



## MISSION STATEMENT

The mission of Le Melange Academy is to provide comprehensive, state of the art instruction in all aspects of hair design, skin care and nail design. We want to have our students complete their program of study with all of the skills and knowledge to pass the cosmetology, Esthetic and manicurist state exams. Upon completion, students leave with marketable skills for entry level employment as Cosmetologists, Estheticians and Manicurists in today's fast pace industry.

## APPROVAL DISCLOSURE STATEMENT

Le Melange Academy of Hair, 931 Coombs Street, Napa CA 94559 is a private institution and was granted approval from the Bureau for Private Postsecondary Education. The Bureau's approval to operate means that the institution and its operation comply with the minimum state standards established under the law for occupational instruction by Private Postsecondary educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau.

Approved are the following courses:

	SOC Codes
Cosmetology.....1600 hours	39-5012-Cosmetologists
Esthetics.....600 hours	39-5094-Skin Care Specialist
Manicuring.....400 hours	39-5092-Manicurists & Pedicurists

Instruction is in residence with a facility occupant level accommodating up to 50 students at one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with the school personnel prior to enrolling or signing enrollment agreement.

Persons seeking to resolve problems or complaints should first contact the Instructor in charge. Requests for further action may be made to Lynda Jordan, Owner. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education and unresolved complaints may be directed to the Bureau at, 2535 Capitol Oaks Drive, Suite 400, Sacramento, Ca 95798 or PO Box 980818, West Sacramento, CA 95798-0818, Phone 916-431-6959 or Fax 916-263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7585 or by completing a complaint form which can be obtained by the internet at [www.bppe.ca.gov](http://www.bppe.ca.gov).

The school is is accredited with NACCAS, 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, 703-600-7600 (phone), 703.379-2200 (fax), [naccas@naccas.org](mailto:naccas@naccas.org)  
Accredited since February 2011 #014383-00.

The school is currently participating in the federal student financial aid programs. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **OWNERSHIP STATEMENT**

**Lynda Jordan, Owner-Hairstylist-Director and Instructor, 43 years as a practicing Cosmetologist.**

### **LOCATION**

**Le Melange Academy of Hair, 931-937 Coombs Street, Napa, CA 94559**

**(707) 257-7775**

**The Academy is centrally located in Napa in the Native Sons Building on Coombs Street, south of First and is easily accessed by Highway 29 on the West and the Napa-Vallejo Highway on the East. Free all day parking is readily available in very close proximity.**

**The campus utilizes approximately 4,500 square feet and is mainly on ground level with classrooms on the second floor level with elevator access. The premises contain the following: two reception areas, staff lounge, lockers, 4 restrooms, 1 theory classroom, pedicure area with pedi-spa, 2 clinic areas for practical work, 1 Esthetician room with latest facial equipment, Wax room, Makeup area, Business office and all equipment and educational supplies. All classes are taught in English only. The institution does not have nor has ever had any bankruptcy proceedings.**

### **FACULTY**

**Lynda Jordan, Owner, Director, Licensed Cosmetologist #KC55704**

**Tiffany Miller, Assistant Director, Licensed Cosmetologist #KK194919**

**Darcell Robinson, Instructor, Licensed Cosmetologist #KK45525**

**Bernie Tatum, Esthetics Instructor, Licensed Cosmetologist KK537837**

**Cecilia Vides-Pacheco, Instructor, Licensed Cosmetologist #KK194158**

**Jacqueline Castaneda, Instructor, Licensed Cosmetologist #KK175838**

**Thu T. Nguyen, Instructor, Licensed Cosmetologist #KK423165**

**Ashley Estrella, Instructor, Licensed Cosmetologist #KK376254**

**Richard Yniguez, Instructor, Licensed Cosmetologist #KK503137**

**Carmen Langsdorf, Financial Aid Administrator**

**Joyce Hangman – Chief Financial Officer**

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## CLASS STARTING DATES

2012

<b>January 24, 2012</b>
<b>March 27, 2012</b>
<b>May 22, 2012</b>
<b>July 24, 2012</b>
<b>September 25, 2012</b>
<b>November 27, 2012</b>

2013

<b>January 26, 2013</b>
<b>March 26, 2013</b>
<b>May 28, 2013</b>
<b>July 30, 2013</b>
<b>September 24, 2013</b>
<b>November 26, 2013</b>

2014

<b>January 28, 2014</b>
<b>March 25, 2014</b>
<b>May 27, 2014</b>
<b>July 29, 2014</b>
<b>September 30, 2014</b>
<b>November 25, 2014</b>

## COSMETOLOGY PROGRAM

Our Cosmetology program offers the student an essential balance of theory and practice. It is made up of several cycles, each having a definite area of concentrated study. By the time the student reaches the clinic, he or she will be assigned a student station where skills and confidence in working with clinic customers will be developed. Through a combination of clinic, classroom, guest lectures, hands-on, and audio-visual instruction, students will be introduced to the fascinating world of Cosmetology.

SUBJECT	Minimum required	
	Theory Hours	Operations
Wet Styling	30	200
Thermal Hairstyling	25	40
Press and Curl		20
Permanent Waving	20	80
Chemical Straightening	20	25
Hair Cutting	20	80
Hair Coloring	60	50
Bleaching		20
Scalp & Hair Treatment	10	20
Facials-Manual	5	10
Facials-Electrical	10	15
Chemicals	10	15
Eyebrow Arching Hair Removal	10	20
Make-up	15	10
Water and Oil Manicure	5	15
Complete Pedicure	5	10
Artificial Nails		
Liquid Powders-Brush-ons	10	50 nails
Artificial Nail Tips	10	50 nails
Nail Wraps and Repairs	5	20 nails
Cosmetology Act, Board Rules & Regs	20	
Cosmetology Chemistry	20	
Health /Safety/ Hazardous Substances	20	
Theory of Electricity	5	
Disinfection and Sanitation	20	10
Bacteriology, Anatomy, Physiology	15	

## ESTHETICIAN PROGRAM

Esthetician training is given in a private esthetician room equipped with a state of the art system. As with all of our facilities, this immerses the student into the atmosphere of a working clinic from the very beginning of instruction. With a combination of clinic, classroom, guest lectures, hands-on, and audio visual instruction , students will be introduced to the fascinating world of skin care, make-up, and waxing. Additional training will include the theory of color, as it relates to skin and clothes.

SUBJECT	Minimum required	
	Theory Hours	Operations
<b>Cosmetology Act &amp; Board Rules &amp; Regs</b>	<b>10</b>	
<b>Esthetician Chemistry</b>	<b>10</b>	
<b>Health/Safety/Hazardous Substances</b>	<b>20</b>	
<b>Electricity and Safety</b>	<b>10</b>	
<b>Disinfection and Sanitation</b>	<b>10</b>	<b>10</b>
<b>Bacteriology, Anatomy and Physiology</b>	<b>15</b>	
<b>Facials-Manual</b>	<b>20</b>	<b>40</b>
<b>Facials-Electrical</b>	<b>30</b>	<b>60</b>
<b>Chemicals</b>	<b>20</b>	<b>40</b>
<b>Eyebrow Arching-Hair Removal</b>	<b>25</b>	<b>50</b>
<b>Make-up and Eyelash Application</b>	<b>20</b>	<b>40</b>
<b>Preparation</b>	<b>15</b>	

## MANICURING PROGRAM

The Manicuring program provides training using modern equipment . In addition to the basic course of study, instruction is concentrated on the application of nail tips, sculptured nails, and other nail wrapping procedures.

SUBJECT	Minimum Required	
	Theory Hours	Operations
<b>Cosmetology Act &amp; Board Rules &amp; Regs</b>	<b>10</b>	
<b>Cosmetology Chemistry</b>	<b>10</b>	
<b>Health/Safety/Hazardous Substance</b>	<b>15</b>	
<b>Disinfection and Sanitation</b>	<b>10</b>	<b>10</b>
<b>Bacteriology, Anatomy and Physiology</b>	<b>10</b>	
<b>Water and Oil Manicure</b>	<b>15</b>	<b>40</b>
<b>Pedicure-Ankle and Foot Massage</b>	<b>10</b>	<b>20</b>
<b>Artificial Nails</b>		
<b>Liquid Powders &amp; Brush-ons</b>	<b>15</b>	<b>80 nails</b>
<b>Artificial Nail Tips</b>	<b>10</b>	<b>60 Nails</b>
<b>Nail Wraps and Repairs</b>	<b>5</b>	<b>40</b>

**COSTS**  
**January 2012**

**COSMETOLOGY**

Regular Tuition .....	\$ 18,135.00
Application Fee (Non-refundable) .....	50.00
Registration Fee (Non-refundable) .....	100.00
Supplies, Books .....	1,525.00
STRF Fees (Non-refundable) .....	50.00
Sales Tax .....	118.18
<b>TOTAL COST .....</b>	<b>\$ 19,978.18</b>

**ESTHETICIAN**

Regular Tuition .....	\$ 8,545.00
Application Fee (Non-refundable) .....	50.00
Registration Fee (Non-refundable) .....	100.00
Supplies, Books .....	1075.00
STRF Fees (Non-refundable) .....	25.00
Sales tax .....	83.31
<b>TOTAL COST .....</b>	<b>\$ 9,878.31</b>

**MANICURING**

Regular Tuition .....	\$ 5,575.00
Application Fee (Non-refundable) .....	50.00
Registration Fee (Non-refundable) .....	100.00
Supplies, Books .....	515.00
STRF Fees (Non-refundable) .....	15.00
Sales Tax .....	39.91
<b>TOTAL COST .....</b>	<b>\$ 6,294.91</b>

\*Supply costs may change

## **STUDENT INFORMATION AND ADMISSIONS:**

To enroll or re-enroll or to transfer between courses at Le Melange, all students are required to pass an entrance examination. The test will be administered at the Academy. All students must have a High School diploma or GED. Students under the age of 18 must have a cosigner. All classes are taught in English only.

The school requires an in-depth interview. Transfer students are subject to the same requirements with the addition of a manual proficiency test to determine the students training level. Credit for prior training is given at the discretion of Lynda Jordan, the owner, as allowed by the State of California. Students who find it necessary to transfer away from Le Melange Academy of Hair will receive full credit for training received depending on the transfer policy at their new school. Le Melange Academy of Hair does not discriminate on the basis of Sex, Race, Color, Religion, Ethnic Origin, Physical Handicap or age. The school does not recruit students already attending or admitted to another school offering a similar course of study. This institution has not entered into an articulation or transfer agreement with another institution.

English language services are not offered. You must be an eligible United States citizen or an eligible non-citizen to attend classes. This school does not have dorms. The school assumes no responsibility to find or assist a student in finding housing. Apartments range in prices from \$1,000 to \$1,300 per month.

**NOTICE CONCERNING TRANSFERABILITY OF HOURS EARNED AT OUR INSTITUTION:** The transferability of hours you earn at Le Melange is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the hours you earn in your course is also at the complete discretion of the institution to which you may seek to transfer. If the hours you earn at Le Melange are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at Le Melange will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Le Melange to determine if your hours will transfer.

**FINANCIAL POLICY:** A total of all charges quoted to each student, at the time of signing the Registration Contract, will be the total amount necessary to graduate from the particular program or course. No other charges will be assessed or incurred by students incidental to classroom study, practical workshops, theory, tests, work on paying patrons, and/or other expenses for completion of other curriculum with the following exceptions:

- A. Should a student find it necessary to complete their course of study beyond the designated graduation or expiration date provided in the Registration Contract, a charge of \$50.00 per day will be assessed for each day that the

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student has to attend to complete his/her hours required. Waiver of this charge will be considered only if extenuating circumstances beyond the student's control or for leave of absences and for which full documentation

is obtained.

**B. When the chosen course is not paid in full prior to the start of classes, the student agrees to make monthly payments as set up by the Academy. Payments are included in the registration contract. Payments will be considered on time if paid by the date due. When not paid within 5 days, a delinquency charge is assessed at the rate of 5% of the unpaid payment for each month said payment is delinquent.**

**Students would also be responsible for other costs, attorney fees and charges necessary for the collection of any amounts not paid when due. Checks from students which are returned by the bank will be subject to a charge of \$25.00**

**C. All student packages, kits, and other supplies issued to the students become the personal property of the student when issued and are non refundable. The school will not be responsible for lost ,stolen or misplaced student property, and any replacements will be at the sole cost and expense of the student. Students will be required to keep their kits and supplies to a full complement of the original issued and may purchase replacements from the school, but are not required to. The school is not responsible for personal property left at the school.**

**D. Re-entrance or re-contract fees are \$200.00 and would be the result of a withdrawal, a discontinuance or a 3 week continuous absence by a student, or by a student request for a schedule change that would affect the enrollment period. The school's registration fee becomes an Administrative fee upon withdrawal from school.**

**E. If the student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received Federal Student Financial aid funds, the Student is entitled to a refund of the moneys not paid from Federal Student Financial Aid program funds.**

**F. Any unpaid balance of a contract must be paid seven days prior to the date of graduation, in full, by cash or money order unless the student has an extended contract.**

**G. Student Body cards are issued upon the beginning of the student's first week. Replacement student body cards are available for a fee of \$25.00.**

**H. A student's final payment for their course must be in cash. This is due to the fact that upon graduation, the student is given their diploma, their Proof of Training document and the Proof of Training information is faxed to the State of California to show that the student has graduated and is ready to take their State Board test.**

**You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:**

- 1. You are a student in an educational program, who is a California Resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and**
- 2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:**
  - a. You are not a California resident, or are not enrolled in a residency program or**
  - b. Your total charges are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.**

**STRF fees are charged on tuition, application and regulation fee and your kit at the rate of \$2.50 per thousand dollars.**

**The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.**

**You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment and suffered an economic loss as a result of any of the following:**

- 1. The school closed before the course of instruction was completed;**
- 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school;**
- 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.**
- 4. There was a material failure to comply with the Act of the Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau;**
- 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the act.**

**However, no claim can be paid to any student without a social security number or a taxpayer identification number.**

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**NOTICE OF COMPLIANCE WITH TITLE IV:**

**This institution complies with applicable regulations of Federal Student Financial Aid programs under Title IV of the Federal Higher Education Act of 1965.**

**Financial Aid available:**

**Federal PELL Grant (Does not require repayment);**

**Federal Direct Subsidized Loans (FDirect Sub): Subsidized; must be repaid;**

**Federal Direct Unsubsidized Loans (FDirect Unsub): Unsubsidized; must be repaid;**

**Federal Direct Plus Loans: Must be repaid.**

## **CANCELLATION, WITHDRAWAL AND REFUND**

**A student may cancel their agreement with the school at any time by providing written notice and a withdrawal may be effected by a student's written notice or by the student's conduct, including but not limited to, a student's lack of attendance. The school provides a pro rata refund of non-federal student financial aid program moneys paid for institutional charges who have completed 60% or less of the period of attendance. The school shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250.00), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. In calculating any tuition refund due, enrollment time is defined as the time elapsed between the actual starting and the date of the student's last date of physical and recorded attendance. The percentage of attendance will be determined by the actual hours attended divided by total hours in the program.**

## **DIPLOMAS AND AWARDS**

Certificates and awards are available during the program and a diploma is provided for graduation from Le Melange Academy of Hair.

### **GRADUATION REQUIREMENTS**

To be eligible for graduation, the student must:

1. Successfully complete the required number of clock hours and operations set forth by the State Board of Cosmetology;
2. Maintain a **C** or a 75% average of all work.
3. Complete all tests required.
4. Be paid in full or have made payment arrangements to fulfill obligations.

Successful graduates will be awarded a diploma

#### **Grading/Attendance**

Students need to adhere to the following grading scale: **A= 94-100%** **B= 85-93%**  
**C= 75-84%** **D= 65-74%** **F=0-64%**

**STATE BOARD LICENSURE:** To receive a license, students must pass the State Board testing. This consists of a 110 question Written exam and a Practical exam. The minimum passing grade is 300 points for the two exams.

Students will be graded on written work, practical work and other performances. The grade -point average is determined by accumulating and combining all grades received. Students must maintain an overall minimum GPA of 75% to be maintaining Satisfactory Academic Progress (SAP) at the Academy. Students must also maintain satisfactory attendance. Students falling below these levels will be counseled to raise their level of progress. Students must also maintain an 80% cumulative rate of attendance.

Appeal procedures are available for any student who disagrees with an academic or attendance progress rating that is less than satisfactory.

Counseling and progress ratings will occur regularly. All make-up work is the responsibility of the student and is to be arranged with their instructor. All students must meet both academic progress and attendance requirements on at least one evaluation by midpoint of their course. See the complete Satisfactory Progress Policy maintained under separate cover.

## HOLIDAYS

The following holidays will be observed in addition, other times may be announced:

Independence Day - Labor Day - Memorial Day - Thanksgiving Day  
Christmas Day- New Years Day

## HOURS OF INSTRUCTION

Regular day school hours are Tuesday through Saturday 8:30 AM to 5:00 PM.  
Lunch is 30 minutes and there will be 2 ten minute breaks per day.  
Classroom and clinic activities during these hours vary depending on the curriculum and may change from time to time without notice.

## NON-PAYMENT POLICY

When a student is delinquent with their monthly payments, the following action may be taken:

1. After the 5<sup>th</sup> day in which a payment or required document becomes delinquent, a student would be permitted to attend classes only when all tuition payments, charges and/or required documents are brought current, unless special arrangements are made.
2. Failure to make required payments can be grounds for suspension and/or termination.
3. If the student is on an extended contract (lower payment plan) by the authorization of Lynda Jordan, owner, payments must be on time within the 5 days allocated. If payments have acquired four

or more

late charges assessed on the student's account balance, it will be considered a "Breach of Contract" and the loan balance will become all due and payable at that time. The account will also be assessed monthly late charges of 5% or \$25.00 (which ever is greater and will be charged monthly interest amounts.

## GROUNDS FOR TERMINATION

The students enrollment may be terminated if the student=s academic progress, behavior, attendance, tardiness, dress, etc., does not conform to the school=s policies regarding these issues. Not attending school regularly per your contract is also grounds for termination. The extent of the student=s tuition obligation will be in accordance with the school Refund Policy. Failure to make required contractual payments is grounds for termination.

## **RELEASE OF STUDENT INFORMATION/ACCESS TO RECORDS**

The release of information concerning any individual student will be allowable only by the express written consent of the student or parent or guardian of minor students. Exceptions include records under subpoena as required by law, the accrediting body for accreditation purposes and designated staff members. Copies of records are subject to a charge for this service. California law requires schools to maintain student records for five (5) years. Students or a parent or guardian of dependent minor students, may review or inspect their records at any time. In order to view the records, an appointment must be made with an administrator.

Students can request an amendment to his/her records and request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student. This notification must be done annually. (FERPA) Info: call 1-800-USALEARN. Le Melange does not disclose any information about our students to any other persons, institutions or otherwise.

## **STUDENT KITS**

The kits are provided to the students after several days of class. Once a kit is issued to a student it is non-refundable and non-returnable for sanitary reasons.

## **STATE BOARD PREPARATORY**

Approximately 1400 hours for Cosmetologists, 500 hours for estheticians, and 300 hours for manicurists , a@ Baby State Board A examination is given to each student. It is comprised of a written exam covering all subjects and a practical test for the demonstration of all procedures and techniques. This prepares the student for the California State Board licensing exam. To be allowed to do this, students must have completed all tests and kept attendance at 80% of better

## **SUBSTANCE ABUSE**

Le Melange Academy of Hair maintains a Drug and Alcohol free school. The standards of conduct at this school clearly prohibit the unlawful possession, use or distribution of drugs and alcohol by students and employees on our school premises and at any activities involving the school. A copy of the school's policy will be provided to all students at the time of enrollment, and will include a description of the above, the applicable legal sanctions and a statement of the consequences for violation of these standards.

## **1. ATTENDANCE:**

Hours are Tuesday - Saturday 8:30 AM to 5:00 PM Lunch is 30 minutes. All students must use the time clock and show in and out entries when at lunch, when leaving the school premises, and at any time when not applying themselves. All students are to abide by their individual schedules.

Students will be considered on time when arriving by 8:30 AM Students arriving later than 8:30 AM will not be allowed to clock in until 9:30 AM. Lunch hours longer than 30 minutes exact will be docked one hour also. All students are required to provide notification to the school by 8:30 AM if they intend to be absent from the school for that day, or have a problem getting to school by circumstances beyond their control.

Students who leave early for the day or will be absent for the next scheduled school day must complete an Absence Request form. This form must be approved by the instructor, signed and filed in the student's records. Absence messages may be left on the answering machine when the school is closed. A student is automatically suspended for 3 days if they do not show on Saturday and don't have an approved absence excuse.

Students are allowed a grace period as stated in their sign-up papers. Absences for any reason, including illness, doctor's excuses, tardiness, suspension, will be applied toward this grace period allowance. Variation from a student's individual schedule, (attending more or less hours than agreed) requires approval from Lynda Jordan, owner. Students not completing their contract within the period specified will be charged for additional time at the rate of \$50.00 per day past their graduation date with their grace period allowance, or at the rate specified in the enrollment agreement for hours over their required time. An approved Leave of absence must be on file, that has resulted in an extension of the graduation date in order to be exempted from extra charge.

**LEAVE OF ABSENCE:** A leave of absence will be allowed for personal illness and a family emergency in which student is the primary caregiver In both of these cases the leave must be documented by a licensed medical professional. A "Leave of Absence" will generate a new graduation date and a new payment schedule. Any student absent without notification must be withdrawn after 14 days. The Leave of Absence will state the date of leave and the date of return.

## **2. UNIFORMS-BLACK OR WHITE ONLY:**

The personal appearance policy of Le Melange Academy of Hair is to avoid any extremes such as hair style, Jewelry, clothing which tend to draw attention to the wearer rather than the professionalism of the student. Black or white pants or skirts and school issued smocks are allowed only. If, in the

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opinion of the school, a violation exists, the student will be required to leave the school until the condition is corrected. This type of absence is counted against the enrollment period. The school does not see this as an infringement on personal fashion desires, for the student has many off-campus hours to dress as he or she desires. A student must be in proper uniform to clock in for the day.

**Attending Le Melange Academy of Hair is a privilege and the school expects its students, during their entire program, to conform to its dress code and to arrive wearing a clean uniform, undergarments and their name tag.**

**Men and Women: PROPER UNIFORM ATTIRE**

**School issued lab coat, black or white knee length skirts or pants, black or white shirts or blouses,(turtlenecks in white or black), and black or white business looking closed toed shoes. Optional: All white or black sweaters may be worn if additional warmth is necessary.**

**3. STUDENTS DAILY/WEEKLY TIME CARDS:**

**All students are responsible for completing their own weekly time card in the proper manner. All time tickets are to remain on the school premises AT ALL TIMES and in the proper time card slot during the day. At no time will a student be allowed to complete the record of another student, or receive credit for a ticket that was completed by another student, or take their ticket off premises. State Board regulations require the use of a time clock and further prohibit instructors from approving or altering a manual time-clock entry. This type of mistake will result in lost time. White-out is not allowed. Lunch hours for more than 30 minutes will result in the loss of one hour of time. The law requires a lunch break after 6 hours.**

**The weekly time cards must have a final OUT punch for every day present, be properly verified daily by the instructor in charge and correctly extended before the final signature can be given for a new time card for the next week. Time cards not turned in weekly can result in a citation being issued.**

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**By State Law, credit may only be given for actual hours of applied effort. This means time spent in actively learning by either lecture, demonstration or clinic work. All operations and services must be checked by an Instructor. Failure to do so will cause loss of credit.**

#### **4. PROFESSIONAL CONDUCT FOR STUDENTS:**

**Eating and drinking is permitted ONLY in the break areas. Smoking IS NOT permitted in the school. Student breaks are to be taken in designated areas. Lounging on the sidewalk or steps is not allowed. No littering of any area is permitted and must be cleaned up by each individual student.**

**Students may not visit with each other while either student is actively engaged in serving a customer. Vulgar language, strong religious, political or other possible offensive beliefs are to be kept outside of the school. Students are to behave in a professional manner at all times.**

**Students need to arrive at school alert and ready for a full day of learning and as such, if sleeping or drowsiness is not controllable, a student will be asked to clock out for the day.**

#### **5. GENERAL :**

**All visitors are to obtain permission from the office in order to remain on the premises. (Permission will be authorized for short visits only)**

**Students who are assigned a locker are to keep this locker number unless officially changed in the office. Each student is expected to keep their locker neat, clean, free of any controversial materials or food, securely locked at all times. The school will not be responsible for any loss, theft, or damage to any books or other personal property. Money or items of exceptional value should never be left in lockers. Le Melange is a private school and the Administration reserves the right to investigate any student's locker when the general good of the student body is in question.**

#### **EXCUSED/UNEXCUSED ABSENCES/MAKE-UP WORK POLICY**

**We build in 10 days of absences for full-time students and 5 days for part-time called a grace period. ( If you go past your grace period date, there is a charge of \$50.00 for each day). An excused absence would consist of sickness with a doctor's note, death in the immediate family or jury duty. In order to make up work missed, the student must fill out an "Extra Day Request" slip at least 24 hours in advance and hand that form into the front desk. A student can only 2 extra days each month.**

**Signs are posted throughout the school to indicate the proper fire evacuation exit for that particular exit. Students are to follow the directions indicated on these signs and also the directions given by the person in charge of the evacuation. Silence is to be observed during the entire time of the exercise, both when leaving the school and in returning.**

**The school and the building in which the school is located, shall be allowed to remain in its present condition and not be altered in any way. Keep feet off the furniture and equipment and walls. The school is not a place for lounging.**

**Each student has a daily responsibility for sanitation. Instructors will not give full daily credit without completion of sanitation requirements.**

**It is expected that students will respect the privacy and the property of our neighbors in the area of the school. Gathering on the steps or in the doorways of neighboring buildings, leaving refuse lying around, defacing of property, not respecting our neighbors property, etc., are all things that injure the reputation of Le Melange Academy of Hair in the eyes of the public.**

**The school must be notified immediately of any change of address, phone number or other important information.**

**Students may obtain products or supplies from the main storeroom with supervision by authorized personnel only. Students may borrow equipment only after properly signing the equipment out for their personal use. The student is responsible for the complete return of all items signed out.**

**Le Melange Academy has a considerable amount of library reference materials consisting of books, tapes and DVD's. These materials can be accessed by informing your instructor that you would like to view them. They must be returned by the end of each day.**

Telephone messages cannot be delivered to a student while at school unless it is a case of extreme emergency. Reminders of appointments, requests that students go to work at a certain time, etc., cannot be considered as extreme emergencies and such messages cannot be delivered. Parents, Guardians, Employers, and other persons are asked to cooperate in this regard. Students are not permitted the use of the school phones.

Cheating and plagiarism (copying the work of others and passing it off as one's own) are forms of academic dishonesty which have no place in this school. Cheating is considered to be a major offense in the academic area and will be dealt with severely in accordance with the guidelines set by the administration. Books bearing no relationship to the course in which you are enrolled, are not to be brought into the classroom or clinic areas.

Students who are guilty of being involved in such infractions may be subject to penalties including academic failure, suspension and expulsion.

## **6. DISCIPLINARY PROCEDURES**

The following are examples of actions, which are considered to be serious and will be dealt with accordingly:

- A. Disobedience, insubordination, or rudeness to a member of the Administration or Staff.**
- B. Language or behavior which is immoral, profane, vulgar or obscene. Common sense should be the standard, yet the final determination will be reserved to the administration.**
- C. Possessing, selling giving away, using or being under the influence of a controlled, mood altering substance on the campus, at school, or at a place directly involving the school.**
- D. Stealing or vandalism.**
- E. Dishonesty of any kind, including cheating and plagiarism.**
- F. Possession of indecent books, pictures or subjects.**
- G. Injury or harm to persons or threat of same.**
- H. Theft.**
- I. Outrageous, scandalous or disruptive behavior.**
- J. Possessing, using, or threatening to use any weapon including all types of knives or other instruments.**
- K. Conduct at school or elsewhere which would reflect adversely on Le Melange Academy of hair, and be detrimental to the reputation of the school as well as the cosmetology industry as a whole.**
- L. Tardiness and/or absences without notifying the school.**
- M. Clocking in or out for another student.**
- N. False representations on time cards.**
- O. Failure to pay school tuition payments**

The criterion for the above will be determined by the Administration.

**The following measures may be taken in response to violation of the above-mentioned areas or other breaches of the RULES AND REGULATIONS.**

**WARNING:** Ordinarily a student who is involved in a single minor disciplinary infraction will be corrected verbally by any staff member.

**PROBATION:** Students will receive formal written notification because of a relatively serious infraction of the Rules and Regulations or of repeated minor incidents by the Administration office.

**SUSPENSION:** A student may be placed on suspension for serious misconduct after having been placed on probation. Suspension involves loss of school time. Students are responsible for make up assignments, tests, etc., which the student has missed as a result of suspension.(Suspensions of one day or less effected by the supervising Instructor or the Administrative office. Suspensions of more than one day effected by the Administration Office.) Failure to make required contractual payments can be grounds for suspension and/or termination.

**EXPULSION:** This is the final and irrevocable dismissal of the student from the school. Expulsion is incurred by misconduct of a very serious nature calling for immediate dismissal without prior warning or prior suspension. Expulsion may also occur because of repetition of conduct that led to one or more suspensions which resulted from the same or various reasons. (Effected by the owner only, or if unavailable for longer than 30 days, the supervising Instructor in charge.)

**GREIVANCE POLICY;**

If a student disagrees with any type of adverse action that has been administered, the student has the right to consult with Lynda Jordan, the owner. She will address that particular action and her decision will be final

## **7. CHEMICAL AND SUBSTANCE ABUSE:**

**No student may attend school under the influence of any mind-altering substances. The following chemical substance policy will cover all school activities on the campus, school functions, or times and places involving school.**

- A. Selling or aiding and abetting with the selling of any controlled mood-altering substance (Alcohol, drugs, etc.) will result in immediate expulsion from the school.**
  - B. Possessing or being under the influence of any controlled, mood-altering substance will result in the following:**
    - 1. The first offense will bring immediate suspension. The student will not be readmitted until there has been a drug education conference with the office.**
    - 2. The second offense will require immediate suspension, and may result in immediate expulsion. If suspension is the action taken, the student will be required to enroll in either an in-patient or out-patient treatment program depending on the seriousness of the chemical dependency. The determination for the in-patient or out patient program will be made after consultation and evaluation from professional testing at an appropriate agency or institute.**
- Failure to enroll to participate in the designated program will result in expulsion.**

## **8. FINANCIAL POLICY:**

**All student kits provided to the students become the personal property of the student after they are issued to the student. The school will not be responsible for lost or stolen or misplaced student personal property and any replacements will be at the sole cost and expense of the student. Students will be required to keep their kits and supplies to a full compliment of the original issue.**

**At the student's option, this school may accept payment in full for tuition and fees, including any funds received through institutional loans, after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement. There is not any prepayment penalties on early payoff of any extended contract.**

**In making consumer loans to students, Le Melange complies with the requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.**

**The following additional fees or charges apply when appropriate:**

**Re-entrance fee- \$200.00 (from discontinuance, termination or withdrawal) allowed only with the approval of the owner, Lynda Jordan.**

**Re-contract fee- \$200.00 (re-calculates a new graduation date resulting from a change in schedule, revised payment plan, course change, etc.) This must have prior approval by Lynda Jordan, School owner.**

**PERSONAL SERVICES: Students may receive and perform services as a part of their training. These services are not mandatory, but rather used as an incentive and reward for those that respect and follow their contract. Students may receive two services per month. Students on probation for that month do not qualify. Students will need floor instructor approval, paid service slip and name on sign-up sheet. Costs for personal services- (varies) Charges will be incurred when personal services are obtained that are not incidental to classroom activities or if the Student Services Policy is not followed.**

**After the 7<sup>th</sup> day in which a payment or required enrollment document becomes delinquent, a student would be permitted to attend classes only when all tuition payments and resulting charges are brought current, unless special arrangements are made with the office. There is a 5% late fee assessed on the delinquent payment or a minimum charge of \$25.00 (whichever is greater).**

**Students are encouraged to seek the counsel of the school management with any problems of a school nature which they, themselves cannot solve. When students have concerns that may affect the successful operation of the school or, when a student has received any adverse action that they may disagree, they may discuss their recommendations with the Administration in private. Disruptions inside the school and during school activities, is not acceptable as it ignores the rights of fellow students who expect orderly daily conduct and an ongoing positive atmosphere which is conducive to proper learning.**

## **CAREER OPPORTUNITIES IN THE BEAUTY FIELD**

### **Cosmetologist:**

**Hair stylist, Assistant Hair stylist, Permanent Wave technician, Hair straightening Technician, Hair color technician, Make-up artist, receptionist, Salon Manager, Manicurist, Pedicurist, Salon Owner, Salon supervisor, Cosmetology Instructor, Platform artist, Wig care specialist, Chain salon manager, Hair cutter, Skin care specialist**

### **Esthetician:**

**Make-up artist, receptionist, Salon manager, salon owner, Salon supervisor, Platform artist, Chain salon Manager, Eplationist, Skin Care Specialist, Dermatology assistant**

### **Manicurist:**

**Receptionist, Salon manager, Manicurist, Pedicurist, Salon owner, Salon supervisor, Platform Artist, Chain Salon Manager**

### **Other opportunities:**

**National educator, Sales person, Buyer, Assistant Buyer, Direct buyer, Market Developer, Beauty Editor, Editorial Assistant, Free lance writer, Promotional writer, Manufacturers representative, Research assistant, Trade show technician, Technical Supervisor, Local Educator**

### **SOC CODES:**

**Cosmetologists: 39-5012**

**Skin Care Specialist: 39-5904**

**Make-up Artist: 39-5091**

**Shampooers: 39-5903**

**Manicurists & Pedicurists: 39-5092**

### **PLACEMENT SERVICE:**

**Students may request to be involved in a two-phase job placement program in addition to classes offered during their program.**

**PHASE 1: A personal marketing program for designing job search strategy, involving evaluation of the job market, resume writing, basis marketing correspondence, and interview preparation.**

**PHASE 2: As the job search strategy is implemented, students maintain a close personal and telephone contact with our school in order to review progress, discuss interviews and refine techniques.**

**Le Melange Academy of is willing to carry on its advisory role until the student has been successful in the job search. However, we do not guarantee employment. There are many exciting career opportunities available to graduates of the school.**