

**SCHOOL**

**CATALOG**

**502 TEXAS Ave**

**WOODWARD, OK 73801**

**580-256-7520**

**Effective Date: April 13, 2022**

https://formationsinstitute.edu

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Formations Institute was first licensed by the Oklahoma State Board of Cosmetology & Barbering, 2401 NW 23rd, Suite 84, Oklahoma City, Oklahoma, 405-521-2441, under the name of Northwestern Beauty Academy in Woodward, June of 1964, under the ownership of Sue Gallaway. The school was later purchased by Don & Lilly Neill and later transferred to Sherri Jo Yauk in January 2002, and ownership transferred to Northwestern Beauty Academy Corporation, doing business as Woodward Beauty College. On June 1, 2012, it was purchased by Jane & George Nowlin. Jane Nowlin was the President until the college was purchased by Linda and Ricky Freeman in June of 2019. Linda was named the Chief Executive Officer and the school’s name was then changed to Formations Institute of Cosmetology & Barbering. In 2021 the esthetician program began, and the school officially updated its name to Formations Institute. In June 1987 the College was accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314, 703-600-7600. Formations Institute consistently keeps a highly qualified staff of dedicated instructors. They are required to attend seminars, clinics, etc. keeping current in knowledge and skills of the industry.

 

**The College is accredited by:**

**National Accrediting Commission of Career Arts and Sciences (NACCAS)**

**FACILITIES**

Formations Institute is an educational facility located at 502 Texas Ave, Woodward, Oklahoma, with approximately 7128 square feet of floor space which includes:

 Classrooms Clinic Floors

 Spa Room Office

 Dispensary Library

 Break Room Reception

The entire building is air conditioned and heated for complete comfort throughout the year. The office is centrally located and is used as a focal point for student advising sessions as well as the registration office. The facility has limited accessibility, special facilities, and services available for disabled students.

**STAFF**

Linda Freeman Owner/CEO- Chief Executive Officer/Master Instructor 580-216-4025

Ricky Freeman Owner/CIO-Chief Information Officer 580-290-0525

Autumn Overton Director/NACCAS Liaison/Admissions Counselor/Master Instructor 580-334-4805

Caitlin Edmeade Assistant Director /Financial Aid Administrator/Master Instructor

Destiny Cannon Master Instructor

Jamie Lowery Master Instructor

**MISSION STATEMENT / OBJECTIVES**

***MISSION STATEMENT***

Provide students with a positive learning experience that will promote the skills needed to acquire licensure and gain the competencies necessary to compete as professional leaders in the industry. We lead students to fly in formation so they can position themselves to take full advantage of the updraft created by the learning and education they have received to soar ahead in this Industry, and lead them to flap their wings at just the right time to maximize an updraft and minimize any downdraft!

***COLLEGE OBJECTIVE***

The College’s objective is to train individuals to be qualified in their field of study and meet the current requirements of today’s industry. We strive continuously to improve our training techniques and keep abreast of new trends. We are dedicated to maintaining honest, ethical, fair relationships with staff, students, customers, state boards, and other schools.

***BASIC COSMETOLOGY***

In the Basic Cosmetology Course, training is provided in all phases of Cosmetology to prepare students to pass the state board examination and for entry level employment in beauty salons and in various areas of cosmetology such as: competition stylist, platform artist, field technician, salon manager or owner, color analyst, manicurist, facialist or make-up artist.

***BARBER***

In the Barber course, training is provided to prepare students to pass the state licensure exam, exhibit proper work habits, practice the most contemporary techniques to ensure success in school and employment on the job, and display competency in entry-level employment as a Barber.

***MASTER INSTRUCTOR***

In the Master Instructor Course, training is provided to prepare students to pass the state board examination and to prepare the student for entry level employment as an instructor in a school of cosmetology or such areas as: Manufacturer’s representative, research technician, school administrator/manager or school instructor trainer.

***MANICURE***

In the Manicure Course, training is provided to prepare students to pass the state board examination and to prepare the student in ethics and professional attitudes needed to work in the beauty profession. This course is designed to enable the student to compete in the nail industry in various areas such as: a manicurist, nail technicians, salon manager, salon owner, platform artist, or competition nail technician.

***ESTHETICIAN***

In the Esthetician course, training is provided to prepare students to pass the state licensure exam, exhibit proper work habits and for entry level employment in salons and spas. This program is designed to enable students to compete in the skin care profession.

**DISADVANTAGES OF COSMETOLOGY AND BARBER CAREERS**

Cosmetology and Barbering are physically and mentally demanding professions that require dexterity and patience. There is always the possibility of chemical allergies, foot, hand, leg, and back problems. Long and unusual hours may be required while building a clientele. In addition, income structure can vary with combinations of salary, salary and commission, self-employment, and booth rental. For career

**EARNINGS**

Cosmetologists/Barbers/Manicurist/Estheticians earn income from commissions or wages and from tips. Those who are not salon owners receive a percentage of the money they take in, usually 60 percent; however, a few are paid straight salaries. See <http://formationsinstitute.edu> for additional information on ‘Gainful Employment Disclosures’.

Weekly earnings (including tips) of beginning cosmetologists/barbers/manicurists/estheticians generally range between $300 and $500 according to limited information available. Experienced cosmetologists/barbers usually earn between $1200 and $1500 a week.

Earnings also depend on the size and location of the salon, patrons’ tipping habits, competition from other beauty salons, and the individual cosmetologist/barbers/manicurists/esthetician’s ability to attract and hold regular patrons.

**ADMISSION REQUIREMENTS**

***BASIC COSMETOLOGY (1500 hours), BARBER (1500 hours)***

The applicant must be 16 years old with proof of age, proof of high school diploma or equivalent such as GED, or copy of a transcript showing high school completion, proof of completed homeschooling (state credentialed) at the secondary level. Foreign High School Diplomas must be obtained by applicant and subject to being checked for verification with an outside agency who is qualified to translate documents into English and confirm the academic equivalence to a High School Diploma. Foreign diploma translation costs will be billed to the student.

***MASTER INSTRUCTOR (1000 hours)***

The applicant must have an Oklahoma License in Cosmetology, Barbering, or Manicurist, and proof of age, proof of high school diploma or equivalent such as GED, or proof of completed homeschooling (state credentialed) at the secondary level. Foreign High School Diplomas must be obtained by applicant and subject to being checked for verification with an outside agency who is qualified to translate documents into English and confirm the academic equivalence to a High School Diploma. Foreign diploma translation costs will be billed to the student.

***MANICURE (600 hours), ESTHETICIAN (600 hours)***

The applicant must be 16 years old with proof of age, proof of high school diploma or equivalent such as GED, or copy of a transcript showing high school completion, proof of completed homeschooling (state credentialed) at the secondary level. Foreign High School Diplomas must be obtained by applicant and subject to being checked for verification with an outside agency who is qualified to translate documents into English and confirm the academic equivalence to a High School Diploma. Foreign diploma translation costs will be billed to the student.

 Information for the GED can be obtained by calling Oklahoma Department of Education Toll Free (800) 405-0355

**ADMISSION REQUIREMENTS CONTINUED**

**GRANTING CREDIT FROM OTHER SCHOOLS/TRANSFERS**

Upon approval from the Oklahoma State Board of Cosmetology and Barbering, any clock hours earned at another institution are subject to be accepted by Formations Institute. All transfer students will be evaluated and accepted on their individual merits. The maximum number of credit hours transferable are not to exceed 50% of the total course hours. Formations Institute does not recruit students already attending or admitted to another school offering a similar program of study.

**RE-ENTRY STUDENTS**

A student in good standing who has temporarily withdrawn may re-enter a course of study with no loss of credit upon the approval of the Oklahoma State Board of Cosmetology and Barbering. Tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after formal withdrawal date unless mitigating circumstances apply. Students will re-enter in the same satisfactory academic progress status as at the time of withdrawal regardless of the amount of time that elapsed or the status in which they left, until the next scheduled evaluation.

**SCHOOL SCHEDULE**

The school is operated year-round, Tuesday through Friday. We offer AM & PM Schedules. AM Students are to report from 8:30 am – 5:00 pm. PM Students are to report 12:30-9:00 PM. Am & PM Students get a 30 min lunch break daily. Formations Institute will be closed the following days: New Year’s Day, Memorial Day, Independence Day Observance (July 4 & 5), Labor Day, Thanksgiving (Thursday- Sunday), and Christmas Break (December 23- January 1). Classes start as the schedule allows. Enrollment can occur anytime a vacancy exists. Formations Institute usually starts new classes on the first Tuesday of each month but reserves the right to adjust start dates based upon how they fall on the calendar and posted school closed days. Weather closures will follow the same as Woodward Public Schools cancellation days, these days will not adversely affect your attendance.

**TUITION**

***BASIC COSMETOLOGY (1500 HOURS) BARBER (1500 HOURS)***

Registration Fee $ 150.00 Registration Fee $ 150.00

Kit & Textbooks $ 1,650.00 Kit & Textbooks $ 1,650.00

Tuition $ 15,750.00 Tuition $ 15,750.00

Total Cost $ 17,550.00 Total Cost $ 17,320.00

***MASTER INSTRUCTOR (1000 HOURS) MANICURE (600 HOURS)***

Registration Fee $ 150.00Registration t Fee $ 150.00

Kit & Textbooks $ 600.00 Kit & Textbooks $ 1,150.00

Tuition $ 10,500.00 Tuition $ 6,300.00

Total Cost $ 11250.00 Total Cost $ 7,600.00

***ESTHETICIAN (600 HOURS)***

Registration Fee $ 150.00

Kit & Textbooks $ 1,650.00

Tuition $ 8,100.00

Total Cost $ 9,900.00

**FINANCIAL AID**

There are several sources of financial aid for students. Applicants may be eligible for Title IV Federal Financial Aid. The Federal Pell Grant Program makes funds available to eligible students. A grant is a gift and does not have to be repaid. Federal Direct Loans are made to students through the Department of Education Loan Program. Loans are borrowed money that must be repaid with interest. Students eligible for receiving Title IV funds must be enrolled as a regular student in an eligible program, cannot also be enrolled in elementary or secondary school, must have a high school diploma or equivalent or have been home-schooled at the secondary level, must make satisfactory academic progress (see Satisfactory Academic Progress-page 7), must meet enrollment status requirements and must have resolved any drug conviction issue. The following agencies provide educational funds to qualifying students:

* + - U.S. Department of Education
		- U.S. Department of Veteran Affairs

 U.S. Bureau of Indian Affairs

All students requesting financial aid must complete the Free Application for Federal Student Aid (FAFSA) either online at [**www.studentaid.gov**](http://www.studentaid.gov)or with the Financial Aid Administrator. Complete the Verification process, if required, within 45 days. Additionally, the Institution may request verification for any other application items. Students are made aware of their estimated eligibility from an analysis performed through FA Solutions Systems, if the application is submitted electronically. Students are advised of their eligibility and awards only from a processed record generated from the U.S. Department of Education. Financial need is determined by an assessment of the student's spouse and/or parent/legal guardian's income and assets. The Expected Family Contribution (EFC) is determined through the level 8 needs analysis. See https://formationsinstitute.edu for more information on Financial Aid or Consumer Information or visit [**www.studentaid.ed.gov**](http://www.studentaid.ed.gov/).

For general information or information regarding financial aid, contact the administrative office Tuesday through Friday, 9:30 am to 5:00 pm.

**VETERANS BENEFITS**

**Military Students—Veterans and Active Duty**

Formations Institute strives to be a veteran friendly institution offering a variety of certificate programs which serve military members and their families. Our admissions staff and administration are trained to work with military students and help them get the best from all the benefits for which they qualify. At Formations Institute, we offer a personalized approach to assist our military students.

Prior Credit – Students utilizing VA education benefits must provide all transcripts and records of previous education and training. School officials will evaluate these records and, when possible, grant appropriate credit for previous education and/or training, shorten the length of the training program, and notify the student regarding the amount of credit being granted for previous training.

The U.S. Department of Veteran Affairs has approved Formations Institute to offer education and training to eligible veterans and other persons under the provisions of section 3675, Title 38, United States.

**Other Resources for Tuition/ Aid:**

Students may also qualify for Vocational Rehab Services / Bureau of Indian Affairs Benefits / or other Scholarships

Beautychangeslives.org

**Net Price Calculator**

The school's net price calculator can be found at www.formationsinstitute.edu

**Cost of Attendance**

**https://nces.ed.gov/collegenavigator/?q=Formations+Institute&s=OK&zc=73801&zd=0&of=3&id=208044**

**COLLECTION POLICY**

Any Title IV assistance will first apply against fees, supplies, books, and tuition amount owed to the school. Any remaining monies will be given to the student for living purposes. If the student does not qualify for Title IV assistance, the student will be placed on a payment plan. The school accepts cash, money orders, credit cards, debit cards, scholarships, checks and Title IV or loan money. Terms of payment is listed on the Enrollment Agreement. Students course hours will be turned in to the State Board, and a student will be considered graduated, however the school will not send in a release of hours until tuition is paid in full. A student can not sit for the state board examination until hours are released.

**CURRICULUM**

**\*All courses /licenses/certifications have been approved by NACCAS.**

***BASIC COSMETOLOGY (1500 hours)***

Our curriculum consists of 1500 hours over a period of approximately 58 weeks. The introduction period consists of the first 150 hours to be spent in theory and practical training before graduating to the clinic floor. This includes studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids. Students must have demonstrated competence in both theory and practical before being allowed to participate in practical clinic work. The remainder of the course is practical clinic work and additional theory. This course is taught in English.

SUBJECT HOURS

Theory 150

Manicuring & Pedicuring 90

Facials 160

Scalp Treatments / Shampooing/Conditioning & Rinses 30

Hair Styling 300

Hair Color Tints & Bleaching 170

Hair Cutting & Hair Shaping 180

Personality, Shop Management Exam Review 180

Hair Restructuring/Perm Waving & Chemical Hair Relaxing 240

 **Total 1500**

***BARBER (1500 hours)***

Our curriculum consists of 1500 hours over a period of approximately 58 weeks. The introduction period consists of the first 150 hours is to be spent in theory and practical training before graduating to the clinic floor This includes studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids. Students must have demonstrated competence in both theory and practical before being allowed to participate in practical clinic work. The remainder of the course is practical clinic work and additional theory. This course is taught in English.

SUBJECT HOURS

Safe work practices, infection control bacteriology, implements, tools, equipment,

sterilization, sanitation, and safety 155

Salesmanship, job search, shop management, history of barbering and professional image 175

Anatomy, physiology, chemistry, electricity and light therapy, properties, and disorders of skin

scalp and hair, hair, and scalp treatments 200

Facial massage and treatment 40

Hair Cutting and Styling 580

Chemical Relaxing, Soft Curl Perms, Permanent Waving 95

Hair Coloring 150

Men’s Hairpieces, Mustache, Beard Design and shaving 65

Board Rules, Regulations and Statutes 40

 **Total 1500**

***MASTER INSTRUCTOR (1000 Hours)***

Our curriculum consists of 1000 hours over a period of approximately 38 weeks. This program is designed to train Student Instructors to teach theory and practice of cosmetology, using various teaching aids; such as textbooks, audio-visual aids, tests, etc... In addition, students are taught professional competencies as a teacher and the personal characteristics that contribute to success in teaching. This course is taught in English.

SUBJECT HOURS

Orientation 60

Introduction to Teaching and Curriculum 120

Course Outlining & Development, Lesson Planning,

Teaching Techniques, Teaching Aids, Developing & Administering

and Grading Examinations 330

Board Rules, Regulations and Statutes, School Management and Record Keeping 90

Teaching - Assisting in the Classroom and Clinic 150

Practice Teaching - Classroom and Clinic 250

 **Total 1000**

***MANICURE (600 Hours)***

Our curriculum consists of 600 hours over a period of approximately 23 weeks. The introduction period consists of the first 80 hours, or the first 3 weeks spent in theory and practical training. This includes studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids. The remainder of the course is divided between practical clinic work and review class. This course is taught in English.

SUBJECT HOURS

Bacteriology, Sterilization, and Sanitation 40

Nail Structure, Composition, Disorders and Diseases 60

Manicuring and Pedicuring (includes waxing) 160

Artificial nails 160

Nail Art 60

Salon Development: Includes Business Administration and Law, Insurance,

Professional Ethics, Record Keeping, Business Telephone Techniques, Salesmanship,

Displays and Advertising, Hygiene and Public Health. 80

State Board Rules and Regulations 40

 **Total 600**

**ESTHETICIAN (600 Hours)**

Our curriculum consists of 600 hours over a period of approximately 23 weeks. The introduction period consists of the first 80 hours are spent in theory and practical training. This includes studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids. The remainder of the course is divided between practical clinic work and review class. This course is taught in English.

SUBJECT HOURS

Bacteriology, disinfection, sanitation and safety 80

Sciences: Histology, dermatology and physiology of the skin

(includes structure and function of skin and glands; color and morphology) 180

Facials: (includes draping, manipulations, cleaning and toning; chemistry

and light therapy and make-up 200

Non-permanent hair removal: (includes methods and procedures and arching) 40

Salon development: (includes business administration and law; insurance;

professional ethics; record keeping; business telephone techniques; salesmanship;

 displays and advertising; hygiene and public health) 60

Board rules, regulations and statutes 40

 **Total 600**

**EQUIPMENT AND TEXTBOOKS**

***BASIC COSMETOLOGY (1500 hours)***

The following equipment and textbooks are furnished to all students during the introduction period: Milady's Standard Textbook of Cosmetology (ISBN-13:  978-1-4390-5929-6), Exam Review (ISBN-13:  978-1-4390-5921-0), Theory (ISBN-13: 978-1-4390-5923-4) and Practical (ISBN-13:  978-1-4390-5922-7) Workbooks, 2 jackets, 4 mannequins and 1 holder. 1 pair each hair cutting shears and thinning shears, 1 clipper/trimmer set,1 flat iron, 2 curling irons, 1 roll about, 1 cart topper, razor blades and a razor, mani/pedi set to include 1 cuticle nipper, 1 cuticle scissors, 1 toenail clippers, 1 fingernail clippers, 1 cuticle pusher, 1 nail brush, 1 tweezers, 7 assorted hair brushes, , 10 hard rubber combs, 4 plastic rat tail combs, 4 metal rattail comb, 1 color comb,1 flat top comb,1 taper comb, 1 teasing pick comb, 12 butterfly clamps,1 shampoo cape, 1 blow dryer, 2 spray bottles, 3 acrylic nail brushes

***BARBER (1500 hours)***

The following equipment and textbooks are furnished to all students during the introduction period: Milady's Standard Professional Barbering Textbook (ISBN-13:  978-1-4354-9715-3), Exam Review (ISBN-13:  978-1-4354-9712-2) and Student Workbook (ISBN-13:  978-1-4354-9713-9), 4 Mannequins, Professional Hair Dryer, Razors, Barber Razor, Barber Razor Replacement Blades, 6 Assorted Hair Brushes, , Combs, Rake Handle Comb (Color), 2 Fine-Tooth Rattail Comb, Professional Barber Comb, Styler With Inch Marks (Regular), Large Comb-Out Comb, Hair Lifting Pick 2 1/2", Angled Styling Comb, Tweezers , Spray Bottle - 8 oz., Spray Bottle - 16 oz., 2 Student Jackets, Professional Barber Shear Set and Shears. 2 curling irons, flat iron

***MASTER INSTRUCTOR (1000 hours)***

The following is furnished to all master instructor students: Oklahoma State Board Rules and Regulation Book, Milady’s 3rd edition Master Educator Student Course Book (ISBN-13:  978-1-133-69369-7), Exam Review Book (ISBN-13: 978-1-133-77659-8) and a smock.

***MANICURE (600 hours)***

The following equipment and textbooks are furnished to all students during the introduction period: Milady’s Standard Nail Technology (ISBN -13:  978-1-2850-8047-5), Milady’s Standard Nail Technology Workbook (ISBN-13: 978-1-4354-9763-4), Exam Review (ISBN-13: 978-1-43.54-9763-4),2 jackets, nail trainer kit, toe & nail clippers, tweezers, cuticle nipper, 1 spray bottle, 6 nail brushes, triple cutter, pusher, scissors, curette, case with wheels, nail drill

***ESTHETICIAN (600 hours)***

The following equipment and textbooks are furnished to all students during the introduction period: Milady’s Standard Esthetics (ISBN-978-1-337-09502-0) Milady’s Standard Esthetics Workbook ( ISBN-978-133-7095044), Milady’s Standard Foundations (ISBN-978-1-337-09525-9), make-up kit with disposable applicators, one (1) set of five (5) make-up brushes, one (1) comb-out cape, one (1) tweezer, facial product kit, 2 jackets

**The kit is property of the school, and no items shall leave the campus, until such time the student has graduated from the course. For withdrawn/dropped students who do not complete the course the kit will be prorated for the time used and the items will be retained by the school. Any items left at the school beyond graduation will become property of the school.**

**UNIFORMS/DRESS CODE**

Students are required to wear freshly laundered jackets included in the kit, clean and wrinkle free clothing, and fully enclosed supportive shoes. Trendy jeans are allowed, but the holes in the jeans is at Administration discretion, capris(females) and cargo shorts (males) may also be worn. Holes in jeans are to be trendy but not excessive to the point half a leg is hanging out. Students are required to come to school ready for the day with full make-up preferred, at the very least mascara and lipstick, unless there is a documented reason such as an allergy note from your physician. Students are required to have their hair always styled (you can dress up a messy bun without looking like you just crawled out of bed) All students must adhere to this code, otherwise they will be sent home due to misconduct until they can come back with proper uniform. Students will be sent home and will NOT receive credit for hours in which they are not adhering to school dress code.

**GRADUATION REQUIREMENTS-LICENSING REQUIREMENTS**

The school will grant a Certificate of Completion and Official Transcript of Hours for the applicable course to students when the student has successfully completed the required number of hours in the enrolled course, all exit paperwork, and paid the school in full or establish a payment plan to pay the balance owed. The school will issue an Official Transcript of Hours for the applicable course to students who withdraw prior to the program completion when the student has successfully **completed required exit paperwork, attended an exit interview, and paid all debts to the school.** At such time of your withdrawal the school will notify the board of any unpaid balance on the student affidavit of withdrawal form. Accumulated hours with an unpaid balance shall not constitute completed hours for the purpose of transferring or sitting for the examination. For the hours to be released a student must pay balance in full. At such time a balance is paid in full, the school will notify the board of the release of hours.

A license may then be obtained by successfully completing the state board examination. The Oklahoma State Board of Cosmetology and Barbering (OSBCB) examinations are held regularly at their testing facility in Oklahoma City. The examination consists of a written test for theory and a practical skills test. Upon satisfactorily completing the required number of hours in the enrolled course, the student will then be eligible to register for the examination. To be licensed, students must pass the OSBCB exams with a minimum grade of 75% on both the theory and practical exam.

**THE SCHOOL CANNOT GUARANTEE SUCCESSFUL PASSING OF THE STATE BOARD EXAM, AND JOB PLACEMENT IS NOT GUARANTEED.**

**GRADING SYSTEM**

Individual instruction will be given to any student in weak subjects. The grading system is as follows:

95% to 100% - Excellent 3.5 – 4.0

 85% to 94% - Good 2.5 – 3.4

 75% to 84% - Satisfactory 1.5 – 2.4

 70% to 74% - Unsatisfactory 1.0 – 1.4

 69% or below - Failure 0.9 - below

Grades in theory will be assigned according to the grades made on the theory tests, class quizzes, workbooks, attendance of theory, vocabulary, and any projects assigned. Clinic and practical grades are assigned according to grades given on practical downtime, assignments and grades given on clinical work.

**COPYRIGHT INFRINGEMENT**

 Summary of civil and criminal penalties for violation of federal copyright laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of The Copyright Act, Title 17 of the United States code. These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority. Penalties for copyright infringement include civil and criminal penalties. Anyone found liable may be ordered to pay actual and/or statutory damages of 750-30.000 per copyright. For willful infringement a court may charge up to 150,000 per copyright. A court may also assess other fees and costs. For more info visit: [www.copyright.gov](http://www.copyright.gov)

**ATTENDANCE, BREAKS, LUNCH BREAKS, ABSENCES AND LEAVE OF ABSENCES**

Attendance: Students must attend total clock hours for their enrolled course. Student daily schedules of 8 hours have an allotted 30 min lunch break, and two 15 minutes on campus breaks built in per day. Students must adhere to the SAP policy to graduate within their maximum time frame on enrollment agreement. Students clock in and out on SMART System. Any student during their theory class will not be allowed to clock in until after theory class is over. There is no partial attendance for theory.

Breaks: Students are allowed two 15 minute on-campus breaks per day, one in the am, and one in the pm. On-campus breaks are to be signed in and out on break clip board located by break room. Off-campus breaks must be clocked out on SMART timeclock. Use breaks to tend to personal calls, eating, and/or getting a drink. If you fail to take a break or choose to come in early from your break, you have chosen to forfeit your break or remainder thereof. When not on break students shall be working on downtime, clients, or assigned task per instructor. Additional breaks, on or off campus, must be clocked out in SMART.

Lunch Breaks: Students attending more than 6 hours are required to take a 30-minute lunch break. Students are encouraged to mark themselves out in the school scheduling Vagaro system to avoid online bookings during lunch breaks.

Absences: There are no excused absences. Students must also contact the school each day they will be absent or late.

Students are encouraged to mark themselves out in the school scheduling Vagaro system to avoid online bookings. If absent for 2 calendar weeks (14 calendar days), the student will be terminated.

Leave of Absences: Leave of Absences will be validated on an individual basis. No loss of credit or change in satisfactory progress will occur due to the temporary interruption. Leave of Absence requests forms are available from the Administrator and must be approved by the Administrator in advance. The LOA together with any additional leaves of absences must not exceed 180 days in a 12-month period. A student returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status as prior to their departure. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. No additional institutional charges will be assessed as a result of an LOA. If a student does not return from a LOA, they will be withdrawn from the course. The withdrawal date for the purpose of calculating a refund is always the student’s last day of attendance. See the Administrator for any information on withdrawal or Leave of Absence. VA educational benefits will be terminated while a VA student is on Leave of Absence.

**REFUND POLICY/ NOTICE OF CANCELLATION**

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

Any monies due the applicant or students shall be requested on a student refund form and will be refunded within 45 days of official cancellation or withdrawal.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable registration fee.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes, except a non-refundable registration fee.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $150.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that they will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days)
7. In type 2,3,4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. For VA students, the school maintains a refund policy under the provisions of Title 38 which provides for a refund of the unused portion of tuition in the event the Title 38 student fails to enter the course, withdraws, or the course is discontinued at any time prior to completion. Such policy provides that the amount charged to the Title 38 student for tuition for a portion of the course shall not exceed the approximate pro-rata portion of the total charges for tuition that the length of the completed portion of the course bears to its total length. An amount not more than ten dollars ($10.00) for an established registration fee is not subject to refund or proration. Refunds must be completed within 40 days per Code of Federal Regulation (CFR) 21.4255.
* For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**PERCENT OF SCHEDULED TIME TOTAL TUITION SCHOOL**

**ENROLLED TO TOTAL COURSE/PROGRAM SHALL**

 **RECEIVE/RETAIN**

0.01% to 0.4.9% 20%

 5% to 09.9% 30%

 10% to 14.9% 40%

 15% to 24.9% 45%

 25% to 49.9% 70%

 50% and over 100%

* All refunds will be calculated based on the students' last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student’s immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
* TEACH OUT Policy: If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student’s enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled, and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR provide a full refund of all monies paid. The institution will satisfy any outstanding financial obligations the institution has to Local, State, or Federal providers of financial aid. The institution will notify NACCAS of the closing. The institution will provide NACCAS a list of all students that are enrolled at the time of the closing and the arrangements for each of those students. the institution will maintain all relevant information of the closing on their website and all social media. The institution will comply with applicable State and/or Federal laws regarding record maintenance. The institution will provide all enrolled students with a Copy of NACCAS “How to Locate an Accredited Institution Within Your Field of Study” document.
* Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150. Students who withdraw before completing their 150 hours for Basic Cosmetology or Barber, or 80 Hours for Manicure or Esthetician will be charged a 35% fee of total kit price, this fee includes books, smock, and mannequin, or for Manicure, this fee includes books, smock, and practice hand kit. For Esthetician this fee includes books and smock. Basic Cosmetology & Barber Students at 150 or more hours will be charged a prorated fee of a full kit price, Manicure and Esthetician students at 80 hours or more will be charged a prorated fee of full kit price. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (extra kit materials, books, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
* If a Title IV financial aid recipient (TIV) withdrawals prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable first to Federal Direct Loan Program; second to Direct PLUS Loans; third to Federal Pell Grant Program, fourth to the Iraq and Afghanistan Service Grant (IASG) and last to the student. A calculation on the amount of TIV funds is the percentage of the period completed as determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the day the student withdrew, by the total number of hours in the same period. A student withdrawing from a clock hour program earns 100% of the aid if the student's withdrawal date occurs after the point that he/she was scheduled to complete 60% of the scheduled hours in the payment period. This TIV return will then be calculated per the refund policy as defined. All refunds will be applied within 45 day from the date of determination of the student’s withdraw s. After all applicable returns to TIV 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. Examples of Return to Title IV Funds are available upon request from the School Administrator.
* The school has adopted and implemented a policy whereby they obtain authorization from the student to hold Title IV funds (funds that exceed allowable charges). This policy states that a student may rescind the agreement. In the event the student wishes to rescind the agreement, the decision to change is presented to the School Administrator in written form. Upon receipt of a written notification form from a student rescinding the authorization to hold Title IV funds exceeding allowable charges, the account is reviewed and if a credit balance is reflected, the account is immediately adjusted and credit balances are dispersed according to Federal regulations.
* Post-withrawal disbursements that a student has earned but have yet to be disbursed to the student will be disbursed as follows: Grants will be disbursed within 45 days, Loans will be offered to the student within 30 days, and students have 14 days to respond if the student accepts or denies the loans. All post-withdrawal disbursements will be applied to the student’s account first, and any resulting credit balance will given to the student within 14 days of the R2T4 (Return to Title IV) calculation is completed

**SATISFACTORY ACADEMIC PROGRESS POLICY(SAP)**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Basic Cosmetology 450, 900, 1200, 1500 actual hours

Barber 450, 900, 1200, 1500 actual hours

Master Instructor 500, 1000 actual hours

Manicure 300, 600 actual hours

Esthetician 300, 600 actual hours

\*SAP is based on a 900 hour academic year for Basic Cosmetology, Barber, Esthetician, and Manicure. Master Instructor is based on a 1000 hour academic year.

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. School Administration has 7 calendar days to complete the report for each period. The report will include grade/hours from the first day of school through the designated number of clocked hours which correlates to the report.

**ATTENDANCE PROGRESS** **EVALUATIONS**

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. 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 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. The students will sign off on their attendance/scheduled hours for each month of the program.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

(If on LOA, the LOA extends the contract period and maximum time frame by the same number of days taken on the LOA)

For Example: Hours Need to Graduate x 125% = Maximum schedule allowed

**COURSE MAXIMUM TIME ALLOWED**

 **WEEKS HOURS**

Basic Cosmetology - 26 hrs per week - 1500 Hours 58 Weeks 1875

Barber – 26 hrs per week - 1500 Hours 58 Weeks 1875

Master Instructor- 26 hrs per week - 1000 Hours 38 Weeks 1250

Manicure – 26 hrs per week - 600 Hours 23 Weeks 750

Esthetician-26 hrs per week -600 Hours 23 Weeks 750

**BEYOND CONTRACT END DATE/ ADDITIONAL HOURS OF INSTRUCTION**

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours.

If a student falls below the 80% attendance and will not be able to make up their time within the maximum time frame before their contract end date they will need additional instruction beyond that date and they will be required to pay for additional hours of instruction needed.

**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. All work is to be turned in on the due date by the end of theory class. Late work only receives half credit. All late work is to be turned in on or before the last scheduled theory class for hat month by 9:30 am or it will receive a zero grade. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the school will reflect completion of the practical assignment as a 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 study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a grade average of 75% or higher. Numerical grades are considered according to the following scale:

95 – 100 A EXCELLENT 3.5 - 4.0

85 – 94 B VERY GOOD 2.5 - 3.4

75 - 84 C SATISFACTORY 1.5 – 2.4

70 - 74 D UNSATISFACTORY 1.0 – 1.4

69 -0 F FAILURE .09 - BELOW

**DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements-

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

AllStudents NOT meeting the minimum requirements**-**

**FINANCIAL AID WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on Financial Aid Warning and considered to be making satisfactory academic progress while during the Financial Aid Warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic requirements, he/she may request an appeal before being placed on probation.

**APPEAL PROCEDURE**

If a student has determined they cannot meet satisfactory academic progress at the end of the warning period, but before the probationary period begins, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 10 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be reinstated, if applicable. The institution will develop an academic plan that, if followed, will ensure that the student is able to meet the institution’s satisfactory academic progress requirements by a specific point before their next evaluation period.

**FINANCIAL AID PROBATION**

Students who fail to have an approved appeal or meet minimum requirements for attendance or academic progress after the Financial Aid Warning period, will be placed on probation and considered to be making satisfactory academic progress during the probationary period. Additionally, only students who are able to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period will be placed on probation. Students placed on an academic plan must be able to meet the requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, students will not be deemed eligible to receive Title IV funds. Students cannot and will not be allowed to be on probation for consecutive periods. Student withdrawal or cash payment plan will be enforced at the earliest determination that the student will not progress off probation in the period terms.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. School Administration will closely monitor your progress during these periods. School Administration will mathematically calculate hours and/or develop an academic plan so that the student is aware of attendance and/or academics during the probationary period.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as 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 and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

**NONCREDIT, NON-REQUIRED REVIEW, REMEDIAL COURSES, REPETITIONS**

Noncredit, non-required review, remedial courses, and repetitions have no effect upon the school's satisfactory academic progress standards.

**TRANSFER HOURS**

Regarding Satisfactory Academic Progress, a student’s transfer hours will not be counted. Satisfactory Academic Progress only counts current enrollment attempted and earned.

**CONDUCT**

Administration has the right to suspend or dismiss for conduct that disrupts the school program or negatively reflects in any way upon the school. Students dismissed because of misconduct may not be reinstated until the school is assured that reasons for such action will be corrected. This conduct may include but is not limited to causing a scene on the clinic floor, insubordination toward staff, disrespect of staff, foul language, inappropriate behavior, disregarding the dress code policy, refusal of services, or excessive breaks. It will be at the School Administrations discretion per occurrence. You may be suspended until the situation is rectified, whether it be 1 hour or 1 day, it may be the remainder of the day plus 1 day, or a week.

**GUIDANCE**

The Administrator reviews with the students on a regular basis concerning their satisfactory progress in the course. A private office is available for interviewing and evaluating students. Students are at liberty to discuss personal problems that might affect their schooling or their future employment, knowing that it will be confidential. If we cannot help, we may be able to recommend an agency that can.

**COMPLIANCE WITH CIVIL RIGHTS ACT**

Formations Institute practices no discrimination in admission, instruction, or graduation policies based on sex, race, age creed, color, religion, financial status, ethnic origin, or residence.

**INVASION OF PRIVACY - FERPA**

Information about an individual student is released only on written instruction of the student or parent /guardian if the student is a dependent minor. The school guarantees the rights of students and their parents, if the student is dependent minor, to have access to their cumulative records, and provide the proper supervision and interpretation of student records when they are being reviewed. **No student is allowed in the office unless a staff member is** **present.** At no time is a student allowed to view any files other than their own unless written release is available. We do not release directory information. The school provides access to students and other school records to its accrediting agency. See <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for more info on FERPA.

**EMPLOYMENT ASSISTANCE**

While the school **CANNOT** guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on the bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

**SAFETY**

The Institution takes every precaution to ensure the safety of students by keeping the building clean, in good repair, and providing special safety equipment, such as goggles or masks for work with acrylic nails. Each station is equipped with plug-ins and separate fuses. Product knowledge is important to each student and The Material Safety Data Sheet Book (MSDS) is available and is in the classroom library. Fire safety information is provided during Orientation.

**SCHOLARSHIPS**

Please see administration for a complete list of scholarships available. Log on to beautychangeslives.com for a list of scholarships you may qualify for, even as a student who is already enrolled.

Formations Institute scholarships:

DACA- Deferred Action for Childhood Arrivals (Ineligible for financial aid based upon citizenship status):

 $3000 off 1500-hour course/ $1500 off 600- hour course

Scholarship is divided into payment periods and paid when student reaches the next period, provided they are meeting SAP requirements. Students who fail to meet SAP will lose scholarship indefinitely. Your payment plan would then be adjusted due to loss of scholarship.

High School Graduate- Must start class on or before our August start date for the year you graduated.

 $3000 off 1500-hour course/ $1500 off 600- hour course

Scholarship is divided into payment periods and paid when student reaches the next period, provided they are meeting SAP requirements. Students who fail to meet SAP will lose scholarship indefinitely. Your payment plan would then be adjusted due to loss of scholarship.

**COMPLAINT PROCEDURES**

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 reviewed in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process. 1) The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred. 2) The complaint form will be given to the school Administrator. 3) 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. 4) If the complaint is of such a nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable. 5) 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. 6) 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 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 recommendation of the committee. 7) Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable. The complainant is required to try to resolve the problem through the school's complaint process. If the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency. The school's accrediting agency is: NACCAS, 3015 Colvin Street, Alexandria, VA, 22314, 703-600-7600. Also, the school's licensing agency is Oklahoma State Board of Cosmetology and Barbering, 2401 NW 23rd Street, Suite 84, Oklahoma City, OK 73106, 405-521-2441. To file a complaint with the Oklahoma State Board of Cosmetology & Barbering you can access the complaint form online: <https://www.ok.gov/cosmo/documents/Compliant%20Form.pdf>

The hotline for Federal Title IV is 1-800-4-FED-AID.

**Calculations for the NACCAS Annual Report Outcome Rates**

The following is the completion/graduation rate as calculated required by the school accrediting agency, NACCAS, covering the following period:

January1, 2020 to December 31, 2020

Esthetician did not begin until August 2021- will be on next years annual report.





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**FEDERAL CONSUMER INFORMATION**

All Federal Consumer Information is available in the school office.

**STUDENT SERVICES**

Formations Institute strives to assist students in need. A list of resources available in the community can be found in the student breakroom or see administration. Housing is not available.

**CRIME AWARENESS**

The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (Clery Act) and the Violence Against Women Act (VAMA) require an institution to prepare, publish, and distribute information to all current students and employees, and to any applicant for enrollment or employment, upon request, about current policies and statistics regarding criminal actions or other emergencies occurring on this campus.

1. It shall be the policy of this school to have in place a list of emergency telephone numbers to call in case any staff member has a problem that they cannot handle on their own or feel that they should have permission before proceeding. This policy also includes telephone numbers for emergency situations such as fire, burglary, emergency illness, campus crimes, sexual assault, etc. This information is in the Policy and Procedure Manual.

2. Current policies concerning security considerations used in the maintenance of campus facilities are found in the Policy and Procedure Manual. The Administrator or Instructor, upon entering the building, will observe the premises to ascertain the security of the building. If it is as it should be, the Instructor will proceed preparing the premises for receiving students. The closing policy states that the Instructor will secure the building before leaving according to the closing procedures as found in the Policy and Procedure Manual.

3. The policy as stated in (1) requires the Administrator and /or Instructor to report any emergencies to the appropriate agencies as the need arises. Students are to report any criminal actions or emergencies requiring law enforcement to the Administrator and/or Instructor for prompt action.

4. At the time of orientation, the student will receive a copy of the School Catalog. The booklet will inform the student of policies and procedures for campus security. The student will review the Catalog and the Drug Policy Sheet.

5. The students will receive the Catalog and Drug Policy Sheet prior to or at Orientation. They will review each of these. Basic crime awareness information will be included in these booklets, as well as crime statistics and security information. Each new employee will be given the same booklets and will review the Policy and Procedure book to ensure complete understanding of job guidelines.

As stated in the Policy and Procedure Manual, Catalog, Drug Sheet and on the Title IV ISIR Part 1 the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by students and employees on school property or as any part of our school's activities is strictly prohibited. Infractions of any part of this rule by a student will be cause for immediate, permanent dismissal from this school. Any infraction of any part of this rule by an employee shall be subject to the actions listed in the procedures of this policy. A federal or state drug conviction can disqualify a student for Title IV funds.

For the most recent calendar years for which data is available, the following criminal offenses were reported to the

Administrator and/or Instructor or local police agencies:

**Formations Institute OPE ID 02531200**

502 Texas Avenue, Woodward, OK 73801

For more information about this institution, visit www.formationsinstitute.edu

**Campus: Main Campus**

**General Security Officer Fire Safety Officer**

502 Texas Ave Name: Linda: Freeman Name: Linda Freeman

Woodward, OK 73801 Title: CEO Title: CEO

 Same as above Same as above

 Woodward, OK 73801 Woodward, OK 73801

 Phone: (580)256-7520 Phone: (580)256-7520

**On-Campus Student Housing Local Police Crime Statistics**

**Facilities** Local statistics are not available

This institution does not provide On-Campus Student Housing Facilities.

**Criminal Offenses reported by the Institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.**

**Criminal Offenses – On Campus**

 **Total Occurrences on Campus**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criminal Offense** | **2018** | **2019** | **2020** |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 |
| Rape and Forcible Fondling | 0 | 0 | 0 |
| Stalking (Including Cyber Stalking) | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |

**VAWA Offenses Total Occurrences on Campus (C), Off Campus (O), Public Property (P), or Reported by Police (R)**

|  |  |  |  |
| --- | --- | --- | --- |
| Criminal Offense | 2018 | 2019 | 2020 |
| Dating Violence | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 |
| Stalking (Including Cyber Stalking) | 0 | 0 | 0 |

**Hate Crimes – Public Property Occurrences of Hate Crimes**

 **Category of Bias for crimes reported in 2021**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Criminal offense | 2020 Total | Race | Religion | Sexual Orientation | Gender  | Disability | Ethnicity/National origin |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex offenses -forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex offenses – Non-forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Occurrences of Hate Crimes Category of Bias for crimes reported in 2021**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Criminal offense | 2018Total | 2019Total | Race | Religion | SexualOrientation | Gender | Disability | Ethnicity/National origin |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex offenses -forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex offenses – Non-forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Arrests – On Campus**  **Number of Arrests**

|  |  |  |  |
| --- | --- | --- | --- |
| **Law Violation / Crime** | **2018** | **2019** | **2020** |
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

**Criminal Offenses – Public Property** **Total occurrences on Public Property**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criminal offense** | **2018** | **2019** | **2020** |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 |
| Sex offenses -forcible | 0 | 0 | 0 |
| Sex offenses – Non-forcible | 0 | 0 | 0 |
| Robbery | 0 | 0 | 1 |
| Aggravated assault | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 |

**Occurrences of Hate Crimes** **Category of Bias for crimes reported in 2021**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Criminal offense | 2020Total | Race | Religion | Sexual Orientation | Gender  | Disability | Ethnicity/National origin |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex offenses -forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex offenses – Non-forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Occurrences of Hate Crimes Category of Bias for crimes reported in 2021**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Criminal offense | 2018Total | 2019 Total | Race | Religion | SexualOrientation | Gender | Disability | Ethnicity/National origin |
| Murder/Non-negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Negligent manslaughter | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex offenses -forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sex offenses – Non-forcible | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor vehicle theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Simple assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Larceny-theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Intimidation | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Destruction/damage/vandalism of property | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Disciplinary Actions – On Campus Number of persons referred for Disciplinary Action**

|  |  |  |  |
| --- | --- | --- | --- |
| **Law Violations** | **2014** | **2015** | **2016** |
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

**Caveat:**

**Disciplinary Actions – Public Property Number of persons referred for Disciplinary Action**

|  |  |  |  |
| --- | --- | --- | --- |
| **Law Violations** | **2018** | **2019** | **2020** |
| Weapons: carrying, possessing, etc. | 0 | 0 | 0 |
| Drug abuse violations | 0 | 0 | 0 |
| Liquor law violations | 0 | 0 | 0 |

**RULES AND REGULATIONS**

1. Each student is to clock in and out on the SMART time clock. If the student fails to clock in/out the student shall alert an instructor immediately. Modified clock punch times will be adjusted on the next business day. Students will sign off on the timeclock modification sheet. Students are to fingerprint in and out for lunch. If a student is leaving the campus, the student must clock out. The students daily total SMART time clock hours will be adjusted to the closest ¼ hour. Students are asked to schedule their lunches in the online booking system, so that appointments are not booked over a lunch break. (See page 11)

2. No student will be allowed to miss theory class to do practical clinic work. Practical clinical work does not begin until class is over.

3. Cumulative time is given to each student at their monthly review. A student may request their hours at any time, and an instructor/administration will respond to the student within 24 hours of their request. If the student believes their time is not correct, the student needs to get with administration immediately to request the time log for dates in question. The administration will have 48 hours to meet with the student and discuss what happened to remedy the situation.

4. Students are required to call in if they will be absent or late each day. It is not permitted to have another student tell administration. Students should not text instructors or administration when they will be absent or late. Students need to call the school phone and leave a message if it is before or after hours.

5. Cell phones are not allowed in theory, or any other classes being held. Cell phones are not allowed to be used for personal use on the clinic floor. Cell phones are permitted for pictures and to be used during client consultations.

6. Rollabouts and/or lockers are to be used for students to keep their supplies/belongings in. Students are responsible for keeping rollabouts and/or lockers locked at all times. The school is not responsible for lost or stolen items.

7. Possession, use of, or distribution of drugs and alcohol by students and employees on school property, or on school field trips or other school activities, including lunch break is strictly prohibited. Any infraction of any part of this rule will be cause for immediate, permanent dismissal from the school.

8. No part of the equipment or supplies are to be taken from the school except textbooks, workbooks, and test booklet. Any item left at the school will become property of the school upon withdrawal or dismissal.

9. Students must meet school requirements before having personal services.

10. Eating and drinking are permitted in the breakroom and outside only. No food or drinks in the classrooms or on the clinic floor.

11. Students are not to refuse a service or client. If a student clocks out and goes home to avoid doing a service, they will not be able to attend class the next day as a result. Refusing a client or a service will result in a suspension of at least that day and the next scheduled day.

12. Good personal hygiene, use of deodorant, clean teeth and breath, and styled hair are mandatory. Minimum makeup for females (without a Drs note) mascara and lip gloss.

13.Profanity is not allowed

14. Students are required to take instruction from the instructor(s). Failure to do so can result in a suspension. Suspensions are at minimum the day of occurrence plus the following scheduled day

15. All instruction shall come from the instructor. Students are not to advise or instruct

16. No student shall post any negative comments on any social media about the school, instructor, and/or any other current student.

17. Students are required to complete all assignments given. This includes take all tests, take all computer tests, mock state board tests, complete all down time, and all other assignments assigned by instructors.

**Covid-19 Policy and Procedure**

Due to the Global Pandemic Formations Institute will allow distance learning under the following circumstances:

1. Governors order to shut down
2. Approval by OSBCB
3. Approval by NACCAS

The Institution will follow guidelines put forth by OSBC. The institution cannot guarantee that other states will accept these distance learning hours. Students will be allowed to take a LOA for the period the Pandemic is ongoing if it falls under LOA guidelines and requirements put forth by the three entities listed above.

**CODE OF ETHICS**

1. This school has as its principal objective the training of qualified licensees to render the best possible service to patrons.

2. This school strives continuously to improve its operation to keep abreast with the ever-changing developments and new techniques in the fields in which we instruct.

3. This school observes all rules and regulations issued by the Oklahoma State Board of Cosmetology & Barbering, the Department of Ed, and NACCAS.

4. This school encourages its instructors to keep abreast of the latest teaching methods by way of reading educational books and attending teacher refresher or advanced courses, workshops, etc.

5. This school takes part in educational conferences and regional meetings to advance the instruction of all courses.

6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workbooks, films, and other audio-visual aids to provide the best possible training for its students.

7. This school maintains honest and fair relationships with its staff, students, patrons, state board and other schools.

8. This school makes available standard equipment, cosmetics and supplies to be used for the instruction of its students.

9. This school refrains from any criticism which reflects unfavorably on other schools.

10. This school advertises truthfully and makes honest representations of its students.

 The information provided is “certified true & and correct in content and policy.”

11. This institution does not discriminate based on sex, race, age, color, ethnic origin, or

religion.

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Linda Freeman, CEO

I acknowledge that I have received a Student Catalog. This student catalog contains any/all information regarding Courses Offered, Admission and Graduation Requirements, LOA Policy, Code of Ethics, Dress Code, Copyright Infringement, Annual Report statistics, Rules and Regulations, as well as how Satisfactory Academic Progress reports are calculated, when they are calculated and what happens if I fall below the minimum requirements set here in.

I acknowledge that I have reviewed the student informational packet which includes First Aid Safety, Blood Spill Safety Procedure, Fire Escape & Tornado Plan, Drug and Alcohol pamphlets, Security Policy and Annual Security Report, Suspension Form, Complaint Form, Course Kit List, and Course Syllabus.

Formations Institute reserves the right to update/change policies or procedures at any time without prior notice.

I further acknowledge that I was offered a copy of all forms in the informational packet.

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Sign Print Date

**Courses by Instructor:**

Instructor License Held and Course taught under each license.

**Linda Freeman -**

Master Instructor Course - Barber Course- Cosmetology Course - Manicure Course and Esthetician Course

**Autumn Overton-**

Master Instructor Course - Barber Course- Cosmetology Course - Manicure Course and Esthetician Course

**Caitlin Edmeade-**

Master Instructor Course - Barber Course- Cosmetology Course - Manicure Course and Esthetician Course

**Destiny Cannon-**

Master Instructor Course - Barber Course- Cosmetology Course - Manicure Course and Esthetician Course

**Jamie Lowery**-

Master Instructor Course - Barber Course- Cosmetology Course - Manicure Course and Esthetician Course