LANCASTER SCHOOL OF COSMETOLOGY & THERAPEUTIC BODYWORK
50 RANCK AVENUE
LANCASTER, PA 17602
717-299-0200

CATALOG – 2026-2027
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ADDENDUMS
A – TUITION AND PAYMENT SCHEDULE
A – FACULTY AND STAFF
B – START DATES/VETERANS INFORMATION
C- CRIME STATISTICS/PREVENTION/SEXUAL ASSAULT PREVENTION/
D – DRUG AND ALCOHOL-FREE POLICIES
E – STUDENT RIGHT TO KNOW/NACCAS DISCLOSURES
F – DETERMINING VALIDITY OF HIGH SCHOOL CREDENTIALS
G – SATISFACTORY PROGRESS POLICIES
H – PENNSYLVANIA LICENSURE REQUIREMENTS
I – KIT CONTENTS
J – VAWA POLICY AND PROCEDURES
K – VA REQUIRED EQUIPMENT LIST

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Addendums
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This catalog is written in English. All programs are taught in English.
www.lancasterschoolofcosmetology.com

This catalog is true and correct in content and policy.

MISSION STATEMENT

The mission for the Lancaster School of Cosmetology & Therapeutic Bodywork (also referred to as LSCTB) is to produce graduates who are competent, skillful, knowledgeable, and sought-after by area salon and spa owners and managers.

LOCATION AND HISTORY

The Lancaster School of Cosmetology & Therapeutic Bodywork (also referred to as LSCTB) was founded and incorporated in 1979. At that time, it was located in downtown Lancaster in a single-story building. In 1984 the owner of the school purchased an elementary school building that was built in 1858, and had been vacant for some 30 years. The two-story building has since undergone a major rehabilitation and provides 8,200 square feet of space for classrooms and student salons and treatment rooms. The school can accommodate approximately 90 cars in its parking lot. In 2002, the school was purchased by the Geist-Dunn Corporation and is currently owned by Deborah A. Dunn and Gerard E. Geist. The Lancaster School of Cosmetology & Therapeutic Bodywork is located in Lancaster Township East, on the corner of Ranck Avenue and Clark Street. In 2014 the school's name was officially changed to Lancaster School of Cosmetology & Therapeutic Bodywork (LSCTB) with alternative name approval for Lancaster School of Cosmetology and Lancaster School of Therapeutic Bodywork.

Lancaster School of Cosmetology & Therapeutic Bodywork (LSCTB) is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314 and received its initial accreditation in September 1982. (703-600-7600)

Lancaster School of Cosmetology & Therapeutic Bodywork (LSCTB) is licensed by the Bureau of Professional Occupational Affairs, State Board of Cosmetology, PO Box 2649, Harrisburg, PA 17105. (717-783-7130)

Lancaster School of Cosmetology & Therapeutic Bodywork (LSCTB) is licensed by the State Board of Private Licensed Schools, Pennsylvania Department of Education, 607 South Drive, Floor 3E, Harrisburg, PA 17120. (717-783-8228)

PROFESSIONAL ASSOCIATIONS

Mid Atlantic Association of Career Schools (MAACS)
Milady
Associated Bodywork and Massage Professionals
American Massage Therapy Association
Keyano Partner School
Matrix Partner School
Pennsylvania Barber and Cosmetology Association
Spa Girl

RECOGNIZED BY

Veterans Education
Department of Public Assistance
United States Department of Education
Office of Vocational Rehabilitation

SCHOOL ADMINISTRATORS

The Lancaster School of Cosmetology & Therapeutic Bodywork (LSCTB) is owned and operated by Geist-Dunn Corporation. Mr. Gerard Geist is the President of the corporation and Ms. Deborah Dunn is the Secretary/Treasurer of the corporation. Gerard Geist is the CEO of the school and Deborah Dunn is the President of the school.

FACILITIES AND EQUIPMENT

It is important to the educational process to provide for the students a pleasant environment for learning. The Lancaster School of Cosmetology & Therapeutic Bodywork (LSCTB) has approximately 8,200 square feet of teaching space including five (5) classrooms and four (4) salon/spa areas. Equipment consists of all required items needed to prepare cosmetology, Nail Technology, Esthetics, Massage therapists and teacher students for state licensure exams and to meet code set by the State Board of Cosmetology and State Board of Massage Therapy. School resource centers and lunchroom are provided for student use. On-site parking is available at no charge.

ADMISSIONS REQUIREMENTS

Lancaster School of Cosmetology & Therapeutic Bodywork (LSCTB) admits students who have a high school diploma or its equivalent. (See Addendum F) LSCTB will also accept current high school seniors who will graduate from high school prior to LSCTB graduation and remain in attendance at high school. If a high school senior fails to continue their high school attendance while enrolled at LSCTB they will have to drop from the LSCTB until they have achieved their high school equivalent and refund policies will apply. (LSCTB will enroll no more than 10% of the total LSCTB student body as high school seniors with permission from the high school.) High school students must meet all state requirements and obtain written permission from their high school. The school does not accept ability to benefit students.

Students with previous training shall be evaluated by an instructor using practical applications and a review of the transcripts. Appropriate credit will be given for comparable previous education and training. The training period will be shortened accordingly. The tuition will be adjusted accordingly based on the shortened training period. Note: The school only transfers hours, not GPA.

If a student has withdrawn from the school and wishes to return, they must follow the same process as a new student for admissions. However, the President could also require a statement in writing or a personal interview with the President to discuss why the student believes they will successfully complete the program on this second attempt.

NOTE: Any student who does not hold a high school diploma or its equivalent is not eligible to apply for Title IV Student Financial Aid. Definition: The following are considered the equivalent of a high school diploma: a GED certificate, a certificate of completion of a home school or cyber school program that is acceptable in the state in which the home schooling took place.

Applicants must attend a personal interview and tour the school and provide proof of age. Applicants must be able to read the textbooks and the written materials provided in class. The textbooks and written materials are in English. The program is taught in English.

NOTE: Any graduate of LSCTB who would like to attend another program at LSCTB must have licensed and worked in the original program before starting a second, third or fourth program. You must have worked at least 16 weeks. Anyone interested in the Teacher program must have two years of salon experience before applying.

EMPLOYMENT ASSISTANCE

The Lancaster School of Cosmetology & Therapeutic Bodywork assists with scheduling interviews if requested, provides job lead referrals and offers guidance in job placement to its graduates. However, employment is not guaranteed.

LENGTH OF COURSE – CLASS DAYS/HOURS

If, at the end of your allotted time, you have not completed your required hours, an additional charge will be assessed the student based on hours needed to complete the course. Certain exceptions may be considered for extended illnesses and other extenuating circumstances. Refer to enrollment agreement for contracted length of course.

Cosmetology - Teacher	
Full-time Day Class	Tues., Wed., & Thursday 9:00 am - 4:00 pm Friday & Saturday 9:00 am - 2:00 pm (Complete in 10 months or 42 weeks) (Teacher – Complete in 5 months or 19 weeks)
Three-Quarter-time Day Class	Tues., through Saturday 9:00 am - 2:00 pm (Complete in 12 months or 52 weeks) (Teacher – Complete 7 months or 24 weeks)
Half-time Evening/Saturday Class	Tues., Wed., & Thursday 5:30 pm – 9:30 pm Saturday 9:00 am to 2:00 pm (This is an extremely limited schedule and only offered once a student completes the Freshmen level. Complete in 21 months or 84 weeks.) (Teacher – Complete in 9 months or 37 weeks)
Half-time Evening Class	Tues., Wed., & Thursday 5:30 pm - 9:30 pm (Complete in 25 months or 106 weeks) (Teacher – Complete in 12 months or 50 weeks)
Esthetics	
Three-Quarter Day Class	Tues., through Friday 9:00 am - 2:00 pm (Complete in 4 months or 15 weeks)
Half-time Evening Class	Tues., Wed., & Thursday 5:30 pm - 9:30 pm (Complete in 6 months or 25 weeks)
Massage Therapy	
Three-Quarter Day Class	Tues., through Friday 9:00 am - 2:00 pm Tues,. through Friday 10:30 am – 3:30 pm (Complete in 7 months or 30 weeks)
Half-time Evening Class	Tues., Wed., & Thursday 5:30 pm – 9:30 pm (Complete in 12 months or 50 weeks)
Nail Technology	
Half-time Evening Class	Tues., Wed., & Thursday 5:30 pm – 9:30 pm (Complete in 6 months or 25 weeks)

Pre-Requisites for Employment
CAREERS REQUIREMENTS

A career in cosmetology, nail technology, esthetics, massage therapy or teacher can provide countless opportunities for growth and fulfillment. Employment options include: hair designer, color technician, perm specialist, Nail Technology, skin care technician, sales representative, platform artist, Massage Therapist, teacher, teacher's assistant, and more. You may wish to open your own salon. We can offer valuable assistance in that regard, informing you of State Board requirements. Field trips to area salons and spas and educational seminars are organized to provide exposure and scope to students. Persons seeking training in these fields must have dexterity, ability to stand

for long periods of time, attention to detail and a caring concerning for their clients. They should enjoy dealing with the public and be willing and able to follow the client's instructions. Because techniques are constantly changing, licensed professionals must keep abreast of the latest techniques. You must have the ability to meet requirements set forth by employers or the state. Massage entails a high level of balance, coordination, and body stability. In addition to complex and dexterous application of techniques, massage therapists should be in optimal physical condition since the profession is highly active and strenuous on the body. Business skills are important for those who plan to manage their own salons. You must have the ability to meet requirements set forth by employers or the state.

HEALTH HAZARDS

There are certain potential health hazards in the field of cosmetology, nail technology and esthetics that the potential student should understand. A technician is exposed to fumes from chemicals such as permanent wave solution, hair color, and bleaches, acrylics, and some skin care solutions. The Nail Technologist is exposed to sculpture nail chemicals. We recommend that you check with your family physician before undertaking this profession.

SALARY PROJECTIONS

Cosmetologists receive income from commission and/or wages, and from tips. Earnings depend on size and location of the salon, clients' tipping habits, competition from other area salons, and the individual cosmetologists' ability to attract and hold regular clients. According to the Bureau of Labor Statistics the 2024 mean average salary for a cosmetologist was $35,080.00. The mean average salary for a nail technician was $34,250.00. The mean average salary for an esthetician was $43,200.00.

Massage Therapists receive income from commission and/or wages, and from tips. Earnings depend on size and location of the salon/spa, clients' tipping habits, competitions from other area salons and spas and the individual Massage therapist's ability to attract and hold clients. According to the Bureau of Labor Statistics the 2024 mean average salary was $55,310.00.

NOTE: information obtained from bls.gov.

COSMETOLOGY

Educational Objectives

1. Prepare the student for state licensing as a cosmetologist.
2. To develop infection control standard practices and sanitary precautions for protecting the public and the practitioner.
3. Prepare students for entry-level skills in their chosen career.
4. Provide practical experience on clients in the teaching student salon.
5. Upon licensure, the cosmetologist may perform services in a licensed salon that would include hair care, skin care, and nail services.

Program Description

The program teaches the fundamentals of but not limited to; haircutting, hairstyling, hair analysis, permanent waving, chemical relaxing, thermal straightening, hair coloring, scalp treatments, facials, nail services and fingerwaving.

Graduation Requirements

1. Complete all state board requirements for the designated course of study
2. Achieve a grade point average of 75% or better.
3. Satisfy all financial obligations to the school.
4. Complete all hours.
5. Complete an exit interview with a school administrator.
6. Diploma awarded upon graduation

Course Overview	Hours
Professional Practices	50
Sciences	200
Cosmetology Skills -	1000
Cognitive and Manipulative	
Shampooing	75
Hair Shaping	150
Hairstyling/Fingerwaving	150
Permanent Waving	75
Hair Coloring	150
Hair Straightening	75
Skin Care	100
Manicuring	100
Temporary Hair Removal	75
Scalp Treatment	50
Total Hours	1250

(The State Board of Cosmetology does not mandate the number of hours for each item under Cosmetology Skills.)

See Course Outline for detailed breakdown

Textbooks Used in Classroom

Milady: Standard Textbook of Cosmetology
Milady: Standard Study Guide of Cosmetology
Milady: Standard Exam Review Book

NAIL TECHNOLOGY

Educational Objectives

1. Prepare the student for state licensing in nail technology
2. To develop infection control standard practices and sanitary precautions for protecting the public and the practitioner.
3. Prepare students for an entry level career in Nail Technology
4. Provide practical experience on clients in the teaching student salon.
5. Upon licensure, the Nail Technician may perform nail services in a cosmetology salon or nail salon.

Program Description

The program teaches students the fundamentals of but not limited to the art of manicuring the fingernails, toenails, and nail enhancements.

Graduation Requirements

1. Complete all state board requirements for the designated course of study
2. Achieve a grade point average of 75% or better.
3. Satisfy all financial obligations to the school.
4. Complete all hours.
5. Complete an exit interview with a school administrator.
6. Diploma awarded upon graduation

Course Overview	Hours
Professional Practices	25
Sciences	75
Nail Treatments	145

Pedicuring	55
Total Hours	300

See Course Outline for detailed breakdown

Textbooks Used in the Classroom
Milady: Standard Textbook of Nail Technology
Milady: Standard Study Guide of Nail Technology
Milady: Standard Exam Review Book

Rational for 300-hour Nail Technology program
In order for students to be fully prepared in today's nail technology climate, the additional 100 hours is needed to allow the students the opportunity to learn the newest techniques. These techniques, quite often come out two and three at a time. While the state law may not be able to keep up with current trends requiring more training, the school can.

TEACHER COURSE

Educational Objectives
1. Prepare the student for state licensing as a cosmetology teacher.
2. Provide student teaching experience in the classroom.
3. To develop infection control standard practices and sanitary precautions for protecting the public and the practitioner.
4. Prepare student for entry level positions as teacher or product trainers
5. Upon licensure, a graduate of the Teacher Course may perform all services in any licensed salon and teach cosmetology in a licensed cosmetology school or a salon with an approved apprenticeship program.

Program Description
The program teaches the students the fundamentals of but not limited to classroom management, lesson plan development, use of visual aids, effective communication, and time management.

Graduation Requirements
1. Complete all state board requirements for the designated course of study
2. Achieve a grade point average of 75% or better.
3. Satisfy all financial obligations to the school.
4. Complete all hours.
5. Complete an exit interview with a school administrator.
6. Diploma awarded upon graduation

Course Overview	**Hours**
Teaching Techniques and Methodology	300
Student Teaching Skills & Student Learning	200
Salon Management Theory and Professional Career Development	75
Professional Practices	25
Total Hours	600

See Course Outline for detailed breakdown

Textbook Used in the Classroom
Milady: Master Educator Training Manual
Milady: Master Educator Exam Review Guide

Rationale for a 600-hour teacher program
In order to provide for a well-rounded teacher program, the additional 100 hours beyond the state requirement allows the student to rotate through all of the programs offered by the school. This allows the students to work with greater diversity in the student population as well as greater diversity with subject matter and lesson plans.

ESTHETICS

Educational Objectives
1. Prepare students for state licensure as a skin-care specialist.
2. To develop infection control standard practices and sanitary precautions for protecting the public and the practitioner.
3. Train students in proper usage of skin care machines.
4. Prepare students to enter the esthetics field at entry level.
5. Provide teaching clinical experience on clients so students may learn to administer and gain experience in skin care procedures.
6. Upon licensure, an Esthetics may perform esthetic services in a cosmetology or Esthetics salon.

Program Description
The program teaches students the fundamentals of but not limited to diseases of the skin, proper usage and maintenance of skin care machines, skin analysis, hair removal, mask applications, client consultation, and makeup.

Graduation Requirements
1. Complete all state board requirements for the designated course of study
2. Achieve a grade point average of 75% or better.
3. Satisfy all financial obligations to the school.
4. Complete all hours.
5. Complete an exit interview with a school administrator.
6. Diploma awarded upon graduation

Course Overview	**Hours**
Professional Practices	40
Sciences	100
Facial Treatments	100
Temporary Hair Removal	10
Makeup	50
Total Hours	300

See Course Outline for detailed breakdown

Textbooks Used in the Classroom
Milady: Standard Textbook for Esthetics
Milady: Standard Study Guide for Esthetics
Milady: Standard Exam Review Book

MASSAGE THERAPY

Educational Objectives
The course will cover the requirements for state licensure of 175 hours in anatomy & physiology, kinesiology & pathology; 250 hours in Massage therapy & bodywork assessment including sanitation & safety; 25 hours in professional ethics & law and 150 hours in related courses.

Hourly Breakdown
¾ Time – 30 weeks Part Time 50 weeks (T/W/TH)

Program Description
The Massage therapy program is divided into 3 terms. The first term introduces the students to basic concepts, history, and basic anatomy and physiology. The second term delves deeper into anatomy and physiology and focuses on refining the practical techniques. This term also introduces students to clinic sessions. The third and final term introduces students to a variety of modalities, continues work in the student clinic, and focuses on preparing them for entry into the business community.

Course Overview

Term I – 200 Hours

Theory
Chapter 10 – Classic Massage Movements
Chapter 11 – Application of Massage Techniques
Chapter 2 – Requirements for Practice of Therapeutic Massage
Chapter 3 – Professional Ethics for Massage Practitioners
Chapter 6 – Effects, Benefits, Indications and Contraindications of Massage
Chapter 5 – Human Anatomy and Physiology
Chapter 1 – History and Overview of Massage
Chapter 8 – Sanitary and Safety Practices
Chapter 9 – Consultation
Chapter 7 – Equipment and Procedures
Chapter 21 – Other Therapeutic Modalities
Unit Project

Practical
Swedish
Chair

Term 2 – 200 Hours

Theory
Chapter 5 – Human Anatomy & Physiology
Chapter 18 – Athletic/Sports Massage
Chapter 21 – Other Therapeutic Modalities

Practical
Deep Tissue
Hot Stone
Sports Massage

Term 3 – 200 Hours

Theory
Chapter 5 – Human Anatomy & Physiology
Chapter 17 – Therapeutic Procedure
Chapter 13 – Hydrotherapy
Chapter 14 – Massage in a Spa Setting
Chapter 20 – Massage in Medicine
Chapter 22 – Business Practices
Chapter 15 – Clinical Massage Techniques
MBLEx Review

Pennsylvania State Law Review

Practical
Myofacial
Aromatherapy
Pregnancy Massage
CPR Certification

Note: Order may vary depending on schedule, vacations and clinic schedule.
See Course Outline for detailed breakdown

MASSAGE THERAPY

Course Objective
To prepare students for entry-level positions in the field of Massage therapy in salons, day spas, doctor's offices, resorts, hotels, cruise ships or to develop their own business.
This 600-hour program will lead to a diploma upon successful completion.

Course Descriptions
M100 – Foundations of Therapeutic Applications of Touch
The course will review professional touch and historical perspectives of touch.

M101 – Professionalism and Legal Issues
The course will review aspects of professionalism, definitions, ethics and standards, informed consent, confidentiality, boundaries, communication skills, credentialing and licensing and dealing with suspected unethical behavior.

M102 – Hygiene, Sanitation and Safety
The course will review personal health, hygiene and appearance and then move into sanitation, preventing the transmission of HIV and hepatitis, premise fire and safety and CPR.

M103 – Body Mechanics
The course will review basic body mechanic principles, dysfunctions resulting from improper body mechanics, application of compressed forces, body mechanics during Massage and additional body mechanic considerations.

M104 – Preparation for Massage
The course will review equipment, determining a client's expectations, gender concerns, pre and post Massage procedures.

M105 – Anatomy and Physiology
The course will provide students with the general knowledge of human anatomy and physiology and to relate that knowledge to the practice of bodywork where possible.

M106 – Massage Manipulations and Techniques
The course will review physiologic effects, Massage manipulations, Massage techniques, sequence and flow and general Massage suggestions.

M107 – Indications and Contraindications for Therapeutic Massage

The course will review indications and contraindications for Massage, approaches to care as well as pathology, health and therapeutic Massage.

M108 – Medical Terminology for Professional Record Keeping
The course will review relevant medical terminology and its connection to effective record keeping.

M109 – The Scientific Art of Therapeutic Massage
The course will review valid and current research on therapeutic Massage and why Massage is effective.

M110 – Assessment Procedures for Developing a Care Plan
The course will review assessment procedures, interpretations and analysis of assessment information, and clinical reasoning and problem solving to create Massage treatment plans.

M111 – Complementary Bodywork Systems
The course will review aspects of hydrotherapy, lymph, blood and circulation enhancement, reflexology, connective tissue approaches, trigger point therapy, acupuncture, ayurveda and polarity therapy.

M112 – Serving Special Populations
The course will review the special populations of abuse, athletes, breast Massage, children, chronic illness, elderly, infants, medical intervention, physically and/or psychologically challenged individuals, pregnancy and terminal illness.

M113 – Wellness Education
This course will review the basic components and resources needed to develop a personal and client-based wellness program.

M114 – Basic Considerations for a Career in Therapeutic Massage
The course will review self-employment options, motivation, business development, marketing, basic business structure and basic management of a Massage therapy business.

Course Name/Number	**Total Hours**
M100 – Foundations of Therapeutic Applications of Touch	30
M101 – Professionalism and Legal Issues	30
M102 – Hygiene, Sanitation and Safety	30
M103 – Body Mechanics	60
M104 – Preparation for Massage	30
M105 – Anatomy & Physiology	60
M106 – Massage Manipulations and Techniques	90
M107 – Indications and Contraindications for Therapeutic Massage	60
M108 – Medical Terminology for Professional Record Keeping	60
M109 – The Scientific Art of Therapeutic Massage	30
M110 – Assessment Procedures for Developing a Care Plan	30
M111 – Complementary Bodywork Systems	30
M112 – Serving Special Populations	30
M113 – Wellness Education	15
M114 – Business Considerations for a Career in Therapeutic Massage	15

The course does cover the requirements for state licensure of 175 hours in anatomy & physiology, kinesiology & pathology; 250 hours in Massage therapy & bodywork assessment including sanitation & safety; 25 hours in professional ethics & law and 150 hours in related courses.

Graduation Requirements

1. Complete all state board requirements for the designated course of study.
2. Achieve a grade point average of 75% or better.
3. Satisfy all financial obligations to the school.
4. Complete all hours.
5. Complete an exit interview with a school administrator.
6. Diploma awarded upon graduation

Textbooks

Milady – Theory & Practice of Therapeutic Massage Text and Workbook
Trail Guide to the Body
Applied Anatomy & Physiology for Manual Therapists Text and Workbook
MBLEx On-line Exam Prep

GRADING SYSTEM USED

Cognitive and Manipulative
95% and up – Above Average
90% to 94% - Good
80% to 89% - Average
75% to 79% - Below Average
74% and below – Remedial

Affective
Outstanding = 95%
Average = 85%
Needs Improvement = 75%

The following factors will be measured to determine academic progress:

Cognitive Skills (test grades, homework, quizzes)
Manipulative Skills (practical and laboratory work)
Affective Skills (attendance, work habits, professionalism)

Instructional Methods Utilized

The school utilizes lectures, practical demonstrations, digital clips, interactive practice on other students, PowerPoint presentations, related videos and guest speakers.

See Satisfactory Progress Policies for additional information.

MEASURABLE STANDARDS

At the end of each unit, as described in the course outline distributed during orientation, each student's performance is measured by means of a practical exam and a written exam. As students are graded on skill ability, lack of attendance automatically affects skill ability. Make-up work is permitted at the discretion of the school. All make-up work must be completed prior to course completion. There is no charge for make-up work.

STUDENT ADVISING

Students are counseled on an ongoing basis.
Attendance Advising – monthly or as needed
Academic Advising – bi-monthly or as needed
Financial Aid Advising – entrance, exit and as needed

Disciplinary – as needed
Entrance & Exit Advising for student loans

CREDIT FOR PREVIOUS TRAINING

Students with previous training shall be evaluated by an instructor using practical applications and a review of the transcripts. Appropriate credit, if any, will be given for comparable previous education and training. The training period will be shortened accordingly. The tuition will be adjusted accordingly based on the shortened training period. Note: The school only transfers hours, not GPA. NOTE: There is no guarantee that LSCTB credits will transfer to other schools. Due to the length of the program, hours may not be transferred into the Esthetics or Nail Technology programs. Due to the variance from state to state on the measurement for Massage Therapy programs, only students who have attended a clock hour program in the state Pennsylvania will be permitted to have hours reviewed for possible transfer.

TUITION PAYMENTS

Please refer to enclosed dated "Addendum A" for costs of tuition and supplies, and payment options. Tuition payments are due to be paid on the first day of a beginning class, and on the first school day of each month thereafter, until the full tuition is paid. Tuition not paid by the 10th day of the month will be assessed a late charge of $35.00. Tuition not paid by the 10th of the month may cause the student to be temporarily suspended until such payment is made. The suspension may be waived if the student can provide a satisfactory explanation at the school office as to the reason for the delayed payment. The above rules also apply for those students using the TFC alternative financing program.

BOOKS AND SUPPLIES

If a student withdraws from school or is terminated, full credit will be given for books and supplies previously billed but not yet issued to the student. Books and supplies that have been issued to the student may not be returned for credit. Equipment maintenance is the student's responsibility. If equipment fails it is the student's responsibility to replace it according to the standards of the class. A student must bring all books, supplies and full kit to class each day. Within the first month of school if equipment fails, it will be replaced. After the first month, the student is responsible for the replacement. See Addendum H for kit and supply list.

REFUND POLICY

1. If a student (or in the case of a student under the legal age, his/her parent of guardian) cancels his/her enrollment within five business days of the signing of an enrollment agreement, all prepaid tuition collected by the school and the $100.00 application fee shall be refunded. The $100.00 application fee is non-refundable after five business days.
2. Cancellation is determined by postmark or by the date notification is delivered in person, via email, via telephone or via text.
3. Cancellation is the terminology used if a student cancels their enrollment prior to starting class. Withdraw/termination is the terminology used once the student has matriculated into the program.
4. If a student is rejected for admission, all monies paid will be refunded.

For students who enroll in and begin classes, the following schedule for refund policy is as follows should the student withdraw or be terminated prior to graduation.

Percentage of Time to Total Time Of Course	Amount of Total Institutional Costs Owed
0.01% to 4.9%	20% of Institutional Costs
5 % to 9.9%	30% of Institutional Costs
10% to 14.9%	40% of Institutional Costs

15% to	24.9%	45% of Institutional Costs
25% to	49.9%	70% of Institutional Costs
50% to	And over	100% of Institutional Costs

Important Note: The above % applies to tuition only. A $100 application fee is charged to students who seek reinstatement. "Enrollment time" is defined as the time elapsed between the actual starting date and the student's last day of physical attendance.

5. If a student drops out of the course or is terminated by the school for just cause, he/she is charged for scheduled hours to the point of drop or termination not the scheduled hours of the entire program.
6. School book/supplies used by the student and not returned are charged for in full whether or not the student withdrawals, terminates, or graduates.
7. Any monies due the applicant or student shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. Any monies due as a return to Title IV shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
8. In case of illness, disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school may consider a settlement, which is reasonable and fair to both parties.
9. The student acknowledges that he/she understands that reasonable attorney's fees, collection fees, and legal costs shall be charged to the student should the student default on this agreement or any part of it.
10. 14 days of non-attendance is an automatic termination, unless the school has heard from the student, and will be based on class attendance records. Note: Federal regulation defines 14 days of non-attendance to include those days a student is not even scheduled to attend. For instance, if you are scheduled for four days, the three days you are not scheduled count in the 14 day calculation.
11. Unofficial withdraws for students <u>are determined</u> by the school through <u>monitoring</u> attendance every week. All refunds are based on the student's last date of attendance.
12. Students on an approved leave of absence should notify this school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notified the institution that the student will not be returning. If the student is not in attendance on the scheduled date of return, the student must be terminated according to federal regulation.
13. Any terminated or withdrawn student who owes a balance on their account will be denied copies of transcripts, attendance records or any record pertaining to their time as a student until the balance is paid in full.
14. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option, a) provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR; b) provide completion of the course and/or program OR; c) participate in a teach-out agreement OR; d) provide a full refund of all monies paid.
15. If a school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for the students. The school has at its option, a) provide a pro rata refund OR; b) participate in a teach out agreement.
16. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option either; provide a full refund of all monies paid or provide completion of the course and/or program.
17. Collection procedures shall reflect ethical business practices. Collection correspondence from the school or other third parties acknowledges the existence of the Withdrawal and Settlement Policy

18. The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Return to Title IV, HEA Funds Policy (R2T4)

Withdrawal Procedure – Official

1. Should a student determine they need to withdraw from the program, they schedule a time to meet with the Director of Financial Aid.
2. During this meeting the Director of Financial Aid reviews the Return to Title IV documents, the Refund Policy documents and the repayment to the school document if applicable. The Financial Aid Director reviews how monies returned to Title IV have a direct impact on the monies the student may owe to the school. The Director of Financial Aid further reviews that while Title IV monies may have paid for institutional charges, the return of those funds causes the student to then be responsible based on the institution's refund policy. The Director of Financial Aid also reviews the consequences of withdrawing such as monies will be owed directly to the school; unpaid balances could be referred to a collection company; and a student's credit rating could be affected. Unpaid balances owed back to the federal government by the student could result in a default status preventing the student from utilizing Title IV funds at another educational facility, tax refunds being attached, wages being attached and an adverse credit rating. This same information is also explained when the student completes exit counseling.
3. During this meeting the exit documents are also reviewed showing the student the Pell and Direct Loan amounts they received. The loan servicers information is also provided to the student along with information on WISS. WISS is the company hired by the school to assist the students in working with the direct loan servicer.
4. The Financial Aid Director then separates the student in the student database to update the status to withdrawn.
5. The Financial Aid Director updates NSLDS in accordance with current regulation.
6. If the student did not have any funds returned to Title IV, the COD Notification Form is completed and forwarded to Boston Educational Network.
7. A copy of the documents is given to the President so refunds can be made to Title IV or the student if applicable and to follow up on any monies owed by the student directly to the school.

Withdrawal Procedure – Unofficial

1. Once it has been determined that a student is not returning to school or a student has called to say they are withdrawing but they will not come in to meet with the Director of Financial Aid, the procedures closely following an official withdraw.
2. The Director of Financial Aid prepares the Return to Title IV documents, the Refund Policy documents and the repayment to the school document if applicable. A letter is also prepared explaining these documents as outlined in number 2 in the Official Withdrawal policy. This adverse effects of non-repayment of Title IV are also explained when the student completes exit counseling.
3. Exit documents are also prepared showing the student the Pell and Direct Loan amounts they received. The loan servicers information is also provided to the student along with information on WISS. WISS is the company hired by the school to assist the students in working with the direct loan servicer.
4. All of the documents are then mailed to the most recent address on file for the student.
5. The Financial Aid Director then separates the student in the student database to update the status to withdrawn.
6. The Financial Aid Director updates NSLDS in accordance with current regulation.
7. If the student did not have any funds returned to Title IV, the COD Notification Form is completed and forwarded to Boston Educational Network.
8. A copy of the documents is given to the President so refunds can be made to Title IV or the student if applicable and to follow up on any monies owed by the student directly to the school.

Return of Federal Financial Aid

A student who receives Title IV Federal Financial Aid and withdraws from Lancaster School of Cosmetology on or before the 60% point in the term is entitled to keep the portion of Title IV Federal Financial Aid that he/she earned up to the point of withdrawal. Federal Regulations further mandate that a student must earn his or her federal student aid or the funds must be returned to the Federal Financial Aid programs. If a student receiving Federal Financial Aid withdraws more than the 60% point of the academic term, she/he is considered to have earned all of her/his Title IV Aid for that term. Programs are measured in clock hours therefore the percentage of the payment period or period of enrollment completed is determined by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date. The scheduled clock hours are those established by the institution prior to the student's beginning class date for the payment period or period of enrollment and are consistent with the published materials describing the institution's programs, unless the schedule was modified prior to the student's withdrawal. The Financial Aid Office will calculate the amount of aid the student has earned using the prescribed Federal Return of Title IV Funds Procedure and returns of Title IV funds will be made within 45 days of the date the school determines the student has withdrawn. Once the earned amount of a student's financial aid has been applied to her/his institutional charges, the student is responsible for any remaining balance due to the school. Additional details and examples of the refund and repayment policies may be obtained by contacting the School.

Return of Title IV Funds

The Return of Title IV funds as prescribed in Section 484B of the Higher Education Act Amendments determines the amount of the Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period. Lancaster School of Cosmetology defines it payment periods for the Cosmetology programs as Payment Period 1 is from 1-450 scheduled hours, Payment Period 2 is from 451-900 scheduled hours and Payment Period 3 is from 901-1250 scheduled hours. For the Massage Therapy Program, the payment periods are defined as Payment Period 1 is from 1-300 scheduled hours and Payment Period 2 is from 301 – 600 scheduled hours. For the Nail Technology Program, the payment periods are defined as Payment Period 1 is from 1-150 scheduled hours and Payment Period 2 is from 151 – 300 scheduled hours. For the Esthetics Program, the payment periods are defined as Payment Period 1 is from 1-150 scheduled hours and Payment Period 2 is from 151 – 300 scheduled hours. For the Teacher Training Program, the payment periods are defined as Payment Period 1 is from 1-300 scheduled hours and Payment Period 2 is from 301 – 600 scheduled hours.

- The institution will determine the date of withdrawal and then determine the percentage of the payment period scheduled for the student. The institution will then determine the amount of Title IV aid for which the student was eligible by the percentage of the time scheduled if applicable.
- The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned by the institution.
- The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

For example, 450 hours in the payment period:

•The student was scheduled to complete 225 hours as of the student's last date of attendance

•Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period. (225/450)

•Amount Title IV Financial Aid Earned equals $1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned $1250 (2500x50%)

Any refund due will be refunded on the student's behalf directly to the applicable federal student aid program, in the following order:

- Federal Direct Loan Unsubsidized
- Federal Direct Loan Subsidized
- Federal Direct PLUS (Parent)
- Federal Pell Grant

The student is required to return any Title IV overpayment in the same order that is required for the schools:

- Federal Direct Loan Unsubsidized

- Federal Direct Loan Subsidized
- Federal Direct PLUS (Parent)
- Federal Pell Grant

NOTE: When a student withdraws, the institution must return the lesser of the total amount of unearned Title IV, HEA funds as calculated or an amount equal to the total institutional charges incurred by the student for a payment period or period of enrollment multiplied by the amount of Title IV, HEA funds that have not been earned by the student. Institutional charges are outlined on the first page of the student enrollment agreement.

Determining the last date of attendance

As all programs are clock hour and specific clock hours are required for each program in order for the student to obtain licensure, attendance is tracked on a daily basis. The last date of attendance (LDA) is determined by the last date of physical attendance logged in the student database.

Date of Determination is defined as:

1) The day that the student notifies the school that he/she will not be returning or
2) In the case of an unofficial withdrawal from the program the school will determine the withdrawal date within 14 calendar days after the student's last date of attendance.

Post Withdrawal Disbursement

When the total amount of the Title IV assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. The Financial Aid Director is responsible for this. See below for specifics for Pell and Loan Funds.

Post-Withdrawal Disbursement of Federal Grant Funds

Lancaster will automatically credit the student's account with a late disbursement of Pell Grant and for current institutional charges (tuition, fees, room and board). Excess funds will be refunded to the student. The post-withdrawal disbursement will be made within 45 days of the date the institution determined the student withdrew.

Post-Withdrawal Disbursement of Federal Loan Funds

If a post-withdrawal disbursement includes federal loan funds, Lancaster must obtain the students, or parent if a PLUS loan, permission before it can be disbursed. The borrower will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal disbursement. The student or parent has 14 days from the date of notification to respond. Lancaster will disburse the loan funds within 180 days of the date of determination of the student's withdrawal date. Loan funds will be applied towards the outstanding charges on the student's account and may pay up to the amount of the allowable charges. Any remainder will be paid directly to the student or parent.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

FINANCIAL AID PROGRAMS

The School participates in the Pell Grant Program and the Direct Student Loan Program. In order to determine a student's eligibility for either or both of these programs, it is necessary for the student to contact the School's financial aid officer and learn what documentation is necessary. A student can learn his/her financial aid eligibility prior to signing the Enrollment agreement by completing the FAFSA online and entering the school code (015630). For more information, please go to www.fafsa.ed.gov.

INSTITUTIONAL GRANTS

To qualify for an institutional grant a student must complete an application provided by the school. The student must write an essay with no more than 500 words explaining why they have chosen the career for which they want to enroll. The student must also provide a written statement explaining how the institutional grant will help them to achieve their goals. The application must be submitted 30 days prior to the student starting class. Once awarded, the grant will be applied to the student account 30 days prior to the student's completion date.

ALTERNATIVE FINANCING

LSCTB offers an affordable alternative financing option through TFC Credit Corporation. The LSCTB financial aid officer can help to determine your eligibility.

SCHOOL CANCELLATION

In the event of inclement weather, it may be necessary to close school. Cancellation announcements will be made over local radio and television stations. (Usually by 5:30 am). Announcements for cancellation of evening classes will usually be made by 3:00 pm.

DRESS CODE

Cosmetology, Nail Technology, Massage Therapy

The dress code at Lancaster School of Cosmetology is designed based on industry standards. Students are required to wear solid black pants, skirts no shorter than midthigh length, capri pants, and **solid black** shirts. The black shirts must have either long, ¾ or short sleeves. No sleeveless shirts permitted. **All shirts must be worn below the waistline of the pants, skirt, capris, at all times.** If a student chooses to wear leggings, students must remember these are considered hosiery and the top must then come to a student's mid-thigh. If it does not come to the mid-thigh the student will be warned once and sent home upon the second infraction. Skirts or dresses must hit mid-thigh or lower. This does not change if you wear black shorts under the skirt or dress. If you find your skirt or dress is not below mid-thigh, you will need to have pants, leggings or shorts on underneath to avoid being sent home. If you have shorts on under the skirt or dress, the shorts must also be mid-thigh or lower. See through attire is not tolerated. Students must wear proper footwear. Sandals and open-toe shoes are not permitted. Slippers are not permitted. Full head covering of any type is not permitted. (The only exception is for documented religious purposes.) Students may wear basic headbands however they cannot have any symbols, writing or other items on them. Shorts of any type are not permitted. No scarves, belts or other adornments which are not black or black and white. **No crop tops or belly shirts.** Students who arrive at school without the appropriate black uniform and footwear will be warned once. On the second offense, the student will not be admitted to class. **If a student is cold during class, the student must still be in uniform by wearing a solid black sweater or sweatshirt. No other color coat or heavy covering is permitted.** LSCTB logo items may be worn in class. Sunglasses are not permitted on face or head. It is the main responsibility of the instructor to enforce the Uniform Dress Code however any staff member may also enforce the code. School apron must be worn at all times.

DRESS CODE

Esthetics

The dress code at Lancaster School of Cosmetology is designed based on industry standards. Students are required to wear solid black pants, skirts no shorter than midthigh length, capri pants, and **solid white** shirts. The white shirts must have either long, ¾ or short sleeves. No sleeveless shirts permitted. **All shirts must be worn below the waistline of the pants, skirt, capris, at all times.** If a student chooses to wear leggings, students must remember these are considered hosiery and the top must then come to a student's mid-thigh. If it does not come to the mid-thigh the student will be warned once and sent home upon the second infraction. Skirts or dresses must hit mid-thigh or lower. This does not change if you wear black shorts under the skirt or dress. If you find your skirt or dress is not below mid-thigh, you will need to have pants, leggings or shorts on underneath to avoid being sent home. If you have shorts on under the skirt or dress, the shorts must also be mid-thigh or lower. See through attire is not tolerated. Students must wear proper footwear. Sandals and open-toe shoes are not permitted. Slippers are not permitted. Full head covering of any type is not permitted. (The only exception is for documented religious purposes.) Students may wear basic headbands however they cannot have any symbols, writing or other items on them. Shorts of any type are not permitted. No scarves, belts or other adornments which are not black or black and white. **No crop tops or belly shirts.** Students who arrive at school

without the appropriate black and white uniform and footwear will be warned once. On the second offense, the student will not be admitted to class. **If a student is cold during class, the student must still be in uniform by wearing a solid white sweater or sweatshirt. No other color coat or heavy covering is permitted.** LSCTB logo items may be worn in class. Sunglasses are not permitted on face or head. It is the responsibility of the instructor to enforce the Uniform Dress Code however any staff member may also enforce the code. School apron must be worn at all times.

DRESS CODE

Teacher

Dress code will be discussed the first day of class. Dress will be professional for all Teacher students.

SCHOOL CALENDAR

The School will be closed on the following holidays:

1. New Year's Day
2. Memorial Day Saturday
3. Independence Day
4. Labor Day Saturday
5. Thanksgiving Day
6. Christmas Eve
7. Christmas Day
8. New Year's Eve

The school closes at least two weeks in the summer and at least two weeks in the winter. Dates will be reviewed during orientation and presented in the orientation packet.

VACATION WEEKS

The school closes at least two weeks in the summer and at least two weeks in the winter. Dates will be reviewed during orientation and presented in the orientation packet.

LUNCH AND BREAK PERIODS

A lunchroom is provided in the school. Food and drinks are to be consumed in the lunchroom only. Food and drinks are not permitted in the classrooms or the Student Salons. SMOKING IS NOT PERMITTED IN ANY PART OF THE SCHOOL. **Gum is not permitted when working on clients.** Students are provided a break in the morning and in the afternoon. A break is a privilege. The classroom instructor will reprimand students that abuse the break privilege by returning late to class. Evening students are provided a break as determined by the instructor.

SUNSHINE LAW

Each student has the right to examine the contents of his or her file with 24 hours notice under the supervision of an administrator. A student may request a file review in writing and present the request to the School's President. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission, and state or federal agencies as required by application laws.

STUDENT RIGHT TO PRIVACY - FERPA

The school will not divulge any personally identifiable information about a student without his or her prior consent in writing. The student will need to sign a release form. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission, and state or federal agencies as required by application laws. For the purposes of VA, transcripts with grades are held for a minimum of 3 years.

NONDISCRIMINATION POLICY

The Lancaster School of Cosmetology & Therapeutic Bodywork is an equal opportunity education institution, and does not discriminate on the basis of sex, age, race, color, religion, sexual orientation or ethnic origin in admitting students.

ADDITIONAL FEES

Once the student has matriculated into the program, the school charges a $100 fee for any time the student requests a change in enrollment. A cosmetology student may not change their schedule until they have reached the Junior II level unless they have extenuating circumstances that can be fully documented. The school charges over contract fees based on each program and as outlined in the student's enrollment agreement.

ATTENDANCE/TARDINESS

Students are required to attend all scheduled hours. There are no excused absences. (See below) If a student misses any scheduled hours they must make-up those hours prior to their scheduled contract end date. If hours are not made up and the student goes over contract, over contract charges will be calculated and the student must pay for those over contract charges prior to finishing the over contract hours.

All students must be in class at their scheduled start time or they must wait until the first break. For instance, if class begins at 9:00 am and a student is not in class at 9:00 am they will not be logged in until 10:30 am after the first break. If a student has not arrived to school by 10:30 am, they will not be permitted to attend class that day. The only exceptions to these are: documentation from an emergency room for that time period or subpoena for that time period. For evening students, if you do not arrive by 5:30 you will not be logged in until 7:00 pm. If you arrive after 7:00 pm you will not be permitted to attend class that evening. Students must arrive on or before the class starting time in order to receive full credit for the time. Time credit is given only on the hour, quarter-hour, and half-hour. (Please review rules and regulations for additional information)

Make-Up Policy

Students who arrive late for class are not permitted to make-up hours that day. Evening students who arrive late or leave early are not permitted to make-up hours the following day. Make-up hours must be made-up during regularly scheduled class hours or for special events. The following is the list of when hours can be made up based on space availability.

Tuesday	9:00 am to 4:00 pm
Wednesday	9:00 am to 4:00 pm and 5:30 pm to 9:30 pm
Thursday	9:00 am to 4:00 pm and 5:30 pm to 9:30 pm
Friday	9:00 am to 2:00 pm
Saturday	9:00 am to 2:00 pm

Make-up hours must be coordinated through your instructor. Students who do not have full attendance on the last day of their scheduled class week will not be permitted to make up hours the following week. The definition of full attendance on the last day of their class week is the student's full scheduled hours. A student may not arrive late or leave early on the last day of their scheduled class week.

Examples:
If the last day of your class week is Thursday night and you are late, leave early or miss, you are not permitted to make up time the following day or week.

If the last day of your class week is Friday during the day and you are late, leave early or miss, you are not permitted to make up time that day or the following week.

If the last day of your class week is Saturday and you are late, leave early or miss, you are not permitted to make up time the following week.

TERMINATION

Students are subject to termination if they do not meet the school's satisfactory attendance policy, or the school's satisfactory academic policy, or for non-compliance with the school's rules and regulations and conduct policy.

CONDUCT POLICY AND RULES AND REGULATIONS

The schools conduct policy and school rules and regulations are reviewed with the students at the orientation session.

TRANSFER OF CREDITS/HOURS

A credit hour/clock hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether or not to accept credit hour/clock hour for transfer.

CONTINUING EDUCATION/REFRESHER

For one year following a student's graduation, a graduate may return for refresher courses. For that year the refresher courses are free of charge. The school reserves the right to select the time and instructor for all refresher coursework. Following that initial year, students will be charged the current published rate for any coursework and/or continuing education classes.

MISSING PERSONS

LSCTB is a small environment and with daily attendance we are very aware if a student is missing. If you are not planning on attending school, we request a phone call or a message. If we do not hear from a student, the Director of Education will contact them each day they are missing to determine the student's status. If the school cannot make contact after the three days, the Director of Education will use all contact information in the student file to attempt to contact the student. Contact information can be, but is not limited to, phone numbers, email addresses, emergency contacts and references. If after one week the student has not responded, the President will then take over by contacting the student via letter, email, phone and text to inform them if we do not hear from them we may have to file a missing person's report.

FIRE SAFETY, EMERGENCY RESPONSE AND EVACUATION

Exit procedures are posted in each classroom and all students receive the evacuation route drawing during orientation. Instructors are well versed in emergency response and evacuation methods.

VACCINATION POLICY

The school nor the state require any vaccinations.

COPYRIGHT INFRINGMENT

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SATISFACTORY PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at LSCTB. Students receiving funds under any federal Title IV program must maintain satisfactory progress in order to continue eligibility for such funds. As Satisfactory Progress is measured at

payment periods and is based on the length of the program, each student will receive the detailed satisfactory progress policy during orientation on the first day of class. (See Addendum G)

ADDENDUM A TO CATALOG
TUITION AND PAYMENT SCHEDULE

October 2026

COSMETOLOGY
1250 Clock Hours

Tuition	14500
Books & Supplies	1400
Application Fee	100
Total	16000

Extra instructional charges for overcontract:
$11.60 per hour

NAIL TECHNOLOGY
300 Clock Hours

Tuition	4000
Books & Supplies	900
Application Fee	100
Total	5000

Extra instructional charges for overcontract:
$13.33 per hour

MASSAGE THERAPY
600 Clock Hours

Tuition	7100
Books & Supplies	1300
Application Fee	100
Total	8500

Extra instructional charges for overcontract:
$11.83 per hour

TEACHER
600 Clock Hours

Tuition	5200
Books & Supplies	600
Application Fee	100
Total	5900

Extra instructional charges for overcontract:
$8.66 per hour

ESTHETICS
300 Clock Hours

Tuition	5200
Books & Supplies	700
Application Fee	100
Total	6000

Extra instructional charges for overcontract:
$17.33 per hour

OVERCONTRACT CHARGES MAY NOT be paid with financial aid funds. Must be paid when over contract hours begin or student must take a leave of absence until funds are available to make payment.

Cost of education includes application fee, books and supplies, needed to practice safely and sanitary while attending the school. The general purpose and allocation of the application fee is to process the application and enrollment paperwork. The application fee is collected prior to or on the first day of class for the entire program.

MONTHLY PAYMENT OPTIONS

Payment methods include cash, check, money order.

Option 1 – Make monthly payment in equal installments
Option 2 – Students eligible for student loans make payments on amount not covered.
Option 3 – Students eligible for student loans and Pell Grants may waive monthly payments if loans and grants cover the cost of attendance.
Option 4 – TFC funding for balance not covered by financial aid

SUPPLEMENT B TO CATALOG
FACULTY & STAFF – September 2026

Administration

Gerard Geist/Deborah Dunn – Owners
Denise Kane – Assistant Director
Lisa Pope –Financial Aid
Shelly Jones – Admissions
Regan Park – Education Director/Instructor
Emily Pope – Graduate Services Director/Clinic Manager

Instructors:

Amarillis Reyes, Cindy Ferris, Shelly Jones, Rosa Rosas-Perez, Nicole Greiss, Nakesha Cunningham, Donna Saunders, Julie Murray, Callie Krous, Yadira Cupeles, Tarnya Anderson

ADDENDUM B - Start Dates/Veteran's Information

Start Dates – 2027

January 5, 2027 – Cosmetology (Day/Evening), Esthetics (Day), Teacher (Day/Evening)
March 2, 2027 – Cosmetology (Day), Esthetics (Evening), Nail Technology (Evening), Teacher (Day/Evening)
April 27, 2027 – Cosmetology (Day/Evening), Esthetics (Day), Massage Therapy (Day), Teacher (Day/Evening)
July 6, 2027 – Cosmetology (Day), Teacher (Day/Evening)
August 31, 2027 – Cosmetology (Day/Evening), Esthetics (Day/Evening), Massage Therapy (Day/Evening), Nail Technology (Evening), Teacher (Day/Evening)
October 26, 2027 – Cosmetology (Day), Teacher (Day/Evening)

Veterans Supplement

Guidelines for Veterans/Dependents Receiving VA Educational Assistance Allowance

Academic Standards of Progress

Minimum Satisfactory Progress

Students must maintain a grade average of 75% or higher. If at the end of a unit a veteran's average is below 75%, he/she will be placed on warning.

Probationary Period

If after serving a warning period of one unit, and the veteran has not maintained the Minimum Satisfactory Grades, he/she will be placed on probation. If after the probationary period the student has not made progress, the Department of Veterans Affairs will be notified within 30 days.

Re-Entrance for Students Dismissed for Unsatisfactory Progress

A veteran student terminated for unsatisfactory progress will be evaluated on an individual basis for possible readmission.

Maximum Time Frame Note

For veteran's using VA benefits, the VA will not pay for any additional hours beyond the approved program time.

Make-up Work

Make-up work is not permitted for the purpose of receiving Veterans Affairs training allowances.

Leave of Absence

A student that requires a leave of absence beyond the acceptable attendance policy needs to request the leave in writing. Every effort will be made to schedule the student in the next available class.

Class-Cuts

Class cuts are not permitted and shall be recorded as time absent.

LSCTB ensures that it 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 or 33.

ADDENDUM C – Crime Statistics/Prevention/Sexual Violence Prevention and Policies

Crime Activity Reported to USDE for the calendar year 2022/2023/2024

	On Campus	Off Campus/ Building/Property	Public Property (Adjacent to School)
Murder/non-negligent manslaughter	0	0	0
Manslaughter by negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism property	0	0	0
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Hate crimes	0	0	0

Campus Crime Policies

Procedures and Facilities for Students to Report Criminal Actions or Other Emergencies
Students should report any crime activities that occur at Lancaster School of Cosmetology & Therapeutic Bodywork to the School's President, or any Administrator listed in the catalog. The President or Administrator will help any student report any campus crime to local police authorities. (Campus defined to include reasonably adjacent property used by students that supports the institutional purposes.)

A school official is present at all off-campus activities sponsored by LSCTB. Students should report any criminal activity occurring during off –campus activities to the school official. The school official will then aid any student in reporting the criminal activity to local police. The school official will also document and report the incident to the school's President.

Campus security procedures will be fully described to all students at orientation. Employees will be informed of security procedures at the time of employment and will be reminded of the procedure at least once a year at a faculty or staff meeting. Crime prevention information can be obtained from each local police precinct.

Policies for Making Timely Warning Reports to the Student Population
Should any situation arise that would need a timely warning to the student population students will be notified in their classroom or via the answering machine for the school or via student email. Students may call in to receive the most up to date information.

Policies for Preparing the Annual Camus Crime Statistics
Preparation of the crime statistics involve review of any reports submitted by students and/or staff, request of the local police for any criminal activity information in the vicinity. Once this information is gathered, the crime report is completed.

List of the Titles of Each Person or Organization Reports Should be Made To for the Purpose of Making Timely Warnings and the Annual Statistical Disclosure.
President
United States Department of Education

Safety of and Access to School Facilities Including Campus Residences

LSCTB has no campus residences. Access to school facilities by students is permitted only during operating hours of the school. Staff and faculty have access to the school facility during normal working hours or by request and/or permission of the President.

Security Considerations Used in the Maintenance of Campus Facilities
LSCTB has no campus residences to maintain. As for the main school, a security system is installed to prevent facility and personal harm. Facility maintenance is done when the facility is empty.

Campus Law Enforcement
LSCTB has no campus law enforcement. If needed the local police are contacted and the response time has always been excellent. LSCTB has a good working relationship with local police and make determinations on when to use the emergency call number and the non-emergency call number. At all times, student and staff are encouraged to report crime as soon as it occurs. LSCTB administration is supportive of any student or staff member who feels the need to report a crime. We will not make the call but will allow a student or staff member to call in the privacy of an office if they request.

Off Campus Locations Officially Recognized by School
There are no off-campus locations officially or unofficially recognized by the school.

Campus Sexual Assault Program – SEE VAWA POLICIES FOR ADDITIONAL INFORMATION
Educational programs are offered according to policy featuring information on rape prevention, acquaintance rape, forcible and non-forcible sex offenses. Information is provided through video and written materials.

If a sex offense occurs a student should contact any employee of LSCTB that they are comfortable speaking with. Reporting should happen as soon as possible in order to preserve evidence as proof of the crime. If the student would like to contact local police, LSCTB personnel will assist as long as the student requires it. When the offense is reported, LSCTB personnel will provide the number for the nearest rape crisis center that can provide information on all of the services the student may need. If the student would like assistance contacting the rape crisis center, LSCTB personnel will assist.
If an ambulance is required, LSCTB personnel will make that phone call. LSCTB personnel will also contact anyone the student requests. If the student is not able to make the request, LSCTB personnel will contact the student's emergency contact as listed in the student file. If the student's academic situation needs to change as a result of the assault, LSCTB will make changes if they are reasonably available.

Disciplinary procedures for the alleged sexual assault will be developed based on the outcome of the investigation by police. If police are not called, LSCTB administration will interview the alleged suspect to determine both sides of the situation. Once the interviews have been complete proper punishment will be determined that may include up to and including expulsion from school.

NOTE:
The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the institution's final determination and any sanction against the accused).

Sanctions
Sanctions will be determined once all interviews have been completed of both the accused and accuser. Depending on the outcome, sanctions could be no action and then up to and including expulsion from the program. If the accused is found to be at fault, the accuser will be consulted concerning sanctions.

Registered Sex Offenders
Students may view a list of registered sex offenders in the area by going to www.pameganslaw.state.pa.us.

Emergency Notifications and Procedures
Should the school have to close or start late, students are advised to watch WGAL, or sign up for their texts or call the schools voicemail to learn the latest updates. If the school must dismiss early or immediately evacuate each instructor is notified via text on their phone. All classrooms have evacuation drawings for the nearest exit.

ADDENDUM D – DRUG FREE SCHOOL AND WORKPLACE STANDARD OF CONDUCT

Students are prohibited from unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity off campus. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination from the Lancaster School of Cosmetology & Therapeutic Bodywork & Therapeutic Bodywork.

There are numerous legal sanctions under local, state and federal laws which can be used to punish violators. Penalties can range from suspension, revocation, and denial of driver's license to 20-50 years imprisonment without benefit of parole. Property may be seized. Community service may be mandated. Examples of penalties found in federal law for drug trafficking are included as part of the U.S. Department of Justice Appendix A. (More information can be obtained from your Campus President.)

Some descriptions of health risks associated with illicit drugs and alcohol are: people tend to lose their responsibility and coordination. Restlessness, irritability, anxiety, paranoia, depression, acting slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsion, or even death can result from over use or abuse of drugs. Not only does the person using the drug subject themselves to all sorts of health risks, drug use can and in many instances do, cause grief and discomfort to innocent people. A drug-dulled brain for example, affects a wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol related highway deaths are the top killer of 15-24 year olds. A description of controlled substances uses and effects will be distributed during orientation. (Your Campus President has additional information.)

There are drug and alcohol counseling treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The yellow pages of the local phone book and the internet are excellent sources. Look under the heading "Drug Abuse and Addiction – Information and Treatment." There are national organizations one can contact for help. The Alcoholism and Drug Hot Line, 1-800-252-6456 is open 24 hours a day. The Cocaine Hotline, 1-800-444-9999 is open 24 hours a day. The National Institute on Drug Abuse Hotline is available 8:00 am to 2:00 am, Monday through Friday and 11:00 am to 2:00 am on weekends, 1-800-662-4357.

Students who violate these standards of conduct subject themselves to disciplinary action. Staff, upon being hired by Lancaster School of Cosmetology & Therapeutic Bodywork acknowledge, in writing that they understand the provision of the drug and alcohol free workplace of 1998. Employees must notify the School President, in writing, of a conviction of a criminal drug statue occurring in the workplace within five days after receiving the conviction, which may lead to admonishment, suspension from work and/or enrollment in a rehabilitation program, to termination from employment.

ADDENDUM E – Student Right to Know
Lancaster School of Cosmetology & Therapeutic Bodywork
How Our Students Are Doing
Students Right to Know

Cosmetology Program
During the school year September 1, 2022 to August 31, 2023 the Lancaster School of Cosmetology enrolled 70 students in the Cosmetology Course. Of those 70 students 48 graduated. Of the 48 students who graduated, 43 are employed in cosmetology related fields. 44 graduates passed the licensing exam.

Nail Technology Program
During the school year September 1, 2022 to August 31, 2023 the Lancaster School of Cosmetology enrolled 29 students in the Nail Technology Course. Of those 29 students 26 graduated. Of the 26 students who graduated, 23 are employed in nail/cosmetology related fields. 26 graduates passed the licensing exam.

Esthetics Program
During the school year September 1, 2022 to August 31, 2023 the Lancaster School of Cosmetology enrolled 62 students in the Esthetics Course. Of those 62 students 62 graduated. Of the 62 students who graduated, 54 are employed in cosmetology/esthetics related fields. 54 graduates passed the licensing exam.

Teacher Program
During the school year September 1, 2022 to August 31, 2023 the Lancaster School of Cosmetology enrolled 6 students in the Teacher Course. Of those 6 students 5 graduated. Of the 5 students who graduated, 5 are employed in cosmetology/teaching related fields. 5 graduates passed the licensing exam.

Massage Therapy Program
During the school year September 1, 2022 to August 31, 2023 the Lancaster School of Cosmetology enrolled 33 students in the Massage Therapy Course. Of those 33 students 22 graduated. Of the 22 students who graduated, 13 are employed in massage related fields. 14 graduates passed the licensing exam.

Outcomes Assessment Information as Reported to NACCAS for 2024

Cosmetology and Related Fields Graduation Rate – 91.57%
Cosmetology and Related Fields License Pass Rate – 95.71%
Cosmetology and Related Fields Job Placement Rate – 90.74%

Massage Therapy Graduation Rate – 89.29%
Massage Therapy License Pass Rate – 93.33%
Massage Therapy Job Placement Rate – 70.83%

Overall Graduation Rate – 91.26%
Overall License Pass Rate – 95.48%
Overall Job Placement Rate – 88.17%

ADDENDUM F – DETERMINING THE VALIDITY OF HIGH SCHOOL CREDENTIALS

All students must provide evidence that they possess a high school diploma, GED, a home study certificate or transcript from a home-study program that is equivalent to high school level and is recognized by the state of issuance. Students may also provide proof of completing an Associate Degree or Bachelor Degree accredited program.

In the event the validity of the high school diploma is in question, LSCTB will use any or all of the following methods to determine validity.

We will cross check the diploma with a list of "diploma mills" that has been generated through the industry. If the name of the school issuing the diploma appears on this list the high school diploma will require further investigation including but not limited to determining accreditation status, viewing transcripts provided to the student and, viewing the subjects completed by the student.

If the diploma is not from the United States or Puerto Rico and is not in English, the applicant shall have the diploma translated and notarized to verify the authenticity prior to starting school. The student may use one of the following companies listed below to translate the high school credentials. If these options cannot be done, the applicant will have to attain their GED or a valid high school diploma from the United States.

The translation must be in English and confirmed as the academic equivalent of U.S. High School diploma or higher.

Translation/Evaluation Companies (You must use one of these two companies)
ACREVS, Inc.
www.acrevs.com

Educational Credential Evaluators, Inc.
www.ece.org

There is a fee for these services. They vary depending on which organization you use and the extent of the service to be provided.

ADDENDUM G – SATISFACTORY PROGRESS POLICIES BY PROGRAM

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Lancaster to determine whether an otherwise eligible student is making SAP in their educational program and may receive assistance under the Title IV, HEA programs 34 C.F.R 668.16(E). It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. NOTE: Students receiving funds under any federal Title IV program must maintain satisfactory progress in order to continue eligibility for such funds. If a student's eligibility for financial aid has been negatively impacted by SAP, the student will be notified.

EVALUATION PERIODS

Students are evaluated on actual hours attended for Satisfactory Academic Progress as follows:
Cosmetology – 450 clock hours (16 weeks), 900 clock hours (16 weeks), 1075 (5 weeks)
Esthetics – 150 clock hours (7.5 weeks)
Nail Technology – 150 clock hours (12.5 weeks)
Massage Therapy – 300 clock hours (15 weeks)
Teacher – 300 clock hours (9.5 weeks)
*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.
Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.
Academic Year = 900 clock hours

Attendance Progress (Quantitative Measure) – Cosmetology

Full-Time – 31 hours per week

Maximum Time: The maximum time a student has to complete the course is 143% of the program length. Weeks - 59 and Hours - 1788 hours
Attendance: Full-Time students must attend at least 70% of their scheduled hours each payment period and maintain a 75% grade point average in order to be considered making satisfactory progress and to complete the course within the maximum timeframe.
NOTE: The contracted length of the 1250-hour course for students attending 31 hours per week is 42 weeks. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

Three-Quarter Time – 25 hours per week

Maximum Time: The maximum time a student has to complete the course is 143% of the program length. Weeks – 72 and Hours - 1788.
Attendance: Three-Quarter Time students must attend at least 70% of their scheduled hours each payment period and maintain a 75% grade point average in order to be considered making satisfactory progress and to complete the course within the maximum time frame.
NOTE: The contracted length of the 1250-hour course for students attending 25 hours per week is 52 weeks. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

Half-Time – 17 hours per week

Maximum Time: The maximum time a student has to complete the course is 143% of the program length. Weeks - 106 and Hours - 1788.
Attendance: Half-Time students must attend at least 70% of their scheduled hours each payment period and maintain a 75% grade point average in order to be considered making satisfactory progress and to complete the course within the maximum timeframe.
NOTE: The contracted length of the 1250-hour course for students attending 17 hours per week is 74 weeks. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

Half-Time – 12 hours per week
Maximum Time: The maximum time a student has to complete the course is 143% of the program length. Weeks - 150 and Hours - 1788.
Attendance: Half-Time students must attend at least 70% of their scheduled hours each payment period and maintain a 75% grade point average in order to be considered making satisfactory progress and to complete the course within the maximum timeframe.
NOTE: The contracted length of the 1250-hour course for students attending 12 hours per week is 106 weeks. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

Attendance Progress (Quantitative Measure) – Massage Therapy

Three-Quarter Time – 20 hours per week
Maximum Time: The maximum time a student has to complete the course is 143% of the program length. Weeks - 43 and Hours - 858.
Attendance: Three-Quarter Time students must attend at least 70% of their scheduled hours each payment period and maintain a 75% grade point average in order to be considered making satisfactory progress and to complete the course within the maximum time frame.
NOTE: The contracted length of the 600-hour course for students attending 20 hours per week is 30 weeks. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

Half-Time – 12 hours per week
Maximum Time: The maximum time a student has to complete the course is 143% of the program length. Weeks - 72 and Hours - 858.
Attendance: Half-Time students must attend at least 70% of their scheduled hours each payment period and maintain a 75% grade point average in order to be considered making satisfactory progress and to complete the course within the maximum timeframe.
NOTE: The contracted length of the 600-hour course for students attending 12 hours per week is 50 weeks. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

Attendance Progress (Quantitative Measure) – Teacher

Full-Time – 31 hours per week
Maximum Time: The maximum time a student has to complete the course is 143% of the program length. Weeks - 27 and Hours - 858.
Attendance: Full-Time students must attend at least 70% of their scheduled hours each payment period and maintain a 75% grade point average in order to be considered making satisfactory progress and to complete the course within the maximum timeframe.
NOTE: The contracted length of the 600-hour course for students attending 31 hours per week is 19 weeks. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

Three-Quarter Time – 25 hours per week
Maximum Time: The maximum time a student has to complete the course is 143% of the program length. Weeks - 34 and Hours - 858.
Attendance: Three-Quarter Time students must attend at least 70% of their scheduled hours each payment period and maintain a 75% grade point average in order to be considered making satisfactory progress and to complete the course within the maximum time frame.
NOTE: The contracted length of the 600-hour course for students attending 25 hours per week is 24 weeks. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

Attendance Progress (Quantitative Measure) – Esthetics

Three-Quarter Time – 20 hours per week
Maximum Time: The maximum time a student has to complete the course is 143% of the program length. Weeks – 21 and Hours – 429.
Attendance: Three-Quarter Time students must attend at least 70% of their scheduled hours each payment period and maintain a 75% grade point average in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

NOTE: The contracted length of the 300-hour course for students attending 20 hours per week is 15 weeks. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

Half-Time – 12 hours per week

Maximum Time: The maximum time a student has to complete the course is 143% of the program length. Weeks – 36 and Hours – 429.

Attendance: Half-Time students must attend at least 70% of their scheduled hours each payment period and maintain a 75% grade point average in order to be considered making satisfactory progress and to complete the course within the maximum timeframe.

NOTE: The contracted length of the 300-hour course for students attending 12 hours per week is 25 weeks. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

Attendance Progress (Quantitative Measure) – Nail Technology

Half-Time – 12 hours per week

Maximum Time: The maximum time a student has to complete the course is 143% of the program length. Weeks – 36 and Hours – 429.

Attendance: Half-Time students must attend at least 70% of their scheduled hours each payment period and maintain a 75% grade point average in order to be considered making satisfactory progress and to complete the course within the maximum timeframe.

NOTE: The contracted length of the 300-hour course for students attending 12 hours per week is 25 weeks. However, any student not completing the course within their contracted time will be charged the hourly fee as stated on their enrollment agreement for each hour needed to complete the course.

ACADEMIC PROGRESS EVALUATIONS – (Qualitative Measure)

The following factors will be measured to determine academic progress:

Cognitive Skills (test grades, homework, quizzes, etc.)

Manipulative Skills (practical and laboratory work)

Affective Skills (attendance, work habits, professionalism, etc.)

Cognitive and Manipulative

95% and up – Above Average

90% to 94% - Good

80% to 89% - Satisfactory

75% to 79% - Remedial

74% and below – Unsatisfactory

Affective

Outstanding = 95%

Satisfactory = 85%

Needs Improvement = 75%

Measurable Standard

At end of each unit the student's performance is measured by means of written exams, practical work and affective abilities.

DETERMINATION OF PROGRESS STATUS

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

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

APPEAL PROCEDURE

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

INTERRUPTIONS AND WITHDRAWALS

If student enrollment is temporarily interrupted for a Leave of Absence (not to be extended beyond 180 days) the student will return to school in the same progress status held prior to the leave of absence. Classes missed and clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and will not be included in the student's cumulative attendance percentage calculation.

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT, REMEDIAL COURSES, REPETITIONS, COURSE INCOMPLETES

Noncredit, remedial courses, repetitions, and course incompletes do not apply to this institution. Therefore, these items have no effect on the student's satisfactory academic progress evaluation(s).

TRANSFER HOURS

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

STUDENTS WHO DO NOT COMPLETE WITHIN MAXIMUM TIMEFRAME

Students who do not complete within the maximum of the required timeframe will be terminated. The student may re-enroll to the program on a cash basis by following the return policy found in the catalog.

A student in a clock-hour program cannot receive Title IV aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours. Students become ineligible for Title IV aid in the current program of study when it becomes mathematically impossible to complete the program within 143% percent of the length of the program.

APPLIED CONSISTENTLY

This policy will be applied consistently to all students enrolled in the program whether full-time, ¾ time or part-time.

Addendum H - Pennsylvania Licensure Requirements

Requirements for Cosmetology, Esthetics or Nail Technology

- Be a minimum of 16 years of age
- Must have proof of high school graduation or GED completion in order to test. (Unless you are over 35 years of age however, this school requires a high school diploma or GED) If your high school diploma, transcripts or GED are not in English you must have them translated and evaluated prior to testing.
- Cosmetology - Complete 1250 hours of instruction in cosmetology, within a period of no less than 8 consecutive months as a daytime student or completed 1250 hours of instruction in cosmetology, within a period of no less than 15 consecutive months at a licensed school of cosmetology as an evening student.
- Esthetics - Complete 300 hours of instruction in skin care in a licensed school of cosmetology
- Nail Technology – Complete 200 hours of instruction in nail technology in a licensed school of cosmetology
- Complete a criminal background check
- For all, pass your state licensure exam

Requirements for Teacher

- Be a minimum of 18 years of age
- Completed 12th grade or the equivalent
- Hold a current cosmetology, esthetics or nail technology license
- Must complete 500 hours of instruction in a teacher program at a licensed school of cosmetology.
- Complete a criminal background check
- Pass your state licensure exam

Requirements for Massage Therapy

- Have a high school diploma or GED.
- Hold a current CPR license.
- Complete a criminal background check.
- Pass one of the four national certification exams accepted by the state of Pennsylvania. LSCTB has chosen the MBLEx exam.
- Must complete 600 hours of instruction in a Massage therapy program that has been approved by the State of Pennsylvania.

Note: Graduates must have completed all required hours, attended an exit interview and completed all financial obligations to the Lancaster School of Cosmetology & Therapeutic Bodywork before paperwork will be completed for state licensure. There are fees for the criminal background check, application and testing. The Graduate Servcies Director will provide the most up to date information to you as you become ready to test.

For complete laws and regulations go to:
www.dos.state.pa.us

Addendum I – Student Kit Contents (subject to change based on market availability)

Cosmetology

Manikin Heads (7)	Manikin Holder	Marcel ¾"
Shampoo Cape	Shear/Razor Set	Super Grip Clips
Butterfly Clamps	E Curl Clips	Rattail Comb
Superspray Bottle	Deluxe Tote with Wheels	Bristle Brush
Cold Wave Rods	Jumbo End Papers	Manicure Kit
Vinyl Gloves	Styling Comb	Finger Bowl
Ceramic Vent Ball Tip	Tint Bowl	Black Apron
Color Brush	Andis Razor Set	Manicure Brush
81/2" Clipper Comb	Rattail Comb/Fine Teeth	Blow Dryer
10 Piece Comb Roll-Up	Flat Iron	Toenail Clipper
Thermal Indicator Brush	Ceramic Thermal Indicator Brush	Cutting Comb

Esthetics

Makeup Kit	Disposable Mascara Brushes
Latex Free Foam Sponges	Eyeshadow Applicator Set
Disposable Lip Brushes	Terrycloth Spa Wrap
Comedo Extractor	Eyebrow Scissor
Eyelash Curler	Duralash Naturals
Invisiband Wispie Band	Lashgrip Adhesive
Plastic Spatulas	Carry-All Tote
Salon Apron	Wood's Lamp
Slant Tip Tweezer	Makeup Cape
High Frequency Set	

Nail Technology

Acrylic IQ Monomer	Acrylic IQ Nail Primer	Acrylic Brushes
Odorless Acrylic Monomer	Tacky Base Coat	White Fever
Stix-It Nail Prep	Top Coat	Red Polish
Byzantium Frost	Fuschia Shock	Manicure Brush
Tip Cutter	Cuticle Pusher	Fine Buffing Block
Dappen Dishes	Zebra Files (100/120/180/240)	Practice Hands
Medium Buff Block	Foot File	Silk
Tip Resin/Glue	Resin Activator	Nail Clipper
Full Well Tips	Natural C/O Tips	Nail Wipes
Disposable Forms	Re-usable Forms	Polish Remover
Toe Separators	Manicure Bowl	Cuticle Oil
Toe Nail Clipper	Cuticle Nipper	Safety Googles
Cuticle Remover	Brush Cleaner	Building Gel
Hand Sanitizer	Spray Antiseptic	Hard Gel Topcoat
Moisturizing Lotion	Lux Soak	Gel Top / Base Coat
Eye Dropper	Carry Case	Gel Polishes
Acrylic Powder (White, Pink, Clear)	Sanitizer Brush	Gel Brush

Massage Therapy

Double Holster with two pump bottles
Massage Table Package (Table, Carry Case, Face Rest, Bolster)

(Kits/supplies/books are purchased as a package to provide a more economical cost to students.)

ADDENDUM J – VAWA/Title IX POLICIES AND PROCEDURES
Updated August 2025

Dating Violence Definition:
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a victim

Social Relationship of a Romantic or Intimate Nature
Determination is based upon the reporting party's statement (including the statement of a third-party other than the victim) taking into consideration:

- The length of the relationship
- The type of the relationship; and
- The frequency of the relationship

Dating Violence – Psychological or Emotional Abuse
We fully support the inclusion of emotional and psychological abuse in definitions of "dating violence" used for research, prevention, victim service, or intervention purposes, however according to the United States Department of Education they do not believe that is should be included in the definition of "dating violence" for purposes of crime reporting.

Domestic Violence Definition:
A felony or misdemeanor crime of violence committed by:

- Current or former spouse or intimate partner, or
- Person with whom the victim shares a child in common, or
- A person cohabitating, or has cohabitated with, the victim as a spouse or intimate partner, or
- Any other person against an adult or youth victim who is protected from those acts under the family or domestic violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Violence Definition:
An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program included in Appendix A of Subpart D of Part 668.

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

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress

Course of Conduct
Engaging in two or more acts, including but not limited to, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens or communicates to or about a person, or interferes with a person's property.

Reasonable Person
A reasonable person under similar circumstances and with similar identities to the victim.

Substantial Emotional Distress
Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent Definition:

- Silence or absence of resistance does not imply consent
- Consent to engage in sexual activity with one person does not imply consent with another
- Consent can be withdrawn at any time
- Coercion, force, or threat of either invalidates consent
- If someone is under the influence of alcohol or drugs they cannot consent

Clear Statement Against Sex Discrimination:
The policy applies to all students and employees regardless of sexual orientation or gender identity. The policy may apply to third parties such as clients.

Clear Statement of the School's Commitment to VAWA:
The school is committed to providing a safe environment for students, staff and faculty and are committed to the heart and spirit of VAWA.

What is Covered by VAWA:

- Students, staff and faculty on the school property between the hours of 8:30 am and 10:00 pm on Tuesday, Wednesday and Thursday plus Friday between the hours of 8:30 am and 3:00 pm and Saturday between the hours of 8:30 am and 3:00 pm are covered by the policy. The school property includes the building and the parking lot. As a reminder, no student, staff or faculty member should be on the property before 8:00 am and after 10:00 pm on Tuesdays, Wednesdays and Thursdays or before 8:00 am and after 3:00 pm on Fridays and Saturdays and on Sundays and Mondays unless they have permission.
- Off-site activities in which the students, staff and faculty participate are covered by the policy.
- Students attending the Cosmetology, Esthetics, Nail Technology, Teacher or Massage Therapy program are covered by the policy.
- Only students who have matriculated into school are covered by the policy.

If a student is victimized off school property by a non-student, the student may certainly talk to someone at the school for guidance however, the school cannot investigate or adjudicate this type of incident as the perpetrator is not a student an outside the scope of this policy. If a student is victimized off school property by a student, the victimized student may certainly talk to someone at the school for guidance however, the school cannot investigate or adjudicate this type of incident as the location of the crime is not within the scope of this policy.

Reporting and Confidentially Disclosing Violence: Know the Options:
The school encourages victims of the four acts covered by VAWA to talk to somebody about what happened – so victims can get the support they need and so the School can respond appropriately. Different employees at the school have different responsibilities to maintain a victim's confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication".
- Other employees may speak to a victim in confidence, and generally only report to the School that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger an investigation into an incident against the victim's wishes. All employees need to inform the student that they may not be able to keep all of the information confidential. This needs to be done before the student reveals any information. All employees need to tell students that the Title IX Coordinator may have to be informed depending on the nature of the discussion.
- Thirdly, some employees are required to report all details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called "responsible employees") constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation.

The policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim. The School encourage victims to talk to someone identified in one or more of these groups.

The Options:
Privileged and Confidential Communications

- **Professional and Pastoral Counselors**

The school is not required to have professional or pastoral counselors on staff but can provide a contact to obtain the location nearest to you for professional communications.

Sexual Assault & Domestic Violence Services
PCAR
www.pcar.org
1-888-772-7227 to find your local center

- **Non-Professional Counselor and Advocates**

Individuals who work at the school, including front desk staff, can generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek

assistance and support from these individuals without triggering an investigation that could reveal the victim's identity or that the victim has disclosed the incident. While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of the incident at the school or event so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared with the Title IX Coordinator.

Following is a list for these non-professional counselors and advocates:
All instructors currently working for the school

A victim who speaks to a professional or non-professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to course schedules. A victim who at first request confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so. NOTE: While these professional and non-professional counselors and advocates may maintain a victim's confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as child services if a minor is involved. ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the School, the Title IX Coordinator may be called upon to issue a timely warning to the School. Any such warning should not include any information that identifies the victim.

Reporting to Responsible Employees
A "responsible employee" is a School employee who has the authority to redress domestic, dating or sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual violence, domestic violence, dating violence or stalking on School property, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. Students must understand that a responsible employee must report to the Title IX Coordinator all relevant details about the alleged incident shared by the victim and that the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School's response to the report. A responsible employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.
The following employees (or categories of employees) are the School's Responsible Employees:
Finance Director
Director of Education
Graduate Services Director

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim's request for confidentiality. Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the School to fully investigate the incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond:
If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory

environment for all students, including the victim. If the School honors the request for confidentiality, a victim must understand that the School's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the School may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students. The School has designated the following individual(s) to evaluate requests for confidentiality once a responsible employee is on notice of the alleged incident:
School President

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the School President will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator(s) will commit additional acts of sexual or other violence, such as:
- Whether there have been other sexual violence or other violence complaints about the same alleged perpetrator(s);
- Whether the alleged perpetrator(s) has a history of arrests or records from a prior school indicating a history of violence;
- Whether the alleged perpetrator(s) threatened further sexual violence or other violence against the victim or others;
- Whether the sexual violence or other violence was committed by multiple perpetrators;
- Whether the sexual violence or other violence was perpetrated with a weapon;
- Whether the victim was a minor;
- Whether the school possesses other means to obtain relevant evidence of the sexual violence or other violence (e.g., security cameras or personal physical violence);
- Whether the victim's report reveals a pattern of perpetration (e.g, via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim's request for confidentiality.

If the School Determines That it Cannot Maintain a Victim's Request for Confidentiality:
The School will inform the victim prior to starting an investigation and will to the extent possible, only share information with people responsible for handling the School's response. The School will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance (see portion of policy identifying these);
- Provide other security and support, which could include issuing a non-contact order, helping arrange a change in course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to local law enforcement and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding. Because the School is under a continuing obligation to address the issue of domestic and/or sexual violence school-wide, reports of domestic/sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action such as increased monitoring, supervision or security at locations where the reported incident occurred; increasing education and prevention efforts, including to target population groups; conducting climate assessments/victimization surveys and/or revisiting it's policies and practices.

If the School Determines That it Can Maintain a Victim's Request for Confidentiality:
The School will also take immediate action as necessary to protect and assist the victim.

Miscellaneous Anonymous Reporting
Although the School encourages victims to talk to someone, The School provides a system for anonymous reporting. The system will notify the user (before she/he enters information) that entering personally identifying information may serve as notice to the School for the purpose of triggering an investigation.

Any student who wishes to make an anonymous complaint may do so by speaking directly with the Title IX Coordinator.

Off-Campus Counselors and Advocates
Off-Campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form. The following is contact information for off-campus resources:

Sexual Assault and Domestic Violence Servicers
PCAR www.pcar.org
1-888-772-7227 to find your local center

Lancaster General Hospital
555 North Duke Street
Lancaster, PA 17602
Lancaster General Hospital has experience staff to handle sexual and/or domestic violence incidents.

NOTE: While these off-campus counselors and advocates may maintain a victim's confidentiality vis-à-vis the School they may have reporting or other obligations under state law such as incidents that involved minors.

Assistance Following the Reporting of an Alleged Incident - Immediate

- Provide contact information for trained professionals who can provide an immediate confidential response in a crisis situation,
- Provide emergency numbers for law enforcement and other first responders if needed,
- Describe what resources the School has to offer
- Identify health care options, to ensure the victim is aware of the options to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services. Discuss the option of seeking medical treatment in order to preserve evidence.
- Identify where to get a rape kit done if needed and wanted.

Assistance Following the Reporting of Alleged Incident – Ongoing

- Identify counseling and support for victims whether or not a victim chooses to make an official report or participate in the school's disciplinary or criminal process,
- Identify options for disclosing confidentially with counseling, advocacy, health, mental health or sexual-misconduct related sources,
- Identify those who can provide ongoing support during the institutional disciplinary or criminal process,
- Describe the immediate steps and interim measures that the school can provide to ensure the safety and well-being of the victim while at school such as the ability to change schedules.

Investigation Procedures and Protocols
The School's Title IX Coordinators are Deborah Dunn, President and Lisa Pope, Admissions Director. The Title IX Coordinators are responsible for enforcing VAWA policies and procedures as outlined in this document.
Please note: As the Title IX Coordinator is not expected to be a lawyer or police officer the investigative and adjudication aspects of VAWA will need to be done in conjunction with local law enforcement and/or local domestic or sexual violence crisis centers. Students ARE NOT require to report any victimization to the school, policy or local crisis center. This is a statement explaining should a student report a victimization to the school, investigative and adjudication will be to the best of the Title IX Coordinators abilities and those abilities do not include those that can better be performed by professionals with those skills. At present the United States Department of Education will not approve trainers or training for at least two years as explained by James Moore on April 13, 2015 at the PCCS Conference in Philadelphia. We do not want to minimize the importance of proper investigation and adjudication on behalf of the victim and felt this statement was needed. Any student who wants a properly done investigation and adjudication for criminal purposes should know this information.

The Investigation
If the victim prefers to remain confidential and does not reveal the perpetrators name, the incident will not be able to be investigated. Should the victim want an investigation, the Title IX Coordinator will explain

what can be done without the involvement of local law enforcement. This will depend on the incident. If the victim wants local law enforcement involved, they will be called in and take over.

The Timeframe for Action
If an investigation by the school is done, the timeframe will depend on the type of incident. Every effort will be made to conduct the investigation in a timely manner. If local law enforcement is brought in, the timeframe will be explained by them.

Preserving Evidence
The Title IX Coordinator does not have expertise in preserving evidence and therefore should not make any statements or guarantees in this area.

Equitable Rights
The Title IX Coordinator will make every effort to provide the victim and perpetrator equitable rights during the investigative process through all channels available while protecting the victim.

Information Sharing
The victim will determine what information may or may not be shared with law enforcement unless the information must be provided for public safety. That will be discussed with the victim prior to any disclosures.

Grievance/Adjudication Procedures
Please note: As the Title IX Coordinator is not expected to be a lawyer or police officer the investigative and adjudication aspects of VAWA will need to be done in conjunction with local law enforcement and/or local domestic or sexual violence crisis centers. Students ARE NOT require to report any victimization to the school, policy or local crisis center. This is a statement explaining should a student report a victimization to the school, investigative and adjudication will be to the best of the Title IX Coordinators abilities and those abilities do not include those that can better be performed by professionals with those skills. At present the United States Department of Education will not approve trainers or training for at least two years as explained by James Moore on April 13, 2015 at the PCCS Conference in Philadelphia. We do not want to minimize the importance of proper investigation and adjudication on behalf of the victim and felt this statement was needed. Any student who wants a properly done investigation and adjudication for criminal purposes should know this information.

Grievance/Adjudication Process

- Mediation will not be used in cases of sexual assault, however mediation may be used in the other areas covered by VAWA,
- Weight is given to the more convincing evident and not the volume of evidence,
- The adjudicators would be the Title IX Coordinator and all Responsible Employees as listed in this document only if local law enforcement is not brought in. If local law enforcement is brought in, that would determine who the adjudicators would be,
- The school will enlist the services of local law enforcement and domestic/sexual violence crisis centers to assist with the determination of what type of incident occurred. This will be done with or without revealing the victim's name once the victim's preference is determined,
- For the school, the individuals who determine any sanctions are the Title IX Coordinator and the Responsible Employees with input from the school's legal counsel. This will be done with or without revealing the victim's name once the victim's preference is determined,
- If either the victim or the perpetrator are concerned with the conflict of interest, they may put those concerns in writing and they will be reviewed by the Title IX Coordinator and the school's legal counsel,
- The persons who may attend and/or participate in the adjudication process will be the victim, the perpetrator and any witnesses deemed appropriate by the Title IX Coordinator. The extent of the participation will depend on the type of incident,
- Both partie4s will receive notice of any hearings to be held. Hearings are not open to the public,
- Witnesses and/or evidence will be approved by the Title IX Coordinator prior to any hearing. Evidence that may not be presented is, but not limited to, questions or evidence about the victim's prior sexual conduct with anyone other than the alleged perpetrator,
- Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding a sexual misconduct,
- Cross examination is not permitted.

- The possible results of the adjudication process include but are not limited to: suspension from class for a period of time, termination from the school, limited outside activities that are a part of the school,
- Once the sanctions have been determined, remedies or accommodations for the victim if needed will be discussed with the victim to determine the best course of action,
- If additional remedies are needed for the school community, they will be reviewed with the school community depending on the sanctions and any remedies needed for the victim;
- Both parties will be informed of the results of the adjudication process in writing. There is no option for appeal,
- The school will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of the proceeding.

Prevention and Education
The school reviews prevention policies during orientation and provides students with videos and other relevant written materials at that time. Orientations are held 6 times per year and any current student is welcome to sit in again during the prevention and education section. The VAWA policies are also reviewed at this time.

Training
Staff and faculty are trained via area professionals such as attorneys, domestic violence centers, sexual violence centers and in two years those individuals deemed approved trainers by the United States Department of Education. Training is held once per year.

Title IX Coordinator Contact Information
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Addendum K - VA Required Catalog Item

List of Equipment

Facial Chairs
Towel Cabbies
Magnifying Lamps
Steamers
Dry Sanitizers
Wet Sanitizers
Galvanic Current Units
Massage Tables
Seated Chair Massage Equipment
Hair Dryers
Waxing Stations
Styling Chairs
Manicure Tables
Manicure / Pedicure Stools
Paraffin Units
Pedicure Station and Stool
Skeleton Mannequin
E-Files
Ring Light
TV's and DVD Players