Kay Moriah International School of Beauty

STUDENT CATALOG

AUGUST 2026

5500 E. 81st Ave., Ste. A, Merrillville IN 46410, (219) 940-9217, kmorishisb@gmail.com, kaymoriahisb.org

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Student Signature:_____ Date:_____

Administration Signature:_____ Date:_____

SECTION 1: General Information

Preface: Catalog Certification Statement

The information in this catalog is current as of August 2026. This catalog has been updated from February 2026 and will be updated on a yearly basis or as deemed necessary, at which time revisions will be made available to the student body and staff via hard copy. All regulatory policies and academic standards are subject to change at any time without prior notice, should changes occur, a written addendum will be provided to ensure information is relayed in a timely manner.

****This catalog is provided only in English, the language in which all courses are taught. This catalog is certified as true and correct in content and policies.***

Certified by Rolonda S. Bartnicki: Owner, *Rolonda S. Bartnicki* *Date: August 10, 2026*

A Brief Statement from KMI School of Beauty

Welcome to Kay Moriah International School of Beauty and thank you for selecting our school to assist you in obtaining your training in the beauty industry. As a student of KMI School of Beauty, you are about to embark on an the most exciting experience that will provide you with the opportunity for a successful future through education and creativity.

We take great pride in our dedicated staff and in our curriculum, designed to prepare our graduates for state licensure and in developing those technical skills and personal skills necessary for successful entry into the job market. To achieve this level of excellence it takes a great deal of dedication, hard work and practice on your part, as well as on ours.

Kay Moriah International School Of Beauty is a beauty school ***Licensed*** *by the* ***Indiana State Board of Cosmetology and Barber****, bonded, and fully insured. KMI School of Beauty is* ***Accredited*** *through the National Accrediting Commission of Career Arts & Sciences* ***(NACCAS)****. We are a for-profit vocational school providing equal opportunities to students. Our programs for licensure offers beauty career opportunities in the fields of Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, & Instructors. We also provide opportunities to licensed professionals who desire to further their career in the beauty industry and become license as an educator instructor or barber instructor.*

Our educational emphasis includes placement assistance after students are licensed, and guidance to help develop those personal qualities of poise, self-esteem, confidence and professionalism that will enable you to reach your goals. KMI School of Beauty goal is to help you discover your abilities and potential; however, the degree to which you succeed will depend on the effort you are willing to apply during your entire course of study.

Kay Moriah International School of Beauty is a school of diversity that caters to everyone in and around Northwest Indiana and Chicagoland areas, regardless of race, creed, or ethnic background. KMI School of Beauty is founded by Rolonda Bartnicki, a licensed nail technician for more than 20 years in Illinois and Indiana, a licensed beauty culture instructor, and a former high school educator. She has a passion for the beauty industry, and she desires to provide career opportunities to those who also have a passion for the beauty culture.

Congratulations! And thank you for allowing us the opportunity to be a part of your success.

To Our Prospective and Enrolled Students

Thank for your interest in/or choosing KMI School of Beauty as "your one-stop destination to all your beauty needs.." You have chosen an exciting field full of opportunities. KMISB believes that education and creativity goes hand and hand, so get ready to have fun creating, designing, and building your knowledge in your field of study. The following pages contain information about the school and its policies and procedures.

Mission Statement

Kay Moriah International School of Beauty seeks to consistently provide up-to-date, quality training to all students with optimal learning experiences in a diversity of settings which prepares a student in acquiring a license in the fields of study of Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, and Instructors; also, to get students prepared for employment to be successful in the workforce.

Vision And Goals

*To provide up-to-date, hands-on training geared toward preparing students to become highly employable through their incorporation of knowledge and experiences.
*To provide knowledgeable and skilled Cosmetologist, Barbers, Manicurist, Electrologists, Estheticians, and Instructors who will be an asset to any salon, spa, or beauty school.
*Aspect of the beauty industry the students wish to pursue.
*To maintain a program that is continually updated so that students will acquire a thorough knowledge of the latest professional techniques.
*To foster and promote the educational growth of the faculty and student through teaching traditional and current methods and techniques.

Kay Moriah International School of Beauty is a training college specializing in the fields of study of Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, and Instructors; Instructors (Cosmetologists, Manicurists, Estheticians, and Barber Instructors.)

It is important that you read this **CATALOG/HANDBOOK** and keep it handy. It contains important information on student code of conduct.

KMI School of Beauty Licensure and Accreditation

KMI School of Beauty is **Accredited** by the National Accrediting Commission of Career Arts & Sciences (NACCAS.)

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy, including those offered via Distance Education.

KMI School of Beauty is licensed by the Indiana State Board of Cosmetology and Barber. Information on KMI School of Beauty licensure can be obtained through contacting the following institution.

Indiana State Board Of Cosmetology And Barber
402 W. Washington St # W072
Indianapolis, IN 46204
(317) 234-3031
https://www.in.gov/pla/professions/cosmetology-and-barber-home/

*Indiana State Board Of Cosmetology And Barber requires all schools to make sure all students understand the Statues, Rules & Laws that will be on your state board examination. Below is the link to find that information under **Resources**.

https://www.in.gov/pla/professions/cosmetology-and-barber-home/

KMI School of Beauty Administration & Faculty

***Student Teacher Ratio: 1 Instructor to 20 Students per Indiana State Requirement**

Owner/CEO/Administrator/Beauty Culture Instructor

Mrs. Rolonda Bartnicki (Ms. Lonnie)

License Nail Technician Illinois; Reciprocity Indiana; License Beauty Culture Instructor

Administrative Assistant/Beauty Culture Instructor

Kayla Bartnicki (Ms. Kayla)

License Esthetician Indiana; License Electrologist Indiana; License Beauty Culture Instructor

Beauty Culture Instructor

Chloe Bartnicki (Ms. Chloe)

License Cosmetologist Indiana; License Barber Indiana; License Beauty Culture Instructor

School Location, Facility and Equipment

KMI School of Beauty's physical/mailing address is **5500 E. 81st Ave. Ste. A, Merrillville, IN 46410**. We have a 3500 square foot building with an extra 1500 square feet for storage. We are located on Route 30 directly across the street from the Albanese Candy Factory Outlet in a tan brick building.

The main area contains a clinic floor where shampooing, hairstyling, haircutting, manicuring, pedicuring, and nail enhancement services are offered to the public and are performed by the students with direct supervision by licensed instructors. Also found on the first floor of the facility are administrative and instructor offices, and a shampooing area. We also have the theory classrooms/student lounge, and the student lockers are outside of our middle door. Around the corner from the main floor is another shampoo room and private styling chairs. In the back rooms we have the esthetics room and another theory classroom. The student lounge is equipped with a dining area, microwave, and refrigerator. Restrooms are located in both the main floor area and through the middle door by the student lockers.

All school equipment (i.e., Styling stations, shampoo bowls, sterilizers, wax station, manicure/pedicure areas, some mannequins, hair color area, dryers and other equipment), are furnished by the institution. Educational equipment consists of visual aids, and a smart television to watch procedures and education, which are for the use of students. KMI School of Beauty offers this equipment to provide an exceptional learning environment.

Approval Notice And Disclosure Statements

The Office of Kay Moriah International School Of Beauty is located in Merrillville Indiana at 5500 E, 81st Ave. Ste. A, Merrillville IN 46410. Operating under this corporation, Kay Moriah International School Of Beauty is fully licensed to operate from the Indiana State Board Department of Barber and Cosmetology. The corporation is not at this time, nor has it ever, filed a petition for bankruptcy or re-organization, operated as a debtor in possession or had a bankruptcy filed against it.

Kay Moriah International School Of Beauty, Also known as "KMI School Of Beauty", "KMISB", is located at 5500 E, 81st Ave. Ste. A, Merrillville IN 46410, and opened on July 7, 2022. On August 10, 2026, KMISB is officially **Accredited** and meet compliance standards set forth by the National Accrediting Commission of Career Arts and Sciences (NACCAS).

Instruction is residential and in accordance with the occupancy level, which can accommodate up to 50 students in the day class per enrollment and 50 students in the evening class per enrollment. The State of Indiana statutes require that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying compliance with course requirements.

Prospective enrollees are encouraged to book a tour online to visit the physical facility of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Enrollment is handled on campus.

State Boards, Bureaus, Departments or Agencies set minimum standards for each program of study: KMI School of Beauty has been authorized to offer instructional courses for the following fields, whose standards have been established by the Indiana State Board Department of Barber and Cosmetology:

Courses/Programs Offered

Cosmetologists- 1500 clock hours
Manicurists- 450 clock hours
Electrologists- 300 clock hours
Estheticians- 700 clock hours (also an additional 50 hours)
Barbers-1500 clock hours
Instructors- 1000 clock hours

***KMI School of Beauty does not recruit students already attending or admitted to another school offering similar programs nor does it compensate employees for student recruitment.**

SECTION 2: Notices And Certifications

AMERICANS WITH DISABILITIES ACT (ADA) of 1990

Disabilities/ADA Statement

Any student who may require special arrangements in order to meet course requirements because of a disability should contact Disability Services as soon as possible to make the necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided. For additional information, please visit https://www.dol.gov/general/topic/disability/ada

Statement of Non-Discrimination

KMI School of Beauty does not discriminate on the basis of race, creed, sex, sexual orientation, gender identity, religion, color, ethnic origin, physical or mental disability, financial status, country or area of origin of residence, or age in its admission, employment, treatment, or access to programs and activities. The School Administrator is the individual designated to oversee inquiries regarding non- discrimination policies and complaints of discrimination and can be contacted by visiting the campus or via telephone at **(219) 940-9217**.

Students with Disabilities/Auxiliary Accommodations

KMI School of Beauty is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability including those diagnosed with intellectual disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by KMI School of Beauty.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Administrator. An application for Auxiliary Aid may be requested from the School Administrator. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a medical professional. Delays in submission of all required documentation shall delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) school days of receipt of all requested documentation. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the School's Administrator.

If you wish to make a request for accommodations, please complete the Application for Auxiliary Aid/Accommodations in its entirety and provide supporting documentation. The supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a medical professional. The verifying medical professional must also identify one or more appropriate accommodations based on the qualifying disability. Delays in submission of all required documentation shall delay a decision regarding the request for accommodation. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the School's Administrator.

- **All medical documentation has to be turned into the school to make sure we can accommodate before your enrollment agreement is complete and signed.**

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Federal Right of Privacy Act of 1964 provides for the right of all students and parents or guardians dependent minors to review their academic records, to include grades, attendance and counseling report student records are confidential and only NACCAS (Accrediting Agency) or other individuals authorized, and applicable state/federal laws are allowed access without first obtaining the written permission of the students' parents or guardians of dependent minors. State law requires that the School maintain these records on location for up to three years. Student transcripts will be archived and maintained for no less than 50 years at the requirement of the US Military. Administration may require a 30-day notice for copies of records. Students may request to review their records with a staff member and all such review sessions will be scheduled during regular school hours and in the presence of an administrative representative. Further, the school must obtain written permission from the student to publish personal information in a student directory.

Students or parents of dependent minors have the right to inspect and review the student's education record maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Students or parents have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

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

• School officials with legitimate educational interest

• Other schools to which a student is transferring

•Specified officials for audit or evaluation purposes

• To comply with a judicial order or lawfully issued subpoena

• Appropriate parties in connection with financial aid to a student

• Appropriate officials in cases of health & safety emergencies

• Organizations conducting certain studies for or on behalf of the school

• State and local authorities, within a juvenile; justice system, pursuant to specific State law

• Accrediting organizations

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use T[may call 1-800-437-0833.

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

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

• to review their education records,

• to seek to amend inaccurate information in their records, and

• to provide consent for the disclosure of their records.

These rules apply to all education records, admissions records (only if the student was admitted), academic records, and any financial aid records pertaining to the student. *The financial aid office does not develop the school's FERPA policy or the notification to students and parents.

Student's Right To Review

A school must provide a student with an opportunity to review his or her education records within 30 days the receipt of a request. A school is required to provide the student with copies of education records or make other arrangements to provide the student access to the records, if a failure to do so would effectively prevent the student from obtaining access to the records. While the school may not charge a fee for retrieving and reviewing the records, it may charge a reasonable fee for providing copies of the records to leave the campus, provided that the fee would not prevent access to student records.

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS laws. Note that the IRS definition of a dependent is quite different from that of a dependent student for FSA purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

The FERPA regulations include a list of exceptions where the school may disclose personally identifiable information from the student's file without prior written consent. Several of these allowable disclosures are of particular interest to the financial aid office, since they are likely to involve the release of financial aid records.

Disclosures To The School

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

• Other school officials, including teachers, within the school, whom the school has determined to have legitimate educational interests.

• To officials of another postsecondary school or school system, where the student receives services or seeks to enroll.

Kay Moriah International School Of Beauty makes every reasonable attempt to notify the student at the student's last known address when information is needed to be disclosed to other licensed schools.

Disclosing To The Government

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

• Disclosure may be made if it is in connection with financial aid that the student has received or applied for. Such a disclosure may only be made if the student information is needed to determine the amount of the aid, the conditions for the aid, the student's eligibility for the aid, or to enforce the terms or conditions of the aid.

•A school may release personally identifiable information on an F, J, or M nonimmigrant student to U.S. Immigration and Customs Enforcement (formerly the Immigration and Naturalization Service) in compliance with the Student Exchange Visitor Information System (SEVIS) program without violating FERPA.

Disclosing In Response To Court Request

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

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

Release Of Information Policy

This institution requires written consent from each student or qualifying parent of a minor before releasing any student information in response to any request, other than requested by NACCAS, the State of Indiana, or applicable school staff members. The institution maintains a record of all release forms and requests for information. This includes but is not limited to; tuition and payoff information, attendance and grades, etc. Every third-party request for information will require written authorization from the student or parent/guardian of a dependent minor for each separate case.

A school is required to:

- annually notify students of their rights under FERPA
- include in that notification the procedure for exercising their rights to inspect and review education records; and
- maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

A student has the right to:

- request to inspect and review any education records pertaining to the student; request an amendment to his/her records
- Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

Student Records Retention Policy

The schools maintain the most recent student files on campus for three years. Student transcripts will be archived and maintained for no less than 50 years at the requirement of the US Military, however, these files may be stored away from the school premises. **It is strongly recommended that a student retain all relevant ENROLLMENT, WITHDRAWAL or COMPLETION papers for their personal files**. Administration may require 30-day notice for the retrieval, review or copies of records. The academy reserves the right to charge a fee for copies of records.

Student's Right-to-Know

To help you make a good decision about enrolling in any program offered, the KMI School of Beauty wishes to share the following information:

KMI School of Beauty: For the 2025 academic year

86% KMI School of Beauty graduation rate.

92% KMI School of Beauty found employment or self-employed in their field of study.

100% KMI School of Beauty passed the Indiana State Board of Cosmetology and Barber examination and became licensed.

Graduation rates for the 2025 academic year:

Cosmetologists–85%
Beauty Culture Instructors –100%
Manicurists –100%
Barbers –100%
Estheticians- 95%
Electrologists- New Program

Ethnicity Rates:

Native American – 0%
African American –15 %
Hispanic – 1%
White – 75%
Asian – 0%
Two or More Races-10%
Race Unknown – 0%

SECTION 3: Administrative and Operational Policies

Academics

Admissions Requirements

All prospective students for **Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, and Instructors** are those individuals who are at least 18 years of age, who are of good moral character and of temperate habits. All students who apply for admission must comply with the following requirements and original documents must be presented to the administrator:

*Must have graduated from a high school, private school, home school or have successfully passed a GED examination equivalent to a high school diploma. A diploma, GED certificate, official high school transcript which must show high school graduation date, or state issued credential must be presented to the school upon enrollment.
*Foreign student's high school diplomas, KMI School of Beauty will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.
*Must have a high school diploma with a valid transcript (state mandated)
*Must be at least 18 years of age
*Apply to Kay Moriah International School of Beauty
*Non-Refundable $50 Application fee
*Covid-19 Vaccinated card optional
* Valid Id & Proof of US citizen (Driver's license, US Passport, Birth certificate, & Social security)
* Medical Release Waiver for students to ensure that they have no pre-existing conditions that can affect them in school.
***Required to have Clientele!!! (i.e. family and friends)To complete the State Stamp sheet in order to Graduate)**
* KMI School of Beauty does not accept "Ability-to-Benefit" students.

Transfer of Academic Credit

Transfer students are accepted after careful evaluation and review. All transfer students are required to schedule an appointment with the school Administrator. Both written and skills testing is mandatory prior to acceptance into the program. Before testing, the student must provide the Department with an official transcript of hours from a cosmetology school, and a copy of skills and theory from previous school. This policy applies to all Academic programs. Transfer students will have to wait at least 2 to 3 months to be accepted into the program.

***Transfer student transcripts will only be accepted from the approval of the administrator and based on written and skills testing.**

It is the policy of KMI School of Beauty that students who transfer to the institution may be granted credit for prior studies not to exceed 50 percent of course hours. The student must notify the institution of any transfer credits he/she desires the institution to apply at the time of applying to the institution for enrollment. The student must issue to the institution official transcripts illustrating prior credits and clearance of any outstanding balances from the previous school prior to enrollment. A $100.00 fee will be assessed to students transferring to the KMI School of Beauty. Any outstanding balance of monies owed to the institution by a student re-enrolling will roll over at re-entry and may or may not be covered by financial aid. Any transfer hours accepted from another institution and applied to the student's education course/program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution.

Re-Entry Students

Acceptance into the Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, and Instructors programs is contingent on course offering, space availability, and the scheduling of an appointment with the school Administrator for advice, possible theory remediation and any diagnostic or skills testing as required. Students will be notified in writing if reinstated in the Program. Students will be required to purchase any textbooks, supplemental material, tool kit, or mannequins required.

Discipline issues will require the student to wait one at least 6 months before reinstatement will be granted. Possible counseling may be required based on individual circumstances.

Philosophy And Objectives

KMI School of Beauty is a private educational institution offering vocational education with career orientated programs in the comprehensive field of Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, and Instructors. The institute strives to emphasize the importance and development of professional skills in each student that will maximize their employment opportunities. Personal growth and development is enhanced by the interaction between instructors, students and administrative staff. KMI School of Beauty's prime objective is to provide the training necessary to pass the Indiana State Board examination or any other current certification requirements in order to secure employment within their selected industry. The successful graduate of this school will have the vocational training needed to function effectively in any organization that requires these skills as needed in such job titles as:

Cosmetologists Program 1500 hours: Hair Stylist, Hair Colorist, Consultant on Beauty Products, Beauty and Cosmetic Sales, Beauty Salon Manager, Beauty Salon Owner, Cosmetology instructor, Supervisor, Director or School Owner.

Barbers Program 1500 Hours: Barber, Hairstylist, Salon/Barber shop Owner, Cosmetology/Barbering Instructor, Supervisor, Director or School Owner.

Estheticians Program 750 hours: Esthetician, Makeup Artist, Cosmetic Distributor, Consultant, Salon/Spa Owner/Manager, Esthetics instructor, Supervisor, Director or School Owner.

Electrologists Program 300 hours: beauty salons, spas, dermatology clinics, medical facilities like plastic surgery offices, independent practices, skincare centers.

Manicurists Program 450 Hours: Manicurist, Nail technician, Salon/Spa Owner/Manager, Manicurist instructor, Supervisor, Director or School Owner.

Instructors Program 1000 Hours: Cosmetology/Barbering Instructor, Supervisor, Director or School Owner.

These exciting opportunities are carried out in environments that are emphasized by:

- Facilities designed to meet functional, academic and occupational needs.
- Instructional and required practice equipment especially provided to properly enhance student training.
- Educational philosophies that demand the student adhere to the high professional and conduct standards of the School and those of the vocation for which they are training.
- A curriculum and instructional plan, structured to provide guidance, supervision and motivation during the complete length of student training and in compliance with state board requirements.
- Instructional methods and techniques that are competency based to assure learning achievement in each course offered.

Educational Methodology

The training programs are structured using clinic settings that are as close to working conditions of a professional environment as possible. Each module within the curriculum is geared toward a specific area in the industry related field. The staff is aware that individuals learn at different rates of speed and come with different abilities. Therefore, much of the training is one-on-one and personal. The staff makes every attempt to guide students in a unique and thorough, step-by-step, gradual method of learning. This combination of individual attention and positive motivation is important for reaching the learning objectives. Learning in a comfortable, friendly and professional atmosphere enables the student to ultimately become a highly qualified professional in the beauty field of their choosing. Before the beginning of each new class session, prospective students will be encouraged to visit the school and speak with school staff and consider the many advantages awaiting the serious student.

Enrollment Dates

KMI School of Beauty currently enrolls students the first Tuesday of every month in the Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, and Instructors programs. Please contact the Administrative Assistant for more information regarding enrollment dates.

Student Orientation

All incoming students will be required to attend orientation which will be held prior to beginning classes. The following topics will be discussed: Explanation of Time Cards, Lockers, Standards of Conduct/Conduct Policy, Satisfactory Academic Progress (SAP), Financial Aid Programs, Consumer Information, Safety and Evacuation Procedures, Catalog, Drug Awareness and Procedures, Sexual Discrimination & Sexual Misconduct Policy and Procedures, Non-Discrimination Policy and Auxiliary Aid, Enrollment Contract, Compensation, Course Outlines and Objectives, Licensure and Placements Rates, Academic Requirements for Course, Grievance Policy, and FERPA.

KMI School of Beauty School Holidays/School Closures

New Year's Day- January 1, 2026 MLK Day – January 19, 2026 President's Day – February 16, 2026 Memorial Day – May 25, 2026 Juneteenth Day – June 19, 2026 Fourth of July – July 4, 2026 Labor Day – September 7, 2026 Thanksgiving – November 26, 2026 Christmas Eve – December 24, 2026 Christmas Day – December 25, 2026 New Year's Eve – December 31, 2026	Spring Break – May 26-30, 2026 Fall Break – September 26-Oct. 3, 2026 NACCAS Workshop – September 26-28, 2026 Holiday Break – November 27-28, 2026 Holiday Break – December 23-31, 2026 Continued Holiday Break- January 1-4, 2027

School's Right To Call For Additional Closure

The School reserves the right to call a holiday/closure whenever deemed necessary. Such holidays and/or closures will extend his/her contact graduation date by the same amount of holiday time.

Weekly Schedule **(Enrollment for KMISB is the 1st Tuesday of each month)**

All Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, and Instructors training must be under the supervision of a licensed instructor. A student enrolled in a Beauty Culture School must be taught theory and principles of Cosmetologists, Manicurists, Electrologists, Estheticians, and Barbers and must pass a floor entry evaluation with a live model before he/she is permitted to engage in the practice of beauty culture on the public.

The weekly schedule is as follows:

Full-Time Day Schedule: Tuesday through Friday 8:30 to 2:00pm with one (1) 30-minute lunch break and two (2) 15-minute breaks: Saturday 8:30am to 5:00pm (Same Break Times) - 30 hours per week

Part-Time Morning Schedule: Tuesday through Friday 8:30 to 12:00pm with two (1) 15-minute breaks: Saturday 8:30am to 5:00pm with (1) 30- minute lunch break and two (2) 15-minute breaks: - 22 hours per week

Part-Time Evening Schedule: Tuesday through Thursday 5:00pm to 9:00pm with two (2) 15-minute breaks Saturday 8:30am to 5:00pm with (1) 30- minute lunch break and two (2) 15-minute breaks: - 20 hours per week

Theory Days and Times:

Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, and Instructors

Full-Time Day Schedule: Tuesday through Friday 8:30 to 2:00pm; Saturday 8:30am to 5:00pm

Theory Days & Times- Tuesday & Friday 9:00am to 12:00pm with (1) 15-minute break (2 hours 45 minutes)

Part-Time Morning Schedule: Tuesday through Friday 8:30 to 12:00pm; Saturday 8:30am to 5:00pm

Theory Days & Times- Tuesday & Friday 9:00am to 12:00pm with (1) 15-minute break (2 hours 45 minutes)

Part-Time Evening Schedule: Tuesday through Thursday 5:00pm to 9:00pm; Saturday 8:30am to 5:00pm

Theory Days & Times- Tuesday & Thursday 5:30pm to 8:30pm with (1) 15-minute break (2 hours 45 minutes)

Clinic Days and Times:

Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, and Instructors

Full-Time Day Schedule: Tuesday through Friday 8:30 to 2:00pm; Saturday 8:30am to 5:00pm

Clinic Days & Times- Wednesday & Thursday 9:00am to 2:00pm & Saturday 9:00am to 5:00pm with (2) 15-minute breaks and (1) 30-minute lunch break

Part-Time Morning Schedule: Tuesday through Friday 8:30 to 12:00pm; Saturday 8:30am to 5:00pm

Clinic Days & Times- Wednesday & Thursday 9:00am to 12:00pm with (1) 15-minute break & Saturday 9:00am to 5:00pm with (2) 15-minute breaks and (1) 30-minute lunch break

Part-Time Evening Schedule: Tuesday through Thursday 5:00pm to 9:00pm; Saturday 8:30am to 5:00pm

Clinic Days & Times- Wednesday & Thursday 5:30pm to 9:00pm with (1) 15-minute break & Saturday 9:00am to 5:00pm with (2) 15-minute breaks and (1) 30-minute lunch break

Dress Code

1 set of white Scrubs tops and bottoms will consist of: A V-neck or round, washable white fabric with armpits covered without a collar. Scrub tops should be basic with no zippers, buttons, or accessories. Uniform pants, washable white fabric. Must not be too tight fitting, too long, frayed, or touching the floor.

*** 1 pair of White Gym Shoes** and **White Socks (no exceptions**.) Shoes should be comfortable and professional.

***You may wear a long sleeve white t shirt or sweatshirt under your uniform not over it (no exceptions.)**

*** Hair pulled back neat and professional in ponytail or clip at all times (no exceptions.)**

Undergarments may be black in color because white can sometimes be shown through.

If student is not in required uniform, the student will be dismissed from class and a loss of clock hours until the uniform is corrected. The time missed will count toward the attendance policy.

As part of the uniform requirement, students must maintain proper personal hygiene at all times. Hair must be clean, with a professional appearance. Makeup must be applied prior to class. Bad breath or body odors are unacceptable. Failure to maintain proper hygiene, clean and styled hair, and makeup will result in dismissal from class and a loss of hours until corrected. The time missed will count towards the attendance policy. (No exception)

*** UNIFORMS AND HYGIENE WILL BE DISCUSSED DURING ENROLLMENT**

Graduation Requirements

In order to graduate, the student must:

(1) Complete:
1500 hours of Cosmetologists Training for Cosmetologists License.
1500 hours of Barbers Training for a Barbers License.
450 hours of Manicurists Training for a Manicurists License.
750 hours of Estheticians Training for an Estheticians License.
300 hours of Electrologists Training for an Electrologists License.
1000 hours of Instructors Training for an Instructors License.

(2) Make Satisfactory Academic Progress (SAP) in all units of instruction.

(3) Complete the **State required Progress Report Stamp Sheet**

(4) Pass all Textbook Chapter exams with an overall grade of 75% **(State of Indiana Requirement)**

(5) Pass the Final Comprehension exam with a grade of 75% **(State of Indiana Requirement)**

(6) Complete the Practical Examination with a Satisfactory/Pass score **(State of Indiana Requirement)**

(7) Passed the Indiana State Board written examination with a grade of 75% or higher **(State of Indiana Requirement);**

(8) Completion of an exit interview and required exit paperwork.

*Upon graduation, the student will receive a Certificate of Completion and Transcript. A student will be considered a Delinquent Graduate until all financial obligations are met. A student will not receive a Certificate of Completion or Transcript or be cleared to take the Final Exam with the Indiana State Board of Cosmetology until all financial obligations are met.

Textbook Chapter Examinations

Textbook chapter exams are given at regular intervals. The scheduling of additional in-class tests or quizzes is left to the discretion of the Administrator and Instructor.

1. Students may not ask questions during an exam.
2. Students are not permitted to leave the classroom during a quiz or exam. They may do so once the examination session is concluded or when they have submitted the exam. In case of emergencies, the Beauty school will interpret the exam.
3. No time extensions will be granted on an exam if not excused
   All exams must be completed within the official time allotted. No additional time will be given for an exam if the student arrives late (Exception: Medical Paperwork is given during enrollment of the diagnoses of ADHD or a Learning disability which will allow additional testing time.).
4. A student who is absent for an exam without sufficient reason will receive a grade of zero for the examination. If the student can provide adequate proof, i.e., a doctor's note, the instructor may provide a make-up exam. The make-up exam will be given at the end of the school day and may be subject to 5% penalty. Only one date will be arranged for makeup exam. Failure to take the makeup exam as scheduled will result in an exam grade of zero.
5. All final exam retests (Comprehensive and Practical) is at the sole discretion of the school in regards to a waiting period to retest and cost to retest.
6. Should any examination be cancelled due to extreme weather conditions; the beauty school will make every effort to contact each student and make alternate arrangements.

State Board Registration, Examination, and Licensing

A registration fee for the State Board of Cosmetology applies to all students enrolling in the institution and who are registered within the first forty-five (45) days of enrollment. Upon Graduation, the student will be eligible for the State Board of Licensing Examination. The student must pay for the Registration, State Board Examination, and License fees as follows:

Registration Fee (At time of Registration with State Board) - $49.00
Apply for Initial State license (After exam is passed) - $44.00

Employment After Graduation/Pre-Requisites for Employment

Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, and Instructors are not easy professions in which to begin and success is tied directly to developing a steady clientele. This, in turn, depends on technical skills, experience, a sense of how to deal with clients, and personal style. Even well-trained entrants to the field find the first year difficult financially, but for those who settle into the profession, cosmetology can be a long and economically rewarding career.

The successful practice of these professions most often works at least 8 hours per day, most of the time on their feet and with their arms extended performing, or demonstration and correction practical services. It also requires careful eye and hand coordination. Such work requires some physical strength and stamina. Persons suffering from back, leg or joint ailments should consult a physician to see if they are physically able to meet these requirements. In addition, working the industry fields requires continuous exposure to a wide variety of hair and skin treating chemicals. Persons with allergies of any kind or sensitive skin or eye should consult a physician to see if chemical sensitivity may prohibit them from engaging in the profession.

Placement Service or Assistance Service

KMI School of Beauty will not make any guarantees of employment or salary upon graduation. The school will provide the graduate with placement assistance which will consist of identifying employment opportunities and advising him/her on appropriate means of attempting to realize these opportunities. Any employment opportunities are posted on school bulletin

boards or announced during class discussions. Services both of a personal and business nature are provided through the Director upon request from the student. The school is required by the U.S. Department of Education to keep follow-up information concerning the job placement of their students. This institution complies with this requirement through follow-up documentation.

Leave of Absence (LOA) Policy (*Students must abide by KMI School of Beauty's' LOA policy)

The school recognizes that periodically a student's attendance may be interrupted and that a leave of absence may have to be granted. Personal illness, illness or death of an immediate family member, pregnancy, sickness, injury, COVID, active military duty, jury duty, and all other allowable special circumstances. All other allowable special circumstance requests will be reviewed by the institution's administration. KMI School of Beauty requires that the student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so. A student shall be given a period of time to complete the missed course work, and the student is allowed to make up missed tests on Tuesday designated by staff. If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Students who were in good satisfactory progress standing when they temporarily interrupted their studies or went on a Leave of Absence shall continue in that status. This is in addition to the need to maintain satisfactory progress during the regular evaluation period. Changes to the contract period on the enrollment agreement must be initialed by both parties and require an addendum to the original enrollment agreement and must be signed by all parties. The student will not be assessed any additional charges during their LOA. Hours elapsed during a leave will extend the student's contract period by the same number of calendar days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation. KMI School of Beauty utilizes the NACCAS calculator to generate all leave calculations. A student granted a LOA is not considered to have withdrawn and no refund calculation is required. Students who take an unapproved LOA or do not return by the expiration of an approved LOA will be withdrawn and a refund calculation is required. For students on an approved LOA who notify the institution that he/she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the LOA or the date the student notifies the institution that he/she will not be returning. For refund purposes, students who do not return from an approved LOA or were withdrawn due to taking an unapproved LOA, the date of withdrawal shall be the student's last day of attendance. Students are entitled to multiple LOAs not to exceed 180 days within a 12-month period. A student must fill out and submit a LOA form in writing prior to taking the leave. There must be a reasonable expectation that the student will
return from a LOA. This form can be obtained from and submitted to the Administrative Department of the institution. **The student must request the LOA in writing and provide a reason for the LOA and the request must include the student's signature and be dated.**

- **LOA Policy and form is available on our website**

Exceptions of Leave of Absence (LOA) Policy

Exceptions will be made for unforeseen circumstances that prevent the student from filling out and submitting a Leave of Absence form. In the case of an emergency, a leave of absence form may be completed at a later date, but the student must notify the administrator within one (1) week of the emergency, unless there are extenuating circumstances. The student will be required to submit a doctor's excuse and/or any other documentation relative to the emergency in order to illustrate the legitimacy of their claim. The institution will review the circumstances preventing the student from filling out a LOA, document its decision, and the beginning date of the LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the extenuating circumstances. All students should make necessary arrangements to come into the institution's administrative office within one (1) week of notifying the institution that he/she will be taking a LOA. Leave of Absence forms are not valid until all parties validate its legitimacy by their signature.

Absences Versus Leave of Absence (LOA)

KMI School of Beauty takes great interest in the progression of each and every student enrolled at the institution. Attendance should be of upmost importance especially in all the beauty fields where hands-on training and experience is
required to be successful. In order to be fair to all students, KMI School of Beauty will not make any exceptions to the institution's LOA policy other than those currently stated. Although the those currently stated. Although the KMI School of Beauty understands that situations may arise, all students are strongly encouraged to follow the policy and procedures of the KMI School of Beauty when requesting a LOA and file a LOA when he or she expects to be absent for more than sixteen (16) consecutive school days. The institution will not grant retroactive leaves to a student who attends class at any time during the leave period they are requesting. If a LOA is not completed or does not meet the guidelines of the institution's

policy, absences will be considered as excused or unexcused and may affect their Satisfactory Academic Progress (SAP) and/or deem them ineligible to receive Title IV funds. When unable to attend school, all students should take into account that they are entitled to multiple LOA not to exceed 180 days within a 12-month period and that a LOA can only be taken in minimum of thirty (30) days at a time. Taking a LOA will not only assist a student in maintaining their current Satisfactory Academic Progress (SAP) status but will prevent overtime charges from accumulating during the leave period.

Withdrawal and Settlement Policy

Official and Unofficial Withdrawals: A withdrawal is defined as dropping all classes for a given payment period.

Official withdrawal date: the date the Administrator's office receives a written notice via **Certified US Mail** from the student that he/she is no longer in attendance in his/her classes. The cancellation date will be determined by the postmark.

Unofficial withdrawal date: **A.** the last day of attendance of a student who does not complete the official withdrawal process and/or **B.** the last day of attendance of a student whose instructors report that the student is no longer attending class. In no case will the unofficial withdrawal date of determination be more than 15 days after the last day of attendance.

For students on an approved leave of absence who notify the institution that he/she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution in writing via **Certified US Mail** that the student will not be returning. Students who do not return from an approved LOA or were withdrawn due to taking an unapproved LOA, the date of withdrawal shall be the student's last day of attendance.

SECTION 4: Financial Policies

Methods of Payments

The student and/or his /her guardian agree to pay KMI School of Beauty monthly payments, unless otherwise agreed upon. Payments may be made by cash, money order, cashier's check, and/or credit /debit card. Payment plans will be based on the tuition and made available to the student on the enrollment agreement. Any requests for adjusting payment options will need to be directed to the administrative department of the institution and an addendum will need to be signed by all parties.

The Students and /or his/her guardian understand and agree that if he/she whether **Cash payments in Full or on Payment Plan and/or Title IV** is accepted at Kay Moriah International School of Beauty, if he/she officially withdraws or terminate their contract early (before the end of their enrollment agreement) the student is still obligated to pay out their full contract either in full or by setting up a payment plan with the school owner. The student will not receive his/her transcript or any paperwork until the debt is **Paid In Full**.

All Cash Tuition fees are payable as specified in the payment plan schedule

Payment Plan Schedule

Tuition Payments are due the 1st Tuesday of each month.

A fee of $50 will be levied for any returned payments regardless of the reason it is returned.

Academic credit and release of official documents and other things pertaining to the class will be withheld until all financial obligations to Kay Moriah International School of Beauty have been met.

Textbooks, Training Kits and Application/Enrollment fees are not included in tuition fees.

Under no circumstances are students to discuss scholarships, discounts, or fees with one another. Tuition Payments is due according to the terms and conditions of the Payment Plan Schedule.

(Payments can be made through Square, PayPal, Zelle pay, & Cash App) Cash payments are allowed only during school days between the hours of 8:30am and 2:00pm Monday-Friday only (No Saturdays). No cash is accepted in the evening classes.

Students are required to make payments on time. If your payment falls on a school break or Holiday, tuition is still required in order to keep your payments on schedule and in order to return back to school.

A Student may be suspended from scheduled classes if payment is late in excess of 3 days and charged **$10** per day for every day that they are late with their payment. Students will also lose all options of discounts and payment plans after 3 times being late and will require payment up front to finish school.

Students who default on any tuition payments before they have successfully completed a program are subject to 1.5% interest on any outstanding monies owed. The student is also responsible for any legal fees incurred.

Kay Moriah International School of Beauty can provide you with current information on your tuition account.

A copy of your account can be requested at any time.

Tuition receipts for income tax purposes will be available by January 31st each year. Students who do not pay fees as agreed to or who do not make satisfactory arrangements to pay tuition and other charges (textbooks, etc.) will be dismissed from Kay Moriah International School of Beauty.

Outside expenses to be incurred by the student are as follows:

I. Uniforms are required by the Indiana State Board of Cosmetology. Students are required to wear solid **white** uniforms and closed-toe gym shoes during their attendance in school. Name tags **must** be worn at all times. Additional name tags may be obtained from the administrative office of the institution for a fee of $5.00 each.
II. State Board registration, examinations and transportation costs for examinations.
III. Cost of equipment lost or stolen from students.

***Books and selected kits are not included in the tuition.**

Federal Student Aid – (Pre-Eligibility Approved- KMISB Is In The Process Of Completing The Initial Application)

Kay Moriah International School of Beauty is **Accredited by** the National Accrediting Commission of Career Arts & Sciences (NACCAS) and is in the process of applying for Title IV funds, federal financial assistance, by the United States Department of Education to eligible students. Kay Moriah International School of Beauty will be able to apply to offer Title IV funds once accreditation is completed.

Eligibility Requirements

Students who are eligible to receive Title IV funds will be able to receive assistance with their tuition. Students may be eligible if they meet the following criteria:

- Must illustrate financial need;
- Is enrolled as a regular student in one of an eligible institution's eligible programs;
- Is a U.S citizen, U.S. national or an eligible non-citizen;
- Must possess a valid and correct Social Security Number;
- Is not currently in default on any Federal student loans unless acceptable arrangements have been made;
- Does not owe money for any repayment of any Title IV grants;
- Must have a high school diploma or its equivalency;
- Males must illustrate Selective Service registration; (Beginning the 2022-2023 award year, this will no longer affect eligibility.)
- Must not have been convicted of a drug offense while in receipt of federal financial aid; (Beginning the 2022-2023 award year, this will no longer affect eligibility.)
- Must maintain Satisfactory Academic Progress (SAP) while in the eligible program.

Rights and Responsibilities of Students

Students have the right to know the following:

- Institutions accrediting and licensing agencies.
- The institution's facilities and faculty.
- Cost of attending and policies regarding refunds for students who withdraw prior to program completion.
- Financial assistance available, including all local, state, federal and institutional financial aid programs.
- How financial need and eligibility are determined.
- Type of aid received and how it will be disbursed.
- Policies of the institution appeal.
- All other institutional information, policies and procedures, and other disclosures in which all prospective and enrolled students are required to receive and review prior to and during enrollment.

How Satisfactory Academic Progress (SAP) is determined and how it affects financial aid eligibility. It is the student's responsibility to do the following:

- To review and consider all information regarding the institution, policies and procedures, its financial aid programs available, and other consumer disclosures disclosed to the student prior to enrollment.
- Complete financial aid applications and forms accurately and truthfully.
- Follow deadlines for submitting of financial aid applications and forms.
- Provide all verification and correction documentation requested by the institution within the allotted time frame.
- Read and understand all forms you submit, sign or receive, and keep copies of them.
- Notify the institution of any changes of name, address, financial circumstances or enrollment status.
- Understand the institution's Satisfactory Academic Progress (SAP) policy.

- Understand the institution's refund policies.
- Sign any certification documents the institution may require.

Applications

To apply for a Federal Pell Grant, you must complete a form called FAFSA, a Free Application for Federal Student Aid. This form can be found and completed electronically at http://www.fafsa.ed.gov/.

***You are at the wrong web page if it requests a fee for filing the FAFSA.**

You will be provided with the amount of federal financial aid assistance you are eligible to receive by the Financial Aid Administrator of the institution and what the student's award will be. This amount will depend not only on your determination of eligibility, but also on the cost of attendance at your school. Financial need is based on taking into account the cost of attendance and the amount of the student's and/or the family's financial resources.

The Expected Family Contribution **(EFC)** beginning the 2025-2026 school year will be replaced with the **Student Aid Index (SAI)** – this is a new need analysis formula that we will use when awarding need-based grants and scholarships. This figure is calculated by the Central Processor through the information gathered from the Free Application for Federal Student Aid (FAFSA). The **Student Aid Index (SAI)** will be included in the ISIR received by the institution when the student's application is processed.

***Federal financial aid is only to be used by the student for educational expenses at the institution they are attending.**

VA Benefits

***KMI School of Beauty has applied to accept the VA benefits and will be accepted once approved.**

For more information on available benefits and to apply, please go to http://www.gibill.va.gov/. For a paper application, please call 1-888-GI Bill – 1 (1-888-442-4551) to have a form mailed to you.

KMI School of Beauty will accept and acknowledges GI Bill® recipients to cover the cost of tuition and fees as well as books. This program provides up to 36 months of benefits and is administered by the U.S Department of Veteran's Affairs (VA). The post 9-11 GI Bill® is an education benefit program for individuals who served on active-duty post September 10, 2001. It includes activated members of the National Guard under Title 10 U.S. code, Title 32 U.S. Code and Section 502(f) for the purpose of responding to a national emergency. One may be eligible if they served at least 90 days on active-duty post September 10, 2001, and are still on active duty or were honorably discharged from active duty. Also, if one served for at least 30 continuous days on active duty and were discharged due to a service-connected disability, one may still qualify for GI Bill® benefits. Generally, eligibility expires 15 years after one's last period of at least 90 days of active duty.

KMI School of Beauty permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Our educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or33.

Percentage Payable Based on Post 9/11 Service

Active Duty Completed After 9/10/01	% of Max Amounts Payable
36 months*	100
30 continuous days (Must be discharged due to service-connected disability.)*	100
At least 30 months, but less than 36 months*	90
At least 24 months, but less than 30 months*	80
At least 18 months, but less than 24 months^	70
At least 12 months, but less than 18 months^	60
At least 6 months, but less than 12 months^	50
At least 90 days, but less than 6 months^	40
*Includes entry level & skills and training	^ Excludes entry level & skills training

One can estimate how much the GI Bill® will cover by visiting the Comparison Tool at: www.benefits.va.gov/gibill/comparison

Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course/program cancellation, or school closure. Any monies due the applicant or students shall be refunded within forty-five (45) calendar days. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. If an applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid less the non-refundable application fee.
2. A student (or legal guardian) cancels his/her enrollment in writing within three (3) business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes less the application fee $50.
3. A student cancels his/her enrollment after three (3) business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the application fee $50.
4. A student notifies the institution of his/her withdrawal in writing via **Certified US Mail** ten (10) business days prior to their intended last day.
5. A student on an approved leave of absence notifies the school that he/she will not be returning in writing via **Certified US Mail**. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In notice of cancellations and withdrawals above, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of the return from the leave of absence or the date the student notifies the school that the student will not be returning.
9. A student is expelled by the school.
10. In type 2, 3, 4, or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification.
11. Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) calendar days.
12. Students who do not return from an approved LOA or were withdrawn due to taking an unapproved LOA, the date of withdrawal shall be the student's last day of attendance.

All refunds are based on scheduled hours. For students who enroll and begin classes, but withdraws in writing via **Certified US Mail** prior to course/program completion (after three (3) business days of signing the contract), the following schedule of tuition earned by the school applies:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM PER CONTRACT	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

1. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.
2. In the case of disabling illness or injury, death in the immediate family or other mitigating circumstances beyond the control of the student, the school will make a settlement which is reasonable and fair to both.
3. Any violation of the policies and procedures outlined in the catalog and/or policies and procedures manual may be grounds for termination. A termination fee of $150.00 applies to all terminations.
4. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement. Books and selected supplies are not included in tuition and shall not be considered in refund computations.
5. If a course/program is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school shall provide a full refund of all monies paid or provide completion of course.
6. If a school cancels a course/program and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school, provide completion of course, or provide refund of all monies paid.
7. If the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun in the course/program, the school shall provide a pro rata refund.

Return of Title IV Funds/Withdrawal Settlement

Federal financial aid is awarded to students contingent upon their attendance and successful completion of the program. The U.S. Department of Education has established a Return of Title IV Funds (R2T4) Policy to determine the amount of Federal student aid earned when a student withdraws prior to completing his/her program. The percentage of the program completed upon withdrawal has a direct correlation to the amount of earned aid; i.e., if a student completes 30% of the payment period, he/she has earned 30% of the Federal aid available at that point. Students who withdraw prior to receiving their federal student aid award may be entitled to a Post Withdrawal Disbursement.

Official and Unofficial Withdrawals: A withdrawal is defined as dropping all classes for a given payment period.

Official withdrawal date: The date the Administrator's office receives a written notice US mail from the student that he/she is no longer in attendance in his/her classes.

Unofficial withdrawal date: A. The last day of attendance of a student who does not complete the official withdrawal process and/or

B. the last day of attendance of a student whose instructors report that the student is no longer attending class. In no case will the unofficial withdrawal date of determination be more than 30 days after the last day of attendance.

Consequences of Withdrawal: A student who officially withdraws earns Federal financial aid based on the number of clock hours he/she was scheduled to attend. Earned aid is calculated from the beginning of the payment period until the Last Date of Attendance (LDA), up to the 60% point of the payment period. After the 60% point, all aid is earned.

Federal Pell Grant recipients who completely withdraw from KMI School of Beauty prior to completing 60% of the payment period may owe a repayment to the U.S. Department of Education and to KMI School of Beauty.

Procedure for Notifying Students of Repayments owed to the U.S. Department of Education: According to federal regulations, the student is responsible for all unearned Title IV program assistance that the school is not required to return. The institutional policy is that the Financial Aid Office of the institution will perform all Return to Title IV calculations and notify the student in writing if a repayment is owed to the U.S. Department of Education and the amount.

It is the intent of the Office of Financial aid to inform Federal Aid recipients to seriously consider the implications of this R2T4 policy.

Students who are having difficulty in their classes should seek assistance through their instructors. KMI School of Beauty is committed to student success and to helping students stay in school and reach their educational goals.

KMI School of Beauty will return unearned Title IV funds to the Department of Education within 45 days from the Date of Determination of the student's withdrawal. Refunds will be made to the appropriate Federal programs.

***Any student that withdrawals or is dismissed from KMI School of Beauty before completion of the program understands that all tuition has to be paid in full. Should the student refuse to pay any remaining balances, the student understands that they will or can be taken to court, sent to collection and or have their wages garnished (if employed) until all balances are paid. Students understand that if the student are using financial aid, early withdrawal from KMI School of Beauty with remaining unpaid balances can affect their Title IV Funding and can prevent the student from attending another college or vocational school. The student understands that there will be $150.00 charge for early withdrawal/termination or a $500.00 charge to change my chosen course.**

Policy on Tardiness and Make-Up Work

All students must be in the building and their school ID scanned in by 8:30 AM. A student who is 15 minutes late will not be allowed to interrupt class and will be too late to set up for clients, will be absent for the day unless under extreme circumstances or has a written doctor's excuse. The days the school is closed for local and school holidays and intervals between school sessions will not be recorded as absences. Lesson assignments which were missed during any period of absence must be made up by the student. Make-up work will not be permitted during regular class hours. There will be designated time by staff to allow for make-up work. A record of make-up work is maintained for each student who is required to perform this type of work.

Calculation of Over-Time Charges

Each Student is scheduled for instruction by **hours**. It is imperative that Students attend school during all of the hours scheduled also in order for progress report stamps to be completed. Requirements of KMI School of Beauty are **1500 hours** of instruction for Cosmetologists, **1500 hours** of instruction for Barbers; **450 hours** of instruction for Manicurists, **750 hours** of instruction for Estheticians, **300 hours** of instruction for Electrologists, and **1000 hours** of instruction for Instructors (days, weeks, does not count – *only* accumulated hours).

The school is aware that instances may arise when a student must miss some scheduled hours. In the event this is an excused absence, i.e., personal illness, illness of child, court appearance, immediate relative funeral, etc.; the proof of the excused absence must be presented to the Business Office and the hours shall be recorded as such. KMI School of Beauty will accept up to **7** doctors, court, funeral excuses, etc. within the course period.

***The students understands that if they are absent from school even if excused, the student has not earned the clock hours because you're required to scan in, and lost hours can prevent you from graduating.**

Student and Guardian/Sponsor (if applicable) agree to pay the schools tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied. Kay Moriah International School of Beauty will charge additional tuition for clock hours remaining once the maximum timeframe has been exceeded at the rate of **$25.00 per clock hour** or any part thereof, payable in advance until graduation.

Medical Release Waiver

Please keep in mind that KMI School of Beauty does NOT discriminate against anyone based on their mental or physical health or choices, and all are welcome. However, your physical and mental capabilities can potentially affect your education. We only request this information to know for sure if you are capable of fulfilling the duties that beauty school requires, so that we can ensure this is the right place for you.

If any of the following information applies to you, KMI School of Beauty will require that the correct medical documentation is provided, stating that you are capable of doing all necessary work required in order to attend beauty school and will not affect you at any time. Or, if it does affect you, KMI School of Beauty will need exact instructions stating what accommodations may be needed (i.e.

a day off of school, a little time to sit down, wear a mask, etc.). Based on the accommodation being requested, KMI reserves the right to refuse any student if we feel that we are unable to accommodate them fully. Kay Moriah International School of Beauty also reserves

the right to terminate any student that is affected in class by a known pre-existing condition that they chose not to disclose to us here and said student will be taken to court on accounts of Perjury and/or Fraud.

Thank you for your cooperation!

Reminder

If anything on the following page applies to you, please make sure to have your medical professional send any required documentation to KMI School of Beauty either through U.S. Mail or the office can email us directly at:

kmoriahisb@gmail.com

Confidentiality Policy

Kay Moriah International School of Beauty will only share student data with authorized employees or representatives of the school. KMI School of Beauty will not share student data with third parties without written authorization. If we receive information from a third party, we will treat it with the same confidentiality and security as if it came directly from the student.

The student may disclose their information, as they wish, to fellow students and staff. However, once confidentiality is broken by the student, KMI School of Beauty is no longer held responsible for the distribution of the student's information from the source of which the student disclosed their information to.

If the student discloses their personal information to a student or faculty member, KMI School of Beauty is entitled to engage in certain levels of conversation (i.e. life or death situations, medical emergencies, confrontations on school grounds, etc.) with whom the student disclosed to.

If KMI School of Beauty finds out that a student has disclosed their personal information to the entire school, we reserve the right to engage in conversation with other students and faculty members regarding the student in question, as long as it does not breach conduct, reveal any other confidential information of said student, or cause any emotional distress to said student.

SECTION 5: Program Information

Curriculum

Course Format

Theory classes consists of lecture from textbooks, instructor demonstration, watching YouTube procedures and projects, and are generally held from 9:00am - 11:00am Tuesday-Friday morning and 5:30pm-7:30pm Tuesday-Thursday evening. The remainder of the day, Tuesday-Friday day class and Tuesday-Thursday evening class , practical performance classes as well as clinic floor services. The following pages contain information about the school and its policies and procedures and is written in the English language all courses are taught.

Disclosure for all Curriculums

The following requirements must be met by each student in each category in order to graduate from KMI School of Beauty. KMI School of Beauty justifies the difference in the hour requirements between the institution and requirement of the State of Indiana to the student as additional learning time to aid them in passing their State Board licensing and/or certification exams. The institution also justifies its difference in requirements to the student as that which will help them obtain more extensive learning skills and experience to assist them in finding employment after graduation. The institution retains the right to make any changes which it deems necessary to the above curriculum in order to provide the student with an education which is in compliance with current career fields and professional requirements. All students will be notified in writing by the institution if such changes occur.

Notice to Student Regarding Additional Hours

The Estheticians Training Course do exceed the State of Indiana Requirements by 50 extra hours. KMI School of Beauty justifies the difference in the hours requirements between the institution and requirement of the State of Indiana to the student as additional learning time to aid them in passing their State Board licensing and/or certification exams. The institution also justifies its difference in requirements to the student as that which will help them obtain more extensive learning skills and experience to assist them in finding employment after graduation.

Cosmetologists Program Outline

Course/Program Description

The Cosmetologists course/program provides 1500 clock hours of instruction over a minimum of 12 months. The primary purpose of the Cosmetologists course/program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills, obtain licensure, and gainful employment in the field of cosmetology or related career fields.

Cosmetologists Course Objective

Kay Moriah International School Of Beauty's objective for the cosmetologists course/ program includes theory and practical teaching that prepares the student to perform hair, skin, and nail services on the general public. KMISB offers a 1500-hour training course/ program in the cosmetologists arts and sciences that meets the State of Indiana's standards. KMISB provides education in all phases of cosmetologists.

Cosmetologists Course Completion

Upon completion of the course of training and all course requirements, the determined graduate will:

- Have knowledge in the business skills of today's industry as well as the theory and practical skills required by Indiana state laws.
- Have the background and skills to pass the state board-licensing exam and to work as a cosmetologist.
- Have career paths for a Cosmetologists as a stylist, salon manager, salon owner, distributor sales consultant, platform artist and more.

- ❖ Successfully pass the state board examinations.
- ❖ Work in a professional hairstyling salon as licensed cosmetologists.
- ❖ Perform in cosmetologists-related occupations.
- ❖ Develop employer / employee relationships and effective communications skills.
- ❖ The graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetologists and related fields.

Academic Progress Evaluation

Full-time and Part-time Satisfactory Academic Progress (i.e., evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the "Satisfactory Academic Progress". Each student is expected to achieve a minimum grade point overall average of 75%.

Grading System

A = Excellent (100-90)
B = Good (89-80)
C = Average (79-70)
D= Fair (69-60)
F = Poor (59 and under)

Students who meet only one of the evaluation requirements attendance or academic, will not be considered to be making satisfactory progress and will be placed on a warning status and if the student is still not meeting SAP will have the option of going through an appeal process and if approved shall be placed in a probationary status for a maximum of two (2) times but probations cannot be back-to-back. In order to be taken off probationary status, a student must achieve a **67%** rate of attendance and an overall **75%** of academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress and will be considered for dismissal.

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Indiana State Board of Cosmetologists requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

Instructional Methods

The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used for course delivery.

TEXTBOOKS: Milady's Standard Cosmetology 14th Edition
Milady's Standard Foundations

Cosmetologists Topics

Part I: INTRODUCTION
Chapter 1: History and Career Opportunities

Part II: HEALTH SCIENCES
Chapter 2: General Anatomy and Physiology
Chapter 3: Skin Structure, Growth, and Nutrition
Chapter 4: Skin Conditions, Disorders and Diseases
Chapter 5: Nail Structure and Growth
Chapter 6: Nail Conditions, Disorders and Diseases

Chapter 7: Hair and Scalp Properties
Chapter 8: Hair and Scalp Conditions, Disorders and Diseases
Part III: HAIR SERVICES
Chapter 9: Principles of Hair Design
Chapter 10: Scalp Care, Shampooing, and Conditioning
Chapter 11: Haircutting
Chapter 12: Hairstyling
Chapter 13: Braiding and Braid Extensions
Chapter 14: Wigs and Hair Additions
Chapter 15: Chemical Texture Services
Chapter 16: Haircoloring

Part IV: SKIN CARE SERVICES
Chapter 17: Hair Removal
Chapter 18: Facials
Chapter 19: Makeup

Part V: NAIL SERVICES
Chapter 20: Manicuring
Chapter 21: Pedicuring
Chapter 22: Nail Tips and Wraps
Chapter 23: Liquid and Powder Nail Enhancements
Chapter 24: Light Cured Gels

Foundations Topics

Chapter F1: Life Skills
Chapter F2: Professional Image
Chapter F3: Communicating for Success
Chapter F4: The Healthy Professional
Chapter F5: Infection Control
Chapter F6: Chemistry and Chemical Safety
Chapter F7: Electricity and Electrical Safety
Chapter F8: Career Planning
Chapter F9: On the Job
Chapter F10: The Beauty Business

COURSE CONTENT/UNITS

Haircutting	275 Hours
Sanitation	40 Hours
Statues and Laws	10 Hours
Salesmanship	10 Hours
Management	10 Hours
Manicuring	30 Hours
Pedicuring	20 Hours
Hair Removal	15 Hours
Anatomy/Physiology	5 Hours
Skin	5 Hours
Hair	5 Hours
Electricity	5 Hours
Chemistry	10 Hours
Shampooing	35 Hours
Facials & Makeup	65 Hours
Hair Coloring	190 Hours
Textured Services	320 Hours

Scalp Performance	20 Hours
Discretionary Hours	150 Hours

TOTAL - 1500 HOURS

Full-Time Students Cosmetologists

1500 Hours = 50 Weeks = 12 Months

Part-Time Students Cosmetologists

1500 Hours = 68 Weeks = 16 Months - Morning
1500 Hours = 75 Weeks = 18 Months – Evening

Current Fees:

Tuition & Fees:

Tuition:	$ 9500.00
Books and Kits:	$1250.00
Application Fee: (Non-Refundable)	$50.00
Enrollment Fees:	$150.00
Registration Fee (At time of Registration with State Board)	$48.00
Apply for Initial State license (After State Exam is passed)	$40.00
Early Withdrawal/Termination	$150.00
Exceeded Maximum Timeframe	$25.00 per additional hour needed

Manicurists Program Outline

Manicurists Course Objective

The Manicurists program is 450 clock hours of instruction over a minimum of 4 months, which consists of training in such topics such as manicuring, pedicuring, acrylics, sculptor nails, silk wrap/fiberglass, dip, polygel, and gel nails.

Manicurists Course Description

The primary purpose of the program is to train students in both theory and practical skills, which will prepare them for state licensure and enhance their employment opportunities.

- The program also provides information about career opportunities, seeking and obtaining employment and laws and regulations governing salon operation.
- The program is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation and safety and encourages self-reliance, readiness to assist others, and ethical approach to this profession, as well as the business and legal aspects of salon operations.

Manicurists Course Completion

Upon completion of the course of training and all course requirements, the determined graduate will:

- Receive an education in both theory and practical skills and gain knowledge in all phases of manicuring.
- Successfully pass the state board examination.
- Have the opportunity to work in a professional nail salon as a licensed manicurist.
- Be able to work in manicuring related occupations.
- Have the knowledge and awareness of their professional responsibilities to both the clients and employer/employee relationships and effective communication skills.

Instructional Methods

The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used for course delivery.

Academic Progress Evaluation

Full-time and Part-time Satisfactory Academic Progress (i.e., evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the "Satisfactory Academic Progress". Each student is expected to achieve a minimum grade point overall average of 75%.

Grading System

A = Excellent (100-90)
B = Good (89-80)
C = Average (79-70)
D= Fair (69-60)
F = Poor (59 and under)

Students who meet only one of the evaluation requirements attendance or academic, will not be considered to be making satisfactory progress and will be placed on a warning status and if the student is still not meeting SAP will have the option of going through an appeal process and if approved shall be placed in a probationary status for a maximum of two (2) times but probations cannot be back-to-back. In order to be taken off probationary status, a student must achieve a **67%** rate of attendance and an overall **75%** of academics. If a student is placed on a second, consecutive probation, the student will be

determined as not making satisfactory progress and will be considered for dismissal.

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Indiana State Board of Cosmetologists requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

TEXTBOOKS: Milady's Standard Nail Technology 8th Edition
Milady's Standard Foundations

Nail Technology Topics

1. History and Career Opportunities
2. General Anatomy and Physiology
3. Skin Structure, Disorders, and Diseases
4. Nail Structure, Disorders, and Diseases
5. Nail Product Chemistry
6. Manicuring
7. Pedicuring
8. Electric Filing
9. Nail Tips and Forms
10. Nail Resin Systems
11. Monomer Liquid and Polymer Powder Nail Enhancements
12. Gel Nail Enhancements
13. Nail Art

Foundations Topics

1. Life Skills
2. Professional Image
3. Communicating for Success
4. The Healthy Professional
5. Infection Control
6. Chemistry and Chemical Safety
7. Electricity and Electrical Safety
8. Career Planning
9. On the Job
10. The Beauty Business

COURSE CONTENT/UNITS

Sanitation/Disinfection	40 Hours
Anatomy/Physiology	25 Hours
Discretionary Hours	45 Hours
Nail Techniques	190 Hours
Manicure	60 Hours
Pedicure	35 Hours
Chemistry	10 Hours
Salesmanship	15 Hours
Electric Drill/File	20 Hours
Laws/Statues	10 Hours
TOTAL	**450 HOURS**

Full-Time Students Manicurists

450 Hours = 15 Weeks = 4 Months

Part-Time Students Manicurists

450 Hours = 20 Weeks = 5 Months - Mornings
450 Hours = 22 Weeks = 6 Months - Evenings

Current Fees:

Tuition & Fees:

Tuition:	$ 5000.00
Books and Kits:	$1000.00
Application Fee: (Non-Refundable)	$50.00
Enrollment Fees:	$150.00
Registration Fee (At time of Registration with State Board)	$48.00
Apply for Initial State license (After State Exam is passed)	$40.00
Early Withdrawal/Termination	$150.00
Exceeded Maximum Timeframe	$25.00 per additional hour needed

Electrologists Program Outline

Electrologists Course Description

The Electrologists course/program provides 300 clock hours of instruction over a minimum of 4 months. The primary purpose of the Electrologists course/program is to prepare individuals to become licensed electrologists, focusing on the permanent removal of hair using electrolysis, a method that uses electricity to destroy hair follicles

Electrologists Course Objective

In addition to covering skin tissue physiology and endocrine system activities, the program investigates a variety of electrolysis techniques, such as Thermolysis, Galvanic Electrolysis, and Blend Method. Under the supervision of an experienced instructor, students use what they have learned in the classroom in clinical labs and work with electrolysis and other hair removal methods and technology to treat irregularities that cause excessive hair growth. The Electrolysis course is 300 clock hours and meets the requirements of the Indiana Cosmetology/Barber State Board of Licensing and Regulation. The scheduled finish time for this course is 4 months part-time.

Electrologists Course Completion

Upon completion of the Electrologists course requirements, the graduate will:

- Display personal integrity with self-confidence and a positive attitude.
- Display effective communication skills, visual poise, and proper grooming.
- Display effective employer-employee skills.
- Perform all skills at or above a basic level.
- Apply learned theory, technical information, and related matter to assure sound judgments and procedures. To continue to grow as an Electrologists, the graduate should continue to learn new and current information related to skills, trends, and methods for career enhancement in cosmetology and related fields.

Instructional Methods

The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used for course delivery.

Academic Progress Evaluation

Full-time and Part-time Satisfactory Academic Progress (i.e., evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the "Satisfactory Academic Progress". Each student is expected to achieve a minimum grade point overall average of 75%.

Grading System

A = Excellent (100-90)
B = Good (89-80)
C = Average (79-70)
D= Fair (69-60)
F = Poor (59 and under)

Students who meet only one of the evaluation requirements attendance or academic, will not be considered to be making satisfactory progress and will be placed on a warning status and if the student is still not meeting SAP will have the option of going through an appeal process and if approved shall be placed in a probationary status for a maximum of two (2) times but probations cannot be back-to-back. In order to be taken off probationary status, a student must achieve a **67%** rate of attendance and an overall **75%** of academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress and will be considered for dismissal.

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Indiana State Board of Cosmetology requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

TEXTBOOKS: TEXTBOOKS: Milady Advanced Services: Electrolysis and Hair Removal

Electrologists: Fundamentals Topics

1. Hair Removal History and Careers
2. Anatomy and Physiology of the Skin and Hair
3. Disorders and Diseases of the Skin and Hair
4. Client Safety and Infection Control
5. Basic Concepts of Electricity
6. Hair Removal: Electrolysis
7. Hair Removal: Laser and IPL
8. Hair Removal: Waxing
9. Hair Removal: Sugaring
10. Hair Removal: Threading
11. Building a Hair Removal Business

COURSE CONTENT/UNITS

Hair Removal History and Careers & State Law	3 Hours
Anatomy and Physiology of the Skin and Hair	20 Hours
Disorders and Diseases of the Skin and Hair	8 Hours
Client Safety and Infection Control	42 Hours
Basic Concepts of Electricity	5 Hours
Basics of Chemistry	2 Hours
Hair Removal: Electrolysis	76 Hours
Hair Removal: Laser and IPL	2 Hours
Hair Removal: Waxing	2 Hours
Hair Removal: Sugaring	2 Hours
Hair Removal: Threading	2 Hours
Building a Hair Removal Business	5 Hours
Discretionary Hours	2 Hours
TOTAL	**300 HOURS**

Part-Time Student Electrologists

300 Hours = 15 Weeks = 4 months

Current Fees:

Tuition & Fees:

Tuition:	$ 8000.00
Books and Kits:	$1000.00
Application Fee: (Non-Refundable)	$50.00
Enrollment Fees:	$150.00
Registration Fee (At time of Registration with State Board)	$48.00
Apply for Initial State license (After State Exam is passed)	$40.00
Early Withdrawal/Termination	$150.00
Exceeded Maximum Timeframe	$25.00 per additional hour needed

Estheticians Program Outline

Estheticians Course Description

Esthetics is the study of anatomy, physiology, and histology of the skin and skincare treatments to enhance a client's physical appearance. These treatments can include facials, hair removal, body wraps, masks, scrubs, etc. Training in client interactions, business management, skin analysis, advance treatment recommendations, and much more are provided to ensure students are fully equipped as an industry professional after graduation.

Esthetics Course Objective

To enhance and beautify the skin though facials, facial devices and technology, hair removal, makeup essentials, & skin disorders and diseases. The Esthetics course is 750 clock hours and meets the requirements of the Indiana Cosmetology/Barber State Board of Licensing and Regulation. The scheduled finish time for this course is 6 months.

Esthetics Course Completion

Upon completion of the esthetic course requirements, the graduate will:

- Display personal integrity with self-confidence and a positive attitude.
- Display effective communication skills, visual poise, and proper grooming.
- Display effective employer-employee skills.
- Perform all skills at or above a basic level.
- Apply learned theory, technical information, and related matter to assure sound judgments and procedures. To continue to grow as an Esthetician, the graduate should continue to learn new and current information related to skills, trends, and methods for career enhancement in cosmetology and related fields.

Instructional Methods

The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used for course delivery.

Academic Progress Evaluation

Full-time and Part-time Satisfactory Academic Progress (i.e., evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the "Satisfactory Academic Progress". Each student is expected to achieve a minimum grade point overall average of 75%.

Grading System

A = Excellent (100-90)
B = Good (89-80)
C = Average (79-70)
D= Fair (69-60)
F = Poor (59 and under)

Students who meet only one of the evaluation requirements attendance or academic, will not be considered to be making satisfactory progress and will be placed on a warning status and if the student is still not meeting SAP will have the option of going through an appeal process and if approved shall be placed in a probationary status for a maximum of two (2) times

but probations cannot be back-to-back. In order to be taken off probationary status, a student must achieve a **67%** rate of attendance and an overall **75%** of academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress and will be considered for dismissal.

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Indiana State Board of Cosmetology requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

TEXTBOOKS: Milady's Standard Esthetics 12th Edition
Milady's Standard Foundations

Esthetics: Fundamentals Topics

1. Career Opportunities and History of Esthetics
2. Anatomy & Physiology
3. Physiology and Histology of the Skin
4. Disorders and Diseases of the Skin
5. Skin Analysis
6. Skin Care Products: Chemistry, Ingredients, and Selection
7. The Treatment Room
8. Facial Treatments
9. Facial Massage
10. Facial Devices and Technology
11. Hair Removal
12. Makeup Essentials
13. Advanced Topics and Treatments

Foundations Topics

1. Life Skills
2. Professional Image
3. Communicating for Success
4. The Healthy Professional
5. Infection Control
6. Chemistry and Chemical Safety
7. Electricity and Electrical Safety
8. Career Planning
9. On the Job
10. The Beauty Business

COURSE CONTENT/UNITS

Physiology/Histology	60 Hours
Bacteriology/Sterilization/Sanitation	35 Hours
Machinery	50 Hours
Introduction to Skin Care	45 Hours
Skin Care	200 Hours
Makeup and Essentials	55 Hours
Eyelash/Eyebrow	40 Hours
Chemistry and Chemical Safety	40 Hours

Hair Removal	70 Hours
Introduction to advance Spa Techniques	25 Hours
Professionalism	20 Hours
Safety Precautions	20 Hours
Salesmanship/Management	50 Hours
State Laws and Statutes	10 Hours
Discretionary Hours	70 Hours

TOTAL 750 HOURS

Full-Time Students Esthetician

750 Hours = 25 Weeks = 6 months

Part-Time Student Esthetician

750 Hours = 34 Weeks = 8 months - Morning
750 Hours = 37 Weeks = 9 months - Evenings

Current Fees:

Tuition & Fees:

Tuition:	$ 7000.00
Books and Kits:	$1250.00
Application Fee: (Non-Refundable)	$50.00
Enrollment Fees:	$150.00
Registration Fee (At time of Registration with State Board)	$48.00
Apply for Initial State license (After State Exam is passed)	$40.00
Early Withdrawal/Termination	$150.00
Exceeded Maximum Timeframe	$25.00 per additional hour needed

Barbers Program Outline

Barbers Course Objective

This 1500-hour 12-month course covers practical experience in the area of shampooing and scalp treatments, manicures and facials, all types of men's haircuts, hair and beard design, care and styling of hairpieces, and straight razor shaving with an emphasis on all barber specific services.

Barbers Course Description

This program focuses on the whole subject of Barbering and Hairstyling. The program is designed and developed to provide students the skills and knowledge required to pass the State Board Licensing Examination and for maintaining a successful employment as a barbers. This includes preparing students for entry level positions in the barber industry in such occupations as hair stylist, hair colorist, chemical applicators, specialists for men's facial and shaving procedures, barber salon ownership, barber salon management, and barber product sales representatives.

Barbers Course Completion

Upon completion of the course of training and all course requirements, the determined graduate will:

- Receive an education in both theory and practical skills and gain knowledge in all phases of barbering.
- Successfully pass the state board examination.
- Be qualified to work in a professional barbershop or hair salon as a licensed barber.
- Have the knowledge and awareness of their professional responsibilities to both the clients and employer/employee relationships and effective communication skills.

Instruction Methods

The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used for course delivery.

Academic Progress Evaluation

Full-time and Part-time Satisfactory Academic Progress (i.e., evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the “Satisfactory Academic Progress”. Each student is expected to achieve a minimum grade point overall average of 75%.

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F = Poor (59 and under)

Students who meet only one of the evaluation requirements attendance or academic, will not be considered to be making satisfactory progress and will be placed on a warning status and if the student is still not meeting SAP will have the option of going through an appeal process and if approved shall be placed in a probationary status for a maximum of two (2) times but probations cannot be back-to-back. In order to be taken off probationary status, a student must achieve a **67%** rate of

attendance and an overall **75%** of academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress and will be considered for dismissal.

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Indiana State Board of Cosmetology requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

TEXTBOOKS: Milady's Standard Barbering 6th Edition
Milady's Standard Foundations

1. The History of Barbering
2. Life Skills
3. Professional Image
4. Infection Control: Principles and Practices
5. Implements, Tools, and Equipment
6. General Anatomy and Physiology
7. Basics of Chemistry
8. Basics of Electricity
9. The Skin – Structure, Disorders, and Diseases
10. Properties and Disorders of the Hair and Scalp
11. Treatment of the Hair and Scalp
12. Men's Facial Massage and Treatments
13. Shaving and Facial Hair Design
14. Men's Haircutting and Styling
15. Men's Hair Replacement
16. Women's Haircutting and Styling
17. Chemical Texture Services
18. Haircoloring and Lightening
19. Preparing for Licensure and Employment
20. Working Behind the Chair
21. The Business of Barbering

Appendix: Nail Care

COURSE CONTENT/UNITS

Barbering the History	10 Hours
Shampooing/Massage	70 Hours
Skin	10 Hours
Hair	10 Hours
Facials	45 Hours
Electricity/Light therapy	10 Hours
Chemistry	10 Hours
Scalp Treatments	35 Hours
Hair Coloring	130 Hours
Honing/Shaping	15 Hours
Hair Styling	225 Hours
Sanitation/Disinfection, Bacteriology	40 Hours
Haircutting	300 Hours
Salesmanship	15 Hours
Management	10 Hours
Shaving/ Shaping	45 Hours
Anatomy/Physiology	15 Hours
Professional Ethics/Personal Hygiene	10 Hours
Equipment Care	10 Hours
Permanent Waving & Chemical Relaxing	265 Hours

Hairpieces	50 Hours
State Laws and Statutes	20 Hours
Discretionary Hours	150 Hours

TOTAL - 1500 HOURS

Full-Time Students Barber

1500 Hours = 50 Weeks = 12 Months

Part-Time Students Barber

1500 Hours = 68 Weeks = 16 Months - Morning
1500 Hours = 75 Weeks = 18 Months – Evening

Current Fees:

Tuition & Fees:

Tuition:	$ 9500.00
Books and Kits:	$1250.00
Application Fee: (Non-Refundable)	$50.00
Enrollment Fees:	$150.00
Registration Fee (At time of Registration with State Board)	$48.00
Apply for Initial State license (After State Exam is passed)	$40.00
Early Withdrawal/Termination	$150.00
Exceeded Maximum Timeframe	$25.00 per additional hour needed

Instructors Course Program Outline

Instructors Objective

The 1000- clock hour 8-month educator instructor program teaches the skills used by professional hairstylists, make-up artists, manicurists, and other workers in the beauty industry. While some instructors specialize in areas such as esthetics, most are capable of teaching the full range of cosmetology courses, including advanced hair techniques, skin care, makeup, and nail technology. Instruction includes general lessons on anatomy and physiology, and emphasizes safety in the workplace, including the safe handling of chemicals. Instructors also closely supervise advanced students as they work on clients in schools that offer cosmetology services to the public as part of the curriculum.

Instructors Course Description

An educator instructor is a licensed professional who is responsible for teaching students in a cosmetology, barber, esthetics, and nails program the foundational principles and technical techniques of various beauty practices such as skin care, hair cutting and styling, makeup and nails.

Instructors Completion

Upon completion of the course of training and all course requirements, the determined graduate will:

- Prepare and plan the course curriculum and lesson plans.
- Demonstrate and teach students a variety of cosmetology and beauty techniques, skills, and procedures, such as applying makeup, doing hairstyles, and other services.
- Teach students about different beauty and cosmetology products and the use of equipment and tools.
- Ensure the safe usage of chemicals and equipment during practical sessions.
- Provide information regarding the history of cosmetology, current trends, and job outlook.
- Develop and prepare written and practical assessment tests.
- Evaluate students' progress and performance through written and practical exams.
- Provide feedback to students and identify areas of improvement.
- Oversee students' performance during practical lessons and ensure the safe learning environment.
- Provide class materials, items, and other elements used in class.
- Stay up to date with the latest cosmetology and beauty trends and practices.

Instructional Methods

The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for State Board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used for course delivery.

Academic Progress Evaluation

Full-time and Part-time Satisfactory Academic Progress (i.e., evaluation on theory, practical and clinical works (however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the "Satisfactory Academic Progress". Each student is expected to achieve a minimum grade point overall average of 75%.

Grading System

A = Excellent (100-90)
B = Good (89-80)
C = Average (79-70)
D= Fair (69-60)
F = Poor (59 and under)

Students who meet only one of the evaluation requirements attendance or academic, will not be considered to be making satisfactory progress and will be placed on a warning status and if the student is still not meeting SAP will have the option of going through an appeal process and if approved shall be placed in a probationary status for a maximum of two (2) times but probations cannot be back-to-back. In order to be taken off probationary status, a student must achieve a **67%** rate of attendance and an overall **75%** of academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress and will be considered for dismissal.

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Indiana State Board of Cosmetologists requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

TEXTBOOKS: Milady's Professional Educator 4th Edition

Educator Instructor Topics

1. The Professional Educator
2. Study and Testing Skills
3. Learner Characteristics and Learning Principles
4. Methods of Teaching and Learning
5. Program Development and Lesson Planning
6. Educational Aids and Technology
7. Communicating Confidently
8. Effective Presentations
9. Classroom Management and Supervision
10. Challenges to Learning
11. Assessing Progress and Advising Students
12. Success Strategies for Students
13. The Student Salon
14. Learning is a Laughing Matter
15. Student Retention
16. Teams at Work
17. Employment Preparation and Business Fundamentals
18. Evaluating Professional Performance

COURSE CONTENT/UNITS

Orientation and review of the pertinent curriculum	150 Hours
Introduction to teaching	60 Hours
Course Outline & planning	330 Hours
(Lesson planning, Teaching techniques, Teaching aides, Developing. Administration, and grading examinations)	
School administration	50 Hours
(Recording keeping, Laws & Rules)	
Teaching	150 Hours
(Assisting in the clinic & theory classrooms)	
Practice teaching in the class and theory classrooms	260 Hours
TOTAL	**1000 HOURS**

Full-Time Students Instructor

1000 Hours = 33 Weeks = 8 Months

Part-Time Students Instructor

1000 Hours = 45 Weeks = 11 Months - Mornings
1000 Hours = 50 Weeks = 12 Months - Evenings

Current Fees:

Tuition & Fees:

Tuition:	$ 6000.00
Books:	$650.00
Application Fee: (Non-Refundable)	$50.00
Enrollment Fees:	$150.00
Registration Fee (At time of Registration with State Board)	$48.00
Apply for Initial State license (After State Exam is passed)	$40.00
Early Withdrawal/Termination	$150.00
Exceeded Maximum Timeframe	$25.00 per additional hour needed

SECTION 6: Regulatory Policies and Academic Standards

Satisfactory Academic Progress (SAP) Policy

The Satisfactory Academic Progress (SAP) Policy is consistently applied to all students enrolled in KMI School of Beauty regardless of whether or not they participate in Title IV programs, attend on a twenty (20), twenty-two (22), or a thirty (30) hour week, and all students enrolled in a specific course/program. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences, Inc. (NACCAS) and the federal regulations established by the United States Department of Education. The Satisfactory Academic Progress (SAP) Policy is provided to all students prior to enrollment at orientation.

Student Conduct Policy

All Rules and Regulations of KMI School of Beauty are to be followed. Students are expected and required to be courteous, respectful and friendly to all staff members and customers. Our policy requires that students treat others fairly, with respect, and professionally at all times. Violations of the conduct policy of KMI School of Beauty will be reviewed by the school owners and could result in the student being placed on suspension and/or termination. If the decision is to place the student on suspension, and the student violates policy again, termination may be the result. Once placed on suspension, the student is not allowed on the school campus until the date of return listed on the disciplinary form that will be signed by the student and administrator at the time of the consultation. No additional charges will be charged to students placed on suspension. For terminations, the student's last date of attendance will be used for Title IV returns.

Attendance Policy

At KMI School of Beauty records are maintained which clearly show the attendance of a student. These records indicate the student's presence, or absence. These records are maintained in such a manner as to make the students attendance readily determinable by anyone authorized to inspect such records. Attendance clock is monitored and downloaded monthly. A student's failure to attend will be considered either as an excused or unexcused absence. Both types of absences will be recorded as absences. Personal illness, illness or death of an immediate family member, pregnancy, sickness, injury, COVID, active military duty, and jury duty will be considered as excused absences as long as a written excuse signed by a doctor, the commanding officer of the service unit of the student, or representative of the court, whichever is appropriate, is presented by the student to substantiate such absences. This written excuse will be filed with the student's attendance records. All other absences will be considered unexcused. The institution may consider extenuating circumstances provided written notification is presented by the student. A student will be terminated as of his/her last day of physical attendance whenever he/she has accumulated more than 15 consecutive days of unexplained absences. Exceptions will be made if a student can show proof of hospitalization and or other emergency during his/her absence prior to the 16th day of absences.

When a student returns from an absence or tardy without documentation the offense is unexcused. If a student is out sick for three days or more, documentation is required to return to work with the public. If you are not ready in appearance and materials by 8:30am or 5:00pm you are considered tardy at the discretion of staff, even if you have clocked in on time.

Satisfactory attendance must be maintained. All course work missed due to absences must be made up within the current quarter. Only absences accompanied by a doctor's note or official documentation will be considered excused.
Because of public safety concerns, Students who are out due to illness for three consecutive days of more cannot return to school until documentation is received from a physician excusing the student back to work with the public.

Any scan-in on the timecard recorded at or after 8:31am or 5:01pm is considered tardy, whether excused or unexcused. In order to be considered excused, late arrivals must be

1) Requested off in advance via the appropriate form
2) If unforeseen, called in prior to 8:30am or 5:00pm AND accompanied by a doctor's note or official documentation.

Termination

Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily Kay Moriah International School of Beauty may terminate a student's enrollment for noncompliance with General harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.
A termination fee of **$150** will apply.

Attendance Recording Procedure

It is the policy of this school that all students shall scan in to a digital time clock using the time scan card. Students are required to record their theory hours on their own and practical operations on a daily stamp sheet. At the end of the reporting period, each student is responsible for verifying their reportable hours. Students should check their records and compare them to their scan time for accuracy. Discrepancies should be reported immediately to ensure that the correct calculation of the student's-average attendance meets the minimum criteria.

Contracted Rules And Regulations

Attendance

•Students are required to take a 30-minute lunch break each day accept part-time morning & evening students. It is the student's responsibility to take time for lunch and clock OUT and IN appropriately.
•Only hours correctly documented will be credited.
•Any mis-scan on the time clock will void the time and you will not receive credit (forgetting to clock in or out, forgetting to take lunch).
•Students must have permission from the front office to clock out for lunch longer than 30 minutes during regularly scheduled school hours and must turn a request for time off into the office.
•Students who need hours evaluated for accuracy must make an appointment with the Administration to have his/her time scans reviewed.
•A student is provided a calendar indicating holidays and breaks and must use the calendar to plan their time off accordingly. Students are required to attend all scheduled days of class.

Absences And Tardies

•In case of illness or emergency, students must appropriately report his/her absence or tardy prior to the start of the scheduled class.
•Calling alone does not excuse the absence.
•In order for an absence or tardy to be considered excused appropriate documentation must be presented upon return (legal notice, DR. note, etc.).
•When a student returns from absence without notice and has not requested the day off the absence is unexcused.
•If a student is out sick for three days or more, documentation is required to return to work with the public.
•If you are not ready in appearance and materials by 8:30am or 5:00pm you are considered tardy at the discretion of staff, even if you have clocked in.
•In the event that you are tardy due to appearance or preparedness disciplinary action will be decided at the discretion of staff.
•If a student has an unexcused tardy based on the criteria above:
•KMISB does not automatically allow make-up hours; it is only at the discretion of the school administrator if a student is given an opportunity to make hours up.
•If a student is absent for more than one week without appropriately notifying the school, the student will be automatically terminated, or 15 days.

Harassment And Discrimination Policy

KMI School of Beauty is committed to providing a learning environment where the individual differences of all students and employees are valued and respected. The Beauty school does not condone and has a (zero tolerance) policy regarding any discrimination or harassment that undermines the dignity, self-esteem, and productivity of any student or employee KMI School of Beauty considers harassment and/or discrimination by any employee or student to be a serious breach of human rights, which requires immediate resolution. Such resolution may include disciplinary measures up to and including dismissal or expulsion.

Minimum Time frame:

The payment periods for the institution are based upon actual hours completed.

1. KMI School of Beauty offers Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, & Instructors, courses/programs in clock hours. Payment periods are also determined by clock hours.
2. Minimum timeframe for completing KMI School of Beauty Instructional Courses/Programs. The minimum time allowed for the students to complete each course at satisfactory progress is stated below.

COURSE/PROGRAM		MINIMUM TIME	SCHEDULED HOURS
Cosmetology	(30-hour week)	50.00 weeks	1500
Cosmetology	(22-hour week)	68.00 weeks	1500
Cosmetology	(20-hour week)	75.00 weeks	1500
Barber	(30-hour week)	50.00 weeks	1500
Barber	(22-hour week)	68.00 weeks	1500
Barber	(20-hour week)	75.00 weeks	1500
Esthetician	(30-hour week)	25.00 weeks	750
Esthetician	(22-hour week)	34.00 weeks	750
Esthetician	(20-hour week)	37.00 weeks	750
Electrologists	(20-hour week)	15.00 weeks	300
Manicurist	(30-hour week)	15.00 weeks	450
Manicurist	(22-hour week)	20.00 weeks	450
Manicurist	(20-hour week)	22.00 weeks	450
Beauty Instructor	(30-hour week)	33.00 weeks	1000
Beauty Instructor	(22-hour week)	45.00 weeks	1000
Beauty Instructor	(20-hour week)	50.00 weeks	1000

The minimum timeframe for the Requirements of KMI School of Beauty are **1500 hours** of instruction for Cosmetologists, **1500 hours** of instruction for Barbers; **450 hours** of instruction for Manicurists, **750 hours** of instruction for Esthetics (**exceed 50 hours by the State's requirements**), **300 hours** of instruction for Electrologists, and **1000 hours** for Beauty Culture Instructor.

Clock Hours in Academic Weeks Full-Time

1500 hours for Cosmetology- 50 weeks
1500 hours of Barber – 50 weeks
450 hours for Manicurist – 15 weeks
750 hours for Esthetician – 25 weeks
1000 hours for Instructor- 33 weeks

Clock Hours in Academic Weeks- Part-Time Mornings

1500 hours for Cosmetology– 68 weeks
1500 hours of Barber– 68 weeks
450 hours for Manicurist– 20 weeks
750 hours for Esthetician– 34 weeks
1000 hours for Instructor– 45 weeks

Clock Hours in Academic Weeks- Part-Time Evenings

1500 hours for Cosmetology– 75 weeks
1500 hours of Barber– 75 weeks
450 hours for Manicurist– 22 weeks
750 hours for Esthetician– 37 weeks
300 hours for Electrologists- 15 weeks
1000 hours for Instructor– 50 weeks

State of Indiana Requirement	KMI School of Beauty School Requirements
1500 hours for Cosmetology	1500 hours for Cosmetology
1500 hours of Barber	1500 hours of Barber
450 hours for Manicurist	450 hours for Manicurist
700 hours for Esthetician	750 hours for Esthetician
1000 hours for Instructor	1000 hours for Instructor
300 hours for Electrologists	300 hours for Electrologists

Established Standards for Measuring Satisfactory Academic Progress (SAP):

Students are assigned academic learning (theory) and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as Satisfactory/completed and counted toward course/program completion only when rated as satisfactory or better (with a minimum overall grade of 75% required to be in satisfactory progress). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Students must maintain an overall written grade average of 75%; pass the comprehensive written with a minimum grade of 75% and pass the practical exam with a Satisfactory prior to graduation. Students must make up missed textbook exams and incomplete assignments if excused.

Grade of "A"	**90-100**	**Satisfactory/Passing**
Grade of "B"	**89-80**	**Satisfactory/Passing**
Grade of "C"	**79-70**	**Satisfactory/Passing**
Grade of "D"	**69-60**	**Unsatisfactory/Non-Passing**
Grade of "F"	**59-0**	**Unsatisfactory/Non-Passing**

This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Indiana State Board of Cosmetology requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

Attendance (Quantitative):

KMI School of Beauty students are required to attend 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress.

I. A student's failure to attend will be considered either as an excused or un-excused absence. Both types of absences will be recorded as absences.

II. Personal illness, illness or death of an immediate family member, pregnancy, sickness, injury, COVID, active military duty, and jury duty will be considered as excused absences as long as a written excuse signed by a doctor, the commanding officer of the service unit of the student, or representative of the court, whichever is appropriate, is presented by the student to substantiate such absences. This written excuse will be filed with the student's attendance records. All other absences will be considered un-excused. The institution may consider extenuating circumstances provided written notification is presented by the student.

III. 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. The student will not be assessed any additional charges during their Leave of Absence (LOA). Hours elapsed during a leave will extend the student's contract period by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

IV. Students who withdraw prior to completion of the course/program and wish to re-enroll will return in the same satisfactory progress status as at the time of withdrawal. This applies to all students wishing to re-enroll in KMI School of Beauty. Any outstanding balance of monies owed to the institution by a student re-enrolling will roll over at re-entry and may or may not be covered by financial aid. Any student terminated by the institution due to exceeding the maximum time frame and wishes to re-enroll would thereafter be permitted to re-enroll in the course/program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

KMI School of Beauty students are evaluated on actual hours completed. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Evaluations will be completed within seven (7) school business days following the institution's established evaluation periods. This will ensure that the student will graduate within the maximum time frame allowed.

*I understand that, should I complete the program earlier than the estimated time frame stated in the contract, my financial aid package may be recalculated and that this may result in liabilities owed by myself and/or the institution, if applicable.

The maximum time allowed for the students to complete each course at satisfactory progress is 150% and is defined below.

COURSE/PROGRAM	SCHEDULED HOURS
Cosmetologists - 1500	2250
Barbers - 1500	2250
Estheticians - 750	1125
Electrologists - 300	450
Manicurists - 450	675

*Any transfer hours accepted from another institution and applied to the student's education course/program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. Satisfactory Academic Progress (SAP) evaluation periods are based on actual contracted hours at the institution.

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

Maximum Time Frame:

The maximum time frame allowed by KMI School of Beauty for students **may not exceed 133%** of the Enrollment Period. If due to attendance or academic problems and the student must attend additional hours beyond the maximum time frame, the student will be charged overtime charges of **$25.00 per hour**, lose Title IV eligibility, and shall be terminated by the institution. KMI School of Beauty chooses not to allow appeals at this time. Any student wishing to re-enroll would thereafter be permitted to re-enroll in the course/program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy and any outstanding balance would roll over at re-entry. A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in a leave of absence. A student may not take a leave of absence for more than 180 days during a 12-month period.

Academic (Qualitative):

Work Projects Completed

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 Satisfactory/completed and counted toward course/program completion only when rated as satisfactory or better with a minimum of 75% required to be in satisfactory progress. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Students must maintain an overall written grade average of 75%; pass the comprehensive written with a minimum grade of 75% and pass the practical exam with a Satisfactory prior to graduation. Students must make up missed textbook exams and incomplete assignments if excused.

Academic Year Definition

The amount of the academic work students enrolled in a course or program must complete each year, and the number of academic weeks in which they are expected to complete it, as defined by the institution, but not less than 900 clock hours over at least 26 Academic Weeks of instruction according to NACCAS. KMI School of Beauty base our programs on an Academic year of 900 clock hours and 30 Academic Weeks

Satisfactory Academic Progress (SAP) Evaluation Periods

KMI School of Beauty establishes evaluation periods in accordance with payment periods established with the US Department of Education for the purposes of Title IV funding. Evaluation periods coinciding with the US Department of Education are as follows:
KMI School of Beauty elects to omit the last SAP evaluation within the course/program. KMI School of Beauty schedules frequent evaluations prior to the issuance of the final Student Progress Report of Satisfactory Academic Progress (SAP) to ensure 1) that students are aware of their progress status and 2) that each student has ample opportunity to meet both the attendance, written and practical exam progress requirements of at least one evaluation by midpoint in the course. Once the evaluation is conducted, the student will be notified if the evaluation impacts the student's eligibility for financial aid, if applicable, and that they may obtain a copy of their Satisfactory Academic Progress (SAP) evaluation through the administrator of the institution. Satisfactory Academic Progress (SAP) evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress (SAP). All evaluations are based on actual hours. KMI School of Beauty students are evaluated for Satisfactory Academic Progress (SAP) and receive Progress Reports notifying them whether or not they have achieved Satisfactory Academic Progress (SAP) at the end of each payment period as follows:

Cosmetologists:	**450, 900, 1200 clocked hours- 15,30,40 weeks (Full-Time)**
Barbers:	**450, 900, 1200 clocked hours- 15,30,40 weeks**
Estheticians:	**375 clocked hours- 13 weeks**
Manicurists:	**225 clocked hours- 8 weeks**
Instructors:	**450, 900 clocked hours- 15,30 weeks**
Cosmetology:	**450, 900, 1200 clocked hours- 20,40,54 weeks (Part-Time Mornings)**
Barber:	**450, 900, 1200 clocked hours- 20,40,54 weeks**
Estheticians:	**375 clocked hours- 17 weeks**
Manicurists:	**225 clocked hours- 10 weeks**
Instructors:	**450, 900 clocked hours- 20,40 weeks**

Cosmetology:	**450, 900, 1200 clocked hours- 22,45,60 weeks (Part-Time Evenings)**
Barber:	**450, 900, 1200 clocked hours- 22,45,60 weeks**
Estheticians:	**375 clocked hours- 19 weeks**
Electrologists:	**150 clocked hours- 8 weeks**
Manicurists:	**225 clocked hours- 11 weeks**
Instructors:	**450, 900 clocked hours- 22,45 weeks**

At the time of each evaluation at the end of each payment period, students who have not made Satisfactory Academic Progress (SAP) must be informed they are no longer eligible to receive assistance unless the student is placed on financial aid warning. All students will receive a written student report of Satisfactory Academic Progress (SAP) at the end of the pay period. Students who meet the minimum requirements for attendance and academic performance will be considered to be making Satisfactory Academic Progress (SAP) until the next scheduled Satisfactory Academic Progress (SAP) evaluation. **(Pre-Eligibility Approved- KMISB Is In The Process Of Completing The Initial Application)**

Financial Aid and Satisfactory Academic Progress (SAP)

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 nor 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. **(Pre-Eligibility Approved- KMISB Is In The Process Of Completing The Initial Application)**

Financial Aid Warning Policy

Students who fail to meet minimum requirements for attendance and/or written and practical exams are placed on financial aid warning and considered to be making Satisfactory Academic Progress (SAP) during the first warning period. No appeal is necessary. The student will be notified in writing of unsatisfactory progress by the administrator of the Financial Aid Office and advised of the consequences if he/she does not obtain Satisfactory Academic Progress (SAP). The student will then be advised in writing of the actions required to attain Satisfactory Academic Progress (SAP) by the next evaluation period. If, at the end of the financial aid warning period, the student has not met requirements to re-establish Satisfactory Academic Progress (SAP), he/she will be determined as NOT making Satisfactory Academic Progress (SAP) and the student will be deemed ineligible to receive Title IV funds. Students will be formally advised in writing of any evaluation that impacts the student's eligibility for financial aid. KMI School of Beauty chooses not to accept appeals at this time. **(Pre-Eligibility Approved- KMISB Is In The Process Of Completing The Initial Application)**

Re-Establishment of Satisfactory Academic Progress

In order for a student to re-establish his or her eligibility to receive assistance under Title IV, HEA programs, the student must meet the minimum requirements of Satisfactory Academic Progress (SAP). Satisfactory Academic Progress (SAP) requires the student to maintain a 75% percent cumulative grade point average (CGPA) and complete 75% percent of the scheduled clock hours in the payment period. Two Mondays a month are provided to the students to make up work and hours in order to achieve Satisfactory Academic Progress (SAP) before the end of the payment period in which the student is on financial aid warning. **(Pre-Eligibility Approved- KMISB Is In The Process Of Completing The Initial Application)**

Appeals Procedure

Students who meet only one of the evaluation requirements attendance or academic, will not be considered to be making satisfactory progress and will be placed on a warning status and if the student is still not meeting SAP will have the option of going through an appeal process and if approved shall be placed in a probationary status for a maximum of two (2) times but probations cannot be back-to-back. In order to be taken off probationary status, a student must achieve a **67%** rate of attendance and an overall **75%** of academics. If a student is placed on a second, consecutive probation, the student will be determined as not making satisfactory progress and will be considered for dismissal. **(Pre-Eligibility Approved- KMISB Is In The Process Of Completing The Initial Application)**

*The reasons for which a student may appeal such as the death of a relative, an injury or illness of the student, or other allowable special circumstances.
*The student must submit an appeal form regarding why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation along with supporting documentation.
*The results of the student's appeal are documented on the appeal form as granted or denied and put in the students file.
This grading scale reflects the institution's accrediting agency, the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Indiana State Board of Cosmetologists requirements. Students may also refer to the Satisfactory Academic Progress (SAP) section of the catalog for further information on grading policy and procedures.

Re-Entry Students

Acceptance into the Cosmetologists, Manicurists, Electrologists, Estheticians, Barbers, & Instructors programs is contingent on course offering, space availability, and the scheduling of an appointment with the school Administrator for advising, possible theory remediation and any diagnostic or skills testing as required. Students will be notified in writing if reinstated in the Program. Students will be required to purchase any textbooks, supplemental material, tool kit, or mannequins required. Discipline issues will require the student to wait one at least 6 months before reinstatement will be granted. Possible counseling may be required based on individual circumstances.

A student who withdraws prior to completion of the course/program and wishes to re-enroll will return in the same Satisfactory Academic Progress (SAP) status at the time of withdrawal. This applies to all students wishing to re-enroll in the KMI School of Beauty. A $50.00 non-refundable application fee will apply. Any outstanding balance of monies owed to the institution by a student re-enrolling will roll over at re-entry and may or may not be covered by financial aid.

Any student terminated by the institution due to exceeding the maximum time frame and wishes to re-enroll would thereafter be permitted to re-enroll in the course/program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

Incompletes:

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 will extend the student's contract period by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

Withdrawals:

Students who withdraw prior to completion of the course/program and wish to re-enroll will return in the same Satisfactory Academic Progress (SAP) status as at the time of withdrawal. A $150.00 non-refundable application fee will apply.

Noncredit, Repeated and Remedial Courses

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

Incompletes and Withdrawals

Incompletes and Withdrawals are the only items that apply to this institution. Repetitions do not apply to this institutions as the school has no such item.

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.

SECTION 7: Student Services

Grievance Policy and Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and pattern of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.

2. The complaint form will be given to the school Administrator/Owner.

3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In case of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint of another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, the Indiana State Board of Cosmetology and Barber, or Indiana Civil rights of Commission.

8. If the student refuse to follow the grievance policy by going through KMI School of Beauty first, then KMISB will handle the grievance with the student in court for non-compliance.

Grievance forms can be obtained from the Administrative Department of the institution.

Policy on Evaluation Before Registration

KMI School of Beauty reserves the right to evaluate a student within **(45)** forty-five days of enrollment before registering with the Indiana State Board of Cosmetology to determine that the student meets Satisfactory Academic Progress (SAP). All students must maintain a 67% attendance rate and meet the practical and academic requirements outlined in the Satisfactory Academic Progress (SAP) Policy prior to registration. If the school determines that the student fails to meet these requirements, the school reserves the right to terminate the student at that time.

Student Personal Services

A private office is available for student counseling (including financial aid), placement, and other personal services for the benefit of the students. All prospective students will be required to attend orientation prior to enrollment. During orientation, topics on instructional programs, educational objectives of programs, policies of the school including its grievance policy, student support services, financial aid programs and any other information required to be disclosed prior to enrollment will be reviewed and discussed. All information reviewed in the orientation and other topics concerning the student and his/her instruction will be accessible throughout the program and are available upon request. The institution will advise the student academically throughout the program as stated in the Satisfactory Academic Progress (SAP) policies and procedures of the school. Students are free to make an appointment to discuss personal problems which may affect their schooling or future employment. It is advised that the law prohibits any school, college, etc. from guaranteeing placement. The school does not provide housing. Although we do not guarantee placement, we offer assistance through the posting of job opportunities on an informational bulletin board. KMI School of Beauty also provides students with employment assistance through the following training: Rules, regulations, and state laws governing the scope of practice for which they are training and job skills. KMI School of Beauty does not guarantee placement.

Rules and Regulations

1. Classes are held from 8:30am to 2:00pm, Tuesday through Friday. Saturday 8:30am to 5:00pm
2. White uniforms and white closed in gym shoes, no sandals or **Crocs** are allowed. (All times)
3. Students are to have their hair & makeup done every day.
4. If you are absent, you should call or email in by **7:45am or Evening** by **4:45pm.**
5. No standing by other students while they are working with a patron.
6. Anyone caught stealing will be subject to termination.
7. Students will pay for any supplies used on themselves, other than shampoo or haircuts.
8. All work must be checked by a teacher.
9. All students must complete their duties before leaving the school.
10. Only staff and students are allowed on the clinic floor. NO EXCEPTIONS.
11. Knock before entering any office. Do not enter any office or supply room without permission from Ms. Lonnie.
12. No students to use the business phone unless it's an emergency.
13. Only white aprons or black aprons for Cosmo are allowed over uniforms. No colored jackets permitted.
14. No excessive jewelry, scarves, etc., worn.
15. Parking is available for all students in the rear lot. DO NOT park at any other place of business. Do not park on the grass or up front.
16. Students must clock in and out at front desk (via time-clock).
17. Students' hair and makeup must be presentable at all times.
18. No drugs, alcohol or vulgar language, threats or violence shall be tolerated. Vaping should be done in your vehicle.
19. Nothing belonging to the school is to be taken out of the school without permission.
20. Possession of weapons, i.e., guns, knives, etc., on school property will not be tolerated. Termination will be the result.
21. No student is to clock in past **8:30AM or 5:00PM** unless extreme circumstance arises, or the student has a doctor's excuse.

Student Support Services

Unfortunately, when students are attending beauty school unexpected situations happen (i.e. Grief and Loss, Domestic Abuse, Depression, Unexpected Pregnancies, Personal Situations, etc.…) that can affect how a student performs in school academically. If or when situations like these take place KMI School of Beauty Administrator is available to provide tutoring/academic advising as needed. The Administrator is Certified in recognizing domestic abuse and being a former high school principle is experienced in counseling students in these types of situations and can recommend students to where they can receive additional help if needed. KMI School of Beauty desire is for all of our students to succeed and we provide services to meet that end.

Annual Campus Security Report

KMI School of Beauty strives to provide a safe educational environment for all students and staff. A collaborative effort of both the institution's officials and its students in maintaining safety in and around the institution assists in the overall objective of the institution to provide a safe educational environment and should be implemented at all times. KMI School of Beauty understands emergency situations may occur at any time and wants to ensure the safety of both its students and staff. Under the Clery Act, all colleges and universities that participate in federal financial aid programs are required to keep and disclose information about crime on and near its campus. It also requires said institutions to issue timely warnings and emergency notifications when there is a potential threat in which they can take preventative measures. All students and staff should ensure they inform the institution of any changes to their email and/or phone numbers by contacting the administrator of the institution. Although authority lies with the administrator and/or owner(s) of the institution to report a threat and/or crime, this does not prevent any student or staff member from contacting local authorities or dialing 911 if they feel they are in danger.

Emergency information

KMI School of Beauty follows the emergency guidelines in situations such as severe weather, fire, or intruder.

(1) Remain calm
(2) Walk, don't run If weather looks threatening, campus staff will monitor the appropriate weather media sources/news for the latest information.
(3) If a tornado warning is issued, take cover immediately. Instructors and staff members will be present to assist students while they wait in a secure location. Sit with your knees drawn to your chest, rest your head on your knees, and cover your head with your arms.
(4) If the fire alarm sounds, the building should be evacuated immediately and once outside keep moving away from the building. Stay with your group; this makes it easier to account for everyone. Students will be advised when it is safe to re-enter the building.
(5) Refer to posted floor plans and procedures for evacuation.

American Heart Association (AHA)

All students will be required to be CPR, First Aid & AED certified before graduating school.
If students are already certified, their skills will be tested before graduating from school.
Class will take place with a certified Basic Life Support Instructor.
***The owner Rolonda Bartnicki/Ms. Lonnie has been a certified Basic Life Support (CPR) Instructor for the pass 14 years.**

Reciprocity

For the State of Indiana

Reciprocity is granted in Indiana on a case-by-case basis, depending on whether your home state has equivalent or more demanding education and licensing requirements. You may not transfer if you have only attended a nail school but have not worked actively with the license, and you may be required to take additional training. However, for cosmetology, it is acceptable to transfer a license with school hours only.

- If you want to transfer to Illinois

For the State of Illinois

If you want to transfer your license to Illinois, you may be able to bypass the testing requirements of the license by applying for endorsement. You must submit proof of your education to demonstrate that your home state's training requirements are at least as extensive as those in Illinois. You must also submit proof of work experience and proof of your current cosmetology license.

***Additional information can be discussed with the school administrator.**

Training Kits

Training kits and books; are purchased by the student prior to enrollment at KMI School of Beauty unless a payment plan has been arranged. These items are required for use throughout the program of study. All Training kits are required to be brought to school during the course of study as it is a requirement for meeting program completion, as well as being prepared at all times to provide outstanding customer service to our clients.

A Student is required to be prepared each day with their complete student kit. Refusal of a client due to not being prepared or missing kit items will result in being sent home for the day. The school is not responsible for missing, lost, or stolen personal, kit or trolley items.

Students are responsible for their kits, and at any time if an item is missing a student has the following options:

*Purchase a new or used item from the school if the school has one in stock. The item must be paid for at the time of purchase, no charges or postponement of payment is acceptable.

*Clock out. The student must obtain a replacement kit item (same brand or model) as the missing item and obtain instructor approval before clocking in (same day or following days).

Practical And Clinical Consent

1. It is understood and agreed that all students will permit other students and instructors to perform and practice services on them during practical and clinical classes.
2. Students not allowing others to practice on them will not be permitted to practice on others, which may result in academic failure.
3. The student hereby releases KMI School of Beauty, which includes but is not limited to students, instructors, or more persons that perform any services on the student free from any liability.
4. The student hereby releases responsibility for any accident or other mishap, which may occur during any procedure performed while the student is in training.
5. The student hereby releases KMI School of Beauty to use Video and or Photographic images that may be taken during the course of their studies at the Beauty School. The student consents to have such images posted through social media and advertising mediums such as our corporate website, Facebook, or Instagram only. The Beauty School will immediately remove any such images at any student's request.
6. During some of the aspects of our practical study, students may have a medical condition that may prevent them from participating in the class, such conditions are to be revealed prior to your start date, i.e., back problems, phobias, hypersensitive skin, nerve or muscle disorder, product sensitivity etc.., You will be required to bring in a physicians release letter containing the medical condition and that you are capable of attending school and participating in all procedures before attending class.
7. The required number of hours for your internship/clinical/practicum is detailed in the course outline provided to you during your enrollment.

Lockers

Lockers are assigned for textbooks and or personal items. Each locker must have a lock and MUST be locked at all times. Lockers are the property of KMI School of Beauty and are subject to search at any time without prior consent. Maintenance of the locker is the responsibility of the student. On completion or interruption of training all personal belongings must be removed. If contents are not removed, the school will attempt to contact the student to remove their property. If unsuccessful, the school will remove contents of the locker within five (5) class days. Items remaining in the locker will become the property of KMI School of Beauty.

Non-Beauty School Items

Items that are non-beauty school such as, but not limited to cell phones, laptops, tablets, lunch items, purses, and makeup bags must be stored in the student's locker. Water is allowed in the classroom provided it is in a standard 12oz – 16oz water bottle. No exceptions. Food and drink (other than water) is only allowed in classroom/lab during designated breaks.

Workplace Sanitation

- Workspace and laboratory area must be sanitized prior to and after completion of a client service.
- All products and / or supplies must be returned to the dispensary. At the conclusion of class, sanitation procedures will be assigned by the instructor.
- Indiana State board of Cosmetology and Barber required Sanitation and Disinfection procures are hanging in the areas of the school for every course

Drug and Alcohol Abuse Policy

It is the policy of KMI School of Beauty to provide a program of substance abuse education that will further our efforts regarding the general health and safety of our staff and students. The objective of this program is to promote increased awareness about substance abuse and to maintain a learning institution free of drugs and alcohol.
Students and staff are prohibited from the illegal use, possession, sale, manufacturing, or distribution of illicit drugs and alcohol while on the institution's property or while involved in any of the institution's activities. This also includes the intentional sale or furnishing of alcoholic beverages to person under the age of 21 while on institutional property or during institutional activities.

KMI School of Beauty is committed to fostering a drug-free environment for its students and employees. Except for drugs prescribed by a physician, no student may use, posses, sell, or distribute alcohol or other types of "illegal" or controlled substances, or use or possess drug paraphernalia on the school premises. Additionally, the illegal use of prescribed drugs and the inappropriate use of over-the-counter drugs are also prohibited. Any sign of drug use will be an automatic dismissal from school

Violation of the above stated policy of KMI School of Beauty on illicit drugs and alcohol, consistent with local, state, and federal law, shall result in expulsion or termination of the student or staff member and referral for prosecution. As per the Higher Education Opportunity Act (HEOA), any student convicted of an illegal drug violation while receiving financial aid will result in denial of federal financial aid for a specific period. In addition to losing financial aid eligibility, the student may face other legal consequences. Beginning the 2022-2023 award year, the Department of Education will begin implementation of the removal of the Selective Service and drug convictions requirements for federal Title IV eligibility. Beginning the 2023-2024 award year, the questions regarding registration for Selective Service and drug convictions will no longer be on the FAFSA. KMI School of Beauty policy along with local, state, and federal laws pertaining to drugs and alcohol remain in effect.

The abuse of alcohol, legal drugs, and illegal drugs can be harmful to an individual, not only physically, but mentally, emotionally, and socially. Aside from the health issues just mentioned, the legal consequences of the possession, sale, and consumption of illegal drugs and alcohol can be just as detrimental.

https://www.drugabuse.gov/drug-topics/commonly-used-drugs-charts

Electronic Devices

- Cell phones or other personal communication devices such as I-Pads, computers, etc. should be in silent mode and put away during lecture and clinical hours.
- They may be used only during designated breaks and lunch.
- If you are expecting a very important telephone call, or requiring making a call, you must notify the instructor prior to class regarding the nature of the situation (You are to clock out during an important or emergency phone call.)
- Keep phone on vibrate and if you receive a call, leave the room quietly and clock out before the call is taken.
- Cell phones must be put away during tests and quizzes and must be turned off or on vibrate. If your cell phone is out during a test or quiz, your test will be taken and you will receive a zero with no makeup.
- If disruptions from devices become a distraction the instructor is authorized to require the student to remove the device from class or lab and sent home for the rest of the day losing clock hours.
- Students may not charge cell phones during class time. Break time is acceptable.
- Students using a cell phone other than break time or without permission will not be allowed to bring the cell phone to school anymore. If an emergency occur the student will be allowed to use the schools telephone.

Smoking

According to the State of Indiana law, the use of tobacco products is prohibited at KMI School of Beauty. Students are to Vape inside of their cars parked in the rear of the school. Students are not allowed to vape with under age students (under 21) in your vehicles. If the student is found to be vaping with an under-age student, they will be dismiss from school and reported to Hobart, Indiana law enforcement.

Suspension And Expulsion

KMI School of Beauty reserves the right to suspend or expel any student who does not respect and/or adhere to the policies implemented KMI School of Beauty.

Sex Discrimination and Sexual Misconduct Policy

In order to ensure the health and safety of our employees and students, the KMI School of Beauty prohibits sex discrimination, sexual harassment and/or sexual violence. This includes incidents on and off the institution's premises. This applies to all institutional programs including extra-curricular activities pertaining to the institution. This may also include any incidents off campus which may interfere with the health and safety of the institute's employees and students. This policy applies to all students, employees, contractors, and visitors.

In compliance with Title IX regulations, along with state and federal laws, KMI School of Beauty prohibits sexual harassment. As per 34 C.F.R §106.30, "Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct ("quid pro quo"); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34
U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30) – Clery Act and the Violence Against Women Act (VAWA)." These regulations protect everyone from sexual harassment under Title IX. Sexual harassment may consist of verbal, physical or other types of behavior which target an individual based on their sex and that the individual considers unwelcome. Any individual regardless of sexual orientation, disability status, or gender identity may be a victim or perpetrator of sexual harassment.

KMI School of Beauty strives to provide a safe educational environment for all students and employees. The school will make every effort to prevent sexual harassment from occurring. KMI School of Beauty will respond promptly and supportively to all reports of individuals alleged to be victimized by sexual discrimination, sexual harassment, and/or sexual misconduct. KMI School of Beauty will resolve complaints promptly and accurately in a manner which is not deliberately indifferent. KMI School of Beauty policy ensures for a fair grievance process that provides due process protections to alleged victims and alleged perpetrators of sexual harassment.

***Questions or concerns regarding sexual discrimination, sexual harassment, or sexual violence including any reports against students, employees and third parties may be directed to the following individuals in the Administrative Office**

Questions or concerns may also be directed to the Office of Civil Rights of the United States Department of Education at

http://www2.ed.gov/about/offices/list/ocr/index.html?src=oc .

Sex Offenders

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed at, any schools of higher education.
**You may obtain a list of registered sex offender in the United States by visiting: https://www.nsopw.gov/

Information for Pregnant Students

KMI School of Beauty will not discriminate against or exclude any student from their education program or activity, including any class or extracurricular activity, based on a student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.

Additional Acts of Misconducts

KMI School of Beauty has a zero-tolerance policy. Please see below the ADDITIONAL ACTS OF MISCONDUCT that will not be tolerated at any time while on the premises of KMI School of Beauty. The following acts of misconduct will not be tolerated:

1. Acts of dishonesty, including but not limited to:

a) Giving false information to any official, or staff member.
b) Forgery, alteration or misuse of any document, record, or instrument of identification.
c) Computer piracies--copying software, copyright infringement and unauthorized computer entry.

2. Disruption of teaching, administration, disciplinary proceedings, and any other activities.

3. Poor attitude, physical abuse, verbal abuse, threats, intimidation, bullying, harassment, including but not limited to sexual harassment, coercion and/or other conduct which threatens the health and safety of any person or student's ability to learn.

1. Expressions of discrimination, bias, or racism will not be tolerated. Certain jokes (even if found humorous to some) that are based on negative stereotyping or are racial can be hurtful to someone and will not be tolerated.

2. Attempted or actual theft of (and/or damage to equipment) property of KMI School of Beauty, a staff member, other students, or public property.

3. Unauthorized possession, duplication, or use of keys belonging to KMI School of Beauty.

4. Use, possession, or distribution of controlled substances (e.g., drugs and/or alcohol. Students in violation of federal, provincial, or other local regulations may face both criminal prosecution and disciplinary action.

5. Conduct, which is disorderly, lewd, or indecent including but not limited to breach of peace or aiding, or abetting, another person to violate the Student Code of Conduct. KMI School of Beauty.

6. The use of profane language, rowdiness, fighting, or other disturbances on Beauty school grounds will not be tolerated. Such behaviors will result in suspension or expulsion.

7. After-class use of classroom facilities and equipment is at the discretion of the KMI School of Beauty officials. Students found utilizing equipment without proper permission will be subject to disciplinary action.

8. Visitors are not permitted to attend, observe, spend time waiting in classes, or use any part of the facility (unless they are a model or client.) Permission must be obtained from KMI School of Beauty administrator to bring a friend or family member to any area of the Beauty school as a model or client. The student is wholly responsible for the conduct of the visitor while on the premises.

9. Children are not permitted to attend classes for any reason (unless they are a model or client.)

10. Any student absent for more than 3 days in any academic program without a doctor's note or previous written consent may be suspended or expelled.

11. Failure to attend a scheduled exam without medical notification will result in a grade of zero, and possible academic suspension or expulsion.

12. Damage to school property or equipment due to student negligence will result in a financial penalty to be determined accordingly.

Immunizations And Covid-19 Vaccination

KMI School of Beauty does not require the submission of vaccination/immunizations records. It is optional if you want to give the school a copy. All students, for their own safety, should ensure their vaccinations are up to date.

KMI School of Beauty does not require the submission of COVID-19 vaccination records. It is optional if you want to give the school a copy. All students, for their own safety, should ensure their vaccinations are up to date.

Non- Refund Policy for Certificates, Classes, Workshops, or Seminars

*There is no refund on any certificate classes, workshops, or seminars

Student Records

- All student records are confidential and are kept at KMI School of Beauty.
- Written permission from a student is required before any information is released.
- Where a student has an agreement with an agency, a copy of the agreement or release must be obtained before information is given.
- KMI School of Beauty will cooperate, where it deems appropriate, with police or other government agencies in the investigation of a crime.
- KMI School of Beauty will, upon presentation of a subpoena, release a student's file (or copies of the contents, paper or electronic) to the Court.

Changes of Address and/or Personal Data

It is the student's responsibility to inform KMI School of Beauty of any changes in name, address, telephone number, or other pertinent information.

Lost and Found

A found item should be given to the instructor and a lost item should be reported to the instructor. KMI School of Beauty is not responsible for losses resulting from theft or damage to students' personal belongings. Photo I.D. must be presented to recover an item from the lost and found.

Children

Children of students are welcome to the school if they are here for appointments on the clinic floor. If the child is here while the student is clocked in; the child will need to be accompanied by another adult. This is an educational environment where children might be in harm's way and may alter the focus of the student's education.

Clinic Floor

All services performed on the clinic floor are required by state regulations to have a consultation by an instructor before the service.

- Checked during the service.
- Checked upon completion of the service before the client leaves the clinic area.

❖ **Students failing to have services checked will receive a written notice.**

- All services or work performed by a student must be supervised and evaluated by an instructor within the educational process.
- Students who are assigned to the clinic floor and are not performing on clients are required to work on quotas or other assigned projects.

❖ **All Academic Programs**

- A student is to stay with or near the client during a chemical service. If an emergency occurs and you need to leave your client, notify your clinic floor instructor immediately so another student may be assigned to take over the client and continue with the service in progress.
- Students are not to discuss religion, politics, sex, and other controversial topics with clients or fellow students while working on clients. These sensitive subjects are not considered professional work environment topics.
- If students need assistance, they are to ask an instructor.
- Students are asked to seek the help of an instructor if they have difficulty with clients.
- Students are not allowed to turn a client away.
- Students on the clinic floor will have the opportunity to work on a variety of different hair, skin, body, and nail

- types. Students are encouraged to use this opportunity to enhance their skills and customer service level by accepting all clients assigned to them.

- Students who refuse a client or assigned service may be required to clock out for the day.

- Students on the clinic floor are striving to perfect the quality of their performance and improve the time it takes to complete the service. A student falling behind on the timing of performing a service must notify the instructor. Adjustments by the instructor may be made to ensure efficient service delivery for the benefit of the client.

- Any student challenged with efficient service delivery is expected to improve this skill to better prepare for certification and employment.

- All kit items not in use are to be stored inside the students' locker or clinic floor station. Any equipment left out at the end of the day/evening will be deposited in the lost and found.

- The lobby is used for receiving clients who have appointments for services. Students are asked to stay on the clinic floor until the front desk notifies them of a client arrival. At that time, the student may enter the lobby area to greet and guide the client to the clinic floor.

Closings. Delays (Due To Inclement Weather)

In the event of a closing due to weather, an announcement will be made on the Beauty schools Facebook page, the Beauty school's voicemail greeting will be changed to reflect the closing, or students can opt into receiving text messages from the school. All other scheduled closings (in-services and holidays) are located in the calendar section of the school catalog. If the school is closed due to bad weather, the day will be added to the student's contractual end date if the student was scheduled to be in school that day. All adjustments will be made at one time at the end of the student's program.

Privacy Policy

KMI School of Beauty will implement and maintain an Information Security Program to ensure the privacy and confidentiality of all nonpublic personal information. According to the Privacy and Access Policy and in compliance with the Gramm-Leach-Bliley Act (GLBA) and the Family Educational Rights and Privacy Act of 1974, all consumer's nonpublic personal information concerning students is private and will not be released. This information can only be released to the student, parent, guardian (if the student is still a minor) in written form to protect the rights of the student; written consent is not necessary for selected agencies, i.e., accrediting, governmental, or other agencies so authorized by law. Request to access the student's academic information may only be granted upon receiving consent from the student. In the event the student is still a minor, the student's parents or guardian shall be afforded the same rights as those of the student. The school requires written consent from the student, or guardian, for release of records in response to each third party request, unless otherwise required by law, before publishing a directory of information such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student, or guardian, to deny authority to publish one or more of these items. KMI School of Beauty guarantees the right to each student to gain access at any time to their academic and financial files. The student must contact the Administrator of the institution in order to do so by phone at (219) 940-9217 or by email at kmoriahisb@gmail.com

Additional Information and Phone Contacts

Hobart Police Department
Physical Address
705 E. 4th St.
Hobart, IN 46342
Phone: (219) 942-1125

Lake County Sheriff's Department
Physical Address
293 N Main Street
Building-C, Door J-2
Crown Point, IN 46307
Phone: (219) 755-3400

National Accrediting Commission of Career Arts and Sciences
Physical Address
3015 Colvin St.
Alexandria, VA 22314
Phone: (703) 600-7600

Indiana department of Cosmetology & Barber
Physical address
402 W Washington St # W072,
Indianapolis, IN 46204
Phone: (317) 232-2960

National Accrediting Commission of Career Arts and Sciences
Physical Address
3015 Colvin St.
Alexandria, VA 22314
Phone: (703) 600-7600

https://naccas.org/

Indiana department of Cosmetology & Barber
Physical address
402 W Washington St # W072,
Indianapolis, IN 46204
Phone: (317) 232-2960

https://www.in.gov/pla/professions/cosmetology-and-barber-home/
under Statues & Rules

Tracy Hicks, Board Director
Marianna Kassenbrock, Assistant Director

E-mail: pla12@pla.IN.gov

Database of Accredited Postsecondary Institutions and Programs
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