

K-Beauty School



School Catalog

09/01/2021-08/31/2022

3751 Venture Drive Ste. 240
Duluth, GA 30096
Tel: 678-878-3260
Fax: 470-294-1738
Email: kbeautyschool@hotmail.com
www.koreabeautyschool.com

A. STATEMENTS TO STUDENTS

- ▶ K-Beauty School is owned and operated by the JK Academy, LLC, which was incorporated on June 12, 2018 as a for-profit corporation by the Secretary of State of Georgia.
- ▶ K-Beauty School was established on December 27, 2019 as a certificate granting Institution by the Georgia State Board of Cosmetology and Barbers.
- ▶ K-Beauty School is located at 3751 Venture Drive. Ste. 240 Duluth, GA 30096, Tel. 678-878-3260. All class-room courses are offered at this location or via a digital learning such as zoom and meeting.
- ▶ All programs are offered in face-to-face and online formats, giving students multiple pathways for their advanced education experience.
- ▶ All classes are taught in English. All textbooks are written in English.

B. Accreditation and Approvals

In the United State of America Career school are not required to apply for the extraordinarily expensive regional accreditation by an agency recognized by the U.S. Department of Education. K-Beauty School is not accredited by a U.S. Department of Education recognized accrediting agency.

As such, the degrees awarded are neither certified by the State of Georgia nor are they accredited by any organization or regional agency. The content, however, of these degrees and the level of course instruction are both maintained at a high level, even meeting the criteria for State certification or organizational accreditation.

K-Beauty School is processing initial certification to approve by the federal government, **Students and Exchange Visitors Program [SEVP]** to issue I-20's to non-immigrant students to receive an education.

C. Licensing

The K-Beauty School as a Postsecondary Education is licensed by the Georgia State Board of Cosmetology and Barbers, 237 Coliseum Drive, Macon, GA 31217 (478) 207-2440.

The K-Beauty School, Program in Massage Therapy is authorized by the Georgia Nonpublic Postsecondary Education Commission (GNPEC), 2082 E. Exchange Place, Suite 220, Tucker, GA, 30084 Phone: (770) 414-3300. <https://gnpec.georgia.gov/>

RETENTION of RECORDS

All student academic records are maintained on campus in both hard copies and in the school's secure cloud files while students are active in school. Upon graduation all student academic files are maintained in the schools' file management program in cloud technology.

All student financial files are maintained on campus in both hard copies and in the school's secure cloud files while students are active in school. Upon graduation all student financial files are maintained in the schools' file management program in cloud technology for a maximum of ten years.

STATEMENT ON BANKRUPTCY

This school **does not** have any pending petition in bankruptcy, **is not** operating as a debtor in possession, and **has not** filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it with the preceding five years that resulted in re-organization under Chapter 11 of the U.S. Bankruptcy Code

STATEMENT on FEDERAL and STATE Financial Aid

This institution does not participate in TITLE IV funding and offers no Federal or State Financial Aid Programs.

STATEMENT Regarding Student loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

This institution does not offer any loans of any kind.

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§1. GENERAL INFORMATION ABOUT K-BEAUTY SCHOOL

1. Philosophy

The K-Beauty School aims to produce talented graduates with the skills necessary to succeed in the beauty industry. Every individual student can obtain licenses for after completing all chosen courses and immediately get a job. Our school is devoted to educating the student in becoming future cosmetologists, estheticians, nail technicians, and/or instructors. Accordingly, our school offers a quality education in the exciting beauty industry from master licensed instructors who are highly experienced in the field of Cosmetology, Esthetics, and Nail Technics. Every student enrolled at K-Beauty School will receive not only individualized instruction and exposure to technical skills and equipment, but also adequate opportunity for supervised work with the public. Our school provides an excellent educational foundation to maximize the employability of its graduates.

2. History

The private profit organization, JK Academy. LLC, was incorporated in Norcross, GA on June 12, 2018 with the motto, "Beauty and Wellness Are Our Way of Life" and then the school started to offer various forms of career studies to the public, to students in the year of 2019. The school moved to Duluth, GA in January, 2021.

K-Beauty School was established on December 27, 2019 as a vocational certificate granting institution by Georgia State Board of Cosmetology and Barbers.

In the year of 2022, K-Beauty School is processing initial certification to approve by the federal government, Students and Exchange Visitors Program [SEVP] to issue I-20's to non-immigrant students to receive an education.

K-Beauty School is a team enterprise comprised of students, office staff, instructors, directors, and training partners within the community – all working together. We provide quality, affordable training and education, and we strive to accommodate working students' busy lifestyles by providing convenient schedules, with classroom and independent instruction provided by experienced instructors.

K-Beauty School assists individuals in learning new skills, enhancing previously obtained skills, and/or making a career change.

3. Educational Objective and Mission Statement

It is the objective of K-Beauty School to provide the students with the education necessary to pass State Board exam, to be an asset to the profession, and to become successful in whatever area the student desires. In order to achieve the objective K-Beauty School does as following:

1. Maintains a highly skilled and qualified teaching staff.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas and related subjects, with emphasis on salon techniques.
3. Teaches the value of professionalism in Cosmetology, Esthetics, Nail Technics and Instructor program including high standards of workmanship and personal conduct, which will enable the student to acquire employment and be an asset to the Salon of

his/her choice.

4. Conducts its business in an ethical and educational atmosphere that is a credit to the beauty industry.

4. Prospective Students

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

This information can be obtained via electronically at www.koreabeautyschool.com
K-Beauty School is an only English school. The school's Enrollment Agreement, School Disclosures, Terms and Conditions and all cancellation and refund policies are provided in English.

5. Bankruptcy Statement

This school **does not** have any pending petition in bankruptcy, **is not** operating as a debtor in possession, and **has not** filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it with the preceding five years that resulted in re-organization under Chapter 11 of the U.S. Bankruptcy Code

6. Updating School Catalog

Information in this catalog is current as of August 2021 and will be updated on an yearly basis or as deemed necessary, at which time revisions will be made available to the student body and staff, via electronically school website: www.koreabeautyschool.com.

7. Approval Disclosure Statement

K-Beauty School, 3751 Venture Drive Ste. 240 Duluth, GA 30096 Tel: 678-878-3260 Fax: 470-294-1738.

This institution is a private institution authorized by the Georgia State Board of Cosmetology and Barbers. Approval to Authorized means schools have completed the full Georgia State Board of Cosmetology and Barbers review process. Institutional approval must be re-approved every two years and is subject to continuing review. Approved are the following Programs.

Program Name	Clocked Hours	Month Long	Award
Master Cosmetologist	1,500	9	Certificate
Esthetician	1,000	9	Certificate
Nail Technician	525	5	Certificate
Cosmetology Instructor	750	7	Certificate
Esthetician Instructor	500	5	Certificate
Nail Technician Instructor	250	3	Certificate

8. Location, Facilities and Equipment

In 2020, K-Beauty School moved from its previous location in Norcross to its present facility located in the Gwinnett Business Center at 3751 Venture Drive in the City of Duluth. The school occupies 4700 square foot space with a reception room, library filled with student resource materials, work stations equipped with computers, 3-D models, a large lecture classroom with a white board and television, and a projector. The school also has a student

resource center equipped with computers for studying, access to the internet and resource materials and software. The equipment utilized at our School, in all programs, is up-to-date and designed to provide student with valuable hands-on experience with a variety of techniques and equipment to meet all the demands of working in the massage industry. All the while providing a fun learning atmosphere and an attitude for progressive personal development. The school facilitates a student lounge and lockers, client reception, administration space, storage, private classrooms, workstations, two (2) massage rooms that is also used as facial and skincare rooms and a fully equipped and supplied lab/clinic for students to learn hands on instruction as a teaching area.

The facility is air conditioned, and accessible to disabled persons as the school is a one-level floor plan. The restrooms are also equipped for the physically impaired and there is ample, free parking to include handicapped parking spaces.

1) Resource Center and Library

K-Beauty School, maintains a library facilities to address requirements of the programs provide at the school. Library resources are available for use that include magazine publications and books. Resources are accessible on campus in the library and online. Students may access the library resources. Please see the front desk to check materials in or out.

2) Instructional Equipment

All students supplies (text books, kits and smock) will be issued to the students enrolled at K-Beauty School in a time frame of (2-3) weeks. Students will be held responsible for replacing lost, stolen or damaged items.

9. Hours of Operation

Campus Administrative Office Hours are:	Monday to Friday	9:00 A.M. to 5:30 P.M.
Instruction Hours:		
Monday through Friday	Morning classes	9:00 P.M. to 1:00 P.M.
	Afternoon classes	1:30 P.M. to 5:30 P.M.
	Evening classes	6:00 P.M. to 10:00 P.M.

10. Class Schedules

Classes will begin as follows;

All of Program offered at K-Beauty School : Every 1st Monday of the month.

Classes schedule are as Follows:

*Part Time: Morning , Afternoon or Evening Class

*Full Time: Monday-Friday 9:00 am to 5:30 pm

11. Institution's Educational Inquiry Procedure

K-Beauty School training programs are structured using clinic/beauty salon settings. Our curriculum includes Practical hands on training and theoretical knowledge. School course incorporates extensive hands – on learning in order to provide you a complete understanding of beauty & wellness. The practical “hands on” training accounts for 50-60 percent of the training program. Each curriculum is geared towards a specific area in the fields of Cosmetologist, Esthetician, Nail Technician and Instructor. The staff is aware that individuals learn at different

degrees of speed and ability. Learning in a comfortable, friendly and professional atmosphere enables the student to ultimately become a highly qualified professional in the beauty field of their own. Prospective students who are interested in pursuing a new career are welcomed by K-Beauty School. Before the beginning of each new class session, perspective students are encouraged to visit the school and speak with school staff and consider the many advantages.

12. Disclosure of Education Records

Adult's students, parents of minor students, and parents of tax dependents students have the right to inspect, review, and challenge information contained in their education records; however, a staff member must be present. Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. The school will maintain files for five (5) years from the last day of attendance. Transcripts and Proof of Training are maintained permanently. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or his/her guardian if the student is a dependent minor) or governmental agencies so authorized by law.

13. Student Record Retention Policy

K-Beauty School will maintain records for each student, whether or not the student completes the educational program. For a period ending (5) five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student's transcripts and Proof of Training will be maintained permanently. The student's records shall be retrievable by student name and shall contain all of the following applicable information:

1. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution.
2. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial Aid.
3. Copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation.
4. A transcript is showing all of the classes and courses or their educational services that were completed and were attempted but not completed and grades or evaluations given to the student.
5. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
6. Copies of any official advisory notices or warnings regarding the student's progress
7. Complaints received from the student, including any correspondence, notes, memoranda, or telephone log relating to a complaint.
8. K-Beauty School shall maintain records of student's attendance.
9. A copy of documents relating to student financial aid that are required of be maintained by law or by a lean guarantee agency.

14. Statement of Non-Discrimination

K-BEAUTY SCHOOL does not discriminate on the basis of sex, age, race, color, ethnic origin, national origin, creed, religion or physical disabilities. However, it must be kept in mind that in most aspects of the beauty culture field there is a great deal of standing, walking, pushing,

bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students who may be physically challenged if the student believes he/she can fulfill training demands at our current facilities and succeed in such a way that would not preclude employment within the students selected program area of study, to include areas in administration, counseling, training, placement employment or any other activities.

15. Complaint Procedures

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body. The burden of proof shall rest with the complainant.

If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to K-Beauty School on either the school's petition form, or in letter format.

The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps toward Resolution

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the President. Resolution shall be attempted at the lowest possible level.

Procedures for Official Hearings

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the President will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the President, the Admission Director, the Registrar, and one faculty member, who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report the concern to any of the following agencies:

a. The Georgia State Board of Cosmetology and Barbers,
237 Coliseum Drive, Macon, GA 31217
Phone: (478) 207-2440

b. The Georgia Nonpublic Postsecondary Education Commission (GNPEC),
2082 E. Exchange Place, Suite 220, Tucker, GA 30084

Phone: (770) 414-3300.

<https://gnpec.georgia.gov/>

<https://gnpec.georgia.gov/student-complaint-forms>

16. Distance Learning Program

16-1. Research comparing distance education to traditional face-to-face instruction indicates that teaching and studying at a distance can be as effective as traditional instruction, when the method and technologies used are appropriate to the instructional tasks, there is student-to-student interaction, and when there is timely teacher-to- student feedback. Within a context of rapid technological change K-Beauty School offers two types of distance learning format: “interactive & group study” and “individualized & self-paced online.” Online degree programs make courses accessible from any location with an internet connection, with no residency or campus visits required. This program is not eligible for M-1 students.

16-2. Distance Learning Implementation and Delivery Plan

Overview of the Interactive Distance Learning [*IDL*] Program at K-Beauty School as Followings:

(1) Student Admission Requirements:

All existing academic requirements

Internet Access

Competency Internet Browser

Typing Proficiency

Microphone and Web-mail

(2) Description of *IDL* System

(2.1) Static Course Content

Digital Handouts and Readings

Video and Audio Streaming

(2.2) Dynamic Course Content (*IDL* Activities)

▪Asynchronous Interaction (Examples): Online Forum, E-mail Inboxes, Wiki/Whiteboard

▪Synchronous Interaction (Examples): Text Chat, Video Conference, Skype Integration

(3) Administration and Record Keeping

Attendance Tracking

Grades/Outcomes

Performance Tracking (Student / Instructor)

17. Ownership

K-Beauty School is a private postsecondary education institution. It is organized and operated by *JK Academy, LLC*, a Georgia, Domestic Limited Liability Company.

18. Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student’s education records. The law applies to all Schools that receive funds under an applicable program of the U.S Department of Education. FERPA gives rights to students and parents/guardians of dependents minors with respect to accessing their students’ education records. This rights transfer to the student when he or she reaches the age of 18 or attends a

school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record, setting forth his or her view about the contested information.
- FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified official for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting Organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents

§2. ADMISSIONS

1. Admission Policy and Procedures

Potential applicants are to contact the admission office at K-Beauty School by visiting the institution and meeting with an Admissions Representative. The representative will give a tour of the campus, provide detailed information on the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review Prior year's enrollment, graduation, and job placement statistics, which must be provided to you prior to signing an enrollment agreement. Prospect Students can obtain a Copy of this Catalog Electronically at www.koreabeautyschool.com

The applicant will also meet with a Financial Services representative to discuss tuition. If an inquiry is made by phone, the Admissions Representative will provide brief information about the programs, and invite the applicant to visit the school.

2. Admission Policy

The following are the requirements and procedures for admission to K-Beauty School.

1. Applicants to K-Beauty School must attend an initial personal interview, which determines the prospect of the individual's success in his/her chosen program. Parents and significant others are encouraged to attend.
2. Applicants must complete financial arrangements prior to admissions. If applicable, financial aid application must be complete.
3. All applicants must complete an application for admission (prospective student questionnaire)
4. All applicants are given a tour of the campus before enrolling.
5. All applicants must pay a non- refundable registration fee in the amount of (\$150.00)
6. If you are 18 years of age with proof of High School Diploma or Equivalent of a GED.
7. If you have completed at least the 10th grade education or its equivalent as required by the Georgia State Board of Barbering and Cosmetology.
8. If you are at least 17 and a High School Graduate, to enroll in K-Beauty School you need;
 - To provide your valid U.S High School Diploma, accredited by an agency authorized by the US Department of Education
 - A general equivalency diploma (GED), accredited by an agency authorized by the US Department of Education.
 - Passing scores from the Georgia State Proficiency Exam, or High School transcripts verifying your graduation date.
 - To present a valid Social Security Card and a valid Government issued photo identification card or driver's license.
9. If you are at least 18, an immigrant to the United States, and have a Completed High School or its Equivalent of your Country of origin, to enroll at K-Beauty School you need:
 - a) An original copy of your High School Diploma or Transcript equivalent to a

U.S High School Diploma (Notarized and Translated line by line word by word if different language than English by an outside agency that is qualified to translate documents into English and Confirm the academic equivalence to a U.S High School Diploma).

b) To present a valid Social Security card and a valid Government issued photo identification card or driver's license.

10. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if applicant is under 18 years of age).

11. If you have been homeschooled and the state in which you were homeschooled treats home schools as a home or private school, to enroll at K-Beauty School you need:

- To provide your valid homeschooled high school diploma.
- To provide either a copy of the state – issued secondary school completion credential (if your state issues this certificate), or a copy of the Private Post Secondary School Affidavit issued by the state for the school from which the diploma was granted.
- To present a valid Social Security Card and a Valid Government issued photo Identification card or driver's license.

1) VALIDITY OF HIGH SCHOOL DIPLOMA

Diploma, Transcripts or GED certificates are all acceptable documentation and necessary for enrollment. K-Beauty School states that if any diploma or certificate is in question then the school will have to verify the legitimacy of that document. An original copy of the High School Diploma or Transcript equivalent to a U.S High School diploma must be notarized, translated line by line and word by word if different language than English by an Outside Agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S High School Diploma.

2) GED Classes Availability

- | | |
|----------------|--|
| 1) Entity Name | Gwinnett Technical College |
| Address | 5150 Sugarloaf Pkwy, Lawrenceville, GA 30043 |
| Phone | 678-226-6434 |
| | |
| 2) Entity Name | Forsyth County Adult Education |
| Address | 7745 Majors Rd. Cumming, GA 30041 |
| Phone | 770-781-6987 |
| | |
| 3) Entity Name | Technical College System of Georgia |
| Address | 1800 Century Place Ste. 400, Atlanta, GA 30345 |
| Phone | 404-679-1621 |
| | |
| 4) Entity Name | Cobb County Adult Education Center |
| Address | 240 Barber Rd. SE, Marietta GA 30060 |
| Phone | 678-594-8011 ext. 241 |

3) International Admission Policy

K-Beauty School is processing initial petition certification under Federal Law to enroll non-Immigrant alien students.

All international students who apply for the I-20 must have proof of financial stability in order to enroll at K-Beauty School. International students can apply through the Admissions Office for all necessary paperwork or on-line at the school's web site: www.koreabeautyschool.com

In order to study at K-Beauty School a foreign student must first obtain a student visa from their local U.S. Embassy or Consulate. In order to obtain a student visa, the student must first register at K-Beauty School and provide the school with a completed I-20 Application, \$150 non-refundable Registration Fee, and proof of financial support. Upon receiving the required documents, K-Beauty School will issue you a completed I-20 with an Acceptance Letter. You must then take the I-20 and SEVIS I-901 fee receipt to your local embassy or consulate with your supporting financial documents.

Before a U.S. Consul or Embassy will grant you a student visa, you must prove that you will have sufficient funds to meet all your expenses while studying the U.S. Unless you show written evidence of having financial support for the entire time needed to complete your program, you will not be granted a student visa. As of October 7, 2008 U.S. Immigration and Customs Enforcement and SEVIS have changed the policy for M-1 Visas, requiring a fee of \$200 (SEVIS Form I-901 fee). You can pay at <https://www.fmjfee.com/index.jhtml>. This payment will have to be made before you attend your interview with the U.S. Consulate.

For more information on student visas, please visit the U.S. Department of State website:

http://travel.state.gov/visa/temp/types/types_1268.html

Please feel free to contact our admissions office for further questions.

To complete the Form I-901, you need one of the following documents:

The most recent Form I-20, Certificate of Eligibility of Nonimmigrant Student Status, issued by Student and Exchange Visitor Program (SEVP)-approved school you plan to attend.

Or

The most recent Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, issued by the exchange visitor program you plan to participate in.

3. Application Process

For All Programs

- A completed and signed Application for Admission Form
- Enrollment Agreement
- High School Diploma or Transcript
- Declaration of Financial Support
- Non-refundable Registration Fee \$150

Permanent Resident

If you are a Permanent Resident of the United States, you must submit a copy of your Permanent Resident Card (Green Card) to the Office of Admissions. No Declaration of Financial Support is required.

***** English As a Second Language**

K-Beauty School, does not offer visa services to prospective students from other countries, vouch for foreign student attendance or provide English Language services. English – as – a Second language instruction is not offered by K-Beauty School.

All programs are taught in English for successful completion of the application, K-Beauty School , interview process and completion of instruction are in English, the student must be able to speak, read, and write in English Language proficiency is documented by: 1) The admissions interview 2) Receipt of prior education documentation as stated in the admission policy. K-Beauty School does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning. Transfer or Articulation Agreements, K-Beauty School has not entered into any transfer or articulation agreements with any other college or university.

4. English Proficiency Requirements

Applicants for all Programs are required to demonstrate English Proficiency. If English is not the student’s native language, the student may be required to take the Test of English as a Foreign Language (TOEFL). The following scores are required for non-native English speakers applying to our school’s programs at K-Beauty School: **TOEFL(iBT: 61, CBT: 173, PBT: 500) .**

If applicant recently earned a Bachelor's or Master's degree from a recognized institution where English was the language of instruction, he or she may submit a written request to the Admissions Committee explaining why he or she should be excused from taking the TOEFL.

The school reserves the right to require English testing and/or support classes if your application materials and interviews indicate that your level of English proficiency may not be sufficient for vocational studies. In addition, faculty at K-Beauty School may require students to take English support classes if students appear to be having difficulty in their studies. This is for your benefit. Your ability to communicate in English will be important for success in your studies at K-Beauty School.

***Language requirement waivers**

The English language requirement may be waived if the applicant is a native of or studied in full-time status for at Least one academic year within the last five years in U.S., the United Kingdom, Australia, Ireland , New Zealand, Canada.

5. Orientation Class

All new students attend orientation prior to the first day of class. Students will be informed of the date and time of orientation during the enrollment process.

6. Transfer Hours

Transfer hours from another institution that are accepted towards the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame had been exhausted. SAP evaluations periods are based on actual contracted hours at the institution.

7. Re-Admission

Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

8. School Holidays

The listed holidays will not be open in observance of Federal holidays. Announcements of exact dates will be given two weeks in advance before the school will be closed.

- New Year's
- Martin Luther King's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day, and the day after
- Christmas Day
- Spring Break
- Fall Break

9. Faculty-Instructor Qualifications

Each member of our Staff is dedicated to the success of our enrolled students.

Georgia instructional staff member's possess a current state licenses, where required. Georgia Instructors possess a minimum of one years of experience, education and training in current practices of the subject area they are teaching, per Georgia state law.

§3. ACADEMICS

1. Academic Policies & Rules of Conduct

1-1. School Rules and Regulations

- 1) Students must arrive to school ready and on time.
- 2) Students should only clock in and out for themselves using their student code provided during enrollment. If students are not able to clock in or out notify your instructor.
- 3) In case of illness or emergency students are responsible to contact the school on or before your schedule hours (678-878-3260)
- 4) Students are required to be in class during schedule contract hours. Students should be in uniform; all students should wear black pants, white or black closed shoes for safety reasons. Cosmetology & Esthetic Black Lab Coat and Esthetician White Lab Coat
- 5) Hygiene is a must make sure your hair and/or make –up is done prior to arriving to school.
- 6) School starts at 9:00am Monday through Friday make sure you arrive early in order to benefit from the theory program. Students who clock in after 9:15am will be consider late and may be asked to return at 11:15am for the practical portion.
- 7) All students are required to take a 15 minute break from 11:00am to 11:15am
Fulltime Students must take lunch from 1:00pm to 1:30pm and their final 15 minutes break from 3:30pm to 3:45pm without exceptions. Students must take a dinner from 5:30pm to 6:00pm and their final 15 minutes break from 8:00pm to 8:15pm without exceptions.
- 8) Student must inform Instructor in charge prior to clocking in or leaving the school premise.
- 9) No student may clock in or out for another student. This rule is strictly enforced.
- 10) The school building and parking lot is a smoke-free environment. No smoking at any time.
- 11) No gum chewing is allowed in school during school hours.
- 12) No visitors are permitted in the classroom or student lounge area unless approved by the Instructor in Charge.
- 13) School business phones may not be used for personal calls. If you have an emergency calls please notify your instructor.
- 14) No cell phone, texting, or phone calls are allowed in any class or during any school sessions.
- 15) Sanitation, disinfection, and personal hygiene are extremely important and required at all times.
- 16) Students must have their work area clean from cluster and debris at all times.
- 17) Each student must complete a minimum of ½-hour of sanitation daily. All kits must be in a sanitized condition at the end of each day.
- 18) All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor “students may not refuse clients” it is extremely important that you get hands on training in a real life salon setting.
- 19) No student may leave a patron during any chemical service, if an emergency arises please notify the instructor on floor.

- 20) Students are not allowed to receive service without prior approval from your instructor.
- 21) Students receiving personal service will be charged a lab fee.
- 22) Students are responsible for their personal belongings and school materials.
- 23) All students are expected to maintain an average grade of a 70% or better in theory and practical subjects
- 24) Students must use only School products.
- 25) Students must comply with School policy and State rules and regulations.
- 26) Assignments, practical or theory may be made up only for excused absences with office or instructor approval.
- 27) Students must notify the office immediately of any personal information change example, phone number, residence address, legal name change.
- 28) Students may not make-up missed time without office written approval No exceptions.
- 29) Students may park in any available parking spaces except in the designated staff Spaces, authorized Vehicle's will be towed away at the owner's expense.
- 30) Any student who is absent more than fourteen (14) consecutive days without notifying the School Office will be automatically dropped.
- 31) Students may not use earphone radios, cellular phones or texting during school hours.
- 32) All electronic devices must be turned off or place on silent mode.
- 33) Failure to meet all school's attendance policy may result in additional instructional charges, specified in your enrollment agreement. Overtime charges will continue to be calculated even if you are absent, late or leave early No Exceptions.

1-2. Student Conduct Policy

K-Beauty School is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, K-Beauty School has established guidelines for proper conduct. Emphasis is placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

- 1) Students will be held responsible for their actions while in attendance at the school.
- 2) Dishonesty on the part of any student may result in probation, suspension or terminations from the school. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating and/or plagiarism, and/or knowingly furnishing false information to staff, faculty, administrators, and/or other officials.
- 3) Students will be held responsible for any theft or damaged done to K-Beauty School site property and will be expected to reimburse the institution for such damage or loss.
- 4) Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing will not be tolerated.
- 5) Students may not be in possession of any type of weapons or create a safety hazard to others while on School Property.

- 6) K-Beauty School is a non-smoking facility. Smoking is not permitted inside the school buildings and is not permitted within 50 feet of the school building.
- 7) Animals are not permitted on the school's grounds, with the exception of animals designated to assist the physically impaired.
- 8) K-Beauty School does not provide childcare services. Children are not permitted in the instructional areas.
- 9) Students must adhere to all required health and safety standards.

Violation of any of the guidelines listed above may result in probation, suspension or dismissal from K-Beauty School.

2. Programs

1) Master Cosmetologist Program – 1,500 CLOCK HOURS

The Cosmetology course at K-BEAUTY SCHOOL is designed to prepare the students in the skills necessary for performing haircutting, hairstyling, permanent waving, coloring, make-up application, manicure/pedicures, and basic skin care. This course prepares the student to qualify to take the Georgia State Board exam for a Master Cosmetologist license. The program is designed to be completed by a full-time student in a minimum of nine (9) months. Full-time schedule is Monday through Friday, 9:00am to 5:30pm, The first and third Saturdays (optional) in every month 10:00am to 4:00pm. It will take 43 weeks for a full-time student to get 1,500 clock hours towards curriculum credits including phases, clinic floor, special classes, and guest speakers.

2) Cosmetology Instructor Program - 750 CLOCK HOURS

The curriculum for students enrolled in a cosmetology instructor program shall consist of seven hundred fifty (750) clock hours of technical instruction and practical operations covering all knowledge of teaching principles of cosmetology as a profession. The principles, technical information and laws, rules and regulation of the State Board will be covered during 475 hours. The rest of 275 hours will focus on the practical experience, as you work with your licensed instructor.

3) Esthetician Program – 1,000 CLOCK HOURS

The Esthetician Program will prepare the student for a career in one of the fastest growing professional segments of the beauty industry. This program will also prepare the student for the licensing examination of the Georgia State Board of Cosmetology and Barbers.

Esthetics has become one of the fastest growing careers in the beauty industry. The field has opened many opportunities to work in stand - alone clinics, in dermatology offices, or even in cosmetic surgery offices. The curriculum for students enrolled in esthetician program shall consist of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. With the completion of 1,000 hours, you will be prepared for a bright future as a skin care specialist. You will be trained in hands on or machine - based facials, make - up applications, waxing, body wraps and business development.

4) Esthetician Instructor Program – 500 CLOCK HOURS

The curriculum for students enrolled in an esthetician instructor program shall consist of five hundred (500) clock hours with the knowledge of teaching principles of esthetics as a profession. The student instructors will be always supervised under a licensed instructor. The principles, technical information and laws, rules and regulation of the State Board will be covered during 150 hours. The rest of 350 hours will focus on the practical experience, as you work with your licensed instructor.

5) Nail Technician Program - 525 CLOCK HOURS

In the Nail Program, students develop manicuring and pedicuring skills, nail art, wraps, nail tips, and sculptured nails. After completing the program, students are prepared to take the state board licensing examination which consists of a written exam and a practical exam.

This program is the study of the nail art, design, tips, forms, wraps and gel. Nail care is the finishing compliment to every professional look. Nail technicians are making it possible with today's trends of fabulous enhancements, color and art, and innovative techniques in nail beauty services. After the completion of 525 hours of training, you will be confident in performing manicure, pedicures, and various types of artificial nail application.

6) Nail Technician Instructor Program - 250 CLOCK HOURS

The curriculum for students enrolled in a nail technician instructor program shall consist of two hundred fifty (250) clock hours of technical instruction and practical operations covering all practices of a nail technician instructor. Necessary theory and practice of nail in the teaching of the skills will be included via the instructions given by demonstration, lecture, classroom participation, or examination. The student instructors will be always supervised under a licensed instructor. The principles, technical information and laws, rules and regulation of the State Board will be covered during 100 hours. The rest of 150 hours will focus on the practical experience, as you work with your licensed instructor.

7) Certificate Program & Extra Courses

We offer certificate programs with 3 - day or 1 - day completion for the following:

- Eyelash Extensions
- Hair Extensions
- Eyelash Perm
- Semi-Permanent Make-up

3. Class Schedule

› Classes will begin as follows:

Program	Start Date
Master Cosmetologist	Every 1 st Monday of Month
Esthetician	Every 1 st Monday of Month
Nail Technician	Every 1 st Monday of Month
Cosmetology Instructor	Every 1 st Monday of Month

Esthetician Instructor	Every 1 st Monday of Month
Nail Technician Instructor	Every 1 st Monday of Month

› Class schedules are as follows: Monday-Friday

Part-Time Schedule	9 am to 1pm, 1:30 pm to 5:30 pm, or 6 pm to 10 pm
Full-Time Schedule	9:00 am to 5:30 pm
Lunch Hours	1:00 pm to 1:30 pm
Dinner Hours	5:30 pm to 6:00 pm

4. Textbooks & Supplies

Textbooks will be issued at the beginning of the first class. All needed supplies and equipment will be maintained in the classroom. At the beginning of the training, each student will be issued a complete set of supplies with a carrying case. The kit contains the tools and supplies necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's kit, either lost or stolen. Students must learn to be responsible for the tools of their trade.

5. Attendance Policy

Consistent attendance is essential to the overall effectiveness of the training a student receives at K-Beauty School. This process is as important as learning, since future employers emphasize punctuality and attendance as top job requirements. Students are required to attend all scheduled classes regularly and punctually and attend at a minimum 80% of the time allotted for class. Attendance must be maintained at an average of 80 percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

5-1. Maintaining Status of International Students

In order to maintain your M-1 visa status, Students must:

- Keep your passport valid at all times.
- Attend the school and academic program indicated on your I-20.
- Request a new form if there is any change in the Student's degree level or major.
- Carry a full course of study (40 clock hours per week for all students)
- Keep personal I-20 form valid at all times. Check the expiration date on first page to make sure that it is **always** valid. Request a new form if any major changes occur in your situation (e.g., changes in source of funding, marital status, major, degree program).
- Notify the school of each change of local address within ten days of the move

Follow the required procedures (with the help of the Designated School Official/International Advisor) when

- Applying for extension of stay
- Transferring to or from another school
- Applying for **Practical Training (PT)**

Withdrawing from the school

Refrain from off-campus employment without U.S. **Immigration and Customs Enforcement (ICE)** or school authorization. Off-campus work permission is approved **ONLY** by U.S. **Immigration and Customs Enforcement (ICE)** in case of an extraordinary circumstance. It is illegal to work without authorization and Students are subject to deportation.

5-2. Attendance Probation

K-Beauty School recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material. A student will be placed on attendance probation if he or she is below 80% attendance in any given class. Frequent tardiness and/or unexcused absences are cause for placing a student on probationary status.

Registrar's Office will notify a student and his/her academic advisor when he/she misses the second class (excused and/or unexcused). The notification is sent to the student via email. However, students are responsible for monitoring their own attendance records. Failure to receive the notification does not negate their attendance status.

5-3. Attendance Requirements

Students must maintain an attendance rate of 80% in all courses and programs offered at K-Beauty School. Students are required to call the registrar as soon as practical on the first day of absence and give an estimate of the duration of the absence. Long term absences for medical reasons will require a note from a doctor or health care professional.

6. Absence, Tardy and Make-up Policy

Students not physically present in class 9:00 am, per their class start time are considered tardy. K-Beauty School has established a fifteen (15) minute grace period for the student to clock in and be countable for the total hours for the day. If the student passes the grace period established, the student will be considered late for the class and may be asked to return at 11:15am for the practical portion.

- An absence may be excused by calling-in the same day prior to the beginning of class.
- Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal.
- All lesson assignments which were missed during any period of absence must be made up.
- Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work.
- Students with fourteen (14) consecutive days of absences, in any program of study, will be withdrawn by the K-Beauty School.

7. Leave of Absence

Students may experience extended personal, medical or other problems which make it difficult to attend class.

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable reasons. Students may also request an administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, not to exceed 180 calendar days. All LOA's must be in writing and addressed to the Office of Admissions. The LOA request form must

be filled out; beginning and end date, include the reason for the request and students signature. The request must be accompanied by written documentation from the appropriate person and/or agency. The dean will approve or deny the request in writing.

If a student fails to return on the scheduled return date, he/she shall be terminated from the training program. Students on LOA will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In, addition students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as the last Day of attendance (LDA) prior to the start of the leave and the refund calculation will be performed any monies due shall be refunded within forty-five (45) days of a determination that a student has failed to return from their leave of absence (LOA) or the student has withdrawn, whether officially or unofficially.

One subsequent leave of absence may be granted if the leave of absence does not exceed 30 days and the school determines that it is necessary due to unforeseen circumstances. Subsequent leaves of absence may be granted for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993. The school must document the reason for each subsequent leave of absence.

8. Excused and Unexcused Absence

Students who need permission to be absent for family purposes must notify the School Registrar department two weeks in advance and present written proof of the event. Students are encouraged to schedule medical, dental, personal or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. Students will still be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal or legal appointments.

In order to be granted time off for leaving early, students must submit a Time off Form to the School Administrative staff. Students who are aware that they must leave early for the day should notify the instructor at the earliest possible time to help avoid classroom interruption and client scheduling issues.

Student who have been absent from their scheduled classes for 14 consecutive calendar days, not including scheduled school holiday, will be dropped from the training program.

9. Re-entry Policy

Students who have been terminated for violating the attendance policy may be re-entered through the appeal process.

10. Satisfactory Academic Progress (SAP) Policy

K-Beauty School expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Any prospective student should read and consider the SAP policy before enrollment. The school's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).

Students must show satisfactory academic progress. **In order to maintain satisfactory academic progress, students must:**

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least 80% of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 24 hours per week. Regardless of the average level of attendance, students who have more than one consecutive weeks of absences (7 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see LOA policy). Students who expect to be absent 7 or more days up to 120 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules and Regulations" section of this catalog on pages 20-21.
3. Complete the course within one and one-half times (150%) the length of the course as defined in the enrollment agreement. For example, a student who enrolls in a 400 hour/ 20 week long Manicuring program must complete within 30 weeks. Any student, who exceeds the maximum time frame, will be terminated. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours.
4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

******Unsatisfactory Academic Progress Requirement***

A student who fails a course, or whose cumulative point average falls below C will be placed on academic probation. In this circumstance, the student will receive written correspondence from the Academic Dean outlining a plan of study designed to improve his or her academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case. The student is required to follow this plan of study until he or she is removed from probation. The student is automatically removed from probation upon successfully completing an academic term in which none of the conditions listed in the first sentence of this statement occurs.

11. Student Evaluation

Written progress records are maintained by K-Beauty School. These are recorded and discussed with each student during their evaluation periods and are given a copy of their SAP report. The students will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress.

12. Evaluation Periods

SAP evaluation periods are based on actual contracted hours at this school.

Students' compliance with the Satisfactory Academic Progress is assessed as follows (all hours are **scheduled hours completed** and based on actual contracted hours at the school):

- **Master Cosmetologist (1,500 hours)**
When a student is scheduled to complete 400, 900, 1,200, and 1,500 hours
- **Esthetician (1,000 hours)**
When a student is scheduled to complete 500, 600, and 1,000 hours
- **Nail Technician (525 hours)**
When a student is scheduled to complete 300 and 600 hours
- **Cosmetology Instructor (750 hours)**
When a student is scheduled to complete 300 and 750 hours
- **Esthetician Instructor (500 hours)**
When a student is scheduled to complete 200 and 500 hours
- **Nail Technician Instructor (250 hours)**
When a student is scheduled to complete 100 and 250 hours

All SAP evaluation shall be completed within Five (5) business days following the evaluation points. Students are required to sign every SAP evaluation form and will receive a copy of every SAP evaluation form.

13. Warning

Students who fall below the above standards at the satisfactory progress evaluation point for their Scheduled hours will be placed on warning. A student is considered to be making unsatisfactory progress while on warning but is still eligible for financial aid. If the student does not improve either grades and/or attendance by the end of the evaluation point, he/she will be ineligible for financial aid. When the student is put on probation status, he/she is issued an academic improvement plan.

14. Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal.

15. Suspension and Termination

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

- Displays conduct that the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the School, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to K-Beauty School property.
- Fails to maintain satisfactory academic progress.
- Fails to meet school's attendance policy or standards.
- Fails to meet financial obligations to the institution.

16. Drops

K-Beauty School reserves the right to drop students who fail to comply with the academic, attendance, financial, and conduct standards of the institution.

Reasons for being dropped may include, but are not limited to, the following:

- Failure to meet school's attendance policy or standards
7 days of consecutive absences
Less than 80% attendance in your program of study
- Failure to maintain satisfactory academic progress
Less than 70% grade in two or more courses
- Failure to meet satisfactory clinical standards
- Failure to meet financial obligations to the institution
- Conduct that the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the Institution, as addressed in the conduct policy of K-Beauty School Catalog.
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to K-Beauty School property.

17. Re-establishment of Satisfactory progress & Reinstatement of Financial Aid Eligibility

Students who have lost eligibility for financial aid may reestablish by meeting their minimum academic and attendance average by the end of the probation period. If after this period, a student is still in unsatisfactory progress, he/she may be dropped from the course of study at the discretion of the school president. In case of extenuating circumstances, special arrangements may be made with school official. These arrangements will be handled on an individual basis. The probation period and reinstatement period apply to all students, whether or not they are on financial aid.

18. Appeals Process

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within ten (10) days of school's determination and must describe any circumstances related to the student's academic standing, which the student believes to deserve special consideration, such as but not limited to, an injury or illness of the student, death in the family or other special circumstances. The student can attach documentation regarding why the student failed to make SAP and what has changed in the student's situation that will allow him to make satisfactory progress at the next evaluation, such as but not limited to doctor's note, death certificate etc. The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. All the results of the appeal procedures will be documented in the student's file. All the copies of student's request and college's decisions will be kept in the student's file.

19. Grading Policy

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. All copies of evaluation forms are issued to students upon completion of each increment of the course hours as explained above for students' review. This evaluation form reflects the overall

Attendance and Academic progress of the student. Students must maintain a minimum of "C" (70%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

Academic Grading

Grade	Points	Grade	Points
A	4.0	B	3.0
C	2.0	D	1.0
F	0		

Theory Grades

100% - 90%	A Excellent
89% - 80%	B Good
79% - 70%	C Average
69% - 60%	D Unsatisfactory
59% - 00 %	F Fail

Point Grades for Practical Work

4 POINTS = A
3 POINTS = B
2 POINTS = C
1 POINTS = D
0 POINTS = F

19-1. Practical Grading

Practical skills are evaluated using the (Rubric Criteria) which is based on the grading of “0” for not completing the work, and “10” for completing all the steps of work projected correctly.

All students are required to satisfactorily complete all subjects prior to graduation unless credit has been allowed for previous training in a particular subject area.

If a student is making satisfactory progress at evaluation time, then said student is considered making satisfactory progress until the next evaluation period. If a student is NOT making satisfactory progress at evaluation time, then said student will be placed on warning.

20. Summary of Termination/Reinstatement Policies

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog may be subject to termination. Examples include, but are not limited to, the following:

- ▶ Violation of the attendance policy;
- ▶ Failure to maintain satisfactory academic progress;
- ▶ Violation of personal conduct standards; and
- ▶ Inability to meet financial obligations to the school

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of at least 2.0 and a cumulative attendance of 80 - 85%.

21. Withdrawal Policy

In order to withdraw, the student must complete an official withdrawal form and file it with the school’s President.

22. Student Records Retention Policy

STUDENT RECORD RETENTION POLICY K-Beauty School will maintain records for each student, whether or not the student completes the educational program. For a period ending (5) five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student's transcripts and Proof of Training will be maintained permanently. The student's records shall be retrievable by student name and shall contain all of the following applicable information:

1. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution.
2. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial Aid.
3. Copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation.
4. A transcript is showing all of the classes and courses or their educational services that were completed and were attempted but not completed and grades or evaluations given to the student.
5. A copy of documents relating to student financial aid that are required or be maintained by law or by a lean guarantee agency.
6. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
7. Copies of any official advisory notices or warnings regarding the students' progress.
8. Complaints received from the student, including any correspondence, notes, memoranda, or telephone log relating to a complaint.
9. K-Beauty School shall maintain electric records of student's attendance.

23. Family Educational Rights and Privacy Act

K-Beauty School complies with the Family Educational Rights and Privacy Act (FERPA), which provide students certain rights related to their educational records. The following is a description of those rights:

The right to inspect and review the student's educational records within 45 days of the day the Institution receives a written request for access. Students should submit to the K-Beauty School President written requests that identify the record (s) they wish to inspect. The K-Beauty School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the K-Beauty School does not maintain the records, the official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. Student may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school request students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(s), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by this Institution to comply with the requirements on file is as follows

Family Policy Compliance Office,
Department of Education,
600 Independence, SW
Washington, DC 20202-4605.

** Note: The FERPA does not apply to international students.*

24. Graduation Requirements

When a student has completed the required theory hours and practical operations in the course of study with a GPA of "C" (70%) or better. All students are required to pass the schools final examination with a grade of not less than 70% prior to going to State Board. You have made arrangements to pay all outstanding tuition, fees, and charges. This must be done prior to the release of final documents, including your certificate of completion and transcripts.

§4. STUDENT SERVICES and POLICIES

1. Student Orientation

During orientation, a school administrator will familiarize the student with the school facilities, services, grading policies, graduation requirements, etc. as described in this catalog.

2. Hours

Instruction	Time	Days
Full-time Schedule	9:00 am to 5:30 am	Monday through Friday
Morning Schedule	9:00 am to 1:00 am	Monday through Friday
Afternoon Schedule	1:30 pm to 5:30 pm	Monday through Friday
Evening Schedule	6:00 pm to 10:00 pm	Monday through Friday
Office Hours	9:00 am to 4:00 pm	Monday through Friday
Lunch Hours	1:00 pm to 1:30 pm	Monday through Friday
Dinner Hours	5:30 pm to 6:00 pm	Monday through Friday

Classes are offered continually on a cyclical basis, usually starting on selected Mondays. Legal holidays are observed. The school provides special consideration for holidays of Christianity. Appropriate arrangements can be made with the president. The following is a list of recognized school holidays:

3. Observed Holidays:

- New Year's Day
- Martin Luther King's Birthday Holiday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day, and the day after
- Christmas Day
- Spring Break
- Fall Break

4. Maintenance of School Facility

Courtesy and respect for others around you is the responsibility of the student attending classes at K-Beauty School. In order to maintain an environment that promotes and supports this objective, the following rules are to be followed:

- K-Beauty School prohibits smoking and e-cigarette in campus buildings, including classrooms, lobbies, hallways, eating areas, lounges, and restrooms.
- Students must maintain a clean, organized area at all times.
- When leaving the area, all electrical devices, computers, and so forth, must be turned off.
- Food and drinks are prohibited in the classrooms and in the library.
- Students misusing the equipment and instrumental devices may be subject to dismissal and may be billed for damaged equipment.

-Accidents and/or breakdowns must be reported immediately to the student's instructor.

5. Parking

Parking is available in the parking lot, located around the campus of K-Beauty School.

6. Medical, Dental, Psychological Care

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If the student requires medical and/or dental appointments, appointments should be made after school hours. If a student is in need of personal psychological counseling, the President will provide a listing of services in the community and also in student handbook.

7. Child Care

K-Beauty School is not equipped or properly staffed to provide child care services for enrollees.

8. Pregnancy

Upon confirmation of pregnancy, the student must provide the President with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

9. Current Student Information

It is important that the school be notified of any change in residence or telephone numbers. Current and accurate personal information is necessary if an emergency does occur.

10. Visitors

Parents, spouses, prospective employers, etc. are cordially invited to visit the school at any time, but with appropriate notice to the school. Special arrangements will be made for groups. Anyone, who is disruptive to the smooth operation of the school, may be asked to leave the premises immediately. Students are not allowed to bring children into the classrooms/ laboratories and clinic floor without approval from the administration.

11. Telephone

Emergency calls for students will be transmitted to the student when received.

12. Photo Release

At K-Beauty School students will provide absolute rights and permission to use photographic portraits, pictures or videos of them in character form, for advertising or any other lawful purpose whatsoever.

13. Academic Advising Sessions

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Enrollees are encouraged to request an appointment with their instructor immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

K-Beauty School welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's Chancellor.

14. Library Facilities

K-Beauty School offers a complete library containing texts, volumes, and resource materials for student use for theological programs of study. A student may conduct research and utilize periodicals, news sources and current events, encyclopedias and dictionaries. Students also have access to a permanent computer in the library for research. Administrative staff is available to assist students in their research.

The Library is available Monday through Friday from 9 am to 8 pm unless otherwise stated on the Library Door. (The Library may be in use for administrative meetings. Generally these meetings are rare and are held when students are in class, or after regular school hours.) The library is located on the nearby classrooms.

With a valid ID, students may also access branches of the Gwinnett County Library System. Students can get local branch information from their instructor or school administrator.

15. JOB PLACEMENT and CAREER SERVICES

K-Beauty School does not guarantee placement. However, limited job placement assistance by providing referrals to graduates may be available.

The Career Services Department assists students and graduates in a broad range of career planning and advising to include: interviewing skills and follow-up; job opportunity generation through job leads and networking; the full cycle of the hiring process including resumes and job applications;

Students and graduates are encouraged to take advantages of every opportunity to work with the Career Services Department to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and Career Services Department.

Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contracts, and inform their Career Services Specialist of these efforts.

This employment assistance services are available to all students who successfully complete the requirements for graduation in their respective programs. Employment opportunities may be limited for anyone who has a criminal background.

K-Beauty School mission is to provide learners with the skills and technical knowledge necessary to qualify for employment in entry-level positions; K-Beauty School cannot and will not guarantee employment to anyone.

An eligible graduate is any student who has:

1. Successfully completed all graduation requirements.
2. Submitted a personal resume to the Career Services Advisor.
3. Return all books, equipment, etc. belonging to the school.
4. Fulfilled all financial obligations to the School and attended a Financial Aid Exit Interview, if applicable.

16. HOUSING INFORMATION

This institution offers no residential housing. The vast majority of students live nearby in apartments. K-Beauty School offers housing referrals, however, and below is a partial list of contacts and information that may help students find housing.

The housing options listed below are conveniently located within an easy distance of the school, and within walking distance to a bus location. For bus, please visit Gwinnett County Transit at <https://www.gwinnettcountry.com/web/gwinnett/Departments/Transportation/GwinnettCountyTransit/RoutesandSchedules>.

We advise you to call these businesses for their current rates as they are subject to change without notice. Research each of these options to determine which one will meet your unique housing requirements. You can go to <https://www.google.com/maps> and find the distance from our school to the apartments. Just type the address of the apartment in the lower left fields that say "Get directions to above location".

SUGGESTED HOUSING WEBSITES:

<https://www.apartments.com/duluth-ga/>

<https://www.forrent.com/find/GA/metro-Atlanta/>

<https://www.apartmenthomeliving.com/duluth-ga/apartments-for-rent/cheap>

<https://www.apartmentfinder.com/Georgia/Duluth-Apartments>

<https://www.zillow.com/duluth-ga/apartments/>

Wyndham Garden Duluth

Address : 1948 Day Drive, Duluth GA 30096

Website : <https://www.wyndhamhotels.com/wyndham-garden/duluth-georgia/wyndham-garden-duluth/overview?CID=LC:GN::GGL:RIO:National:06600&iata=00093796>

Phone : 770-676-1260

Quality Inn Duluth

Address : 3500 Venture Pkwy, Duluth GA 30096

Website : <https://www.qualityinnatlanta.net/>

Phone : 770-623-9300

The Rey on Reynolds

Address : 3360 Steve Reynolds Blvd. Duluth, GA 30096

Website : <https://www.thereyapartments.com/the-rey-on-reynolds-duluth-ga/>

Phone : 770-809-6573

The living spaces at The Rey on Reynolds are thoughtfully designed with comfort and convenience in mind and are stylishly appointed with the kind of premium materials and finishes you won't find in any other apartments for rent in Duluth. One look at our spacious floor plans and it's easy to see how The Rey on Reynolds is different from other apartments for rent in Duluth, GA. With a variety of floor plans to choose from, we're certain there's one that's just right for you. Browse our one and two-bedroom floor plans.
1 bedroom & 2 bedrooms.

Landmark at Bella Vista Apartment Homes

Address : 4015 Satellite Blvd. Duluth, GA 30096

Website : <https://www.landmarkatbellavista.com/>

Phone : 678-809-1767

Landmark at Bella Vista Apartment Homes offers a selection of one and two bedroom floor plans to fit your lifestyle. Each home offers the latest features and amenities where you will experience the highest levels of quality and luxury living in Duluth, GA.

1 bedroom & 2 bedrooms.

The Paramount Apartments

Address : 4201 Pleasant Lake Village Lane, Duluth GA 30096

Website : <https://www.paramontapts.com/>

Phone : 770-476-8657

Welcome to The Paramount Apartments, offering 1, 2, and 3 Bedroom Apartments in Duluth, Georgia. Our host of desirable features and amenities, include fully equipped kitchens, most with upgraded black appliances and new contemporary lighting. Some of our floor plans offer additional features such as vaulted ceilings, faux wood flooring or wood burning fireplaces. We are a pet friendly community, beautifully situated amongst mature shade trees and manicured lawns.

1 bedroom, 2 bedrooms & 3 bedrooms.

MAA Prescott

Address : 1655 Centerview Dr. Duluth, GA 30096

Website : https://www.maac.com/georgia/atlanta/maa-prescott/?utm_medium=local%20listing&utm_source=google&utm_campaign=gmb&utm_content=website

Phone : 833-630-2718

Come home to well-appointed comfort at MAA Prescott apartment rentals in Duluth, Georgia. 9-foot ceilings create an open, airy feeling for all floor plans. Available luxurious spa-like bathrooms, wood-burning fireplaces, smart home technology for apartments, and private patios make this a place you'll want to come home to.

1 bedroom & 2 bedrooms.

17. Dress Code

Creating a professional image requires dressing professionally throughout your educational experiences. Always be neat, clean and well-groomed at all times.

18. Conduct

Please maintain the following behaviors and those described in the Catalog:

Acceptable professional conduct for K-Beauty School students:

- 1) Accept assigned duties and responsibilities.
- 2) Demonstrate initiative and productivity.
- 3) Demonstrate sensitivity, compassion and a caring attitude towards your peers and

patients.

- 4) Demonstrate strong ethical character.
- 5) Treat people as you would like to be treated.
- 6) Maintain professional grooming and personal hygiene at all times.
- 7) Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
Rules of conduct at K-Beauty School are based on the Georgia Administrative Code.
- 8) An act of dishonesty is the most serious violation of student conduct.
- 9) Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
- 10) Fabrication is the falsification or invention of any information in an academic setting,.
- 11) Food or drink is NOT permitted in the classrooms, unless designated by the school Director, the instructor or the Registrar.

Violation of the rules of conduct present in the catalog may lead to dismissal from K-Beauty School or probation. All disciplinary matters will come before the administration, who will review the complaint, interview the person(s) involved and make a determination. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from K-Beauty School. K-Beauty School reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the school.

19. Sexual Harassment

K-Beauty School intends to provide a work and learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – will not be tolerated.

Sexual harassment consists of overt activity of a sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Demands for sexual favors, accompanied by threats concerning an individual's employment status;
- Demands for sexual favors, accompanied by promises of preferential Treatment concerning an individual's employment status;
- Verbal, written or graphic communication of a sexual nature;
- Patting, pinching, or unnecessary contact with another employee's body.

All K-Beauty School employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to their immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her

instructor, contact the President.

20. Student Responsibilities and Rights

Responsibilities

1. In addition to the requirements described under sections on attendance, satisfactory progress, etc. in this catalog, students are expected to follow standards of conduct and ethical consideration generally found in the professional workplace.
2. Read and understand all forms that you are asked to sign and keep copies of them.
3. It is the student's responsibility to compare and choose the school they wish to attend. Tuition must be paid regardless of any future complaints or problems, unless discharged by a court of law.
4. Pay all installment payments on time.

Rights

1. Know what financing is available. For all loans you receive, you have the right to know the total amount that must be repaid, the monthly payment amount, the late penalty charge, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
2. Know the criteria for satisfactory progress and when you are not meeting these criteria.
3. You may stop school at any time and receive a refund for the part of the course you did not take (if payment has been made). The refund policy is in this catalog and also described in your enrollment agreement.

21. Substance Abuse Prevention Policy

As a matter of policy, K-Beauty School has adopted and implemented a program that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions. .

22. Student Grievance Procedures

K-Beauty School in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a K-Beauty School student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The Chief Operating Officer shall maintain a file on each

grievance reported, including the procedures followed, and the final disposition of the case.

22-1. Definition

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body. The burden of proof shall rest with the complainant.

If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to K-Beauty School on either the school's petition form, or in letter format.

The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps toward Resolution

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the President. Resolution shall be attempted at the lowest possible level.

Procedures for Official Hearings

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the President will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the President, the Admission Director, the Registrar, and one faculty member, who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.

23. Crime Statistics Report

No criminal offenses or arrests have occurred in the following categories on the school premises from 2004 to the present. Murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability. This information was reported to the Department of Education in the crime statistics report.

24. Study Groups

Students are encouraged to form study groups with other K-Beauty School students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance, and understanding of course subject matter. Students are cautioned that all K-Beauty School instructors require that each student his/her own original work.

Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences of unethical practices set forth in this catalog.

25. Student Activities and Programs

K-Beauty School provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, K-Beauty School encourages students to include their families, friends, and significant others in the educational process. In addition, K-Beauty School sponsors activities and organizations to foster integration of personal and professional development.

§5. FINANCIAL POLICIES

1. Financial Assistance

At the present time, K-Beauty School does not offer federal financial aid to students. However, K-Beauty School offers a limited number of scholarships on the basis of high scholastic achievement, and the financial needs of the students. Applications for scholarship assistance should be made to the Director of Admissions.

2. Student Budget

In addition to the direct costs of your education, it is important that you develop a budget to identify other financial obligations that you may incur when attending school. These expenses may include transportation, childcare, personal expenses, etc. The school's student service representative will assist you with this budget.

3. Payment Method

Students must pay the required registration fee and tuition on or before the beginning of each session. Tuition does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the Textbooks and Kits. Some courses require more than one textbook.

K-Beauty School accepts the following forms of payment:

- Cash
- Personal Checks
- Money Orders
- Traveler's Checks
- Cashier's Checks

4. Tuition and Payment Policy

The Enrollment Agreement obligates the student and the school for the entire program of instruction. The student's financial obligations will be calculated in accordance with the school's refund policy in the contract and this school catalog. Registration, tuition and book/supply costs for each program are listed below. The K-Beauty School is available at no charge and will be provided to each enrollee prior to enrollment. The school will work with each student to determine the best financial arrangement to meet their obligation for tuition. The school provides a voluntary prepayment plan to students and their families to help reduce the costs upon entry into training. Details are available through the financial representative.

Program	Tuition	Registration Fee Non-Refundable	Supplies Non- Refundable		Others	Tax	Total
			Books	Kit			
Master Cosmetologist (1,500 hours)	\$15,000	\$150	\$400	\$900	\$0	\$78	\$16,528
Esthetician (1,000 hours)	\$10,000	\$150	\$400	\$500	\$0	\$54	\$11,104

Nail Technician (600 hours)	\$6,000	\$150	\$400	\$500	\$0	\$54	\$7,104
Cosmetology Instructor (750 hours)	\$7,500	\$150	\$300	\$0	\$0	\$18	\$7,968
Esthetician Instructor (500 hours)	\$5,000	\$150	\$300	\$0	\$0	\$18	\$5,468
Nail Technician Instructor (250 hours)	\$2,500	\$150	\$300	\$0	\$0	\$18	\$2,968

5. Payment Schedule of Total Charges for a Period of Attendance

Tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the student's tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition."

Itemized Charges by Tuition Payment Period

Program	1 st Payment Period	2 nd Payment Period	3 rd Payment Period	4 th Payment Period	Total Charges for Entire Program
Master Cosmetologist	\$6,528	\$3,400	\$3,300	\$3,300	\$16,528
Esthetician	\$2,904	\$2,800	\$2,700	\$2,700	\$11,104
Nail Technician	\$2,104	\$1,700	\$1,700	\$1,600	\$7,104
Cosmetology Instructor	\$7,958				\$7,918
Esthetician Instructor	\$5,468				\$5,468
Nail Technician Instructor	\$2,968				\$2,968

6. Explanation of Fees

Tuition

Tuition charges are based on the amount the number of units necessary for graduation, multiplied by the cost per hour.

Registration Fee

This is a non-refundable fee for administrative and office costs.

7. Books

An itemized list of the textbooks used for each program is attached to, or listed in the course syllabus that each student receives in their particular course of study.

8. Returned Check

A \$35.00 fee will be charged if a check is returned for insufficient funds. This fee is added to the amount of the returned check, and the total payment must be made by cashier's check or money order.

9. Cancellation of Agreement and Refund

The Student has the right to cancel this enrollment agreement and all tuition and fees paid, excluding non-refundable fees, must be fully refunded should a cancellation request be made within 72 hours of signing the enrollment agreement by submitting a written notice to this School.

The cancellation occurs when the student gives written notice of cancellation to the Director, at the address of the School, shown on this agreement. The student can also mail, hand deliver, or fax the cancellation. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. The cancellation notice is to be addressed to: K-Beauty School, 3751 Venture Drive. #240, Duluth, GA 30096.

10. Refund Policy

The Student has the right to withdraw from School at any time. If the Student withdraws from the course of instruction after the cancellation period, the School will remit a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed up to 50% of training or less. The amount of the refund is determined by deducting the registration fee from the total tuition charge, then dividing the remainder by the number of hours in the course to calculate the hourly charge. The refund is the amount in excess of what the student owes for total hours of instruction completed, excluding the non-refundable registration fee and supplies fee with tax. For applicants who cancel enrollment or students who withdraw from enrollment, the following policy will be applied:

1. All tuition and fees must be paid before class starts.
2. A student cancels his/her enrollment within **three business days (72 hours)** of signing the enrollment agreement will be fully refunded except for the non-refundable registration fee and supplies fee with tax.
3. A student cancels his/her enrollment after three business days from signing the enrollment agreement to 50% completion of the program will be refunded to the student as a prorated amount of all money paid to K-BEAUTY School except for the non-refundable application fee and supplies fee with tax.
4. A student cancels his/her enrollment after 50% completion of the program will not be refunded at all.
5. All money shall be refunded within 45 calendar days after receipt of written notice that the student will not enter.

6. It is the student’s responsibility to attend all courses provided by K-BEAUTY School. In case of absence, all tuition and fees will not be refunded. Instead, student will be allowed to make up missed hours under the consultation of the program instructor.

HYPOTHETICAL REFUND EXAMPLE:

Students have a right to a full refund of all charges, less the registration fee and supplies fee with tax, if the student cancels the enrollment agreement on the first day of class or on the 3th day after signing this agreement. The amount retained by the school will not exceed the application fee and supplies fee with tax.

If a student withdraws from the program after instruction has begun the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the students had completed 50% or less of the instruction. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the school of the decision to cancel, or the last date of attendance, if the student fails to notify the school. The student will be charged for all hours attended. For example, if the Student completes 40 hours of a 100-hour course, and paid \$2,000 in tuition, the student would receive a refund of \$1,200.

\$2000	/	100	/	40	/	\$800	/	\$1,200
Tuition	/	Hours	/	Hours	/	Total Due	/	Total due
Paid By	/	Charged	/	Completed	/	to School	/	to student
Student								

The School will refund money collected from a third party on the student’s behalf, such as Veteran’s Benefits or WIA funds, if the school cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds.

Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount of money will be paid to the student.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. The School does not offer any state or federal loan guarantees; no loans of any kind are offered at this school.

11. Determination of the Withdrawal Date

The student’s withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution’s attendance records.

12. School Closure

If the school should close permanently and ceases to offer instruction after students have enrolled

and instruction has begun, the school shall at its option: the Institute will provide students with a pro-rata refund of tuition OR provide for completion of the course at schools in the neighborhood.

13. Unsatisfactory Financial Progress Requirement

Violation of any of the conditions set forth in the signed Enrollment Agreement may lead to dismissal from the school and/or probation. Failure to meet all financial obligations to the school may also lead to dismissal from school and/or probation.

§6. PROGRAM DESCRIPTIONS



Programs

1. Master Cosmetologist Program
2. Cosmetology Instructor Program
3. Esthetician Program
4. Esthetician Instructor Program
5. Nail Technician Program
6. Nail Technician Instructor Program
7. Certificate Program & Extra Courses

1. Master Cosmetologist Program



MASTER COSMETOLOGIST PROGRAM - 1500 HOURS

The cosmetology course at K-Beauty School is designed to prepare the students in the skills necessary for performing haircutting, hairstyling, permanent waving, coloring, make-up application, manicure/pedicures, and basic skin care. This course prepares the student to qualify to take the State Board exam for a Master Cosmetology license. The program is designed to be completed by a full-time student in a minimum of ten (10) months. Full-time schedule is Monday through Friday, 9:00am to 5:30pm, The first and Third Saturdays (optional) in each month 10:00am to 4:00pm. It will take 40 weeks for a full-time student to get 1500 clock hours towards curriculum credits including phases, clinic floor, special classes, and guest speakers.

Program Curriculum Outline

The Programs curriculums at K-BEAUTY School are administered, based on the requirements set forth by the Georgia State Board of Cosmetology and Barbers. The Cosmetology Program is divided into two levels of study. Students must clock the following credit hours and service applications that meet the requirements of Level 1 training of (250 hours) theory and Level 2 (1250 service application hours). Each class is presented by means of lectures, instructor's demonstrations, and student applications. Audiovisual aids and guest speakers are also provided in this course as available.

Level 1 – Cosmetology/Theory

Students enrolled in the Cosmetology Program must clock (250) total hours of Level 1 training before being allowed to perform clinical services on a client. Of these (250) hours, (225) hours are required to be theory and technical training on mannequins. The final (25) hours, (15) hours skin care and (10) hours of nail care.

Level 1: 250 hours		
Code	Course Title	Hours
COS_TSA	Theory of Sanitization	40
COS_TPW	Theory of Permanent Waving	45
COS_HCL	Theory of Hair Coloring	45
COS_THSTC	Theory of Hair and Scalp Treatments and Conditioning	20
COS_THC	Theory of Hair Cutting	25
COS_TS	Theory of Shampooing	15
COS_THDS	Theory of Hairdressing	35
COS_TNSC	Theory of Nail Care and Skin Care	25

Level 2 – Service Applications

Level 2 theory and service application hours on patrons may begin when a student has completed (250) theory hours at Level 1 training, with a minimum passing score of 70%.

Level 2: 1250 hours		
Code	Course Title	Hours
COS_TH2	Theory of Science and Health. Theory of Cleansing, Disinfection, Physiology, Electricity, Safety Precautions, Action/Reaction, Composition of tints, Salesmanship, Salon Department, Telephone Etiquette, etc.	100
COS_CLR	Social Skills, Reception /Desk Work, Art and Ethics, State Board of Cosmetology Laws and Rules	50
COS_LAB	Laboratory	50
COS_HSC1	Hairdressing, Shampoo and Comb-out / Wet Curls	150
COS_HSC2	Hairdressing, Shampoo and Comb-out / Hot Combs	105
COS_HCS	Hair Cutting and Shaping	124.5
COS_PW	Permanent Waving	150
COS_CHR	Chemical Hair Relaxing	139
COS_HCL	Hair Coloring and Hair Lightening	155

COS_SHT	Scalp and Hair Treatment	49
COS_FT	Facial Treatment / Make-up	52.5
COS_HR	Hair Removal	30
COS_SD	Sanitizing and Disinfection of Implements, and Equipment	5
COS_MPN	Manicures, Pedicures, and Nail Sculpting	90

Cosmetology Performance Objectives

1. Acquire knowledge of laws and rules regulating Georgia's Cosmetology establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and physics.
4. Acquire business management techniques common to cosmetology.

Skills to be Developed:

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, and learn the application of brush-on nails, nail wraps, and nail tips.

Attitudes and Appreciations to be Developed:

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

Additional training will be given in the following subject matters:

The student will learn additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry, professional ethics, salesmanship, record keeping, sanitation duties, desk and lab assignments, salon management and ethics, resume development, job search, and job interview.

Grading Procedure

Student's academic performance is graded four times throughout the program, at the scheduled completion of: 400, 900, 1,200, and 1,500 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism counts 20% toward the grade

Grading Scale		Grading Period	Minimum Average Grade	
100% - 90%	A	Excellent	400 hrs	70
89% - 80%	B	Good	900 hrs	70
79% - 70%	C	Average	1,200 hrs	70
69% - 60%	D	Unsatisfactory	1,500 hrs	70
59% - or below	F	Fail		

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
600	400
1,350	900
1,800	1,200
2,225	1,500

Graduation Requirements:

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of “C” (70%) or better, he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

There is no requirement for final test/exam or internship or externship.

Licensing Requirements:

MASTER COSMETOLOGIST LICENSE IN GEORGIA

In order to become a licensed master cosmetologist in the State of Georgia, a student must fulfill the following requirements:

- a) Application showing completion of at least 1,500 hours
- b) The required examination fee
- c) Copy of high school diploma or G.E.D.

The student taking the examination must pass the written and practical portions of the test with at least 70%. Failure to pass either section will require the applicant to retake that portion of the test.

2. Cosmetology Instructor Program



COSMETOLOGY INSTRUCTOR PROGRAM -750 CLOCK HOURS

The curriculum for students enrolled in a cosmetology instructor program shall consist of seven hundred fifty (750) clock hours of technical instruction and practical operations covering all practices of a cosmetology instructor. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

Subject of Technical Instruction

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Total General Education Hours:	250
Total Teaching Techniques and audio visual aids Hours:	225
Total Practice Teaching Hours:	275
Total Hours:	750

General Education (250hrs)

Code	Course Title	Theory Hours	Practical Hours
CI_GE1	Cosmetology, Esthetician, Hair Design, Nail Technician Laws, Rules and Regulations	25	

CI_GE2	Principles of teaching cosmetology	150	
CI_GE3	Principles of teaching nail care	35	
CI_GE4	Principles of teaching esthetics	40	

Teaching techniques and audio visual aids (225hrs)

Code	Course Title	Theory Hours	Practical Hours
CI_TT1	Curriculum development	50	
CI_TT2	Lesson plans and presentations	50	
CI_TT3	Classroom management and discipline	50	
CI_TT4	Demonstrations and lectures	25	
CI_TT5	Various methods of evaluation	50	

Practice teaching (275)

Code	Course Title	Theory Hours	Practical Hours
CI_PT1	Practice teaching for Theory	100	275
CI_PT2	Practice teaching for Social Skills, Reception/Desk Work, Art and Ethics	10	
CI_PT3	Practice teaching for Laboratory	20	
CI_PT4	Practice teaching for Hairdressing, Shampoo and Comb-out	20	
CI_PT5	Practice teaching for Hair Cutting and Shaping	20	
CI_PT6	Practice teaching for Permanent Waving	20	
CI_PT7	Practice teaching for Chemical Hair Relaxing	20	
CI_PT8	Practice teaching for Hair Coloring and Hair Lightening	20	

CI_PT9	Practice teaching for Scalp and Hair Treatment	10	
CI_PT10	Practice teaching for Facial Treatment, Make-up, and Hair Removal	15	
CI_PT11	Practice teaching for Sanitizing and Disinfection of implements, and Equipment	10	
CI_PT12	Practice teaching for Manicures, Pedicures, and Nail Sculpting	10	

Instructional Methods

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during practical sessions

Potential Occupation after Completion:

Instructor of Cosmetology, master educator, supervisor of school, potential owner of school or company demonstrator

Cosmetology Instructor Trainee Performance Objectives:

Acquire knowledge of laws and rules regulating Georgia Cosmetology establishment's practices and understand sterilization procedures. Acquire the knowledge of general theory relative to teaching methodology and development of lesson planning.

Skills to be Developed:

Be able to teach all areas of Cosmetology to students in all areas of the cosmetology field.

Attitudes and Appreciations to be Developed:

Be able to appreciate good workmanship common to Teachers, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Grading Procedure

Student's academic performance is graded two times throughout the program, at the scheduled completion of 300 and 750 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism counts 20% toward the grade

Grading Scale			Grading Period	Minimum Average Grade
100% - 90%	A	Excellent	300 hrs.	70
89% - 80%	B	Good	750 hrs.	70
79% - 70%	C	Average		
69% - 60%	D	Unsatisfactory		

59% - or below F Fail

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
450	300
1,125	750

Graduation Requirements

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of “C” (70%) or better, he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

There is no requirement for final test/exam or internship or externship.

Licensing Requirements

GEORGIA COSMETOLOGY INSTRUCTOR LICENSE

In order to become a licensed cosmetology instructor in the State of Georgia, a student must fulfill the following requirements:

- a) Application showing the completion of at least 750 hours
- b) The required examination fee
- c) Copy of current Georgia Cosmetologist license
- d) Copy of high school diploma or G.E.D.
- e) Copy of 1-year master level work experience

The student taking the examination must pass the written and practical portions of the test with at least 70%. Failure to pass either section will require the applicant to retake that portion of the test.

3. Esthetician Program



ESTHETICIAN PROGRAM -1000 CLOCK HOURS

The Esthetician Program will prepare the student for a career in one of the fastest growing professional segments of the beauty industry. This program will also prepare the student for the licensing examination of the Georgia State Board of Cosmetology and Barbers.

The field has opened many opportunities to work in stand - alone clinics, in dermatology offices, or even in cosmetic surgery offices. The curriculum for students enrolled in Esthetician program shall consist of One thousand (1000) clock hours of technical instruction and practical operations covering all practices of an Esthetician, with the completion of 1000 hours, you will be prepared for a bright future as a skin care specialist. You will be trained in hands on or machine - based facials, make - up applications, waxing, body wraps and business development.

Esthetics Curriculum

The Esthetics course is at least nine (9) months and 1000 credit hours of training as follows:

Note** A student shall not be permitted to render clinical services until the student has completed 250 credit/clock hours of Level 1 training.

Level 1

Level 1: 250 hours		
Code	Course Title	Hours
ES_PP	Professional Practice	150
ES_PE	Professional Ethics	20
ES_BP	Business Practices	80

Level 2

Level 2: 750 hours		
Code	Course Title	Hours

ES_SC	Science	320
ES_CD	Cleaning and Disinfecting for Tools Implements, and Equipment	5
ES_BT	Body Treatments	70
ES_FA	Facials	115
ES_MU	Make-up	90
ES_HR	Hair Removal	75
ES_SM	Spa/Salon Management	75

Esthetician Performance Objectives:

Acquire knowledge of laws and rules regulating Georgia Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and electricity and acquire business management techniques common to Esthetics.

Potential Occupations after Completion:

Facialist, Esthetician, and Skin Technician

Skills to be Developed:

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facial treatments.

Attitudes and Appreciations to be Developed:

Be able to appreciate good workmanship common to Esthetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Grading Procedure

Student’s academic performance is graded two times throughout the program, at the scheduled completion of 300, 600, and 1,000 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism counts 20% toward the grade

Grading Scale		Grading Period	Minimum Average Grade	
100% - 90%	A	Excellent	300 hrs	70
89% - 80%	B	Good	600 hrs	70
79% - 70%	C	Average	1,000 hrs	70
69% - 60%	D	Unsatisfactory		
59% - or below	F	Fail		

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
450	300
750	600
1,500	1,000

Additional training will be given in the following subject matters:

The student will learn additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry, professional ethics, salesmanship, record keeping, sanitation duties, desk and lab assignments, salon management, ethics, resume development, job search, job interview

Graduation Requirements: When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of “C” (70%) or better, he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination. There is no requirement for final test/exam or internship or externship.

Licensing Requirements:

GEORGIA ESTHETICIAN LICENSE

In order to become a licensed esthetician in the State of Georgia, a student must fulfill the following requirements:

- a) Application showing the completion of at least 1,000 hours
- b) The required examination fee
- c) Copy of high school diploma or G.E.D.

The student taking the examination must pass the written and practical portions of the test with at least 70%. Failure to pass either section will require the applicant to retake that portion of the test.

4. Esthetician Instructor Program



ESTHETICIAN INSTRUCTOR PROGRAM - 500 CLOCK HOURS

The curriculum for students enrolled in a cosmetology instructor program shall consist of five hundred (500) clock hours of technical instruction and practical operations covering all practices of a cosmetology instructor. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

Subject of Technical Instruction

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Total General Education Hours:	150
Total Teaching Technique Hours audio visual aids:	175
Total Practice Teaching Hours:	175
Total Hours:	500

Code	Course Title	Theory Hours	Practical Hours
EI_LAW	The Cosmetology and Barber Laws and Rules	25	

EI_PT	Principles of teaching of esthetic: Provides knowledge and application on the principles of teaching. Topics include: educator to learner relationships, communication skills, emotional influences, needs of today's learner, destructive verses constructive tactics, learner motivation, and cultivating positive relationships.	125	
EI_CD	Curriculum development: Formulation of objectives, Specification of educational objectives, Determination of scheme of studies, syllabus, etc. Preparation of instructional materials.	50	
EI_LP	Lesson Plans: Emphasizes the steps in involved in the development of a lesson plan. Topics include: development of curriculum, instructional outcomes, components of a lesson plan, using visual aids, print materials and audio visuals in a lesson plan.	50	
EI_CM	Classroom management and discipline: Emphasis will be placed on classroom management, professionalism in the classroom and dynamic clinic teaching. Topics include: classroom management, managing learner behavior, managing difficult learners, classroom arrangements, clinic environment, and academic advising and counseling.	30	
EI_DT	Demonstrations and Theory Lecture: Demonstration of lectures for three (3) or more students on all practices of esthetics.		20
EI_ME	Various Methods of Evaluation: Identify the characteristics of the different learner types, teaching methods, and measuring student learning outcomes. Topics include: challenges for all learner styles, lecturing, preparing for a lecture method of teaching, testing, academic policy, rubrics, special learner needs, multiple-category grading system.	25	
EI_PT	Practice Teaching: The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum under the on-site supervision of a licensed teacher.		175

Instructional Methods

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during practical sessions

Potential Occupation after Completion:

Instructor of Cosmetology, master educator, supervisor of school, potential owner of school or company demonstrator

Cosmetology Instructor Trainee Performance Objectives:

Acquire knowledge of laws and rules regulating Georgia Cosmetology establishment’s practices and understand sterilization procedures. Acquire the knowledge of general theory relative to teaching methodology and development of lesson planning.

Skills to be Developed:

Be able to teach all areas of Cosmetology to students in all areas of the cosmetology field.

Attitudes and Appreciations to be Developed:

Be able to appreciate good workmanship common to Teachers, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Grading Procedure

Student’s academic performance is graded two times throughout the program, at the scheduled completion of 200 and 500 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism counts 20% toward the grade

Grading Scale			Grading Period	Minimum Average Grade
100% - 90%	A	Excellent	200 hrs.	70
89% - 80%	B	Good	500 hrs.	70
79% - 70%	C	Average		
69% - 60%	D	Unsatisfactory		
59% - or below	F	Fail		

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
300	200
750	500

Graduation Requirements

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of “C” (70%) or better, he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

There is no requirement for final test/exam or internship or externship.

Licensing Requirements

GEORGIA ESTHETICIAN INSTRUCTOR LICENSE

In order to become a licensed esthetician instructor in the State of Georgia, a student must fulfill the following requirements:

- a) Application showing the completion of at least 500 hours
- b) The required examination fee
- c) Copy of current Georgia Esthetician license
- d) Copy of high school diploma or G.E.D.
- e) Copy of 1-year master level work experience

The student taking the examination must pass the written and practical portions of the test with at least 70%. Failure to pass either section will require the applicant to retake that portion of the test.

5. Nail Technician Program



NAIL TECHNICIAN PROGRAM - 525 CLOCK HOURS

In the Nail Technician Program, students develop manicuring and pedicuring skills, nail art, wraps, nail tips, and sculptured nails. After completing the program, students are prepared to take the state board licensing examination which consists of a written exam and a practical exam.

Nail Technician Curriculum

The complete Nail Technician program is at least four (4) months program and totaling five hundred twenty five (525) hours of training (140 hours of Level 1 theory + 385 hours of Level 2) shall be as follows:

Level 1

Nail instruction shall be provided by a licensed master cosmetology instructor. It is required for each student to successfully complete one hundred forty (140) hours of Level 1 training before the student performs clinical services on a client/patron. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first one hundred forty (140) hours of training, which are intended to be theoretical in nature.

Level 1: 140 hours		
Code	Course Title	Hours
NT_PH	Personal Hygiene, Professional Ethics, and Customer Relations	15
NT_CD	Cleansing and Disinfection, Public health and Safety, Infection Control and Bacteriology	15
NT_AH	AIDS, HIV, and Other Communicable Diseases	15
NT_AM	The Art of Massage and Massage Techniques, Introduction to reflexology	15
NT_NC	Nail Composition and Structure, Nail Disorders and nail diseases	15

NT_CI	Chemistry, Including Product Knowledge, Composition, Usage, Safety, and Hazardous Materials	15
NT_MP	Methods and Procedures and Implements, including their usage and safety	15
NT_SB	Salon Business <ul style="list-style-type: none"> - Salon Development and Business Operation - Client Consultations - Business Development - Marketing, Advertising, and Retailing - Career/Business planning, including preparation for interviews, resume writing, and goal setting 	20
NT_GB	Georgia State Board of Cosmetology laws and rules, a copy of which shall be provided to students	15

Level 2

Level 2: 385 hours		
Code	Course Title	Hours
NT_SD	Sanitizing and Disinfecting	Implements: 3hrs / 6 applications
		Manicure stations, Pedicure spas, beds and equipment: 2hrs / 4 applications
NT_MM	Manicuring with Hand and Forearm Massage	70
NT_PM	Pedicuring with Foot and Leg Massage	60
NT_NS	Nail Sculpting	60/30 applications
NT_AT	Artificial Tip Application with overlay	60/30 applications
NT_NU	Nail Wrapping	20/30 applications
NT_UV	UV Gel Nails	20
NT_FA	Fill-in Application	40
NT_NR	Artificial Nail Removal/nail Repair	10 / 20 applications
NT_PN	Professional nail drill usage with professional drill designed for fingernails only	5 / 10 applications
NT_NT	Nail art techniques	5
NT-AN	Airbrush nail art	5
NT_PT	Paraffin treatments on hands and feet	5 / 10 applications
NT_SC	Student competition: advanced techniques and related subjects	20

Nail Technician Performance Objectives:

Acquire knowledge of laws and rules created by the Georgia State Board of Cosmetology and Barbers. Understand sterilization and sanitation procedure. The licensed nail technician will be prepared to seek profitable employment as a manicurist specialist, pedicurist, salon manager, salon owner, products demonstrator or nail artist. They will be versed in all areas of Manicuring.

Educational Goals:

Nail Technician program of study is designed to prepare students for the state licensing examination and for profitable employment, as a manicurist specialist, product demonstrator or nail artist.

Skills to be Developed:

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

Attitudes and Appreciations to Be Developed:

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Additional training will be given in the following subject matters:

The student will learn additional information pertaining to professional ethics and personal hygiene to meet the employment standards of the industry, professional ethics, salesmanship, record keeping, sanitation duties, desk and lab assignments, salon management and ethics, resume development, job search, and job interview.

Grading Procedure

Student’s academic performance is graded two times throughout the program, at the scheduled completion of: 140 and 385 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism counts 20% toward the grade

Grading Scale		Grading Period	Minimum Average Grade
100% - 90%	A Excellent	140 hrs	70
89% - 80%	B Good	385 hrs	70
79% - 70%	C Average		
69% - 60%	D Unsatisfactory		
59% - or below	F Fail		

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
450	300
900	600

Graduation Requirements

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

There is no requirement for final test/exam or internship or externship.

Licensing Requirements:

GEORGIA NAIL TECHICIAN LICENSE

In order to become a licensed nail technician in the State of Georgia, a student must fulfill the following requirements:

- a) Application showing the completion of at least 525 hours
- b) The required examination fee
- c) Copy of high school diploma or G.E.D.

The student taking the examination must pass the written and practical portions of the test with at least 70%. Failure to pass either section will require the applicant to retake that portion of the test.

6. Nail Technician Instructor Program – 250 CLOCK HOURS



Nail Technician Instructor Program – 250 CLOCK HOURS

The curriculum for students enrolled in a cosmetology instructor program shall consist of two hundred fifty (250) clock hours of technical instruction and practical operations covering all practices of a nail technician instructor. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

Subject of Technical Instruction

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

Total General Education Hours:	100
Total Teaching Technique Hours:	75
Total Practice Teaching Hours:	75
Total Hours:	250

Code	Course Title	Theory Hours	Practical Hours
NI_TCL	Cosmetology Laws, Rules, and Regulations	25	

NL_TPT	Principles of Teaching Nail Ca re	75	
NL_TT	Teaching Techniques & A/V Aids: Curriculum Development, Lesson Plans & Presentations, Demonstrations & Lectures, Various Methods of Evaluation	75	
NL_PT	Practice of Teaching: The student instructors will be supervised in conducting actual lectures & demonstrations to the classroom of Nail Technician students under a licensed teacher.		75

Instructional Methods

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during practical sessions

Potential Occupation after Completion:

Instructor of Cosmetology, master educator, supervisor of school, potential owner of school or company demonstrator

Cosmetology Instructor Trainee Performance Objectives:

Acquire knowledge of laws and rules regulating Georgia Cosmetology establishment's practices and understand sterilization procedures. Acquire the knowledge of general theory relative to teaching methodology and development of lesson planning.

Skills to be Developed:

Be able to teach all areas of Nail Technician to students in all areas of the cosmetology field.

Attitudes and Appreciations to be Developed:

Be able to appreciate good workmanship common to Teachers, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Grading Procedure

Student's academic performance is graded two times throughout the program, at the scheduled completion of 100 and 250 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism counts 20% toward the grade

Grading Scale

100% - 90%	A	Excellent
89% - 80%	B	Good
79% - 70%	C	Average

Grading Period

100 hrs.
250 hrs.

Minimum Average Grade

70
70

69% - 60% D Unsatisfactory
59% - or below F Fail

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Scheduled Completion Hours	Required Completed Hours
150	100
375	250

Graduation Requirements

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of “C” (70%) or better, he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

There is no requirement for final test/exam or internship or externship.

Licensing Requirements

GEORGIA NAIL TECHNICIAN INSTRUCTOR LICENSE

In order to become a licensed nail technician instructor in the State of Georgia, a student must fulfill the following requirements:

- a) Application showing the completion of at least 250 hours
- b) The required examination fee
- c) Copy of current Georgia Nail Technician license
- d) Copy of high school diploma or G.E.D.
- e) Copy of 1-year master level work experience

The student taking the examination must pass the written and practical portions of the test with at least 70%. Failure to pass either section will require the applicant to retake that portion of the test.

7. Certificate Program & Extra Courses

We offer certificate programs with 3 - day or 1 - day completion for the following:

- Eyelash Extensions
- Hair Extensions
- Eyelash Perm
- Permanent Make - up

§7. ACADEMIC CALENDAR

January 2022	Date
Student Registration and Orientation	Dec. 13-17
New Student Orientation	Dec. 20
New Year's Day - Academic Holiday	Jan. 1
First day of classes on January 2022	Jan. 3
Last day to add class or register late	Jan. 14
Martin Luther King Jr. Day - Academic Holiday	Jan. 17
Last day to drop classes	Jan. 28
Mid term examination	Jan.10-14
Last day to withdraw classes	Jan. 21
Final examination	Jan.24-28
February 2022	Date
Student Registration and Orientation	Jan. 18-21
New Student Orientation	Jan. 24
First day of classes on February 2022	Feb. 1
Last day to add class or register late	Feb. 11
President's Day - Academic Holiday	Feb. 21
Last day to drop classes	Feb. 28
Mid term examination	Feb. 7-11
Last day to withdraw classes	Feb. 18
Final examination	Feb. 22-25
March 2022	Date
Student Registration and Orientation	Feb. 14-18
New Student Orientation	Feb. 22
First day of classes on May 2022	Mar. 1
Last day to add class or register late	Mar. 18
Last day to drop classes	Mar. 25
Mid term examination	Mar. 7-11
Last day to withdraw classes	Mar. 18
Final examination	Mar. 21-25

April 2022	Date
Student Registration and Orientation	Mar. 21-25
New Student Orientation	Mar. 28
First day of classes on April 2022	Apr. 4
Spring Break – School Holidays	Apr. 4-8
Last day to add class or register late	Apr. 15
Last day to drop classes	Apr. 25
Mid term examination	Apr. 11-15
Last day to withdraw classes	Apr. 22
Final examination	Apr. 25-29
May 2022	Date
Student Registration and Orientation	Apr. 18-22
New Student Orientation	Apr. 25
First day of classes on May 2022	May 2
Last day to add class or register late	May 20
Last day to drop classes	May 27
Mid term examination	May 9-13
Last day to withdraw classes	May 20
Final examination	May 23-27
Memorial Day – Academic Holiday	May 30
June 2022	Date
Student Registration and Orientation	May 23-27
New Student Orientation	May 31
First day of classes on June 2022	June 1
Last day to add class or register late	June 17
Last day to drop classes	June 24
Mid term examination	June 13-17
Last day to withdraw classes	June 17
Final examination	June 27-30

July 2022	Date
Student Registration and Orientation	June 21-24
New Student Orientation	June 27
Independence Day – Academic Holiday	July 4
First day of classes on July 2022	July 5
Last day to add class or register late	July 17
Last day to drop classes	July 20
Mid term examination	July 11-15
Final examination	July 18-22
Last day to withdraw classes	July 22
August 2022	Date
Student Registration and Orientation	July 18-22
New Student Orientation	July 25
First day of classes on August 2022	Aug. 1
Last day to add class or register late	Aug. 19
Last day to drop classes	Aug. 26
Mid term examination	Aug. 8-12
Last day to withdraw classes	Aug. 19
Final examination	Aug. 22-26
September 2022	Date
Student Registration and Orientation	Aug. 22-26
New Student Orientation	Aug. 29
First day of classes on September 2022	Sept. 1
Labor Day – Academic Holiday	Sept. 5
Last day to add class or register late	Sept. 16
Last day to drop classes	Sept. 23
Mid term examination	Sept 12-16
Last day to withdraw classes	Sept. 16
Final examination	Sept. 19-23

October 2022	Date
Student Registration and Orientation	Sept. 19-23
New Student Orientation	Sept. 26
First day of classes on October 2022	Oct. 3
Columbus Day – Academic Holiday	Oct. 10
Last day to add class or register late	Oct. 14
Last day to drop classes	Oct. 21
Mid term examination	Oct. 11-14
Last day to withdraw classes	Oct. 14
Final examination	Oct. 24-28
November 2022	Date
Student Registration and Orientation	Oct. 24-28
New Student Orientation	Oct. 31
First day of classes on November 2022	Nov. 1
Last day to add class or register late	Nov. 10
Thanksgiving Days – Academic Holidays	Nov. 21-25
Last day to drop classes	Nov. 18
Mid term examination	Nov. 7-11
Last day to withdraw classes	Nov. 18
Final examination	Nov. 28-30
December 2022	Date
Student Registration and Orientation	Nov. 21-25
New Student Orientation	Nov. 28
First day of classes on December 2022	Dec. 1
Last day to add class or register late	Dec. 16
Last day to drop classes	Dec. 23
Mid term examination	Dec. 5-9
Final examination	Dec. 19-23
Last day to withdraw classes	Dec. 23
Christmas Day – Academic Holiday	Dec. 26

§8. ADMINISTRATIONS, STAFF & FACULTY

1. Administrations

President / Chief Academic Officer	Ms. Moyeong Kim
Academic Dean / Chief Executive Officer	Rev. Seokil Yoon

2. Governing Body

Chairperson	Ms. Moyeong Kim
Treasurer	Mrs. Jae Rye Kim
Secretary	Ms. Youn Lee
Member, Board of Director	Rev. Seokil Yoon
Member, Board of Director	Mrs. Sunny Lee

3. Staff

Director of Admission:	Rev. Seokil Yoon
Director of Master Cosmetologist Program:	Ms. Jacqueline Griffiths
Director of Esthetician Program:	Ms. Hong Guo
Director of Nail Technician Program:	Ms. Jacqueline Griffiths
Financial Officer	Mrs. Jae Rye Kim
Student Service	Rev. Seokil Yoon
School Registrar:	Mr. Hyungie Doo

4. Program Faculty

4-1. Master Cosmetologist Faculty

Ms. Jacqueline Griffiths
K-Beauty School, Georgia
Master Cosmetologist License, Over 20 years of Experience

Mr. Matthew Fears
K-Beauty School, Georgia
Master Cosmetologist License

Mrs. Jikang Park (Assistance)
K-Beauty School, Georgia
Cosmetologist License

4-2. Esthetician Faculty

Ms. Stephanie Myrick
K-Beauty School, Georgia
Master Cosmetologist License

Mrs. Hong Guo (Assistance)
K-Beauty School, Georgia
Esthetician License, Over 5 years of Experience

4-3. Nail Technician Faculty

Ms. Jacqueline Griffiths

K-Beauty School, Georgia

Master Cosmetologist License, Over 20 years of Experience

Ms. Yoojung Kim (Assistance)

K-Beauty School, Georgia

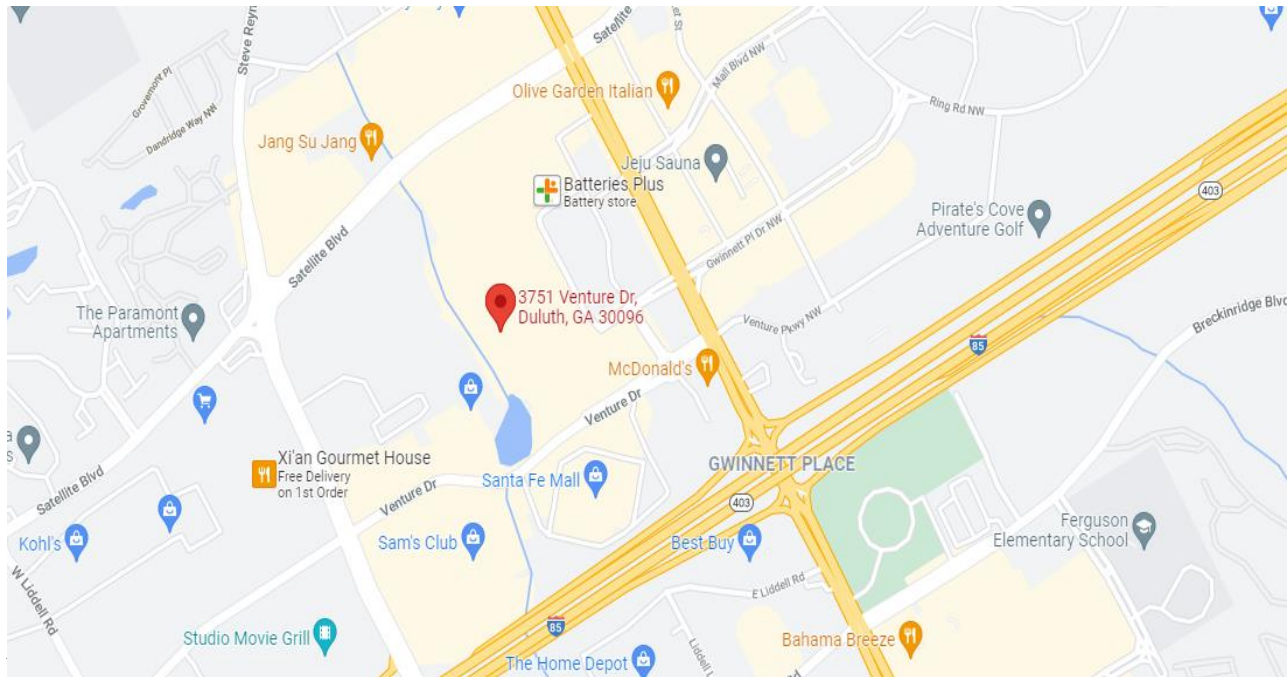
Cosmetologist License

§9. MAP & DIRECTIONS

Directions to the *K-Beauty School* Campus

3751 Venture Drive. STE 240 Duluth, GA 30096

>>>Map



1. Take I-85 South
Take Exit 104
Right turn on Pleasant Hill Rd.
Right turn on Venture Dr. at the 1st traffic light.
Left turn after passing Petco on your left

From Atlanta

1. Take I-85 North
Take Exit 104 for Pleasant Hill Rd.
Left turn on Pleasant Hill Rd.
Right turn on Venture Dr.
Left turn after passing Petco on your left

From East of Atlanta

1. Take I-285 East

Exit 33B to I-85 North

2. Take Exit 104 for Pleasant Hill Rd.
Left turn on Pleasant Hill Rd.
Right turn on Venture Dr.
Left turn after passing Petco on your left

From West of Atlanta

1. Take I-285 East
Exit 33 to I-85 North
2. Take Exit 104 for Pleasant Hill Rd.
Left turn on Pleasant Hill Rd.
Right turn on Venture Dr.
Left turn after passing Petco on your left

NOTES