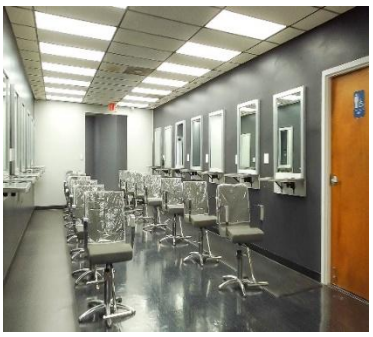


COURSE CATALOG & STUDENT HANDBOOK

2025 - 2026
Volume 7 Issue 1







Cosmetologist or Barber





Nail Technician or Massage Therapy



Esthetician



Cosmetology Instructor Program

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FROM OUR FOUNDER…..

Dear Student:

Welcome to Beaver Beauty Academy. You are entering a learning experience that will give you the opportunity to be successful in the beauty industry. It is our goal to offer you the basic training of your chosen course so as to improve your opportunities to take and pass the licensure examination required by the State of Georgia.

Once you finish your coursework the possibilities for employment are numerous, as are the applications of beauty, and massage therapy. Hospitals, MDs, chiropractors, physical therapists, and other medical professionals are increasingly encouraging their patients to receive massage and esthetics-based skin services and adopt an active lifestyle. Spas and resorts are also eager to employ our students and even large corporations have begun utilizing on-site massage therapists and fitness centers as a way to reduce employee stress and absenteeism. No matter what your goals as a therapist, our students enjoy exceptional placement rates. If you choose to go into business for yourself, you will benefit from our course on generating business plans, marketing materials and entrepreneurship.

We emphasize on teaching you how to be successful in the marketplace, and how to gain experience from each of the operations that you will perform during your training. The operations are an element necessary for you to take the required state license examination. The state license is required in order to obtain employment as a massage therapist. Your training will take place within an environment similar to that of your prospective employers. This means that you will be expected to be punctual and respectful toward your instructors, your fellow students and your patrons. It also means hard work, dedication, and lots of practical work on your part. Your training will consist of theory classes, applications of subject matter studied in the theory classes, shop management, business concepts, and the elements of personal success.

We truly believe that your experience here will be unique compared to that of other schools. From being an integral part of a comprehensive health care team, to providing relief from life's daily stresses, massage therapy and health & wellness programs have become more essential than ever and offers limitless opportunities to effect positive and lasting change in the lives of others. And when you improve the life of another, you can't help but improve your own as well.

It is a pleasure to have you join us at Beaver Beauty Academy. Welcome to the first step on the road to the most rewarding career you'll ever have. Enjoy the journey, and we look forward to meeting with you soon!
The degree of your success will depend on the effort you are willing to apply during the entire course of your training. I believe the future of our industry is you. Our students are what the industry is all about! Again, welcome to Beaver Beauty Academy. The entire staff wishes you a very successful career in the massage therapy industry. Enjoy the journey, and we look forward to meeting with you soon!

Sincerely,



Melanie Beaver, Ed. D.
Director of Education

MISSION

The mission of the Beaver Beauty Academy is to provide high quality technical training that will enable our students to pass state licensing exams, attain employment, and successfully compete in the rapidly changing beauty and massage industries.

SCHOOL'S GOVERNING BODY

Melanie Beaver, a 20 year veteran educator and administrator, grew up in the Decatur Community and comes from a long line of beauty professionals. Melanie along with her mother, Diane Patterson, cosmetology instructor, envisioned providing opportunities for the creative individual to realize their dreams while receiving a quality, competitive & relevant education leading to a career in the beauty industry. This dynamic team is committed to serving and enhancing the quality of life of its students and their families through educational empowerment. Melanie's strong commitment to education, and to the community, coupled with her families background in the beauty industry makes for an excellent combination to create a family business while also contributing to the enhancement of the Decatur community.

SCHOOL GOALS & OBJECTIVE

BBA welcomes every qualified student into our family, providing opportunities to complete their studies at the lowest cost possible. We are committed to helping our students achieve their career goals, and will provide them with the academic and personal support needed to successfully complete the program. Beaver Beauty Academy offers career training in Massage Therapy, Cosmetology, Barbering, Esthetics, and Nail Technician programs that combine classroom teaching with hands-on training. We offer scholarship opportunities, payment assistance programs and financial aid to those who qualify. Students can choose from day or evening classes. Our commitment to our students and the community does not end at graduation. We are dedicated to assisting our students with externships prior to graduation that often lead to job placement and we offer job placement assistance.

PHILOSOPHY

By teaching a combination of academic study and hands-on techniques that utilize the latest research, we help our students obtain the highest level of knowledge and skill to work safely and effectively with the public.

LICENSING

Beaver Beauty Academy is a licensed cosmetology, barbering and massage therapy school. The instituted is authorized to offer programs in cosmetology, Nail Technician, esthetics, instructor, & barbering by the Georgia State Board of Cosmetology and Barbering as well as **massage therapy by the Georgia State Board of Massage Therapy** located at 237 Coliseum Drive, Macon, Georgia 31217.

DESCRIPTION OF SCHOOL & EQUIPMENT

Beaver Beauty Academy is located in the heart of Decatur, at 1999 Candler Road, Decatur, GA 30032 (678) 705-8058. The facility is 12,000 square foot facility with 18 areas that included some of the following: 8 classrooms, 2 break rooms, 2 parking lots, a front desk reception area, 4 separate restroom facilities and 4 clinic floor salons for each department. The facility holds four separate educational departments: Massage Therapy, Cosmetology, Barbering, Esthetics, and Nail Technician. The facility holds up to 200 students on a rotating basis and is equipped with a HD Enhanced camera security system. All classrooms are equipped with flat screen TVs and desk top or lap top instructor workstations. All programs offering offered at the institution are state mandated to maintain a 20 student or fewer to 1 instructor, however, many of our classes maintain a ratio of 10 to 1 student teacher ratio. This ratio varies based on the program and demand. However, we pride ourselves meeting or exceeding the state mandated ratios.

COSMETOLOGY AND BARBERING CENTER

The Cosmetology & Barbering Centers have 35 contemporary styled stations, ten Belvedere hair dryers, a separate shampoo area with six sinks and a dispensary to house products, supplies and a washer/dryer for towels. The center has a separate classroom area and a mannequin dryer. Each department currently has one theory classroom and two sperate clinic floors for providing client services.

ESTHETICS CENTER

The esthetics center consists of a total of 10 massage tables and facial beds for the clinic area, a separate room for waxing, and make up application. Mag lights are used to review skin, and numerous galvanic current and vacuum machines are used to care for skin. These machines also include a micro-dermabrasion attachment. The clinic area has a UV towel warmer caddie, facial steamers, magnifying lamps and over 10 other types of industry specific machines. The esthetics department has one separate classroom for learning. The department employs a professional product line of skin care products, wax and other industry-based supplies and materials. This department currently has two theory classrooms, a client spa center for client services and a clinic floor for student practicing services.

NAIL TECHNOLOGY CENTER

The Nail Technology Center consists of 12 contemporary styled nail tables with lights, 4 Massaging/Pedicure Spa Chairs, a selection of over 500 gel and regular polish combination colors. This department currently has one theory classroom and clinic floor for providing clinical services.

MASSAGE THERAPY CENTER

The Massage Therapy Center consists of 5 massage tables for student practice, as well as 3 private rooms for massage treatments. This department currently has one theory classroom and clinic floor for practicing clinical services.

ADMISSIONS REQUIREMENTS

The school only admits students who have successfully completed high school (with a diploma) or holders of a high school Graduation Equivalency Certificate (GED). A post-secondary diploma or transcripts are also accepted to satisfy the high school diploma/GED requirement. An enrollment fee of $250.00 is required of all applicants and identification must be submitted as well. Applicants are notified promptly of whether or not they are admitted to Beaver Beauty Academy. Beaver Beauty Academy does not discriminate based on race, religion, gender, sexual orientation, national or ethnic origin.

INFORMATION TECHNOLOGY REQUIREMENTS

There are no information technology requirements.

EMPLOYMENT REQUIREMENTS

Program/Specialty	High School Diploma	Business License	Liability insurance	Shop Salon License	Professional License
Massage Therapist	Yes	Required by Municipality	Strongly Recommended	Yes	Yes
Cosmetology- Natural Hair Stylist Ex. Braids, Locs, Etc.	Yes	Required by Municipality	Strongly Recommended	Yes	No
Master Cosmetologist	Yes	Required by Municipality	Strongly Recommended	Yes	Yes
Barber	Yes	Required by Municipality	Strongly Recommended	Yes	Yes
Esthetician	Yes	Required by Municipality	Strongly Recommended	Yes	Yes
Nail Technician	Yes	Required by Municipality	Strongly Recommended	Yes	Yes
Instructor (All Types)	Yes	Required by Municipality	Strongly Recommended	Yes	Yes

Please note: Requirements vary based on self-employment versus employment. The above requirements are based on self-employment.

STUDENTS WITH DISABILITIES

Students with disabilities will be accepted for enrollment provided they can meet all requirements to complete the program for which they are enrolled. The institution is committed to working with students who with disabilities. When feasible, instructional strategies will be adjusted to accommodate students who provide the appropriate medical impairment documentation completed by a physician.

TRANSFERRING EDUCATION AND TRAINING CREDITS

Transcript Acceptance

Transfer students are required to submit an official academic transcript to Beaver Beauty Academy.

Beaver Beauty Academy (BBA) will **not accept transcripts older than three (3) years** from the date of application.

Final Transcript Submission Deadline

All transcripts must be submitted by **Orientation Day** for evaluation and consideration. **No exceptions** will be made beyond this deadline.

The **maximum number of transferable hours accepted per each department is as follows:**

Cosmetology and Barbering **1500-hour program - 750 hours**

Esthetics **1000-hour program - 500 hours**

Nail Technician and Massage **600-hour program - 300 hours**

Evaluation of Transfer Credits and Hours

Transfer transcripts will be reviewed for:

Accuracy of hours

Test grades 70% or better

Graduation requirement credits

Acceptance of credits will only be determined **after evaluation of the transcript**, which includes subject testing and assessments aligned with Beaver Beauty Academy's curriculum standards.

Note: Not all tests, hours, or graduation requirement credits may be accepted.

TRANSFERRING within the institution

Students wishing to transfer between programs at Beaver Beauty Academy should submit a request in writing. Credit and clock hours for previous training will be evaluated based on the relevance of the content covered to the transferring program. The training time will be reduced appropriately and the student will be notified in writing of the decision.

COUNSELING ASSISTANCE

Students are encouraged to discuss problems, reports, grades or questions with the appropriate personnel specific to their concern.

MEET OUR TEAM

Full Time Staff

Name	Position	Highest Degree/License & School
Dr. Melanie Beaver	Director of Education & Owner	Doctor of Education, Argosy University
Raven Charity	Assistant Director of Education	Esthetics Educator, Beaver Beauty Academy
Douglas Shaw	Chief Financial Officer	Bachelors & Masters of Business Administration, FAMU
Davetta Gholson	Financial Aid Director	Bachelors Degree in Business Administration

Larry Milton	Admissions Leader	Esthetics Diploma, Beaver Beauty Academy
Diane Patterson	Cosmetology & Lead Educator	Master Cosmetology Educator, The Hair Schools
Latandra Johnson	Cosmetology	Master Cosmetology Educator
Nyesha George	Cosmetology	Master Cosmetology Educator
Tamika Scruggs	Cosmetology	Master Cosmetology Educator
Toshiba Palmer	Barber Educator	Master Barber Educator, Arkansas Hair School
Brittany Ward	Barber Educator	Master Barber Educator, Beaver Beauty Academy
Brian Washington	Barber Educator	Master Barber & Educator, Merrillville Barber & Beauty College
Stephanie Brown	Nail Tech, Educator	Elaine Sterling (Nail Tech) Beaver Beauty Academy (Instructor)
Markita Gibson	Esthetics Educator	Esthetics Educator
Moriah Holloway	Esthetics Educator	Esthetics Educator
Sherri Mason	Massage Therapy	Massage Therapist
Tiffany Ling	Massage Therapy	Massage Therapist

Part Time Staff

Name	**Position**	**Highest Degree/License & School**
Deborah Echols	Front Desk Receptionist	Bachelor of Arts, Spelman College
LaPorche Guthrie	Clerk	High School Diploma
George Walker	Plant Engineer	Southwest DeKalb High School
Darolynn Millines	Master Cosmetologist	Master Cosmetology Educator, Beaver Beauty Academy

MEET OUR ADVISORY BOARD

Position	**Name**	**Profession**
Chairman	Dr. Thomas Glanton	School Principal & Educational Consultant
Member	Mr. J.R. Henderson	Entrepreneur
Member	Mrs. Dana Price	Professional Counselor & Education Consultant
Member	Dr. Jameelah Gater	Family Medicine Physician & Philanthropist
Member	Ms. Dawn Ward	School Administrator
Member	Mr. Douglas Shaw	Real Estate Investor & Accountant

SCHOOL CALENDAR

Event	**2025-Closings**	**2026-Closings**	**2027-Closings**
Spring Break	April 7-12	April 6-12	April 6-11
Memorial Day	Memorial Day	Memorial Day	Memorial Day
Juneteenth	Juneteenth	June 16, 2026	June 21, 2027
Summer Break	July 4-10	June 28-July 5	July 4-11
Labor Day	Labor Day	Labor Day	Labor Day
Thanksgiving Break	Nov. 24-30	Nov. 23-29	Nov. 21-28
Winter Break	Dec. 21 -Jan 4	Dec. 21 -Jan 3	Dec. 20 -Jan 3

CLASS SCHEDULE

Current tuition costs, fees, class schedules and start dates are located in the appendix of the catalog.

LIBRARY

The school strives to maintain the latest supplementary information and reference materials to be used in conjunction with the curriculum. The library is provided for sole use and benefit of our students and faculty. The library is housed in the instructor break room. Additionally, the campus has several desk top computers for student use, lap tops available for check out and on campus use and WIFI access is provided as well.

TUITION, FEES & PROGRAM START DATES

Current tuition costs, fees, class schedules and start dates are located in the appendix of the catalog. Tuition and fees are subject to change without notice. New classes begin every 4-8 weeks throughout the school year. Program end dates vary based on start date, enrollment status, & program.

REFUND POLICY

REFUND POLICY

Effective January 1, 2025

When refunds are due, they will be made within thirty (30) days of the last day of attendance if written notification has been provided to the institution by the student on or before the last day of attendance. All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student. In any event, all refunds will be made with thirty (30) days of the students last day of attendance. Any unused portion of fees and other institution charge shall be refunded. Refunds are processed by the Business Office, and are paid to students by check. Checks are mailed to each new student at their residence on file at the start of the term.

When refunds are due, they will be made within thirty (30) days of the last day of attendance if written notification has been provided to the institution by the student **on or before the last day of attendance.** All refunds shall be made without requiring a request from the student and within thirty (30) days from

the date that the institution terminates the student or determines withdrawal by the student. In any event, all refunds will be made with thirty (30) days of the students last day of attendance. Any unused portion of fees and other institution charge shall be refunded.
1. **Classes Canceled by the Institution:** If tuition and fees are collected in advance of the start date of a program and the institution cancels the calls, 100% of the tuition and fees collected will be refunded. The refund will be made within (30) days of the planned start date.

2. **Failure of Student to Commence Class:** If tuition and fees are collected in advance of the start date and the student does not begin classes, the institution will retain only $100 of the enrollment fee. Appropriate refunds for a student who does not begin classes will be made within thirty (30) days of the class start date.

3. **Students Enrolled Prior to Visiting the Institution:** Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

4. **Withdrawal After Class Commences:**
a) Students Receiving Title IV Funds: During the first period of enrollment the Federal Pro Rate Refund Policy will apply to all first-term students receiving Title IV funds.
b) Non-Title IV students and subsequent periods of enrollment for students receiving Title IV funding:
1. After the first day of classes and during the first 10% of the period of financial obligation, the institution will refund 90% of the tuition.
2. After the first 10% of the period of obligation and until the end of the first 25%, the institution will refund 50% of the tuition.
3. After the first 25% of the period of obligation and until the end of the first 50%, the institution will refund 25% of the tuition.
4. After the first 50% of the period of obligation, the institution retains all of the tuition.

After classes commence any student who drops out or withdraws prior to completion will be charged a $100 administration fee. Books and supply costs that have not been issued will be refunded. All kits, ebooks and chromebooks are nonrefundable after being issued to the student. Programs longer than 12 months that financially obligate the student for any period beyond 12 months release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months.
Funds granted through Title IV federal assistance programs will be refunded in the order required by federal regulations. The effective date of the termination for refund purposes will be the earlier of the following:
1. The last day of attendance if student is dismissed by the institution.
2. The date of receipt of written notice from the student.
3. 30 days following the last day of attendance.

ATTENDANCE REQUIREMENTS

Students are required to attend all scheduled classes. It is assumed that students will fulfill their responsibility by attending all of the classes and contributing ideas. **All absences** are considered

unexcused and will impact your attendance average which may ultimately negatively impact your satisfactory adequate progress (SAP).

Future Professionals must NOT BE LATE as it inhibits the learning process. If you are late or cannot attend school, you must contact your instructor by phone or text. Future Professionals must call in by 9:00 a.m. to report a late arrival. Future Professionals who need to make up hours are required to do so on a designated Friday or Saturday make-up session with a licensed instructor. Massage Therapy students must schedule their makeup session with the assistant director to ensure that there is a licensed instructor present.

ABSENT POLICY

Attendance takes on a very serious role in very beginning of our program, which we call junior level. Junior level represents the time in our curriculum where you are learning all the rules. As importantly, there really is no way to "make up" hours during this extremely important time frame. Every day brings new instruction and new techniques. So missing time here can have a severely detrimental impact on future skill development.

Because of all this, BBA only allows a Future Professionals to progress to the next level if they have 230 hours or more. Students who have less than 230 hours will remain in junior level until the hour requirements and academic requirements are satisfied. Our role as an educational facility is to present "best practices" of our industry and to hold our Future Professionals to them. Future Professionals are required to be on time and remain in school for the entire scheduled day. **Your instructor must approve ALL early dismissals 24 hours prior to the date of the early leave.** A Future Professional who is NOT maintaining at least a 70% attendance standard will be placed on a Student Action Plan.

FINES

1. Missed All Day Clinic Days Thursday/Friday/Saturday $25 each day
2. Out of uniform $10 per occurrence
3. Suspected use of drugs or alcohol $100 + suspension pending a hearing

ALL DAY CLINIC DAYS

In order to closely facilitate a normal salon work environment, Beaver Beauty Academy has designated specific "all day clinic" days. The purpose of these days is to get Future Professionals use to the rigors of the "real world" salon environment***. All Day Clinic days are always on Thursdays & Fridays (Day Students) & Saturdays (Evening Students). However, from time to time, other days during the week may be designated as All Day Clinic days during holidays. All Day Clinic days are MANDATORY.*** Future Professionals who do miss an All Day Clinic day will receive a $25 fine. This fine must be paid upon returning to school the following day.

The thing to remember is that Beaver Beauty Academy is a "clock hour" institution. One of your graduation requirements is to complete your clock hours within a certain period of time and a specific

attendance ratio. Failure to do so will result in an Incomplete Graduation and you will need to reenroll to finish your remaining hours. At that time, you will be subject to additional fees. There are no "excused absences". If you cannot commit to maintaining a good attendance standard and the schedule you are contracted for, please give serious thought to whether you really should be enrolling in the program.

REPORTING A TARDY OR ABSENCE

Future Professionals must NOT BE LATE as it inhibits the learning process. If you are late or cannot attend school you must contact their instructor by phone or text. Future Professionals must call in by 9:00 a.m. Future Professionals are responsible to work independently to make up all clock hours they have missed and theory lessons.

Please note that you may not continuously call out to be late. While we appreciate the effort to let us know you are delayed, it is your responsibility to ensure you have given yourselves enough travel time to ensure you arrive to BBA in time to start your day properly. BBA understands that things can create challenges in your lives so we provide each student with FIVE (5) tardy passes during orientation to be used throughout the course of your program. You must arrive to school no later than 30 minutes after the scheduled start time. After you have exhausted your tardy passes, you will not be permitted to remain in school if you arrive more than 15 minutes past the scheduled start time.

MAKING UP MISSED TIME

Students are encouraged to select the best BBA schedule that fits with your personal schedule. However, we know that there may be times when you have to miss school and we have 2 available make up options.

1. **Set Day & Times:** Day students may make up hours on Saturdays. You must report at 8am and stay for the full day until 3:30. Evening students may make up hours on Fridays. You must report at 8am and stay for the full day until 3:30.

2. **Periodic Opportunities**: From time to time, we have invitations to various outreach events such as expos, college fairs, and corporate events in which students are needed to provide complimentary services. When these events arise, students will be notified of these opportunities via Remind 101. You will be required to sign up using the electronic link. These opportunities are first come first served and you must provide your own transportation. **Please Note: These opportunities do not apply to Massage Therapy Students due to the board policy that prohibits outreaches.**

EARLY LEAVE & VACATION REQUESTS

With the exception of same day emergencies, students needing to leave school early, must notify your instructor 24 hours prior to the event. Vacations, illnesses, and other absences are all considered unexcused and will negatively impact your attendance average. During these absences, any missed Fridays and Saturdays will incur a $25 fee per day.

LEAVE OF ABSENCE

Requires students to provide a written, signed, and dated request, that includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

A leave of absence should be a minimum of 14 days and should not exceed 180 days. All requests and approvals for a leave of absence must be made in Orbund using the New Leave of Absence Request Form. The form must be submitted in writing, signed and dated. The form must be completed in full to include the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

CHANGE OF ENROLLMENT STATUS

Students wishing to withdraw or switch from day to evening enrollment must submit a New Schedule Change Request Form in Orbund.

TUITION VS. ATTENDANCE & CONTRACT OVERAGES

The agreed upon tuition covers the attendance time frames listed below. Students who exceed the listed time frames will be required to pay a contract overage fee per clock hour to complete the program if your **contract expires before you completed the program a**t a rate listed below. In the event that you are able to make up missed hours before your contract expires, you will not incur overage fees or the fees will be refunded.

Program	Required Hours	Full Time	Evening	Contract Overage Rate
Cosmetology or Barbering	1500	12 Months	16.5 Months	**$13.30/hour**
Esthetics	1000	8.5 Months	11.5 Months	**$15.00/hour**
Nail Technician	600	6 Months	7 Months	**$15.00/hour**
Cosmetology Instructor	750	9 Months	9 Months	**$10.00/hour**
Massage Therapy	600	6 Months	7 Months	**$10.00/hour**

REENTRY

Students who want to reenter school must contact the school administration. Determination for reentry will be made on an individual basis. Any hours accumulated and paid for will be honored for 180 days after your last date of attendance. A $250.00 reentry fee will be due in order to return to school.

GRADUATION AND PROGRAM REQUIREMENTS

To be eligible for graduation, the student must successfully complete:

1. Attendance requirements
2. State Board Credit Requirements
3. Electronic portfolio
4. Completion of exit exam
5. Payment of financial obligations
6. Loan Exit Counseling if applicable

Graduation Credits

To satisfactory complete the program students must achieve the required number of graduation credits and clock hours. Clock hours are achieved by clocking in and out daily. Credit hours are obtained by participating in the following activities:

- Theory Class
- Clinic Floor Services
- Mannequin Work
- Labs/Spa Management

CLINIC FLOOR SERVICE/ MANNEQUIN SERVICE

All persons (students, clients, instructors, etc.) must have a service ticket in order to receive services on the clinic floor and to ensure that the student providing the service receives graduation credits. Persons receiving services must sign in and pay for services before a ticket is issued and services are provided. Students who provide services without a ticket or provide services that are **not** listed on a ticket **will not receive service credits and may be required to pay for the services that were not paid for.** TO AVOID THIS, DO NOT PROVIDE SERVICES WITHOUT A PROPER TICKET. Students should cross reference service tickets with the client sign in sheet daily to ensure that you have been assigned to the correct client(s)/service(s). Before leaving each day, tickets should be stapled together, with your name on the top ticket and are to be submitted to your instructor along with your portfolio at the end of your shift. The instructor will use them to validate your service credits in your portfolio.

Mannequin Service

Upon completion of services on a mannequin for graduation credits, it is the student's responsibility to obtain their instructor's sign off as verification of the service. Mannequin services should be logged in your academic portfolio on the graduation credit sheet.

LABS AND SPA MANAGEMENT

In order to facilitate a salon like environment, students are assigned labs and spa management duties. Each program has a minimum number of credit applications required that have been set forth by the Georgia State Board of Cosmetology and Barbers. The labs will be assigned by instructors and must be completed each day as needed and/or before leaving daily. Lab/Spa Management credits are just as essential to your preparation as service credits and theory credits. As a future professional, it will be imperative that you develop the skills and competencies needed to effectively provide phone/face to face customer service, housekeeping, stocking and sanitation duties.

POLICY AND PROVISIONS

The provisions in this publication are not to be regarded as an irrevocable contact 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.

CONDUCT

Students must conduct themselves like adults at all times. 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. Students who engage in physical violence of any type, including hazing, will be suspended immediately pending investigation by the grievance committee

- No student shall express disparaging, disrespectful or discriminatory displays actions or words towards any other student, staff, client or faculty member for any reason including but not limited to race, color, sex, sexual orientation, religion, ethnic origin, age or handicap. This rule includes any behavior that is legally defined by the government as sexual harassment. ***Violation of this rule may be grounds for termination***.
- Any behavior which is deemed disruptive by staff is not allowed on campus this is including but not limited to :
  1. Malicious destruction of school property.
  2. Loud disruptive voice, noise or actions
  3. Behavior which the staff deems hostile or aggressive.
- No student shall use, sell or possess any illegal drugs or alcohol while on school property or attend school under the influence of such substances. Any medications that you have been prescribed by a doctor must be in a proper bottle and taken as directed by your physician.
- No Student shall cheat on an examination or provide false information.
- Night school students that fall below satisfactory progress must be available to come to school for counseling before five o'clock p.m.
- No student who has a visible disease or open sores suggesting a communicable disease shall engage in the practice of cosmetology or any specialty, until such person obtains a statement signed by a physician licensed to practice in the State of Georgia stating the disease or condition is not in an infectious or communicable stage.

DRUG, ALCOHOL, WEAPON & VIOLENCE FREE CAMPUS

- This is a no tolerance rule and violators will be suspended immediately pending review of the incidence by the grievance committee. Violations are grounds for termination.
- Student parking is assigned to the back parking lot and must be adhered to. Exceptions are made for classes held in the evening and on Mondays. Please check with the director for exception details.
- Students must adhere to all aspects of the attendance policy as stated in this catalog (See table of contents for page).
- Any tuition that is not paid per contracted arrangements may be grounds for termination.
- All enrolled students must have a phone number or a contact person with a phone number and a valid address. Changes can be submitted via email or made by logging into your student information system account.

EVALUATION/DEXTERITY/PHYSICAL CHALLENGES/DISABILITIES

Students must be physically capable to perform the skills necessary for the course chosen. The institution will make reasonable accommodations for students who are identified to have special needs.

NON-DISCRIMINATION POLICY

Beaver Beauty Academy prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, ethnic origin, age, disability, sexual orientation, or any other legally protected characteristic.

RIGHTS RESERVED

Beaver Beauty Academy reserves the right to make changes in the policies, procedures, schedules and other provisions in this catalog in order to enhance the educational quality and effectiveness of the Institute. Students will always be given notification of any policy change.

EMPLOYMENT ASSISTANCE & CO-OP PARTICIPATION

To be successful in the fields of cosmetology and barbering, one must demand high standards. Job preparation and planning should begin by the end of 1,300 clock hours. Employers often contact the school for references, transcripts and student knowledge, skills and abilities. The school provides assistance to students by posting job information on the bulletin boards and responding to requests for information about students and making referrals. The school does not guarantee job placement. Beaver Beauty Academy does not offer Co-Op Participation.

GUEST SPEAKERS AND SPECIAL EVENTS

As a part of the school's effort to provide a wide range of experiences, guest speakers, stylists and salon owners are included in the curriculum. Schedules for special events are a part of the training program. Occasional field trips to malls, high schools, salons and hospitals help students develop skills.

RELEASE OF STUDENT INFORMATION

The school will not release information or records to unauthorized persons or agencies without written permission of the student and/or the student's parent or guardian if the student is a minor.

TRANSCRIPTS

A complete set of the student's records, including a transcript of grades are kept in a permanent electronic file. One copy of the transcript is provided to each student free of charge. Other records are available upon request; at fee of $20 will be incurred. Students may obtain transcripts by obtaining and completing a transcript request form. The forms can be found in the admission's office.

EVALUATION AND COUNSELING

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

Treatment of Repeated Courses, Pass/Fail Courses, Incompletes, Withdrawals and Absences

INCOMPLETES/GRADE CHANGE

Incomplete grades will convert to an "F" if the work is not completed within 5 weeks and will impact the student's cumulative GPA, timeframe and incremental completion rate. A withdrawal or repetition will be counted in the calculation of the timeframe and incremental completion rates.

WITHDRAWALS

A student who wishes to withdraw from school for compelling personal reasons should notify the school in writing using a schedule change form stating the reasons for withdrawal and whether or not the student intends to return at a later date to pursue a program of study. Students who fail to complete the program will be charged the applicable fees and portion of the tuition cost. The Enrollment Agreement is a legally binding document and the terms therein must be adhered to by the student. If a student discontinues a program at any point, a charge will be assessed for tuition including the above fees. If at any time a student desires to know his/her financial obligations- in the event he/she should discontinue school, they should make an appointment with the School Director. When a student withdraws, a final transcript will be prepared that will include all grades to include passing and failing grades as well as hours accumulate at the school. Failure to complete classes does not release a student from liability toward repayment of student loans obtained to attend school.

TRANSFER HOURS

Hours accepted by BBA to count toward completion of program will be recognized as both scheduled hours and completed hours and the review process will be implemented at the remaining time frames.

APPEALS PROCESS

Appeals for re-establishing eligibility may be based on circumstances that prohibited the student from meeting SAP standards during the probationary period. Extenuating circumstances must be supported by official documents. Examples of extenuating circumstances:
Death of an immediate family member
Documented illness
Major accident or injury (self, child, spouse or parent)
Victim of a crime or unexpected disaster
Students must complete and submit an Academic Progress Appeal Request form along with official documentation, student's statement and a current educational plan. Incomplete forms will be returned to the student.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Beaver Beauty Academy students must maintain what is termed "satisfactory academic progress" (SAP) always. The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Beaver Beauty Academy. It is printed in our catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by The Council of Occupational Education (COE) and the federal regulations established by the United States Department of Education. The SAP polices listed below include satisfactory attendance progress, and satisfactory academic progress, and aim to ensure a student is above the minimum requirements for progression at determined evaluation points.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of their program. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

SAP EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress based on actual hours as follows:

Scheduled Hours	**Evaluation Period**
250 Hr.	125
500 Hr.	250
600 Hr.	300
750 Hr.	300
1000 Hr.	450, 900
1500 Hr.	450, 900, 1200

(SAP POLICY CONTINUED)

TRANSFER STUDENTS

A transfer students evaluation point will be midway through the contract hours or the established evaluation period, whichever comes first. Evaluations will determine if the student has met the minimum requirement for satisfactory academic progress. The frequency of evaluations ensure that students have had at least one evaluation by the mid-point of: the academic year or the course and/or program, whichever occurs sooner.

Students will be provided notice of their SAP standing during monthly progress report reviews. Students who fall below 70%, will be sent a SAP Action Plan notice via their student portal.

Students that take a Temporary Leave of Absence, withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he/she has been out. For students that re-enroll more than 180 days after their last date of attendance, evaluation periods will be determined based on the new contracted hours. To be considered making SAP or to re-establish eligibility after failing SAP the student must meet both the cumulative academic and attendance requirements of 70% by the next evaluation period. If there is any additional information like a grade change or attendance correction that may have an impact on SAP, the institution will recheck SAP using the new information.

At the time of evaluation, a Student will be in one of three statuses:

1. Satisfactory – Requires no action by Student or school. Maintains status until next evaluation.

2. Warning – Not meeting Satisfactory Academic Progress Standards. Requires no action by the Student, aid eligibility is retained until next evaluation.

3. Probation – Student has the right to appeal but must do so in writing within 10 business days of the probation notice. If appeal is granted Student will be put on Probation until next evaluation period and is eligible for aid. If appeal is denied or Student does not file a written appeal, the student shall be terminated.

WARNING AND UNSATISFACTORY STATUS

Students who fail to meet SAP at the end of a payment period are automatically placed on Warning Status. Students may continue to receive Title IV assistance for one payment period while on Warning status. If the Student does not achieve

SAP by the end of the Warning Status, the Student will be placed on Probation, and eligibility, if applicable for Title IV program funds, will cease. A Student has the right to appeal an probation status. Providing that the following conditions are met, a Student may be placed on probation and allowed to receive Title IV funds for the subsequent payment period:

a. Any Student seeking an appeal must do so in writing. Students that do not appeal shall be terminated.

b. The institution must determine that the Student should be able to meet the institution's SAP requirements at the end of that payment period.

c. The Student must have a basis to file an appeal. Acceptable reasons might include the death of a relative, an injury or illness of the student, or other special circumstances. The student must document what caused the failure to meet the standards and must also explain what has changed in their situation that will allow them to demonstrate SAP at the end of the next payment period. The student must submit all information relating to the appeal in writing within 10 school business days of being notified of being put on Unsatisfactory Status. If the appeal is granted, the student will remain eligible for Title IV funds during the Probation period.

d. If the Student meets the SAP requirements at the end of the probation period, the student will be removed from probation and will be considered making SAP. If the student does not meet SAP requirements by the end of the probation period, they will be considered not making SAP and where applicable will lose eligibility for Title IV. The student shall also be terminated from the program. A student seeking reinstatement after termination caused by not meeting SAP or official interruption must first meet with the institution's director. The director will determine if the student is eligible to re-enroll. If a student applies for reinstatement, he/she must document the ability to successfully complete the program and certify that the causes of previous difficulties have been rectified. Students who ceased attendance while not making SAP will return as not making SAP. They will be allowed to continue their education but where applicable, are not eligible for Title IV program funds unless they are able to re-establish SAP during a specified period of time.

MAXIMUM TIME FRAME

Maximum time frame for Students is 150% of the Enrollment Period. If, due to attendance or academic problems, a student must attend additional program hours beyond the 150% Maximum Program Length in order to complete the Program, the Student's Enrollment Agreement will terminate. The student may be permitted to complete the program on a cash-pay basis by submitting a request for re-enrollment. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

GRADE AVERAGE

Tools used to establish the academic average of a student include tests, essays, projects, study guides, workbooks and other standard assessment tools. Students are assigned academic learning and a minimum required number of practical applications. Academic learning is evaluated after each chapter or unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

ATTENDANCE AVERAGE

The attendance percentage is determined by dividing the total hours accrued in the period (monthly or benchmark) by the total number of hours scheduled during that period. At the end of each evaluation period, Beaver Beauty Academy will determine if the student has maintained at least 70% cumulative attendance since the beginning of their course which will be an indicator by attendance that the student will be able to graduate within the maximum time frame allowed.

ACADEMIC PROGRESS EVALUATIONS

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

Grading Scale

Letter Grade	**Numerical Grade**
A (Excellent)	90-100
B (Good)	80-89
C (Average)	70-79
F (Failure)	Below 69

FINANCIAL AID & STUDENT ELIGIBILITY

Financial Aid eligibility is available to those who qualify. The Financial Aid office offers an entrance interview with prospective students. Beaver Beauty Academy participates in three federal programs of assistance – Federal Pell Grant, Federal Stafford Loans (subsidized and unsubsidized) and parent plus loans. The amount and type of financial aid offer is based upon financial need as determined by the federal government's system of need analysis. All students will qualify for loans, either through subsidized/unsubsidized guaranteed student loans; the exception would be a student who is in default on a previous student loan.

Application Process & Verification

In order to apply for federal financial aid, the student must complete the application for federal student Aid (FAFSA) by going to studentaid.gov and filling out the information requested. Students may contact the financial aid office if they require help with filling out the FAFSA. Students who are selected for verification

must furnish the necessary documentation required for verification of information submitted. Failure to provide documents for verification will result in the student losing their financial aid and will owe the school any balance for books, kits, fees and tuition. While it is not common, students may be selected for verification after they begin their program by the DOE and must provide these documents as soon as possible to reestablish financial aid. In addition, students who cross over from one award year to the next (June 30th of each year) will need to fill out a new FAFSA for the new award year. This new FAFSA may be selected for verification and you will be required provide the school with documentation to clear your financial aid before further payments may be disbursed. After the application is completed by the student, the information will be sent to a third party servicer – to determine the financial aid eligibility. Once eligibility is determined, the financial aid office will develop a offer letter based on the information provided.

The award letter will list:

- the total cost of the program, including fees, kits, books & cost of living
- the amount of grant and loan funds for which a student qualifies
- a disbursement schedule
- the cash balance if any owed to the school or the credit balance on the account

Credit balance on the account

The award letter is an estimate based on the facts reported by the student and is subject to change if new information is received or a new award year is reached.

Financial Aid Programs

FEDERAL PELL GRANT: A federal program of grants (gift) based on demonstrated financial need. Upon receipt of the ISIR, it is used by this institution to determine aid for the student. The maximum annual award is $7395.00 for the 2023/2023 award year. This amount is prorated for programs less than 1200 hours and is based on a students EFC located on their ISIR/SAR. The school will tell you how to accept all or part of the grant.

FEDERAL LOANS: To apply for a federal student loan, you must first complete and submit a Free Application for Federal Student Aid (FAFSA®) form. Based on the results of your FAFSA form, your college or career school will send you a funding estimate, which may include federal student loans. Below is an explanation of three types of Federal Loans, Direct Subsidized Loans, Direct Unsubsidized Loans and Direct Plus Loans. SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS: This is a low-interest, long term loan program available through the U.S. Department of Education. The loan is guaranteed by an agency of the federal government. Interest does not accrue and repayment does not begin while the student is attending an approved school at least on a half-time basis. There is usually a six month grace period after a student leaves school before repayment begins. This loan is based on financial need. **THIS IS A LOAN AND MUST BE REPAID BY THE STUDENT.** An origination fee and a guarantee fee are charged by the lender and deducted from the proceeds of each disbursement. **THIS IS A LOAN AND MUST BE REPAID BY THE STUDENT.**

UN-SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS: This is a loan guaranteed by the federal government. It is available to students who may require additional funds beyond the subsidized Stafford Loan. The government does not pay the interest while the student is attending school, but interest and principal can be deferred until six months after graduation, or it may be repaid while the student is attending school. Interest rates are identical to the subsidized Stafford Loans. It is strongly recommended that students borrow under this program only what is absolutely necessary to meet educational expenses.

PARENT PLUS LOANS: Parents of dependent students can take out a parent plus loan to help pay for education expenses not covered by other financial aid. A parent can go to studentaid.gov to fill out the application or contact the financial aid office. A credit check by the department of education is required. If a parent is declined for a PPL, the student can receive "independent" level loans. This credit check expires after 180 days and a parent may be required to fill out an additional credit check during the students program. Please see studentaid.gov to learn more about this option or contact the financial aid department.

Completing The Application Process

Master Promissory Note: All students who are receiving loans must go to studentaid.gov and complete the master promissory note. Parents who are taking out a parent plus loan must also fill this out. Your financial aid can not be disbursed without this step in the process.

Loan Entrance Counseling: Loan Entrance Counseling is also required for any students who is taking out loans and is located on the website studentaid.gov. If you have any questions or need help, please contact the Financial aid department.

** We are also approved for training grants from vocational rehabilitation and Veteran's training.*

CREDIT BALANCE POLICY

A title IV credit balance occurs whenever the school credits Title IV program funds to a student's account and the total amount of those Title IV funds exceeds the student's allowable charges for that period. At that time, the school has 14 days in which to refund any credit balance due to the student. However, all students are asked to authorize the school retain credit balances to cover any further balance created in future or subsequent payment periods. Students who refuse or rescind the agreement, will be withdrawn and any credit amounts will be returned to the Department of Education within 14 days.

This authorization will remain in effect for each subsequent payment period unless you withdraw it. However, in no case will the school hold an FSA credit balance of loan funds beyond the end of the loan period, nor a credit balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded. Please refer to your copy of the award letter for your anticipated payment period dates. The credit balance authorization may be withdrawn at any time by providing a written request to the financial aid office. Please note: your cancellation will not be retroactive. Your credit balance will be processed within 14 days of receipt of your notice to rescind your

authorization. You will be withdrawn and any credit amounts will be returned to the Department of Education within 14 days.

RETURN TO TITLE IV FUNDS POLICY

If a Title IV financial aid recipient withdraws prior to program completion, a calculation for return of R2T4 funds will be completed and any applicable returns by the school shall be paid, as applicable, First to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, state, private, or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

A. Payment Periods & Disbursement Policy

Listed below are the payment periods in which students are disbursed Title IV funds. The disbursement is made at the beginning of each pay period. If the student withdraws, a Return of Title IV funds may be required. Transfer students payment periods will vary.

Cosmetology & Barber/Barberings

0-450	451-900	901-1200	1201-1500
12 weeks	12 weeks	8 weeks	8 weeks

Esthetics

0-450	451-900	901-1000
12 weeks	12 weeks	10 weeks

Nail Technician

0-300	301-600
15 weeks	15 weeks

Instructor Program

0-375	376-750
20 weeks	20 weeks

0-125	126-250
5 weeks	5 weeks

B. Withdrawal from the School

When a student officially or unofficially withdraws from their course of study and a withdrawal date and determination date have been determined, a refund calculation (R2T4) is performed.

C. Determination Date

The date of determination is defined as the date that the school determines when the student dropped.

In the event student misses 14 consecutive days of school, a refund calculation (R2T4) will be performed on the 14th day. The withdrawal date will be the students' last day of physical attendance and the 14th day missed will be the date determined.

In the event a student does not return from a Leave of Absence on the scheduled date or if the student notifies the school that they will not be returning from Leave of Absence, a refund calculation (R2T4) will be performed on the earlier of the

two dates. The withdrawal date will be the students' last day of physical attendance and either the scheduled return date or the date the student notifies the school they will not be returning, whichever date is earlier, will be the date determined.

D. Official Withdrawal
When a student officially withdraws from their course of study, the date determined will be the date that the student notifies Beaver Beauty Academy. In the event we receive notification of termination via the U.S. Postal Service, the postmark date will serve as the date of determination.

E. Unofficial Withdrawal
If a student does not officially withdraw, Beaver Beauty Academy will determine a withdrawal date and determination date and proceed with the Return to Title IV (R2T4) calculations set forth by the Department of Education. All refunds due to the Dept. of Education will be returned within 45 days from the date of determination of withdrawal. Unofficial withdrawals are determined through monitoring attendance at least every fourteen days.

Return of Unearned Title IV Funds
If a Title IV financial aid recipient withdraws from their course of study after beginning attendance, but prior to course completion, a calculation for return of Title IV funds will be completed based on the guidelines set out by the Department of Education and any applicable returns by the school shall be paid. Unearned funds must be returned to the Department of Education within 45 days from the date the institution determined that the student withdrew.
The order in which Title IV funds are returned are as follows:

a. Federal Direct Loan Program Unsubsidized
b. Federal Direct Loan Program Subsidized
c. Federal Direct Loan Program PLUS
d. Federal Pell Grant
e. Federal, State, private or institutional student financial aid programs
f. Student

After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. If the amount disbursed to the student is less than the amount the student earned and is eligible for, the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Any refunds due to the student will be made within 14 days.

G. Determination of Title IV Earned by the Student
Up through the 60% point in each payment period, a calculation is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds.

INTERRUPTIONS, COURSE INCOMPLETES AND WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the Leave of Absence.

STUDENT RIGHTS OF ACCESS & PROGRESS REPORTS

Student records are the sole property of the school and may not be removed from the school. Students may review their records upon written request. Records will be made available in the office and may NOT be taken from the school for any

reason. Progress reports are issued every 8 weeks. Students also have 24 hour access to their grades, hours, etc. via the online student information portal.

PROFESSIONAL DRESS CODE:

- Beaver Beauty Academy students are required to wear all black scrubs.
- Name tags & BBA aprons are to be worn when you are on the clock.
- Clothing must be professional, clean, and free of stains and tears.
- Shoes should be closed toed and rubber sole (preferably black).
- Hair must be clean and styled prior to arriving at school.
- Cosmetics must be applied prior to arriving at school.
- Students who come to school out of uniform will be provided with the option to wear Beaver Beauty Academy Smock and assessed a $10 fine and/or sent home.

BREAKS AND MEALS POLICY

- Students receiving Title IV aid are permitted a 15 minute break for every 60 minutes of instruction. Students scheduled for 6 hours or more are entitled to a 30 minute lunch break. Students taking breaks or lunch breaks that exceed 15 minutes are required to sign out. Breaks may be taken only after receiving permission from your instructor.
- **If you leave campus you must sign out regardless to the length of your break.**

STUDENT SERVICES

- Student services are conducted at discount rates on **Wednesdays only**. Students must **sign in and PAY before receiving services**. All students must have ticket before services are rendered. The ticket should be displayed on the station using a clipboard during the service. All services are charged as follows unless the regular price of the serviced is less.
- Skin- Free
- Wax- $10 per service
- Nails- Free
- Hair-$12
- Hair (Weave, color, chemicals, & braids)- $25
- Unless, the service is a part of an **instructor guided demo or assignment,** all students must pay regardless to if you are using the school's products or not. NO EXCEPTIONS.
- Outside of Wednesdays, be prepared to pay the full prices for any service. No Exceptions.
- Clients must be served prior to a student's need!
- You must receive prior permission from your instructor to obtain services.
- Students may not freelance at the school with each other.

SOCIAL MEDIA POLICY-

All policies regarding discrimination and proper behavior while in school, apply to social media. Any student who uses social media to discriminate for any reason, verbalize disparaging or disrespectful remarks is in violation of the school conduct code and rules and may be grounds for termination. If the improper social media is on the school website/Facebook page, it will be removed and the student will be brought into the office to discuss further actions. If the remark is on your

own personal page, you will be asked to remove the statement and will be given a 24 hour period to do so. You will then be brought to the office to discuss further actions which may be taken. Conduct that is inappropriate in the classroom is inappropriate online. The way you represent yourself online is an extension of yourself and may be viewed by prospective employers.

DISCIPLINARY POLICY

Degrees of discipline are generally progressive and are used to ensure that the student has the opportunity to correct his or her performance. There is no set standard of how many oral warnings must be given prior to a written warning or how many written warnings must precede termination.

Factors to be considered are:

- How many offenses are involved
- The seriousness of the offense
- The time interval and student response to prior disciplinary action

In cases of serious offenses including, but not limited to, fighting, theft, threats of violence, the sale or possession of drugs or use of alcohol on campus, and includes any behavior that is legally defined by the government as sexual harassment, termination may be the first and only disciplinary step taken.

In general, the sequence of warnings will be oral, written and the discharge. A student who is being loud, disrespectful to other students or staff, argumentative, using inappropriate language, or leaves the campus without permission/clocking out, may be sent home for the day and must meet with the campus director before returning to school. If a student is not willing to make amends and correct their behavior, a three day suspension may be in order.

ACCIDENT OR INJURY:

Report all injuries or illnesses immediately to your instructor.

Complete an Incident/Injury Report form.

The form can be obtained from the staff handbook, front desk, or electronically in the SIS Log in, Click on Reference, Forms, Select Report it from the forms list in the right hand margin.

STUDENT GRIEVANCE PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students are aware of the compliant/grievance process. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. All student grievances should be reported directly to the campus director utilizing the compliant tool located in the SIS or by general email within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
3. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
4. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

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

Executive Director: Commission of the Council on Occupational Education
7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350
Phone: 770.396.3898; Toll Free: 800.917.2081; Fax: 770.936.3790

7. Any person claiming damage or loss as a result of any act or practice by a nonpublic postsecondary educational institution or its agent, or both, which is a violation of this part or of the rules and regulations promulgated pursuant thereto may file with the executive director a complaint against such institution or against its agent, or both. A complaint shall be filed with the executive director within a reasonable period of time, as determined by regulations of the commission, after the event giving rise to the complaint. The complaint shall set forth the alleged violation and shall contain such other information as may be required by the commission. A complaint may also be filed with the executive director by the commission's representatives or by the Attorney General. A complainant may also file with the executive director as a representative of a class of complainants. If a student wishes to file a complaint with the state agency, this can be done by visiting the following URL for the GEORGIA NONPUBLIC POSTSECONDARY EDUCATION COMMISSION (GNPEC).

https://gnpec.georgia.gov/student-resources/student-complaints/gnpec-student-complaint-form
The GNPEC is located at 2082 East Exchange Place Suite 220 TUCKER, GA 30084
Phone: (770) 414-3300 Fax: (770) 414-3309

LOCKERS & PERSONAL BELONGINGS

Personal belongings are the student's responsibility. Locker space may be available for rental, and all equipment should be marked for identification and cared for carefully. Lockers and locks are school property. For safety reasons, school management requires the use of school locks, and reserves the right to cut off any personal locks, or to enter lockers at any time. Personal effects left in lockers after student has dropped below half time attendance may be removed and held for 30 days. During this 30 day time, we will attempt to notify the student to make other storage arrangements. After 30 days, the school assumes no responsibility for these items and they may be disposed of in any way convenient. All equipment necessary to the courses is part of the student kits or is provided by the school. It is the student's responsibility to replace any equipment as necessary to complete work assignments, if such equipment becomes lost, stolen, or broken. Students should have all equipment they might need, to complete any assignment, available at all times.

PROBATION

If at the end of the warning period the student has still not met both the attendance and academic requirements, he or she may be placed on probation after an appeal process. A student may appeal the determination that would place them on probation. If a student prevails in that appeal, then the student may be placed on probation until the next benchmark.

Students on probation who appeal the decision, and who prevail upon appeal will be making satisfactory academic progress. NOTE: Only students who can meet the SAP policy standards by the next benchmark may be placed on probation. Students who have been placed on a plan to improve must be able to meet requirements set forth in the plan by the end of the next benchmark evaluation period. Students who are progressing per their specific plan will be making SAP. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress, students will be removed from the program.

PLACEMENT SERVICES

Student information board is provided where job opportunities are posted. Prior to graduation all students are counseled as to jobs in which they wish to apply for. The school however, does not guarantee job employment, and makes no statements to the fact that after graduation a job is guaranteed.

According to the Georgia Department of Labor (DOL) Supply and Demand Data, personal appearance workers (Barbers, Hairdressers, and Cosmetologists) is projected to increase by 10% nationally between 2014-2024. Whereas all other occupations are expected to grow at a rate of 7% during the same time frame. Overall employment of barbers, hairdressers, and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. The site goes on to report that "Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 10 percent from 2014 to 2024, faster than the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade." Additionally, job prospects are expected to be good. A large number of job openings will stem from the need to replace workers who transfer to other occupations, retire, or leave the occupation for other reasons. However, workers should expect strong competition for jobs and clients at higher paying salons, of which there are relatively few and for which applicants must compete with a large pool of experienced hairdressers and cosmetologists.

PROGRAM OFFERINGS

Our Master Cosmetologist program blends in-depth classroom instruction, hands-on training, one-on-one guidance from professional Cosmetologists and extensive preparation for State Boards.
Here's just some of what you'll learn in our Cosmetology program:

- World renowned in hair cutting, coloring & styling
- Chemical hair straightening & Perming
- Facials
- Eyebrow arching & waxing
- Manicuring/Nail Care, pedicuring & artificial nails
- State Board preparation
- Client development

Barber/Barbering Diploma (1500 hours)

Our Barbering program blends in-depth classroom instruction, hands-on training, one-on-one guidance from professional Barber instructors and extensive preparation for State Boards.
Here's just some of what you'll learn in our Barbering program:

- World renowned in hair cutting and styling using shears, razors and clippers.
- Permanent waving, hair coloring
- Client development & professionalism
- Facials
- State Board preparation

Nail Technician Diploma (600 hours)

In our **Manicuring/Nail Care** Program, you'll learn all the latest techniques in manicures and pedicures including how to:

- Give dry, water and oil manicures/pedicures
- A variety of nail art techniques
- Apply acrylic nails, nail tips and brush on nails
- Perform nail repairs and wraps
- Give hand and foot massages
- Clean and disinfect your tools and work area
- Adhere to State health and safety codes
- Prepare for your State Board licensing exam
- Develop and maintain client relationships

Your training includes the actual experience of working in a professional salon when you work with clients on our clinic floor. Once you complete your 525 hours, you should be fully prepared to pass your State Board exam and start a new career as a licensed manicurist.

Esthetician Diploma (1000 hours)

We can train you to become a licensed Esthetician in as little as 9 months. Get the training you need in our Esthetician program so you can start your rewarding career in the multi-billion dollar beauty industry.
Here's just some of what you'll learn in our Esthetician program:

- Hands-on training on the latest skin care science, facials, microdermabrasion, body treatments, hair removal, and makeup techniques
- Make-Up Designory (MUD) application & skin care
- Basics of skin anatomy and physiology
- Real experience with actual clients at our school spa
- In-depth instruction on Georgia's laws and regulations
- Extensive preparation for your State Board examination
- Lessons on customer service, business and career skills

Cosmetology Instructor Diploma

Cosmetology - 750 hours

Our Instructor's program includes practical training and theoretical training. Future beauty teachers will learn how to teach beauty school students using the textbooks, in-class lectures, and hands-on training in student salons. The Instructor's program requires the following prerequisites:

- Current Cosmetology, Barbering, Nail Tech, or Esthetics License issued by the State of Georgia
- One year experience in hair, nails, makeup, & skin care

- Have additional experience working in the beauty industry

Here's just some of what you'll learn in our Instructor's program:

- Theory
- Practical cosmetology
- Record keeping
- Curriculum development & Lesson planning
- Classroom management
- Retention tips
- Learning styles
- Teaching methods
- Pedagogical theory
- Student evaluation

Massage Therapy Diploma (600 hours)

Upon completion of the 600-hour Massage Therapy Program, graduates will have received comprehensive training in the art and science of massage therapy. This includes the study of Anatomy & Physiology, Myology, Pathology, Medical Terminology, Business and Ethics, and various massage modalities. Utilizing this knowledge will enable the graduate to communicate effectively with the both the client and their attending medical personnel. He/she will also be competent in performing Swedish, medical, and other massage forms. They will have ample hands-on experience and stamina to work in a spa, salon, medical practice, or anywhere else that desires to have a massage therapist on staff. Please note: all educational hours will be completed in person on-site, and not via webinars, online or distance learning.

- Swedish Massage
- Cross-Fiber Massage
- Deep Tissue Massage
- Energetic Therapy
- Kinesiology Concepts
- Pregnancy Massage
- Deep Transverse Friction Massage
- Neuromuscular Therapy
- Orthopedic Massage
- Stretching
- Anatomy & Physiology
- Professional Ethics
- Business
- Massage Tools
- Anatomy & Physiology
- Lymphatic Massage
- Sports Massage
- Seated Massage
- Pathology
- Spa Treatments
- Aromatherapy
- Anatomy & Physiology

CURRICULUM

NAIL TECHNICIAN PROGRAM CURRICULUM

600 Clock Hours and 600 Application Units Required

Service	Applications Required	Units Per Application	Total Application Units
Theory	140	1	140
Sanitizing & Disinfection of tools Equipment Manicure stations, pedicure spas, & bowls	2	1	2
Nail Art Techniques	5	1	5
Airbrush Nail Art	5	1	5
Sanitizing & Disinfection of tools Implements	3	1	3
Professional Drill usage	10	0.5	5
Paraffin treatments for hands & feet	10	0.5	5
Nail Wrapping	20	1	20
UV Gel Nails	20	1	20
Artificial Nail Removal/nail repair	20	0.5	10
Student Competition	20	1	20
Nail Sculpting	30	3	90
Artificial Tip Overlay	30	1	30
Fill-in application	40	1	40
Pedicure with foot & Leg massage	60	1	60
Manicure with hand and forearm massage	70	1	70
Spa Management	75	1	75
Total Credits	**600**	**N/A**	**600**

Units Defined

Manicure with hand and forearm massage: 1 clock hour per application
Pedicure with foot and leg massage: 1 clock hour per application
Nail Sculpting: 3 clock hours per application
Artificial Tip Application with Overlay: 2 clock hours per application
Nail Wrapping: (natural nails only): 1 clock hour per application
Ultraviolet (UV) gel nails: 1 clock hour per application
Fill in Application: 1 clock hour per application
Nail Repair or artificial nail removal: 30 minutes per application
Professional nail drill usage: 30 minutes per application
Nail art and airbrush techniques (full set): 1 clock hour per application
Natural Nail Overlay: 1 clock hour per application
Paraffin Treatment: 30 minutes

ESTHETICIAN PROGRAM CURRICULUM
1000 Clock Hours Required

Service	Applications Required	Units Per Application	Total Application Units
Esthetics Theory: Professional Practices	150	1	150
Esthetics Theory: Professional Ethics	20	1	20
Esthetics Theory: Business Practices	80	1	80
Sciences: History of Skin	20	1	20
Sciences: Dermatology & Physiology	100	1	100
Sciences: Theory	200	1	200
Cleansing & Disinfection of Tools, Implements and Equipment	10	0.5	5
Body Treatments: Massage	25	1	25
Body Treatments: Wraps	15	1	15
Body Treatments: Cellulite	10	1	10
Body Treatments: Aromatherapy	10	1	10
Body Treatments: Reflexology	10	1	10
Facials: Spa	75	1	75
Facials: Machine	30	1	30
Facials: Pre Op Therapy	10	0.5	5
Facials: Post Op Therapy	10	0.5	5
Make Up: Client consultation & skin analysis	40	0.5	20
Make Up: Application	30	1	30
Make Up: Contouring	20	0.5	10
Make Up: Color accent	20	0.5	10
Make Up: Camouflage Make-up	10	1	10
Make Up: Eye Lash Tabbing & strips	20	0.5	10
Hair Removal: Lip, chin, face (tweezing, waxing, & threading)	20	0.5	10
Hair Removal: Leg waxing	20	1	20
Hair Removal: Bikini waxing	20	0.5	10
Hair Removal: Torso, back & arm waxing	20	0.5	10
Hair Removal: Brow Tweezing & Threading	20	0.5	10
Hair Removal: Brow Waxing	20	0.5	10
Hair Removal: Brow lashing & tinting	10	0.5	5
Spa/Salon Management	75	1	75
Total Credit Hours Required			**1000**

MASTER COSMETOLGIST PROGRAM CURRICULUM

1500 Clock Hours Required

Service	Applications Required	Units Required	Units Per Application
Theory of Sanitation	**40**	1	40
Theory of Permanent Waving	**45**	1	45
Theory of Hair Coloring	**45**	1	45
Theory of Hair & Scalp Treatments/Conditioning	**20**	1	20
Theory of Hair Cutting	**25**	1	25
Theory of Shampooing	**15**	1	15
Theory of Hairdressing/Hairstyling	**35**	1	35
Theory of Nail Care & Skin Care	**25**	1	25
Concepts & Principles of Skin Care Procedures & Techniques	**15**	1	15
Senior Level Theory (1 i-viii)	**100**	1	100
Social Skills, Reception, Ethics State Board Laws/Rules	**50**	1	50
Laboratory Training	**50**	1	50
Hairdressing, Shampooing, & Comb Out	**170**	1.5	255
Haircutting & Shaping	**166**	0.5	83
Permanent Waving	**50**	3	150
Chemical Hair Relaxing- Virgin	**42**	2	84
Chemical Hair Relaxing- Retouch	**38**	1.5	57
Hair Coloring Temp Rinse & Semi Perm	**20**	0.75	15
Hair Coloring Virgin	**20**	2	40
Hair Coloring Color Retouch	**25**	1.5	37.5
Hair Coloring bleaching & lightening-Virgin hair	**16**	2	32
Hair Coloring bleaching & lightening-Retouch	**10**	2	20
Hair Coloring bleaching & lightening-Foils & placement	**14**	2	28
Predisposition Tests	**4**	1	4
Color Removal	**3**	1	3
Hair and scalp treatments	**49**	1	49
Facial Treatments	**30**	1	30
Make Up Applications	**20**	1	20
Brow and Lash Tint	**5**	0.5	2.5
Hair Removal (Tweezing/Waxing/Threading)- Lip, chin & face **20/20/20**	**60**	0.5	30
Sanitizing & Disinfection of Tools, Implements & Equipment	**10**	0.5	5

Manicures w/ hand & forearm massage	25	1	25
Pedicures w/ foot & leg massage	20	1	20
Nail Sculpting	15	3	45
Total			1500

BARBER/BARBERING PROGRAM CURRICULUM
1500 Clock Hours Required

Service	Applications Required	Units Required	Units Per Application
Classroom Theory	50 hours	50	1
Theory of Hair & Scalp Treatments/ Conditioning	25 hours	25	1
Theory of Shaving	25 hours	25	1
Theory of Hair Coloring	25 hours	25	1
Theory of Hair Cutting & Styling	70 hours	70	1
Theory of Facial Hair Design & Waxing	20 hours	20	1
Theory of Permanent Waving	65 hours	65	1
Junior Level Theory Total	**280 hours**	**280**	**N/A**
Senior Level Theory (discretion of instructor)	350	350	1
Laboratory Training	50	50	.25
Hairstyling Techniques & Cutting	500	500	1
Shaving	50	25	.5 (30 mins)
Permanent Waving, Relaxing & Chemical Application	66	270	4
Shampooing	40	5	.125 (15 mins)
Facial Hair Design & Waxing	30	10	.33
Scalp Treatments	30	10	.33
Senior Level Theory Total	**1220 hours**	**1220**	**N/A**
Total Program Hours	**1500 hours**	**1500**	**N/A**

Instructors Curriculum

Instructional Delivery Mode: Students will earn clock/credit hours by participating in the following activities while at the institution.
Class will meet face-to-face once per week for three hours.
Students will work independently to complete weekly assignments and sit for chapter tests by Wednesday of the following week.
Students will observe classroom instruction & clinic floor supervision and log it weekly.
Students will provide leadership, guidance and/or demonstrations on the clinic floor.
Students will teach scheduled lessons, demos and provide clinic floor supervision.
Students will participate in a student teaching experience.

Board Policy & Curriculum Requirements General Education

Method of Assessment/Evaluation:

Method of Assessment	Brief Description of Assessment	Percentage of Grade
Weekly Observations (10) & Assignments	The students will complete observations of classroom & clinic floor supervision using the institution's observation instrument. Various assignments and quizzes will be assessed weekly.	10%
Practice Teaching & Clinic Floor Supervision	Throughout the course, students will periodically deliver theory lessons and demonstrations. Students will also provide supervision and guidance to students while on the clinic floor providing client services.	40%
Instructional Unit & Student teaching experience	Students will develop and implement an instructional unit of study that will be used during the student teaching experience. The student teaching experience will vary in length as follows. Nail care- 20- one hour theory lessons with a demo. Esthetics- 30- one hour theory lessons with a demo. Cosmetology- 40 one hour theory lessons with a demo.	40%
Chapter Tests	Chapter Tests	10%

MASSAGE THERAPY CURRICULUM

Clock Hour Requirements

Description	Required Hours
Human anatomy, physiology and kinesiology. A minimum of one hundred twenty-five (125) hours of in-class supervised instruction in human anatomy, physiology and kinesiology.	125

Pathology A minimum of forty (40) hours of in-class supervised instruction in pathology;	40
Massage Clinical Internship (Theory, Technique, & Hands on Practice) A minimum of two-hundred hours (200) in massage therapy theory, technique and practice, which must include in-class supervised instruction of clinical techniques and hands-on clinical practice and must include, at a minimum, the following subject matters: effleurage/gliding; petrissage/kneading; compression; friction, tapotement/percussion; vibration; direct pressure; superficial warming techniques; pumping; stretching; jostling; shaking; rocking;	300
Massage Therapy Theorical, Legal & Professional Concepts A minimum of one hundred twenty-five (125) hours of in-class supervised instruction in contraindications, benefits, universal precautions, body mechanics, massage history, client data collection, documentation, and legalities of massage, professional standards including draping and modesty, therapeutic relationships and communications;	125
Ethics & Business	10
Total	600

Massage Therapy Learning Outcomes

At the completion of this program, students will be able to do the following:

1. Demonstrate an understanding of the structure and function of the human body from a Western Scientific perspective.
2. Demonstrate an understanding of the structure and function of the human body from an Eastern Traditional Medicine perspective.
3. Demonstrate manual soft tissue therapy skills for assessment and treatment based in Western scientific perspective of health.
4. Demonstrate the ability for self-assessment of well-being based in an Eastern Traditional Medicine perspective of health.
5. Demonstrate the ability to identify lifestyle management methods and techniques based in an Eastern Traditional Medicine perspective of health.
6. Demonstrate professional and interpersonal competencies for a career as a professional massage therapist.

7. Demonstrate an ability to maintain personal health and wellness through the use of somatic self-care methods and techniques.
8. Demonstrate an understanding of the competencies required for a successful business providing massage therapy services.

Massage Therapy Certification (600 hours)

This program will provide students with an in-depth understanding hands-on reflexology application, anatomy, common conditions, and self-help techniques. Students will learn reflexology techniques to ease headaches, stress, anxiety, and insomnia, and how to support lung health, the immune system, and digestion. Students will be trained to evaluate a patient's medical condition by observing the patient and applying diagnostic pressures to various reflex points in order to discover potential problem areas. Then by applying thumb, finger or hand massage to the reflex points, the body's energy is directed to the affected areas to provide relief.

Topics in these courses include the following:

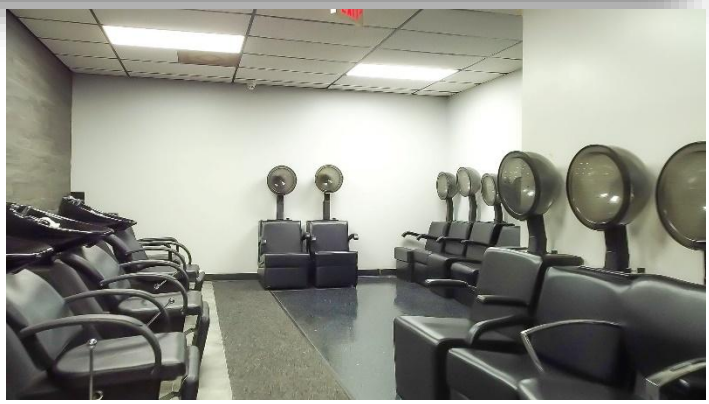
Practical
• Foundations of Reflexology
• Reflex Points
• Aromatherapy for Reflexology
•Foot Reflexology
• Hand Reflexology

Theory
• Anatomy and Physiology
• Business Skills and Techniques used to succeed in the workplace
• Adhere to State health and safety codes
• Develop and maintain client relationships
• Business management
• Social media marketing

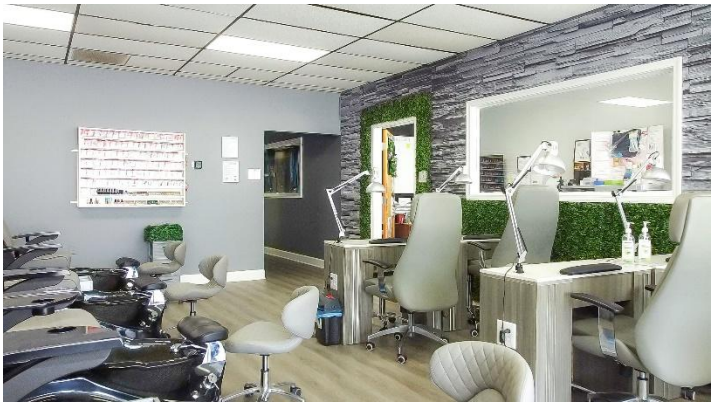
12,000 Square Foot State of the Art Facility

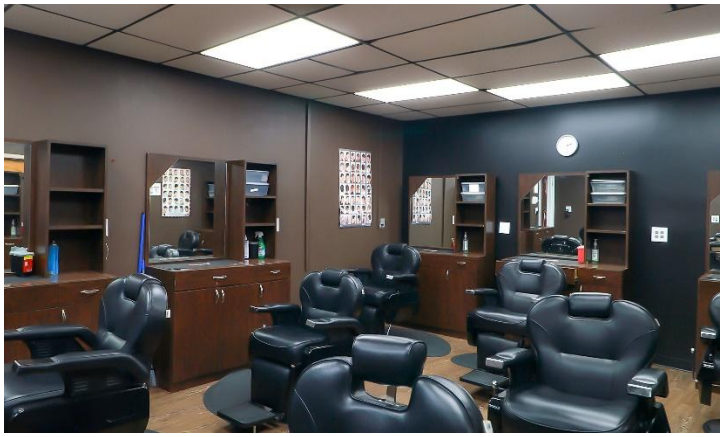


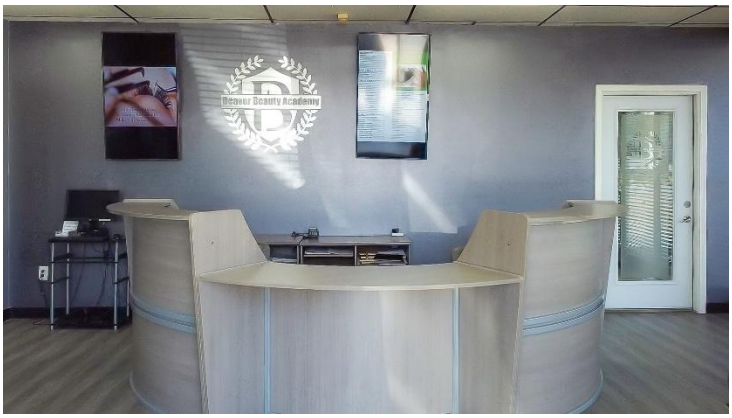


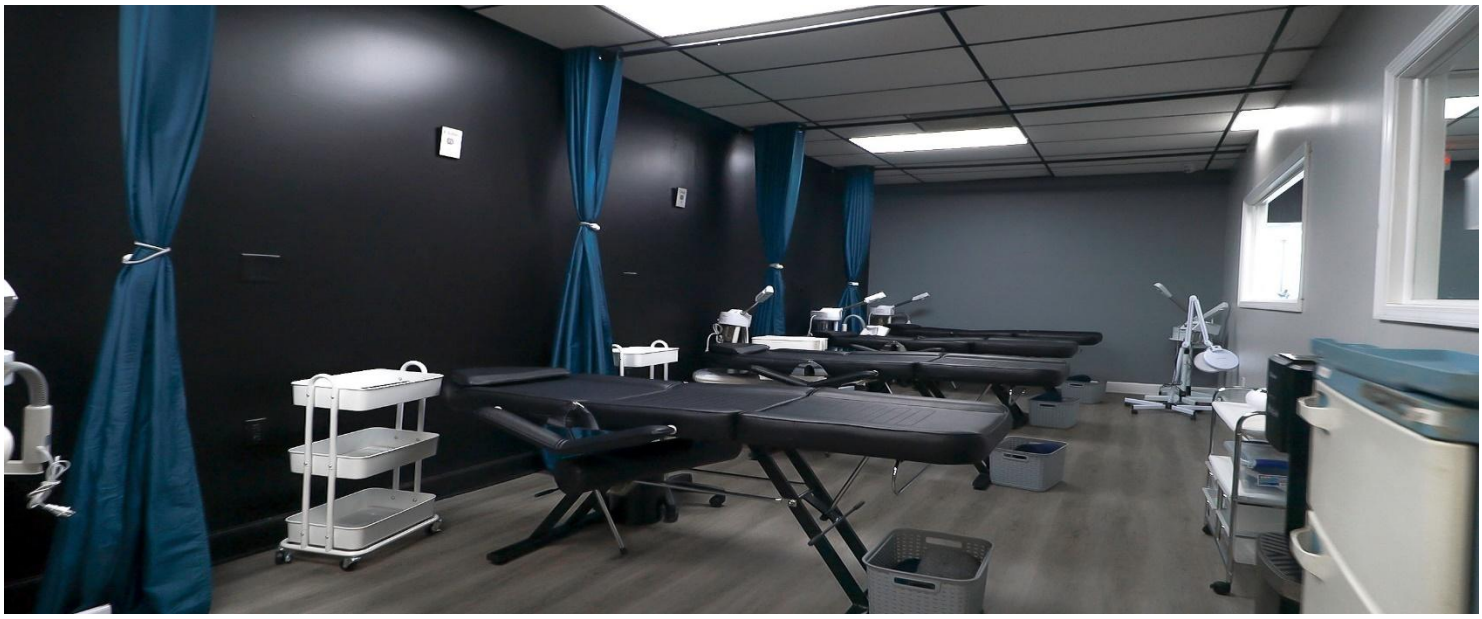









Beaver Beauty Academy





The following polices pertain to individuals receiving Veterans Education Benefits Education benefits.

I. Standards of Progress: Student must maintain a 75% average on academic work to take the final exam and must make 75% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic classes $100, advanced classes $200). Cheating on an examination will result in dismissal from the program.

II. Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for Veterans Education Benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran's Attendance Police Attached.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet satisfactory academic progress standards and/or attendance will have Veterans Education Benefits education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

Students do have a right to appeal. Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

Grading System	
90-100	A
80-89	B
75-79	C
70-74	D
69 and below	F

III. Leave of Absence Policy. Any student who begins a period of leave of absence will be terminated from Veterans Education Benefits education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for Veterans Education Benefits education benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the Veterans Education Benefits education benefits and Veterans Education Benefits education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.

IV. Student Conduct Policy. Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, will result in permanent dismissal. This will include, but not limited to:

a. Theft of damage of property
b. Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.
c. Possession or consumption of alcohol or drugs on the premises.
d. Possession of dangerous weapons.
e. Obscene or disorderly conduct.

A student dismissed due to conduct does have the right to appeal and the appeal must be made to the School Director within 5 business days of dismissal. Reinstatement is at the discretion of the School Director.

V. Policy for granting credit for previous education and training: Veterans Education Benefits education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Training time and tuition will be

reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.

VI. Refund Policy. For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of $10.00 for an enrollment or registration fee will also be pro-rated.

VETERANS ATTENDANCE POLICY

By authority of Title 38, United States Code 3676 ©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word "veteran" is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

- **Is considered reasonable additional criteria**
- **Will become a part of 3676 approvals (if institution's existing attendance policy is more restrictive, then that policy will be used),**
- **Will be listed as an addendum to the institution's catalog, bulletin, or handbook:**

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness of death in the veteran's immediate family

- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

Institutions having a published "Leave of Absence Policy" should discontinue VA educational benefits (use VAF 22-1999b) while that student is on "official leave of absence."

Melanie C. Beaver _____ __January 16, 2022_____

Signature of Certifying Official Date

ADDENDUM
Veteran's Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as _____ absence.

Students exceeding _____unexcused absences in a _____(identify time period) will be **terminated** from their VA benefits for unsatisfactory attendance.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

Melanie C. Beaver __12-15-19_____ _Director of Education_____

School Official's Signature Date Title

Beaver Beauty Academy_____
School

1999 Candler Road Suite 103_____
Address

Decatur, GA 30032_____
City, State, Zip Code

Title 38 United States Code Section 3679(e) School Compliance Form

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

Effective August 1, 2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent the areas below:
NOTE:

A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Chapter 33 or Chapter 35 (Veterans or Dependents).

- Beaver Beauty Academy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31, 33 or 35 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

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

- Beaver Beauty Academy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31, 33 or 35.Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679(e), or will comply by the effective date of August 1, 2019.

Your signature on this 1ocumentt attests that your facility currently complies with the requirements of 38 USC 3679€, or will comply by the effective date of August 1, 2019.

Please ensure that policies in the next publication of your catalog, bulletin, or addendum align with all of the above requirements.

Dr. Melanie C. Beaver_____ Melanie C. Beaver_____

6/10/2022

Print Name and Title of Official Signature and Date

School Name : Beaver Beauty Academy, LLC_____

Enrollment Requirements for Veterans

In addition to the standard enrollment requirements of the institution listed on page 32, Veteran students must comply with the requirements listed below.

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.

2. Submit a written request to use such entitlement no later than the first day of a course of education.

3. Provide any additional information necessary to the proper certification of enrollment by the educational institution in a timely manner.

4. Veteran students are required to pay the difference if the VA education benefit does not cover the full tuition, kit and textbook fees. A monthly payment plan will be provided to assist with the outstanding financial obligation.

APPENDIX: KIT LIST

BBA REQUIRED KIT LIST

Nail Tech Supply List-Last updated 2/14/25

Once the kit is accepted by the student it cannot be refunded or returned. All Kits included Milady Textbook bundle, online access for 24 months & ebook.

Acrylic Implements Box

- Nail Glue
- Acrylic nail brush
- Nail forms
- Dapping Dishes (2)
- Nail Files
- Buffers

Manicure Implements Box

- Metal cuticle pusher
- Cuticle nippers
- Toenail clipper
- Pedi Brush
- Clean up /nail art brush

- Nail files
- Nail buffer
- Orangewood sticks
- Polish Thinner

Solvents Bag

- Message lotion
- Cuticle oil
- Alcohol
- Acetone
- Cuticle softener
- Monomer Liquid
- Cotton Jar

Uniforms Requirements & Other Supplies

Required Uniform
Five Sets of Black Scrubs
Rubber sole, closed toe shoes.

When choosing to wear head gear, it must be a solid black turban for ladies and solid black baseball caps worn correctly for men. Scarfs, do rags, bonnets, and any other head wear is strictly prohibited. Religious head coverings are excluded from this policy.

- Primer
- Brush Cleaner
  Polish Top/Base Coat
- Gel Top/Base Coat
- Liquid Styptic
- Masking tape
- Fabric Tape

- Roller Bag
- Apron/Name Badge
- Hard Hand
- Practice Fingers
- BBA T-Shirt
- Face Masks
- Sterilization Pouches
- Pedicure slippers
- Toe separators
- Dotting Tools
- Acrylic Powder (Clear, Pink, & Special)

Additional Items Not listed Above

_____
_____
_____

Please note: Items in your kit are for practicing in school and earning your credits. The institution will provide you with supplies for paying clients. However, you will be expected to use your kit implements and electric tools to earn your credits and provide client services. **Refills on your kit supplies will not be provided.**

I have received all the items listed on the kit list. Students Printed Name:_____
Students Signature_____ Date _____

- Tripod

Cutting Tools

- Hair Shaper w/ guards
- Cutting Shears
- Razor Comb

Rollers

- 144 pcs. Assorted Rollers Set
- 4 Packs of cold Wave Rods

Bag - Bag with Pockets

Uniforms Requirements & Other Supplies

Required Uniform
Five Sets of Black Scrubs
Rubber sole, closed toe shoes.

When choosing to wear head gear, it must be a solid black turban for ladies and solid black baseball caps worn correctly for men. Scarfs, do rags, bonnets, and any other head wear is strictly prohibited. Religious head coverings are excluded from this policy.

- 12 Inch Mirror
- Manikins (2)
- Nail Implements Kit (Issued in Nail Care Class)
- Skin Care Kit (Issued in Skin Care Class)

Hair Brushes, Combs & Clips

- Styling Brush
- Vented Round Brush
- Edge Brush
- Paddle Brush
- Pack of assorted styling Comb
- Rat tail Combs
- Hair Cutting Combs
- Duck Bill Clips
- Butterfly Clips
- Double Prong Clips
- Slide in clips
- Carbon Comb

Additional Items Not listed Above

_____

_____

_____

I have received all the items listed on the kit list. Students Printed Name:_____

Students Signature_____ Date _____

- Duffle Bag
- BBA T-shirt
- 2 Bottles of Massage Lotion
- 1 bottle of CBD Oil
- 1 Massage Lotion Holster
- 2 Flat Twin Sheets

Therapeutic Massage

- Milady Course Mate 2 Year Subscription

- Head Rest
- Carrying case

Senior Level Kit (300 Hours)

- Portable Massage Table

****All students meeting academic requirements will receive a senior kit with fully paid tuition only.**

Purchased by Student

Theory & Practice of Therapeutic Massage By Mark F. Beck, 2nd Edition ISBN 978-1284209907 - This book is needed for the Pathology Course.

Uniforms Requirements & Other Supplies

Required Uniform
Five Sets of Black Scrubs
Rubber sole, closed toe shoes.

When choosing to wear head gear, it must be a solid black turban for ladies and solid black baseball caps worn correctly for men. Scarfs, do rags, bonnets, and any other head wear is strictly prohibited. Religious head coverings are excluded from this policy.

Additional Items Not listed Above

_____
_____
_____

Please note: Items in your kit are for practicing in school and earning your credits. The institution will provide you with supplies for paying clients. However, you will be expected to use your kit implements and electric tools to earn your credits and provide client services. **Refills on your kit supplies will not be provided.**

I have received all the items listed on the kit list. Students Printed Name:_____

Students Signature_____ Date _____

- Tripod

Apparel

- Barber Jacket
- Satin Comb out/cutting Cape
- Shampoo Cape (black)
- BBA T-Shirt

Cutting Tools

- 5 1/2" Hair Shaper w/Three guards

Rollers

- 4 Packs of cold Wave Rods

Bag

- Barber Back Pack

Spray Bottles

- 16 oz. Spray Bottle

- 12 oz. Spray Bottle
- Applicator bottle

Miscellaneous Equipment

- Dye Bowl & Brush
- 12 Inch Mirror
- Manikins (2)
- Sharps Container
- Barber Pencils
- H42
- Nick Relief or Styptic

Hair Brushes, Combs & Clips

- Vented Brush
- Pack of assorted styling Combs
- Duck Bill Clips
- Butterfly Clips
- Barber's Pick
- Edge Brush
- Perm Rods
- Double Prong Clips
- Slide in Clips
- Barber Brush
- Edge Brush
- Barber Combs

Uniforms Requirements & Other Supplies

Required Uniform
Five Sets of Black Scrubs
Rubber sole, closed toe shoes.

When choosing to wear head gear, it must be a solid black turban for ladies and solid black baseball caps worn correctly for men. Scarfs, do rags, bonnets, and any other head wear is strictly prohibited. Religious head coverings are excluded from this policy.

Additional Items Not listed Above

_____

_____

_____

I have received all the items listed on the kit list. Students Printed Name:_____

Students Signature_____ Date_____

- Educator's Smock
- Name Badge
- CIMA Login (Program)
- CIMA Login (Master Educator)

Uniforms Requirements & Other Supplies

Scrubs any color

Casual, but appropriate attire

No jeans, fitness attire, track suits, leggings, jeggings, short, short skirts, jogging pants, mid drift tops, sleeveless tops, spaghetti straps, halter tops, etc.

Head wraps- Must be black if worn.

Ask yourself, do I look like a future educator?

I have received all the items listed above

Date items received:_____/_____/_____

Students Printed Name:_____ Students Signature_____

Place a check in the circle to indicate an item is missing. Make sure you initial next to the check to indicate you have received the missing items and date the bottom of the page.

Date Missing Items Received: _____/_____/_____

Student Signature:_____

BBA Esthetics Supply List

Students Printed Name:_____

School Supplies:

- 1 Milady's 12th Edition Textbook Bundle
- 1 BBA Name Badge
- 1 Rolling Esthetic Case

Tier 1: Make up

Right Tray

- 1 Brow Kit
- 5 Foundation Compact
- 1 Lip Gloss Pack

Left Tray

- 4 Liquid Foundation Bottles
- 1 Mascara Tube
- 3 Brow Rulers
- 1 Angle Brush
- 2 Black Eyeliner Pencils
- 2 Brown Eyeliner Pencils
- 2 Pack Eyeshadow Wands
- 2 Pack Mascara/Spoolie Brushes
- 1 Pack Lipstick Wands
- 2 Pack Plastic Makeup Spatula

Middle Tray

- 1 Cosmetic Brush Set
- 1 Pack Make-up Wedges
- 1 Make-up Pallet / Painters Pallet
- 1 Pack Make-up Remover Wipes
- 4 Concealer Tubes
- 2 Large Multi-Color Eye Shadow Pallets

Tier 2: Lashing

- 2 Short lash tabs
- 2 Medium Lash Tabs
- 2 Long Lash Tabs
- 6 Lash Strips
- 1 Mink Lash Strip
- 1 Eyelash Glue Bottle
- 1 Med Brown Tint and Activator Pack
- 1 Dark Brown Tint and Activator Pack
- 1 Natural Black Tint and Activator Pack
- 6 pc Mixing Bowls/Ramekins
- 1 Primer Setting Spray

Tier 3: Facial Supplies

- 1 Pack 4x4 Esthetic wipes
- 1 Pack Compressed cellulose sponges
- 1 Pack Cotton Rounds
- 1 Silicone Fan Brush
- 1 Bristled Fan Brush
- 1 Comedone Extractor pk
- 1 BBA Apron

Tier 4: General Supplies

- 1 Mannequin w/ Make-up mask w/ Lashes
- 2 XL Twin Sheets
- 1 Bouffant Cap Pk
- 1 Towel wrap
- 1 Dermalogica Student Product Kit

I have received all the items listed above.

Students Printed Name: _____ Students Signature: _____

Check to indicate an item was received. Make sure you initial next to the check to indicate you have received the missing items and date the bottom of the page.

Date Missing Items Received: _____/_____/_____, _____/_____/_____, _____/_____/_____
Students Signature: _____, _____, _____

Beaver Beauty Academy

2025 Program Pricing, Length & Start Dates

1999 Candler Road Decatur, GA 30032- www.bba.edu

Program	Enrollment Fee Due to Enroll	Tuition	Kit & Textbooks	Fees	Total
Master Cosmetology	$250	$20,000	$1500+$450=$1950	$650	$22,600
Master Barber	$250	$20,000	$1500+$450=$1950	$650	$22,600
Esthetics	$250	$15,000	$1500+$450=$1950	$650	$17,600
Nail Technology	$250	$9,000	$1100+$450=$1550	$650	$11,200
Barber Instructor	$250	$10,000	$1100+$450=$1550	$650	$12,200
Cosmo Instructor	$250	$10,000	$1100+$450=$1550	$650	$12,200
Esthetics Instructor	$250	$10,000	$1100+$450=$1550	$650	$12,200

Fee Breakdown: Senior Fees-$150, Orientation Fee-$250 & Technology Fee-$250

Non Federal Student Aid Programs

Program	Enrollment Fee Due to Enroll	Tuition	Kit & Textbooks	Fees	Total
Massage Therapy	$250	$6,000	$600+$450=$1050	$650	$7,700
Instructor-Nail Tech.	$250	$5,000	$1100+$450=$1550	$650	$7,200

Program Start Dates & Deadlines 2025

Orientation Date	First Day of School	Enrollment/FAFSA Deadline
October 7, 2024	October 8, 2024	September 28, 2024
December 9, 2024	December 10, 2024	November 30, 2024
February 17, 2025	February 18, 2025	February 1, 2025
April 21, 2025	April 22, 2025	April 5, 2025
June 16, 2025	June 17, 2025	May 31, 2025
August 18, 2025	August 19, 2025	August 2, 2025
October 13, 2025	October 14, 2025	September 27, 2025
December 8, 2025	December 9, 2025	November 27, 2025

Please Note: Instructor classes start in Feburary, June & October

Beaver Beauty Academy accepts the following forms of Payment for enrollment & tuition.
Pay by phone using all major Credit/Debit Cards 678.705.8058.
Pay by Cash App- 404.454.7181 or $beaverbeautyacademy
Pay by Zelle- finance@beaverbeautyacademy.com
Pay in person using cash & all major Credit/Debit Cards.
Please note a 3% Processing Fee is Charged for all Credit/Debit Payments.

Beaver Beauty Academy

Program Length & Schedule

1999 Candler Road Decatur, GA 30032- www.bba.edu – 678.705.8058

Program Length

Program	Required Hours	Day	Evening	Contract Overage Rate
Cosmetology or Barbering	1500	12 Months	16.5 Months	$13.30/hour
Esthetics	1000	8.5 Months	11.5 Months	$15.00/hour
Nail Technology	600	6 Months	7 Months	$15.00/hour
Educator- Cosmetology or Barber	750	9 Months	9 Months	$12.00/hour
Educator- Esthetics	500	6 Months	6 Months	$18.00/hour
Educator- Nails	250	3 Months	3 Months	$10.00/hour
Massage Therapy	600	6 Months	7 Months	$10.00/hour

Scheduling Options

	Cosmetology and Barbering	Nail Technology	Esthetics & Massage Therapy
Day	Monday-Thursday 9:00-3:30 Friday 8:00-3:30 **32 hours weekly**	Monday-Thursday - 9:00-2:30 Friday 9:00-3:30 **28.5 hours weekly**	Monday-Thursday - 9:00-3:30 Friday 9:00-3:30 **30 hours weekly**
Evening	Monday-Thursday 6:00PM-10:00PM Sat 8:00AM-3:30PM **22 hours weekly**	Monday-Thursday 6:00PM-10:00PM Sat 9:00AM-3:30PM **22 hours weekly**	Monday-Thursday 6:00PM-10:00PM Sat 9:00AM-3:30PM **22 hours weekly**

Please Note: Make Up Hours as follows- Saturdays for day students & Fridays for night students.
Instructor classes meet on Mondays & Wednesdays from 9:00-3:30

High School Dual Enrollment

Startup costs - $250 Enrollment Fee $1200 Kit & Textbooks
Tuition $199 month August – May
$259 June & July
After high school graduation, the full tuition prices apply.

Specialty Workshops & State Board Prep

State board Prep- $299 – two sessions, two hours each
Specialty Workshops- $99-$199 per class. Inquire for details

State Board Kits

Esthetics, Cosmetology or Barber - $250
Nails- $75