



Student Catalog

7213 West Burleigh
Milwaukee, WI 53210

(414) 445-5545

(414) 447-9486 (fax)

www.vhdc.com

Table of Contents

<i>Welcome</i>	2
Governance	2
Right to File a Claim	2
Mission	2
Students	3
Staff	3
Faculty	3
Campus Safety	3
<i>Student Information</i>	4
Orientation	4
Admission Criteria	4
Application Procedures	4
Transfer Policy	4
Release of Student Information	5
Transcripts	5
<i>Student Advising</i>	6
Student Outcomes	6
Employment Assistance	6
Career Preparation	6
Licensing Information	6
Job Demands in Cosmetology	6
Career Considerations	7
Counseling Policy	7
Dress Code Policy	7
Conduct Policy	7
Drug & Alcohol Abuse Policy	8
Sexual Assault & Harassment Policy	10
Class Schedule	12
School Closure	12
School Recess	12
<i>Financial Information</i>	13
<i>Satisfactory Progress Policy</i>	14
Attendance Progress	14
Academic Progress	14
Determination of Progress	14
Scholastic Probation Policy	14
Appeal Process	15
Make-Up Policy	15
Extra-Instructional Charges	15
Classroom Etiquette	15
Leave of Absence Policy	15
Tardiness/ Attendance Policy	16
Termination Policy	16
<i>Cancellation and Settlement Policy</i>	17
<i>Return of Title IV Funds</i>	18
<i>Program Information</i>	21
Aesthetician Program	21
Barbering/Cosmetology	23
Instructor Program	26
Manicuring Program	27

WELCOME

Visions in Hair Design Institute of Cosmetology (VHD) welcomes you to an exciting learning and invigorating college experience. For students looking for a wide range of instruction, focused on being skilled serving and dealing with diversity, VHD is definitely for you! VHD's goal is to provide a quality choice or alternative for students who want to pursue a career in the cosmetology sciences.

Description of Facility

The VHD facility has definite strengths in its size and location. Being centrally located at 7213 West Burleigh Street in Milwaukee, Wisconsin, VHD conveniently provides you with easy access, personalized and quality instruction. Our facility is very elegant in its decorum and is state-of-the-art, smoke-free environment equipped with classrooms, clinical and laboratory for direct and hands-on instruction. With over 10,000 square feet of space, VHD has adequate parking in the rear of the building and parking on the street. Surrounded by a four square block retail and business center, the level of traffic in this area ensures that VHD will always have a busy clinic floor for our students to practice.

Governance of VHD

Under the ownership and leadership of Lazonnie Belton, a licensed Barber/Cosmetology operator, owner and instructor, students will be well prepared upon completion to be skillful and professional operators. Currently, Mrs. Belton is the owner of the two well-established beauty salons, Visions I located at 5510 West Center Street and Visions II, located at 7219 West Burleigh Street. She has been in the business for over 30 years, and has sponsored numerous students under the Barber/Cosmetology Apprenticeship program in the State of Wisconsin. Mrs. Belton brings to the Milwaukee business community a vast array of experience, knowledge and success. Having participated in many local and national beauty show competitions and teaching seminars, she is prepared to impart these skills into the aspiring women and men interested in pursuing the cosmetology sciences as a career.

An Advisory Committee works collaboratively with the president and staff of VHD in implementing and fulfilling the mission of VHD. The role of the Advisory Committee is to consult and provide direction for the staff of VHD. It is comprised of people who represent post-secondary education, business industry, accounting, Milwaukee government, Barber/Cosmetology entrepreneurs and the student body.

VHD is a licensed School of Barbering or Cosmetology by the:

State of Wisconsin
Department of Regulation & Licensing
1400 E. Washington Avenue
P.O. Box 8935
Madison, Wisconsin 53708
License #: 96-087
Telephone: (608) 266-5511 or TTY # (608) 267-2416.

VHD is accredited through the:

National Accrediting Commission of Career Arts & Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7600
Ref #: 059041-00

VHD is a program participant in the U.S. Department of Education Federal Student Financial Aid Programs:

U.S. Department of Education
Federal Student Aid, Schools Channel
Attention: Chicago School Participation Team
500 West Madison, Room 1576
Chicago, IL 60661
Ref#: 04124800

Right to File a Claim

If a student chooses to file a suit against the surety bond that insures VHD, notify:

State Farm Insurance

Contact Person: Karen Bojarski-Vella (414) 355-1141

MISSION

Visions in Hair Design Institute of Cosmetology (VHD) is established to provide students a training program that thoroughly prepares them to work in the fields of barber/cosmetology, manicure/pedicure, or aesthetics where instruction emphasizes quality customer service, product knowledge and the ability to perform services necessary to succeed in the workforce.

STUDENTS

VHD serves a diverse group of people from the greater Milwaukee community. It is open to receive students from all cultural backgrounds and of both genders. VHD does not discriminate on the basis of sex, race, age, color, ethnic origin, or religion. Another element of diversity may be from the areas in which our students live. Students come from the Milwaukee community as well as suburban districts.

What all students have in common at VHD is a desire to be the best at their chosen field, ready to work hard and receive excellent training to succeed in the field. Housing is not available, so all of our students are commuters.

STAFF

VHD is staffed with personnel highly qualified and equipped to provide service to students with the best customer services available. It is the goal of VHD to demonstrate and model the high level of customer service we want our students to learn.

President/ Chief Executive Officer – Lazonnie Belton

Executive Assistant – Kristina West

Administrator/Admissions Director – Tammy Davis

Financial Aid Director – Alonzo Kelly

FACULTY

All faculty of VHD are required to hold teaching credentials in compliance with State of Wisconsin requirements. Copies of all applicable licenses are placed in the personnel file of all instructors. All original licenses are prominently displayed in the main lobby area of the school.

Lazonnie Belton

Barbara Scott

CAMPUS SAFETY AND SECURITY

VHD adheres to a minimum-security policy. It provides a locker for each student to secure their own possessions, and it is not responsible for any property or personal items of the student. The general public is not permitted on the clinic floor or in classrooms unless service is being provided to insure the safety of individual students. VHD has no off school housing. All criminal offenses should be reported directly to the Instructor or the school administrator. The Instructor then reports the offense to the administrator who completes the Annual Security Report.

Reporting a Crime

VHD encourages prompt, accurate reporting of crimes or suspicious incidents. Reports can be made to Tammy Davis, administrator or Lazonnie Belton, president at 414-445-5545. Any phone on campus may be used.

This information is provided by VHD as part of our commitment to safety on campus and in compliance with the Student Right to Know and Campus Security Act of 1990. For more information on the safety programs outlined in this web site, please call the Registrar's Office at (414) 445.5545. It is in the interests of your safety that you become familiar with this material. Members of the VHD faculty, staff, students and visitors are encouraged to be aware of their surroundings and to be responsible for their personal safety. Although we try to insure the safety of the campus population by making sure the grounds are well lit, crime does occur. We publish crime statistics so that students, faculty, staff and our visitors will be aware of the potential for crime. We subscribe to the philosophy that publicizing crime and campus safety information will only help make the campus safer.

Campus Crime Statistics

A copy of the Crime Statistics Report can be found in the VHD Business Office. The Annual Security Report is available after October 1st and distributed to during all new student orientations.

ADMISSIONS INFORMATION

ORIENTATION

VHD offers New Student Orientation to incoming students. During this session, students are introduced to the history of VHD, policies and procedures, expectations, staff and faculty, as well as services available to them as a student of VHD. Participation is encouraged to help students get to know each other and ask questions.

ADMISSION CRITERIA

Students must meet the following criteria for admission to Visions in Hair Design Institute of Cosmetology: *(VHD does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students.)*

- VHD is open to adults (18 years of age or older), who desire a diploma in the program areas of Aesthetician, Barbering/Cosmetology, or Manicuring.
- Has one of the following; High school diploma, GED or equivalency. * (Transcripts must be submitted to the school as part of the application materials submitted.
- Completed application, financial aid and student contract forms in to the Registrar's Office.
- Successful interview with the President or designee.

** International Students: Students who completed their secondary training abroad, and are unable to obtain documentation of completion of high school or its equivalent, may submit a notarized certification that they have completed high school or its equivalent prior to acceptance.*

APPLICATION/REGISTRATION PROCEDURES

Requests for applications should be addressed to:

Attn: Admissions Office
Visions in Hair Design Institute of Cosmetology
7213 West Burleigh Street
Milwaukee, WI 53210

Enrolling/Re-Enrolling Students

Steps for Student Admission:

1. Complete all application materials.
2. Schedule an appointment for interview.
3. Submit completed application with \$50 non-refundable registration fee, a State ID or Driver's License, high school diploma or equivalence, and social security card.
4. Receive a Student Catalog.
5. Complete the Contract/ Enrollment Agreement.
6. Ensure that all materials are received by the Admissions Office by the required deadlines.
7. Attend the New Student Orientation Session.

Registrar is responsible for processing all admission materials and conducting the pre-screening interview and collecting the application fee. The application materials are forwarded to the administrator and president for final approval.

TRANSFER POLICY

VHD does not recruit students already attending or admitted to another school offering a similar program of study. Enrolled students of VHD who wish to transfer course credit from another institution of higher education are required to submit documentation of such credits for consideration.

The administrator will accept the following documentation for transfer hour consideration:

- Course description and outline
- Number of classroom instruction hours
- Number of credit hours to be considered
- List of books or other curriculum utilized in the course

* No High school courses will be considered for transfer credits.

RELEASE OF STUDENT INFORMATION

Academic records are kept on permanent file in the Registrar's Office at VHD. All requests for release of student information to third parties must be submitted in writing. There must be a separate request for each release.

VHD follows the guidelines set forth in the Family Education Rights and Privacy Act (FERPA) of 1974 in maintaining the privacy of student records. Students have the right to inspect and review information contained in their education records. Students wishing to review their education records must make written requests to the administrator of VHD, listing the item or items of interest. No one outside the institution shall have access to nor will the institution disclose any information from a student's education records without the written consent of the student, except:

- ❖ To accrediting agencies carrying out their accreditation function
- ❖ To U.S. Department of Education personnel is carrying out their financial aid responsibilities
- ❖ To persons in compliance with judicial order
- ❖ To persons in an emergency in order to protect the health or safety of students or other persons

All these exceptions are permitted under the Act. Within the VHD community, only members, individually or collectively, acting in the students' education interest are allowed access to student education records. VHD will attempt to notify any student whose records have been requested through judicial order.

VHD will not release directory information such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school without providing the student or guardian opportunity to deny authority to publish one or more of these items.

Student Records

All school records are maintained and safeguarded against loss or damage in locked, fire-safe filing cabinets.

Student Access

When a student wishes to gain access to their student file, he or she must submit a written request to the Registrar's Office. VHD will make his or her file available within three (3) business days.

Transcripts

Transcripts of a student's academic record will only be issued upon a student's written request to the Registrar Office. An official transcript may be sent to the student when provided with appropriate address information. Transcript requests may take up to two weeks to process once a written request is received. A charge for processing a transcript is \$6.50 and for each additional request a \$3.00 fee will be assessed. Financial obligations to VHD must be cleared before transcripts are released.

Include with your transcript request:

- Full name (when attending VHD)
- Student ID
- Social Security number
- Birth date
- Years of attendance
- Complete mailing address
- Appropriate fee in the form of a check or money order

EMPLOYMENT ASSISTANCE

VHD will assist students with job preparation skills, salon visits and placement opportunities. However, VHD does not guarantee employment. VHD is committed to the success of its students. We are confident that upon completion of our program, our students will be equipped with the necessary skills needed within the program fields for which they are enrolled. We will provide career planning services, resume assistance, list of potential employers and partnering salons, and field visit opportunities.

Our VHD staff assists students in identifying potential employers, applying for specific employment opportunities, providing employment referrals, developing successful work habits and values, planning for advancement, and evaluating future employment options.

The staff works hard to develop and maintain close contact with employers, graduates, faculty members and advisory committee to provide up-to-date labor market information including salary, qualification, trend, and advancement data for fields related to VHD programs of study.

Finally, VHD may offer placement for our graduates with one of the Visions Salons locations.

VHD also places our graduates in a field study where he or she can interview salons and build a networking relationship with others in the business.

CAREER PREPARATION

There is a vast opportunity in the world of Barbering/ Cosmetology. The median expected salary for typical hairdresser/ hairstylist in Milwaukee is \$25,100. (Reference: payscale.com 5/2008) In addition to the hairdresser, the following is a list of other possible areas of employment within the Barbering/ Cosmetology field:

Aesthetics (Median salary: \$20,350)

- Makeup Artist, Skin Care Specialist, Design Team Member, Day Spa Technician, Artist for Entertainment personalities, Cosmetic Chemist, Product Representative, Platform Artist, Image Consultant

Barbering/ Cosmetology (Median Salary: \$25,100)

- Professional Stylist, Haircolor Specialist, Makeup Technician, Texture Service Specialist, Wig or Extensions, Specialist, Product Representative, Platform Artist, Competition Champion, Stylist for Entertainment personalities

Manicurist (Median salary: \$20,120)

- Nail Care Specialist, Synthetic Nail Technician, Makeup Artist, Day Spa Technician, Stylist for Entertainment personalities, Product Representative, Platform Artist

LICENSING INFORMATION*

To obtain licensing in the Aesthetician, Barbering/ Cosmetology, or Manicuring fields, a student must:

1. Complete the required 1800 training hours for the Barbering/ Cosmetology program.
2. Have satisfactory progress academic and attendance performance as a student of VHD.
3. Graduation from VHD and receipt of diploma of completion from VHD are required before registering for the state board exam.
4. Take and pass both the written and practical examinations. Go to the website: www.prometric.com/wisconsin for examination dates.
5. Authorization to practice and a license will be mailed upon successful completion of the examination.
6. Provide verification of licensing information to the VHD Registrar's Office within 10 days of receipt.

JOB DEMANDS IN COSMETOLOGY

National statistical surveys* indicate the following:

1. In January, 2003 there were 1,604,502 professionals employed in the nation's 312,959 beauty salons, barber shops, skin care salons, and nail salons. The typical salon is a small full service salon with 5 stations, 3 full time professionals and 2 part time professionals. Salon owners report an average of 155 customers per week.
2. There has been notable growth in the industry since 1999: total number of salon professionals is up 24%, total number of salons is up by 5.6%, number of chairs/workstations is up by 9%, number of employees leaving their positions is down by 12%, and number of new hires is up 37% since 1999.
1. 56% of salon owners reported that they had job openings. Approximately 3 out of every 4 salon owners who looked for new employees in 2002 reported difficulty in finding qualified personnel.
4. 59% of salon owners classified their salon as a full service salon, 18% as a haircutting salon, 4% as a nail salon, and 5% as a barber shop.
5. 57% of salon employees work full time, 33% are part time (20-35 hrs), and 10% are low time (less than 20 hrs).

6. Average salon income, including tips, is about \$30,000-\$50,000 per year.

***SOURCE:** Survey conducted for the National Accrediting Commission of Cosmetology Arts and Sciences by University of Maryland and LMP Associates, Inc., of Chevy Chase, Maryland.

ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. Persons who want to become a cosmetologist must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Aestheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

COUNSELING POLICY

All students are counseled monthly regarding their academic progress and hours earned. Copies of two such counseling/progress reports are provided to students during their course training. Consideration is given in the areas of student's total hours, attendance (monthly and cumulative), student's theory/written grade average, practical skills performance, personal characteristics of the student (professionalism, attitude, etc), student's goals, strengths and areas for improvement, student's performance required for improving weak areas, follow up of previous counseling and performance expectations and other needs the student may address.

VHD gives the student personalized, friendly vocational guidance and staff help with achievement goals, aptitude evaluation, assistance in financial arrangements, assistance in scheduling training hours, and assistance in government approved programs. Other support services include references to professionals in the areas of drug counseling, domestic violence, etc.

If a staff member discovers during the counseling session that the student has need of counseling for something other than academic progress or matters relating to enrollment, a sincere attempt will be made to refer the student to the appropriate agency. A list of such agencies and organizations is maintained in the Administrative Office. There must be evidence that a meaningful exchange of information took place between the instructor and the student during the counseling session. Counseling regarding personal matters, licensing regulations, financial assistance (if applicable), employment and continuing education opportunities are available to students as it is needed. The administration office has a list of agencies for referral if a student needs other assistance."

DRESS CODE POLICY

To effectively teach students how to appropriately dress in the cosmetology fields, a dress code will be strictly enforced. Students are to wear clean VHD smocks or T-shirts every day to class (these smocks will be a part of your supply kit). Comfortable shoes should be worn to class with the choice of colors being restricted to black, white, brown or grey. No open sandals or open-toe shoes will be allowed. No shorts, hats or scarves will be allowed as substitute attire. Inappropriate dress may result in dismissal from class for the day and other possible student infraction. Inappropriate dress may include sagging pants, mid-drifts, graphic tees, etc.

BEHAVIORAL (CONDUCT) POLICY

The VHD student population is a diverse group of people. VHD receives students from all cultural backgrounds and of both genders. VHD requires students to maintain respectful, professional conduct towards one another at all times. If a student is not appropriate as determined by the school administration, the student will discuss the matter with the Administrator or her designee. An appropriate plan of action will be implemented and the student will be expected to cooperate with the plan. In the event the student does not follow the prescribed plan, or in the case of extreme behavior, a student may be dismissed from school at the Administrator's discretion.

If a student is dismissed from school for behavioral reasons, he or she may request re-admission by requesting a personal meeting with the Administrator. After the meeting, the Administrator, in consultation with the Advisory Committee will determine if re-admission is appropriate.

DRUG AND ALCOHOL ABUSE POLICY

VHD provides an environment supportive of the holistic development of each member of the VHD community. VHD takes a firm position against the use, possession, or distribution of illegal drugs as well as the abuse or distribution of alcohol and other legal drugs because of their potential to adversely affect an individual. All members of the VHD community are expected to demonstrate consistent, effective work and learning habits and to follow this policy. VHD will not permit the violation of one's rights or the creation of an environment not appropriate to an educational institution or to a residential community because of the abuse of alcohol and/or drugs. Therefore, the school has developed the following means of preventing, identifying and responding to student and employee problems with alcohol and other drugs.

Penalties for violations of these regulations can include the dismissal of a student from VHD campus. Students are prohibited from attending and participating in classes if they are under the influence of alcohol or impaired by the use of alcohol and another drug.

RESPONSIBILITIES

VHD supports a wellness philosophy and promotes individual responsibilities, rights and privileges. Individuals must recognize that when exercising their rights, they assume certain responsibilities, including

- Respecting themselves and the rights of others
- Respecting the privilege of choice of those of legal age and the rights of individuals to abstain from alcohol use
- Making informed decisions and conducting themselves in a mature and responsible fashion
- Confronting those whose behavior may be damaging to the community or to themselves
- Guiding individuals who may be a problem to speak to a counselor or to seek health care intervention
- Understanding and following state laws and policies regarding alcohol use

HEALTH RISKS IN ALCOHOL AND DRUG ABUSE

Alcohol

For most people who drink, alcohol is a pleasant accompaniment to social activities. Moderate alcohol use-up to two drinks per day for men and one drink per day for women and older people-is not harmful for most adults. (A standard drink is one 12-ounce bottle or can of either beer or wine cooler, one 5-ounce glass of wine, or 1.5 ounces of 80-proof distilled spirits.) Nonetheless, a large number of people get into serious trouble because of their drinking. Currently, nearly 14 million Americans-1 in every 13 adults abuse alcohol or are alcoholic. Several million more adults engage in risky drinking that could lead to alcohol problems. These patterns include binge drinking and heavy drinking on a regular basis. In addition, 53 percent of men and women in the United States report that one or more of their close relatives have a drinking problem.

Marijuana

After alcohol, cannabis or marijuana is the mind-altering drug most often abused by students.

- Physical effects: increases heart rate, lowers blood pressure, limits control of movement
- Mental effects: distorts perception of reality
- Form: looks like dried parsley mixed with stems that may include seeds
- Also called: pot, grass, weed, reefer, dope, mary jane, acapulco gold
- It is eaten or smoked.
- Additional types of cannabis are hash, hash oil

Cocaine

Cocaine is one of the most addictive illegal drugs.

- Physical effects: slows, then increases heart rate and blood pressure, constricts blood vessels, increases breathing rate, dries mouth, dilates pupils, exaggerates movements
- Mental effects: stimulates rapid, intense general euphoria; produces a rush, makes a person feel energetic and alert with no need for food or sleep; user becomes talkative or peaceful, self-confident, in command, quick, agitated, anxious, unhappy
- Form: A white crystalline powder, often diluted with other ingredients.
- Also called: coke, snow, flake, white, nose candy, Big C, snow bird, lady
- It is inhaled, injected or smoked.
- A concentrated form of cocaine is crack. It is extremely potent, and its effects are felt within seconds. The unregulated, higher concentration may pose an increased risk of overdose.

TREATMENT & COUNSELING SERVICES

VHD views alcohol and drug abuse and dependence as treatable. Although the school provides reasonable assistance in these matters, we look to individuals to make a significant commitment in addressing their issues. Interventions are confidential. The school provides to its employees and students references for Alcohol/Drug education programs and assistance through its Counseling Services.

Identification -- Individuals, whose behavior indicates that they may be abusing alcohol and/or drugs, will be challenged and the school will take appropriate action.

Community Assistance and Resources

Alcoholics Anonymous (24 hours)	414-771-9119
A-Anon Family Groups	414-257-2415
Aurora Sinai Medical Center (24 hours) Sexual Assault Treatment Center	414-219-5555
IMPACT Alcohol and Other Drug Abuse Services (24 hours)	414-256-4808
Milwaukee Council on Alcoholism and Drug Dependence	414-771-4808
Milwaukee County Mental Health Complex (24 hours) Crisis/Suicide Prevention Hotline	414-257-7222
Milwaukee Women's Center (24 hours) Crisis Line	414-671-6140
Appointment/Information	414-449-4777
www.madd.org	800-240-0276
www.al-anon-alateen.org	
www.alcoholics-anonymous.org	
www.niaaa.nih.gov	

VHD PENALTIES FOR VIOLATION OF DRUG AND ALCOHOL ABUSE POLICY

Referrals for counseling are available for all students and employees who have violated school policy and applicable laws regarding the use of alcohol or other drugs or for those who are identified as being at risk.

Students: The focus of student conduct is educational, and, in uncomplicated cases, disciplinary action tends to be progressive. Disciplinary actions range from warnings up to and including expulsion, regardless of the outcome of any civil or criminal charges.

Employees: Generally, the school employs progressive disciplinary action, beginning with a verbal warning, progressing to a written warning, final written warning, suspension, then termination of employment. The school may act regardless of the outcome of any civil or criminal charges. In certain circumstances, the school may forego lesser disciplinary action and immediately impose more serious discipline up to and including termination of employment.

PENALTIES UNDER STATE, LOCAL AND FEDERAL LAW

VHD will report all suspected violations of local, state or federal law to the appropriate civil authorities.

Illicit drugs:

Wisconsin laws, including the Uniform Controlled Substances Act (Wisconsin Statute §961 et seq.) prohibit the possession, use and/or delivery of drugs. Violations of the law carry severe penalties, up to 45 years in prison, and fines of up to \$1 million. For example, a sentence of up to six months in prison and up to \$1,000 in fines can be levied for a first-time conviction for the possession of marijuana. Penalties vary according to the amount of drugs confiscated, the type of drugs found, previous offenses, and evidence of intent to manufacture, sell or use the drug. Sentences can be doubled if aggravating circumstances are proven, such as selling a controlled substance to a minor. Certain drug-related offenses also carry federal penalties. Mandatory sentences are specified in federal law for anyone convicted of drug possession, use and trafficking. The courts can sentence a person to federal prison for up to six years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams, which is about 8.8 ounces) of marijuana. Conviction for possession of a controlled substance in an instance involving death or bodily injury can carry a sentence of life imprisonment.

Alcohol:

It is against the law to sell, dispense or give away alcohol to anyone younger than 21, the legal drinking age in Wisconsin, who is not accompanied by his or her parent, legal guardian or spouse. Those who are at least 21 years old are responsible by law for preventing the illegal consumption of alcohol on their premises. A first-time violation of this statute can result in a \$500 fine. It is against the law for a person younger than 21 to attempt to buy an alcoholic beverage, falsely represent his or her age, or enter a bar or tavern unless accompanied by his or her parent, legal guardian or spouse. Sanctions for first-time violations can include any or all of the following: a \$500 fine, mandatory participation in a supervised work program, suspension or revocation of the offender's driver's license. Penalties for serving or providing alcohol to minors include fines of up to \$10,000, imprisonment for up to nine months or both. A retailer's license to sell alcohol may be suspended or revoked. (For reference, see Chapter 125 of the Wisconsin Statutes.)

FEDERAL STUDENT FINANCIAL AID PENALTIES FOR DRUG LAW VIOLATIONS

Any student receiving Federal Aid whom is convicted for any offense, during a period of enrollment for which the student was receiving Title IV, under any federal or state law involving the sale of illegal drugs will result in the loss of eligibility for any Title IV, loan or work-study assistance.

Conviction for possession or sale of illegal drugs that disqualifies them:

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; ABC is not required to confirm this unless there is evidence of conflicting information.
- A conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless she/he was tried as an adult.
- The Chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs).

Possession of illegal drugs Sale of illegal drug

- 1st offense 1 year from date of conviction 2 years from date of conviction
- 2nd offense 2 years from date of conviction Indefinite period
- 3+offenses Indefinite period
- If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again.
- When a student regains eligibility during the award year the college may award Pell for the period of enrollment.

Standards for a qualified drug rehabilitation program:

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Incarcerated students:

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a half-way house or home detention or is sentenced to serve only weekends. All classes and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

SEXUAL HARASSMENT AND ASSAULT

Students and staff at VHD have a right to an environment free of sexual harassment, not only by persons in positions of power, but by any VHD employee or student. Sexual harassment constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual harassment is not only a clear violation of College policy; it is a form of discrimination and is illegal. Students are protected under Title VII of the Civil Rights Act and Title IX of the Education amendments.

Sexual harassment is unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions that sex can be exchanged for grades or a promotion. It can happen to both men and women, but women are more often the victims.

Harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal. Another form of sexual harassment is peer harassment (by other students), and includes any of the above unwanted actions (except suggestions that can be exchanged for grade or promotions). Sexual harassment committed by students is a serious offense which could lead to dismissal from the school.

If an individual is the victim of sexual harassment they are encouraged to report such incidents promptly to the Business Office at 414.445.5545. If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on school may be lodged with the Business Office in order to ensure a prompt investigation of the occurrence. In the case of a criminal sexual assault, it is extremely important that physical evidence be preserved.

A student who has been sexually assaulted has the option of notifying law enforcement authorities. School officials can assist the individual in notifying these authorities, if the student requests the assistance of the school official. Students will be referred to counseling, mental health or student services for victims of sex offenses.

What to Do If You Are Sexually Assaulted:

- Find a safe environment away from your attacker and call 9-1-1 immediately! If possible, ask a trusted friend to stay with you. And, remember, it's not your fault you were attacked.
- Write down everything you can remember about your attacker (physical description, location of the attack, etc.)
- Preserve evidence of the attack. Though you may want to, do not bathe or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing.
- If the incident occurred on school, immediately report the assault to school officials. School officials will assist the victim in notifying the Milwaukee Police Department.
- Seek medical attention. Even if you don't think you're injured, it's important to test for STDs and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab.

Sexual Assault Disciplinary Procedure Guarantees:

- The accuser and the accused are entitled to the same opportunities to have others present during a school disciplinary proceeding.
- Both the accuser and accused shall be informed of the outcome or any school disciplinary proceeding brought alleging a sexual assault.
- The accuser and the accused will be treated with dignity, courtesy and professionalism
- Sexual assaults (criminal offenses) on school will be reported immediately to the school officials, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment.
- This school has zero tolerance of any sexual assault (including rape, acquaintance rape or other forcible or non-forcible sex offenses); the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
- Any student convicted of rape, acquaintance rape or other forcible or non-forcible sex offenses will be dismissed from the school accordingly upon confirmation of that conviction.
- The institution will change a victim's academic situation after an alleged sex offense, if those changes are requested by the victim and are reasonably available.

SEX OFFENDER REGISTRY INFORMATION

The Sex Offender Registration and Community Notification Law provides the public with automated access to information about offenders, who are required to register with the Department of Corrections. Registration is a way to monitor and track an offender's whereabouts, thereby providing access to information for law enforcement agencies, victims, public/private organizations and the general public. It is intended to promote public safety and help detect and prevent crime. Access to the registry is provided by the Department of Corrections through the Sex Offender Registry System.

For information about the Wisconsin Sex Offender Registry, go to the [Wisconsin Department of Corrections website](http://offender.doc.state.wi.us/public/) at <http://offender.doc.state.wi.us/public/>. To contact the Wisconsin Sex Offender Registry, call 800-398-2403.

CLASS SCHEDULE**School Schedule by Program for 2013-14 School Year**

	Barbering/Cosmetology	Aesthetician	Manicuring
Monday	9:00am – 5:00pm and 5:00 – 9:00pm		5:00 – 9:00pm
Tuesday	9:00am – 5:00pm and 5:00 – 9:00pm	5:00 – 9:00pm	5:00 – 9:00pm
Wednesday	9:00am – 5:00pm and 5:00 – 9:00pm	5:00 – 9:00pm	5:00 – 9:00pm
Thursday	9:00am – 5:00pm and 5:00 – 9:00pm	5:00 – 9:00pm	5:00 – 9:00pm
Friday			
Saturday	Alt. 8:00am – 3:00pm		

SCHOOL RECESS/ CLOSINGS**Spring Break**

Spring break begins the Thursday before Good Friday and goes until Monday after Easter Day.

Winter Break

Winter break begins the day before Christmas (Christmas Eve) and goes until the immediate business day after New Year's Day.

School Closings

The following are school closings and/or holidays that are recognized by VHD.

- New Year's Eve
- New Year's Day (January 1st)
- Good Friday
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

In the event of a snow emergency, students will be notified by alerts on local television and radio stations of class cancellations. We will also make every effort to phone/text students regarding class cancellations.

FINANCIAL INFORMATION

TUITION & PAYMENTS

Tuition costs for each program are listed in the program curriculum sections of this catalog. Financial aid is available for those who qualify. For more information on financial aid eligibility, contact the office at (414) 445-5545.

SPECIAL FINANCIAL ARRANGEMENTS

One half of the tuition costs must be paid prior to the start of school. The balance can be paid in installments. (Fees subject to change)

If full payment is not made, a 1% interest charge is assessed each month on the unpaid balance, regardless of financial aid awards. Monthly payments are expected if full payment is not made.

VHD will honor all third scholarships received independently by students and will apply funding to tuition costs. However, VHD does not offer scholarships at this time.

COLLECTION POLICY

All efforts will be made to collect tuition from VHD students for non-payment. Non-payment of tuition will result in school-initiated withdrawal of delinquent account. Reasonable accommodations will be made to recover outstanding tuition debts.

VHD reserves the right to take legal action against students with delinquent tuition accounts with the school.

SATISFACTORY PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at VHD. * Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

ATTENDANCE PROGRESS

Class attendance is mandatory for the successful completion of any course.

Day & Evening Classes: MAXIMUM TIME: The maximum time a student has to complete is 150% of the program length.

Note: ATTENDANCE: All students must maintain at least a 67% cumulative attendance average in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

ATTENDANCE POLICY

Students are expected to attend classes as scheduled. Students who miss 14 calendar days without communicating with the Administrator/designee will be terminated on the 15th calendar day. Students who persist in repeating patterns of absenteeism will be counseled and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school. All students are expected to call the school each day they are absent. You must speak with an instructor or the administrative staff. Continued tardiness may result in probation, other disciplinary action, or ultimately expulsion from the school.

Students are responsible for utilizing a timecard/sheet to clock in at the start and the end of classes each day they arrive for classes. This is the accepted system for appropriately documenting hours at VHD. Time cards/sheets will be used to determine the last date of attendance in all cases of withdrawal, including if a student drops out or is expelled before his or her first day of class.

Excused/ Unexcused Absence Policy

No unexcused absences are allowed. Excused absences may only be granted by the instructor, and other than in cases of extreme emergency, must be granted in advance. In the event the student is ill, he/she should call the school prior to class at the latest, one hour prior to class and the earliest, 24 hours in advance about excused absences. Illness is considered an excused absence. Any student missing over one-third of a course for reasons including family emergencies, illness, excused and unexcused absences, will be required to repeat the course.

WITHDRAWAL POLICY

A student who withdraws is one who either officially goes through a "withdrawal" from VHD, unofficially withdraws (is administratively withdrawn), suspended, or officially withdraws and submits it in writing to School Director. A student can also be administratively withdrawn for violation of student policies as outlined in this manual.

A student is considered "Officially Withdrawn" after completing a Withdrawal Form. The Refund Policy and/or Title IV Return Policy will be applied subsequently for a withdrawing student. If the student is a Title IV loan recipient, the possible consequences of a withdrawal will impact the student's loan repayment terms, including the exhaustion of the student's grace period. Students can withdraw at any period of their program.

A student is considered "Unofficially Withdrawn" if the student misses 14 consecutive calendar days of school classes. The school automatically considers a student "Unofficially Withdrawn" if the student does not show up, call, write or inform the school in any manner about their failure to attend school for 14 consecutive calendar days. The school may withdraw a student prior to the completion of their program for one or more of the following: Insufficient progress, not fulfilling financial obligations to the school, failure to comply with the rules and regulations of the school, failure to comply with the Attendance policy of the school, insubordination, after a minimum of 14 consecutive calendar days of absence or in the case of a leave of absence on the documented date of return if the student does not return.

ACADEMIC PROGRESS

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.) and Practical work (clinical and lab work).

Grading System

Grading is based on theory, written and practical work according to the following scale:

90-100	A	Excellent	P	Pass
80-89	B	Good		
70-79	C	Satisfactory		
60-69	D	Unsatisfactory	IP	In Progress
Below 60	F	Failing	W	Withdrawal
			TC	Transfer Courses

Students must maintain a "C" average (minimum of 70% in theory and practical/clinic work) in order to be considered making satisfactory progress.

DETERMINATION OF PROGRESS

Evaluation of progress will be conducted by the administrator quarterly (450, 900 and 1350 hours) for the Barbering/Cosmetology program and at the midpoint in all other programs.

Satisfactory: Students with a minimum of 70% grade point average (G.P.A.) and 67% attendance.

Note: *Attendance and grade point average is evaluated on a cumulative basis. At each evaluation point, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy.*

Students meeting minimum requirements at 8 evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress at the course midpoint, he or she must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course or midpoint of the academic year, whichever is shorter. Only students who maintain a satisfactory progress in both areas are eligible to receive Title IV assistance.

FINANCIAL AID WARNING POLICY

During probation, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. A financial aid warning will be assigned to students who fail to make satisfactory progress at the end of each payment period. The financial aid warning is lifted when it is determined the student is meeting minimum requirements in both academics and attendance, and thus, making satisfactory progress.

SCHOLASTIC PROBATION POLICY

Students failing to meet minimum progress will be placed on probation until the next evaluation period with the opportunity to meet requirements for the next evaluation period. Grades on theory tests and practical work are used to evaluate the student's academic progress. During probation, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students.

At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements in both academics and attendance, he or she will be determined to be making satisfactory progress. If the student fails to meet minimum requirements, he or she will be terminated from Title IV programs and may be terminated.

No more than three(3) probationary periods will be allowed during the Barbering/ Cosmetology Program. One (1) probationary period allowed for all other programs.

APPEAL PROCESS

Students who are dropped after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Administrator, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. Should a student fail to appeal this decision, the decision to terminate will stand. The Administrator, within five (5) business days of termination, must receive this appeal. Students are allowed one appeal process.

Appeal Hearing

An appeal hearing will take place within five (5) days of receipt of the written appeal. The hearing must be attended by the student, the student's instructor, and the Administrator. A decision on the student's appeal will be made within three (3) business days by the Administrator and will be communicated to the student in writing. Whether negative or positive determination; the decision will be final.

Reinstatement of Aid

Should a student prevail on his or her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the program, and financial aid funds will be reinstated to eligible students. If a student prevails in the unsatisfactory progress appeal, they will be placed on probation.

MAKE-UP POLICY

It is the determination of the instructor whether or not late or make-up assignments will be accepted and grades for late assignments allowed. Late assignments will be accepted by a specified deadline for students who have an excused absence or on an approved leave of absence.

EXTRA-INSTRUCTIONAL CHARGES

VHD may charge a student for extra instruction needed to complete his/her program, if the absences allowed within the contract period have been exhausted. All monies received for extra-instruction prior to completion of the student contract are refunded if student terminates.

<u>Program Name</u>	<u>Tuition & Fees</u>	<u>Required Clock Hours</u>	<u>Tuition/Hour</u>
Aesthetician	\$4,500	450	\$10.00/Hour
Barbering/ Cosmetology	\$12,664	1800	\$7.04/Hour
Instructor Program	\$600	150	\$4.00/Hour
Manicuring Program	\$1,225	300	\$4.08/Hour

COURSE INCOMPLETES AND REPETITIONS

Course incompletes and repetitions have direct impact upon a student’s satisfactory progress status in this school.

CLASSROOM ETIQUETTE

The use of cellular phones is not permitted during classes or clinic services. Cell phones should be turned off. All other electrical devices should not be brought on school grounds, with the exception of personal notepads or laptops. VHD prohibits visitation of students by family or friends during school sessions. In case of an emergency, we ask that family call the school and/or notify a staff member in the Administration office.

LEAVE OF ABSENCE POLICY

A Leave of Absence Form is available in the Registrar’s Office. A student must provide a signed and dated written request that includes the reason for a leave of absence in advance of the leave of absence. Leaves of Absence requests will not be approved for 5 or less consecutive calendar days, and may not be approved during the initial core training phase of a program. In all cases, an approved leave of absence cannot exceed 180 calendar days with a 6-day minimum in a 12-month period. Exceptions may be approved at the discretion of the president for documented medical circumstances, death of an immediate family member or documented jury duty of 6 or more consecutive calendar days, not to exceed federal guidelines. If the student is unable to return to school within the maximum time frame for a leave of absence, the enrollment will be terminated. If a student does not return on their scheduled **return** date from the leave of absence, his or her last date of attendance at the institution will be the withdrawal date for refund calculations and to determine the amount of Title IV aid earned.

SCHOOL CLOSURE

If VHD closes permanently and ceases to offer instruction after students have enrolled or if a program is canceled after students have enrolled and instruction has begun, VHD will provide a refund in compliance with its Refund Policy.

In such an event, VHD shall dispose of school records in accordance with state laws.

CANCELLATION AND SETTLEMENT (REFUND POLICY)

The cancellation policy applies whether or not the student actually started training at VHD. After enrollment in a course a student may decide not to attend the class and desire a refund.

1. An applicant not accepted by the school shall be entitled to a refund of all monies paid with the exception of an application fee.
2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of the signing of the enrollment agreement of contract, all monies collected by the school shall be refunded except an application fee. These policies apply regardless of whether or not the student has actually started training.
3. If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less an applications fee of \$50.00 for all courses offered.
4. A student notifies the institution of his/her withdrawal in writing; a student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or a student is expelled by the school.
5. In type 2, 3, or 4 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notifications, or the date said information is delivered to the school administrator/ owner in person.
6. Any monies due a student who unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school must monitor each students' completion of class participation in learning activities (such as class assignments, examinations, tutorials, computer-assisted instruction, and participation in academic advisement or other academically-related activities).¹ For programs measured in clock hours, unofficial withdrawals must be monitored and determined by the institution at the times it normally monitors attendance, but a minimum of once a month (every 30 days).
7. If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option: provide a full refund of all monies paid; or provide completion of the program or course.
8. If the school closes permanently and ceases to offer instruction after a student has enrolled, the school must make arrangements for students or implement any applicable teach-out plan in compliance with the following requirements: the arrangements or plan must offer the student a reasonable opportunity to promptly resume and complete the cancelled course(s) of study or a substantially similar course of study at an institution (or institutions) in the same geographical area which offer similar educational programs. The school at which students continue their education and training shall not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid. The original school shall notify affected students individually of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the school(s) that are accepting students from the original school. The school that is closing or has closed must submit to NACCAS a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his/her education. The original school shall dispose of school records in accordance with state laws. If the closing does not have a teach out plan, students shall receive a pro-rata refund of tuition.
9. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

<u>Percentage of Length Completed to</u>	<u>Amount of Tuition and Fees Charged</u>
<u>Total Length of Program</u>	
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

RETURN OF TITLE IV FUNDS POLICY

The return of Title IV funds is administered by the Financial Aid Department. This policy applies to students who withdraw (officially, unofficially or fail to return from a Leave of Absence) or are dismissed from enrollment at VHD.

It is separate and distinct from the VHD Refund Policy in the school catalog and on the contract. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also attempt to collect from the student any Title IV program funds that the school was required to return. The calculated amount of the "Return of Title IV Funds" that is required for students affected by this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The Institution has 45 days from the date the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The Return of Title IV Funds (R2T4) regulation does not dictate the institutional refund policy, however. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges. A school is required to determine the earned and unearned Title IV aid a student has earned as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance.

Withdrawal before 60%:

VHD must perform a R2T4 to determine the amount of earned aid up through the 60% point in each *payment period*. VHD will use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Withdrawal after 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, VHD will still determine whether the student is eligible for a post-withdrawal disbursement. Note: VHD has provided an example of the calculation used to determine the amount of unearned aid a student would be expected to repay based on the reported last day of attendance of the term from which a student withdraws:

Example of Calculation:

1. Determine the percentage of Title IV aid earned by the student by taking the clock hours the student was scheduled to complete in the payment period, divided by the total clock hours in the payment period (excluding breaks of 5 days or more AND days the student was on an approved LOA)

69 (completed hours) = 15.3% (% of completed clock hours)
450 (total hours)

2. Determine the amount of Title IV aid earned by the student by multiplying the percentage of Title IV aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period.

$15.3\% \times \$2,366.00 = \362.00 (Amount of aid earned by student)

3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-withdrawal disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

Withdrawals – Official vs. Unofficial:

The Financial Aid Officer and Business Office at VHD can provide you with the requirements and procedures for officially withdrawing from school. A student who withdraws is one who either officially goes through a "withdrawal" from VHD, unofficially withdraws (is administratively withdrawn), suspended, or officially withdraws and submits it in writing to School Director. If the student is a Title IV loan recipient, the possible consequences of a withdrawal will impact the student's loan repayment terms, including the exhaustion of the student's grace period.

A student's withdrawal date is determined by using one of the following:

- the date the student began the institution's official withdrawal process or officially notified the institution of intent to withdraw
- 30 days after student's last day of attendance--date used on Return to Title IV as date of determination will be last day of attendance.
- the student's last date of attendance at a documented academically related activity A student may rescind his or her official notification to withdraw by filing a written statement with the School Director that he/she is continuing to participate in academically-related activities, and intends to complete the term (payment period) for which payment of Title IV funds were or would be received. The rescission of withdrawal is negated if the student subsequently ceases to attend prior to the end of the payment period. The withdrawal date then is the student's original date of withdrawal.

Failure to return from an LOA:

If a student does not return on their scheduled date from a documented Leave of Absence, VHD will withdraw the student 10 days after they were scheduled to return. Their last day of attendance will then be the last day they clocked in prior to the LOA. One possible consequence of not returning from a LOA is that a student's grace period for a Title IV program loan might be exhausted. Therefore, in order for a LOA to be an approved LOA, prior to granting a leave of absence, the school must inform a student who is a Title IV loan recipient of the possible consequences a withdrawal may have on the student's loan repayment terms, including the exhaustion of the student's grace period.

Earned AID:

Title IV aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Loans
- Subsidized Direct Loans
- Federal PLUS loans
- Direct PLUS loans
- Federal Pell Grants

VHD's responsibilities in regard to the return of Title IV funds follow:

- providing students with the information given in this policy;
- identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- Returning any Title IV funds that are due the Title IV programs.

The student's responsibilities in regard to the return of Title IV funds include:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.
- Any notification of a withdrawal should be in writing and addressed to the School Director.
- A student may rescind his or her official notification of intent to withdraw. Submission of intent to rescind a withdrawal notice must be filed in writing.
- Either of these notifications, to withdraw or a rescission of intent to withdraw must be submitted to the School Director in writing.

If you would like examples of the worksheets for this Return of Title IV Funds policy, contact the Financial Aid Director at 414.445.5545.

Post Withdrawal:

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. The Institution may automatically use all or a portion of your Post-withdrawal disbursement (including loan funds, if you accept them) for tuition and fees. For all other school charges, the institution needs your permission to use the post-withdrawal disbursement. If you do not give your permission, you will be offered the funds. *However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.*

The school must advise the student or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement. If a response is not received from the student or parent within the permitted time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.

If VHD is not required to return all of the Title IV funds, you must return the remaining amount. Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you may ask your Financial Aid Director for a copy of the refund policy, or refer to your student contract.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at: 1-800-4-FEDAID (1-800-433-3243)

TTY users may call:

1-800-730-8913

You may also contact the Financial Aid Office at:

414.445.5545

Information is also available on Student Aid on the Web at: www.studentaid.ed.gov

**This policy is subject to change at any time, and without prior notice*

VHD CURRICULUM

AESTHETICIAN PROGRAM

The Aesthetician Program provides students an opportunity to learn about the skin and receive the instructional component of the requirements for testing for Wisconsin Code. Upon successful completion of the program, Students will receive a certificate of completion.

Program Objectives:

- Equip students for work in the field of Aesthetics as skilled professionals.
- Educate students in the composition and care of the skin.
- Provide practical and theoretical training in skin care.
- Express creativity with appropriate product knowledge, skill and technique.
- Prepare students to provide quality customer service and working with a spirit of excellence.
- Develop work ethics reflective of good quality decisions in handling customers and the business of cosmetology.

Number of Clock Hours Required: 450 hours

Instructional Methods: All courses will include class discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction and student presentations. Students will be tested regularly on course content.

Supplies Required:

- Milady Standard Cosmetology
- Milady Standard Cosmetology Theory Workbook
- Notebook
- Folder
- Writing Instrument

Graduation Requirements:

Successful completion of all course work requires a completion of 450 clock hours to graduate from the Barbering/Cosmetology program. A grade point average of C or better in the subjects taken at VHD is required for students to receive a certificate/ diploma of completion. Graduation from VHD is required before taking the State Licensure Examination.

ACADEMIC PROGRESS

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.) and Practical work (clinical and lab work)

Grading System

Grading is based on theory, written and practical work according to the following scale:

90-100	A	Excellent	P	Pass
80-89	B	Good	TC	Transfer Courses
70-79	C	Satisfactory		
60-69	D	Unsatisfactory	IP	In Progress
Below 60	F	Failing	W	Withdrawal

Students must maintain a "C" average (minimum of 70% in theory and practical/clinic work) in order to be considered making satisfactory progress.

Tuition:

Tuition:	\$4,000.00
*Books:	\$ 100.00
*Supply Kit:	\$ 350.00
Graduation/Certificate Fee:	<u>\$ 50.00</u>
TOTAL:	\$4,500.00
*Non-refundable items	*Application Fee =\$50.00

Class Schedule

Day and Evening Classes may be available. Classes begin the first Monday of the month after the enrollment minimum of 5 students.

AESTHETICIAN PROGRAM continued

Schedule of Courses

	Theory	Practical
INTRODUCTION Law and Code, Bookkeeping, Business Management, History and Ethics	26 hours	0 hours
SAFETY, SANITATION AND STERILIZATION Course focused on safety sterilization and sanitation.	30 hours	20 hours
ANATOMY, AND PHYSIOLOGY Course focused on the anatomy and physiology of the skin and disorders of the skin.	30 hours	0 hours
CHEMISTRY, TREATMENTS AND PROCESS Includes the foundational theoretical concepts in decontamination, general chemistry, and anatomy as related to the profession.	24 hours	0 hours
TREATMENT Introduces the theory of and provides practical skills in skin care and treatment of skin disorders.	32 hours	96 hours
ELECTRICITY, MACHINES AND EQUIPMENT This course focuses on structure/disorders of skin, electricity and light therapy.	10 hours	35 hours
MAKE-UP AND COLOR ANALYSIS Introduces the theory of and practical skills in skin care, such as massage techniques, cosmetics, make-up application and correction and eyebrow shaping.	12 hours	20 hours
INDIVIDUAL STUDENT NEEDS AND ELECTIVES Introduces the fundamental knowledge required for lawful and effective salon practice and management, including Wisconsin state laws and regulatory rules.	65 hours	50 hours
	<hr/>	
	TOTAL: 450 hours	

Hours may include structured visits conducted by the school outside of the classroom at one or more barbering and cosmetology or aesthetics establishments.

BARBERING/COSMETOLOGY PROGRAM

The Barbering/Cosmetology Program provides you with the practical and theoretical hours necessary for becoming eligible to take the state board examination and begin your career as a barber or cosmetologist. This program can be completed within one year to 18 months, including attendance through the summer months. Upon successful completion, student will receive a certificate of completion.

Program Objectives:

- Equip students for work in the field of cosmetology as skilled professionals.
- Train students in the arrangement and care of hair, skin and nails.
- Express creativity with appropriate product knowledge, skill and technique.
- Prepare students to provide quality customer service and working with a spirit of excellence.
- Develop work ethics reflective of good quality decisions in handling customers and the business of cosmetology.

Number of Clock Hours Required: 1800 hours

Instructional Methods: All courses will include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction and student presentations. Students will be tested regularly on course content.

All courses will incorporate both a theory and practical experience to provide hands-on learning for students and student clinics will be supervised by the instructor.

Supplies Required:

- Milady Standard Cosmetology
- Milady Standard Cosmetology Theory Workbook
- Notebook
- Folder
- Writing Instrument

Graduation Requirements:

Successful completion of all course work requires a completion of 1800 clock hours to graduate from the Barbering/Cosmetology program. A grade point average of C or better in the subjects taken at VHD is required for students to receive a certificate/ diploma of completion. Graduation from VHD is required before taking the State Licensure Examination.

ACADEMIC PROGRESS

The following factors will be measured to determine academic progress: Theory work includes test grades, homework, etc. and practical work (clinical and lab work)

Grading System

Grading is based on theory, written and practical work according to the following scale:

90-100	A	Excellent	P	Pass
80-89	B	Good	TC	Transfer Courses
70-79	C	Satisfactory		
60-69	D	Unsatisfactory	IP	In Progress
Below 60	F	Failing	W	Withdrawal

Students must maintain a "C" average (minimum of 70% in theory and practical/clinic work) in order to be considered making satisfactory progress.

Sample Student Budget

Sample Student Budget Types – Barbering/Cosmetology Program	Estimated 2011-2012 Costs		
		AY 1	AY 2
A. Dependent students living at home with parents/legal Guardians	Tuition/Fees	\$4,912	\$4,912
	Books/Supplies	\$1,420	\$1,420
	Personal/Misc.*	\$ 922	\$ 922
	Transportation*	\$1,607	\$1,607
	Room and Board*	\$5,651	\$5,651
	Total	\$14,512	\$14,512
B. Independent students living away from parents/legal Guardians	Tuition/Fees	\$4,912	\$4,912
	Books/Supplies	\$1,420	\$1,420
	Personal/Misc.*	\$1,840	\$1,840
	Transportation*	\$1,607	\$1,607
	Room and Board*	\$6,249	\$6,249
	Total	\$16,028	\$16,028

*Based on 7 months of attendance in an academic and award year.

Budgets are for each academic year. Students enrolled in the Barbering/ Cosmetology program complete 2 academic years to complete the program. Cost of attendance includes personal expenses, transportation, and room and board fees. Maintenance Costs are determined by the number of months a student is enrolled in program for the academic year.

Schedule of Courses

HYGIENE AND PERSONAL DEVELOPMENT Course focused on hygiene, grooming and personal development.	Theory 10 hours	Practical 0 hours
BACTERIOLOGY, STERILIZATION, AND SANITATION Course focused on bacteriology, sterilization and sanitation.	20 hours	20 hours
TOOLS, EQUIPMENT AND IMPLEMENTS Course in product knowledge, use and safety of tools and equipment.	3 hours	9 hours
ANATOMY AND PHYSIOLOGY Course focused on the anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails.	50 hours	0 hours
HAIRCUTTING, HAIR TAPERING AND RAZOR CUTTING Course to learn the fundamentals of cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pin-curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis and care of hairpieces, wigs and wefts.	150 hours	450 hours
HAIR STRAIGHTENING, RELAXING & THERMAL HAIR Course to learn the techniques of straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry.	190 hours	400 hours
SHAVING, BEARD & MUSTACHE SHAPING & TRIMMING Course understand the basics of hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity and introduction to electrology.	35 hours	60 hours
MANICURING AND ARTIFICIAL NAILS Offers students the practical skills of manicuring and pedicuring and the theory of and practical development in artificial nail application and removal.	10 hours	25 hours

PRODUCT KNOWLEDGE, USE AND SALES

This course provides an understanding of products, their use and appropriate sales.

45 hours

0 hours

LAWS, RULES, ETHICS AND HISTORY

Subjects included in this course are professional image and ethics, barbering/cosmetology laws and rules.

18 hours

0 hours

INDIVIDUAL NEEDS AND ELECTIVES

Introduces the fundamental knowledge required for lawful and effective salon practice and management, including Wisconsin state laws and regulatory rules.

305 hours

0 hours

TOTAL: 1800 hours

INSTRUCTOR PROGRAM

This 150-hour certificate program is for licensed barber/cosmetologist practitioners desiring to advance their education and acquire an instructor's license. This program fulfills the educational portion of the requirements of Wisconsin Barbering/Cosmetology law. Upon successful completion of this program, student will receive a certificate of completion.

Program Objectives:

- Prepare licensed cosmetologists for work in teaching in the field of cosmetology
- Develop knowledgeable instructors by offering techniques in communication and teaching
- Develop work ethics reflective of good quality decisions in handling customers, staff in the business of cosmetology.

Number of Clock Hours Required: 150 hours

Instructional Methods All courses will include class discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction and student presentations. Students will be tested regularly on course content.

Supplies Required:

- Milady Standard Cosmetology, Notebook, Folder, Writing Instrument

Graduation Requirements

Successful completion of all course work requires completion of 150 clock hours to graduate from the Instructor program. A grade point average of C or better in the subjects taken at VHD is required for students to receive a certificate/ diploma of completion. Graduation from VHD is required before taking the State Licensure Examination.

ACADEMIC PROGRESS

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.) and Practical work (clinical and lab work)

Grading System

Grading is based on theory, written and practical work according to the following scale:

90-100	A	Excellent	P	Pass
80-89	B	Good	TC	Transfer Courses
70-79	C	Satisfactory		
60-69	D	Unsatisfactory	IP	In Progress
Below 60	F	Failing	W	Withdrawal

Students must maintain a "C" average (minimum of 70% in theory and practical/clinic work) in order to be considered making satisfactory progress.

Tuition:

Tuition:	\$550.00
Graduation/Certificate Fee:	<u>\$ 50.00</u>
TOTAL:	\$600.00

**Non-refundable items *Application Fee = \$50.00 (non-refundable)*

Class Schedule

Day and Evening Classes may be available. Classes begin the first Monday of the month after the enrollment minimum of 5 students.

Schedule of Courses

BARCOS 400 BARBER/COSMETOLOGIST SPECIAL TECHNIQUES **75 hours**

This course provides the student with orientation, communication techniques, and teaching techniques

BARCOS 401 CLASSROOM FACILITATING & MANAGING SKILLS PRACTICUM **75 hours**

The student is prepared for classroom management, guidance of students, safety and practice teaching. BARCOS 400 is a prerequisite for this course.

150 hours

MANICURING PROGRAM

This course is designed to fulfill the requirements designated by the Wisconsin State Code. The Manicuring Program is offered with courses offered in both theory and practical areas, as required for licensing. Upon successful completion of program, student will receive a certificate of completion.

Program Objectives:

- Equip students for work in the field of nail care as skilled professionals.
- Educate students in the composition and care of nails.
- Provide practical and theoretical training in nail care.
- Express creativity with appropriate product knowledge, skill and technique.
- Prepare students to provide quality customer service and working with a spirit of excellence.
- Develop work ethics reflective of good quality decisions in handling customers and the business of cosmetology.

Number of Clock Hours Required: 300 hours

Instructional Methods: All courses will include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction and student presentations. Students will be tested regularly on course content.

All courses will incorporate both theory and practical experience to provide hands-on learning for students and student clinics will be supervised by the instructor.

Supplies Required:

- Milady Standard Cosmetology
- Milady Standard Cosmetology Theory Workbook
- Notebook
- Folder
- Writing Instrument

Graduation Requirements:

Successful completion of all course work requires completion of 300 clock hours to graduate from the Manicuring Program. A grade point average of C or better in the subjects taken at VHD is required for students to receive a certificate/ diploma of completion. Graduation from VHD is required before taking the State Licensure Examination.

ACADEMIC PROGRESS

The following factors will be measured to determine academic progress:

Theory work (test grades, homework, etc.) and Practical work (clinical and lab work)

Grading System

Grading is based on theory, written and practical work according to the following scale:

90-100	A	Excellent	P	Pass
80-89	B	Good	TC	Transfer Courses
70-79	C	Satisfactory		
60-69	D	Unsatisfactory	IP	In Progress
Below 60	F	Failing	W	Withdrawal

Students must maintain a "C" average (minimum of 70% in theory and practical/clinic work) in order to be considered making satisfactory progress.

Tuition

Tuition:	\$ 900.00
*Books:	\$ 100.00
*Supply Kit:	\$ 175.00
Graduation/Certificate Fee:	<u>\$ 50.00</u>
TOTAL:	\$1,225.00

* Non-refundable items *Application Fee =\$50.00 (non-refundable)

MANICURING PROGRAM continued

Class Schedule

Day and Evening Classes may be available. Classes begin the first Monday of the month after the enrollment minimum of 5 students.

Schedule of Courses

	Theory	Practical
INTRODUCTION Course on the law and codes, bookkeeping, business management, history and ethics of manicuring.	36 hours	0 hours
SAFETY, SANITATION AND STERILIZATION, FIRST AID and BACTERIOLOGY Course focused on bacteriology, sterilization, sanitation and first aid safety.	10 hours	25 hours
NAILS AND SKIN DISORDERS Course focuses on the disorders of the skin and nails.	24 hours	10 hours
ANATOMY AND PHYSIOLOGY Course focused on the anatomy and physiology of the skin and nails.	18 hours	8 hours
MANICURING AND PEDICURING, INCLUDING NAIL ENHANCEMENT This course offers professional skill development in basic and artificial nail applications in a salon-like setting. Students practice manicuring, pedicuring, tip fabric, acrylic and UV gel applications on clients.	24 hours	112 hours
INTRODUCTION TO ADVERTISING Students learn the principles of advertising and business management in the manicuring profession.	12 hours	0 hours
INDIVIDUAL STUDENT NEEDS AND ELECTIVES Introduces the fundamental knowledge required for lawful and effective salon practice and management, including Wisconsin state laws and regulatory rules.	7 hours	14 hours

TOTAL: 300 hours