



## 2025-2026 Catalog

**Cleveland, TN / Main Campus**

1605 Professional Park Dr. NW

Cleveland, TN 37312

423-476-3742

**Chattanooga, TN / Extension Site**

5600 Brainerd Road Suite E-4

Chattanooga, TN 37411

423-509-0555

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Revision Date: February 8, 2024

## Statement of Control

Brillare Beauty Institute is a tax-exempt, not-for-profit Corporation under Chapter 617 F.S. and Internal Revenue Code 1969 Section 501 (c), (3).

## Officers and Board of Trustees

Karl JT Petersen, M.A.T. – Board Chairman, & President

Diane M Petersen, M.D. – Board of Trustees, Secretary

Mark Bernstein, J.D. – Board Member

## Administrative Staff

Susan Bryson - Executive Director and Chief Administrator	Stephanie Day- Director
Deanna Kesley – Director of Financial Aid	Meredith Dowdle – Director of Admissions
Karen Templeton- Financial Aid Officer	Donna Harmon- Director of Career Services
Cayla Cavin- Admissions and Career Services Coordinator	Valerie Simmons- Student Services Coordinator
Nikki Gramlich- Director of Operations	Leeann Roberts- Director
Amber Ellis- Student Services Coordinator	

## Full-Time Faculty

Stephanie Day- Cosmetology Diploma Program (Academy of Beauty Arts)	Instr. License #116025
Doris Haddock - Cosmetology Diploma Program (Kernersville Beauty College)	Instr. License #121218
Karen Sherlin - Cosmetology Diploma Program (University of Beauty)	Instr. License #053099
Darlene Ray – Cos/Aesthetics Diploma Program (Battlefield Styling Academy)	Instr. License #062763
Debbie Daily- Aesthetics Diploma (Miller Motte Technical College)	Instr. License #161734
Lauren Motley- Cosmetology Diploma Program (GA NW Technical College)	Instr. License #221460
Melanie Caldwell- Cosmetology Diploma Program (Laney Jr College)	Instr. License # 192224
Natalie Holder - Aesthetics Diploma (New Concepts)	Instr. License # 130369

## State License and Accreditation

Brillare Beauty Institute is licensed by the Tennessee State Board of Cosmetology, 500 James Robertson Parkway, Suite 120, Nashville, TN 37243. Brillare Beauty Institute is accredited by the commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia 30350, (770) 396-3898, [www.council.org](http://www.council.org), which is a nationally recognized accrediting council.

## Authorization

Brillare Beauty Institute is exempt from Title 49, Chapter 7, Part 20 of the Tennessee Code and the regulations contained in Rule Chapter 1540-01-01. Therefore we are considered exempt from the Tennessee Higher Education Commission. In order to maintain the exemption, Brillare Beauty Institution must submit required information on an annual basis to THEC, primarily based on being a nonprofit accredited institution for over 20 years.

Information regarding further review of documents describing our accreditation, approval, or licensing of Brillare Beauty Institute can be obtained by contacting the School Director's Office.

## **Mission**

Brillare Beauty Institute is a private non-profit institution whose mission is to train students for careers in the beauty industry in a student-centered learning environment while being responsive to employment trends.

## **Philosophy**

The philosophy of Brillare Beauty Institute is to provide technical training in a manner that engages our students. The institution considers the student as an individual and strives to be aware of the needs of each member of its student body. We believe that each student should understand and practice their responsibilities to family, individuals, and the community by becoming effective and contributing citizens. Our instructors are sincere, dedicated professionals, constantly in search of new techniques to improve their teaching, always keeping the interest of the learner utmost in their minds.

All members of the faculty hold current Tennessee Cosmetology and/or Aestheticians Licenses and Instructor's Licenses and remain involved in workshops, seminars and continuing education classes in order to stay abreast of current teaching methods.

# Institutional Calendar

## 2025 Institutional Start Dates and Holidays



### 2025 START WEEKS

#### Main Campus: Cleveland, TN

Revised Sept 20, 2024

Cosmetology Program			Esthetics Program		
2025 Start Weeks	Expected Grad Date	Overtime Charged After	2025 Start Weeks	Expected Grad Date	Overtime Charged After
Monday, January 13, 2025	Sunday, January 18, 2026	Sunday, February 15, 2026	Monday, January 27, 2025	Sunday, August 31, 2025	Sunday, September 14, 2025
Monday, March 10, 2025	Sunday, March 15, 2026	Sunday, April 12, 2026	Monday, April 7, 2025	Sunday, November 16, 2025	Sunday, November 30, 2025
Monday, May 5, 2025	Sunday, May 10, 2026	Sunday, June 7, 2026	Monday, June 23, 2025	Sunday, February 1, 2026	Friday, February 13, 2026
Monday, July 7, 2025	Sunday, July 5, 2026	Sunday, August 2, 2026	Monday, September 1, 2025	Sunday, April 12, 2026	Sunday, April 26, 2026
Monday, September 1, 2025	Sunday, September 6, 2026	Sunday, October 4, 2026	Monday, October 6, 2025	Saturday, May 16, 2026	Friday, May 29, 2026
Monday, October 27, 2025	Sunday, November 1, 2026	Sunday, November 29, 2026	Monday, November 17, 2025	Sunday, July 5, 2026	Monday, July 20, 2026

### 2025 Start Weeks

#### Extension Campus: Chattanooga, TN

Cosmetology Program			Esthetics Program		
2025 Start Weeks	Expected Grad Date	Overtime Charged After	2025 Start Weeks	Expected Grad Date	Overtime Charged After
Monday, January 13, 2025	Sunday, January 18, 2026	Sunday, February 15, 2026	Monday, January 27, 2025	Sunday, August 31, 2025	Sunday, September 14, 2025
Monday, March 10, 2025	Sunday, March 15, 2026	Sunday, April 12, 2026	Monday, March 3, 2025	Sunday, October 5, 2025	Friday, October 17, 2025
Monday, May 5, 2025	Sunday, May 10, 2026	Sunday, June 7, 2026	Monday, April 7, 2025	Sunday, November 16, 2025	Sunday, November 30, 2025
Monday, July 7, 2025	Sunday, July 5, 2026	Sunday, August 2, 2026	Monday, May 12, 2025	Sunday, December 14, 2025	Friday, December 26, 2025
Monday, September 1, 2025	Sunday, September 6, 2026	Sunday, October 4, 2026	Monday, June 23, 2025	Sunday, February 1, 2026	Friday, February 13, 2026
Monday, October 27, 2025	Sunday, November 1, 2026	Sunday, November 29, 2026	Monday, July 28, 2025	Sunday, March 8, 2026	Saturday, March 21, 2026
			Monday, September 1, 2025	Sunday, April 12, 2026	Sunday, April 26, 2026
			Monday, October 6, 2025	Saturday, May 16, 2026	Friday, May 29, 2026
			Monday, November 17, 2025	Sunday, July 5, 2026	Monday, July 20, 2026
			Monday, December 15, 2025	Sunday, August 2, 2026	Friday, August 14, 2026

### 2025 School Calendar Holidays

Wednesday, January 1, 2025	New Year's Day: School Closed
Monday, January 20, 2025	MLK Jr Day: School Closed
Monday, May 26, 2025	Memorial Day: School Closed
Monday, June 30 to Sunday, July 7	Summer Break Week: No Classes
Monday, September 1, 2025	Labor Day: School Closed
Thursday, November 27 to Saturday, November 29	Thanksgiving Break: School Closed
Tuesday, December 23 to Thursday, January 1, 2026	Holiday Break: No Classes
Friday, January 2, 2026	Classes Resume

# **Admissions**

## **General Requirements**

Applicants must complete the Enrollment Contract. Each applicant must have either a) Standard High School Diploma or b) General Equivalency Diploma (GED). An applicant admitted into the Institute must then provide a copy of their HS Diploma/ GED Certificate or a transcript showing high school completion. During the Covid-19 National Emergency, if attempts are made to obtain documentation without response from the high school, an attestation will be accepted (This is only an option from the start of the National Emergency and until it is officially rescinded).

## **Application Procedures**

1. Contact the Institute for an appointment. The telephone number is (423)476-3742 in Cleveland, TN and (423) 509-0555 in Chattanooga, TN.
2. A school rep will assist each applicant in completing the necessary paperwork.
3. The applicant will have a personal interview with a member of the institution and tour the school.
4. Students requesting financial aid assistance through the School must submit a Financial Aid Application to the school's FA officer.
5. Students entering Brillare must meet all criteria listed under General Requirements.
6. Vaccinations Policy

## **Vaccination Policy**

Brillare Beauty Institute does not require vaccinations for admission into our programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

## **Transfer Students Applying to Brillare Beauty Institute**

The Institute evaluates clock hours for transfer from licensed schools. In accepting credit from other sources Brillare Beauty Institute verifies that the source of credit accepted is accredited by an agency recognized by the US Department of Education or is approved by a state or federal approving agency. However, at least 50% of the curriculum must be completed while at Brillare Beauty Institute. Only under the circumstance of another school closing unexpectedly or a student is licensed in another state with fewer hours and is being required by the TSBC to fulfill the balance of 1500 hours will Brillare Beauty Institute evaluate any hours above 50% on a case by case basis in order to accommodate these students in continuing their education.

## **Limitations of Transferring Hours to Another School**

The awarding of credit for coursework complete at any other institution is at the sole discretion of the receiving institution. Additionally, the Institute does not imply, promise, or guarantee that any hours earned at the Institute will be transferable or accepted by any other institution. It is likely that some or all hours earned at the Institute will not transfer to or be recognized by other institutions. It is the Student's obligation to ascertain in advance of enrollment whether a possible recipient institution will recognize a course of study or accept hours earned at the Institute. Accreditation does not guarantee transferability.

## **Transferring Between Programs at Brillare Beauty Institute**

Students enrolled in one program at Brillare Beauty Institute who wish to transfer to the other program can do so *but no hours will transfer from one program to the other*. Withdrawing from one program and entering another does have financial implications that are unique to each student. Transferring requires students to meet with the Financial Aid office to fully understand the financial implications and to ensure a financial plan is in place to support the transfer in programs.

## **State Authorization for Licensure**

State licensure requirements are controlled by the individual states and are subject to change without notice. Any person who is of good moral character and reputation and who has satisfactorily completed a program in cosmetology and/or esthetics from a state licensed school may apply to the board for examination as a Licensed Cosmetologist and/or Esthetician in Tennessee. Brillare Beauty Institute is a licensed school in the state of Tennessee approved to offer a 1500 contact hour Cosmetology Program and a 750 contact hour Esthetics Program. Other states may have different requirements in content and/or contact hours required for licensure. Therefore, students considering working in a state other than Tennessee should contact that state to understand their requirements and the steps the student will need to complete in order to be licensed outside of Tennessee. Brillare Beauty Institute does not control any state licensure, certification and/or registration requirements and cannot guarantee that graduates will be eligible to work in Tennessee, or other states, at all or at any specific time, regardless of their eligibility status upon enrollment.

Brillare Beauty Institute assumes full responsibility for all representation made by its staff in recruiting students on its behalf.

## Programs of Study

### Cosmetology Program: (Available at Both Locations)

This course is designed to provide a program of education that results in a student who has the necessary skills to become a Licensed Cosmetologist in the State of Tennessee, and subsequently to enter the job market, at an entry-level position. It should be noted that the program costs include the costs of the state's Practical and Theory License Exam, which are required to be passed by the graduate prior to being employable in the field. To take the Tennessee State License Exam, a student must graduate from a 1500-hour program approved by the State Board of Cosmetology. The length of our 1500 hour approved program is estimated at 52 weeks. This program includes remote learning/distance education activity hours, up to 33% of total program hours. Distance Education activities include MindTap, zoom meetings, and at home group learning.

#### Objectives of the program include:

- 1) To develop the knowledge, and understanding of the theory of Cosmetology, as well as the skill and appreciation of the practice of Cosmetology.
- 2) To develop good habits in the safe and sanitary performance of duties, and to recognize the importance of these habits in the interest of self, as well as others.
- 3) To learn the necessary care of, and proper utilization of, supplies and equipment in relation to the application of cosmetic treatments.
- 4) To prepare the student for the State Board Examination and obtain a license to practice Cosmetology.

#### SUBJECT AREAS:

General	300 hours
Chemical	600 hours
Practical	<u>600 hours</u>
<b>TOTAL</b>	<b>1500 hours</b>

#### General

Sterilization.....	20
Sanitation.....	30
Bacteriology.....	60
Anatomy and Physiology.....	100
Shop Ethics.....	40
Personality and Salesmanship.....	20
State Law.....	30
<b>Total.....</b>	<b>300</b>

#### Chemical

Permanent Waves.....	100
Hair Relaxer .....	50
Hair Coloring.....	200
Bleaching and Toning... ..	50
Sculptured Nails.....	40
Hair Structure .....	60
Chemistry... ..	100
<b>Total.....</b>	<b>600</b>

#### Practical

Shampooing and Rinses .....	20
Hair and Scalp Care.....	140
Hair Shaping.....	140
Hairdressing and Styling... ..	200
Facials .....	30
Arching.....	10
Lash and Brow Tinting.....	5
Manicures and Pedicures.....	55
<b>Total.....</b>	<b>600</b>



## **Aesthetics Program: (Available at Both Locations)**

This course is designed to provide a program of education, which results in a student who has the necessary skills to become a Licensed Aesthetician in the State of Tennessee, and subsequently to enter the job market at an entry-level position. It should be noted that the program costs include the costs of the state's Practical and Theory License Exam, which are required to be passed by the graduate prior to being employable in the field. To take the Tennessee State License Exam, a student must graduate from a 750-hour program approved by the State Board of Cosmetology. The length of our 750-hour approved program is 30 weeks. This program includes remote learning/distance education activity hours, up to 33% of total program hours. Distance Education activities include MindTap, zoom meetings, and at home group learning.

### **Objectives of the course include:**

1. To develop the knowledge, and understanding of the theory of Aesthetics, as well as the skill and appreciation of the practice of Aesthetics.
2. To develop good habits in sanitation procedures.
3. To learn proper care and utilization of supplies and equipment
4. To prepare student for the State Board examination in order to obtain a license to practice Aesthetics.

### **Subject Areas:**

#### **General ..... 150 hours**

Sterilization  
Sanitation  
Bacteriology  
Professional Ethics  
Personality and Salesmanship  
Anatomy and Physiology  
State Law  
Lash Extensions

#### **Chemical ..... 150 hours**

Skin Conditions and Disorders  
Nutrition  
Aging Factors  
Product Ingredients and Usage  
Waxing  
Lash and Brow Tinting  
OSHA and EPA requirements

#### **Physical ..... 450 hours**

Massage Movements and Manipulations  
Masks and Packs  
Facial Treatment with and without the use of machines  
Skin Analysis and Consultation  
Application of all products and machines  
Color psychology  
Make-up and Corrective Make-up

#### **Total ..... 750 hours**

## **Tuition and Fees**

The School reserves the right to modify tuition and other charges upon sufficient notice to students and proper agencies. A current schedule of tuition and fees is provided below. A validation of a high school diploma or GED is required to receive any Financial Aid.

(1) **REGISTRATION FEES**

This fee is assessed upon enrollment and is non-refundable unless the School does not accept the student or the student meets the conditions of cancellation as outlined in the REFUND POLICY.

(2) **TUITION**

Tuition charges are assessed by the payment period and are payable before the beginning of classes. The Tuition and Fee Schedule details the specific tuition for each program.

(3) **STUDENT KIT (includes textbook)**

The Student Kit must be purchased from the Institute. It includes industry current tools and resources to help each student develop their skillsets while at Brillare Beauty Institute. These kits include professional tools each student can use after they graduate, in both the Cosmetology and Aesthetics Programs. These kits include salon-approved materials needed for an industry current education in all phases of the programs. A list of specific kit items can be obtained from the Admissions Department, however, the institution reserves the right to change the kit. Student Kits are non-returnable once they have been opened. The following textbooks listed are included as a part of the student kit and remote learning access to these textbooks is provided by the Institute at no additional charge to the student.

For Cosmetology students: Milady Standard Cosmetology, 13th Edition, ISBN: 9781305632011

For Esthetics students: Milady Standard Esthetics, 1st Edition, ISBN: 9781337095143

## Tuition and Fee Schedule: (effective for all students starting after Jan 1, 2025)

**Tuition:**

Cosmetology Program (1500 Clock Hours)	\$19500
Aesthetics Program (750 Clock Hours)	\$10500

**Kits:**

Cosmetology Program Kit: (1 <sup>st</sup> Day Charge)	\$2600
Aesthetics Program Kit: (1 <sup>st</sup> Day Charge)	\$2600

**Fees:**

Application Fee (due up front)	\$25
Registration Fee (1 <sup>st</sup> day Charge)	\$75
Testing Fee (1 <sup>st</sup> day Charge)	\$300

**Fees only (if applicable)**

Retake of Practical or Theory Mock	\$100
Restart Fee	\$100
Withdrawal Fee	\$100

Overtime Charge \$100 per additional week needed to complete (no partial weeks). Students are given 34 weeks in Esthetics to complete the 30-week program and 57 weeks to complete in the Cosmo Program before overtime charges commence. After that grace period, a student will incur an overtime charge for every week they need to complete their overall program hours.

Missed Saturday Charge (\$25 per Unexcused Saturday)- Students can only make up 1 unexcused Saturday absence in the Esthetics Program and 2 Saturdays in the Cosmetology Program. Any additional Unexcused Saturdays will result in a \$25 Missed Saturday Charge. See Saturday Attendance Policy for further details.

One-Time Finance Charge (1<sup>st</sup> day Charge) A 5% fee is charged based on the balance not covered by Title IV funds and not paid before starting class. This balance and fee are paid thru 12 monthly student payments for Esty Students and 18 months for Cosmo Students. The first monthly payment is due on the first day of class.

## **Refund Policy**

In the event a student fails to enter, withdraws, or is dismissed from instruction, the following refund policy shall apply, with the termination date for refunds being the last date of actual attendance.

### **The Refund Policy for Programs Obligating Students for Periods of 12 Months or Less**

The refund policy for students attending programs which incurs a financial obligation for a period of 12 months or less is as follows:

1. Prior to the beginning of instruction, any funds paid to the school, other than the application fee, will be refunded in full within thirty (30) days of cancellation or termination.
2. All monies will be fully refunded if the application is not accepted or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. For students who withdraw after classes begin, the following refund policy will apply:
  - A. After the first day of classes, and during the first 10% of the payment period, the institution shall refund at least 90% of tuition fees.
  - B. After the first 10% of the period of financial obligation, and until the end of the first 25% of the payment period, the institution shall refund at least 50% of the tuition and fees.
  - C. After the first 25% of the period of financial obligation, and until the end of the first 50% of the payment period, the institution shall refund at least 25% of the tuition and fees.
  - D. After the first 50% of the payment period, the institution may retain all the tuition and fees.
4. Any amounts owed to the Institution as a result of these calculations are due and payable in full on the effective date of the withdrawal.
5. A student may cancel this enrollment by telephone, in person, or in writing.

All withdrawals before completion of 60% of the course are subject to the pro-rated refund calculation, as defined by the Higher Education Amendment of 1992. ***An administrative withdrawal fee of \$100.00 will be charged to the student, when terminating their program prior to graduation.***

## **Withdrawal and Tuition Policy**

If a student, for any reason, wishes to withdraw voluntarily from the School, the student must officially notify the School. Students who wish to withdraw should contact the Director. Regardless of the circumstances of withdrawal or the date of notification, the official withdrawal date is the last date on which the student attended class. Both tuition adjustments and final grade determinations are based upon the last date of class attendance. Return of Title IV is based on scheduled hours ***An administrative fee of \$100.00 will be charged to the student, when withdrawing from their program prior to graduation.***

## **Institutional Grants and Scholarships**

### **Alumni Grant (effective Jan 17, 2022)**

One objective of Brillare Beauty Institute's Mission is to find ways that make higher education more affordable for more students. With this in mind, Brillare Beauty Institute is pleased to offer an Alumni Grant of \$4500, offered to Brillare Beauty Institute Graduates in good standing. This grant applies towards the tuition of the second program and is applied at the completion of the second program. Brillare Alumni will be responsible for taking the entire course work and all hours associated with the second program with no previous completed hours being applied towards the second program that the Brillare Beauty Institute Graduate enrolls in.

Graduates must complete the second program to receive the Alumni Grant of \$4500. If the graduate leaves the 2<sup>nd</sup> program before completion, they will not be awarded the Alumni Grant **\*\*Note:** Dual enrollment is not available at Brillare Beauty Institute.

### **BBI Perseverance Grant (effective Jan 1, 2025)**

Brillare Beauty Institute is pleased to be able to offer the **BBI Perseverance Grant** to Cosmetology Program students with a start date on or after 01/01/2025. This institutional Grant is a need-based grant helping to offset the rising costs of education. The Grant applies to our cosmetology students who have an unmet need after all Title IV funds and all other grants or scholarships are applied. Students with an unmet balance qualify for a grant award of up to \$1500. This grant was created to recognize those students that persevere through the entire program and graduate. The grant is applied to the students' account upon completion of the program and is not awarded to those who withdraw or are dismissed from the program.

### **Unexpected School Closing Grant**

Students who were attending another school who suddenly/unexpectedly close may qualify for a grant at Brillare Beauty Institute based on hours completed at previous school. Grant amounts can be up to \$2500 and the residency requirement may be waived.

## Financial Aid Information

The following types of aid are available individually or in combination to those who qualify and must be applied for annually. Applications for federal programs are available in the Financial Aid office. A financial aid annual year is from July 1<sup>st</sup> to June 30<sup>th</sup>.

Since aid received from any Department of Education assistance program must be used only for educational purposes, students must sign a “Statement of Education Purpose” saying that they use the money only for expenses related to attending school.

### Federal Pell Grant

The eligibility for this award is computed primarily on the basis of student/parent income and assets, family size and number in college. All students are encouraged to apply.

### Federal Stafford Loans

Federal STAFFORD Loans are low-interest loans made to students attending school at least half-time direct from the government. Loans are insured by the guaranty agency in each state and reinsured by the federal government. **YOU MUST REPAY THIS LOAN.** If you have a non-need-based Stafford, you have an “unsubsidized” Federal Stafford Loan, and you’ll be responsible for the interest during in-school and deferment periods. (The organization holding your loan may let the interest accumulate until you are out of school or until your deferment ends. Note, however, that the interest will be added to the principal, increasing the amount of principal you’ll have to repay.)

If you’re a **DEPENDENT UNDERGRADUATE** student you can borrow up to \$5,500, if you’re a first-year student enrolled in a program of study that is a full academic year. (At least 9 months in length) \$2,000 of this amount must be in unsubsidized Stafford Loans.)

For periods of study that are less than an academic year, the amounts you can borrow will be less than those above. Talk to the Financial Aid Department to find out how much you can borrow.

The interest rate for loans first disbursed after 7/1/2021 will be at a fixed rate of 3.73 percent. The organization holding your loan will notify you of later interest rate changes. If your loan was first disbursed before July 1, 1994, check with the organization that holds your loan for the interest rate that applies to you.

NOTE – The amounts given are the maximum you can borrow. However, you can’t borrow more than the cost of attendance at your school minus any other financial aid you receive.

The chart below shows *estimated* monthly payments and total interest charges for 8.25 percent of loans of varying amounts, with typical repayment periods. Remember that 8.25 percent is the highest the interest rate will be for new loans. Your rate may be different.

## Typical Repayment Plans

Total Amount	Number of Payments	Monthly Payment	Interest Charges	Total Repaid
\$2,600	65	\$50.00	\$628.42	\$3,228.42
4,000	120	49.06	1,887.20	5,887.20
7,500	120	91.99	3,538.80	11,038.80
10,000	120	122.65	4,718.00	14,718.00
15,000	120	183.98	7,077.60	22,077.60

## Federal Direct Loan Program

There are four types of Direct Loans:

- **Federal Direct Stafford/Ford Loans** – also called Direct Subsidized Loans. “Subsidized” means the federal government pays the interest on these loans while you are in school at least half-time and during grace periods and deferments (postponements of repayment). You have to demonstrate financial need to receive this type of loan.
- **Federal Direct Unsubsidized Loans** – also called Direct Unsubsidized loans. The federal government doesn’t pay the interest on these loans while you’re in school, in a grace period, or in deferment. You can get an Unsubsidized Loan regardless of financial need.
- **Federal Direct PLUS Loans** – for parents with good credit histories who want to borrow for their dependent students.
- **Federal Direct Consolidation Loans** – one or more federal education loans combined into a new Direct Loan. Only one monthly payment is made to the U.S. Department of Education.

If you want additional information, booklets are available in the Financial Aid Office on Direct Loan Programs.

## Refund Distribution Policy for Federal Title IV Programs

Refund will be made as follows:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Direct Plus Loan
4. Federal Pell Grant
5. Other SFA Programs
6. Other Federal, State, private or institutional sources of Aid
7. The Student

## **Funding Education Beyond High School**

“FUNDING EDUCATION BEYOND HIGH SCHOOL,” published by the United States Department of Education, is available for the student in the Financial Aid Office. This brochure contains specific information on students’ rights and responsibilities, eligibility, need, application deadlines, and detailed descriptions of the financial aid programs available.

## **Policies and Procedures for Verification**

This School has developed the following Policies and Procedures regarding the verification of information provided by the applicants for Federal Aid under the Title IV Programs.

- 1) Only those students who are selected for verification by the Department of Education will be required to submit supporting documentation.
- 2) No PELL or Direct Loan funds will be disbursed prior to the completion of verification.
- 3) The School prior to the completion of verification will certify a Stafford Loan application. However, the student has 45 days from the time the check arrives at the institution to provide the necessary documentation. If not completed by that time the check will be returned to the lender.
- 4) The student will have 60 days after his/her last day of attendance or the end of the academic year whichever is earlier, to complete verification. However in the interim the student must have made arrangements with the Institute for payment of all tuition and fees due or risk termination at the option of the Institute. After 60 days, all Financial Aid that might have been due is forfeited.
- 5) All students will be notified on a timely basis if they have been selected for verification and supporting documentation that is required. The institution will use as its reference, the most recent verification guide supplied by the time parameters and the consequences of not completing the verification and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate.
- 6) If the student provides inaccurate information on any application and refuses to correct same after being counseled by the institution, the Institute must make a final decision and notify the Department of Education of the decision made.

## **Draft Registration**

In order to receive Title IV aid, students must be registered for the draft if they are a male born on or after 01/06/92, at least 18 years of age, and not currently a member of the U.S. Armed Forces. Students must sign a certification of registration and may be required to prove that that are registered.

## **Return of Title IV Funds**

*(Students who withdrew on or after October 7, 2000)*

The 1998 Higher Education Amendments, section 484B prescribes the amount of Title IV funds a student has earned at the time when a student ceases attendance and the amount of federal aid that has to be returned or disbursed. The amount earned is based on the amount of time the student



was scheduled to attend. It is based on a proportional calculation through 60 percent of the payment period. Under these provisions, the calculation of the Title IV funds is not concerned with the refunding institutional charges.

If a recipient of Title IV grant or loan funds withdraws from an institution after beginning attendance, the institution must determine the amount of Title IV funds earned by the student. If the amount of Title IV grant or loan funds the student was disbursed is greater than the amount the student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement on the amount of the earned aid that the student had not received but was otherwise eligible for.

The percentage of the period completed is the number of clock hours scheduled in the payment period divided by the total number of clock hours in the same period.

### **Responsibility of a Student to Return Unearned Title IV, HEA Program Funds**

The student is responsible for all unearned Title IV, HEA, program assistance that the institution is not required to return. A student's unearned grant funds are an overpayment and are subject to repayment. A student who owes an overpayment because of withdrawal, will retain his or her eligibility for Title IV, HEA program funds for 45 days from the earlier of the date the institution was required to notify the student of the overpayment. If a student does not take the appropriate repayment action during this 45-day period, the student does not take the appropriate repayment action during this 45-day period, the student becomes ineligible on the 46<sup>th</sup> day and remains ineligible until the student re-establishes the student's eligibility.

### **Designated Office to Contact for Withdrawal**

The student must contact the Director of the School to withdraw. The student should also meet with a Financial Aid officer to determine any financial liability created by withdrawal.

## Standards of Satisfactory Academic Progress

The following standards apply to **ALL STUDENTS**. Students receiving financial aid must be aware of how his/her progress can affect eligibility. All students must meet the minimum standards set forth below or they shall be deemed not making satisfactory progress and shall be ineligible to enroll as regular students.

A student's progress is evaluated each segment using the "Minimum Standards for Satisfactory Progress" shown on page 18. Students who fail to earn the required cumulative grade average and earned the required number of clock hours will be counseled and placed on **ACADEMIC PROBATION**. The probationary period extends through the next segment. While on probation, Title IV funds will be disbursed. At the end of the probationary segment, the student's cumulative grade average and clock hours earned are again reviewed using the "standards". If the student's average and clock hours earned equals or exceeds the required minimum, the student is removed from probation. If the student's average and clock hours earned is below the required minimum, the student will be deemed not making satisfactory progress as of the end of the segment, his/her Title IV financial aid will be terminated, and the student will be academically dismissed unless an appeal letter is submitted by the student to the Director, requesting a review of their status, if they feel that they have mitigating or extenuating circumstances. The appeal letter is reviewed by the Director, and then submitted to the Board of Directors for final decision making. If appeal is approved, student's Title IV financial aid will remain terminated and student's progress will be monitored according to student's plan of action stated in the appeal letter. At any point, the student does not comply with their plan of action; or student does not demonstrate improvement to the required minimum by the beginning of the next segment the student will then be academically dismissed.

To reestablish eligibility for reentry, a student must apply for readmission, have the approval of and counseling with the Director. The student will be placed on probation at time of reentry.

1. **REENTRY INTO THE SAME PROGRAM** – At the end of the first segment, if the student demonstrated improvement to the required minimum, (s)he will be removed from probation and will be eligible for the entire payment period in which (s)he reestablished eligibility. If (s)he has not reached the minimum requirement, the student will be academically dismissed and will not be eligible for readmission.
2. **REENTRY INTO A NEW PROGRAM** – The student enters as a "new" student except for courses that transfer to new curriculum. Transfer credits will be limited to courses with grades of 85% or above. Only one curriculum change will be permitted.

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the Director. The letter should describe any circumstances the student feels deserve further consideration, along with pertinent documentation. An appeal decision will be made, and the student notified accordingly.

If the appeal is decided in the student's favor, the probationary period will be extended for one segment and the Title IV funds will be disbursed. Decisions to any appeal will be provided prior to the next segment start.

Students with course incompletes, withdrawals, repetitions, those on a leave of absence, and those doing remedial work are considered to be making satisfactory progress and eligible to continue to receive financial aid if the following conditions are met:

1. The student is otherwise making satisfactory progress using the chart on page 9.
2. The time needed to make up and complete course work is within the program time frame.

Students must complete their program within a specified time frame. The maximum time frame is 1 ½ times the number of clock hours (weeks) required for his/her program study. A student at the School will, assuming all other eligibility criteria for payment of Title IV Student Financial Aid are met, be eligible to receive Title IV aid for a maximum of 1 ½ times the number of clock hours required for his/her program of study. The increment of measurement will be each segment. Satisfactory progress will not be measured for a new student until he/she has attempted one segment. Contact the Director for further explanation if needed.

- Student and a designated official from the academic department will sign each SAP report. The original is placed in the student's file and a copy is given to each student.

### MINIMUM STANDARDS OF SATISFACTORY PROGRESS

#### Segments for 750 hour program:

Clock Hours Earned	Completed Time Frame – <i>Day Program</i>	Minimum Weighted Score
0 – 375	22.5 Weeks (562.5 Hours)	75%
376 – 750	45 Weeks (1125 Hours)	75%

#### Segments for 1500 hour program:

Clock Hours Earned	Completed Time Frame – <i>Day Program</i>	Minimum Weighted Score
0 – 450	23 Weeks (690 Hours)	75%
451 – 900	46 Weeks (1380 Hours)	75%
901 – 1200	62 Weeks (1860 Hours)	75%
1201 – 1500	78 Weeks (2250 Hours)	75%

## **Academic Policy & Procedure Information**

### **Unit of Credit**

Fifty minutes of theory or practical instruction equals one clock hour. An academic year consists of 900 clock hours.

### **Grading System**

All examinations in the Cosmetology and Aesthetics programs, both theory and practical, will be assigned a numerical grade from 0–100, with 75% being passing.

### **Final Course Examinations**

Prior to completion of all programs that the Institute offers, each student will successfully pass two final comprehensive examinations, before submission of appropriate materials to the Tennessee State Board of Cosmetology, requesting an examination for license. These examinations will represent a “mock” Tennessee State Board examination and will signify to the Institution that the student is prepared for the required examination for license. These comprehensive examinations required by the school are scheduled periodically, and a student may take the examination when scheduled following the Tennessee State Board Review Examination class. Cosmetologists will be scheduled upon completion of 1000 hours. Aesthetics will be scheduled upon completion of 375 hours.

### **Privacy Rights of Students**

Confidentiality is maintained according to the Family Education Rights and Privacy Act of 1974, otherwise known as the Buckley Amendment.

### **Change of Program**

Reasons for changing a program choice must be presented to the Director. A request for a change of program will be approved if the student is capable of showing success within another program. The Financial Aid Department must determine if financial aid is available for the program change.

### **Course Cancellation**

The Institute reserves the right to cancel any classes that do not have a minimum number of students enrolled. The School will notify the student by letter or telephone call in advance of the start date.

### **Attendance Policy**

All students must meet the attendance benchmarks described below to meet our Satisfactory Academic Progress (SAP) policy and, in addition, must also meet their anticipated graduation date in order for overtime charges not to be applied to their account. See Overtime Charges on the following page for further details.

Individual programs at each campus have the option to have additional attendance policies as needed. This additional attendance policy will be provided to students in writing by program instructors.

## **Minimum Attendance Rate Required per Program to meet SAP:**

### **Cosmetology Program**

450 hours in 23 weeks  
900 hours in 46 weeks  
1200 hours in 62 weeks  
1500 hours in 78 week

### **Esthetics Program**

375 hours within 22.5 weeks  
750 hours within 45 weeks

If any of these progress benchmarks are not met, the student will be placed on attendance probation and must meet the upcoming benchmark or they will be dismissed from school.

## **Anticipated Graduation Date and Overtime Charge**

Students are given 57 weeks in Cosmetology Program and 34 weeks in Esthetics Program to complete the program with no additional charges. This important milestone is shown on the student's calen agreement as the Anticipated Graduation Date. For each week a student attends past this anticipated graduation date, they will be charged \$100 per week (Overtime Charge) regardless of the hours they attend each of these weeks. It is the student's responsibility to attend regularly scheduled classes and arrange with their instructors for make-up days during each month when hours are missed otherwise they will have to attend school past their anticipated graduation date and will incur overtime charges. These charges must be paid in full prior to the school releasing the students' transcripts and hours to the State Board of Cosmetology.

## **Saturday Attendance Policy/Missed Saturday Charge**

Attending Saturdays provides a track record to future employers that our graduates are reliable and committed to the busiest day in the Beauty Industry. Saturdays also provide students the opportunity to increase their book of business and builds the habits of highly successful Stylists and Estheticians. Because of this, Brillare Beauty Institute takes Saturday attendance seriously. Therefore, students can only makeup 1 unexcused Saturday absence in the Esthetics Program and 2 Saturdays in the Cosmetology Program, before a missed Saturday Charge of \$25 is assessed. Students can use this one or two Saturdays (depending on the program) to preplan personal activities at no penalty. Any additional Saturdays missed need documentation to be Excused (see paragraph below defining Excused Absences) otherwise Missed Saturday charges will apply. Students who no-call-no- show a scheduled Saturday will be charged. Students will be charged \$25 if more than 30 min late or leave more than 30 minutes early. Students unable to work Saturdays for religious reasons are asked to disclose this during the enrollment process. All students will be notified via email when their account has a Missed Saturday Charge applied.

## **Excused and Unexcused Absence Policy**

Students who are not in attendance at school are considered absent regardless of the reason. If an absent student provides written documentation which shows extenuating circumstances, the student's absence will be deemed "Excused". This documentation must be provided within 7 calendar days of their return. Extenuating Circumstances are limited to Doctor's Notes, Court Documents, and/or an obituary of a death in the Family. Students not providing written documentation of an extenuating circumstance, will have the absence categorized as "Unexcused" absence and any assignment or exam due while absent will be subject to a reduction in grade as described in the Late Assignment/Exam Policy.

## **Late Assignment/Exam Policy**

An assignment or exam is considered late if it was to be completed or turned in on the due date given. A student who turns in an assignment the day they return, while providing written documentation of an extenuating circumstance, will not have the standard 15% grade reduction as this absence is considered “Excused”. If, however, the student does not turn in the assignment or take the exam on the day they return, the student, regardless if the absence is Excused or not, will be considered having a late assignment/exam and therefore must complete it within 7 days and may have a grade reduction of 15%. Late assignments or exams not received within 7 days of the due date or students return date, may have a 50% grade reduction once completed. Make-up exams do not have to be, and often are not, delivered in the same format provided to the other students who took the exam at the scheduled time.

## **Leave of Absence (LOA) Conditions** as of January 17, 2022

A student may be eligible for a Leave of Absence (LOA) if one of the following conditions applies:

- Medical Leave (including pregnancy)
- Family Care (childcare issues, loss of family member, or medical care of family)
- Military Duty
- Jury Duty

A student with one of the above conditions is required to submit an **LOA Request Form** through the Student Portal within 5 calendar days of the student's last date of attendance. If extenuating circumstances prevent the student from completing the LOA Request Form within 5 days, the institution may still be able to grant the student’s request if the form is submitted before 30 days from the last day the student attended school along with documentation provided by the student explaining the extenuating circumstance(s) that prevented its timely submission (extenuating circumstances are typically unexpected events, such as premature delivery of a child, illness, a medical condition that deteriorates, an accident or injury or a sudden change in childcare arrangements).

A student who wishes to extend their return date from an approved LOA *must submit an additional LOA Request Form* with a new return date before the original return date in order for the extension to be approved.

Students may request multiple LOAs, but the total number of days the student remains on LOA may not exceed 180 days during a consecutive 12-month time frame.

Failure to return from an approved LOA or failure to submit for an extension will result in the student being administratively withdrawn from school the day following the expected return date. This may have an impact on the financial aid a student receives, loan repayment and exhaustion of the loan grace period. A student in an LOA status will not receive further financial aid disbursements (if eligible) until returning to active status. Contact the Financial Aid Office for more information about the impact of a LOA on financial aid.

## **Graduation Requirements**

Requirements for graduation from the Cosmetology and Aesthetics programs include completion of hours and services as specified by the State and the School, completion of tuition payments, and average passing grade (75% or above) on file for all school tests including the School final “mock examination”. During the scheduled “mock examination” the student is expected to see the Lead Instructor regarding the appropriate filing of the State Board application for license examination.

**NOTE:** While not a requirement to graduate from Brillare Beauty Institute, a graduate is required by the State of Tennessee to pass the State Licensing Exams both Practical and Theory portion in order to work in the field of study for both Cosmetology and Aesthetics programs.

## **Transcripts**

An official transcript is provided to any student who requests one in writing. The first copy is free of charge. Additional copies will be issued for a fee of \$10.00 each.

## **Student Code of Conduct**

All students are expected to maintain a satisfactory level of academic achievement, to conduct themselves as responsible adults, and to attend classes regularly. The School reserves the right to dismiss any students who:

1. Fails to maintain satisfactory academic progress.
2. Exhibits conduct the administration deems detrimental to the individual, other students, the community or the School.
3. Fails to meet attendance requirements.
4. Fails to meet financial obligations to the School as agreed upon.

Specific standards of academic progress are detailed in the section of this catalog titled STANDARDS OF SATISFACTORY ACADEMIC PROGRESS.

## **Honor Code**

Classes and activities at the Institute are conducted under the assumption that, as responsible individuals, students will adhere to generally accepted social standards forbidding plagiarism, cheating, dishonesty, theft, and defacement of property. Individuals who violate these standards are subject to disciplinary actions, which may include dismissal from the school.

## **Professional Dress Code**

Appearance is an important part of being a professional in today’s competitive work environment. At the Institute, student’s educational programs/departments have specific dress requirements. All students will wear professional scrubs and name tag provided at orientation in the student kit. Students also are expected to wear closed-toed shoes. Students may accessorize with any color. Students not arriving in Professional dress, unless otherwise designated, will be sent home and not allowed to clock hours until returning in compliance with this policy.

## **Grievance Procedure**

A grievance procedure is available to any student who believes a decision or action has adversely affected his/her status, rights or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances. Students with grievances after meeting with the instructor or administrator on duty at either location should then reach out to the School Director at 1605 Professional Park Dr. NW Cleveland, TN 37312 (423-476-3742 Ext. 101). If the student is not satisfied with the Director's decision, they can provide a written statement to the Director for review by the Board of Trustees. The Board will provide a final decision within 7 days of receipt of the written grievance.

Students who feel a grievance is unresolved internally may refer their grievance to the State Board of Cosmetology, 500 James Robertson Parkway, Suite 120, Nashville, Tennessee 27343, or the Commission of the Council on Occupational Education, (COE) located at 7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia 30350 (770) 396-3898 [www.council.org](http://www.council.org) or they may contact the Tennessee Higher Education Commission, (THEC) located in Nashville, TN 37243 Telephone: 615-741-5293

## **Account Credit Balances and Refunds**

The institution's policy is to resolve eligible credit balances in student accounts as promptly as possible – in compliance with all applicable regulations – by issuing refunds to the student. A student can determine the balance in his or her account by logging into the Student Services login in Orbund-Prestige.

## **Definitions**

A credit balance results when the total of the credits posted to a student's account (e.g., payments, loan disbursements, scholarships, etc) exceeds the total of the charges applied or applicable to the account.

A credit balance eligible for a refund is one where all the applicable charges and credits have been posted to the account and his or her eligibility for such funds has been reviewed and confirmed or adjusted based on current eligibility, enrollment or other applicable conditions.

Anticipated funds, including anticipated financial aid, are not considered credits to a student's account until the funds have actually been disbursed to the account.

Accounts of students on a Payment Plan are not eligible for a refund unless the Payment Plan has been completed and paid in full, and payments exceed the applicable charges.

## **Account Balances, Returns and Payments**

In some cases, if a refund is issued and subsequently a balance is created in the student's account, it is the student's responsibility to return the funds to the institution or pay the balance in accordance with the institution's billing and payments policies, including any applicable late fees.



## **Types of Student Account Credit Balances and Refunds**

Credit balances may be related to payments from several sources, including personal funds; Title IV Federal Student Aid; and non-federal aid funds, such as private loans and grants, and other external awards.

The institution's policies and procedures for handling student account credit balances adhere strictly to federal and other regulatory requirements, as applicable and vary depending on whether on a credit balance is related to federal aid funds or not.

## **Credit Balances and Refunds Due to Federal Financial Aid**

Depending on the specifics of the situation, for students who have a credit balance and are recipients of Title IV federal aid, the level of aid awarded may need to be recalculated by the school's financial aid office.

The institution will credit Title IV federal funds to a student's account only against allowable institutional charges, including:

1. Current charges for tuition and fees.
2. Other educationally related charges incurred by the student at the institution, with the student's written authorization.

## **Credit Balances and Refunds Due to Overpayment or Other Non-Federal Student Aid Funds**

If a student overpays the student's account, related credit balances will be refunded to the student, regardless of the source of payment.

If a credit balance on a student's account is related to other, non-Title IV Federal Student Aid funds (for example, external awards, such as scholarships, grants, or private loans) the credit balance in the account may be reduced, may be returned to the source, or may be refunded to the student, depending on the specifics of the situation and the conditions of the award.

## **Written Authorization**

Students must provide written authorization before the institution can hold a credit balance in the student's account to be applied to future billed tuition. Written authorization may be submitted via email.

## **Other Student Information**

### **Indemnification**

The student releases and holds harmless the institution, its employees, its agents, and representatives from an against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage which may be suffered by the student from any cause, while enrolled as a student in the institution.

### **Disaster**

In the event of labor disputes or acts of God (i.e. fire, flood, hurricane, tornado, etc.), the Institute reserves the right to suspend training at the site affected for a period not to exceed 90 days or to locate a suitable site.

### **Change of Address**

If a student should have a change of address or phone number, either local address or home address, it should be reported immediately to the office. A name change through marriage should be reported with appropriate documentation.

### **Care of Facilities**

Eating and drinking are prohibited in the classrooms, hallways, and Salon/Spa floor areas. Smoking and cell phone usage are prohibited inside the building at all times.

### **Facilities and Services Available for Handicapped Students**

In compliance with the Americans with Disabilities Act, Brillare Beauty Institute provides reasonable accommodation to students with a professionally diagnosed and documented disability. The main and side entrances and restrooms are readily handicapped accessible at both campuses.

### **Student Services offered for Individuals with Disabilities**

Brillare Beauty Institute will assist students with disabilities, both physical and intellectual, by offering:

Large Print Material, Frequent Breaks, Extended Testing Time, Testing Over Several Sessions, Small Group Settings, Private Testing Room, Tutoring and Preferential Seating among others.

### **Student Activities**

Student Activities at Brillare Beauty Institute include; Community Outreach, Leadership Opportunities, High School Presentations, Field Trips, Educational Classes, Guest Speakers, Trade Shows, & Job Shadowing.

### **Parking**

Sufficient parking for cars is available in the parking lot surrounding the building on a first-come basis. Students are asked to park within the lines of the designated parking spaces. Parking in front of the building is reserved for clients and prospects only.

## **Orientation**

A student orientation program is conducted during the first week of class each term to acquaint new students with the School's facilities, policies, and procedures, to meet the staff, and take care of any administrative matters.

## **Loss of Personal Property**

The Institute does not assume responsibility for the loss of books or other personal properties. However, all faculty and students are instructed to give the administrative staff all articles found so that the owner may claim them.

## **In Case of Fire**

In the event of fire in the building, the verbal warning "**FIRE**" will be sounded. When this warning is heard, students will immediately, and in an orderly manner, vacate the building. Appropriate evacuation routes are posted in each area of the building. In the event a student is working with a patron, the student should have the patron exit the building at the same time.

## **Description of Facility/ Equipment/ Class Size**

Brillare Beauty Institute's Main Campus is located at 1605 Professional Park Drive NW, Cleveland Tennessee. The Main Campus consists of approximately 5000 square feet of classroom, clinic, and office space. The clinic area and classroom contain workstations for 24 Cosmetology, 5 Manicuring stations, 6 Aesthetician Stations, 1 Wax Area, 5 Portable Hair Drying Stations, 5 Shampoo Bowls, 2 Spa Pedicure Chairs, & 6 Facial Machines. Class size is limited and low student-teacher ratio is maintained of no more than 20 to 1.

The Extension site is located at 5600 Brainerd Rd in Chattanooga, TN 37411. The Extension Site consists of approximately 7500 sq ft of space for classrooms, or student-run Salon/Spa, administrative offices, student lounge and a resource area.

## **Placement Assistance**

The Institute does not guarantee employment or career advancement following graduation but does offer Placement Assistance to students and graduates. Graduates/Completers of the Institute who obtain employment after graduation typically start out in an entry-level position. A placement assistance board is posted outside the Financial Aid Office, which includes positions available in our area. Brillare Beauty Institute will work with each student to find the position most suited to his or her needs. The Institute **CANNOT GUARANTEE EMPLOYMENT TO THE GRADUATE**, but can provide contacts and guidance, which have proven successful. Each student is expected to complete the appropriate placement assistance forms in the Administrative office upon graduation.

## **HOURS OF OPERATION**

### **Administrative Office hours:**

Monday-Friday 8:30am-5pm & Saturdays 8am-4pm

## **Full Time Student Schedules:**

### **Cosmetology Program**

This program has students attending 3-4 days a week on campus and 1 day thru distance education: For the first 8 weeks students attend Monday – Thursday 8:30am – 4:00pm and then for the remaining weeks of the program rotating 3 days a week, Monday thru Saturday 8:30am – 4:00pm and Saturday 8:30am-4pm. In addition to these on campus hours, students will be required to utilize our remote learning portal to complete 8 hours per week. Please see the Saturday Attendance Policy for more details.

### **Aesthetics Program**

This program has students attending 2.5 days a week on campus and between 4-7 hours of distance education per week. The program has students on campus Monday thru Saturday 8-30am -5:00pm. All students in this program will attend on campus on Saturdays at least half of their program. Please see the Saturday Attendance Policy for more details.

The School does reserve the right to alter the scheduled hours of class meetings.

## **Consumer Information**

### **Alcohol-Drug Possession, Usage and Distribution Policy**

In the response to the requirements of the “Drug Free Schools and Communities Act Amendments of 1989” (Public Law 101-226) the following will be the policy of the Institute:

“No employee, or student of this School, shall have in his or her possessions, any alcoholic beverage or controlled substance (illicit drugs) on School property or in any School activity, whether for personal consumption or distribution to any other personnel or student. Any infraction of this policy will be grounds for immediate dismissal.”

### **Drug and Alcohol Abuse Program**

In an effort to provide our students with information on drug and alcohol abuse, the Institute has materials published by the National Institute on Drug Abuse and other organizations. Brochures are distributed at Orientation and additional copies are available in the Director’s office and in the student break room.

### **Notification of FERPA and Annual Notification of Student Rights**

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99.

Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record.

Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain. Also, unless there is an outstanding request by an eligible student to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request.

Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to an eligible student's request. Accordingly, a school is not required to provide an eligible student with updates on his or her progress in a course (including grade reports) or in school unless such information already exists in the form of an education record.

Under FERPA, a school may not generally disclose personally identifiable information from an eligible student's education records to a third party unless the eligible student has provided written consent. However, there are a number of exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records. Under these exceptions, schools are permitted to disclose personally identifiable information from education records without consent, though they are not required to do so. Following is general information regarding some of these exceptions.

One of the exceptions to the prior written consent requirement in FERPA allows "school officials," including teachers, within a school to obtain access to personally identifiable information contained in education records provided the school has determined that they have "legitimate educational interest" in the information. Although the term "school official" is not defined in the statute or regulations, Brillare Beauty Institute defines the term to include parties such as: instructors; administrators; counselors; clerical staff; trustees; members of committees and disciplinary boards; and any third party servicer of student services..

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: determine the eligibility for the aid; determine the amount of the aid; determine the conditions for the aid; and/or enforce the terms and conditions of the aid. With respect to this exception, the term "financial aid" means payment of funds provided to an individual (or payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at a school.

Another exception permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent year's income tax statement, the school may non-consensually disclose the eligible student's education records to both parents under this exception.

Postsecondary institutions may also disclose personally identifiable information from education records, without consent, to appropriate parties, including parents of an eligible student, in connection with a health or safety emergency. Under this provision, Brillare Beauty Institute may notify parents when there is a health or safety emergency involving their son or daughter, even if the parents do not claim the student as a dependent.

FERPA also permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent. There are several other exceptions to FERPA's prohibition against non-consensual disclosure of personally identifiable information from education records, some of which are briefly mentioned below. Under certain conditions (specified in the FERPA regulations), a school may non-consensually disclose personally identifiable information from education records:

- to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the U.S. Secretary of Education, and State and local educational authorities for audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs;
- to comply with a judicial order or a lawfully issued subpoena;
- to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing with respect to the alleged crime; and
- to any third party the final results of a disciplinary proceeding related to a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the school's rules or policies. The disclosure of the final results only includes: the name of the alleged perpetrator, the violation committed, and any sanction imposed against the alleged perpetrator. The disclosure must not include the name of any other student, including a victim or witness, without the written consent of that other student.

As stated above, conditions specified in the FERPA regulations at 34 CFR § 99. 31 have to be met before a school may non-consensually disclose personally identifiable information from education records in connection with any of the exceptions mentioned above.

### **Annual Notification of Rights**

Under FERPA, Brillare Beauty Institute notifies annually all eligible students in attendance of their rights under FERPA. This notification includes information regarding an eligible student's right to inspect and review his or her education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Office regarding an alleged failure by a school to comply with FERPA. We also review and update in this annual notice with the institute's definitions of the terms "school official" and "legitimate educational interest."

Students and their parents can get the latest information on FERPA at <http://familypolicy.ed.gov>.

### **Voter Registration**

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Georgia can be found at [www.sos.ga.gov](http://www.sos.ga.gov). For information on Voter Registration and Election Dates for Federal Elections visit [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources).

## **Copyright Policy**

All material in this program is, unless otherwise stated, the property of Brillare Beauty Institute. Reproduction or retransmission of the materials, in whole or in part, in any manner, without the prior written consent of the copyright holder, is a violation of copyright law.

At Brillare Beauty Institute we abide by the provisions of the federal Digital Millennium Copyright Act (DMCA), which requires prompt response to claims of copyright infringement by copyright holders or their agents. If the school receives an allegation of copyright infringement based on your use of the school's computers, the matter will be referred to the school director for further investigation. If you are found responsible after meeting with the school director, you are subject to disciplinary action including loss of network access, suspension or termination from school, and/or restitution or community service.

## **Constitution Day Policy**

September 17 is Constitution Day. This day commemorates the September 17, 1787 signing of the United States Constitution. Brillare Beauty Institute recognizes Constitution Day on or about Sept. 17 of each year. It is important for students to have an understanding and appreciation of the U.S. Constitution that has been the foundation of the freedoms provided to all Americans. Events can incorporate 1787 apparel, makeup, and hairstyles or surveys and quizzes about the Constitution, registering students to vote, giving out bookmarks with Constitution facts, showing films and giving out pocket Constitutions to students.

Below is a list of websites that may be used as resources.

The National Archives web site provides Constitution Day activities and materials:

<http://www.archives.gov/education/lessons/constitution-day/>

<http://www.archives.gov/education/lessons/constitution-workshop/>

The National Endowment for the Humanities provides content on the Constitution through the EDSITEMENT web site: <http://edsitement.neh.gov/constitution-day>

The U.S. Senate has posted material from the Legislative Branch: <http://www.senate.gov/artandhistory/history/common/generic/ConstitutionDay.htm>

## **Health and Safety Exemption Requirement**

Brillare Beauty Institute adhere to all requirements pertaining to the protection of personally identifiable information and other protected information in a student's education record.

However, pursuant to 34 CFR 99.36, the School is permitted to disclose, without student consent, the information in a student's education record including but not limited to personally identifiable, non-directory information in connection with a health or safety emergency.

The situation must present an imminent danger to a student or other member of the school community in order to qualify for this exemption. The School Director or other authorized school personal must approve sure an exemption request.

## **Campus Security**

Criminal actions or other emergencies occurring on campus should be reported immediately to the Director. In the absence of the Director, report to the most senior school official who is available.



The official receiving the report will take action as appropriate, including reporting any crimes to the local police department. The institution complies with the requirements of campus security reporting as described by the Hate-Crimes Statistics Act (28 U.S.C. 534), Violence Against Women Act (42 U.S.C. 13925a) and other federal legislation. This information is available in the office of the Director and posted by the student time clock.

### **Notice of Non-Discrimination**

The Institute does not discriminate, nor tolerate discrimination against any member of its community based on race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law in matters of admissions or in any aspect of the educational programs or activities it offers. Questions regarding non-discrimination policies can be referred to your school's Title IX Coordinator via email at . Questions regarding non-discrimination policies can be referred to your school's Title IX Coordinator via email at TitleIX@BrillareBeautyInstitute.edu .

### **Sexual Harassment and Sexual Violence Policy- Title IX**

Brillare Beauty Institute is committed to providing a safe educational environment free of violence, harassment and discrimination. Therefore, in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 ("VAWA"), Brillare Beauty Institute has adopted strict policies regarding these matters.

Brillare Beauty Institute strictly prohibits sexual or other unlawful harassment or discrimination as well as sexual violence as defined above. Sexual or other unlawful harassment or discrimination includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability or any other legally protected basis if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student's ability to participate or benefit from the student's education program.

Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, national origin, age, disability, marital status, or other legally protected categories.

Sexual harassment is conduct based on sex, whether directed towards a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences or history, and physical contact

such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.