

# Leon Studio One

school of beauty knowledge  
school catalog



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## **Mission Statement**

As a hairdresser owned school, we are dedicated to continuous education, developing new, innovative, creative and more functional methods to prepare our students for a rewarding and profitable entry into the beauty business. Our goal is to continually upgrade and enhance the image of the beauty industry and to graduate dedicated, passionate and motivated professionals with the relevant and current skills needed to fill the positions in salons.

## **Hairdressing & Cosmetology Curriculum**

Our Hairdressing & Cosmetology curriculum consists of one thousand hours of training both written and practical. This includes all phases of the field with detail to new, innovative, creative and more functional methods to prepare our students for a rewarding and profitable entry into the beauty business. Additionally we prepare each student for their New York State Board Cosmetology Exams which needs to be passed in order to become licensed in New York State in the many career opportunities in the field. The employment field includes hairstylist; hair colorist; haircutter; perm wave specialist; make up artist; manicurist/nail technician; salon manager; educator for a product manufacturer or sales representative.

## **Hairdressing & Cosmetology Schedule**

Full time 33 hrs per week for 31 weeks

- Monday 9am – 2:05pm
- Tuesday – Friday 9am – 4:05pm

Part time Day 21 hrs per week for 48 weeks

- Monday, Tuesday, Friday 9am – 4:05pm

Part time 20.25 hrs. per week for 50 weeks (Currently not being offered)

- Monday, Tuesday, Wednesday, Thursday 5pm – 9:50pm

Part time 20.25 hrs. per week for 50 weeks (Currently not being offered)

- Tue, Wed, Thurs 5pm – 9:15pm. Saturday 8:30am – 4:05pm

## **Hairdressing & Cosmetology Cost/Tuition**

Tuition: \$15,900                      Registration Fee: \$50  
Textbooks/Kit: \$1,250      Lab Fee: \$200  
TOTAL COST: \$17,400

Students may pay in full for the course through cash, check or credit card. Students may utilize a personalized, interest free payment plan that are available for those who pay for the cost of the tuition over the length of the program and those payments are completed by the end of the program. Students may seek alternative education loans.

## **Hairdressing & Cosmetology Scope of hours – 1000 Hours**

Professional Requirements	24
Safety and Health	26
Anatomy & Physiology	15
Hair Analysis	10
Hair & Scalp disorders & diseases	10
Chemistry as applied to cosmetology	5
Shampoos, rinses, conditioners & treatments	30
Haircutting & shaping	175
Hairstyling	245
Chemical Restructuring	180
Hair coloring & lightening	180
Nail care & procedures	40
Skin care & procedures	60

### **Refund Policy: Hairdressing and Cosmetology**

A) An applicant rejected by the school shall be entitled to a refund of all monies paid.

B) If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a full refund of tuition and a formal teach out plan would be instituted in accordance with Education Law school closure policies. If a course is canceled subsequently to a student's enrollment, the school shall at its option: a) provide a full refund of all monies paid: or b) provide completion of the course.

C) Enrollment time is defined as the time elapsed between the actual starting date and the date on which the student formally terminates enrollment. Formal termination by the school shall occur no more than 30 days from the last day of physical attendance, in the case of a leave of absence, the documented date of return. In case of illness or disabling accident, or death in the immediate family, the school may make a settlement, which is reasonable and fair to both.

D) A student, who cancels within 7 calendar days of signing the enrollment agreement, shall be entitled to a refund of all monies paid to the school. Policy applies regardless of whether or not the student actually started training.

E) A student, who cancels after 7 calendar days, but prior to starting class, is entitled to a full refund of any monies paid.

F) Fees and charges paid to the school for goods and services which have not been provided by the school and accepted by the student, shall be refunded.

G) Students who wish to withdraw from the program must notify the Director in writing. Failure to do so may result in a delay of refund of tuition pursuant to Section 5002 of the Education Law.

H) The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person

- I)A student will be responsible for tuition liability as of the students last day of actual attendance.
- J)Any Monies due applicant are to be refunded within 30 days of formal cancellation or termination.
- K)A student terminating after enrollment and 7 days of instruction will be liable for any tuition liability as of the students last day of physical attendance for hours completed as calculated using the State Education Department refund policy.
- L)This policy applies to all terminations for any reason, by either party, including student decision, course cancellation, or school closure.

**STATE EDUCATION DEPARTMENT REFUND POLICY**

Quarter Refund Policy-Tuition liability is divided by the number of quarters in the program. Total tuition Liability is limited to the quarter during which the student withdrew or was terminated, and any previous quarters completed.

**First Quarter**

If termination occurs	School May Keep
Prior to or During the First Week	0%
During the Second Week	25%
During the Third Week	50%
During the Fourth Week	75%
After the Fourth Week	100%

**Subsequent Quarters**

If termination occurs	School May Keep
During the First Week	25%
During the Second Week	50%
During the Third Week	75%
After the Third Week	100%

**Weekly Tuition Liability Chart**

Tuition: \$15,900.00

Hairdressing and Cosmetology

1st Quarter			2nd Quarter		
<u>Weeks</u>	<u>Percent</u>	<u>Liability</u>	<u>Weeks</u>	<u>Percent</u>	<u>Liability</u>
1st	0%	\$0	1st	25%	\$993.75
2nd	25%	\$993.75	2nd	50%	\$1987.75
3rd	50%	\$1987.75	3rd	75%	\$2981.25
4th	75%	\$2981.25	After 3rd	100%	\$3975.00
After 4th	100%	\$3975.00			
3rd Quarter			4th Quarter		
<u>Weeks</u>	<u>Percent</u>	<u>Liability</u>	<u>Weeks</u>	<u>Percent</u>	<u>Liability</u>
1st	25%	\$993.75	1st	25%	\$993.75
2nd	50%	\$1987.75	2nd	50%	\$1987.75
3rd	75%	\$2981.25	3rd	75%	\$2981.25
After 3rd	100%	\$3975.00	After 3rd	100%	\$3975.00

## **Return of Title IV (R2T4) Policy**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the director of the school. The notification should be in writing. Notification is received is the date of determination. The financial aid office will begin the withdrawal process.

**Unofficial Withdrawal Process:** A student's withdrawal date is their last date of physical attendance. Their date of determination is 14 days after they cease attendance.

If a student withdraws during a leave of absence, the date of determination is the date they officially withdraw. If the student does not return from a leave of absence, their date of determination is the date they were scheduled to return.

## **Aid Earned vs. Unearned**

### Earned Title IV Funds

Title IV funds used to cover educational costs according to the length of time the student was enrolled before withdrawing. The amount of funds earned is directly proportional to the number of clock hours scheduled to have been completed in the payment period as of the student's withdrawal date. For clock-hour programs, the percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period as of the day the student withdrew, by the total number of clock hours in the same period as follows:

- of clock hours the student was scheduled to complete in the period divided by total hours in the period.
- If the resulting percentage is greater than 60% a student is considered to have earned all aid.

### Unearned Title IV Funds

The amount of grant and loan assistance awarded under Title IV that has not been earned by the student and must be returned to the programs. The unearned Title IV funds percentage is determined by subtracting the earned Title IV percentage from 100. To calculate the amount of unearned Title IV funds, multiply the total disbursed federal financial aid the unearned Title IV refund percentage.

For the determination of and calculation of aid earned and unearned, only scheduled hours are used to determine the percentage of the period completed by a student withdrawing from a clock hour program.

A student withdrawing from a clock hour program earns 100% of his or

her aid if the student's withdrawal date occurs after the point that he or she was scheduled to complete more than 60% of the scheduled hours in the payment period. The scheduled clock hours used for a student are those established by the school prior to the student's beginning class date for the payment period or period of enrollment, and the hours must have been established in accordance with any requirements of the state or the institution's accrediting agency. These hours are consistent with the published materials describing the institution's programs.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds if the student is eligible. If there are current educational costs still at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student. Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination. The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

If a student owes an overpayment to the U.S. Department of Education, Leon Studio One school of beauty knowledge (LSO) will notify the student in writing, email or text within 30 days from the date of the school's determination that student withdrew.

The difference between the earned and unearned is the responsibility of the student. If there is still a balance of loans to be paid the student repays it through the normal repayment process. If it is a grant overpayment the student is responsible for any amount over 50% of their initial grant. Students who owe overpayments to the U.S. Department of Education, as a result of a complete withdrawal, will initially retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of the:

- Date the school sends the student notice of the overpayment, or
- Date the school was required to notify the student of the overpayment.

There are two positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days.

1. The student may repay the overpayment in full to the school.
2. The student may sign a repayment agreement with the Department of Education.

If the student takes no positive action during the 45-day period, LSO will report the overpayment to the National Student Loan Database System (NSLDS) and Borrower Services immediately after the 45-day period has elapsed.

The following Title IV distribution order is used for all SFA students.

- 1) Unsubsidized Direct Loan
- 2) Subsidized Direct Loan
- 3) Direct PLUS Loan (Parent)
- 4) Federal PELL Grant

\* This Policy is in addition to the Institutional Refund Policy

### **Enrollment Dates**

Prospective students may enroll during any month of the year. Fulltime classes start the 2nd Monday & Part time classes start the 2nd Tuesday of each month. The school is open year-round with the exception of the following days:

#### **2023 Scheduled Days Closed**

Monday Jan 16, 2023	Martin Luther King Day
Monday Feb 20, 2023	President's Day
Monday May 29, 2023	Memorial Day
Monday June 19, 2023	Juneteenth Day
Monday July 3 – Sunday, July 9, 2023	Independence Break
Monday August 14, 2023	Wellness Day
Monday Sept 4, 2023	Labor Day
Thursday Nov 23 – Saturday Nov 25, 2023	Thanksgiving Break
Monday Dec 25 – Tuesday Dec 26, 2023	Christmas Break

#### **2024 Scheduled Days Closed**

Monday Jan 1, 2024	New Year's Day
Monday Jan 15, 2024	Martin Luther King Day
Monday Feb 19, 2024	President's Day
Monday May 27, 2024	Memorial Day
Wednesday June 19, 2024	Juneteenth Day
Tuesday July 2 – Monday July 8, 2024	Independence Break
Monday August 12, 2024	Wellness Day
Monday Sept 2, 2024	Labor Day
Thursday Nov 28 – Saturday Nov 30, 2024	Thanksgiving Day
Tuesday Dec 24 – Wednesday Dec 25, 2024	Christmas Eve



## **License**

New York State Education Department  
Bureau of Proprietary School Supervision  
89 Washington Avenue, EBA 560  
Albany, New York 12234 Phone: 518.474.3969 [www.access.nysed.gov/bpss/](http://www.access.nysed.gov/bpss/)

## **Accreditation**

National Accrediting Commission of Career Arts & Sciences (NACCAS)  
3015 Colvin Street  
Alexandria, VA 22314 Phone: 703-600-7600 / [info@naccas.org](mailto:info@naccas.org) / [www.naccas.org](http://www.naccas.org)

## **Admissions Requirements/Procedures/Transfers/Credit for previous Training/Re-admittance after withdraw**

Applicants must be at least 17 years of age and must have a High School Diploma or G.E.D. The school does not accept an ATB (Ability To Benefit) exam in lieu of the GED or High school diploma. For those having a foreign diploma they must be verified by an outside agency to confirm that they are equivalent to a US high school diploma and translated. A prospective student who would like to receive credit for previous training must submit to school officials an official transcript of hours and grades prior to enrollment. The acceptance of previous credit/hours will be based upon written and practical testing at the time prior to enrollment or transfer. The average grade of your practical and written exam will be used to determine the amount of hours taken in transfer.

### Admissions procedure

A prospective student should call the school to schedule an appointment for a personal interview. During the interview prospective students will receive information regarding tuition, school policies, tour of the facility and fill out an application for admissions. At that time an applicant may enroll or schedule another appointment. If a prospective student would like to enroll and is accepted into the school, the applicant will sign the Enrollment Agreement and receive a copy after a start date is agreed upon. Proof of age, and High School diploma/G.E.D. required. Any person seeking admission should be aware that the course requires a high level of manual dexterity and coordination and that there are extended periods of required stand up practical work required. The school does not recruit students already attending/ admitted to another Cosmetology & Hairdressing program.

### Transfers/credit for previous training

A prospective student who would like to receive credit for previous training must submit to school officials an official transcript of hours and grades prior to enrollment. The acceptance of previous credit/hours will be based upon written and practical testing at the time prior to enrollment or transfer. The average grade of your practical and written exam will be used to determine the amount of hours taken in transfer.

### Re-admittance after withdraw

Any student who withdraws and wishes to continue his/her education at the school may apply for re-enrollment after 60 days. A person wishing to re-enroll must verbally request a review for re-enrollment explaining why the student withdrew and what steps the person has taken to assure that the reasons for the initial withdraw will not be repeated. A student will be eligible for re-admittance only one time.

### **TFC Tuition Financing**

Perspective students who are unable to pay for the cost of school during their enrollment term may apply for Tuition Financing through TFC Tuition Financing. The prospective student must meet with a school advisor to determine amount to be financed and terms of financing. No applicant will be turned down.

### **Tuition reimbursement fund**

Additionally the pamphlet "Information for Students – Student Rights" Included as Addendum A discusses the "Tuition Reimbursement Fund" which is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance, prior to the completion of your education program, then you may be eligible for a refund of all tuition expenses which you have paid. Please see addenda A for complete information and how to file a complaint.

### **Attendance**

Attendance is monitored weekly with student's receiving a progress report weekly and will be expected to attend classes regularly and to be on time for all classes. Leaving early or arriving late will be translated into equivalent absent hours with their total hours to be calculated to the nearest quarter hour. All hours in actual attendance will be credited to your total clock hours.

### **Personal assistance**

The administrative staff is available to help with student needs that arise during the program. The staff is aware of the community resources and can make a referral to appropriate organizations or agencies that can assist them. The school does not offer student housing but can assist out of town students with locating housing.

### **Academic assistance**

Academic progress will be reviewed at the completion of 25%, 50%, and 75% of the course. If additional help is needed upon review of academic progress then assistance will be provided on an as needed basis.

**Placement assistance**

Leon Studio One School of beauty knowledge understands that every student has different career goals and our commitment is to help each graduate realize that proper environment for them. Although the school cannot guarantee employment, we will use our reputation and relationships with the area salons to guide you to the appropriate steps in order for you to reach your career goals. We have many contacts in the salon community not only locally but nationally. Current job openings are posted in a log book and are available for all graduates and students.

**Student file access**

A student or a dependent student's parent or guardian may access their file at any time by asking the school director. The director or other school official must be present at all times. No personal information about a student will be released except under written permission from the student and or a parent or guardian if the student is a dependent minor. Certain regulatory agencies and authorized staff members are exempt from this policy. The institution provides access to student and other school records to its accrediting agency, New York Education Department and The US Dept. of Education. Student permanent records will be maintained for a period of Twenty years.

**Non-discrimination policy**

Leon Studio One School of beauty knowledge, does not discriminate as to sex, race, age, color, ethnic origin, religion, or sexual orientation.

**Completion**

A certificate of completion and transcript will be issued upon completing the required number of hours contracted for, fulfilling all financial obligations and academic requirements are satisfied.

**Disclosure statement**

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

## Complaint procedure

Any student who has a complaint, problem, or question is encouraged to discuss it with their teacher or the administrative staff. Every effort will be made to resolve / answer any question in a private professional manner. Students have the right to file a complaint with the NYS Education Department. This process is described in a pamphlet entitled "Information for Students – Student Rights" which is included as addenda A. Students may also contact NACCAS, the schools accrediting body. NACCAS 3015 Colvin Street Alexandria, VA 22314 1- 703-600-7600 / info@naccas.org

## Course equipment Hairdressing & Cosmetology

1 Designer Tote case	1 Team logo wear shirts	3 mannequin heads
1 mannequin holder	1 straight razor	1 pair tempered shears
1 pair blending shears	1 tint bottle	1 teflon iron
1 turbo dryer	1 spray bottle	1 rat tail combs
1 teasing comb	1 styling brush	1 round brush
1 detangling comb	1 finger wave comb	1 cutting combs
1 box of gloves	1 pack velcro rollers	1 box duck bill clips
6 packs of perm rods	1 box of end wraps	Milady Text Book
State Exam Review Workbook	Review Binder	Milady Work Book
*The kit is subject to change without notice.		

## College Credit

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

## Leave of absence

In the case of a prolonged illness or accident, death in the family or other special circumstances that make attendance impossible or impractical, a student may request a leave of absence (LOA) provided there is reasonable expectation that the student will return. A request for a LOA must be submitted in advance in writing, including the reason for the request and be signed by the student. Unless unforeseen circumstances prevent the student from doing so, all LOA request must submitted in advance in writing and include why the LOA is being requested. When a student can't request a LOA in advance it may be granted provided the school can document the reason due to unforeseen circumstances. LOA forms are available from the staff and are granted at the discretion of the Administration. If the LOA is approved, the student will not accumulate absent hours nor receive credit and is not considered withdrawn nor will a refund calculation be performed. The student's graduation date will be extended by the same number of days as the LOA and the new graduation date will be reflected on the Enrollment Agreement addendum which will be signed and dated by all parties or changed on the enrollment agreement and initialed by all parties. The student will not be

assessed any additional charges on a LOA. A LOA consists of a minimum of one week up to a maximum of 180 days. A student is allowed two leaves of absence per 12 month period not to exceed 180 days between the two leave of absences. Students who fail to return after the last day of the leave will be terminated and will be considered withdrawn as of their last day of attendance.

Upon return from a LOA the student's retention level will be assessed through one of three means:

- Counseling session with the student (for a LOA under 30 calendar days)
- Employing a written or oral evaluation (for a LOA 30 calendar days or longer)

### **Student conduct standard**

Students must follow all school guidelines, policies, procedures, and regulations. Students will be expected to conduct themselves in a polite, respectful, and professional manner at all times when dealing with clients, peers, and school faculty. Students will display desirable work habits and attitudes at all times in the school. These same standards will be expected by your employer.

Disciplinary action up to and including termination or suspension will result for those students who fail to follow any policy, procedure, regulation, guideline, or directive from any school employee. Conduct that is dangerous or disruptive will result in suspension or termination. Any disciplinary action taken by the school will be given in writing either in person or by mail to those students affected.

### **Termination by school**

The school reserves the right to place on probation, suspend or dismiss a student for: failure to make payments when due, poor attendance, unsatisfactory progress in grades, misconduct, infraction of any rule, regulation, policy, procedure, not following directives, disobedience, or with just cause any reason the Administration may deem sufficient.

### **State board examinations**

To graduate, the student must complete the program curriculum in a satisfactory manner. The student must also demonstrate the skills and qualities essential for passing the New York State Board Examination. All financial obligations to the school must be fulfilled before the student is issued a Certificate of Completion and the New York State Examination and Temporary License Application. After the graduate files this application, she/he will be issued a Temporary License which will enable them to work during a six month period for which the Temporary License is valid. In that period of time, the graduate will be scheduled to take the New York State Board Examination (written / practical). Upon successful completion of the examinations, the graduate will receive a license from the State of New York.

### **Job outlook**

According to the US Bureau of Labor Statistics Sept 2021 overall employment of hairstylists and cosmetologists is projected to grow 11 percent from 2021 to 2031, much faster than the average for all occupations. In NYS the Hourly Mean Wage is \$19.39 and the Annual Mean Wage is \$40,330. About 93,800 openings for barbers, hairstylists, and cosmetologists are projected each year, on average, over the decade.

## **FERPA,**

The Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student education records. In compliance with FERPA, Leon Studio One school does not disclose personally identifiable information contained in student education records, except as authorized by law. Also known as the Buckley Amendment, this law applies to all schools that receive funds under an applicable program of the US Department of Education. Leon Studio One school of beauty knowledge has established policies relating to the accessibility of student information in its custody. These are described below.

### **Student Rights Under FERPA**

At Leon Studio One school of beauty knowledge, FERPA rights apply to a student. A student is a person who has been admitted and is registered, regardless of the person's age.

Under FERPA, a student has a right to:

- inspect his or her education records within 30 days of the request;
- require that the school obtain his or her prior written consent before releasing personally identifiable information from education records;
- request that corrections be made to education records if the student believes the records are inaccurate or misleading or otherwise in violation of the student's privacy rights under FERPA.
- file a complaint with the Department of Education concerning an alleged failure by the institution to comply with FERPA.

Directory Information: At Leon Studio One school of beauty knowledge, FERPA rights apply to a student. A student is a person who has been admitted and is registered, regardless of the person's age. FERPA applies both to the education record and to the personally identifiable information within the record, which is called directory-type information. The directory-type information that may be made available by the school for its students is:

- Name, Address, Electronic mail address, Telephone number, Date of birth, Program of study, participation in school activities, Dates of attendance, Degrees & awards received, Most recent previous educational institution attended
- Should a student not wish this Directory Information released they may "opt-out" by notifying the Director in writing.

### **Physical facilities**

Our school is a modern climate controlled facility designed with today's student in mind. There are open practical educational classrooms for each level of instruction. Additionally we have a separate tiered Lecture Hall for class and special events. A student lounge compliments the busy lifestyle of today's working students. The school has an open industrial feel geared toward a modern higher education facility with a salon like setting. We utilize natural day lighting to add to the upscale image. The facility is handicapped accessible.

Absent hours/make-up/charges for instruction past the contract end date  
Students who have missed time will be allowed to make up time without charge during the students scheduled training period. Students will be allowed to make up a maximum of 10.5 hours a week and must make up the time as they miss it. Make up time is scheduled with the approval of staff and a record of make-up time will be maintained. If a student must attend beyond the scheduled completion

date, the student will be charged the hourly tuition rate per their contract per hour for make-up work for any hours remaining after one week past their scheduled graduation. For a student who has taken an Leave of Absence (LOA) they will have a new scheduled graduation date and will have one week past that date to make up any hours without incurring additional cost. If a student must attend beyond their new scheduled completion date, the student will be charged the hourly tuition rate per their contract per hour for make-up work for any hours remaining after one week past their new scheduled graduation date.

### **Performance objective**

Given the necessary supplies, equipment, motivation and direction, the programs are designed to educate and prepare each student for entry into the beauty industry. Our program is also written to ensure that every student will receive the necessary personalized attention so that all of our students can grow at their own rate. This program will prepare each and every student to successfully pass the N.Y.S. Board examination. In addition, students will learn the relevant skills of today with an emphasis on hands on techniques while focused on professional ethics and conduct.

### **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 enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students in the Hairdressing & Cosmetology program (1000 total clock hour program/900 clock hour academic year) are evaluated for Satisfactory Academic Progress within 7 school business days at the conclusion of each evaluation period. There are two evaluation periods for the Hairdressing & Cosmetology. Evaluations are based on actual clock hours completed.

#### **Full Time Mon-Friday (1000 clock hours total/ 31 academic weeks /900 clock hour academic year)**

1st evaluation period is 0-450 @ 450 actual clocked hours/14 weeks.

2nd evaluation period is 451-900 @ 900 actual clocked hours/28 weeks.

3rd evaluation period is 901-1000 @ 1000 actual clocked hours/31 weeks

#### **Part Time Day: Mon/Tue/Friday (1000 clock hour total/48 academic weeks/900 clock hour academic year)**

1st evaluation period is 0-450 @ 450 actual clocked hours/22 weeks

2nd evaluation period is 451-900 @ 900 actual clocked hours/43 weeks

3rd evaluation period is 901-1000 @ 1000 actual clock hours/48 weeks

#### **Part time: Tue/Wed/Thur/Saturday (1000 clock hour total/50 weeks/900 clock hour academic year)**

1st evaluation period is 0-450 @ 450 actual clocked hours/23 weeks

2nd evaluation period is 451-900 @ 900 actual clocked hours/45 weeks

3rd evaluation period is 901-1000 @ 1000 actual clocked hours/50 weeks



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

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% 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 67% 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**

The maximum time (which does not exceed 150% of the course length based on 100% attendance schedule) allowed for students to complete each course at satisfactory academic progress is stated below for the Hairdressing and Cosmetology Program

<b>Course</b>	<b>Maximum Time Allowed Weeks/Scheduled Hours</b>
Full time: 31 weeks / 1000 clock hours	45 Weeks/1500
Part time: 50 weeks / 1000 clock hours	74 Weeks /1500
Part time Day: 48 weeks / 1000 clock hours	71 Weeks/1500

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe will be terminated but may request to re enroll in the program with in the re enrollment guidelines as a student at the institution on a cash pay basis.

### **ACADEMIC PROGRESS EVALUATIONS**

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

**A+ = 95 – 100, A = 90 – 94, B+ = 85-89, B = 80 – 84, C+ = 75 – 79, C = 70-74, D= 65-69, F= Below 65**



## **DETERMINATION OF PROGRESS STATUS**

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

### **WARNING**

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

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the 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.

## **NONCREDIT AND REMEDIAL COURSES**

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

## **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

## **Administrative and Educational Staff**

All of our instructors and administrative personnel are highly qualified and successful professionals in the beauty field. All teachers are licensed by the New York State Education Department and are required to maintain ongoing education in order to insure the most current, updated skills and techniques are being taught to our students.

### **Leon Tringali – Owner of School / Creative Director**

39 years experience as salon owner, editorial stylist, educator, international platform artist, international artistic director for ARTEC Systems Group New York City

#### **Laura Miranda – Education Director - Educator**

Honors graduate of Leon Studio One  
school and former stylist of  
Leon Studio One for beautiful hair.  
17 years teaching experience.

#### **Mark Custard - School Director**

31 years administrative work and  
beauty school developer

#### **Victoria Zaranek– Educator**

Former Honors graduate of Leon Studio One  
school of beauty knowledge  
Advanced training in color, design  
and highlighting 9 years salon experience  
and salon entrepreneur.

#### **Brenda Parzynski – Financial Aid Director- School Director**

34 years experience in financial  
operations and administration,  
salon manager, with Leon Studio One.

## **Enrollment, Completion and Placement Rates/Stateboard Pass/ Fail Rates/Occupational Educational Data/On time Graduation Rate/ Department of Labor Occupational Classification**

### **State Board Passing Rate Cosmetology**

Written: 100% Practical: 92.3% = 7/1/21-6/30/22 (Completed Program within 1 yr)  
Written: 100% Practical: 95.5% = 7/1/21-6/30/22 (Completed Program within 5 yrs)  
Written: 92.9% Practical: 81.8% = 7/1/18-6/30/19 (Completed Program within 1 yr)  
Written: 95.2% Practical: 95.5% = 7/1/17-6/30/18 (Completed Program within 1 yr)

### **NYS OEDS Completion + Job Placement Rate/completion rate**

Cosmetology 7/1/2019-6/30/2020

Completion Rate: 77% Enrolled: 29 Graduates: 17 Non-Completers: 5

Continuing Students: 7 Job Placement: 88%

Cosmetology 7/1/2018-6/30/2019

Completion Rate: 82% Enrolled: 28 Graduates: 14 Non-Completers: 3

Continuing Students: 11 Job Placement: 86%

Cosmetology 7/1/2017-6/30/2018

Completion Rate: 87% Enrolled: 30 Graduates: 20 Non-Completers: 3

Continuing Students: 7 Job Placement: 100%

### **NACCAS Annual Report Statistics**

2018 Completion Rate: 68.97% Placement Rate: 80.00% Licensure Rate: 100%

2019 Completion Rate: 80.95% Placement Rate: 70.59% Licensure Rate: 100%

2020 Completion Rate: 73.33% Placement Rate: 83.33% Licensure Rate: 90.90%

### **On time graduation Rate**

Program	# of Graduates	% completing on time	% Completing within 150%
Cosmetology	6	100%	100%

### **Department of Labor Occupational Classification (SOC)**

Leon Studio One provides education to prepare students for careers in the appearance enhancement industry. Occupational information for the types of programs provided by Leon Studio One can also be found at the Occupational Information Network (O\*NET) website, [onetonline.org](http://onetonline.org) as outlined below:

### **Program CIP Code O\*NET Crosswalk**

Cosmetology 12.0401 39-5012.00 Hairdressers, Hairstylists &  
Cosmetologists <http://www.onetonline.org/crosswalk/CIP?s=12.0401>

### **Annual Completion / Graduation / Transfer rate**

<b>9/1/21-8/31/22</b>	Completion Rate: 86% Enrolled:24 Graduates:12 Non Completers: 2 Continuing Students:10
<b>9/1/20-8/31/21</b>	Completion Rate: 75% Enrolled:26 Graduates:12 Non Completers:4 Continuing Students:10
<b>9/1/19-8/31/20</b>	Completion Rate: 84% Enrolled:25 Graduates:16 Non Completers:3 Continuing Students:6

# Information for Students

## Student Rights

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

### **What is the purpose of this pamphlet?**

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

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

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

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

### **Who can file a complaint?**

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

### **What can a student or employee complain about?**

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

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

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure

or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

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

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

### **What is the Tuition Reimbursement Fund?**

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

### **What is the tuition refund and cancellation policy?**

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

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

**What should students know about “private school agents?”**

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

**What should students know about “grants and guaranteed student loans”?**

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

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

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

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

Contact the New York State Education Department at:

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

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

## **Veteran's Education Benefits**

We are approved for Veteran's Educational Benefits for veterans, eligible dependents of deceased or disabled veterans and active status National Guard and Reserve personnel. Facility Code: 2-5-3878-32

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities. However, to qualify for this provision, such students will be required to produce the Certificate of Eligibility by the first day of class.



