

# STEWART

— school —

Student Catalog

do what you love

Stewart School  
604 N. West Avenue  
Sioux Falls, South Dakota 57104  
[www.stewartschool.edu](http://www.stewartschool.edu)  
605-336-2775  
800-537-2625

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*Stewart School reserves the right to update rules and policies at any time. A current version of this publication is available on our website or upon request.* For information about our programs, including federally required disclosures, go to [www.stewartschool.edu](http://www.stewartschool.edu) or ask our admissions department to mail/email information directly to you.

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#### [Campus Security Report](#)

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Available on our website and through our Admissions office.

#### [Title IX Policy](#)

### VII Drug and Alcohol Policy

Available on our website and through our Admissions office.

#### [Drug and Alcohol Policy](#)

## **I General Information**

### **Our Mission:**

Stewart School's mission is to provide the most comprehensive, hands-on education possible; graduating technically savvy and business minded professionals.

### **The History of Stewart School:**

Stewart School in Sioux Falls, South Dakota opened in 1959. In 1997 Matthew Fiegen purchased the school and a new chapter began with new enthusiasm and a renewed focus on excellence. Mr. Fiegen is the son of Charles Fiegen, a 1962 graduate of Stewart School. We continue to update curriculum to keep up with changing demands of clients who receive services as well as salon owners who hire our graduates. Our goal is to give our graduates the tools they need to succeed in any type of salon environment.

### **Licensing:**

The South Dakota Cosmetology Commission licenses Stewart School.

### **Accreditation:**

The Accrediting Commission of Career Schools and Colleges accredit Stewart School. (ACCSC)

### **Facilities:**

Stewart School is located at 604 N. West Ave. Sioux Falls, SD in a park-like setting next to Covell Lake. We operate in a two-story building of 15,799 sq. feet. The main clinic floor is a two-story open clinic floor located on the south end of the building with the main entrance off Lake Avenue. The clinic floor features a mezzanine level that houses the Admissions office and the School Directors office. The classrooms are located on the north end, the student break room and lockers are centrally located in the building and the remaining offices are located on the north/west side.

### **Learning Resource Systems (LRS) and Equipment:**

Stewart School uses professional educational materials, equipment and supplies. All students are licensed to access Milady Mind Tap, an online educational resource that tracks individual performance, and includes a vast array of educational material, videos, quizzes, etc. Our Library is stocked with books, periodicals, DVDs, computers, printer, and monitors. Equipment used in our classrooms includes laptops, projectors, televisions, Apple TV, iPads, DVD players and whiteboards. The student kit of equipment is complete with the educational materials, tools and supplies needed while attending Stewart School and become part of the student's professional equipment. Students are responsible for maintaining the full kit, texts and equipment required throughout the program. Items broken or lost must be replaced by the student and may be purchased through the school. Students are not required to purchase books/kit from school, but books must be current version and equipment of same quality level (to be determined by school).

## **II Admissions Requirements/Procedures**

### **A prospective student must:**

- Participate in a campus visit and successfully complete a formal pre-admissions interview.
- Complete and submit, preferably no later than 60 days prior to class start, the Stewart School Enrollment Application with the required \$50.00 application fee.\*
- Submit a copy of high school diploma or official final high school transcript with graduation date. General equivalency diploma (GED) applicants may qualify for enrollment by submitting test score/completion certificate and meeting below requirements\*\*.
- Submit a copy of a certified birth certificate (if unavailable a government issued ID is acceptable).
- Evidence a 2.0 grade point average by submission of high school and/or college transcript(s)\*\*.
- After receiving acceptance notification, submit \$100.00 registration fee no later than 30 days prior to class start\*.

\*Application/registration fees submitted after the deadline may be considered if class size allows and all other requirements are met. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by applicant will be refunded within thirty days if requested within aforementioned three days. Applicants who visited the school more than three days prior will forfeit paid application and registration fees. Applicants are allowed a short trial period of enrollment (nine scheduled days for Cosmetology, three for Esthetics & Massage Therapy and two for Nail Technology) where they may withdraw with no tuition due (school retains the application and registration fee). Trial period does not apply to transfer students. For more information, please see the Minimum Cancellation and Settlement Policy in our student Catalog, which is on our website or available upon request.

\*\*GED applicants and applicants who do not meet the GPA criterion, but who meet all other requirements/procedures, may be considered for enrollment by providing two letters of recommendation. The two letters of recommendation must be from individuals to evidence the applicant's ability to meet the training goals and succeed in the program. These letters must be from professionals or employers who can attest to the applicant's aptitude and reliability. The recommendation letters may NOT be from a relative of the applicant.

After the above is completed, Stewart School will send a formal notice of acceptance or rejection. Any applicant who is not accepted by the school is entitled to a refund of all money received by Stewart School.

The school reserves the right to confirm any information submitted or complete a background check on any applicant. We reserve the right to deny or terminate any student giving false information.

### **Statement of Non-Discrimination:**

Stewart School does not discriminate based on race, color/ethnicity, age, gender, gender identity, marital status, sexual orientation, veteran status, place of origin, religious creed, and mental or physical disability.

### **Trial Period:**

Stewart School offers our new students (student who enrolls to complete the full program) a trial period (nine scheduled days for Cosmetology, three scheduled days for Esthetics & Massage Therapy and two scheduled days for Nail Tech). This allows the student to take part in classes, meet with teachers and get a feel for the environment here at Stewart School. If in that trial period a student feels that this was a wrong choice for them, they are able to discontinue attending with no tuition penalties (the \$50 application fee and \$100.00 registration fee will be retained by the school if more than three days have passed from signing enrollment contract).

The trial period also allows the school to evaluate the student. The areas that will be evaluated during the trial period are:

1. Skill: Freshman training is very intense, with many new techniques learned daily. A student must demonstrate the ability to learn technical skills necessary to be successful in the field.
2. Testing: Students must commit to their education by spending time outside of school preparing for tests. Students must maintain a minimum of a 75% theory average.
3. Attendance: Absences are unacceptable. Perfect attendance is expected during the trial-period.
4. Attitude: Being in the classroom on time, focusing on the topic at hand and being respectful is a priority. Students who are disruptive in class by talking out of turn, disturbing other students, using inappropriate language, being rude to other students or their instructional staff, use of cellular telephones or devices in the classroom, and other prohibited actions outlined in this catalog, will be dismissed immediately.

If a student is asked to leave during the trial period for any of the above reasons, they may meet with the Admissions Director to schedule a second interview and may restart in the next available class. The student will only be allowed to restart one time.

**Payment Options:**

Tuition is due one week prior to class start date. Stewart School has three payment options:

1. Financial Aid for those who qualify (**Cosmetology, Massage and Esthetics only**). Financial Aid does not cover the application fee (\$50) or the registration fee (\$100), which is due at least one month prior to class start date. Financial aid may not cover total program cost.
2. Cash payment in full.
3. Time Pay is available for the Cosmetology, Esthetics and Massage Therapy programs only. Time Pay Option is: 50% of total program cost (down payment) is due one week prior to class start date, followed by two payments of 25% of total program cost due at the one-quarter and half-way points in the program scheduled hours. Total program cost may be paid at any time before due. Students may use a combination of payment methods, to be arranged with our Financial Aid Office. *\*The school may make accommodations/alterations to this framework based on written request. However, request must include specific plan, and balance must be paid in full 100 hours before graduation.*

**Office of Student Accounts:**

Student tuition accounts are handled by the Financial Aid Office at 800-728-7222 (P.O. Box 873, Dubuque, IA 52004-0873) and transcript processing is handled by the Academic Director at (605) 336-2775 ext. 4 or (800) 537-2625.

**Transfer Student:**

To earn a Stewart School Diploma, in addition to meeting admissions requirements, a transfer student must complete a minimum of 1580 hours for Cosmetology, 600 hours for Esthetics, 600 hours for Massage Therapy, or 400 hours for Nail Technology and pass the Final Written, Final Laws and Final Practical exams, as well as meet all other requirements for graduation from Stewart School, including meeting satisfactory progress at each evaluation period, and having a zero account balance.

Individuals who need less than 1580 hours for Cosmetology, 600 hours for Esthetics, 600 hours for Massage Therapy, or 400 for Nail Technology will receive a certificate of completion after meeting the admissions requirements, completing hours and coursework, maintaining satisfactory progress, and meeting all other requirements of Stewart School. Students who wish to transfer hours into Stewart School must provide an official transcript of completed training, hours, and grades of 75% or higher in each subject. The South Dakota Cosmetology Commission determines the number of hours that will transfer from another out of state school. Students transferring into Stewart School from another school within South Dakota will receive credit for all hours earned in all subjects if they demonstrate they were within Satisfactory Progress (grades > 75%) at previous school. Transfer students will generally start on the next available Freshman course start date. A transfer student who is already licensed in another state must complete the reciprocity application with the South Dakota Cosmetology Commission prior to starting school. Transfer students must complete a minimum of 25% of the required hours for the State of South Dakota.

Satisfactory Academic Progress (SAP): Stewart School will consider accepted transfer hours as both attempted and completed (100% attendance) and will exclude consideration of grades at previous school for SAP purposes. Transfer students will start fresh and will be evaluated based only on attendance % and grades for time attending Stewart School. SAP evaluation periods for transfer students will be based on actual contracted hours at the school, and time between evaluations will not exceed standard length (i.e. if student transfer into Cosmetology with 900 hours, they will have two evaluations at, or about, 1240 and 1580 hours.)

Transfer students for Cosmetology, Esthetics and Nail Technology are charged a \$50.00 application/transfer fee and a rate of \$10.00 per hour for Cosmetology, \$9.00 per hour needed Nail Technology, \$12.00 per hour needed for Esthetics and \$13.00 per hour needed for Massage Therapy (not to exceed total program cost) to reach total hours required by the State Boards. Transfer students are required to have current textbooks and all equipment needed to participate in theory and practical training. Transfer students are not required to purchase books/kit items from school, but books must be current version and equipment of same quality level (to be determined by school).

**Felony/Alcohol or Drug Related Misdemeanor/Registered Sex Offender:**

Stewart School asks for full disclosure of any prior misdemeanor (other than minor traffic violations) or felony convictions on the enrollment application. To become licensed in the State of South Dakota the applicant must disclose the date(s) and full particulars of the conviction. This information, including sex offender status, is kept in student confidential file. Felons may not be allowed to become licensed in SD or other states. Please contact the SD Cosmetology Commission and/or South Dakota Board of Massage Therapy for more information. Stewart School retains the right to perform background check on all applicants. For a listing of registered SD sex offenders, please go to <http://sor.sd.gov>.

### III Program of Study

#### Cosmetology

1580-hour program/50 weeks

#### Objectives:

The Cosmetology program includes basic introduction to theory and practice of Cosmetology; public relations, communications, business management and Cosmetology law. This program prepares graduates for entry-level occupations as Salon Stylists, Make-up Technician, Manicurists, Pedicurists, Hair Consultant, Product or Sales Representative. The program is directed toward developing desirable characteristics with respect to client service, encouraging self-reliance and developing an ethical approach to serving the Cosmetology needs of the general public.

#### Curriculum:

Freshman Course 280 Clock Hours

Haircutting, Permanent Waving, Hair-Color, Classic Design, Contemporary Design, Manicuring, Pedicuring, Artificial Nails, Esthetics, Clientele Development, Bacteriology, Infection Control Practices, Safety, Hygiene and Grooming, Professional Ethics, and State Laws and Rules

Theory Course 330 Clock Hours

Haircutting, Hair Design, Permanent Waving, Hair-Color, Chemical Relaxing, Chemical Reformation, Thermal Styling, Manicuring, Pedicuring, Artificial Nails, Nail Drill, Esthetics, Human Anatomy and Physiology, Chemistry, Electricity, Public Relations, Business/Salon Management, Ethnic Hair, Hair Extensions, and Client Communications, Microdermabrasion, Motivation

Supervised Practical Instruction/Clinic Course 970 Clock Hours

Includes all applied practical and clinical instruction of Cosmetology Arts and Sciences.

#### Program Format:

Term I

Beginning Training 450 Hours

Introduction to Cosmetology

Term II

Skill Development 450 Hours

Skill and Service Orientation

Term III

Speed and Skill Refinement 340 Hours

Client Experience

Term IV

Career Preparation 340 Hours

Client Development

#### Program Schedule:

In the Freshman Course, students attend classes:

- Tuesday through Friday 8:30 am to 4:00 pm

Advanced Training and Clinical/Lab hours will be determined by the administrative staff and will include two on, one off Saturday rotation and one evening per week. The clinic/lab assignments are alternated with classroom lectures, demonstrations and practical applications throughout the second, third, and fourth terms. Due to the nature of this industry, Saturday and one evening attendance is mandatory (Saturday's optional for those who qualify as Cosmetology Elite Students).

<b>Tuition:</b>	Tuition	\$12,700.00
	Books/Equipment	\$1979.34 (\$100 registration fee due 30 days before start date.)
	Sales Tax	\$128.66

**Total Program \$14,808.00 (Valid through 06/30/2020)**

**Esthetics**

600-hour program/18 weeks

**Objectives:**

The Esthetics course is designed to train students in all aspects of skincare and make-up. Stewart School instruction consists of classroom training and practical experience in a clinical setting. The Esthetics course prepares students for entry-level occupations such as Skincare Specialist, Make-up Consultant, Esthetician, Salon or Spa Employee or Owner, Manufacturer Representative, or Product Sales Consultant. The nature of this field is to serve the skin care and make-up needs of the general public.

**Curriculum:**

Freshman Course 112 Clock Hours

Histology of the skin, Esthetic Procedures, Skin Analysis, Client Consultations, Client Preparation and Draping, Skin Cleansing, Theory of Massage, Facial Treatments, Introduction to machines and Apparatus for Professional Skin Care, Infection Control Practices, Safety, Hygiene and Grooming, State and Federal Laws and Rules, Hair Removal, Basic Makeup Techniques. Consultations and Business Building Skills

Advanced Course [includes Demonstration and Lecture] 56 Clock Hours

History of Skin Care, Human Anatomy and Physiology, Bacteriology, Infection Control, Basic Chemistry, Basic Electricity, Professional Ethics, Public Relations, Esthetic Procedures, Dermatology, Ingredient and Product Analysis, Nutrition and Health of Skin, Skin Analysis, Professional massage, Mask Therapy, Facial and Body Treatments, machines and Apparatus for Professional Skin Care, Removal of Unwanted Hair, Enemies of the Skin, Aging Skin, Cosmetic procedure, Aromatherapy, makeup, Color Theory, Business Management and Sales, Artificial Lashes, Microdermabrasion, Motivation

Applied Practice Instruction 432 Clock Hours

Clinic/Lab and applied practical instruction of Esthetics and Skin Care

**Program Format:**

Term I 300 Clock Hours

Theory, Demonstrations, Practical Classroom and Introductory Clinical Application

Term II 300 Clock Hours

Advanced Skin Treatments, Practical Application and Supervised Clinic/Lab

**Program Schedule:**

Esthetics Freshman Training Hours:

- Tuesday through Friday 8:30 am to 4:00 pm

Advanced Training and Clinical/Lab hours will be determined by the administrative staff and will include Saturdays and one evening per week.

**Tuition:**

Tuition	\$6425.00
Books/Equipment	\$1467.61 (\$100 registration fee due 30 days before start date.)
Sales Tax	\$95.39

**Total Program \$7988.00 (Valid through 06/30/2020)**

## Nail Technology

400-hour program/13.5 weeks

### Objectives:

The Nail Technology program is designed to train students in aspects of hand and foot care and appearance (manicuring, pedicuring, and professional nail application). Stewart School instruction consists of classroom training and practical experience in a clinical setting. This program prepares graduates for entry level occupations such as Nail Technologist, Manufacturer's Representative, Sales Consultant, Nail Salon Owner or Pedicurist. The nature of this field is to serve the manicuring, pedicuring and artificial nail needs of the general public.

### Curriculum:

<u>Freshman Course</u>	<u>60 Clock Hours</u>
Human Anatomy and Physiology, Bacteriology, Infection Control Practices, Basic Chemistry, Matter, Basic Electricity, Safety, Hygiene and Grooming, Professional Ethics, Public Relations, State and Federal Laws and Administrative Rules	
<u>Advanced Course [includes Demonstration and Lecture]</u>	<u>42 Clock Hours</u>
Manicuring, Pedicuring, Nail Disorders and Diseases, Nail Enhancements, Sculptured nails, Wraps, Fiberglass, Gels, Repairs and Fills, Nail Drill, Superfluous Hair Removal, Massage, Business/Salon Management, Public Relations, Client Communications and Sales	
<u>Applied Practical Instruction</u>	<u>298 Clock Hours</u>
Clinic/Lab and applied practical instruction of Nail Technology	

### Program Format:

<u>Term I</u>	<u>200 Clock Hours</u>
Theory of Nail Technology I, Natural Nail Care, Nail Enhancements, Communication, and Nail Business Skills.	
<u>Term II</u>	<u>200 Clock Hours</u>
Theory of Nail Technology II, Advanced Nail Enhancements, Communication, Applied Practical Instruction and Supervised Clinic/Lab.	

### Program Schedule:

Nail Technology Freshman Training hours:

- Tuesday through Friday 8:30 am to 4:30 pm

Advanced Training and Clinical/Lab hours will be determined by the administrative staff and will include Saturday and one evening per week.

### Tuition:

Tuition	\$2,402.00
Book/Equipment	\$594.37 (\$100 registration fee due 30 days before start date.)
Sales Tax	<u>\$38.63</u>

**Total Program \$3,035.00 (Valid through 06/30/2020)**

*Financial Aid is not available for this program.*



## Massage Therapy

600-hour program/18 weeks

### Objectives:

The Massage Therapy program is designed to train the student in all aspects of Swedish and Deep Tissue Massage. Students will be required to learn massage strokes, understand the various body systems and how to palpate muscles to perform the art of massage. The Massage Therapy field offers entry level employment opportunities in health care facilities, chiropractic offices, physical fitness spas and cosmetology salons, as well as providing the entrepreneur the opportunity to open and operate a massage therapy clinic. The nature of this course is to serve the health, relaxation and wellness needs of the public.

### Curriculum:

Human Anatomy and Physiology: A study of the body's eleven systems and their functions.

Pathology: A study of the diseases of the human body and their indications or contraindications to massage.

Kinesiology: The study of "human movement". A deep understanding of how muscles function in the human body is critical to the clinical reasoning and client assessment process as well as the application of massage and bodywork techniques.

Theory of Massage Therapy: This course encompasses the theoretical aspects of the massage therapy profession. It includes the history of massage, health, hygiene and sanitary practices, scope of practices issues, laws, ethics, endangerment sites, as well as the indications and contraindications of massage.

Massage/Bodywork Practice and Assessment: Practical hands-on classes of Swedish Massage, Massage manipulations and palpations, client consultation, draping, body mechanics, and contraindications of massage and detailed in classes in Term I. The second term provides a comprehensive overview of Deep Tissue Massage, Thai Massage, and a research project.

### Program Format:

Term I 300 Clock Hours

Anatomy & Physiology, Pathology, Theory of Massage, Fundamentals of Massage, Massage Therapy II/Adjunct Therapies.

Term II 300 Clock Hours

Anatomy & Physiology, Pathology, Massage Therapy II/Adjunct Therapies, Business of Massage, Clinic/Lab Assignment.

### Program Schedule:

Massage Therapy Freshman Training hours:

- Tuesday - Friday 8:30 am to 4:00 pm

Advanced Training and Clinical/Lab hours will be determined by the administrative staff and will include Saturday and one evening per week.

### Tuition:

Tuition	\$7188.00
Book/Equipment	\$516.43 (\$100 registration fee due 30 days before start date.)
Sales Tax	<u>\$33.57</u>
<b>Total Program</b>	<b>\$7738.00 (Valid through 06/30/2020)</b>

**Class Start Times:**

Stewart School starts Cosmetology five times a year; usually in the months of February, April, June, September, and November. Esthetics, Massage Therapy and Nail Technology are offered two times a year. Classes may be cancelled or delayed if less than six students are enrolled.

**Stewart School Hours of operation:**

Student schedules vary based on start date. Students are scheduled to attend an average of 32.5 hours a week unless arranged otherwise with administrative staff.

Monday	9:00 am – 3:00 pm
Tuesday	9:00 am – 8:00 pm
Wednesday	9:00 am – 4:30 pm
Thursday	9:00 am – 8:00 pm
Friday	9:00 am – 4:30 pm
Saturday	9:00 am – 3:00 pm

**Holiday Schedule:**

The school is closed on the following holidays:

- New Year Day
- Easter
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving
- Christmas

Stewart School will offer waived days off determined by the administrative staff for the 4<sup>th</sup> of July Holiday and the Christmas Holiday. These will be posted for students at least two months in advance.

**Weather Closings:**

Notice of school closings due to snow or natural disasters will be aired on local radio stations and/or television stations in the city of Sioux Falls, South Dakota. They will also be posted on the school's Facebook page and voicemail system.

## IV Administrative Policies

### Class Size:

To ensure that the individual needs of the student are met the maximum number of students allowed in a Freshman course is 40. Maximum enrollment at any time is 150. Nail Technology, Esthetics and Massage Therapy have a maximum class size of twelve students. The minimum clinical ratio for Nail Technology, Esthetics and Cosmetology, as per the South Dakota Cosmetology Commission, is one instructor per twenty students.

### Grading Procedure:

#### Written Grades:

To maintain Satisfactory Progress (necessary to remain enrolled and qualify for financial aid) the student must attain at least a 75% written average by the end of each evaluation period. Students must pass their written evaluations with a minimum of a 75% and an 80% on their Senior Written exams.

#### Practical/Technical Grading Criteria:

Students are graded in each skill area four different times while enrolled. Specific tasks are performed and assigned a point value based on demonstrated skill and outcome. Total possible combined score is 100 points. 75 points is the minimum to maintain satisfactory progress. Students must pass their practical exams with a minimum of 75 points and 80 points on their Senior Practical exam.

#### Grading scale/Grade Point Averages (GPA)

- 94% – 100% Superior (A)
- 87% - 93 % Above Average (B)
- 80% - 86% Average (C)
- 75% - 79% Below Average(D)
- 74% > Failing (F)

If a student falls below a 75% overall academic written and/or practical average they are in violation of our Student Code of Conduct and will meet with the Academic Director for a plan of action. If the overall grade average is not improved through the plan of action student may be terminated.

### Attendance Policy:

All students must attend regularly scheduled classes. All absences need to be requested by student directly and authorized by a school staff official. If success is to be achieved, self-discipline in work habits is necessary. A student may be terminated if their attendance falls below 80%.

- *Freshman Training*

Freshman Students are **not allowed to miss more than 20 hours during the those first ten weeks of school**. If the student misses more than 20 hours they may be terminated and may be allowed to restart with our next basics. (Esthetic & Massage Therapy students cannot miss more than ten hours in first four weeks and Nail Technology students cannot miss more than four hours in the first two weeks, while in Freshman training.)

- *Sophomore Training*

Sophomore Students **are not allowed to miss more than 20 clinical hours during their Sophomore training**. If the student misses more than 20 hours they will be placed on in-school suspension for the hours missed over 20. Once completed the student will then transition to the Junior level.

- *Calling in Absences*

The student must notify the school **fifteen minutes before their scheduled starting time** by dialing (605) 336-2775 ext. 0 and speaking with a school official. *I.e. A student scheduled to be in class at 9:00 am must call before 8:45 am to notify the school of tardiness or absence.* Phonelines open at 8:00 am (8:30 on Monday and Saturday).

**Messages are only to be left on the voicemail in an emergency.** The student is expected to make a follow-up phone call to the School Director the same day of the absence. *Students who call the front desk and leave a voicemail to be absent before 8:00 am will be issued an attendance violation unless it was for a medical emergency.*

If a student can demonstrate that they attempted to contact the school at least two times with no answer and left a voice mail at either the Front Desk (ext. 100) or the School Director (ext. 3) extension, they will not be issued an Attendance Violation. If the student does not attempt to follow-up within the next day of attendance the AV will be issued.

- *Saturday Absences*

Saturday attendance is optional for Senior (1127 hours) Cosmetology students (based on availability), Elite Students (pass an Elite Skill Exam) or students that are on an approved schedule. Students who miss time on more than four scheduled Saturdays will not be given the option to not attend Saturdays during their Senior term. Students who habitually miss Saturday attendance will be put on a plan of action and may be terminated.

- *Lecture/Skill Class (Advance Class)*

Students are not allowed to miss lecture/skill classes. Students who are late will not receive training hours until they can enter class at break. Attendance in class is reflected as part of the student's final grade for that course. If a student misses any part of an evaluation day they will earn an attendance violation.

- *Behavioral Issues*

Students who refuse a practical assignment (client or mannequin work), are not productive during clocked in hours, do not follow directions of their Coach, ignore pages to the front desk, are demonstrating disrespectful behavior and/or are not where they are scheduled to be, will be sent home for the day and will earn an Attendance Violation.

- *Time Clock*

Students who consistently fail to clock in and/or out will earn an Attendance Violation. They will also only get time based off their first appointment in Salon Iris as that is the only way to prove they were in attendance. Any student who gets caught clocking another student in and/or out will be terminated.

### ***Attendance Violation***

An Attendance Violation (AV) is assessed for the following (this list is not limited to and can be added to at any time):

- Not calling into the school to speak with a staff member before their designated time.
- Leaving school before the designated leave time.
- Behavioral issues resulting in being sent home.
- Being paged three times for a guest and not checking in.
- Refusing a guest.
- Failing to clock in and/or out consistently.
- Being unexcused.
- Missing a Test, Evaluation, Guest Speaker or School Event.

Students will only be allowed to **earn six Attendance Violations** while enrolled, the seventh will be a termination from school. A student can erase an Attendance Violation by having **ten scheduled consecutive days of perfect attendance**. It is the student's responsibility to alert the School Director that they have achieved the ten days to eliminate an Attendance Violation, so it can be verified and erased. A student may, also, complete **two hours** of approved community service to eliminate one Attendance Violation. The community service must be for a nonprofit organization and approved by the School Director prior to commencing. **Medical notes will not be accepted to eliminate an Attendance Violation unless it was an emergency.**

- *Holiday Time*

The school requests that students have holiday time off scheduled/requested as early as possible prior to the holiday. The school reserves the right to require a reasonable lead-time for requests off. The school retains the right to make attendance mandatory for all school events, competitions, guest speakers and assemblies. Failure to attend may result in an Attendance Violation. Students are asked to have their late nights and/or Saturday time off excused ahead of time, failure to do so more than twice will result in an Attendance Violation.

- *Missing Student Notification and Procedure*

**Student must call in all absences prior to starting time for each absence.** If a student does not report an absence Stewart School will attempt to contact the student that day. Additionally, Stewart School requires each student to sign a release for an emergency contact in the event a student is unable to be reached.

**A student who is absent for 14 consecutive calendar days will be terminated on day 15. Students may not leave a voicemail and must speak to a staff member (unless an emergency occurs).** A voicemail is an unexcused absence resulting in an Attendance Violation. **Unexcused Absences are not acceptable!**

### **Re-Take & Make up Exams:**

Re-take/makeup exams will be administered on students scheduled class day the week following initial exam date. Re-take exams are only allowed for students who fail the initial exam. 10% score reduction will be applied to re-takes. The retake test must be done within **one week after the initial exam was given**. If a student is absent on the day the initial exam is given, they

will receive a zero and it will their responsibility to make arrangements with the Academic Director to take the exam on the re-take day. Senior final written and law exam re-takes must be arranged with the Academic Director. Students who need to retake the Senior Final practical exam must wait until the next time the full exam is offered. **Student may be terminated if they cannot pass senior final after three attempts.** If appeal is granted to take exam a fourth time, there will be a fee of \$80.00. This amount may be waived if student chooses to perform and present proof of four hours approved community service.

**Missed & Make Up Assignments:**

Students who miss class are required to complete the assigned task sheet in order to graduate.

**Leave of Absence (LOA)**

A LOA may be taken for medical, family emergency, or other serious circumstances as determined by the School Director. The leave will be at least five school days and up to 60 days. Circumstances that would require more than the allotted amount of leave will be at the discretion of the School Director but cannot exceed 180 calendar days within any 12-month period.

**Documentation is required for all student requested leaves;** i.e. Doctors Notes, Funeral Announcements, Eviction Notices etc. Leaves are not counted against the student for the required completion time. All LOAs must be approved prior to the leave. If a leave needs to be extended the student must contact the school prior to scheduled return date. Medical documentation to extend the leave may be required. If a student fails to return from a LOA on their scheduled day of return, they will be expelled the next day. If a student is absent for 14 consecutive days without notifying the school, the student will be terminated from school. Withdrawal date to be determined as the last date student physically attended based on school's daily attendance records. Student must surrender their kit at time of taking a leave to be held as collateral if any balance is owed. **If student fails to return from LOA** and are terminated from school, any balance due must be paid within thirty days, and the balance may be assigned to a professional collections agency, which may result in additional collection fees.

**Medical Documentation:**

All Medical Leaves must be recommended by the student's physician and include the time frame the student will be absent. If the student is not able to return to scheduled classes by designated return date that was indicated by the physician, the student must provide a follow-up note from the physician stating why they cannot return along with a new return date.

**Medical notes will not be accepted to eliminate an Attendance Violation unless it was an emergency.** Students are only required to bring medical documentation when requesting a medical leave of absence or if requested by the school for validation of a medical emergency.

**Timecards:**

Students are required to report accurate time on their timecards. Students are not required to clock out for lunch, unless the student leaves the premises or takes longer than the allotted time. Hours are calculated at the end of the week. It is the responsibility of the student to make sure that their time is accurate. No adjustments will be made after time is calculated monthly. Students that fail to clock in or out habitually, will be dealt with on an individual basis and may forfeit hours in question. Due to the nature of our industry, lunch breaks may, on occasion, need to be taken in segments. Morning and afternoon breaks are at the discretion of the instructor. Any student who is caught off premises and not clocked will be terminated. Any student who is caught clocking in or out another student will be terminated.

**Books/Equipment Kit/Professional Products/Right to Search:**

The kit contains the instruments and textbooks necessary for the satisfactory completion of the program. Students are not required to purchase books/kit from school, but books must be current version and equipment of same quality level (to be determined by school). The kit is to remain in the school for classroom and clinic use. Students who come to class without the needed kit items will be sent home for the remainder of the day. The student must replace items if broken or lost. Equipment being taken out of the building in sacks, kits or bags is subject to search by a school staff member. The use of another student's equipment without permission is unacceptable. It could be considered theft and may be grounds for disciplinary action or termination. A purchase receipt is required to take any product out of the building. The school reserves the right to inspect lockers, styling stations, sacks, kit bags and equipment at any time.

**Advancement Progress:**

Progress reports will be given to students monthly. The progress report outlines hours earned, absent hours, grades, advancement and any disciplinary activity, if any. Cosmetology students must advance through the Freshman level (0 -280 hours), Sophomore level (281 - 606 hours), Junior level (607 - 1126 hours), Senior level (1127 - 1580 hours). Elite status is achievable, but not required for graduation. Students who lose their Productive Time Books (PTB) will be required to purchase a new book on their own or through the school. Students are required have their PTB checked daily and signed by their classroom Coach weekly.

### **Satisfactory Academic Progress:**

For Federal financial aid purposes, Satisfactory Academic Progress (SAP) is evaluated at the end of each payment period (hereinafter evaluation period). Maintaining SAP is required for a student to remain in school, and is applied uniformly, whether a student is using Federal financial aid or not. A student meeting the minimum requirements in attendance, written exam, practical evaluations, and advancement criteria at the end of an evaluation period is considered to be making satisfactory progress. Satisfactory progress must be verified at all evaluation periods before financial aid is disbursed.

Stewart School will consider accepted transfer hours as both attempted and completed in the quantitative calculation (100% attendance) and will exclude consideration of grades at previous school for SAP purposes. Transfer students will start fresh and will be evaluated based only on attendance % and grades for time attending Stewart School. SAP evaluation periods for transfer students will be based on actual contracted hours at the school, and time between evaluations will not exceed standard length (i.e. if student transfer into Cosmetology with 900 hours, they will have two evaluations at, or about, 1240 and 1580, hours.)

1. Evaluation Periods: Students will be evaluated in knowledge and skills development at the end of each evaluation period, which falls at the following scheduled hours. Students must achieve 75% GPA and attend 80% of scheduled hours to maintain SAP:

<u>Cosmetology</u>	<u>Esthetics</u>	<u>Massage Therapy</u>	<u>Nail Technology</u>
450 Hours	300 Hours	300 Hours	200 Hours
900 Hours	600 Hours	600 Hours	400 Hours
1240 Hours			
1580 Hours			

2. Satisfactory Academic Progress:

#### Qualitative Component:

- Written Exam (Freshman, theory and advanced): A student who fails to receive a 75% overall average on exams by the end of an evaluation period may be terminated and lose Financial Aid eligibility (if applicable).
- Practical Exam (Freshman, theory, and advanced): Students are graded on a point-based system. A student must pass all practical exams with a 75% or higher. A student who does not pass all practical exams by the end of an evaluation period may be terminated and lose of Financial Aid eligibility (if applicable).
- Advancement Criteria: Cosmetology students must have their required Clinic Service Requirements completed by the end of each evaluation period. If a student fails to complete all requirements by time of evaluation, they may be terminated and lose of Financial Aid eligibility (if applicable).
- A student will not be able to progress to clinical from Freshman training if practical exams or written exams averages are below 75% and/or if any core exam has been failed. Three weeks will be allowed after Freshman s for students to re-take failed exams and increase average above 75%.

#### Quantitative Components:

- If success is to be achieved, self-discipline in work habits is necessary: All students must attend regularly scheduled classes. A school official must authorize all absences. A student not clocked in by class starting time will not be able to clock in until their class returns from break and they are able to join class.
- If a student's attendance percentage is below 80% of scheduled hours at the end of an evaluation period, they may be terminated and lose financial aid eligibility (if applicable).
- The expected time frame in which the student must complete the program (not counting approved leaves, holidays, weather related or other school closures) is no more than 75weeks/2370-scheduled hours (Cosmetology), 26.75 weeks/788 scheduled hours (Esthetics & Massage Therapy), and 15 weeks/500-scheduled hours (Nail Technology). Allowances/Appeals may be made for unusual/extreme circumstances, but the maximum time frame to complete, not including leaves, is 150% of the published length of the program (97.5 weeks Cosmetology student, 25.5 weeks for an Esthetics & Massage Therapy student, and 20 weeks for a Nail Technology student). Attendance for all terms (including summer) are included in the maximum time frame to complete of 150% of the published length of the program. Changes in major, pursuit of a second degree and remedial courses do not apply to our institution and thus do not have any effect on SAP. Incompletes are counted as hours attempted in the GPA calculation.
- If a student's attendance falls below 80% at any time, the student will be advised immediately of repercussions of falling below 80% at next evaluation period.

Appeal Process: Procedures for re-establishing Satisfactory Academic Progress: If at the end of an evaluation period, a student is not in compliance with the standards of the Satisfactory Progress Policy, the student may be terminated and lose financial aid eligibility (if applicable). A student may appeal termination and loss of financial aid eligibility (if applicable) by presenting a written appeal, based on extenuating circumstances. A school committee of staff (to be formed and directed by the School Director) will review the appeal. The appeal will be approved or denied, based on whether facts indicate the student will be able to improve to minimum levels by the next evaluation period. If approved, the student will be placed on probationary status,

retain financial aid eligibility (if applicable) and may re-establish Satisfactory Progress by following a prescribed plan, which may include extra assignments. If denied appeal, the student will be terminated and lose financial aid eligibility (if applicable).

#### **How GPA & Pace are affected by:**

Incompletes: Students are required to complete all assignments, makeup all missed classes, and pass all exams in each subject. Assignments not submitted on time will result in a reduction in one grade level (what would have been an "A" is reduced to a "B"). Failed tests that are not made up will be given the original failing grade. Any of the above could result in a lower overall grade average and could result in student falling below 75% at the next satisfactory academic progress (SAP) evaluation. This could result in termination and loss of Financial Aid (if applicable) if student does not improve to 75% by the next SAP evaluation. Termination would result in student being required to re-apply, incurring additional costs and significantly delaying graduation.

In any event all material must be successfully completed (tests passed, assignments submitted, missed classes made-up) before school will award diploma.

Withdrawal/Re-Entry: Will not adversely affect GPA, but all requirements and state required Hours of attendance must be completed, so this will delay graduation.

Transfer Credits: SD Cosmetology Commission must approve any transfer hours for the Cosmetology, Esthetic and Nail Technology programs. If so, Stewart school will honor grades/hours given by previously attended schools, and this will not require additional hours beyond those required by SD. Student must, however, meet Stewart School grade/attendance requirements after enrolling.

#### **Student Code of Conduct:**

The school considers good conduct necessary for managing our school, so fairness, effectiveness and safety are maintained. Violation of the rules will result in disciplinary action, or termination. In serious cases, or where a student has previously violated the same or similar rules, that student will be subject to immediate termination. Violent threats will result in immediate termination if verified in writing, signed statement, by non-biased witness.

#### Reasons for disciplinary action (This list is for guidance only and not limited to the following):

- Students are required to remain under their Instructor's supervision, in their assigned classroom or assigned clinic work area at all times. Wandering or inactivity is considered unacceptable and non-professional behavior.
- Possessing or consuming alcoholic beverages or illegal drugs on school premises before, during, or after school hours. Students may not report to school under the influence of illegal drugs or alcohol.
- Misuse of school time.
- Fighting, provoking a fight, threatening, harassing, bullying (the use of force, threat, or coercion to abuse, intimidate, or aggressively to impose domination over others) or disrespecting another student, client, or staff member.
- No foul or profane language is permitted, nor are racial or sexual forms of harassment.
- Students smoking, eating, drinking, or chewing gum in presence of clients.
- Failure to maintain Satisfactory Progress.
- Unauthorized use of a cell phone or Device in a non-designated area.
- Cheating.
- Leaving school premises while being clocked in.
- Clocking other students in or out.
- Abuse of school property.
- Theft from school or any person at school, including data theft
- Dress code violations.
- Unauthorized photography/video recording.
- Inappropriate use of Social Media platforms.
- Slander or libel of school, personnel, students or clients.
- Gossip is a demonstration of negative behavior and is considered unprofessional.
- **Falling below 80% attendance.**
- **Falling below 75% written or practical GPA.**
- Excessive Unexcused Absences.
- Inappropriate sexual suggestions or physical contact.

Concealed weapons, guns, firearms, explosives or dangerous chemicals, etc. are not allowed on school premise, on college owned or controlled property or at college sponsored activities, this includes lunch and break time. Any infraction will be immediately turned over to local police & possible charges will be filed

**Appeal Process:**

A student may write an appeal to the School Director if they feel enforcement of a rule or policy should be waived due to circumstance. The appeal must provide as much detail and evidence as possible.

**Copyright & Peer-to-Peer File Sharing:**

Stewart School will not tolerate any infringement of copyright laws or illegal downloading, including peer-to-peer file sharing. Student will be subject to standard Stewart School disciplinary measures, as well as, any local, state or federal punishment.

Penalties for violation of copyright laws (infringement) can be either civil or criminal. Criminal penalties for first time offenders can be up to five years in prison and up to \$250,000 in fines. Civil penalties can include legal fees and thousands of dollars in damages. Each song has a minimum penalty of \$750.00. For additional information, please visit the U.S. Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

**Photography or Electronic Photo Imaging Communications:**

Video and still photography, without permission of the participant or permission from Stewart School, may be subject to disciplinary action. This is to protect the school, its students and employees from libel or bullying charges. Photos used for portfolio, client before and after shots, etc. must have the permission of the person in the photo. Pictures posted on social webpages must be removed immediately if requested by the subject or the school.

**Social Media:**

Social Network Sites (i.e. Facebook, Twitter, Instagram, Snap Chat etc.) are effective ways of communicating with fellow students, potential clients and employers. While Stewart School encourages communication on these sites, it is advisable to remember that your comments, language and opinions should maintain a respectful and mature nature that would represent a professional and refined image. Comments posted that could be considered slanderous, harassing, disparaging, ill-mannered, hostile, sexual, or demeaning, or that project a distorted image of Stewart School, its students, staff or clients will not be tolerated and will be mandated to be immediately removed. Private and/or public apologies may be required, and the student posting the inappropriate comment will face disciplinary action or termination from school. Legal action may also ensue as a result of libelous posts or slanderous comments.

**Readmission:**

Students that wish to be readmitted to Stewart School after withdrawal will be treated as a Transfer Student. Terminated (expelled) students may be required to demonstrate up to six months of good work history and/or community service to be readmitted, to be determined on a case-by-case basis, based on Student record before termination. The school may follow the Transfer Student Guidelines when assessing tuition costs and class placement.

**Assigned Sanitations & Dispensary Duties:**

Assigned Sanitations & Dispensary Duties: Students are required to complete a daily sanitation procedure. These small assignments and tasks satisfy a portion of the State requirements referencing infection control. Students also are on a rotating schedule of laundry and dispensary activity assignments to sanitize instruments and equipment and to dispense products. This requirement does not include employee provided janitorial activities.

**Phone Use:**

Relatives and friends should be informed that only emergency calls may be received during school hours. Students will be allowed to take the call at the discretion of a school staff member. Messages will be taken on other calls and the information will be given to the student who can return the call during a break or lunch period. If the call is an emergency and the student does not have a cell phone, they can use the School Director's phone under the supervision of a School Official. Incoming long-distance telephone calls for students will be handled immediately by giving a message to the individual as soon as possible. Collect calls will not be accepted.

**Cellular Phones must be left in the student vehicle, or in their locker!** Cellular phones are to be used by the student only in the main student break room or outside of the school building. **Failure to do so will result in the student immediately being clocked out and sent home for the remainder of that day.**

**Harassment and Discrimination Policy**

Stewart School strives to maintain an environment free from discrimination and harassment, where students treat each other with respect, dignity and courtesy. This policy applies to all students and employees of the school.



## **Prohibited Behavior**

Stewart School does not and will not tolerate any type of harassment of our employees, students, or our customers. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender, ethnicity, race, color, creed, religion, sexual orientation, national origin, age, disability, marital status, military status or any other protected classification. Bullying/harassment of fellow students, guests of the school or employees will not be tolerated. This includes abuses that are verbal, physical; involve electronic devices (internet or social networking pages, cell phones, photography, video or text messaging) or other actions to be determined by the school as such. Also, any action that interferes with any person's school performance or creates an intimidating, hostile school or work environment.

Sexually harassing behavior includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. The types of conduct covered by this policy include demands or subtle pressure for sexual favors or threats.

Specifically, it includes sexual behavior such as:

- sexual flirtations, advances or propositions
- verbal abuse of a sexual nature,
- sexually related comments and joking,
- degrading comments about someone's appearance,
- displaying sexually suggestive objects or pictures, including cartoons and vulgar email messages,
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.

All incidents of harassment that are reported will be fully investigated. The investigation will be completed as soon as possible and a written determination regarding the reported harassment will be made and communicated to the complainant and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge or termination, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

Theft of any kind will not be tolerated. If a student is suspected of stealing the school will contact the Sioux Falls Police Department to investigate. If a student is caught stealing from another student, the school encourages that student to contact authorities and school personnel. If a student is caught stealing, they will be terminated immediately. Stewart School reserves the right to search lockers, purses and bags at any time.

Poor behavior outside of school may result in disciplinary actions or termination.

## **Retaliation**

Any student who files a complaint of sexual harassment or other discrimination in good faith will not be adversely affected and will not be retaliated against or discharged because of the complaint. In addition, we will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

## **Equal Opportunity Policy**

Stewart School provides equal opportunity to all, regardless of race, color, religion, gender, gender identity, national origin, age, disability, marital status, military status or any other category protected by federal, state and local laws.

## **Student Complaint and/or Grievances:**

Stewart School maintains an open-door policy, and encourages communication, transparency, and trust. If a problem exists, the student is to see their instructor first to find a solution. If the problem cannot be resolved at this level, the student is encouraged to write a brief description of the problem and approach the School Director for a resolution. In most cases the problem can be resolved at this point, but in an instance where it can't the school owner may be contacted (PO Box 873 Dubuque, Iowa 52004 or 563-588-2379 x 308). A formal documentation of the complaint/grievance will be made and signed by both the student and the School Director with the plan of action or the outcome. This will be placed in the student's file.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
**www.accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the School Director or online at [www.accsc.org](http://www.accsc.org).

The South Dakota Cosmetology Commission, who also has a formal complaint policy, licenses Stewart School. They may be reached at: 500 E. Capital, Pierre, SD 57501, or by phone at (605) 773-6193.

The South Dakota Board of Massage Therapy does not license Massage Therapy schools but may recognize training from accredited schools. They have a complaint form on their website, <https://doh.sd.gov/boards/massage/complaint.aspx>. Their contact email is [sdbomt@gmail.com](mailto:sdbomt@gmail.com)

The South Dakota Attorney General also handles complaints against schools registered in the State: <https://consumer.sd.gov/>.

**Graduation Requirements:**

To graduate (successfully complete) from Stewart School a student must:

- Complete the contracted number of hours, complete and pass (75% min) all class assignments (including job search), tests and senior testing (80% min), and complete an exit interview.
- Meet all academic policies (including maintaining satisfactory academic and attendance progress) and financial obligations to the school.
- Pass all advancement levels.

*Cosmetology, Nail Technology and Esthetics graduates must take a State Board Exam at their own expense and pass to receive a license. Please note that it takes about ten working days for the Commission to issue a temporary work permit, assuming student did not test while still enrolled.*

**Diploma Awarded:**

Upon successful completion of the above graduation requirements, the student will be issued a diploma from Stewart School. *(In order for Cosmetology, Esthetic or Nail Technology graduate to apply for a temporary license they must provide proof of a job to the South Dakota Cosmetology Commission.)* The student will be required to turn in their student license upon graduation.

**Clock Hour Conversion:**

One (1) Clock Hour = Sixty (60) minutes

**Classroom Policies** (This list is for guidance only and not limited to the following):

Our goal is to provide a classroom with a learning environment for all students. Classroom activities and lessons are designed to help the student prepare for the State Board Exam and prepare for the advanced services they will perform as professional. To remain in compliance, the following policies are to be adhered to:

- A student arriving late to class will not be allowed to enter until after the next break. The Instructor determines break times. The student will not accrue hours until they are allowed into class.
- No chewing gum, eating, smoking or drinking (except water) in the classroom. Any container other than a clear water bottle is prohibited.
- Talking out of turn, swearing or profanity, sleeping, feet on desk or being disrespectful is unacceptable.
- Students are expected to come to class prepared and in dress code; arriving to school with hair and makeup done. Textbooks, writing utensils, paper and the appropriate equipment for the lesson must be available.
- The Instructor schedules lunch breaks and breaks.
- Coats, purses, cell phones, devices and all other items not needed for class must be left in the student's locker.
- All students are required to participate in classroom practical application; i.e. being a model for makeup etc.

**Clinic Floor Policies** (This list is for guidance only and not limited to the following):

Our goal is to provide a work environment that closely simulates a salon situation. The objective is to help the students perfect their technical skills, client communication, and to develop good working habits. Some procedures for clinic operation are governed by federal and state agencies. To remain in compliance, the following policies are to be adhered to:

- All services performed must have a consultation with an instructor before beginning. An instructor must check all steps to a chemical service. An instructor at the end of each service must check all clients.
- No chewing gum, eating, smoking or drinking on the clinic floor.
- When students are not working with a client while on the clinic floor or on approved breaks or lunch, students are expected to be working on practical skills (practicing state board skills, mannequin work, etc.). If students are not productively practicing such skills, they will be instructed to clock out and go home for the remainder of that day.
- For safety reasons, students and clients are not allowed to bring in personal hair care products. Only professional products provided by the school are used apart from a physician's prescription.
- Appointments are not to be changed or exchanged without an instructor's permission.
- Students are always to have all equipment in good working order.
- Vanity tops, mirrors and chairs must be cleaned every day.
- Students are not to swear, use profanity, or hold conversations with each other when servicing clients, the client should have your undivided attention.
- Problems with clients should be immediately referred to an instructor.
- Students are expected to comply with all dress code rules.
- Students are not to have their cell phones on their person or in their vanities.
- Only use sanitary tools.
- Wash hands thoroughly before each service.
- Guests are not allowed to visit the school unless they are a model for classroom demonstration/testing or a clinic floor guest receiving services.
- Family and friends are not permitted to eat lunch or spend break time on campus with a student.

### Dress Code

Stewart School always expects students to dress appropriately in professional attire. We are preparing you for your future, therefore building your professional image and client base is important. Your customers will make decisions about the quality of your products and services based on their interaction with you. **First impressions are very important.**

The acceptable attire is Black, White and Gray which includes shoes and socks. The allowed attire is Dress Pants, Dress Shorts or Capris, Leggings, Jeggings, Skinnies and Dress Tops that are **appropriate for a professional environment**. Students that chose to wear leggings, jeggings or skinnies are strongly encouraged to wear a dress top that is long enough to completely cover their butts, or they may wear a dress or skirt with leggings under them. Students may wear black, white or gray jeans. Students may accessorize with color in the form of belts, scarves, and hair accessories. Attire that is deemed inappropriate will be addressed on an individual basis and student potentially sent home if deemed necessary.

Please **do not wear** anything that others might find offensive or that might make anyone uncomfortable. This includes (but not limited to):

- Clothing with profane language.
- Clothing that promote drugs and/or alcohol.
- Clothing that promotes causes that include, but are not limited to, politics, religion, sexuality, race, age, gender, and ethnicity.
- Clothing that has logos or writing of any kind. (The exception is Stewart School shirts that are in good condition may be worn.)
- Cotton t-shirts are not allowed (unless they are a Stewart School t-shirt)
- Sleeveless shirts and Cap Sleeve shirts where the underarm is exposed are not allowed.
- Sweatshirts are not allowed.
- No skirts or dresses with sheer leggings, sheer tights, pantyhose. Students must wear solid leggings etc.

Unacceptable footwear would be:

- Combat boots,
- Uggs,
- Flip- Flops,
- Sandals with toe separates that do not have a dress heel or sling back.
- Cowboy Boots

Undergarments must always be worn and cannot be visible. Hair must be dry, clean and styled. Ponytails are discouraged but acceptable if done professionally. Female students must wear a minimum of three types of makeup (example: lip gloss, mascara and powder). Students are required to have their hair and makeup done prior to entering the building for the day. Students may pay \$2.00 to wear blue jeans or colored jeans/pants and colored shoes on Fridays with the black, white and/or gray top. The \$2.00 will be put towards our Charity of the month.

Please ensure that your cleavage, chest area, lower back, back side, underarms, and belly are always covered. Being part of the fashion world also means learning to have good sense when choosing your attire. Please make sure to wear clothing that is flattering to your body type. This dress code is for classroom and clinical training. Stewart School reserves the right to change the dress code at any time. What is appropriate attire will be determined by the school. If you are in question of something, please have it approved prior to wearing it. Stewart School is not responsible for damage done to clothing you chose to wear.

## **Cosmetology, Esthetics & Massage Official Withdrawal/Minimum Cancellation and Settlement Refund Policy:**

1. The postmark on written notification (or date on received/confirmed email) or the date said information is delivered in writing to the administrator/owner in person will determine the cancellation (or official withdrawal) date. This policy applies regardless of whether or not the student has actually started training.
2. An applicant not accepted by the school shall be entitled to a refund of all monies paid, including the application fee.
3. An applicant (or in case of a student under legal age, his/her parent or guardian) will have the opportunity to withdraw without penalty and request a refund by notifying the school before midnight of the third business day following either the scheduled orientation, signing the enrollment agreement, making an initial payment, or a tour of the school facility and inspection of equipment, and will be issued a full refund of all monies paid.
4. An applicant (or in case of a student under legal age, his/her parent or guardian) requesting cancellation more than three days after signing the enrollment agreement (first day of class), but within the trial period, is entitled to a refund of all monies paid minus \$50 application fee and \$100 registration fee. Student will be charged published cost for all issued kit/book/uniform items not returned or unreturnable. If student is owed a balance, refund will be made within 30 days. Beyond the trial period (and all transfer students) will be charged a prorated amount for returnable items returned in good condition (iPad must be wiped clean with no password associated), in addition to tuition determined by the refund policy. Trial period benefit does not apply to transfer students.
5. The Stewart School refund policy conforms to all requirements known to school administration. The South Dakota Cosmetology Commission and The South Dakota Board of Massage have no defined refund policy requirements for schools.
6. For students who enroll and begin classes, the following refund policy will apply, based on scheduled hours:

### **Institutional Refund Policy**

<u>Percent of enrollment to total time of course:</u>	<u>Tuition school shall receive/retain:</u>
0 % to 3.8 %	0% received/retained -- Trial 3.8% of total program hours
3.81 % to 4.99 %	20% received/retained
5.0 % to 9.99 %	30% received/retained
10.0 % to 14.9 %	40% received/retained
15.0 % to 24.9 %	45% received/retained
25.0 % to 59.99 %	60% received/retained
60.0 % to 100.0 %	100% received/retained

\*\* Enrollment time is defined as the scheduled hours elapsed between the actual class start and withdrawal date (LDA) from school. Trial period benefit does not apply to transfer students.

7. Examples of the application of the refund policy are available upon request from the admissions office.
8. If more than three school days have passed from the signing of the contract (done on the first day of class), but during the trial period, student will be charged published cost for all issued kit/book/uniform items not returned or unreturnable. Beyond the trial period (and all transfer students) will be charged a prorated amount for returnable items returned in good condition (iPad wiped clean with no password associated), in addition to tuition determined by above refund policy.
9. Any money due the applicant (defined above) shall be refunded by check through the mail within 30 days of formal cancellation by the student, or formal termination by the school, which shall occur no more than 15 days from the last day of physical attendance (not counting approved leaves). Refunds are calculated based on the last date attended by the student. If student does not give notice of withdraw, the college will terminate the enrollment within 15 days (withdrawal date based on the last day of physical attendance, determined by school's daily attendance records).
10. If the student has a balance owed to Stewart School at the time of withdrawal, the student must make payment in full within 30 days of withdrawal. Added costs incurred to collect a delinquent account will be added to student's balance. If a student fails to meet his/her tuition obligation as outlined in the enrollment agreement, the student will pay the cost of collection, including reasonable attorney fees. I hereby allow the school to release any data I have provided the school to a collection service.
11. In the event the school closes and cannot provide the currently enrolled student the instruction as described in the course description, arrangements for course completion and/or a pro-rata refund will be made through the Director of the school.
12. If a course is cancelled (or postponed) following a student's enrollment, but before class begins, the school will, as an option, provide a full refund of all tuition/fees paid, or the student may choose to start at a later date.
13. If a student must take a leave of absence (allowed for medical, family emergency or other serious circumstances), time allowed is 60 days or less. Documented circumstances that would require more will be considered but leave time cannot total more than 180 days (details/limitations in student handbook). If a student fails to return from a leave of absence or is absent for 14 consecutive days without notifying the school, the student will be terminated from school. Withdrawal date to be determined as the last date student physically attended based on school's daily attendance records.
14. Any student who fails to maintain Satisfactory Academic Progress, outlined in Student Handbook and determined at evaluation periods, may be terminated and lose financial aid eligibility (if applicable).
15. All students must complete a school exit interview.
16. Any student receiving Financial Aid must complete a Financial Aid exit interview.
17. If a student who has received financial aid withdraws, Federal Law determines the amount of Title IV Federal Financial Aid the students earns, based on the scheduled hours in the respective payment period of the aid. Up to the 60% point in the payment period, a pro rata scheduled is used to determine the amount of Title IV funds at the time of withdrawal. After the 60% point-in-time for the payment period, student has earned 100% of the funds he/she was scheduled to receive during the period.
18. If a student discontinues enrollment, the amount of Federal Title IV Aid earned and/or returned to Title IV programs is determined by federal regulations. Any return of Title IV Aid is returned within 45 days of the withdrawal date, with priority in the following order: Direct Loan-Unsubsidized, Subsidized, Plus, PELL Grant, FSEOG Grant.

19. Post Withdrawal Disbursement (PWD): If a student receives less Title IV aid than earned, a Post withdrawal Disbursement is calculated and applied to the student account, with priority to refund grant funds. Within 10 days of Withdrawal, borrower is notified of eligible loan funds. In the case of loan disbursements, notice and written confirmation from student or parent borrower is required before making a post withdrawal disbursement of loan funds. Written confirmation response must be received from borrower within 14 days of mailing. Any funds earned beyond tuition and fees will be disbursed directly to student within 14 days. Post-Withdrawal disbursement amount is determined by Title IV aid earned, it does not relate to incurred school charges.
20. I agree, should I qualify for additional PELL Grant funds or scholarships not determined at the time of my student loan filing, that I will use these funds to reduce my student loan obligation. I understand this is in my best interest, as it will reduce my monthly student loan payment and interest earned. I understand I can rescind this recommendation. I understand information regarding any applicable third-party funding agency refund or return of funds policies are included with student award letter information and may also be obtained from our Financial Aid Office, 1.800.728.7222.
21. V.A. Program: The refund procedure outlined by the V.A. Policies applies to all students enrolled at Stewart School under the V.A. Program and supersedes any refund policies outlined in the enrollment agreement for the students who qualify. The V.A. Policy specifically requires that a student's VA benefits may be interrupted, and/or the student's enrollment may be cancelled if they are absent for more than 14 consecutive days.

#### Other Course Information:

- Classes are in session: Tuesday 9:00 am ~ 8:00 pm, Wednesday 9:00 am - 4:30pm, Thursday 9:00 am - 8:00pm, Friday 9:00 am - 4:30 pm and Saturday 9:00 am ~ 3:00 pm. (Freshman Cosmetology (ten weeks) pm and Freshman Esthetic and Massage (four weeks) will have a Tuesday - Friday schedule of 8:30 – 4:00.) After Freshman level students will be assigned to a specific schedule to average 32.5 hours per week, to include nights and/or Saturdays. Specific schedules are subject to change at the discretion of the school, but students generally attend one night (until 8 pm) and attend a two Saturdays on and one-off schedule. Please ask director for specific or requested schedule.
- The student must obey all the rules of the school posted or as outlined in the student handbook or face possible dismissal.
- Should a student be asked to withdraw from school because of a violation of rules as stated in the catalog, all charges will be due and payable as outlined in the enrollment contract.
- To graduate (successfully complete) from Stewart School a student must:
  - Complete the contracted number of hours, complete and pass (75% min) all class assignments (including job search), tests and senior testing (80% min), and complete an exit interview.
  - Meet all academic policies (including maintaining satisfactory academic and attendance progress) and financial obligations to the school.
  - Pass all advancement levels.
- The student is not to remove any of the equipment from the school without permission.
- Students must acquire and maintain current books and equipment kit required for theory and practical training. Most items need not be purchased from the school. Items must, however, be current and of similar quality, to be determined by director. Books and equipment (kit) issued by the college will be billed over all periods of enrollment. If a student withdraws or is expelled before completion, a kit balance may be owed to the college. A student has the right to return any unused or returnable kit items within 20 days of withdrawal, and a pro-rata kit refund will be credited to the student account. Anything returned must be in good condition, electronics wiped clean with no ID or password associated.
- While Stewart School does not guarantee placement after graduation, job placement assistance is offered to students to assist them in securing suitable employment, to identify job openings, to help with employment interview skills and classes on applications and employment forms.
- I do, by signing this contract; give Stewart School the right to contact my parent/spouse/legal guardian and/or *references*, regarding any issue the school feels appropriate regarding academic progress, attendance, rule violations, loan repayment and job placement. This permission may be withdrawn at any time with the written notice of an adult student.
- I agree that if my student loan(s) (if applicable) becomes delinquent, I give Stewart School permission to share my personal information and loan status to a third party, and to work with them to prevent default.
- I give Stewart School permission to use my name and photo on its Facebook, website and/or other marketing media to promote the school, as well as my achievements and/or work. I further agree that Stewart School may disclose my name and clinic schedule to clients, in order to book practical clients with me for Cosmetology, Massage, Esthetics, and/or Nail Services.
- A copy of the final transcript will be given to the student upon completion of all requirements and after meeting all financial obligations to the school.
- Stewart School is licensed by The South Dakota Cosmetology Commission to offer Post-Secondary education in Cosmetology and is recognized by the Massage Board.
- After a student successfully completes all requirements of Stewart School, they must take the South Dakota State Board exam or National Massage Exam at their own expense. Cosmetology and Esthetic students will be granted a temporary license upon proof of employment, which will allow them to work in the field until they take the State Exam. If the student passes the State Exam, they will be granted an Operator License. If the student fails, the State Exam they will lose the temporary license and will not be allowed to work in the field until they retake and pass the State Exam. Stewart school is not responsible for changes or limitations imposed by the State of South Dakota (or other States) regarding licensing (i.e. some states may not allow individuals with criminal history to become licensed).
- Exam Retake Fee: There will be a fee of \$80.00 for every practical or theory senior final exam taken after the third attempt. This amount may be waived if student chooses to perform and present proof of five hours approved community service.

- I understand that the training offered includes supervised, practical education with clients who pay the school a discounted price, that I will not be compensated for this practice nor any associated sanitation practices (laundry, dispensing of products, etc.) and that I am not an employee of the school. I understand my tuition cost would be significantly higher without this practice and waive any claim for compensation for this reason.

### **Nail Technology Official Withdrawal/Minimum Cancellation and Settlement Refund Policy:**

1. The postmark on written notification (or date on received/confirmed email) or the date said information is delivered in writing to the administrator/owner in person will determine the cancellation (or official withdrawal) date. This policy applies regardless of whether or not the student has actually started training.
2. An applicant not accepted by the school shall be entitled to a refund of all monies paid, including the application fee.
3. Applicants (or in case of a student under legal age, his/her parent or guardian) who have not visited the school prior to enrollment have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures (first day of class) or following a tour of the school facilities and inspection of equipment where training and services are provided. All monies paid by such applicant will be refunded if requested within three days after first visiting school.
4. An applicant (or in case of a student under legal age, his/her parent or guardian) requesting cancellation/withdrawal, in writing, more than three days after visiting the school, but within 10 days after signing an enrollment agreement (signed on the first day of class), is entitled to a refund of all monies paid minus \$50 application fee and \$100 registration fee. Refunds will be made within 30 days. This trial period benefit does not apply to transfer students.
5. The Stewart School refund policy conforms to all requirements known to school administration. The South Dakota Cosmetology Commission has no defined refund policy requirements for schools.
6. For students who enroll and begin classes, the following refund policy will apply, based on scheduled hours:
7. **Institutional Refund Policy**

<u>Percent of enrollment to total time of course:</u>	<u>Tuition school shall receive/retain:</u>
0 % to 3.8 %	0% received/retained -- Trial 3.8% of total program hours
3.81 % to 4.99 %	20% received/retained
5.0 % to 9.99 %	30% received/retained
10.0 % to 14.9 %	40% received/retained
15.0 % to 24.9 %	45% received/retained
25.0 % to 59.99 %	60% received/retained
60.0 % to 100.0 %	100% received/retained

\* If signer of this contract notifies Stewart School in writing, within the aforementioned trial period, that they wish to discontinue; this contract will become null and void. Signer does, however, understand Stewart School will retain the application fee (\$50) and the registration fee (\$100) if more than three days have elapsed from first visiting the school. Enrollment time is defined as the scheduled hours elapsed between the actual class start and withdrawal date from school. Trial period benefit does not apply to transfer students.

8. Examples of the application of the refund policy are available upon request from the admissions office.
9. If more than three school days have passed from the signing of the contract (done on the first day of class). Student will be charged for all issued kit/book/uniform items not returned or unreturnable, and a prorated charge for items returned in good condition, in addition to tuition determined by above refund policy. Cosmetology students who discontinue during the trial period are required to return all issued items in good condition. Transfer students will be charged for all items issued after contract is signed.
10. In the case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair, to both parties.
11. Any money due the applicant (defined above) shall be refunded by check through the mail within 15 days of formal cancellation by the student, or formal termination by the school, which shall occur no more than 15 days from the last day of physical attendance (not counting approved leaves). Refunds are calculated based on the official withdrawal date of the student. If student does not give notice of withdraw, the college will terminate the enrollment within 15 days (withdrawal date based on the last day of physical attendance, determined by school's daily attendance records). If student does give notice of withdrawal within 15 days of last date attended, the date notice is given will be official withdrawal date
12. If the student has a balance owed to Stewart School at the time of withdrawal, the student must make payment in full within 30 days of withdrawal. Added costs incurred to collect a delinquent account will be added to student's balance. If a student fails to meet his/her tuition obligation as outlined in the enrollment agreement, the student will pay the cost of collection, including reasonable attorney fees. I hereby allow the school to release any data I have provided the school to a collection service.
13. In the event the school closes and cannot provide the currently enrolled student the instruction as described in the course description, arrangements for course completion and/or a pro-rata refund will be made through the Director of the school.
14. If a course is cancelled (or postponed) following a student's enrollment, but before class begins, the school will, as an option, provide a full refund of all tuition/fees paid, or the student may choose to start at a later date.
15. If a student must take a leave of absence (allowed for medical, family emergency or other serious circumstances), time allowed is 60 days or less. Documented circumstances that would require more will be considered but leave time cannot total more than 180 days (details/limitations in student handbook). If a student fails to return from a leave of absence or is absent for 14 consecutive days without notifying the school, the student will be terminated from school. Withdrawal date to be determined as the last date student physically attended based on school's daily attendance records.
16. Any student who fails to maintain Satisfactory Academic Progress, outlined in Student Handbook and determined at evaluation periods, may be terminated.

17. All students must complete a school exit interview.
18. V.A. Program: The refund procedure outlined by the V.A. Policies applies to all students enrolled at Stewart School under the V.A. Program and supersedes any refund policies outlined in the enrollment agreement for the students who qualify. The V.A. Policy specifically requires that a student's VA benefits may be interrupted, and/or the student's enrollment may be cancelled if they are absent for more than 14 consecutive days.

#### **Other Course Information:**

- Nail Technology classes are in session: Tuesday 9:00 am ~ 8:00 pm, Wednesday 9:00am -4:30pm, Thursday 9:00am - 8:00pm, Friday 9:00am - 4:30pm and Saturday 9:00 am ~ 3:00 pm. After Freshman level students will be assigned to a specific schedule to average 36 hours per week, to include nights and/or Saturdays. Specific schedules are subject to change at the discretion of the school, but students generally attend one night (till 8 pm) and attend a two Saturdays on and one-off schedule. Please ask director for specific or requested schedule.
- The student must obey all the rules of the school posted or as outlined in the student handbook or face possible dismissal.
- Should a student be asked to withdraw from school because of a violation of rules as stated in the catalog, all charges will be due and payable as outlined in the enrollment contract.
- To graduate (successfully complete) from Stewart School a student must:
  - Complete the contracted number of hours, complete and pass (75% min) all class assignments (including job search), tests and senior testing (80% min), and complete an exit interview.
  - Meet all academic policies (including maintaining satisfactory academic and attendance progress) and financial obligations to the school.
  - Pass all advancement levels.
- The student is not to remove any of the equipment from the school without permission.
- Students must acquire and maintain current books and equipment kit required for theory and practical training. Most items need not be purchased from the school. Items must, however, be current and of similar quality, to be determined by director. Books and equipment (kit) issued by the college will be billed over all periods of enrollment. If a student withdraws or is expelled before completion, a kit balance may be owed to the college. A student has the right to return any unused or returnable kit items within 20 days of withdrawal, and a pro-rata kit refund will be credited to the student account. Anything returned must be in good condition, electronics wiped clean with no ID or password associated (even if forgotten by student).
- While Stewart School does not guarantee placement after graduation, job placement assistance is offered to students to assist them in securing suitable employment, to identify job openings, to help with employment interview skills and classes on applications and employment forms.
- I do, by signing this contract; give Stewart School the right to contact my parent/spouse/legal guardian and/or *references*, regarding any issue the school feels appropriate in regard to academic progress, attendance, rule violations, loan repayment and job placement. This permission may be withdrawn at any time with the written notice of an adult student.
- I agree that if my student loan(s) (if applicable) becomes delinquent, I give Stewart School permission to share my personal information and loan status to a third party, and to work with them to prevent default.
- I give Stewart School permission to use my name and photo on its Facebook, website and/or other marketing media to promote the school, as well as my achievements and/or work. I further agree that Stewart School may disclose my name and clinic schedule to clients, in order to book practical clients with me for Cosmetology, Esthetics, and/or Nail Services.
- A copy of the final transcript will be given to the student upon completion of all requirements and after meeting all financial obligations to the school.
- Stewart School is licensed by The South Dakota Cosmetology Commission to offer Post-Secondary education in Nail Technology.
- After a student successfully graduates from Stewart School, they must take the South Dakota State Board exam at their own expense. The student will be granted a temporary license upon proof of employment, which will allow them to work in the field until they take the State Exam. If the student passes the State Exam they will be granted an Operator License. If the student fails the State Exam they will lose the temporary license and will not be allowed to work in the field until they retake and pass the State Exam. Stewart school is not responsible for changes or limitations imposed by the State of South Dakota (or other States) in regard to licensing (i.e. some states may not allow individuals with criminal history to become licensed).
- Exam Retake Fee: There will be a fee of \$80.00 for every practical or theory senior final exam taken after the third attempt. This amount may be waived if student chooses to perform and present proof of five hours approved community service.
- I understand that the training offered includes supervised, practical education with clients who pay the school a discounted price, that I will not be compensated for this practice nor any associated sanitation practices (laundry, dispensing of products, etc.) and that I am not an employee of the school. I understand my tuition cost would be significantly higher without this practice and waive any claim for compensation for this reason.

#### **Withdrawals and the Return of Title IV Aid (R2T4) (Cosmetology, Esthetics & Massage Therapy only)**

When students withdraw from Stewart School (officially or unofficially), the last day of physical attendance (LDA) is used, based on the last day a student physically clocked in.

Stewart School will determine the amount of financial aid earned in each enrollment period. This is determined by the amount of time the student was scheduled to be in attendance based on LDA over the scheduled hours for the enrollment period.

If a student has not reached above 60% attendance in the enrollment period, Stewart School is required to return portions of unearned Title IV Funds. If the amount disbursed directly to the student is greater than the amount earned, the student is responsible for returning funds to the Title IV programs. Funds are returned in the following order: Stafford Unsubsidized

Loan, Stafford Subsidized Loan, Parent PLUS Loan, Pell Grant, and Federal Supplemental Educational Opportunity Grant (FSEOG). Stewart School will return the funds for which it is responsible as soon as possible but no more than 45 days after it determines or should have determined the student withdrew.

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post withdrawal disbursement (PWD) of the earned aid that was not received. If a student is due a post-withdrawal disbursement, then the date of the school's determination must allow for the school to meet the 30-day post-withdrawal disbursement notification requirement. Stewart School will return any Pell Grant funds within 45 days of determination that student withdrew and return any loan funds within 180 days of determination that student withdrew.

#### **IV Student Services**

Stewart School's School Director and Academic Director are available at any time to discuss issues students may have which may affect their education; from educational progress, to personal issues, to financial problems. If we cannot help, we will refer students on too specific outside resources appropriate to the circumstance. Our goal is for every student to graduate. We keep close track of educational and attendance problems and address issues with students before falling below requirements, arranging reasonable accommodations for tutoring and other help as requested/needed. We offer information on budgeting and personal financial skills through our financial aid department and ongoing training.

Our advancement progress and satisfactory progress policy, complaint procedure, and other non-educational offerings of Stewart School are described throughout this Catalog.

#### **Housing/Transportation:**

Stewart School does not provide housing or transportation for enrolled students; however, there are rental facilities in the area to serve the student population, and our admissions department will help in this regard upon request.

**Institutional Assessment and Improvement Plan:** Stewart School's plan of ongoing assessment and completed/planned improvements is a working document and will be made available upon in-person request to any employee, student, or prospective student.

#### **Parking:**

Stewart School has free street parking for students. The street borders the school and is well lit at night. Stewart School encourages students to go to their vehicles in pairs, to never walk alone at night.

#### **Student Safety:**

Stewart School also provides speakers and programs for students on topics of rape awareness, physical and domestic abuse, drug and alcohol abuse and self-defense. These classes are made available during the student's regular schedule and they are required to attend at least one per academic year. To further protect our students, the school does not disclose full names, attendance status, or schedules of students. We also encourage students not to share their full name, schedule, or any other personal information with clients. We encourage students to report any suspicious or dangerous activity to the Director immediately, including any domestic issues that have even a remote chance of causing issues on campus. We also encourage students to leave building in groups after dark.

#### **Licensing:**

Information regarding professional licensure and reciprocity is available to the student upon request.

#### **Student Records:**

Student records are on file in the school administrative office. A permanent student record includes, at a minimum, student transcript, program of study, program hours and grades. To obtain copies of their transcript, students must send \$10.00 with a written request. The student's account must be paid in full prior to release of the transcript. The student is given a transcript upon graduation.

#### **FERPA Notification of Rights**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:



- The right to inspect and review the student's education records within 45 days after the day School receives a request for access. The student should submit to the School Director, Financial Aid Office or registrar a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
  - A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.
  - If Stewart School decides not to amend the record as requested, we will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
  - All student records are on file in the school administrative office. A permanent student record includes, at a minimum, records of date of entry and departure, program of study, course credits, hours and grades.
  - Stewart School provides privacy and protection concerning information in student files in accordance with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). This is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
  - **Information Release:** It is the policy of Stewart School that parents/spouses/legal guardians/references of our students may be contacted concerning progress reports, attendance records, policy abuse, job placement, loan repayment and/or other information that may affect the student professional development, as deemed necessary by the college. This includes release of personal information and loan status to a third-party loan service for default prevention. Students assign permission to this effect by signing the enrollment agreement.

*Note: An adult student may (in writing) retract or deny permission of this notification per FERPA. (Family Educational Rights and Privacy Act.)*

- The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Stewart School discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically includes a person employed by Stewart School in an administrative, supervisory, academic, or support staff position (including law enforcement personnel); or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request, or the disclosure is initiated by the student.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

**Directory Information:** FERPA) requires that the school, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the school may disclose appropriately designated "directory information" without written or authorized electronic consent, unless you have advised the school to the contrary in accordance with school procedures. Stewart School has designated the following information as directory information:

- student's name
- address
- telephone number
- email address
- date and place of birth
- program of study
- honors and awards
- dates of attendance.
- enrollment status

Requests to have directory information about you withheld should be submitted in writing to the school's Admissions Director, Katie VanBallegooyen.

See the list below of the disclosures that postsecondary institutions may make without consent.

A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the school whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

#### **Placement Assistance:**

While Stewart School does not guarantee placement, we do work hand in hand with the area salons to assist students in finding employment. Salon managers come into the school monthly to do presentations with the student body. This builds strong contacts for job opportunities after the student has completed the program. A bulletin board with job postings is maintained for the students' benefit. Employment is discussed throughout our training, at evaluation periods, advising/mentoring sessions, and one-on-one with our Placement Coordinator when students approach graduation.

### **Voter Registration Forms**

Voter Registration Forms are offered to students during orientation and monthly during mentor meetings. As well they are readily available in our Admissions office.

### **Special Situation Requests:**

We realize that there are times that students have uncontrollable circumstances in their lives as well as planned blessings; i.e. a new baby. The school will work with each student's individual circumstance as needed. The student will write a request and give it to the School Director. The School Director will meet with the Administrative team (and student leadership if needed) and get back to the student with a written plan of action within one week of receiving the request.

### **Students with Disabilities:**

While there are specific physical requirements for those wishing to become a Cosmetologist (i.e. minor lifting, standing for long periods, hand and finger dexterity), Stewart School will make reasonable accommodations for students with disabilities on a case-by-case basis. Stewart School and The South Dakota Cosmetology Commission require current documentation from a licensed physician or other professional in the field related to applicant's disability if testing accommodations are requested (official forms are available at the school). Stewart school requires applicants to request specific accommodations, in writing, at least 30 days before planned class start. If request is reasonable and required documentation is provided, the school will provide requested accommodations. Our building requires no stairs to access the entire student area. Bathrooms and classrooms are handicap accessible. Request for accommodations forms are available from our 504 Coordinator/School Director, Angela Taylor.

### **Student Benefits:**

Students receive many benefits while attending Stewart School:

- Students may qualify for free personal services within their scope of practice up to once a month and earn rewards based on attendance and other performance indicators for free products and services. Please see Student Salon Director for guidelines. Students who are on a leave of absence will not receive discounted services.
- Students may receive ½ price services within their scope of practice between 9 am – 4 pm Tuesday through Friday, if they are not scheduled to attend classes. Freshman Students may receive ½ price services (within their scope of practice) one time while in Freshman s outside of these hour guidelines.
- Cosmetology student's may pick two people of their choice to receive haircuts and styles at no charge and receive all other services at 50% off the total cost of the full price service (within their student's scope of practice). The discount is not included on extra batch product or retail products. This cannot change during enrollment
- Students receive a 50% discount on all full price retail products within their scope of practice (excluding some specially priced items and tools).
- High speed internet access.

***Stewart School reserves the right to update rules and policies at any time.***