area sought. We increased the hours in areas we felt really benefited our students and better prepared them to be exceptional professionals. With events in the news over the years spotlighting sanitary issues in nail salons in general we increased the hours spent training our students in proper sanitation. We also increased the hours spent on manicuring and pedicuring to produce students that gave superior services. We feel that having this foundation in place the student can excel in the industry. Another area that we found needed some additional time was some of the more artistic services. Shellac and gel polishes have become in high demand and we have seen an increase in the requests for specialty nail art and polish applications. We added 15 hours of sanitation, 40 hours of manicuring, 25 hours of pedicuring, and 70 hours of more advanced nail techniques such as nail art, airbrushing and gel polishes to name a few. We have found that increasing the education in these areas has given our students the confidence of being more prepared for the salon environment.

Equipment Supplies for Manicuring

eBook	Nail Brush
MindTap	Pedi-Soft System
Fiberglass	Acrylic Nail Kit
Swiss Blue Soap	N.A.S. 99 Nail Antiseptic Spray
Nail Wipes	Polish Remover
Bondex Acrylic Bonding Agent	Bond-Aid PH Balancing Agent
Linear Tips	Dimension Tips
High Velocity Nail Tip Adhesive	Nail Adhesive
Clarite Surface File	Class Eyedropper
Reusable Nail Forms	Cut-Away Disposable Nail Forms
Ridge Filler	OPI Red
Cancun Fiesta	RapiDry Top Coat
Lint Free Table Towel	Glass Dampen Dishes
Finger Bowl	Foot File
Custom Carrying Case	MicroBond Gel Kit
Tweezers	Cuticle Scissors
Red Sable Brushes	Wooden Dowels
Competition 3000 Oval Brush	Brush Cleaner
Cuticle Stick	Pusher Plus Pushers
Diamond Coated File	1-2-3 Luster Buff
White Board Files	White Cloth Files



RUDAE'S SCHOOL OF BEAUTY CULTURE



Supplies Cont.:

The Fluffy	Middle Weight "150" File
Long Soft File Refills	Soft Files
Finger Nail Clippers	Toe Nail Clippers
Cuticle Nippers	Avoplex Replenishing Oil
Avoplex Cuticle Treatment	Avoplex Moisture
Acrylic Nail Base Coat	Nail Strengthener
Cajun Shrimp Polish	Grand Canyon Sunset
Toe Separator	Safety Glasses

Manicuring

<u>Subject</u>	<u>Total Hours</u>
Sanitation	55
Anatomy and Disorders	25
Laws	10
Nail Techniques	255
Tips, Sculptures, Overlays, Gels	
Fiberglass, Wraps, Acrylics	
Manicuring	100
Pedicuring	60
Chemistry	10
Salesmanship	20
Electric drill/file	20
Discretionary Hours	45
Total Curriculum	600

Manicuring Program Cost

600 Hours Tuition@ \$8.95 per hour	\$5,370.00
Registration Fee	100.00
Application Fee	100.00
Student Kit/Books/Supplies	1,507.00
Technology Fees	<u>249.00</u>
Total Cost	\$7,326.00
iPad with Kit	<u>\$329.00</u>
Alternate Total	\$7,655.00

30 Hours per week program —Evening Class

Students will attend classes from 3:00pm to 9:30pm Monday through Friday. Students attending on this schedule should complete their training in approximately 20 weeks.

20 Hours per week program —Evening Class

Students will attend classes from 5:30pm to 9:30pm Monday through Friday. Students attending on this schedule should complete their training in approximately 30 weeks.

30 Hours per week program —Day Class

Students will attend classes from 9:00am to 3:30pm Tuesday through Saturday. Students attending on this schedule should complete their training in approximately 20 weeks.



INSTRUCTOR TRAINING:

Instructor training consists of 1000 clock hours with 300 hours for observation of the master teacher, 300 hours teaching with the master teacher and 400 hours of teaching with the master teacher's observation and input.

<u>Subject</u>	<u>Theory and Demonstration</u>	<u>Practical Instruction</u>	<u>Hours of Subject</u>
Orientation and review of cosmetology Curriculum	50	100	150
Introduction to Teaching	60	—	60
Course outline and Development	160	170	330
Laws and Rules	30	20	50
Teaching	—	150	150
Practice teaching in the clinic and theory classrooms	—	260	260
Total Hours	300	700	1000

Instructor Training Program Cost

1000 Hours Tuition @ \$12.77 per hour	\$12,770.00
Registration Fee	100.00
Application Fee	100.00
Books & iPad	630.00
Technology Fees	<u>249.00</u>
Total Cost	\$13,849.00

Instructor Training Program is on an as needed basis.

CAREER OPPORTUNITIES:

Many career opportunities are available to well-trained cosmetologists. The field and its opportunities are unlimited! Some of the opportunities include:

Hairstylist	Salon Manager	Esthetician
Make-up Artist	Image Consultant	Sales Consultant
Manufacturer Sales	Salon Owner	Manicurist
Cosmetology Instructor	Perm Specialist	Nail Artist

FOR ALL COURSES THAT QUALIFY FOR STUDENT FINANCIAL AID:

Pell Grants and student financing is available through the Direct Loan program and the Department of Education. Qualifications are based on your adjusted gross income. The monies are designed to be used to pay for items such as tuition, kits, books and supplies. Aid is also available in the form of monthly contract payments to the school.

PAYMENT METHODS:

- Plan A: Pay total amount within 90 days of contract date.
- Plan B: Pell Grants; student loans; VA benefits to cover entire tuition total.
- Plan C: Monthly/Weekly payments.
- Plan D: Combination of monthly/weekly payments and financial aid.



RUDAE'S SCHOOL OF BEAUTY CULTURE

SCHOOL OBJECTIVES:

- The primary objective of the staff at Rudae's School of Beauty Culture is to prepare students to successfully complete the State of Indiana Board Examination.
- The staff is committed to helping students become well-prepared cosmetologists, nail technicians, estheticians or instructors in their related fields, who can earn a profitable living and make a significant contribution to the profession.
- Versed in the latest trends in hairstyling, cosmetology, skin care and nails, the staff is also committed to educating cosmetologists, nail technicians, estheticians, and instructors for the future, using the most up-to-date method of directional styling, techniques and modern trends.
- The staff makes every effort to help students find career employment in the cosmetology profession, but we cannot guarantee employment. We do accept inquiries from businesses wishing to interview with our graduates. A bulletin board is retained advising of available employment opportunities.
- Alumni are always welcome, as well, to come back and check salon listings and seek assistance in placement.

CODE OF ETHICS:

Rudae's School of Beauty Culture subscribes to the following code of ethics of the National Accrediting Commission of Career Arts & Sciences:

- This school has as its principle objective the training of qualified cosmetologists to render the best possible service to patrons.
- The school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in cosmetology.
- This school observes all rules and regulations issued by the State Board of Cosmetology and Health Department.
- This school encourages its instructors to keep abreast of the latest teaching methods in cosmetology in the way of reading educational books, attending teacher's refresher or advanced courses, workshops and trade schools.
- This school takes part in the educational conferences and regional meetings in order to advocate the cosmetology profession.
- This school makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, films, computer software and other audiovisual aids) in order to provide the best possible training for its students.
- This school maintains honest and fair relationships with its staff, students, patrons, state board and other schools.
- This school advertises truthfully and makes honest representation to its students.
- This school refrains from criticism, which reflects unfavorably on other schools and the cosmetology profession. We do not recruit student registered with or attending other schools.



RULES AND REGULATIONS:

College Hours

Monday	3:30pm - 9:30pm
Tuesday - Friday	9:00am - 9:30pm
Saturday	9:00am - 5:30pm

Time Cards/Name Tags: Each student will be issued a computerized time card and a name tag upon enrollment. Each student is responsible for his/her own time card and name tag. If a card or tag are lost there will be a replacement fee. We suggest leaving them in your kit.

Each student must clock himself or herself in every morning and out each evening, as well as for lunch and every time you exit the building. To receive hours you must be in the building. Do not clock another student in or out for any reason, this will result in an immediate suspension.

The college cannot credit minutes or hours that you are not clocked in. Per State Board motion, student time clock hours cannot be altered, modified, reduced or increased. All hours must be recorded by the time clock only. Failure to clock in or out by a student will result in the loss of those hours. All students must be clocked in while on the premises.

Attendance: Punctuality is a must. Be prepared prior to 9:00 a.m. to be in classes. If you are unable to attend classes or are going to be late for whatever reason, you must call the college and speak with a staff member before 9:00 a.m.. This must be done each time you are going to be out or late. If you need to leave early you are to inform an instructor prior to leaving. Habitual tardiness or absenteeism can result in suspension or termination. This problem could result in a negative employment reference, as well as possible loss of Financial Aid.

Saturdays are mandatory unless enrolled in the night program. If more than five are missed you are subject to suspension or possible termination. Students must receive permission from an instructor before leaving the building, then inform the front desk at the time you are leaving and you must clock out. Any student placed on probation for either attendance, academic or practical is limited to two probation periods. Any beyond two may result in termination.

Breaks: Full time students are entitled to two 15 minute breaks daily. Part time students are entitled to one 15 minute break daily. Breaks should be taken individually, one in the a.m. and one in the p.m.. Breaks are to be taken in the break room only. No loitering around the clinic floor. No visitors are allowed loitering around school, including spouses, boyfriend/girlfriends, children, etc. No one is allowed in the break room except students. No smoking, eating, drinking or gum chewing will be allowed in the classrooms, behind the front desk, dispensary or on the clinic floor. This college is a non-smoking environment. Students are permitted to smoke outside behind the building and only on regularly assigned breaks or lunches.



RUDAE'S SCHOOL OF BEAUTY CULTURE

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Lunches: Lunch time will be scheduled at the front desk or by the direction of your instructor. Each full time student is entitled to one half hour lunch. Permission from an instructor must be given before leaving for lunch or breaks.

Behavior: Race, politics, religion and personal affairs are not to be discussed on school premises. Non-professional conversation will result in suspension or termination. The student agrees not to disrupt the instructors or classes and not to create problems for instructors among other students by circulation of rumors, scandal or demeaning remarks. *These rules of behavior include all communication types, including social media outlets and verbal slander. Foul language is not permitted. Students are to be quiet and attentive in class. Theft of any sort on school premises will not be tolerated. Termination will result. Students are not to practice any form of beauty culture outside of the beauty college. This is State law. All completed assignments are to be checked by an instructor. All client tickets must receive an instructors signature before the client leaves the students work area. Students are not to be in unassigned areas, such as offices, behind the front desk, etc. Students are not to use college copy machines, computers, etc. unless approved by an instructor. Failure to comply with this rule will result in suspension and/or termination.

Clinic Floor: If a student refuses any clinic services that have been assigned to them they may be sent home for the remainder of the day. Any further days off will be handled according to the situation. Changing or moving appointments on the appointment book may result in the same as above.

Kit and Supplies: Once the student kit, books and any supplies are issued it is the sole responsibility of the student. The college is not responsible for any lost, broken or stolen articles. The college is not responsible for the students personal property. No personal property should be left on the clinic floor at any time. We suggest keeping these things in lockers. Students must have their kits ready for use and inspection at all times. Any student who does not have any equipment or supplies may be clocked out for the remainder of the day.

Phone Calls: Personal phone calls are not permitted unless it is an emergency. The use of cell phones are only permitted during breaks and lunches and out of the building. Failure to comply may result in suspension.

Dress Code: Please remember that our dress code is mandated by the State Board of Cosmetology Examiners, and it is important that it is followed daily. The dress code is as follows: Rudae's scrub uniform. Long sleeve shirts may be worn under the scrub top. Closed shoes must be worn at all times; boots cannot be worn over uniform pants. Also, there should be no hats or bandannas worn during school hours. Scarves and any other outerwear are not allowed to be worn with the uniform; Rudae's sweatshirts are the only apparel allowed to be worn over scrub tops. All attire must be neat, clean, pressed and professional. Hair should be clean and styled. Use deodorant and moderate make-up. No excessive jewelry. Students must wear school provided nametag daily. Students not dressing according to uniform dress code may be sent home to change and expected to return to school. Please note that if your uniforms becomes worn, stained, and/or faded you will be asked to replace them.



RUDAE'S SCHOOL OF BEAUTY CULTURE

Theory: All students will be required to attend theory class daily. When all tests are completed; students will still be required to attend theory classes for review.

Holidays: Any student that is not going to be attending the day before or after a holiday must request this in writing and have it approved by an Administrator. There will be a limit to the number of requests approved. Suspension may result if a student is absent without approval.

Parking:

Parking is provided in front of the building and the rear of the building.

Sanitation: A sanitation list is made for all students. Each student is responsible for checking the list and completing his/her daily assigned duty. Students are responsible for keeping his/her stations clean at all times. Students must have duties and stations checked before leaving the college. Students are also responsible for washing, drying, and folding towels to maintain adequate supply for clientele.

*These rules and regulations may be changed at any time at the discretion of the administration, and any subsequent changes will be posted to the attention of the students. By signing the rules and regulations, I agree to abide by the rules set forth by Rudae's School of Beauty Culture. I understand that if I do not follow these rules; I am subject to termination.

DRUG ABUSE PREVENTION:

Rudae's School of Beauty Culture has enacted an Alcohol and Drug Awareness Program according to the U.S. Department of Education's Drug Prevention Certification and Higher Education Amendment of 1990 which specifies that every post-secondary institution must have this program to remain eligible for federal financial aid.

Rudae's requires that all prescription medication be kept off premises as well. If students must take medication during the day they are required to leave them in their car or make other arrangements.

CERTIFICATES:

Upon completing the graduation requirements of Rudae's School of Beauty Culture, each student will receive a certificate declaring all requirements have been met.

SCHOLARSHIPS:

Scholarships for cosmetology are offered to all area high schools. Rudae's works with high school guidance counselors to provide scholarships to qualified senior high school students. Rudae's also provide several other scholarship to assist students with the cost of attendance. Students must complete the program by the contracted graduation date agreed upon in the enrollment contract.

HOUSING:

The school does not have any school-owned housing facilities. Public housing is available within walking distance of the school.



LEAVE OF ABSENCE:

Any student requesting a leave of absence from the institution must fill out a request for leave of absence form with the administrative office and submit it to the Educational Administrator or the Financial Aid Administrator. This must be done in advance of taking the leave of absence*. The request should be signed, dated by the student, contain the dates the student expects to be unable to attend school, and the reason for the request. All leave of absence requests must be approved by a school administrator. For the school to grant a leave of absence; the school must determine that there is a reasonable expectation of the student returning from the leave of absence. If the school can not make this determination then the school reserves the right to deny the leave of absence.

A student requesting a leave of absence must adhere to the following: A request for a leave of absence that is not medically necessary will be considered a personal leave and will be limited to no more than 5 school days. If the student has excessive absence hours then the leave can be denied by the institution. For medically necessary leave of absences the length of the leave of absence will be determined by a doctor or other authorized health care provider. The leave of absence, together with any additional leaves must not exceed a total of 180 days in any 12-month period. A request for a leave of absence must be in writing and submitted to the school director. The leave of absence will extend the student's contract period and maximum time frame the same number of days taken in the leave of absence.

*Except in the case of unforeseen circumstances that would prevent the student from doing so, such as a car accident or other similar event. In that case the necessary documents will be collected later.

GRADUATION REQUIREMENTS FOR ALL COURSES:

A student must complete the following to be classified as a Rudae's School of Beauty Culture graduate:

- Hours set forth by the State Board of Beauty Culturist Examiners.
- Complete all required practical exams with a 75% or higher average prior to the final theory exam.
- Complete all written exams with a 75% or higher average prior to taking the final theory exam.
- Receive a 75% or higher mark on the final theory exam.
- All fees and monies owed to the school are paid in full.
- Attend an Alcohol and Drug Awareness Information Program provided and verified by this college.
- Comply with all rules and regulations set forth at this college.
- Any student that has completed 1500 hours for cosmetology, 900 hours for esthetics, 600 hours for manicuring, 1000 hours for instructor trainees and has not completed the requirements must be in full time attendance (depending on a student's enrollment contract) every day until all requirements are met.



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STATE REQUIREMENTS FOR CERTIFICATION:

Any person shall be qualified to receive a certification of registration to practice as a registered beauty culturist who:

- Is at least eighteen (18) years of age.
- Has not been convicted of an act which would constitute grounds for disciplinary sanction or a felony that has a direct bearing on his or her ability to practice competently.
- Has a high school diploma or GED certificate.
- Has graduated in an approved school of beauty culture.
- Has satisfactorily passed a practical examination (approved by the board) at the approved school of beauty culture to determine fitness to practice beauty culture.
- Has satisfactorily passed a written examination at an approved PSI test center to determine fitness to practice beauty culture.
- Has paid the fee of issuance for a beauty culture license.

LICENSING FEES:

The following fees are included in your total cost:

For written examination of an applicant for certification to practice as a:

Cosmetologist	\$52.00
Esthetician	\$52.00
Manicurist	\$52.00
Instructor	\$52.00

For the issuance of a four year license to practice as a:

Cosmetologist	\$40.00
Esthetician	\$40.00
Manicurist	\$40.00
Instructor	\$40.00

The following fees are your responsibility:

The renewal of a four year license to practice as a cosmetologist, esthetician, manicurist, and instructor. Cost is \$40.00.

PLACEMENT SERVICES:

The school has contact with local salons who maintains a placement assistance service for graduates. These jobs openings are posted on the student bulletin board; however, Rudae's does not guarantee employment. Services both of a personal and business nature are provided through the administrator upon request from the student.

ADVISING:

Advising is available to help students with problems concerning their education. Assistance with respect to personal matters will be referred to the proper agency.



STANDARDS OF PROGRESS:

Student progress books, weekly progress sheets, and test grades are kept for each student. Written exams are given at predetermined hours and are completed to determine the progress of the student in their skills and knowledge.

PROGRESS REPORTS:

Progress evaluations are done at 450, 900, and 1350 hours for cosmetology, at 300 and 600 hours for esthetics, at 150 and 300 hours for manicuring, and at 450 and 900 hours for instructor trainees as required by law. These evaluation periods are based on the actual hours completed by the student.

GRADING SYSTEM:

Grading for theory tests is based on percentage of correct answers to the number of questions on an exam. Students are tested in each subject following instruction. Students must have a seventy-five (75) percent average on all weekly tests prior to taking the final theory exam. If a student has failed to get a seventy-five (75) percent on any of the tests, he/she may retake the exam.

GRADING SCALE:

- | | |
|----------|--------------|
| • 90-100 | Excellent |
| • 85-89 | Commendable |
| • 80-84 | Good |
| • 75-79 | Satisfactory |
| • 0-74 | Failing |

MAKE-UP WORK:

Students with excessive absent hours are encouraged to make up the missed hours. Any hours beyond the 10% allowed, students will incur institutional charges. No make up work is required when a leave of absence is used, due to the addendum made to the enrollment agreement. Practical and theory assignments will resume upon re-entrance. When a student is absent, a missed exam is to be made up. Review test must be made up if student misses or skips class.

SATISFACTORY ACADEMIC PROGRESS POLICY:

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. 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. Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.



EVALUATION PERIODS:

Evaluations will take place at 450, 900, and 1350 hours for cosmetology; 150 and 300 hours for manicuring; 450 and 900 hours for instructor training; 300 and 600 hours for esthetics.

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 attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS:

Students are required to attend a minimum of 75% 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 75% 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.

MAXIMUM TIME FRAME FOR COURSES COMPLETION:

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

	Weeks	Schedule	Scheduled Hours
1500 hour cosmetology course			
* Full Time	49.87 weeks	(40 hours per week)	1995
* Full Time	66.50 weeks	(30 hours per week)	1995
* Part Time	99.75 weeks	(20 hours per week)	1995
1000 hour instructor training course			
*Full Time	33.25 weeks	(40 hours per week)	1330
*Full Time	44.33 weeks	(30 hours per week)	1330
*Part Time	66.50 weeks	(20 hours per week)	1330
900 hour esthetics training course			
*Full Time	39.90 weeks	(30 hours per week)	1197
*Full Time	47.88 weeks	(25 hours per week)	1197
*Part Time	59.85 weeks	(20 hours per week)	1197
600 hour manicuring course			
*Full Time	26.60 weeks	(30 hours per week)	798
*Part Time	39.90 weeks	(20 hours per week)	798



OVERTIME:

An extension of training beyond the student's calculated completion date may result in Extra Instructional Charges (Overtime Charges) based on the per hour rate of tuition for the program for which the student is enrolled. Please refer to the program cost page in the catalog or on our website for the hour rate of tuition.

ACADEMIC PROGRESS EVALUATION

A 75% overall average is the minimal acceptable level of satisfactory progress. Any student failing to maintain a 75% overall average will be required to use the undersigned hours of the course for extra study and make up work. They will receive extra work help from the instructors when deemed necessary.

All areas evaluated consist of theory and practice training, attendance, personality traits, appearance, work habits, and conduct. Evaluation periods for academic purposes will be done at 450, 900, and 1350 hours for cosmetology; 150 and 300 hours for manicuring; 450 and 900 hours for instructor training; 300 and 600 hours for esthetics. These evaluation periods are based on the actual hours completed by the student.

Students must maintain a 75% overall average in all areas in order to maintain satisfactory progress. Students who meet the minimum requirements for attendance and academic progress shall be considered making satisfactory progress as of the mid-point of the academic year, whichever comes first. 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 Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory 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.

ABSENCES:

Upon entering this college, each student is allowed 10% of the total hours of attendance. Other than leaves of absence, this is all that is allowed. After a student's hours have been used, the student will be subject to the schools excessive absent hours policy.

WARNING:

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress 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 still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.



PROBATION:

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. 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 probationary period, the student has still not met both the attendance and academic requirements, 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.

APPEAL PROCEDURE:

If a student is determined to not be making satisfactory progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. A student may appeal for reasons such as a death in the family, an injury or illness, or other special circumstances. 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 students within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS:

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. Students may have lost Title IV funding for the evaluation period in which they were not meeting minimum requirements for satisfactory progress and may need to find alternative methods for paying those charges.

INTERRUPTIONS AND 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 the 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 as at the time of withdrawal. Students that withdrawal from the school must apply to the school for re-entry and may be required to wait 90 days before applying for re-entry. It is at the discretion of the school as to whether a student may re-enter after a withdrawal from the program.



EXCESSIVE ABSENT HOURS POLICY:

Students are allowed 10% of the contracted time in absent hours. For cosmetology that is 150 absent hours, instructor training is 100 hours, esthetics is 90 hours, and manicuring is 60 hours. In the instance where a student has transferred in, they are also held to the 10% maximum of hours missed, applying to the hours actually completed at the school. Exceeding these absent hours will result in overtime charges and possible termination from the program. A student will be warned when they reach two-thirds of the allowed absences. For cosmetology this is 100 hours, instructor training is 67 hours, esthetics is 60 hours, and manicuring is 40 hours. When the student reaches the first warning period they will be required to create a plan of action to correct the attendance issue. If the student then reaches the second warning period by failure to follow the action plan or reaching 10% of the contracted time the student will have to appeal termination procedures before a committee of Rudae's administration. The committee will hear the student's case and inform the student of their decision within no more than 3 business days of the meeting.

COURSE INCOMPLETES, REPETITION, AND NON-CREDIT REMEDIAL WORK:

There will be no remedial course work, or incompletes offered at this institution. Therefore, these areas are not applicable in calculating student's satisfactory progress.

FINAL DETERMINATION:

Ultimately the Director may address final determination of status or changes in satisfactory progress which will be documented in writing and placed with the student's records.

TERMINATION/WITHDRAWAL:

Each student agrees to conduct him or her self in a proper manner and to perform conscientiously the work and studies scheduled by this college. Termination may result by not adhering to satisfactory progress, the rules and regulations or the attendance time scheduled. If a student terminates or withdraws prior to full completion of the course, this college will charge \$150.00 fee for administrative cost associated with this action.



CANCELLATION AND REFUND POLICY:

Refund Policy: All enrolled students who cancel, drop, or are expelled may be entitled to refunds as required by any state, federal and/or accrediting agency minimum refund guidelines.

- A. An applicant not accepted by the school shall be entitled to a refund of all monies paid less the \$100.00 non-refundable application fee for each course of study enrolled. If a student (or in the case of a dependent minor student his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement or contract, all monies collected by the school shall be refunded, less the non-refundable application fee within 30 days of last official date of attendance. The postmark on the written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.

If a student cancels his/her enrollment agreement after three business days from signing but prior to entering classes, he/she will be entitled to a refund of all monies paid to the school less the \$100.00 registration fee and \$100.00 application fee.

- B. Veteran's Refund Policy: A refund of the unused portion of tuition, fees and other charges will be made to veterans or other eligible persons who do not enter or complete the course as certified to the Veteran's Administration. The refund will be within an exact ten (10) percent of the total hours completed vs. total hours for completion. The school may retain no more than \$10.00 of the established registration fee if the veteran or other eligible persons fail to enter the course.
- C. Termination date for refund computation purpose is the last date of actual attendance by the student. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due, the applicant or student shall be refunded within 30 days of formal cancellation by the student as determined in item A, or formal termination by the school, which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition. If a course is canceled subsequent to a student's enrollment, the school shall at its option:
- a. Provide a full refund of monies paid; or
 - b. Provide completion of the course.



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In the case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make every attempt to provide for a settlement, which is both equitable and reasonable.

D. For students who enroll in and begin classes, the following tuition adjustment is authorized and refunds will be made as follows:

<u>Percentage Time to Total Time of Course</u>	<u>Amount of Total Tuition Owed to School</u>
.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%

E. Any monies due a student who unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution.

F. RETURN OF UNEARNED TITLE IV FUNDS:

Federal regulations have been enacted which state that students may forfeit a portion of their federal student financial assistance if they fail to complete the program of study in which they were enrolled. This policy affect students who:

- a. received or were eligible to receive federal financial assistance authorized under Title IV of the Higher Education Act (HEA), i.e. Federal Pell Grants, Federal SEOG awards, or Stafford, or Plus loans awarded under the Federal Family Education Loan (FFEL) or Federal Direct Student Loan (FDSL) programs.
- b. on or after October 7, 2000, withdrew or were terminated from the institution during the first 60% of any payment period or period of enrollment.

Payment periods are defined as: a quarter, trimester, semester, or X-number of clock or credit hours.

Withdrawals in which the student does not inform the school of the withdrawal (unofficial withdrawals) will have the return to Title IV calculations done on the students last date of physical attendance.

Eligible Title IV aid recipients who fail to complete over 60% of a payment period or period of enrollment are considered to have not earned all of the federal aid that they 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 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 federal student aid. This policy may also result in the student owing a refund of unearned federal student aid to the Department of Education.



RIGHT TO PRIVACY: FERPA POLICY

In compliance with the Family Educational Rights to Privacy Act of 1974, Rudae's School of Beauty Culture insures the release of personal information only on written instruction from the student; and/or parent or guardian (if student is a dependent). All inquiries in regards to a student's record should be directed to the administrative offices.

Release of information is done on a separate request for each single release to: parents, prospective employers, or pertinent agencies.

The student understands their records will be maintained for at least seven (7) years.

The student attests that the privacy act was explained to them on or prior to their first day of class.

The student also understands that NACCAS and the Department of Education auditing agency will have access to the student files without prior consent from the student, parent or guardian.

Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.



RIGHT TO PRIVACY CONT.:

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;
Other schools to which a student is transferring;
Specified officials for audit or evaluation purposes;
Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for or on behalf of the school;
Accrediting organizations;
To comply with a judicial order or lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records.

With exceptions such as those noted in this section, FERPA generally gives postsecondary students the right

- to review their education records,
- to seek to amend inaccurate information in their records, and
- to provide consent for the disclosure of their records.

These rules apply to all education records the school keeps, including admissions records (only if the student was admitted) and academic records as well as any financial aid records pertaining to the student. Therefore, the financial aid office is not usually the office that develops the school's FERPA policy or the notification to students and parents, although it may have some input.



RIGHT TO PRIVACY CONT.:

Student's & parents' rights to review educational records

Rudae's will provide a student with an opportunity to review his or her education records within 45 days of the receipt of a request. The school is required to provide the student with copies of education records, or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws.

Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Prior written consent to disclose the student's records

Except under one of the special conditions described in this section, a student must provide written consent before an education agency or school may disclose personally identifiable information from the student's education records. The written consent must—

- state the purpose of the disclosure,
- specify the records that may be disclosed,
- identify the party or class of parties to whom the disclosure may be made, and
- be signed and dated.

If the consent is given electronically, the consent form must—

- identify and authenticate a particular person as the source of the electronic consent, and
- indicate that person's approval of the information contained in the electronic consent.

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent.

Disclosures to school officials

Some of these disclosures may be made to officials at your school or another school who have a legitimate interest in the student's records. Typically, these might be admissions records, grades, or financial aid records. Disclosure may be made to:

- other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests.
- to officials of another postsecondary school or school system, where the student receives services or seeks to enroll.



RIGHT TO PRIVACY CONT.:

Disclosures to government agencies

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" includes employees of the Department—such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics—as well as firms that are under contract to the Department to perform certain administrative functions or studies. In addition—

- Disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.
- A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

Disclosures in response to subpoenas or court orders

FERPA permits schools to disclose education records, without the student's consent, in order to comply with a lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so that the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure.

A school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice in response to an *ex parte* order issued in connection with the investigation of crimes of terrorism.

Documenting the disclosure of information

Except as noted below, school must keep a record of each request for access and each disclosure of personally identifiable student information. The record must identify the parties who requested the information and their legitimate interest in the information. This record must be maintained in the student's file as long as the educational records themselves are kept.



RUDAE'S SCHOOL OF BEAUTY CULTURE



Items to bring when you enroll:

- High School Diploma / GED / Official Transcripts
- Drivers License / State ID
- Social Security Card
- Enrollment Fee
- Entered the school code into FAFSA (009673)
- Any necessary verification documents

Contract Appointment Date: _____

Orientation Date: _____

Here are the ISBN numbers for our course books:

- Cosmetology:

MindTap & eBook: 978-1-305-63202-8

- Instructor

MindTap & eBook: 978-1-1337-39883-1

- Esthetics

MindTap & eBook: 978-1-305-66892-8

- Manicuring

MindTap & eBook: 978-1-337-28773-9

If you would like to purchase your books from another source here are some suggestions: Milady, Amazon, Ebay, Half.com, Barnes and Noble.

