

Cold Cutters School Catalog

School Policies

POLICY AND PROVISIONS

The provisions in this publication are not to be regarded as an irrevocable contract between the student and the school. The school reserves the right to change provisions including fees, at any time and without notice. The school considers existing enrollment agreements regarding fee structures, binding as they are signed and may not be altered without consent of all applicable parties involved. The school further reserves the right to terminate a student from the school for cause at any time. All final decisions are at the sole discretion of the school.

ATTENDANCE

All students are expected to attend all classes according to the schedule on their enrollment agreement. Attendance is required to maximize every educational opportunity and to ensure successful completion of their program. Each student is required to clock in the time and attendance system when entering and clock out when leaving school.

TARDINESS

Students must report to class on time. Late arrival for any reason must be communicated and explained to the Educator and Executive Director at your location. Tardiness will be clocked at the nearest ¼ hour.

ABSENCE

All students must attend all classes and any absence should be coordinated and explained to the Educator and Executive Director at your location at the time of occurrence. Failure to communicate an absence with your Educator and/or Executive Director may result in dismissal from school. Any student who is absent for fourteen (14) consecutive calendar days will be terminated.

REGULATIONS RELATING TO ABSENCE

1. All students are required to notify the school absence. He/she must furnish the school with a document stating the reason for their absence.
2. Student's attendance will be closely monitored; absences are ground for Termination.
3. It shall be considered proper grounds for dismissal when a student accumulates 5 unexcused absences in a calendar month. Upon dismissal student will have to follow the readmission process in order to continue attending Cold Cutters School,
4. If a student clocks in and leave he/she will be "suspended"

Cold Cutters School Catalog

5. A Tardy occurs when a student is not in attendance at the regular scheduled time of class each day

6. Three days of Tardiness during a calendar month shall constitute one day of unexcused absence.

7. All students are required by the state of Georgia to attend 80% of regular scheduled time at Cold Cutters School.

MAKE-UP WORK

Make-up work is permitted for any missed work related to an absence. Students may make-up work during any unscheduled hours with prior approval from an Educator. The Student has 1 week to complete any missed or failed graded assignments.

SCHEDULE CHANGES

Schedule Changes may be approved. An approval is dependent upon the course rotation. A Student who meets the admissions requirements for a start date may request a change to their current start date

LEAVE OF ABSENCE

Leaves of absence should not exceed 60 days and are only granted in emergent situations. All requests and approvals for leaves of absence must be made in writing, signed by the student and approved by the Director. Students on leaves of absence, who are NOT making satisfactory progress before a leave of absence will NOT be considered making satisfactory progress until one month after returning to school.

REENTRY

Students who want to reenter school must contact the Director of Education and receive written approval. Determination for reentry will be made on an individual basis. Any hours accumulated and paid for will be honored for a period, any remaining hours will be charged at the current tuition rate. Each student will be charged a \$500.00 reentry fee.

EVALUATION AND COUNSELING

Individual counseling and evaluations are given three times during the 1500-hour course. Also, additional counseling is available for students needing assistance in other areas, such as career, housing, person, etc.

WITHDRAWAL POLICY

A Student will be considered as withdrawn when one of the following occurs:

1. The Student officially notifies Executive Director, of his/her intent to withdraw.
2. A formal termination (unofficial withdraw) by the student shall occur not more than 14 consecutive calendar days from the last day of physical attendance.
3. The School officially notifies the student of dismissal from the program.

Cold Cutters School Catalog

COLD CUTTERS SCHOOL REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 40 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
 - 2 A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
 - 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$175.
 - 4 A student notifies the institution of his/her withdrawal in writing.
 - 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
 - 6 A student is expelled by the school. (Unofficial withdrawa will be determined by the institution by monitoring attendance at least every 30 days.)
 - 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/ RETAIN
0.01% to 04.9%	20 %
5% to 09.9%	30 %
10% to 14.9%	40 %
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Cold Cutters School Catalog

GROUNDNS FOR DISMISSAL / SUSPENSION

The school reserves the right to dismiss / suspend a Student for any reason, including but not limited to the following:

- Providing fraudulent information or documentation of requirements for admission or attendance • Failure to attend classes regularly
- Refusal to complete assigned classes or Student Salon work
- Breach of school rules and regulations
- Falsification of school records
- Cheating
- Hazing
- Theft
- Conduct or conditions that pose a direct, adverse threat (including bullying) to other Students, guests or employees of Cold Cutters School
- Failure to make required cash payments.
- Intentional destruction of school property, destruction of other Students' or staff members' property
- Physical violence and threats of violence can mean immediate dismissal / suspension without previous warning

Students are responsible for their own education equipment and personal belongings that may have been left in the School. These items must be removed by the Student from the School's premises within 30 days from their last day attendance or the equipment and personal belongings will be removed by the School and disposed of accordingly.

1st offense

warning

2nd offense

probation

3rd offense

1 to 30-day suspension

4th offense

dropped from the program

Cold Cutters School Catalog

Code of Conduct

Students must always conduct themselves like adults. Offensive language will not be tolerated. Good judgment, poise and professional conduct and adherence to the dress code are required of each student regardless of the situation.

1. There will be absolutely no sleeping at school. Anyone found sleeping at school would Be dismissed for the day.
2. There is no smoking anywhere in the school.
3. It is the student's responsibility to be aware of patron at their station. The receptionist Will not search for any student. If a patron is left at a student's station unattended for More than five minutes, that student will be suspended.
4. Only the receptionist oversees the front desk and assigns patron to students. Students are not allowed to choose their own patrons or get any patron out of the waiting area.
5. Students will service any patron assigned to them. There will be absolutely no switching Switching patrons for any reason.
6. Any student refusing to serve a patron will be immediately suspended.
7. Students are not allowed in offices or supply room without permission.
8. Students may not loiter around the front desk.
9. Students may not leave the premises except during lunch.
10. Cooperation with Instructors, student teachers and receptionist in charge of the front desk is mandatory.
11. Students must clean their station completely every day. Mirrors, chair bases, and station Must be cleaned and the floor swept before the student can leave for the day.
12. There will be no sexual harassment or physical or verbal.
13. There will be no possession of weapons no gambling or drug selling.
14. There will be no negative slander towards school, staff, students or customers and absolutely No disrespecting instructors.
15. There will be no services performed before obtaining a ticket from the front desk.
16. No attending school under the influence of alcohol or drugs.
17. They will be no fighting no physical or verbal abuse no threats of any kind.
18. No use of cell phones, no cheating, no borrowing tools, no stealing.
19. No abuse of break policy
20. Students must comply with sanitation policy.

Cold Cutters School Catalog

Dress Code Professional Image:

A professional image is a requirement for successful participation in school.

Students must maintain the following professional dress code

1. Student must wear clean smocks and dress neatly every day.
2. No sandals or open toed shoes are permitted.
3. White or black smocks.
4. No head bands, caps, sunglasses Hats, visors, bandanas, caps, or beanies.
5. No miniskirts, leggings or tank tops.
6. Arm length shorts only.
7. No sagging Pants and all pants must have a belt.
8. No Sweatpants hooded sweatshirts jackets
9. Short Nails
10. No hanging jewelry
11. Hair pulled away from face
12. Comfortable shoes with socks-no heels and no boots allowed
13. Students who fail to comply with the professional dress code will be asked to leave and return with appropriate attire