

Updated 12/11/24 CONTENTS

OFFICIAL NOTICE	4
OFFICERS/OWNERS	4
LICENSED BY	4
ACCREDITED BY	4
MEMBERSHIPS	4
MISSION STATEMENT	4
FACILITIES	5
SURETY BOND	5
ADMINISTRATIVE STAFF & FACULTY	6
ADMISSIONS	6
Diversity in Admissions Statement	6
Student Recruitment Policy	6
Transfer Or Credit Policy	6
Enrollment Requirements	7
Enrollment Termination	7
High School Diploma Verification	7
Registration Procedures	7-8
State Licensure Requirements	8
Vaccination Policy	8
Disability Services	8
Dress Code	8-9
Student Housing	9
Grading System for All Courses	9
Phase Requirements	9
GRADUATION REQUIREMENTS	9
Successful Completion of Courses	9
Physical Demand for All Courses	10
CAREER PLANNING	10
Career Opportunities	10
National/State Median Wage Information	10
CALENDAR	10
2024-2025 Academic Calendar	10-11
COSMETOLOGY COURSE	11-12
Course Curriculum	11
Course Content	12-13
Clinical Experiences	13
Cosmetology Clinical Experience Assignments	13-14
Cosmetology Training Kit and Books	14-15
Course Fees and Payment Schedule	15
Tuition and Fees	15
Payment Schedule	15
Clinic Assignment Grading System	15
Grading System for All Courses	16
NAIL TECHNOLOGY COURSE	16
Course Curriculum	16
Course Content	16
Clinical Experiences	17
Nail Technology Clinic Experience Assignments	17
Nail Technology Training and Books	18
Course Fees and Payment Schedule	19
Tuition and Fees	19
Payment Schedule	19
Clinic Assignment Grading System	19
Grading System for All Courses	19
Clinic Experience/Case Study	19
ESTHIOLOGY COURSE 600 HOUR COURSE	20
Course Curriculum	20
Course Content	21
Clinical Experiences	21
Esthiology Clinic Experience Assignments	21-22
Esthiology Training Kit and Books	22
Course Fees and Payment Schedule	22-23
Tuition and Fees	22
Payment Schedule	23
Clinic Assignment Grading	23
Grading System for All Courses	23
Clinic Experience/Case Study	23

ESTHIOLOGY COURSE 450 HOUR COURSE	23-24
Course Curriculum	24
Course Content	24
Clinical Experiences	25
Esthiology Clinic Experience Assignments	25
Esthiology Training Kit and Books	25
Course Fees and Payment Schedule	26
Tuition and Fees	26
Payment Schedule	26
Clinic Assignment Grading	26
Grading System for All Courses	26
Clinic Experience/Case Study	26
BARBER TECHNOLOGY	26-27
Course Curriculum	27
Course Content	27-28
Clinical Experiences	28
Barber Technology Clinical Experience Assignments	28-29
Barber Technology Training Kit and Books	29
Course Fees and Payment Schedule	29
Tuition and Fees	29
Payment Schedule	29
Clinic Assignment Grading System	30
Grading System for All Courses	30
FINANCIAL PLANNING	30
Payments	30
Financial Aid Code of Conduct	30
School Financial Aid Code	30
Financial Aid	31
Preferred Lender Code of Conduct	31
Financial Aid Satisfactory Progress Guidelines	31
Satisfactory Academic Progress Policy	31
Evaluation Periods	32
Maximum Time Frame	32
Attendance Progress Evaluations	33
Academic Progress	33
Determination of Progress	33
Warning	33
Probation	34
Re-establishment of Satisfactory Academic Progress	34
Interruptions, Incomplete Course, Withdrawal	34
Appeal Procedures	34
Transfer SAP	35
Loan Entrance Counseling	35
Loan Exit Counseling	35
College Navigator	35
Veterans Refund Policy	35
Other Sources	35
Local and National Scholarships	35
Refund Policy	36-37
Policy on the Return of Title IV Federal Student Aid	37
Withdrawal Determination	37
Post-Withdrawal Disbursement	38
Treatment of Title IV Credit Balance Upon Withdrawal	38
Additional Financial Aid Information	39
STUDENT SERVICES	39
Student File Service	39
Phase End Advising	40
Refresher Courses	40
Discounts	40
Professional Development	40
School Closings	40
Employment Advising Services	40
Voter Registration	40
COURSE POLICIES	40
Information Release Policy	40
Family Educational Rights and Privacy Act Policy (FERPA)	40-42
FERPA Directory Information	42
Tardy Policy	42
Attendance Policy	42-43
Leave of Absence (LOA)	43-44
Standards of Conduct	44

Termination Policy	44
Appeal Policy	44
Make-Up Work Policy	45
Copyright Infringement Information	45
Cell Phone Policy	45-46
Back Bar Make-up Policy	46
ANNUAL SECURITY REPORT	47-74

STATE COLLEGE OF BEAUTY CULTURE

1930 Grand Ave. WAUSAU, WI 54403

715-845-2888 (clinic) 715-848-2121 (fax)

715-849-5368 (admissions office)

info@statecollegeofbeauty.com (e-mail address)

www.statecollegeofbeauty.com (web site)

OFFICIAL NOTICE

The content of this document is provided for the information of the student. It is accurate at the time of printing but is subject to change as deemed appropriate to fulfill State College of Beauty Culture's role or mission or to accommodate circumstances beyond the College's control. Any such changes may be implemented without prior notice, without obligation, and unless specified, are effective when made. State College of Beauty Culture may also be referred to as SCBC throughout this manual. All students are reminded to read carefully the sections of the catalog pertaining to them. **Lack of awareness of policies or requirements will not serve as a justifiable excuse at a later date. All instruction and instructional materials will be provided in English.**

OFFICERS/OWNERS

President / School Administrator
Financial Aid Officer

Elinor and Harold Mittlestat
Daniel A. Burns

LICENSED BY

Wisconsin Department of Safety and Professional Services
P.O. Box 8935 Madison, WI 53708
(608) 266-2112

ACCREDITED BY

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street Alexandria, VA 22314
(703) 600-7600 Fax (703)-379-2200
E-mail is naccas@naccas.org
Website is www.naccas.org



MEMBERSHIPS

- CEA – Career Educators Alliance
- AACS – American Association of Cosmetology Schools

MISSION STATEMENT

The State College of Beauty Culture's intent, purpose and principle objectives focus in 2 areas:

1. To provide and nurture a basic fundamental education where graduation and State licensure are the result.
2. To develop and enhance proficient, professional skills and knowledge necessary to achieve success to prepare graduates for careers in cosmetology arts and sciences. (11/06)

FACILITIES

The State College of Beauty Culture campus is located in Wausau. The campus is within walking distance of residential housing, downtown conveniences, and public transportation.

The 15,000 sq ft + facility exceed the Cosmetology Examining Boards requirements on space and are equipped for teaching 88 students. Classes are conducted in one building which includes 3 practical and theory classrooms, a clinic classroom equipped with up to 40 training stations, 8 manicure stations, 8 pedicure stations, 8 facial rooms, a dispensary, laundry facilities, student lounge, teacher's office, admissions offices, financial aid office and administrator's office.



SURETY BOND

State College of Beauty Culture is bonded for the protection of the student. The bond provides indemnification, within the limits of the bond, to any student or enrollee, or the parent, guardian, or sponsor of such a student or enrollee who suffers a loss or damage from any of the following: Fraud of misrepresentation, the College's failure to perform its contractual obligations, or a student being refused a tuition refund to which they are entitled, or violation of any state administrative rule, statute or College policy relating to the licensing or operation of the college. For further information or to file a claim, contact: West Bend Mutual Insurance Company PO Box 620976. Middleton, WI 53562.

ADMINISTRATIVE STAFF & FACULTY

School Administrator/Admissions Director	Elinor Mittlestat
Financial Officer	Dan Burns
Lead Instructor /Advanced Master Educator	Liz Hart

Instructors *	Marc Foley	Xammie Vang
	Kayla Zinkowich	Liz Love
	Andie Kurszewski	

Executive Assistant	Zana Sage
Front Desk Coordinator	Bradley Sage

***All Instructors may also be used as substitutes to fill in for other instructors who may be absent.**

Qualified substitute instructors are familiar with the institution's curriculum, policies, and procedures.

The State of Wisconsin does not have any student/teacher ratio requirements. At State College of Beauty Culture we will not exceed 30 students in attendance per instructor.

ADMISSIONS

Diversity in Admissions Statement

State College of Beauty Culture welcomes to its learning community women and men of diverse backgrounds, religious affiliations, ethnic and racial identifications, and sexual orientations. It is the basic policy of the State College of Beauty Culture to administer its employment and admissions practices – including those pertaining to recruitment, hiring, transfers, promotions, tuition remission, compensation, benefits, and terminations- in a non-discriminatory manner, without regard to race, color, national origin (including limited English proficiency), ethnic origin, religion, sex, age, handicap/disability, sexual orientation, gender identity, pregnancy or pregnancy-related condition, genetic information, marital or parental status, veteran's status, political belief or affiliation or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.

Student Recruitment Policy

The State College of Beauty Culture follows the recruitment policies as dictated by NACCAS and does not knowingly attempt to recruit students already attending or admitted to another school offering a similar program of study.

Transfer or Credit Policy/Re-Enrollment Policy

Persons furnishing satisfactory transcripts from another cosmetology school or State College of Beauty Culture may enter or re-enroll at the State College of Beauty Culture, and receive credit for work completed. A placement test, for a fee of \$200.00, is required to determine the placement of the transfer student. Hours of training required to attain a State College of Beauty Culture diploma are based on acquired knowledge in comparison to the State College of Beauty Culture's curriculum. Transfer students will be charged per hour or a percentage according to the current rate of tuition for hours required, the cost of any additional equipment needed, plus a registration fee of \$200.00. A terminated student may re-enroll to the chosen program after a period of 4 months has passed.

Enrollment Requirements

To attend the State College of Beauty Culture the following criteria are necessary for admission:

1. You must be at least **17 years old**. If you are not, a parent or guardian signature is required unless you are emancipated.
2. Must demonstrate the prerequisite aptitude for the study of cosmetology subject matter and client communication by showing documentation of your **high school transcripts showing high school completion, an equivalent certificate (GED, HSED), or state-certified home-schooling certificate/diploma and transcripts**.
3. Must be competent to meet the physical demands encountered in the respective course. Examples: standing/sitting for long periods, working with chemicals, and repetitive movements. Learning and/or medical disabilities must be supported with valid **written documentation** to make accommodations within state regulations before enrollment.
4. You must be able to meet requirements set forth by employers. Examples: attendance, professionalism, working well with people, and any other industry-related code of conduct.
5. You must have the ability to meet the State of Wisconsin licensure requirements including regulatory oversight restrictions. Examples: Some felony convictions will not allow for licensure, valid social security number, or any other reason the State of Wisconsin would deny licensure of a candidate.

State College of Beauty Culture seeks to enroll students who are prepared to have a successful college experience. As a result, grades (from high school or previous colleges), test scores, course content, and life experiences may be considered in making an admission decision. State College of Beauty Culture does not admit Ability-to-Benefit students.

Enrollment Termination

A student may be terminated from enrollment based on failure to obey rules and regulations established by the School. Termination may also occur as a result of not maintaining satisfactory progress in academics or attendance. A student may terminate her/his enrollment at any time on her/his own initiative. A termination fee of \$100 will be assessed to a student whose enrollment ends before graduation.

High School Diploma Verification

State College of Beauty Culture will research the validity of any High School Diplomas that are not recognized High School Diplomas. Any foreign student's high school diploma will be translated into English by an outside agency that is qualified to translate and confirm the academic equivalence to a U.S. high school diploma.

Registration Procedure

- Enrollment applications can be obtained online at www.statecollegeofbeauty.com. Pre-registration is advisable due to the limitations in class size. Applications may be considered until one week before the first day of classes, though earlier deadlines may be set.
- An appointment with the admissions office should be scheduled to review admissions requirements including an entrance interview, class availability, and a tour of the facility.
- If you request a different start date than contracted for, there will be a \$25.00 non-refundable administrative charge each month that it is adjusted unless authorized by the school administrator.
- An appointment with the Financial Director should be scheduled to discuss financial options including financial aid eligibility and funds available to a student, payment plans, and scholarships. Any balance not covered by financial aid must be paid by the first day of class or by payment options with obligations to be paid by graduation.

State Licensure Requirements

Students will be required to apply and take their written and practical state board exams before they graduate from the State College of Beauty Culture. This must be taken on the student's own time, not during scheduled school hours. The exam is held monthly at different locations around the state. A testing fee is charged to each student by the testing company. This cost is not included in your tuition. Once you have officially graduated, the school will provide you with a Diploma, and Certification of Training will be sent to the State of Wisconsin. The State of Wisconsin will then send you your license.

Vaccination Policy

State College of Beauty Culture does not require vaccinations for admissions into any of our programs. Contact the Public Health Department or your health care provider if you are interested in getting more information about vaccinations.

Disability Services

Students are responsible for identifying themselves to the Admissions Director and/or the Campus Director as having a valid and documented disability requiring reasonable accommodation. Please request a copy of the "Reasonable Accommodation Policy" which is available in the administrative office. After reading the policy, prospective and current students can make their reasonable accommodation requests at any time during admissions or enrollment. It is important to follow all of the steps and, provide current and relevant documentation to arrange the most appropriate plan.

Accommodation requests are not guaranteed. The details of each reasonable accommodation requested plan must be agreed upon by both parties before acceptance of the plan by either party.

Dress Code

Dress required; Smock, Apron and nametag or embroidery on smock or apron are required to be worn at all times. 100% black bottoms/jeans, no holes/rips or see through areas. Tops or shirts can be any color, cannot be sleeveless and no graphics unless it is SCBC logo. All Items worn must be clean & pressed, Name tag or embroidery must be visible. Personal grooming such as hair, nails, makeup, and/or facial shaving are checked

daily. Uniform smocks, aprons and embroidery are purchased from the school. polos, and name tags are purchased from the school. Smocks and aprons are purchased for \$30.00-\$35.00 each. It is recommended that students make arrangements with Admissions before the start date to place their order. State College of Beauty Culture gear is available to purchase throughout the year.

Student Housing

Admissions will gladly assist out-of-town students with information on satisfactory housing.

Grading System for All Courses

A	100-93	B	92-85	C	84-80
D	79-70	F	69-0		

Clinic Quota- Grading client services on the clinic floor are as follows:

Unsatisfactory- Student is careless, fails to follow directions, excess time to complete the service or rude or abusive to the client.

Satisfactory- Student with or without close supervision completes the service with minimal errors.

Phase Requirements-Students must complete all phase requirements in order to be considered making satisfactory progress. Students need to have an 80% GPA by the last phase in order to graduate from any program. Satisfactory Progress phase sheets have all requirements listed, per program.

Senior exams require an 80% score on both practical and written exams.

If you do not pass one free retake will be offered. A \$200.00 charge for each subsequent retake until 80% is achieved.

GRADUATION REQUIREMENTS

Successful Completion of Courses

Depending on your selected course

The following criteria must be achieved to be eligible for graduation: **Cosmetology** must complete a minimum of 538 classroom hours and 1012 clinic/lab hours. You must receive at least an 80% grade point average in all theory and practical testing scores. You must complete a set quota of client services as established by the school. You must pass written and practical State Board Examinations administered by a third party. You must have all financial obligations to the school paid in full.

The following criteria must be achieved to be eligible for graduation in **Esthiology, 600 hour course**: You must complete a minimum of 304 classroom hours and 296 clinic/lab hours. You must receive at least an 80% grade point average in all theory and practical testing scores. You must complete a set quota of client services as established by the school. You must pass written and practical State Board Examinations administered by a third party. You must have all financial obligations to the school paid in full.

The following criteria must be achieved to be eligible for graduation in **Esthiology, 450 hour course**: You must complete a minimum of 229 classroom hours and 221 clinic/lab hours. You must receive at least an 80% grade point average in all theory and practical testing scores. You must complete a set quota of client services as established by the school. You must pass written and practical State Board Examinations administered by a third party. You must have all financial obligations to the school paid in full.

The following criteria must be achieved to be eligible for graduation: **Nail Technology** must complete a minimum of 131 classroom hours and 169 clinic/lab hours. You must receive at least an 80% grade point average in all theory and practical testing scores. You must complete a set quota of client services as established by the school. You must pass written and practical State Board Examinations administered by a third party. You must

have all financial obligations to the school paid in full.

The following criteria must be achieved to be eligible for graduation: **Barber Technology** must complete a minimum of 288 classroom hours and 712 clinic/lab hours. You must receive at least an 80% grade point average in all theory and practical testing scores. You must complete a set quota of client services as established by the school. You must pass written and practical State Board Examinations administered by a third party. You must have all financial obligations to the school paid in full.

Upon completion of the above requirements, the student will receive a Diploma from the State College of Beauty Culture and a Certification of Training will be sent to the Department of Safety and Professional Services.

Physical Demand for All Courses

A healthy body and mind are necessary for this profession. Most services are performed when standing and mild to strong chemicals may be used. A personal program of proper rest, exercise, relaxation and nutrition will be beneficial to you.

CAREER PLANNING

Career Opportunities

Cosmetologists, Barbers, Nail Technicians, and Estheticians are licensed professionals where goals and aspirations are unlimited. Many are attainable in this industry including....

COSMETOLOGIST	NAIL TECHNICIAN	ESTHETICIAN	BARBER
Professional Stylist	Nail Care Specialist	Makeup Artist	Professional Barber
Salon Owner	Nail Salon Owner	Skin Care Salon Specialist	Platform Artist
Make-up Artist	Nail Enhancement Technician	Day Spa Director	Instructor
Platform Artist	Product Manger	Dermatologist Assistant	Salon Owner
Instructor	Freelance writer or lecturer	Beauty Editor	Product Representative

National/State Median Wage Information

The National and State median wage information can be found at:

www.careerinfonet.org

CALENDAR

The Cosmetology Course is offered every four weeks, Nail Technology is offered twice a year, Barber Technology is offered two to three times a year and Esthiology is offered three times a year. The college is closed on the following legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

2024-2025 Academic Calendar

October 8th	Esthiology Course
November 25th	Cosmetology Course
November 27th	No School
December 23rd-January 1st	No School-Winter Break
January 11th	Advisory Meeting
January 27th	Esthiology Course
February 11th	Barber Course
March 18th	Cosmetology Course
May 6th	Nail Technology Course

May 26th	No School-Memorial Day
June 16th	Esthiology Course
June 30th-July 5th	No School-Summer break
August 12th	Cosmetology Course
September 1st	No School-Labor Day
October 6th	Esthiology Course
November 24th	Cosmetology Course
November 27th	No School-Thanksgiving
December 22nd-January 3rd	No School-Winter Break

COSMETOLOGY COURSE

State College of Beauty Culture's course is a total of 1550 hours and takes about 11 months to complete. Students are categorized into one of three levels: Freshman/Sophomore, Junior, and Senior.

Level I is the Freshman/Sophomore level. This level is the first 280 hours. Time will be spent in theory classroom training.

Level II is the Junior level. This level is the next 469 hours. This time will be in theory classroom training, practical classroom training, and on the clinic floor.

Level III is the Senior level. This level is the remaining 801 hours. This time will be spent in theory classroom and on the clinic floor.

COSMETOLOGY COURSE OBJECTIVES:

1. To provide individual instruction for individual excellence.
2. To promote Cosmetology as a profession.
3. To train individuals who are interested in a career as a barber or cosmetologist,
 - a. Teaching basic theories of Cosmetology.
 - b. Provide practical experience and application of these theories.
 - c. Promote development of creativity in students within all aspects of Cosmetology.
4. To help students attain the degree of knowledge and skills necessary as a Cosmetologist in order for students to meet the requirements of the State Board Exam for Licensing.
5. To prepare students to have a successful career in the Cosmetology field.
6. To enhance in each student a sense of personal dignity and worth through accomplishment and total development of each student's creative talents and abilities.

Every student will receive a minimum of 538-hours of theory training. Theory will be in the format of interactive lectures, group discussions, student participation, question and answer sessions, cooperative learning, problem solving, individualized instruction, presentation, and self-study (workbooks etc.). Classes will be supplemented with videotapes, DVDs, Internet, CDs, Power Point, hand out materials, and other audio-visual aids illustrating techniques and the latest trends which are an integral part of all of the college courses here at State College of Beauty Culture.

Course Curriculum

State College of Beauty Culture offers one of the most complete and comprehensive curriculums available. Emphasis is placed on gaining a thorough working knowledge of all aspects of Cosmetology. Videotapes, DVDs, Internet, CDs, PowerPoint, and other audio-visual aids illustrating techniques and the latest hairstyles are an integral part of the college course.

Students gain wisdom and expertise through classroom instruction in theoretical and practical approaches. Instruction is geared to be informative and interesting. In addition, students will gain experience and practice on patrons who regularly come to the State College of Beauty Culture's clinic floor for their beauty and barber needs.

Course Content

The course of instruction follows the guidelines established by the Wisconsin Cosmetology Examining Board, providing the students with a thorough 1550 clock-hour course. A minimum of the following theory and practical subjects will be included:

SUBJECT	THEORY HOURS	PRATICAL HOURS
Hygiene, grooming, and personal development.	10	0
Bacteriology, sterilization and sanitation.	20	20
Tools, equipment and implements in the areas of identification and usage.	0	0
Haircutting, hair tapering, clipper-cuts, razor cutting, hair styling, thermal curling, finger waving, roller setting, pin curl placement, blow drying, shampooing, scalp and hair treatments, conditioning, hair analysis, and care of Hairpieces, wigs and wefts.	140	440
Hair straightening, hair relaxing, thermal hair straightening, blow outs, permanents, hair coloring, tinting, bleaching and chemistry.	185	392
Shaving, beard and mustache shaping and trimming, Superfluous hair removal, waxing, electro logy, facials, Theory of facial massages, facial make-up and eye lashes. Light therapy and tanning.	35	60
Manicuring	10	25
Anatomy and physiology of the hair skin and nails; disorders of the hair, skin, scalp and nails.	50	0
Product knowledge, product use and sales, preparing And consulting with customer for services.	30	0
Laws, rules, board authority, enforcement and disciplining, professional ethics and history of barber and cosmetology.	18	0
Individual student needs, industry trends and electives (e.g. record keeping, math, communications, human Relations, public relations, first aid, etc.)	40	75
Total in each area:	538	1012
	Total in Course:	1550 hours

Practical instruction means training through action or direct contact with a patron, model or manikin. Theoretical means training through the study of principles and methods.

Clinical Experiences

State College of Beauty Culture strongly encourages the students to secure their own clients in order to complete their practical course assignments. This enables the students to learn how to build their own clientele.

Cosmetology Clinical Experience Assignments

= Minimum number of acceptable patron assignments to be completed during the practical period of training for senior level.

SUBJECT	CREDITS	#	5%	10%	15%	MAX. TIME
Scalp Treatments	1	15	16	17	18	½ hour
Hair Cutting/Shaping						
Scissors, razor, clipper	1	200	210	220	230	¾ hour
Clipper cut	1	20	21	22	29	½ hour
Mustache trim	0					
Beard trim	1					
Bang trim	¼					
Shampooing	1	250	262	275	288	¼ hour
Perm Waving & Straightening	1	20	21	22	23	2 hours
Specialty wraps	2					
Finger waving	1	20	21	22	23	20 minutes
Styling, setting, blow dry & iron	1-2	225	236	248	259	¾ hour-1 ½ hrs
Block braids	2 for ½ head					
	4 full head					
(6-10 strands)	½					
Hair coloring	1-2	35	37	39	40	1 ½ hours-3 hours
Highlights full head 11+ foils	1	25	26	28	29	1 ½ hours-3 hours
Highlights partial 1-10 foils	1/2					
Facial treatments/back facial	1	10	11	12	14	1 hour
Straight Shave	1 facial					
Make up	1	5	5	6	6	½ hour
Individual eyelashes (2 eyes)	1					
Strip eyelashes (2 eyes)	1					
Hair Removal	1	12	13	14	15	
Arch, chin, lip, cheek	½					30 minutes
½ arms, , underarm	1					30 minutes
½ leg	1					1 hour
Full arms	2					1 ½ hours
Full legs	2					2 hours
Back or chest, bikini, full face	2					1 hour
Manicuring	1	20	21	22	23	¾ hour
Pedicure	1	20	21	22	23	1 ¼ hour
Toe Nail Clipping	1/2 Pedi					
Paraffin dip	¼					15 minutes
Polish (excludes B-Day girls)	¼					15 minutes
Gel Polish Application/Removal	1 nail enhancement	5	5	6	6	30 minutes
French polish	½ mani/Pedi					15 minutes
Nail Art or Appliques (1-4 nails)	¼ mani/pedi					
(5-10 nails)	½ mani/pedi					
Artificial nail full set	1					3 hours
Free form (form using pink and white)	2					3 hours
Nail removal	½ in product being removed + 1 mani					1 ½ hours
Fill/replacement (min. 4 nails)	1					1 ½-2 hours
Customer Service	1	350	367	385	403	

Customer service and clean up ALWAYS!!! Sanitary, environmental, and safety precautions are included everyday! All services are performed by students and supervised by licensed instructors.

Cosmetology Training Kit and Books

TEXTBOOKS	Milady Standard Textbook of Cosmetology ISBN 13: 978-1-1331-5068-8
	Milady Practical Workbook ISBN13: 978-1-4390-5922-7
	Policy Manual

FRESHMAN KIT	Lockable Roller cart	2” Butterfly clips
	Duckbill clamps	3” Butterfly Clips
	Curling iron	Styling combs
	Rattail Combs	Hairbrushes (assorted)
	Specialty Combs	Haircutting shears
	Shampoo Cape	Razor and blades
	Clippers and trimmer set	Mannequin (4 female, 1 male)
	Blow dryer with Diffuser	Manicure Kit (tweezers, cuticle pusher, nipper, & brush)
	Spray Bottle	Timer
	Mannequin Clamp	
	Cuticle Nylon Brush	Toe Nail Clipper

All supplies are subject to change based on vendor availability

These text and supplies are part of your Books/Kit fee and are yours to keep. As a bonus, you will receive supplemental additions by the * to make your kit more complete when you are on the clinic floor. The cost of these items is absorbed into your tuition cost.

Course Fees and Payment Schedule

Tuition and Fees

Registration	\$200.00
Books & Kit	\$ 1500.00
Tuition	\$ 15,800.00
Lab fee	\$ 500.00
Locker Fee	T.B.D.
Smock/Polo/name tag	TBD
TOTAL	\$18,000.00

Payment Schedule

- Registration Fee due upon enrollment
- Financial Aid available to eligible students.
- State College of Beauty Culture requires full payment of tuition & fees on or before the scheduled start date or initiate payment options.
- Methods of payment of can be cash, credit card, money order, check, Title IV, or loan.
- The Cosmetology course consists of 1550 clock- hours of training. A student is expected to complete the program within the contracted 49-week time frame. The time frame includes the 1550 hours needed to complete the program as well as 140 absence hours. A student who does not complete her/his program within the stated time frame will be assessed an hourly rate of \$8.00 for each hour beyond the contracted completion date. Contracts are extended by the day not by the hour.

Clinic Assignment Grading System

Satisfactory- with or without close instructor supervision the student completes the service with minimal errors. Students will be given credit for completing the clinic assignment.

Unsatisfactory- Student carelessness, failure to follow directions/procedures, excess time to complete the service, or student is being rude or abusive to the client. Students will not be given credit for completing the clinic assignment

Grading System for All Courses

A 100-93

B 92-85

C 84-80

D 79-70

F 69-0

NAIL TECHNOLOGY COURSE

State College of Beauty Culture offers a 300-hour course which takes approximately 15 weeks to complete. Students are categorized into 2 levels.

Level I is a total of 100 theory hours. Time will be spent in learning all the nail basics. The remaining hours are spent in practical training.

Level II is a total of 31 theory hours with the remaining 169 hours spent in supervised practical instruction on the clinical floor serving patrons.

NAIL TECHNOLOGY OBJECTIVES:

1. To provide individual instruction for individual excellence.
2. To promote Nail Technology as a profession.
3. To train individuals who are interested in a career as a nail technician,
4. Teaching basic theories of nail technology.
5. Providing practical experience and application of these theories.
6. Promoting development of creativity in students within all aspects of nail technology.
7. To help students attain the degree of knowledge and skills necessary as a manicurist in order to meet the requirements for the State Board Exam for Licensing.
8. To prepare students to make a living practicing the art of Nail Technology.

To enhance in each student a sense of personal dignity and worth through accomplishment and total development of each student's creative talents and abilities

Course Curriculum

State College of Beauty Culture offers one of the most complete and comprehensive curriculums available.

Emphasis is placed on gaining a thorough working knowledge of all aspects of manicuring and nail technology. Videotapes, DVDs, Internet, CDs, PowerPoint, and other audio-visual aids illustrating techniques and the latest trends are an integral part of the college course.

Students gain wisdom and expertise through classroom instruction in theoretical and practical approaches.

Instruction is geared to be informative and interesting. In addition, students will gain experience and practice on patrons who regularly come to the State College of Beauty Culture's clinic floor for their nail and foot care needs.

Course Content

The course of instruction follows the guidelines established by the Wisconsin Cosmetology Examining Board, providing the students with a thorough 300 clock-hour course. Emphasis is placed on gaining a thorough working knowledge of all aspects of Nail Technology. Videotapes, DVDs, Internet, CDs, PowerPoint, and other audio-visual aids illustrating techniques and the latest trends are an integral part of the college course. A minimum of the following theory and practical subjects will be included:

SUBJECT	THEORY HOURS	PRACTICAL HOURS
Introduction, laws, codes, bookkeeping, business management, history, and ethics.	36	0
Safety, sanitation, sterilization, first aid bacteriology	10	25
Nails and disorders	24	10
Anatomy and physiology	18	8
Manicuring, pedicuring, artificial nails	24	112
Introduction to advertising	12	0
Individual student needs	7	14
Total in each area:	131	169
	Total in course	300 hours

Practical instruction means training through action or direct contact with a patron, model, or manikin. Theoretical means training through the study of principles and methods.

Clinical Experiences

State College of Beauty Culture strongly encourages the students to secure their own clients in order to complete their practical course assignments. This enables the students to learn how to build their own clientele.

Nail Technology Clinic Experience Assignments

= Minimum number of acceptable patron assignments to be completed during the practical period of training.

SUBJECT	CREDITS	#	HONORS	MAX.TIME
Manicuring	1	15	17	¾ hour
Pedicure	1	15	17	1 ¼ hour
Paraffin dip	¼ mani/pedi			15 minutes
Polish (excludes B-Day girls)	¼			15 minutes
French polish	½ mani/pedi			15 minutes
Nail Art (1-4 nails) hands or feet	¼	10		
(5-10 nails) hands or feet	½			
Acrylic nail full set (any)	1	5	6	2 ½ hours
Free Form Acrylic full-set (2 colors)	1	2	2	3 hours
Dip nail full set (any)	1	5	6	2 ½ hours
Free form (2 colors)	2 (only with 5 regular full sets of acrylic/gel)			3 hours
Gel Polish	1	15	17	30 min /1 hour
Fill/replacement (min. 4 nails)	1	5	6	1 ½-2 hours
Nail removal	½ in product being removed + 1 mani			1 ½ hours
Customer Service	1	30	35	

Customer service and clean-up ALWAYS!!! Sanitary, environmental, and safety precautions are included every day! All services are performed by students and supervised by licensed instructors

Nail Technology Training Kit and Books

TEXTBOOKS	Milady Standard Textbook of Nail Technology ISBN: 978-1-337-78655-3
	Milady Practical Workbook 978-1-337-786-56-0
	Milady Foundation Textbook ISBN: 978-1-337-09525-9
	Milady Foundations Workbook ISBN: 978-1-337-09527-3
	Policy Manual
Kit	Travel Case/bag
BondEx (.32 Oz)	OPI Start TO Finish 3-in-1 Treatment (Top/Base coat)
OPI Cuticle Cream (.9 Oz)	OPI Nail Lacquer- 2 each
OPI Mach 5 Adhesive	OPI Pro Cuticle Oil (.25 Oz)
OPI Swiss Hand Guard	OPI Pro Exfol cuticle creme
OPI N-A-S 99 (110ml)	
OPI Bond Aid (13ml)	
Acetone Polish Remover (4 Oz)	
ENHANCMENTS	IMPLIMENTS AND TOOLS
Clarite` Monomer (low odor)	File & Buffer Pack
Clarite` Natural Powder	Wood Mani Sticks (orangewood sticks) 10ct
Clarite` Clear Powder	Glass Dappen Dish- 2 each
OPI Clarite` Curing Resin	Plastic Eye Droppers 5 pk
Absolute Liquid Monomer	Large Sani Foot Files- 2 each
Absolute White Powder	Mani/Pedi Implement Kit
Absolute Clear Powder	Tip cutter
Absolute Pink Powder	
Half Well Tips 100ct- 2 each	
Full Well Tips 100ct	
4 oz Polish remover Acitone	Marianna
500/Roll Nail Forms	Barbicide 8inch sanitizing jar
8oz Hand Sanitizer	Manicure bowl
Nail Brush Size 8	State board testing hand
	Manicure Brush

All supplies subject to change based on vendor availability

Course Fees and Payment Schedule

Tuition and Fees

Registration	\$ 200.00
Books & Kit	\$ 1000.00
Tuition	\$ 2100.00
Lab fee	\$ 300.00
Locker Fee	TBD
Smock/Polo/name tag	TBD
TOTAL	\$3600.00

Payment Schedule

- Registration Fee due upon enrollment
- State College of Beauty Culture requires full payment of tuition & fees on or before the scheduled start date or initiate payment options.
- Methods of payment of can be cash, credit card, money order, check, or loan.
- The Nail Technology course consists of 300 hours of training. A student is expected to complete the program within the contracted 15-week time frame. The time frame includes the 300 hours needed to complete the program as well as 28 absence hours. A student who does not complete her/his program within the stated time frame will be assessed an hourly rate of \$8.00 for each hour beyond the contracted completion date. Contracts are extended by the day not by the hour.

Clinic Assignment Grading System

Satisfactory- with or without close instructor supervision the student completes the service with minimal errors. Students will be given credit for completing the clinic assignment.

Unsatisfactory- Student carelessness, failure to follow directions/procedures, excess time to complete the service, or student is being rude or abusive to the client. Students will not be given credit for completing the clinic assignment.

Grading System for All Courses

A	100-93	B	92-85	C	84-80
D	79-70	F	69-0		

Clinic Experience/Case Study

Each student is required to have a model for 8 weeks while completing clinic experience. The student will document their progress with each treatment through photos and written reports.

ESTHIOLOGY 600 HOUR COURSE

State College of Beauty Culture offers a 600-hour course and takes approximately 19 weeks to complete.

Students are categorized into 3 levels.

Level I is a total of 208 theory hours. Time will be spent in learning all the basics of Esthetics.

Level II is a total of 104 theory hours with the remaining 96 hours spent in supervised practical instruction on the clinical floor serving patrons.

Level III is a total of 200 practical instruction hours on the clinical floor serving patrons.

ESTHIOLOGY COURSE OBJECTIVES:

1. To provide individual instruction for individual excellence.
2. To promote Esthiology as a profession.
3. To train individuals who are interested in a career as an Esthetician,
 - a. Teaching basic theories of Esthiology.
 - b. Provide practical experience and application of these theories.
 - c. Promote development of creativity in students within all aspects of Esthiology.
4. To help students attain the necessary degree of knowledge and skills set forth by the State Board Exam for Licensing.

5. To prepare students to have a successful career in the Esthetics field.
6. To enhance in each student a sense of personal dignity and worth through accomplishment and total development of each student's creative talents and abilities.

Every student will receive a minimum of 304-hours of theory training. Theory will be in the format of interactive lectures, group discussions, student participation, question and answer sessions, cooperative learning, problem solving, individualized instruction, presentation, and self study (workbooks etc.). Classes will be supplemented with videotapes, DVDs, Internet, CDs, Power Point, hand out materials, and other audio-visual aids illustrating techniques and the latest trends which are an integral part of all of the college courses here at State College of Beauty Culture.

Course Curriculum

State College of Beauty Culture offers one of the most complete and comprehensive curriculums available. **The State of Wisconsin requirements for Esthiology is 450 clock hours. Here at State College of Beauty Culture we require 600 clock hours in order to ensure a basic competency and understanding of all aspects of this field.** Emphasis is placed on gaining a thorough working knowledge of all aspects of skincare and the esthetics field. Videotapes, DVDs, Internet, CDs, PowerPoint, and other audio-visual aids illustrating techniques and the latest trends are an integral part of the college course. Students gain wisdom and expertise through classroom instruction in theoretical and practical approaches. Instruction is geared to be informative and interesting. In addition, students will gain experience and practice on patrons who regularly come to the State College of Beauty Culture's clinic floor for their skincare needs.

Course Content

The course of instruction follows the guidelines established by the Wisconsin Cosmetology Examining Board, providing the students with a thorough 600 clock-hour course which is 150 hours above state requirements. Please note the additional 150 hours are advanced esthetic training as listed in the course outline below. Emphasis is placed on gaining a thorough working knowledge of all aspects of Esthiology. Videotapes, DVDs, Internet, CDs, PowerPoint, and other audio-visual aids illustrating techniques and the latest training available are an integral part of the college course. A minimum of the following theory and practical subjects will be included:

SUBJECT	THEORY HOURS	PRACTICAL HOURS
Introductory laws, codes, booking business management, history, ethics	26	0
Safety, sanitation, sterilization, first aid, bacteriology	30	20
Anatomy and physiology	30	0
Chemistry and treatments	24	0
Treatment, products and techniques	32	96
Electricity, machines, and equipment	10	35
Make-up, and color analysis	12	20
Individual student needs, and electives	65	50
Advanced esthetics	75	75
	Total in course	600

Practical instruction means training through action or direct contact with a patron, model, or manikin. Theoretical means training through the study of principles and methods.

Clinical Experiences State College of Beauty Culture strongly encourages the students to secure their own clients in order to complete their practical course assignments. This enables the students to learn how to build their own clientele.

Esthiology Clinic Experience Assignments

= Minimum number of accepted patron assignments to be completed during the practical period of training.

SUBJECT	CREDITS	#	5%	10%	15%	MAX. TIME
Facials	1	10	11	12	13	1 ½ hours
Bio Facial	1	35	36	39	40	1 ½ hours
Back Facials	1	10	11	12	13	1 ½ hours
Hair removal						
Waxing (face only)	½-2	8	9	10	11	Varies
Sugaring	½-2	12	13	13	14	Varies
Arch, chin, lip, or cheek	½					30 minutes
½ arms	1					30 minutes
½ leg	1					1 hour
Full arms	2					1 ½ hours
Full legs	2					2 hours
Back, chest. full face, bikini	2					1 hour
Body treatments	1	5	6	7	8	1½ hours
Paramedical consultation	1	8	9	10	11	30 minutes
Make-up applications	1	20	21	22	23	1 hour
Individual eyelashes (2 eyes)	1					
Strip eyelashes (2 eyes)	1					
Electives micro treatments	1	20	21	22	23	20 minutes
Customer Service	1	60	63	66	69	

Customer service and clean-up ALWAYS!! Sanitary, environmental, and safety precautions are included every day! All services are performed by students and supervised by licensed instructors.

Esthiology Training Kit and Books

TEXTBOOKS	Milady Standard Comprehensive Training for Estheticians Student Course Book ISBN: 978-1-337-09506-8	
	Milady Standard Comprehensive Training for Estheticians Workbook ISBN: 978-0-357-418-99-4	
	Milady Foundation Textbook ISBN: 978-1-337-09525-9	
	Milady Foundations Workbook ISBN: 978-1-337-09527-3	
	Bio-Elements Manual	
	Wisconsin Law Book	
KIT	Luminous facial mixing bowls-small	Terry cloth salon wraps
	Bioelements treatment brush	Double loop extractor
	Crinkle cloth cape	Sharps container
	Splinter tweezers	Cotton rounds
	Esthetics wipes, 4x4 gauze pads	Lancets
	Cotton swabs	Nitrate gloves
	Professional make-up kit	Slant tweezers
	Terry cloth headband	

All supplies subject to change based on vendor availability

Course Fees and Payment Schedule Tuition and Fees

Registration	\$ 200.00
Books & Kit	\$ 1000.00
Tuition	\$7200.00
Lab fee	\$ 600.00
Locker Fee	TBD
Smock/Polo/name tag	TBD
TOTAL	\$9,000.00

Payment Schedule

- Registration Fee due upon enrollment.
- Financial Aid is available to eligible students.
- State College of Beauty Culture requires full payment of tuition & fees on or before the scheduled start date or initiate payment options.
- Methods of payment of can be cash, credit card, money order, check, Title IV, or loan.
- The esthetics course consists of 600 hours of training. A student is expected to complete the program within the contracted 21-week time frame. The time frame includes the 600 hours needed to complete the program as well as 56 absence hours. A student who does not complete her/his program within the stated time frame will be assessed an hourly rate of \$9.00 for each hour beyond the contracted completion date. Contracts are extended by the day, not the hour.

Clinic Assignment Grading System

Satisfactory- with or without close instructor supervision the student completes the service with minimal errors. Students will be given credit for completing the clinic assignment.

Unsatisfactory- Student carelessness, failure to follow directions/procedures, excess time to complete the service, or student is being rude or abusive to the client. Students will not be given credit for completing the clinic assignment

Grading System for All Courses

A	100-93	B	92-85	C	84-80
D	79-70	F	69-0		

Clinic Experience/Case Study

Each student is required to have a model for 8-9 weeks while completing clinic experience. The student will document their progress with each treatment through photos and written reports.

ESTHIOLOGY 450 HOUR COURSE

State College of Beauty Culture offers a 450-hour course and takes approximately 19 weeks to complete. Students are categorized into 2 levels.

Level I is a total of 160 theory hours. Time will be spent in learning all the basics of Esthetics.

Level II is a total of 69 theory hours with the remaining 221 hours spent in supervised practical instruction on the clinical floor serving patrons.

ESTHIOLOGY COURSE OBJECTIVES:

1. To provide individual instruction for individual excellence.
2. To promote Esthiology as a profession.
3. To train individuals who are interested in a career as an Esthetician,
 - a. Teaching basic theories of Esthiology.
 - b. Provide practical experience and application of these theories.
 - c. Promote development of creativity in students within all aspects of Esthiology.
4. To help students attain the necessary degree of knowledge and skills set forth by the State Board Exam for Licensing.
5. To prepare students to have a successful career in the Esthetics field.
6. To enhance in each student a sense of personal dignity and worth through accomplishment and total development of each student's creative talents and abilities.

Every student will receive a minimum of 304-hours of theory training. Theory will be in the format of interactive lectures, group discussions, student participation, question and answer sessions, cooperative learning, problem solving, individualized instruction, presentation, and self study (workbooks etc.). Classes will be supplemented with videotapes, DVDs, Internet, CDs, Power Point, hand out materials, and other audio-visual aids illustrating

techniques and the latest trends which are an integral part of all of the college courses here at State College of Beauty Culture.

Course Curriculum

State College of Beauty Culture offers one of the most complete and comprehensive curriculums available. Emphasis is placed on gaining a thorough working knowledge of all aspects of skincare and the esthetics field. Videotapes, DVDs, Internet, CDs, PowerPoint, and other audio-visual aids illustrating techniques and the latest trends are an integral part of the college course. Students gain wisdom and expertise through classroom instruction in theoretical and practical approaches. Instruction is geared to be informative and interesting. In addition, students will gain experience and practice on patrons who regularly come to the State College of Beauty Culture's clinic floor for their skincare needs.

Course Content

The course of instruction follows the guidelines established by the Wisconsin Cosmetology Examining Board. Emphasis is placed on gaining a thorough working knowledge of all aspects of Esthiology. Videotapes, DVDs, Internet, CDs, PowerPoint, and other audio-visual aids illustrating techniques and the latest training available are an integral part of the college course. A minimum of the following theory and practical subjects will be included:

SUBJECT	THEORY HOURS	PRACTICAL HOURS
Introductory laws, codes, booking business management, history, ethics	26	0
Safety, sanitation, sterilization, first aid, bacteriology	30	20
Anatomy and physiology	30	0
Chemistry and treatments	24	0
Treatment, products and techniques	32	96
Electricity, machines, and equipment	10	35
Make-up, and color analysis	12	20
Individual student needs, and electives	65	50
	229	221
	Total in course	450

Practical instruction means training through action or direct contact with a patron, model, or manikin. Theoretical means training through the study of principles and methods.

Clinical Experiences State College of Beauty Culture strongly encourages the students to secure their own clients in order to complete their practical course assignments. This enables the students to learn how to build their own clientele.

SUBJECT	CREDITS	#	5%	10%	15%	MAX. TIME
Facials	1	7	8	9	12	1 ½ hours
Bio Facial	1	26	28	29	32	1 ½ hours
Back Facials	1	7	8	9	10	1 ½ hours
Hair removal						
Waxing (face only)	½-2	6	7	8	10	Varies
Sugaring	½-2	8	9	10	11	Varies
Arch, chin, lip, or cheek	½					30 minutes
½ arms	1					30 minutes
½ leg	1					1 hour
Full arms	2					1 ½ hours

Full legs	2					2 hours
Back, chest. full face, bikini	2					1 hour
Body treatments	1	3	4	5	6	1½ hours
Paramedical consultation	1	8	9	10	11	30 minutes
Make-up applications	1	10	11	12	13	1 hour
Individual eyelashes (2 eyes)	1					
Strip eyelashes (2 eyes)	1					
Electives micro treatments	1	15	16	17	18	20 minutes
Customer Service	1	40	42	44	48	

Esthiology Clinic Experience Assignments

= Minimum number of accepted patron assignments to be completed during the practical period of training. Customer service and clean-up ALWAYS!! Sanitary, environmental, and safety precautions are included every day! All services are performed by students and supervised by licensed instructors.

Esthiology Training Kit and Books

TEXTBOOKS	Milady Standard Comprehensive Training for Estheticians Student Course Book ISBN: 978-1-337-09506-8	
	Milady Standard Comprehensive Training for Estheticians Workbook ISBN: 978-0-357-418-99-4	
	Milady Foundation Textbook ISBN: 978-1-337-09525-9	
	Milady Foundations Workbook ISBN: 978-1-337-09527-3	
	Bio-Elements Manual	
	Wisconsin Law Book	
KIT	Luminous facial mixing bowls-small	Terry cloth salon wraps
	Bioelements treatment brush	Double loop extractor
	Crinkle cloth cape	Sharps container
	Splinter tweezers	Cotton rounds
	Esthetics wipes, 4x4 gauze pads	Lancets
	Cotton swabs	Nitrate gloves
	Professional make-up kit	Slant tweezers
	Terry cloth headband	

All supplies subject to change based on vendor availability

Course Fees and Payment Schedule

Tuition and Fees

Registration	\$ 200.00
Books & Kit	\$ 500.00
Tuition	\$4,650.00
Lab fee	\$ 585.00
Locker Fee	\$15.00
Smock/Polo/name tag	TBD
TOTAL	\$5,950.00

Payment Schedule

- Registration Fee due upon enrollment.
- This course is not eligible for Title IV funds..
- State College of Beauty Culture requires full payment of tuition & fees on or before the scheduled start date or initiate payment options.
- Methods of payment of can be cash, credit card, money order, check, or loan.

- The esthetics course consists of 450 hours of training. A student is expected to complete the program within the contracted week time frame. The time frame includes the 450 hours needed to complete the program as well as 42 absence hours. A student who does not complete her/his program within the stated time frame will be assessed an hourly rate of \$9.00 for each hour beyond the contracted completion date. Contracts are extended by the day, not the hour.

Clinic Assignment Grading System

Satisfactory- with or without close instructor supervision the student completes the service with minimal errors. Students will be given credit for completing the clinic assignment.

Unsatisfactory- Student carelessness, failure to follow directions/procedures, excess time to complete the service, or student is being rude or abusive to the client. Students will not be given credit for completing the clinic assignment

Grading System for All Courses

A	100-93	B	92-85	C	84-80
D	79-70	F	69-0		

Clinic Experience/Case Study

Each student is required to have a model for 8 weeks while completing clinic experience. The student will document their progress with each treatment through photos and written reports.

Barber Technology

State College of Beauty Culture's course is a total of 1000 hours and takes about 7 months to complete. Students are categorized into one of three levels: Freshman/Sophomore, Junior, and Senior.

Level I is the Freshman/Sophomore level. This level is the first 140 hours. Time will be spent in theory classroom training.

Level II is the Junior level. This level is the next 430 hours. This time will be in theory classroom training, practical classroom training, and on the clinic floor.

Level III is the Senior level. This level is the remaining 430 hours. This time will be spent in theory classroom and on the clinic floor.

BARBER COURSE OBJECTIVES:

1. *To provide individual instruction for individual excellence.*
 2. *To promote Barbering as a profession.*
 3. *To train individuals who are interested in a career as a barber*
 - a. *Teaching basic theories of Barbering.*
 - b. *Provide practical experience and application of these theories.*
 - c. *Promote development of creativity in students within all aspects of Barbering.*
 4. *To help students attain the degree of knowledge and skills necessary as a Barber in order for students to meet the requirements of the State Board Exam for Licensing.*
 5. *To prepare students to have a successful career in the Barber field.*
- To enhance in each student a sense of personal dignity and worth through accomplishment and total development of each student's creative talents and abilities*

Course Curriculum

State College of Beauty Culture offers one of the most complete and comprehensive curriculums available. Emphasis is placed on gaining a thorough working knowledge of all aspects of Barber Technology. Videotapes, DVDs, Internet, CDs, PowerPoint, and other audio-visual aids illustrating techniques and the latest hairstyles are an integral part of the college course.

Students gain wisdom and expertise through classroom instruction in theoretical and practical approaches. Instruction is geared to be informative and interesting. In addition, students will gain experience and practice on patrons who regularly come to the State College of Beauty Culture's clinic floor for their beauty and barber needs.

Course Content

The course of instruction follows the guidelines established by the Wisconsin Cosmetology Examining Board, providing the students with a thorough 1000 clock hour course. A minimum of the following theory and practical subjects will be included:

SUBJECT	THEORY HOURS	PRACTICAL HOURS
Hygiene, grooming, and personal development.	5	
Bacteriology, sterilization and sanitation.	15	10
Tools, equipment and implement (Identification and usage)	3	10
Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pin-curl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis, and care of hairpieces, wigs, and wefts	100	400
Hair straightening, hair relaxing, thermal hair straightening, blow-outs, perma coloring, tinting,	87	250
Shaving, beard and mustache shaping, trimming, men's facial, facial massages, principles of electricity	20	30
Anatomy and physiology of the hair, skin, and disorders of the hair, skin, scalp	15	0
Product knowledge, product use and sales, preparing and consulting with customer for services	15	0
Laws, rules, professional ethics, and history of barbering.	18	0
Individual student needs, industry trends and electives, such as recordkeeping mathematics, communications, human relations, public relations, and first aid.	10	12
1000 Total Hours	288	712

Practical instruction means training through action or direct contact with a patron, model, or manikin. Theoretical means training through the study of principles and methods.

Clinical Experiences State College of Beauty Culture strongly encourages the students to secure their own clients in order to complete their practical course assignments. This enables the students to learn how to build their own clientele.

Barber Technology Clinic Experience Assignments

= Minimum number of accepted patron assignments to be completed during the practical period of training.

SUBJECT	CREDITS	#	5%	10%	15%	MAX. TIME
Scalp Treatments	1	15	16	18	22	½ hour
Scissors, razor, clipper	1	50	53	55	56	¾ hour
Clipper cut	1	100	105	110	115	½ hour
Mustache trim	0					
Beard trim	1					
Bang trim	¼					
Shampooing	1	125	126	132	144	¾ hour
Perm Waving & Straightening	1	12	13	14	15	2 hours
Specialty wraps	2					

Finger waving	1					20 minutes
Styling, setting, blow dry & iron	1-2	70	75	80	95	¾ hour-1 ½ hrs
Block braids	2 for ½ head					
	4 full head					
Hair coloring	1-2	20	21	22	23	1 ½ hours-3 hours
Highlights full head 11+ foils	1	12	13	14	15	1 ½ hours-3 hours
Highlights partial 1-10 foils	1/2					
Facial treatments/back facial	1	11	12	13	14	1 hour
Straight Razor Shave	1	11	12	13	14	
Customer Service (must show retail sales, rebooking and client survey)	1	175	184	193	201	

Customer service and clean-up ALWAYS!! Sanitary, environmental, and safety precautions are included every day! All services are performed by students and supervised by licensed instructors.

Barber Technology Training Kit and Books

TEXTBOOKS	Milady Standard Barber Student Course Text Book ISBN: 978-1-308-100558	
	Milady Standard Barber Workbook ISBN: 978-2-	
	Policy Manual	
KIT	Lockable Roller cart	Shears
	Duckbill clamps	Clipper combs
	Curling iron	Styling combs
	Rattail Combs	Nylon brushes
	Specialty Combs	Paddle brushes
	Shampoo Cape	Razor
	Clippers and trimmer set	mannequins
	Blow dryer with Diffuser	timer
	Spray Bottle	Capes
	Manikin Clamp	Children's Cape

All supplies subject to change based on vendor availability

Course Fees and Payment Schedule

Tuition and Fees

Registration	\$ 200.00
Books & Kit	\$ 1500.00
Tuition	\$9,900.00
Lab fee	\$400.00
Locker Fee	TBD
Smock/Polo/name tag	TBD
TOTAL	\$12,000.00

Payment Schedule

- Registration Fee due upon enrollment.
- Financial Aid is available to eligible students.
- State College of Beauty Culture requires full payment of tuition & fees on or before the scheduled start date or initiate payment options.
- Methods of payment of can be cash, credit card, money order, check, Title IV, or loan.
- The Barber Technology course consists of 1000 hours of training. A student is expected to complete the program within the contracted 31-week time frame. The time frame includes the 1000 hours needed to complete the program as well as 85 absence hours. A student who does not complete her/his program within the stated time frame will be assessed an hourly rate of \$9.00 for each hour beyond the contracted completion date. Contracts are extended by the day, not the hour.

Clinic Assignment Grading System

Satisfactory- with or without close instructor supervision the student completes the service with minimal errors. Students will be given credit for completing the clinic assignment.

Unsatisfactory- Student carelessness, failure to follow directions/procedures, excess time to complete the service, or student is being rude or abusive to the client. Students will not be given credit for completing the clinic assignment

Grading System for All Courses

A	100-93	B	92-85	C	84-80
D	79-70	F	69-0		

FINANCIAL PLANNING

Payments State College of Beauty Culture accepts cash, check, or credit card for tuition and other payments. Payment plans should be arranged prior to enrollment.

Financial Aid Code of Conduct

The Higher Education Opportunity Act (HEOA) conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA 487(a) (25)]. State College of Beauty Culture employees are required to comply with this code of conduct

- Conflicts of interest are prohibited with respect to the loans.
- Revenue sharing arrangements are prohibited with any lender.
- The solicitation or acceptance of gifts from a lender, guarantor or servicer is prohibited by anyone with responsibilities with respect to education loans at State College of Beauty Culture
- Receipt of any fees, payments or other financial benefits for consulting services are prohibited by anyone with responsibilities with respect to education loans.
- The assignment of a first-time borrower's loan to a particular lender is prohibited and State College of Beauty Culture is required to certify and not delay certification of any loan regardless of the lender or guaranty agency the borrower selects.
- The acceptance of any funds to be used for private education loans in exchange for State College of Beauty Culture providing concessions to the private lender is prohibited.
- State College of Beauty Culture is prohibited from accepting assistance from any lender. State College of Beauty Culture may, however, accept professional development training for its financial aid administrators, counseling, financial literacy, and debt management materials from lenders.
- Any employee with responsibilities with respect to financial assistance at State College of Beauty Culture who serves on an advisory board or commission of a lender or guarantor may not accept anything of value from the lender or guarantor except reimbursement for the reasonable expenses of serving on the board or commission.

School Financial Aid Code

When applying for Financial Aid you will need the School Code which is **009419**.

Financial Aid

The Financial Aid and Admissions Office aids any student or parent seeking financial assistance. The office will advise you of sources of financial aid and help you file any applications necessary. The following is a list of Federal Financial Aid Programs that the State College of Beauty Culture participates in. All programs are dependent on the student's eligibility.

- Federal Supplemental Educational Opportunity Grant, Pell Grant
- Federal Subsidized and Unsubsidized Stafford Loan
- Federal Parent Plus Loan

Financial Aid is available to those that qualify.

Preferred Lender Code of Conduct

State College of Beauty Culture does not offer private loans and does not have any preferred lenders or arrangements with lenders.

Financial Aid Satisfactory Progress Guidelines

Attendance Progress for all Courses	Cosmetology	Nail Technology	Esthiology 600 hours	Barber Technology	Esthiology 450 hours
	3 Evaluations	1 Evaluations	1 Evaluation	2 Evaluations	1 Evaluation
	450 hours 13 weeks	150 hours 7.5 weeks	300 hours 9.38 weeks	450 hours 13 weeks	22 hours 7 weeks
	900 hours 26 weeks			900 26 weeks	
	1225 hours 35.5 weeks				

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in a specific program and scheduled for a particular category of attendance; full or part time at this school with regard to attendance and academic work. It is printed in the catalog to ensure that all students receive copies prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the US Department of Education. All students either receiving or not receiving Federal Title IV financial aid must maintain satisfactory progress in order to continue eligibility for such funds. All students will be evaluated based on their **scheduled** hours.

Evaluation Periods:

State College of Beauty Culture's academic year is 900 clock hours and 26 weeks. Cosmetology is 1550 clock hours and exceeds the academic year by 650 clock hours in 19 weeks. Nail Technology is 300 clock hours in 20 weeks which will not exceed the academic years. Esthiology 600 hour program is 600 clock hours in 19 weeks which will not exceed the academic year. Esthiology 450 hour program is 450 clock hours in 15.3 weeks which will not exceed the academic year. Barber Technology is 1000 clock hours and exceeds the academic year by 100 clock hours in 31 weeks. The maximum time frame which does not exceed 150% of the course length allowed for student to complete each course at satisfactory academic progress is stated below:

Maximum Time Frame:

Maximum time to complete in an academic year	67.5 weeks	22.5 weeks	28.125 weeks	43.5 weeks	21.09 weeks
Attendance % considered Satisfactory	67%	67%	67%	67%	67%
Enrollment contract length ----- Minimum and Maximum hours	49 weeks 1550 hours, 2325 hours	16.5 weeks 300 hours, 450 hours	21 weeks 600 hours, 900 hours	31 weeks 1000 hours, 1500 hours	15.3 weeks 450 hours, 675 hours
Charges for additional hours beyond the contract date	\$8.00 per hour	\$8.00 per hour	\$9.00 per hour	\$9.00 per hour	\$9.00 per hour

Students who have not completed the course within the maximum time frame will be terminated from the program. They will have the opportunity to re-enroll as a student at the institution on a cash basis. See re-enrollment policy on contract.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by the mid-point in the program.

Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% accumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Evaluations are completed within 7 days of the evaluation period. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

Academic Progress

To determine academic progress; each student must have an 80% GPA at each evaluation point. The grading scale is as follows for any form of testing, A (100-93), B (92-85), C (84-80), D (79-70), F (69-0).

Clinic Quota Assignments-Grading client services on the clinic floor are as follows: Unsatisfactory- student is careless, fails to follow directions, excess time to complete the service or poor customer service. Satisfactory- Student with or without close supervision completes the service with minimal errors.

Phase Requirements-Students must complete all phase requirements in order to be considered making satisfactory progress. Students need to have an 80% GPA by the last phase in order to graduate from any program. Satisfactory Progress phase sheets have all requirements listed per program.

Determination of Progress

Evaluation of progress will be conducted by a staff member within one week of reaching your scheduled evaluation and be based on how many hours were clocked up to the specific hour point defined by the evaluation period. Students will be notified by the Lead instructor and receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. A student or parent/guardian of a dependent minor can examine their files by simply making a written request to the school administrator. See page 35 of Catalog for Student File Service to examine files between Satisfactory Academic Progress Evaluations.

A leave of absence will extend the student's contract. Returning from a leave of absence the student will re-enter in the same progress status as when they left. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

Students meeting minimum requirements at evaluation will be considered making satisfactory academic progress until the next scheduled evaluation. In order for a student to be considered making Satisfactory Academic Progress at the course midpoint, the student must meet both attendance and academic minimum requirements on a cumulative basis at least one evaluation by the midpoint of the course.

Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted unless the student is on warning or has prevailed upon appeal of a determination that has resulted in the status of probation.

Warning

If any student is not **meeting the minimum requirements for attendance or academic progress** at any scheduled evaluation the student will be handed a written warning, and be considered to be making Satisfactory Academic Progress during the warning period until the next scheduled evaluation period. The student will sign the Warning letter and receive a copy of the letter. This allows students who receive financial aid to be eligible for financial aid for a payment period (financial aid disbursement). This warning may be assigned without an appeal.

Probation

Students who fail to meet minimum requirements for attendance or academic progress during the warning period will be placed on probation and be given a letter signed by both student and school official. The student is considered to be making satisfactory academic progress during the probation period; if the student appeals the decision and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet the requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan are considered to be making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probation period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, the student will not be deemed eligible to receive Title IV Funds.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during the leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return with the same satisfactory academic

progress at the time of withdrawal. Non-credit, remedial courses and repetitions do not apply to this institution. Therefore, have no effect on the school's satisfactory academic progress standards.

Appeal Procedure

If a student is determined to not be making Satisfactory Academic Progress, the student may reestablish satisfactory academic progress and or financial aid eligibility by appealing the determination. This appeal can be granted for the death of a relative, injury or illness of a student, and other allowable circumstances at the school's discretion. The student must submit a written appeal explaining why Satisfactory Academic Progress was failed and what has changed that will allow the student to return to Satisfactory Academic Progress. Appeal is submitted to the Lead Instructor, along with all supporting documentation on the reason why the decision should be reversed, a plan for improvement and a request for reevaluation of progress.

The Lead Instructor must receive this appeal within five (5) business days of the probationary status determination. An appeal hearing will take place within seven (7) days of receipt of the written appeal. This hearing will be attended by the student, Parents/ guardian (if the student is a minor), the Lead Instructor, and the Financial Aid Director. A decision on the student's appeal will be made within three (3) business days by the Lead Instructor and will be communicated to the student in writing. This decision is final.

Should the student prevail upon appeal and the plan is approved, the student's **financial aid funds will be reinstated**, if applicable.

Any student may remain eligible for Title IV funds if the student, although not meeting Satisfactory Academic Progress standards, is performing in accordance with the academic plan, by which the student can meet satisfactory standards by a specific point within the maximum time frame established for the individual student. The students will be monitored weekly. All corresponding documents are kept in the student's academic and financial aid files.

Transfer Student SAP

State College of Beauty Culture evaluates (practically & theoretically) any student that has been enrolled in another institution to determine what credits and hours will be accepted by the college. Satisfactory Academic Progress evaluations are stated above in the Satisfactory Academic Progress policy and are based on actual contracted hours required by our college. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Loan Entrance Counseling

For a copy of the Direct Loan Borrowers Entrance Counseling Guide go to:
<https://studentaid.gov/sites/default/files/loan-entrance-counseling-color.pdf>

To complete your ENTRANCE COUNSELING online at Direct Loans go to:
<https://studentaid.gov/entrance-counseling/>

Loan Exit Counseling

For a copy of the Direct Loan Borrowers Exit Counseling Guide go to:
<https://studentaid.gov/sites/default/files/exit-counseling.pdf>
To complete your EXIT COUNSELING online at Direct Loans go to: <https://studentaid.gov/help-center/answers/article/exit-counseling>

College Navigator

College Navigator is a free consumer information tool designed to help students, parents, high school counselors, and others get information about over 7000 colleges from the US Department of Education's database.

Veterans Refund Policy

When a veteran or other eligible student enrolled at the State College of Beauty Culture fails or ceases to attend classes, withdraws, or is discontinued from class before completion, the school will refund a pro-rated portion of all charges that the length of the completed portion of the course bears to the total length of the course. The exact proration will be determined by the ratio of the number of hours of instruction completed by the student to the total number of instructional hours in the total course. Furthermore, the registration fee is subject to proration if in the excess of \$10.00. The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books, and supplies issued by the school, registration fees in excess of \$10.00, and other fees will not exceed the pro-rated portion of total charges that the length of the completed portion of the course bears to the total length of the course. All refunds will be made within 30 days of the student's last day of attendance.

Other Sources

- Department of Workforce development

Local & National Scholarships

Contact the Admissions department or visit our website for more information.

Refund Policy

State College of Beauty Culture's refund policy includes provisions that conform to the mandated, State of Wisconsin Department of Safety and Professional Services Administrative Code for Barbering and Cosmetology. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

FULL REFUND. A student will be entitled to a full refund of all money paid, except for a non-refundable application fee of no more than \$10, if:

(a) Within three business days of signing your enrollment contract, you decide to cancel your enrollment by written notice received at State College of Beauty Culture, 1930 Grand Ave, Wausau, WI 54403; or,

(b) The student was accepted for enrollment but was unqualified for entrance; or,

(c) The student's enrollment was procured as the result of any written or oral misrepresentations made by the school or its agents.

PARTIAL REFUND.

(a) In this subsection, "percentage of enrollment time" means the number of scheduled class days elapsed from the start of the student's attendance until the student's last date of attendance divided by the total number of class days required to complete the course of instruction.

(b) If for any reason, a student withdraws or is dismissed by the school prior to the commencement of classes, the charge may not exceed 15% of the total cost of the course of instruction or \$100, whichever is less.

(c) If for any reason, a student withdraws or is dismissed by the school after the commencement of classes, the school's refund policy may not permit any charge to the student which exceeds \$150 plus the amount shown on the "Partial Refund Chart," below. In no case may the charge to the student exceed the total cost of the course of instruction.

PERCENTAGE OF ENROLLMENT TIME	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
.01% to 4.9%	20 %
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

EQUIPMENT FEES. The school shall reimburse the cost of the unused equipment or supplies that a student was required to purchase as a condition of enrollment or continued participation in the course of instruction to a student who, for any reason, withdraws or is dismissed by the school and who, within 15 days of withdrawal or dismissal, tenders for reimbursement the equipment and supplies in their original condition.

SCHOOL CLOSING. If the school closes or terminates a program and no longer offers instruction in a program in which a person is enrolled, the person shall be entitled to a pro rata refund of the total cost of the course of instruction. No such refund may defeat any person's claim to indemnification to which he or she is otherwise entitled under the bond required by s. SPS 61.06.

REFUND DEADLINE. The school shall make any refunds due to a student or enrollee within 30 days of the date the school dismisses the student or enrollee or receives notice of withdrawal, or of the school or closing.

COLLECTIONS: State College of Beauty Culture will make every effort to collect any and all monies due to the institution using business practices that are in good taste, sound and ethical. The school will follow the Refund Policy guidelines. If in-house efforts are not effective, other means of collection, including the use of a third party will be explored. Any collection correspondence from either the school or a third party representing the school regarding cancellation and settlement will clearly acknowledge the existence of school policy addressing withdrawal and settlement. Any court cost and attorney fees incurred from collection efforts will be the responsibility of the student for whom those efforts were directed. If State College of Beauty Culture sells or discounts promissory notes or contracts for tuition to a third party, the third party must comply with the cancellation and settlement policy of the institution.

Policy on the Return of Title IV Federal Student Aid

The law specifies how State College of Beauty Culture must determine the amount of Title IV Program Funds that you can earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Stafford Loans, Plus Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG).

Withdrawal Determination

Student withdrawals can either be official or unofficial. In either case the date of withdrawal used to determine the amount of Title IV student aid earned, is the student's last day of attendance.

1. Official Withdrawal – An official withdrawal occurs when a student notifies the school in writing of intent to withdraw from a particular program.
2. Unofficial Withdrawal – An unofficial withdrawal occurs when a student violates the attendance policy or other policies where the result is termination.

When a student withdraws during a payment period, if the amount of Title IV program funds that you have earned up to that point is received on your behalf less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the School must return the excess funds. Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Parent (Plus) Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Private and Institutional Aid
- The Student

The amount of financial aid earned is determined at the date of withdrawal by dividing the student's scheduled hours of attendance by the total hours in the payment period. For example, if a student withdraws from a program after 135 scheduled hours of a 450 hour payment period, the student earned 30% of the financial aid originally scheduled to be received. Once a student surpasses 60% of the scheduled hours of a payment period, all financial aid scheduled to be received is earned.

Post Withdrawal Disbursement

If a student did not receive all the funds that were earned, that student may be due a post-withdrawal disbursement (PWD). If the PWD includes loan funds, you may choose to decline the loan funds so that you do not incur additional debt. State College of Beauty Culture may automatically use all or a portion of your PWD (including

loan funds, if you accept them) for tuition and fees charges. It is in your best interest to allow the School to keep the funds in order to reduce your debt to the School.

- A PWD of grant funds must be disbursed within 45 days of the date of the school's determination
- A PWD of loan funds must be offered to the student within 30 days of the date of the school's determination that the student has withdrawn, allowing the student at least 14 days to respond to accept or decline funds.

All PWD disbursements are applied to the student account first, and any resulting credit balance will be disbursed to the student as soon as possible and no later than 14 days from the date of disbursement.

Treatment of Title IV credit balances when student withdraws

This treatment applies only to the handling of Title IV credit balances when a student withdraws. When a student withdraws from the State College of Beauty Culture (SCBC) during a payment period, a Title IV credit balance is handled as follows:

- 1) SCBC does not release any portion of the Title IV credit balance to the student, and does not return any portion to the Title IV programs prior to the performing the Return To Title IV Calculation by the school's Financial Aid Office.
- 2) The Financial Aid Office performs the Return To Title IV Calculation, including any existing Title IV credit balance for the period in the calculation as disbursed aid.
- 3) Any applicable refund policy (state, accrediting agency, institution, etc.) is applied to determine if doing so creates a new or larger Title IV credit balance.
- 4) Title IV credit balances are then allocated as follows:
 - a. Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. SCBC must return such funds to the Title IV grant account within 14 days of the date the school performs the Return To Title IV Calculation, but not later than 45 days from the date of the student's withdrawal. Although not included in a Return To Title IV Calculation, any Title IV credit balance from a prior period that remains on a student's account when the student withdraws is included as Title IV funds when the school determines the amount of any final Title IV credit balance when a student withdraws. Remember, SCBC must use the final credit balance first to satisfy any current student grant overpayment.
 - b. Within 14 days of the date that SCBC performs the Return To Title IV Calculation, the school pays any remaining Title IV funds. The school must return the amount of the Title IV funds for which it is responsible not later than 45 days after the date of the determination of the date of the student's withdrawal.

Additional Financial Aid Information

Because of other eligibility requirements, there are some Title IV program funds that you were scheduled to receive that you cannot earn once you withdraw. For example, if you are a first-time, first-year undergraduate Student and you have not completed the first 30 days of your program before you withdraw, you may not earn any Direct Stafford Loan Funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return the portion of excess equal to the lesser of

1. Your institutional charges multiplied by the unearned percentage of your fund.
2. The entire amount of excess funds.

The School must return this amount even if it didn't keep this amount of your Title IV program funds. These funds must be returned as soon as possible, but no later than 45 days after determining the student has withdrawn.

If the School is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the unearned amount. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirement for Title IV program funds, at the time of withdrawal, are separate from any refund policy that your school may have. Therefore, you may still owe funds to the School to cover unpaid institutional charges. State College of Beauty Culture may also charge you for any Title IV program funds the School was required to return. State College of Beauty Culture's refund policy is also printed on your Enrollment Agreement. Also printed in this catalog are the requirements and procedures for officially withdrawing from school.

If you have any questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID. The center accepts calls from 8 a.m. to midnight (EST), seven days a week. TTY users may call 1-800-730-8913. Information is also available on the U.S. Department of Education's "Financial Aid for Students Home Page" at www.studentaid.gov.

STUDENT SERVICES

Student File Service

Student files are kept for each student. A student or parent/guardian of a dependent minor can examine their files by simply making a written request to the school administrator. The request will be acknowledged within 5 business days and the school administrator or designee will be present to answer any questions the student may have as he/she examines their records.

Phase End Advising

Individual advising sessions are scheduled periodically throughout each course. Once every 9 weeks in the Cosmetology Courses, once every 6.5 weeks in the Esthiology Course, once every 5 weeks in the Nail Technology Course and the Barber Technology is once every 9 weeks.

Refresher Courses

State College of Beauty Culture alumni are welcome to return for refresher courses free of charge. Arrangement should be made with the lead instructor for testing dates.

Discounts

Students are allowed to purchase retail merchandise and clinic services at discounted prices. Special access and discounts will also be made available to the enrolled students from local merchants.

Professional Development

We invite a variety of outside guest speakers to come in and discuss new products and techniques related to the industry. We encourage students to attend local conventions and workshops to further develop their interests and talents.

School Closings

Announcements of unexpected school closing for inclement weather or other unexpected circumstances can be heard on local radio station WIFC 95.5 or Channel 7, 9 & 12 on your television. We will also use texting for our enrolled students and Facebook postings.

Employment Advising Services

State College of Beauty Culture offers employment and resumes preparation classes, mock interviews, salon visits, on-going postings of area job openings, professional appearance guidelines and follows up. Although we cannot guarantee your employment, every effort is made to assist you in finding a suitable and rewarding position.

Voter Registration

In the United States, voter registration is the responsibility of the people, and only 70 percent of Americans who are eligible to vote have registered. Register to vote today and start exercising your right to make a difference.

COURSE POLICIES

Information Release Policy

Any student who wishes to release school their own information to a third party must have an information release form signed each time a request is made and kept on file at the school. This policy does not apply to third parties who are permitted to the information for the accreditation process, FERPA, or otherwise required by the law. The school does not publish directory information.

Family Educational Rights and Privacy Act (FERPA) Policy

The Family Educational Rights and Privacy Act provide students and their parents (if the student is under the age of 18) certain rights with respect to the students' educational records, these rights are:

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. It is the policy of State College of Beauty Culture to require its students to request, in writing, the records that they would like to inspect. This request must be submitted in writing to:

State College of Beauty Culture
Attn: School Administration
1930 Grand Ave
Wausau, WI 54403

Or you may fax your request to (715) 848-2121. Please include ATTN: School Administrator.

When State College of Beauty Culture receives this request, we will make the educational file available within 45 days from the date the request was received at this location. State College of Beauty Culture will notify the student of the time and place that the records will be available and State College of Beauty Culture will make arrangements with the student for this access. If there are circumstances that the student cannot view the original education file and will need copies provided, State College of Beauty Culture will charge the student \$0.20 per page that is copied.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. It is the policy of State College of Beauty Culture to require the student to write a letter clearly defining and identifying the part of the record and the information that they believe is inaccurate or misleading. If State College of Beauty Culture does not believe the information needs to be amended, State College of Beauty Culture will notify the student of this decision and advise the student of his/her right to appeal the decision. State College of Beauty Culture will provide appeal process information at the time of the notification and this information is also provided in the State College of Beauty Culture Policy Manual.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

State College of Beauty Culture defines school officials as: administrators, supervisors, instructors, or support staff members that are employed by State College of Beauty Culture and have legitimate educational interests in the student(s). We will also disclose to a person or company whom the school contracted to perform certain tasks such as an attorney, auditor, medical consultant, therapist, business consultant, or collection agency.

- The right to file a complaint with the U.S Department of Education concerning allegations that State College of Beauty Culture has not complied with FERPA rules and regulations. The name and address of the office that administer FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

FERPA Directory Information

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

If a student does not want State College of Beauty Culture to release or disclose directory information to third-parties without your prior written or electronic consent you must notify State College of Beauty Culture in writing of your request to have the information withheld. Requests to withhold information should be submitted to:

State College of Beauty Culture
Attn: School Administration
1930 Grand Ave
Wausau, WI 54403

Or you may fax your request to (715) 848-2121. Please include ATTN: School Administrator.

SCBC has decided on the following information as directory information:

Student's Name, Address, Telephone number, and email address

Student's date and place of birth

Photograph

Field of Study

Certificates, honors and all awards received

Dates of attendance and enrollment status

Participation in officially recognized activities

Tardy Policy

Do not compromise your future with a poor attendance record. Dependability is a primary concern of employers. State College of Beauty Culture classes start promptly at 8:00 a.m., 9:00a.m., 10:00a.m., 11:30a.m., and 3:00p.m. Attendance is taken daily. A time clock is provided for recording attendance. Students who are tardy will have their hours rounded to the nearest quarter hour. **A student who is tardy 5 or more times in a 30-day period will be put on probation for 30 days. A tardy can occur at beginning of day only and 2 hours or under is missed.** Any tardy over 2 hours from start time for the day will be considered an absence and the attendance policy will apply. Please be prompt.

Attendance Policy

Classes are scheduled 7 hours a day, 5 days a week for Cosmetology students. 8 hours a day, 4 days a week for Esthiology students. 4 hours a day, 3 days a week, and 8 hours 1 day a week for Nail Technology students. 7

hours a day, 5 days a week for Barber Technology students. Due to the intensity of training at State College of Beauty Culture, **students are expected to attend as scheduled.** If a student is below 97% attendance documentation such as car repair bill, medical excuse, legal documentation etc. will be required the first day back from the absence. If a student is above 97% attendance no documentation will be required. **Students with more than the allowed hours of absences will not meet graduation requirements by the term ending date.** To complete the requirements for graduation they will have to pay a tuition fee of \$8.00 per hour for the Cosmetology and Nail Technology Courses. Esthiology and Barber Technology Courses are \$9.00 per hour. Contracts are extended by the day not the hour.

1. **Any student with 1 unexcused absence on a Saturday will be terminated.**
2. **Any student with 1 unexcused absence Monday-Friday will be placed on probation for 30 days.**
3. Probation starts the day immediately following the unexcused absence.
4. **During probation, if the student has 1 unexcused absence or violates any State College of Beauty Culture policy the student will be terminated.**
5. During the probationary period the student loses all privileges.
6. A phone call by the student (or their parent if the student is under 18-year-old) to the **State College of Beauty Culture front desk (or absent call-in line #8 during closed hours)** is required 30 minutes prior to your scheduled start time for any absences to be declared excused. **Please speak clearly.**
7. **97% Rule:** Students with attendance at or better than 97% are not required to bring documentation for an absence. Absences are not permitted on Saturdays as Saturday classes are mandatory. **The student still needs to contact the front desk or absent line during closed hours.** On a case to case basis documentation may be required before a student returns from the absence.
8. If you are below 97%, excused absences will need some form of formal documentation. The school reserves the absolute right to determine whether or not an absence is excused or unexcused. **Documentation needs to be handed into the office the first day back to school, following the absence, or on the day it is requested prior to returning, or it will be considered unexcused. This is effective Monday-Friday only. On Saturdays, documentation is not accepted, as a student is required to personally come in to speak with your instructor for them to send you home if deemed necessary. *On a case by case basis this may be modified in the instance of a hospitalization or other rare occurrence***
9. Unexcused absences are absences not acknowledged by the school office or the clinic floor instructor the day of the absence.
10. On a case-by-case basis, a notice in writing is required 2 weeks prior to the absence to be declared excused.
11. You must punch in at the beginning of the day and punch out at the end of the day to receive credit for hours attended. Only those hours punched in for will receive credit.

Leave of Absence Policy (LOA)

All students must follow this policy to be approved for a LOA. When it is deemed necessary by State College of Beauty Culture, a student can be granted a leave of absence during the course of study. A Leave of Absence (LOA) refers to a specific period of time when a student requests to be absent from their course of study and that absence is approved by State College of Beauty Culture Administration. Any student may be granted a LOA for unforeseen circumstances. Acceptable reasons for requesting a LOA include medical, military, public service or similar uncontrollable situations. Requests for a LOA must be done in writing using the required form, include the student's reason for LOA, be signed by a student submitting a complete and signed "Leave of Absence Request" form in advance and be submitted to the Admissions Director. Professional documentation including LOA start and end dates must accompany the request form. Occasionally circumstances arise where a student is not in a position to request a LOA in advance. In such situations, the request and documentation will be required, however, may not be required in advance. This is done on a case by case basis and will be determined at the time of student request. The school will handle a LOA for a student with unforeseen circumstances by documenting its decision for granting a LOA, collect the student's request at a later date, and the school will establish the first date for LOA as the first day the student was unable to attend. A student approved for a LOA that meets requirements is not considered to have withdrawn and no refund calculation is required at this time. If a student fails to return

from a leave of absence on the date indicated in the written request, he/she will be considered officially withdrawn as of the last date in attendance. A student will be withdrawn from the course if the student takes an unapproved LOA. If a student returns early from a leave of absence the student will need a doctor's release upon returning to school in the case of a medical situation. If a student needs to extend their LOA they will need to come in personally to re-file and begin the process again for another LOA. All student benefits, service discounts, and product discounts stop when a student is on a LOA. The maximum combined leaves of absence is 180 days within a 12-month period. The institution will not add any additional charges as a result of a LOA. The max time frame on the student's contract will, also, be extended the same number of calendar days as taken in the LOA. All parties will initial and date the contract with new dates. The addendum to the enrollment contract will be signed by all parties. We are required to take attendance so the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

Standards of Conduct

Students are responsible for their own equipment and personal property. No borrowing of equipment is tolerated. Students must attend classes regularly and pursue the instruction and practical work diligently. Telephone calls, except for emergencies, are not permitted while in class. The clinic floor is a classroom. The college reserves the right to expel or terminate any student for improper conduct, unsatisfactory progress, or absences. The college reserves the right to terminate this agreement for violations of any policies and rules published in the catalog or policy manual.

Termination Policy

A student is subject to automatic termination with the right to appeal if:

- The student has been determined by a staff member to be under the influence of alcohol or illegal drugs while in school.
- If the student is found stealing or cheating.
- If the student does not make satisfactory progress in attendance or academics as defined by the State College of Beauty Culture Satisfactory Progress Policy.
- If a student is placed on probation 3 times in any one enrollment period.
- If any State College of Beauty Culture policy is broken.

Appeal Policy

Students who are terminated can appeal this determination. The student must submit a written appeal to the School Administrator, along with any supporting documentation, reasons why the decision to terminate should be reversed, and request for a reevaluation of progress. The School Administrator must receive this appeal within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand, the whole appeal process is documented.

An appeal hearing will take place within seven (7) days of receipt of the written appeal. This hearing will be attended by the student, Parents/ guardian (if the student is a minor), the School Administrator, Lead Instructor, and Financial Aid Director. A decision on the student's appeal will be made within three (3) business days by the College Owners and will be communicated to the student in writing. This decision is final.

Should the student prevail upon his/her appeal, the student will be automatically re-enter in the course and final probation period will be offered to the student with specific guidelines for an amount of time determined by the appeal committee. All financial aid funds will be reinstated to the eligible student. The time that was missed during this process will be considered excused and will affect the student's attendance.

Make-Up Work Policy

Students will need to have all make-up work completed at scheduled satisfactory progress meeting or determination of policy will take place.

Copyright Infringement Information

Copyright is a form of protection provided by the laws of the United States (title 17, *U. S. Code*) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to reproduce or distribute the work. Downloading, uploading, and file-sharing any substantial parts of a copyrighted work are considered an infringement.

You also may not distribute copyrighted information and this includes peer to peer file sharing. Under Title 17 of the United States Code Sections 504 and 505 a person or persons can be fined \$750 to \$30,000 for each work they infringe on. If you are considered willfully infringing on another person’s work you can be fined up to \$150,000 for each work. Willful infringement can result in criminal penalties as well as the ones stated above, this could include: 5 years in prison and \$250,000 for each willful infringement committed.

Our policies at State College of Beauty Culture prohibit the unauthorized distribution of any copy written material including all peer-to-peer file sharing. If a student violates this policy they will be subject to termination and/or discipline under the State College of Beauty Culture code of Conduct which is outlined in the Policy Manual and below.

If you would like more information you may go to www.copyright.gov.

AT THE DISCRETION OF THE STAFF, THESE RULES MAY BE CHANGED AND SUBSEQUENTLY POSTED.

Cell Phone Policy:

Cell phones and tablets are allowed in the building **ON SILENT MODE ONLY!** Personal phone calls must be made and received **ON BREAK OR LUNCH ONLY** and may only be done in the student breakroom, student vestibule or outside.

Clinic Floor

When you arrive in the morning you’ll need to “Check In” your phone to the middle closet between the front desk and clinic floor. You will place your phone in the pocket with your name on it. You may opt to keep your phone in your locker but, ***you will not be allowed to leave the clinic floor to go to your locker for your phone*** unless it is a break or lunch time. If you would like to take before and after photos of your work, you will need to ask your clinic floor instructor to open the closet door. After your photos are taken you will need to check your phone back in. When you go to lunch you will go to the Desk Instructor and retrieve your phone, this way the Desk Instructor knows you went to lunch.

Classroom

Cell phones are allowed in the classroom for homework and social media purposes only. Your Instructor will have a designated area for student cell phones to be kept while in class. If students choose not to place their cell phones in the designated area they will be asked to keep them in their locker. Students will not be allowed to leave class to get their cell phones until break time or lunch.

Effective: September 6th, 2019

It is advisable to put a security lock on your phone, if you are not sure of this feature for your phone we’d be happy to try and help you.

12. Messages will be taken for students receiving calls while in class or while students are in a learning situation on the clinic floor. In case of an emergency, students will be notified in a timely manner.

1. All staff members are to be addressed as Mrs., Ms., or Mr.
2. The State College of Beauty Culture reserves the right to terminate any student for improper conduct, unsatisfactory progress, or absentee problems.

Backbar Makeup Policy

SCBC uses CAO Cosmetics for makeup.

To maintain safety, sanitation, quality and inventory control you'll need to follow this procedure in order to use this makeup line.

1. Turn your nametag into the Floor Instructor
2. Floor Instructor will then take a photo of the display
 1. Taking the photo ensures the time stamp of who is using the makeup, and if anything is damaged to the point of being unusable or missing we will then be able to take action to correct it.
3. While using the CAO makeup you'll need to gently scrape in a sanitary manner onto a pallet.
4. All containers will need to remain closed in order to maintain Sanitation.

For any reason the makeup is damaged to the point of being unusable or missing (if damaged the instructor will determine the level) you (State College of Beauty Culture Student(s)) will be responsible for replacing the damaged or missing pieces. If multiple people are using the makeup and this occurrence happens it will be divided evenly amongst everyone involved.

Let's work together to keep the CAO Cosmetics line in pristine condition for all students to use fairly.

State College of Beauty Culture – 2024 Annual Security Report

Table of Contents

Policy Statements

Notice of Nondiscrimination	2
Procedures for Reporting.....	2
Timely Warnings.....	2
Voluntary and Confidential Reporting Procedures.....	2
Preparing the Annual Disclosure of Crime Statistics.....	3
Security of and Access to Campus Facility.....	3
Maintenance of Campus Facility.....	3
Campus Law Enforcement.....	3
Accurate and Prompt Reporting of all Crimes.....	3
Pastoral and Professional Counselors.....	3
Safety and Security Programs.....	3
Monitoring Criminal Activity at Off-Campus Locations.....	4
Drug and Alcohol Policy.....	4
Drug and Alcohol Abuse Education Programs.....	5

Campus Sexual Misconduct Policies

1. Introduction.....	6
2. Scope of the Policy.....	6
3. Prohibited Conduct.....	6
4. Options for Assistance Following an Incident of Sexual Misconduct.....	6
5. Title IX Coordinator.....	8
6. Reporting Policies and Protocols.....	8
7. School Policy on Confidentiality.....	9
8. Investigation Procedures and Protocols.....	11
9. Grievance/Adjudication Procedures Hearing Panel.....	14
10. Sanctions and Other Remedies.....	16
11. Appeals.....	17
12. Records Disclosure.....	17
13. Education and Prevention Programs.....	18
14. Amendments.....	24
Definitions.....	24
Registered Sexual Offenders.....	25

Emergency Response/Evacuation Procedures.....	26
Campus Crime Statistics Report.....	27

State College of Beauty Culture (SCBC) – Annual Security Report

The Cleary Act and the United States Department of Education's regulations require Title IV participating institutions to publish an annual security report containing safety and security related policy statements and crime statistics and distribute it to all current students and employees. Institutions must also inform prospective students and employees about the availability of the report.

POLICY STATEMENTS:

Notice of Nondiscrimination

SCBC is committed to the principle of equal opportunity in education and employment. SCBC does not discriminate on the basis of race, color, national origin (including limited English proficiency), religion, sex, age, disability, sexual orientation, gender identity, pregnancy or pregnancy-related condition, genetic information, marital or parental status, veteran's status, political belief or affiliation or any other status protected by law. Pursuant to Title IX of the Education Amendments of 1972, SCBC does not discriminate on the basis of sex in its educational programs and activities, employment and admission. SCBC will promptly and equitably investigate reports of discrimination or harassment and take disciplinary action as appropriate.

Retaliation in any form against a person who reports discrimination or participates in the investigation of discrimination is strictly prohibited and will be grounds for separate disciplinary action.

The School's policies and procedures for complaints of discrimination or harassment are the Discrimination and Harassment Policy, the Sexual Misconduct Policy and the Title IX Sexual Misconduct Policy.

Procedures for Reporting

1. Student or employees witnessing or being involved in any kind of criminal action or emergency on campus shall report this action, promptly and accurately, to their Instructor. If the Instructor is unavailable, then report to an Administrator.
2. All such reports shall be given to the Title IX Coordinator, Dan Burns who will take actions as necessary. This includes, but is not limited to:
 - (1) Calling emergency services as required
 - (2) Reports to the local authorities or jurisdiction
 - (3) Referral of student or employee to agencies to receive necessary assistance.
 - (4) Collecting and maintaining a file of all such reports.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Title IX Coordinator constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available and may include instant messaging and email to students and State College of Beauty Culture (SCBC) employees. Notices may also be posted in the common areas throughout the school. Anyone with information warranting a timely warning should report the circumstances to the Campus Title IX Coordinator by phone at 715-849-5368 or in person at the school. A timely warning will include the reported offense, the location of the reported offense, the date of the reported offense if known, a description of suspects if available, and any other information that would promote safety.

For purposes of making timely warnings students and staff should report criminal offenses or emergency situations to their immediate supervisor or these staff members:

- Daniel Burns, Title IX Coordinator 715-849-5368 x3
- Elinor Mittlestat, President 715-849-5368 x6
- Liz Hart, Lead Instructor 715-849-5368 x5

Voluntary and Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action through SCBC or the criminal justice system, you may still want to consider making a voluntary, confidential report. With your permission, the Title IX Coordinator can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the school can keep an accurate record of the number of incidents involving students, educators, staff, and visitors; determine where there is a pattern of crime with regard to a

particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for SCBC.

Preparing the Annual Disclosure of Crime Statistics

Each year before the Department of Education reporting website opens for registration, the Title IX Coordinator requests crime statistics information from the Wausau Police Department. The information is compiled into the Annual Security Report Statistics section and entered appropriately into the Department of Education's website. The report is distributed on or before October 1 each year to current students and employees. The report will also be made available to new students and employees at orientation sessions that are mandatory for new enrollees before starting class and new hires before starting work in their designated area.

Security of and Access to Campus Facilities

1. The campus area is accessible only during normal business hours. Responsible management personnel will be available on campus during all normal business hours to ensure timely reaction to any and all incidents reported.
2. State College of Beauty Culture does not own or control any housing, but all students and employees are advised to check with apartment managers and or local law enforcement agencies as to residence security.

Maintenance of Campus Facilities

Campus maintenance is considered to be of the highest priority. All campus facilities will be maintained in a manner to ensure a safe and secure workplace.

Campus Law Enforcement

State College of Beauty Culture does not employ any private security personnel or have a campus police department. Local law enforcement agencies are relied on campus law enforcement.

Accurate and Prompt Reporting of all Crimes

Community members, students, educators, staff, and visitors are encouraged to report all crimes, emergencies, and safety concerns to the Academy Director in a timely manner.

Privileged and Confidential Communications – Professional & Pastoral Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. State College of Beauty Culture does not provide professional or pastoral counseling, but can assist a victim of sexual misconduct in obtaining support services from these groups or agencies

A victim who at first requests confidentiality may later decide to file a complaint with SCBC or report the incident to local law enforcement, and thus have the incident fully investigated.

NOTE: While these professional and pastoral counselors and advocates may maintain a victim's confidentiality vis-à-vis State College of Beauty Culture, they may have reporting or other obligations under state law.

ALSO NOTE: If State College of Beauty Culture determines that the alleged perpetrator(s) pose a serious and immediate threat to the school community, the Title IX Coordinator may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Programs Promoting Campus Safety and Security

An orientation is held with new students and employees to inform them about campus security procedures and practices, and to encourage them to be responsible for their own security and the security of others. Instructors and the Administrative Staff will continue to remind students and employees of their need to remain security conscious throughout their enrollment or employment.

State College of Beauty Culture has a policy to inform students and employees about crime prevention and is a one on one Instructor to Student, Supervisor to employee communication and the need to be security conscious. Procedures and practices are also reinforced periodically during regular staff meetings as well as student theory classes. Students and employees are informed about the importance of maintaining secure premises, including the following safety tips:

- Stay alert of your surroundings, wherever you are.
- If you feel uncomfortable in a place, leave right away.
- Keep eyes and ears open, hands free.
- Choose busy streets and avoid going through deserted areas.
- At night, walk in well-lit areas in groups whenever possible.
- Try not to walk or jog alone. Take a friend or walk in groups.

- Avoid carrying large sums of cash.
- When in public spaces, keep valuables including jewelry, mobile phones and wallets out of sight.

Staff is also reminded that they can assist in crime prevention by ensuring that all doors are locked at the appropriate times. Also, they must report any suspicious situation to administration

Monitoring Criminal Activity at Off-Campus Locations

SCBC operates no off-campus housing and does not recognize any off-campus student organizations.

Drugs and Alcohol

State College of Beauty Culture (SCBC) adheres to goals and policies geared toward providing an alcohol/drug-free educational environment. In order to further SCBC's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the College has adopted rules for both students and staff that promote such an environment.

Rules Regarding Use

- The manufacture, possession, use, sale or delivery of alcohol and other drugs upon College premises or while participating in any College-related activities off campus by an employee or student in violation of any applicable federal, state or local alcohol and other drug-free law is prohibited.
- Any employee or student violating this policy, or seeking to promote, encourage, aid, or abet any other employee or student in the violation of this policy shall be subject to discipline and/or discharge. The administration may invoke such discipline and/or discharge whether or not the employee or student may also be prosecuted under criminal law.
- Any employee or student who is convicted of violating any criminal alcohol or other drug statute on school premises or while participating in any employee duties while off campus must, in accordance with the Drug-Free Workplace Act, notify the Administration Office no later than five days after the conviction. The Administration Office will then notify the Wausau Police Dept. within 10 days after the report of this conviction is received, and within 90 days take appropriate disciplinary action against the employee as outlined in the employee handbook.

As a condition of employment and course enrollment at SCBC, employees and students must abide by the terms of this policy. Support services are available for any student or staff that needs assistance with a drug or alcohol problem. This policy is not intended to preclude the approved use of alcohol and other drugs for instructional purposes or as part of technical assistance.

Sanctions for Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol

Local Sanctions

SCBC relies on the City of Wausau Police Department to handle law enforcement at its single location. Activities involving underage drinking, public intoxication, and other alcohol and drug related violations will be referred to the [City of Wausau Police Department](#).

State of Wisconsin and Federal Legal Sanctions

The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of regulations. A first-time conviction for possession of a controlled substance can result in a sentence of up to one year in prison and a fine of up to \$5,000. Sec. 961.41, Stats. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with the intent to manufacture or deliver, can be imprisoned for up to 30 years and fined up to \$1,000,000. Sec. 961.41, Stats. Penalties vary according to the type of drug involved, the amount of drug confiscated, the number of previous convictions, and the presence of any aggravating factors. The distribution of a controlled substance to a minor can lead to the doubling of an authorized sentence term. Section 961.46(1), Stats.

Wisconsin has legal sanctions that restrict the use of alcohol in various situations. It is illegal to procure for, sell, dispense or give away alcohol to anyone who has not reached the legal drinking age of 21 years. Sec. 125.07(1)(a)(1), Stats. Every adult has a legal obligation to prevent the illegal consumption of alcohol on premises owned by the adult or under the adult's control. Section 125.07(1)(a)(3), Stats. A first-time violator of either of the above subsections can be fined up to \$500. It is against the law for an underage person to procure or attempt to procure an alcoholic beverage, to falsely represent his or her age for the purpose of obtaining alcohol, to enter premises licensed to sell alcohol, or to consume or possess alcohol on licensed premises. Sec. 125.07(4), Stats.

A first-time underage violator of section 125.07(4) can be fined up to \$500, ordered to participate in a supervised work program, and have their driver's license suspended.

The federal government has recently revised the penalties against drug possession and trafficking through its Federal Sentencing Guidelines that reduce the discretion that federal judges may use in sentencing offenders of federal drug statutes. Under these guidelines, courts can sentence a person for up to 6 years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana. A sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury. Possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10-16 years in prison, U.S.S.G. s. 2D2(b)(1).

Health Risks Associated With Use of Illicit Drugs and Alcohol Abuse

There are dangerous health risks associated with the use of illicit drugs and the abuse of alcohol. Health hazards include profound alterations in sensation, mood and consciousness that may involve the senses of hearing, touch, smell or taste, as well as experiences that depart from reality. Because the effects are highly unpredictable, including bizarre behavior and disorientation, there is a significant risk of accidental injuries. Extreme hazards include suicide and homicide.

Drug and alcohol consumption can affect the brain's ability to learn, remember, recall, integrate, and evaluate outside data and sensory experiences. For pregnant women, drug and alcohol usage can result in malformation of the fetus. Drugs and alcohol are highly addictive.

The Centers for Disease Control and Prevention advises that excessive alcohol use, including underage drinking and binge drinking (drinking 5 or more drinks on an occasion for men or 4 or more drinks on an occasion for women), can lead to increased risk of health problems such as injuries, violence, liver diseases, and cancer.

The National Institute on Drug Abuse provides additional information and resources on the causes and consequences of drug use and addiction.

To learn more about visit their website at: <https://www.drugabuse.gov/about-nida>

Counseling Resources for Students and Staff

Employees and students are encouraged to seek immediate help through any of the following resources.

North Central Health Care Crisis Hotline [715.845.4326](tel:715.845.4326) or [800.799.0122](tel:800.799.0122)

National Institution on Drug Abuse

Mon - Fri, 8:30 a.m. - 4:30 p.m. [1.800.662.HELP](tel:1.800.662.HELP)

National Alcohol & Drug Abuse Hotline [1.800.234.0420](tel:1.800.234.0420)

Cocaine Helpline [1.800.COCAINE](tel:1.800.COCAINE)

Reach-Out Hotline (Alcohol, drug-crisis, intervention, mental health referral) [1.800.522.9054](tel:1.800.522.9054)

CAMPUS SEXUAL MISCONDUCT POLICIES

1. Introduction

The State College of Beauty Culture is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the State College of Beauty Culture community should be aware that the school is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

As part of SCBC's commitment to providing a working and learning environment free from sexual misconduct, this Policy shall be disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. SCBC provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively SCBC will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

2. Scope of the Policy

This Policy governs sexual misconduct involving students that occurs on State College of Beauty Culture property or in connection with any school-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with SCBC, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. SCBC encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in this Policy, SCBC will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

3. Prohibited Conduct

Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under this Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found in the Definitions of Key Terms at the end of this Policy statement.

Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. **This Policy prohibits all forms of sexual misconduct.**

4. Options for Assistance Following an Incident of Sexual Misconduct

State College of Beauty Culture strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. State College of Beauty Culture strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Reporting Incidents of Sexual Misconduct

Victims of sexual misconduct may file a report with the Wausau Police Department. Victims may also file a report with the School's Title IX Coordinator. More information about reporting an incident of sexual misconduct can be found in Section 6 of this Policy, below.

The victim of the sexual assault may choose for the investigation to be pursued through the criminal justice system and SCBC's disciplinary procedures. The school and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The campus Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision.

Support Services Available

Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the school's disciplinary or criminal process. SCBC does not provide counseling or health care services. Personal counseling offered by SCBC will be limited to initial crisis assessment and referral.

Sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies, including:

National Resources:

National Sexual Assault Hotline – 800-656-4673
National Domestic Violence Hotline – 800-799-7233

Wausau, WI 54401
715-842-5663

Health Care Services

Local Resources (Wausau):

North Central Health Care
1100 Lake View Drive
Wausau, WI 54403
715-848-4600
Crisis Phone Numbers: 800-799-0122, local 715-845-4326

Aspirus Wausau Hospital
333 Pine Ridge Blvd
Wausau, WI 54401
715-847-2121

Women's Community Inc. of Wausau

3200 Hilltop Ave

Marathon County Crime Victim Resources:

Children's Service Society of Wisconsin	414-453-1400
Domestic Abuse Response Team (DART)	911
Peaceful Solutions Counseling	715-675-3458
Professional Services Group	715-849-8343

The campus Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their wellbeing. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring). State College of Beauty Culture may be able to provide additional interim measures to victims while an investigation is pending, such as no contact orders and changing the alleged perpetrator's class schedule.

5. Title IX Coordinator

The campus Title IX Coordinator is responsible for monitoring and overseeing State College of Beauty Culture's compliance with Title IX and the prevention of sexual harassment, sexual misconduct and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in SCBC policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about SCBC and community resources and reporting options;
- Available to provide assistance to any SCBC employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the campus Title IX Coordinator:

Dan Burns
715-849-5368 x3
danburns@statecollegeofbeauty.com

6. Reporting Policies and Protocols

State College of Beauty Culture strongly encourages all members of the school community to report information about any incident of sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the school and/or to law enforcement.

Reporting to the School

An incident of sexual misconduct may be reported directly to the campus Title IX Coordinator. If the campus Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the State College of Beauty Culture President. Filing a report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred. SCBC is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available.

State College of Beauty Culture will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

Reporting to Law Enforcement

An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911. At the complainant's request, State College of Beauty Culture will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)

- Assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault

Third-Party and Anonymous Reporting

In cases where sexual misconduct is reported to the Title IX Coordinator by someone other than the complainant (by an instructor, classmate or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

No Retaliation

SCBC prohibits retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). The school will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Title IX Coordinator or the State College of Beauty Culture's President.

Coordination with Drug Free School Policy

Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to the State College of Beauty Culture's alcohol or drug policies. SCBC encourages students to report all instances of sexual misconduct and will take into consideration the importance of reporting sexual misconduct in addressing violations of the school's alcohol and drug policies. This means that, whenever possible, the State College of Beauty Culture will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct.

7. School Policy on Confidentiality

State College of Beauty Culture encourages victims of sexual misconduct to talk to somebody about an incident – so victims can get the support they need, and so the school can respond appropriately.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual misconduct. SCBC encourages victims to talk to someone identified in one or more of these groups.

Reporting to Title IX Coordinator

When a victim tells the Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect State College of Beauty Culture to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the school's response to the report. The Title IX Coordinator should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that State College of Beauty Culture will consider the request, but cannot guarantee that the school will be able to honor it.

The Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for State College of Beauty Culture to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality From SCBC: Weighing the Request and Responding.

If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, State College of Beauty Culture must weigh that request against the school's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If SCBC honors the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when SCBC may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:
 - whether there have been other sexual misconduct complaints about the same alleged perpetrator;
 - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;
 - whether the sexual misconduct was committed by multiple perpetrators;
- Whether the sexual misconduct was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether State College of Beauty Culture possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead State College of Beauty Culture to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

If State College of Beauty Culture determines that it cannot maintain a victim's confidentiality, the school will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. State College of Beauty Culture will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated. State College of Beauty Culture will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to local law enforcement – and provide the victim with assistance if the victim wishes to do so.

State College of Beauty Culture may not require a victim to participate in any investigation or disciplinary proceeding.

Because State College of Beauty Culture is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the school to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.

If State College of Beauty Culture determines that it can respect a victim's request for confidentiality, the school will also take immediate action as necessary to protect and assist the victim.

Miscellaneous

Take Back the Night and other public awareness events. Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to State College of Beauty Culture of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts.

Off-campus Counselors and Advocates. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with State College of Beauty Culture unless the victim

requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in Section 4 of this Policy.

8. Investigation Procedures and Protocols

The Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff. The Title IX Coordinator will designate a specially trained investigator (or team of investigators) to interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

Notice of Investigation

The Title IX Coordinator will inform the complainant before starting an investigation. The complainant may request that an investigation not be undertaken. The Title IX Coordinator will consider such a request in light of State College of Beauty Culture's commitment to provide a safe and non-discriminatory environment for all students. If the Title IX Coordinator determines not to investigate, he will notify the complainant in writing, including that the determination was made at the complainant's request. At the complainant's request, the Title IX Coordinator will also notify the respondent in writing, including that the complainant asked State College of Beauty Culture not to investigate.

The investigator will direct the complainant, respondent, witnesses and other interested individuals to preserve any relevant evidence.

If an investigation proceeds, State College of Beauty Culture will notify the respondent in writing that a report has been filed. The notice will describe the allegations in the report. The complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator to review the Policy and these Procedures.

Investigation Process

State College of Beauty Culture's process for responding to, investigating and adjudicating sexual misconduct reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed its evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding. The investigator will interview the complainant, respondent and any witnesses. They will also gather pertinent documentary materials (if any) and other information.

Investigation Report

The investigator will prepare a report detailing the relevant content from the interviews and the documentation gathered. The report will include the assessment of individual credibility and recommended findings of responsibility. The respondent and complainant will each have the opportunity to review a copy of the investigative report and any other information that will be used during the disciplinary proceedings. The names and other identifying information of other students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination. The Title IX Coordinator will supervise this review and ensure that reasonable time is afforded for review prior to the hearing.

Time Frame for Investigation

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. There is no set time frame established for investigation, however, any investigation will proceed promptly and equitably.

Where necessary, State College of Beauty Culture will take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures. These steps may include the ability to change class schedules; withdraw from/retake a class without penalty; access academic support such as tutoring; issue no contact orders; and change the alleged perpetrator's class schedule.

Impact of Victim's Confidentiality Request

A victim's requests for confidentiality will likely limit State College of Beauty Culture's ability to investigate a particular matter. The school may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Examples include: providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing

State College of Beauty Culture's policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

Voluntary Resolution

Voluntary resolution, when selected by the complainant and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the State College of Beauty Culture community. Voluntary resolution is not appropriate for all forms of conduct under the Policy.

State College of Beauty Culture retains the discretion to determine, when selected by the complainant, which cases are appropriate for voluntary resolution. If a complainant requests voluntary resolution, and the Title IX Coordinator concludes that voluntary resolution is appropriate, then the Title IX Coordinator will take appropriate action by imposing remedies designed to maximize the complainant's access to all employment, educational, and extracurricular opportunities and benefits at the school and to eliminate a potential hostile environment. A complainant may request and decide to pursue voluntary resolution at any time. In those cases in which the voluntary resolution involves either the notification to or participation by the respondent, it is the respondent's decision whether to accept voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present (in cases that do not involve sexual assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of voluntary resolution, the remedies imposed will focus on supporting the complainant with no participation or involvement by the respondent. In other forms of voluntary resolution, the respondent may agree to participate. Depending on the type of remedy used, it may be possible for a complainant to maintain anonymity.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for misconduct and acknowledge harm to the complainant or to the State College of Beauty Culture community. Restorative models will be used only with the consent of both parties, and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.

State College of Beauty Culture will not compel a complainant to engage in mediation, to confront directly the respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, is never appropriate in sexual assault cases and will not be used in such cases. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report. Similarly, a complainant can request to end an investigation and pursue voluntary resolution at any time.

The time frame for completion of voluntary resolution may vary, but State College of Beauty Culture will seek to complete the process within 15 days of the complainant's request.

9. Grievance/Adjudication Procedures Hearing Panel

If voluntary resolution is not available, State College of Beauty Culture will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage.

The hearing panel will generally include the Title IX Coordinator and two additional members who will be individuals associated with State College of Beauty Culture. These additional hearing panel members may include administrators, officers, lawyers or other individuals with relevant experience and special training. Panel members may participate remotely so long as the hearing room is equipped with telephone equipment that allows the panel member to hear all the participants and to be heard by all the participants throughout the hearing proceedings. All panelists will receive training from experts in the field at least once a year. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct. The complainant and respondent will be informed of the panel's membership before the hearing process begins.

Advisors

Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

Written Submissions

Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

Hearing Procedures

The Title IX Coordinator will, whenever possible, give the complainant and respondent at least five days advance notice of the hearing. The Title IX Coordinator will arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary SCBC personnel may be present during the proceeding. The Campus Title IX Coordinator will work with school staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation via alternate means.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other.
- Additional hearing rules include:
 - Only the panel may ask questions of the complainant and respondent and any witnesses. Both the complainant and respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the panel in writing. The panel may revise or not ask any or all submitted questions.
 - Information Regarding Romantic or Sexual History. The panel will not consider the romantic or sexual history of either the complainant or respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant's and respondent's shared sexual history that the panel deems relevant. If such information is offered by the complainant or respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual misconduct.
 - Prior Conduct Violations. The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.

SCBC will keep an audio recording of the hearing for the use of the panel, for sanctioning, and for purposes of appeal. The panelists may request a transcript of the recording. Cell phones and recording devices may not be used in the hearing rooms unless approved by the panel in advance.

Panel Determinations/Standard of Proof

The investigators, with or without a hearing, must make findings of fact and conclusions as to whether the facts support a finding of responsibility for violation of the school's sexual misconduct policy. If the complaint presented more than a single allegation of misconduct, a decision will be reached separately as to each allegation of misconduct. The findings of fact and conclusions will be reached by applying a preponderance of the evidence standard.

The decision-makers must offer each party the same meaningful access to any information that will be used during informal and formal disciplinary meetings and hearings, including the investigation report. The parties will have the opportunity to respond to the report in writing in advance of the decision of responsibility and/or at a live hearing to decide responsibility.

Any process made available to one party in the adjudication procedure will be made equally available to the other party (for example, the right to have an attorney or other advisor present and/or participate in an interview or hearing; the right to cross-examine parties and witnesses or to submit questions to be asked of parties and witnesses). When resolving allegations of dating violence, domestic violence, sexual assault, or stalking, the school will provide the

accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. In such disciplinary proceedings and any related meetings, the institution may not limit the choice of advisor or presence for either the accuser or the accused, but may establish restrictions regarding the extent to which the advisor may participate in the proceedings.

10. Sanctions and Other Remedies

The Title IX Coordinator, with the advice and counsel of the other hearing panel members, shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with State College of Beauty Culture's handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual misconduct.

The Title IX Coordinator will consider relevant factors, including if applicable: (1) the specific sexual misconduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the complainant; (5) the respondent's prior disciplinary history; (6) the safety of the State College of Beauty Culture community; and (7) the respondent's conduct during the disciplinary process.

The Title IX Coordinator will render a sanctioning decision within five days following the receipt of the panel's determination. The sanctioning decision will be communicated in writing to the complainant and the respondent.

State College of Beauty Culture may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- Reprimand/warning
- Changing the respondent's academic schedule
- Disciplinary probation
- Restricting access to State College of Beauty Culture facilities or activities
- Community service
- Issuing a "no contact" order to the respondent or requiring that such an order remain in place
- Dismissal or restriction from State College of Beauty Culture employment
- Suspension (limited time or indefinite)
- Expulsion

In addition to any other sanction (except where the sanction is expulsion), State College of Beauty Culture will require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual misconduct violation at issue. State College of Beauty Culture may also recommend counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional accommodations and the Title IX Coordinator will determine whether such measures are appropriate. Potential ongoing accommodations include:

- Providing an escort for the complainant
- Changing the complainant's academic schedule
- Allowing the complainant to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support, such as extra time to complete or re-take a class

State College of Beauty Culture may also determine that additional measures are appropriate to respond to the effects of the incident on the school community. Additional responses for the benefit of the State College of Beauty Culture community may include:

- Increased monitoring, supervision, or security at locations or activities where the misconduct occurred
- Additional training and educational materials for students and employees
- Revision of State College of Beauty Culture's policies relating to sexual misconduct
- Climate surveys regarding sexual misconduct

11. Appeals

Either the respondent or the complainant or both may appeal the determination of the hearing panel and/or the sanctions. Appeals are decided by the President of State College of Beauty Culture, Inc. The three grounds for appeal are:

1. A procedural error affecting the determination or sanction;
2. New information that was not available at the time of the investigation or hearing and that may change the determination or sanction; and
3. Excessiveness or insufficiency of the sanction.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The appealing student must submit the appeal in writing to the President of State College of Beauty Culture, within five days after receiving the sanctioning notice. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing student may submit a written response within five days after notice of an appeal.

If the President concludes that a change in the hearing panel's determination is warranted, the President may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. After consultation with the Title IX Coordinator, the President may also change the sanction. If both the complainant and respondent appeal, the appeals will be considered concurrently.

The President will notify the complainant and respondent of the final decision in writing. Appeals decisions will be rendered within 15 days after the receipt of the written appeal. All appeal decisions are final.

12. Records Disclosure

Disciplinary proceedings conducted by State College of Beauty Culture are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside State College of Beauty Culture without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct, or required to be produced through other compulsory legal process.

Additional information about FERPA can be found on the State College of Beauty Culture's website at www.statecollegeofbeauty.com.

13. Education and Prevention Programs

As set forth in Section 3 of this Policy statement, Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct.

State College of Beauty Culture is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of State College of Beauty Culture's policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The Title IX Coordinator maintains an education and prevention calendar and tailors programming to campus needs and climate.

As part of State College of Beauty Culture's commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the school community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

State College also participates in the Cut it Out Program – Salons against Domestic Violence during the month of October. We run several promotions as part of the program to raise awareness and provide education to our students and staff.

The Title IX Coordinator, hearing panel members, and anyone else who is involved in responding to, investigating, or adjudicating sexual misconduct will receive annual training from experts in the field. In addition to training on how the

adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct.

Definitions of Sexual Misconduct

Sexual Assault is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely. Non-consensual sexual intercourse is any form of sexual intercourse (vaginal, anal or oral) with any object without consent. Non-consensual sexual contact is any intentional sexual touching, however slight, with any object without a person's consent.

- 1.(a) "Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.
- (b) "Mentally defective" means a mental disease or defect which renders a person temporarily or permanently incapable of appraising the nature of his or her conduct.
- (c) "Mentally incapacitated" means temporarily incapable of appraising or controlling a person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent or due to any other act committed upon that person without his or her consent.
- (d) "Offender" means a person accused of a sexual offense in violation of a provision of this chapter.
- (e) "Physically helpless" means unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act.
- (f) "Retaliation" includes, but is not limited to, threats of future physical punishment, kidnapping, false imprisonment or forcible confinement, or extortion.
- (g) "Serious personal injury" means great bodily harm or pain, permanent disability, or permanent disfigurement.
- (h) "Sexual battery" means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.
- (i) "Victim" means a person who has been the object of a sexual offense.
- (j) "Physically incapacitated" means bodily impaired or handicapped and substantially limited in ability to resist or flee.
2. (a) A person 18 years of age or older who commits sexual battery upon, or in an attempt to commit sexual battery injures the sexual organs of, a person less than 12 years of age commits a capital felony * * *.
- (b) A person less than 18 years of age who commits sexual battery upon, or in an attempt to commit sexual battery injures the sexual organs of, a person less than 12 years of age commits a life felony, * * *.
3. A person who commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process thereof uses or threatens to use a deadly weapon or uses actual physical force likely to cause serious personal injury commits a life felony * * *.
4. (a) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older but younger than 18 years of age without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the first degree * * *.
- (b) A person 18 years of age or older who commits sexual battery upon a person 18 years of age or older without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the first degree * * *.
- (c) A person younger than 18 years of age who commits sexual battery upon a person 12 years of age or older without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the first degree.
- (e) The following circumstances apply to paragraphs (a)-(d):

1. The victim is physically helpless to resist.
2. The offender coerces the victim to submit by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim reasonably believes that the offender has the present ability to execute the threat.
3. The offender coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim reasonably believes that the offender has the ability to execute the threat in the future.
4. The offender, without the prior knowledge or consent of the victim, administers or has knowledge of someone else administering to the victim any narcotic, anesthetic, or other intoxicating substance that mentally or physically incapacitates the victim.
5. The victim is mentally defective, and the offender has reason to believe this or has actual knowledge of this fact.
6. The victim is physically incapacitated.
7. The offender is a law enforcement officer, correctional officer, or correctional probation officer, who is certified or is an elected official exempt from such certification, or any other person in a position of control or authority in a probation, community control, controlled release, detention, custodial, or similar setting, and such officer, official, or person is acting in such a manner as to lead the victim to reasonably believe that the offender is in a position of control or authority as an agent or employee of government.

5. (a) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older but younger than 18 years of age, without that person's consent, and in the process does not use physical force and violence likely to cause serious personal injury commits a felony of the first degree* * *.
6. A person 18 years of age or older who commits sexual battery upon a person 18 years of age or older, without that person's consent, and in the process does not use physical force and violence likely to cause serious personal injury commits a felony of the second degree* * *.
7. A person younger than 18 years of age who commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process does not use physical force and violence likely to cause serious personal injury commits a felony of the second degree* * *.
8. Without regard to the willingness or consent of the victim, which is not a defense to prosecution under this subsection, a person who is in a position of familiar or custodial authority to a person less than 18 years of age and who:
- (a) Solicits that person to engage in any act which would constitute sexual battery under paragraph (1)(h) commits a felony of the third degree* * *.
- (b) Engages in any act with that person while the person is 12 years of age or older but younger than 18 years of age which constitutes sexual battery under paragraph (1)(h) commits a felony of the first degree* * *.
- (c) Engages in any act with that person while the person is less than 12 years of age which constitutes sexual battery under paragraph (1)(h), or in an attempt to commit sexual battery injures the sexual organs of such person commits a capital or life felony* * *.
9. For prosecution under paragraph (4)(a), paragraph (4)(b), paragraph (4)(c), or paragraph (4)(d) which involves an offense committed under any of the circumstances listed in subparagraph (4)(e)7., acquiescence to a person reasonably believed by the victim to be in a position of authority or control does not constitute consent, and it is not a defense that the perpetrator was not actually in a position of control or authority if the circumstances were such as to lead the victim to reasonably believe that the person was in such a position.
10. A person who falsely accuses a person listed in subparagraph (4)(e)7. or other person in a position of control or authority as an agent or employee of government of violating paragraph (4)(a), paragraph (4)(b), paragraph (4)(c), or paragraph (4)(d) commits a felony of the third degree* * *.
- As described above, in certain circumstances it is an element of the offense that the sexual act was committed without the victim's consent. "consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.
- Stalking; definitions; penalties.
- (1) As used in this section, the term:
- (a) "Harass" means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.
- (b) "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.
- (c) "Credible threat" means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.(d) "Cyberstalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- (2) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree* * *.
- (3) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree* * *.
- (4) A person who, after an injunction for protection against repeat violence, sexual violence, or dating violence, or an injunction for protection against domestic violence, or after any other court-imposed prohibition of conduct toward the subject person or that person's property, knowingly, willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of aggravated stalking, a felony of the third degree* * *.
- (5) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks a child under 16 years of age commits the offense of aggravated stalking, a felony of the third degree* * *.
- (6) A law enforcement officer may arrest, without a warrant, any person that he or she has probable cause to believe has violated this section.
- Definitions with respect to Domestic Violence:

(2)“Domestic violence” means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

(3) “Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Definitions with respect to Dating Violence:

“Dating violence” means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

Bystander Intervention

State College of Beauty Culture’s primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are “early intervention” – before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

- **Assess for safety.** Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- **Be with others.** If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
- **Care for the person.** Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

Information on Bystander Intervention was provided by the Department of Defense Sexual Assault Prevention and Response Office from: www.sapr.mil

Risk Reduction

State College of Beauty Culture’s primary prevention and awareness program includes information on risk reduction. This includes:

Avoiding Dangerous Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

Safety Planning. Things to think about:

- How to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, subway, etc.).

- Who can help? Friends and/or family, or support centers in your area. Please see Section 4 of this Policy for a list of support organizations.
- Where to go? Options may include a friend's house or relative's house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police. **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.
- What to bring? This may include important papers and documents such birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a "tornado" or "fire" bag.

Protecting Your Friends. You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn't feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- If you see a friend in a situation that doesn't feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to your friend that you leave the party, or ask them to walk you home. Try asking questions like: "Do you want to head to the bathroom with me?" or "Do you want to head to another party – or grab pizza?"
- Step in. If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don't be shy about directly asking the person if they need help or if they feel uncomfortable.
- Enlist others. You don't have to go it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
- Keep an eye out. Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you weren't around when the assault occurred, you can still support a friend in the aftermath.

Social Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network: www.rainn.org.

14. Amendments

State College of Beauty Culture may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of State College of Beauty Culture to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the school community.

Definitions of Key Terms

- **Sexual Harassment** – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for education or employment decisions affecting such individuals, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive educational or working environment.

- **Hostile Environment Caused By Sexual Harassment** – refers to a situation where students and/or employees are subject to a pattern of exposure to unwanted sexual behavior that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a school program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to a hostile environment caused by sexual harassment.
- **Quid Pro Quo Harassment** – refers to a situation where students and/or employees are subject to unwanted sexual behavior where submission or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a school program or activity.
- **Sexual Assault** – is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely. Non-consensual sexual intercourse is any form of sexual intercourse (vaginal, anal or oral) with any object without consent. Non-consensual sexual contact is any intentional sexual touching, however slight, with any object without a person's consent.
- **Domestic Violence** – A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
- **Prohibited Conduct** – State College of Beauty Culture prohibits the crimes of Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.
- **Sexual Exploitation** – sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.
- **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- **Retaliation** – means any adverse action, or attempted adverse action, against an individual or group of individuals because of their participation in any manner in an investigation, proceeding, or hearing under this Policy.
- **Intimidation** – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Consent** is a voluntary agreement to engage in sexual activity.
 - Past consent does not imply future consent.
 - Silence or an absence of resistance does not imply consent.
 - Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
 - Consent can be withdrawn at any time.
 - Coercion, force, or threat of either invalidates consent.

Someone who is incapacitated cannot consent. Incapacitation refers to a situation in which a person is not capable of providing consent because the person lacks the ability to understand her or his decision. This situation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

- Complainant – means the person making the allegation(s) of sexual misconduct.
- Respondent – means the person alleged to have committed sexual misconduct.

Registered Sexual Offenders

A list of individuals who are registered sex offenders in Wisconsin can be found at the Wisconsin Department of Corrections website. www.appsdoc.wi.gov/public

EMERGENCY RESPONSE/EVACUATION PROCEDURES

Should an emergency or dangerous situation arise that may impact the safety or health of the State College of Beauty Culture students or staff while on the campus the State College of Beauty Culture has procedures in place.

In a dangerous or emergency situation, a campus staff member will contact a school administrator and the proper authorities. The school will proceed with an all campus lock down until the authorities have the situation under control and the police notify a staff/administrative member that it is safe for the students and staff. Should a situation arise before the students arrive on campus; the staff will attempt to notify the students by phone/text message and advise them accordingly. The appropriate staff member will place signs on the front and rear entrances of the building.

In the case of a fire follow the campus signage for exit locations. Choose an exit that is closest to your location and exit quickly and in an orderly fashion, follow the directions of the staff member.

In the event of a tornado move in an orderly fashion to the treatment room area or follow the staff member to the basement, follow the directions of the staff members.

Tests of these emergency response and evacuation procedures are conducted bi-annually and students are informed of them on their first day of class. The tests may or may not be announced.

Emergency Telephone Numbers

911

Non-Emergency Numbers

Hospital (715) 847-2121

Information and Referral Services United Way 211

Fire Department (715) 261-7900

Police Department (715) 261-7800

Sheriff's Department (715) 261-1200

ADMINISTRATIVE STAFF & FACULTY

School Administrator/Admissions Director	Elinor Mittlestat
Financial Officer	Dan Burns
Lead Instructor /Advanced Master Educator	Liz Hart
Instructors *	Marc Foley Andie Kurszewski Liz Love Xammie Vang Kayla Zinkowich
Administrative Assistant	Zana Sage
Substitutes	Jessica Barlow

STATE COLLEGE OF BEAUTY CULTURE CAMPUS CRIME STATISTICS REPORT SEPTEMBER 10, 2024

State College of Beauty Culture provides its students and employees an Annual Security Report. In accordance with the Crime Awareness and Campus Security Act of 1990, the school has gathered crime statistics from January 1, 2021 through December 31, 2023. Included

below are reportable criminal offenses and violations that occurred on campus and/or public property. "On campus" is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution's educational purpose. "Public property" is defined as property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution's educational purposes. The academy does not have any non-campus buildings or property. The campus security policy is available for review or copy during normal business hours by submitting a request to the Dan Burns at danburns@statecollegeofbeauty.com

Offense	Year	On Campus Property	Public Property
Murder/Non-negligent manslaughter	2021	0	0
	2022	0	0
	2023	0	0
Negligent manslaughter	2021	0	0
	2022	0	0
	2023	0	0
Rape	2021	0	0
	2022	0	0
	2023	0	0
Fondling	2021	0	0
	2022	0	0
	2023	0	0
Incest	2021	0	0
	2022	0	0
	2023	0	0
Statutory Rape	2021	0	0
	2022	0	0
	2023	0	0
Robbery	2021	0	0
	2022	0	0
	2023	0	0
Aggravated Assault	2021	0	0
	2022	0	0
	2023	0	0
Burglary	2021	0	0
	2022	0	0
	2023	0	0
Motor Vehicle Theft (Does not include theft from a motor vehicle)	2021	0	0
	2022	0	0
	2023	0	0
Arson	2021	0	0
	2022	0	0
	2023	0	0

VAWA Offenses	Year	On Campus Property	Public Property
Domestic Violence	2021	0	0
	2022	0	0
	2023	0	0
Dating Violence	2021	0	0
	2022	0	0
	2023	0	0
Stalking	2021	0	0
	2022	0	0
	2023	0	0

Hate Crimes	Year	On Campus Property	Public Property
Murder/Non-negligent manslaughter	2021	0	0
	2022	0	0
	2023	0	0
Rape	2021	0	0
	2022	0	0
	2023	0	0
Fondling	2021	0	0
	2022	0	0
	2023	0	0
Incest	2021	0	0
	2022	0	0
	2023	0	0
Statutory Rape	2021	0	0
	2022	0	0
	2023	0	0
Robbery	2021	0	0
	2022	0	0
	2023	0	0
Aggravated Assault	2021	0	0
	2022	0	0
	2023	0	0
Burglary	2021	0	0
	2022	0	0
	2023	0	0
Motor Vehicle Theft (Does not include theft from a motor vehicle)	2021	0	0
	2022	0	0
	2023	0	0
Arson	2021	0	0
	2022	0	0
	2023	0	0
Simple Assault	2021	0	0
	2022	0	0
	2023	0	0
	2021	0	0
Larceny-theft	2022	0	0
	2023	0	0
Intimidation	2021	0	0
	2022	0	0
	2023	0	0
Destruction/damage/vandalism of property	2021	0	0
	2022	0	0
	2023	0	0

Arrests and Referrals for Disciplinary Action	Year	On Campus Property	Public Property
Weapons: Carrying, Possessing, Etc.	2021	0	0
	2022	0	0
	2023	0	0
Drug Abuse Violations	2021	0	0
	2022	0	0
	2023	0	0
Liquor Law Violations	2021	0	0
	2022	0	0
	2023	0	0