



# **GEORGIA INSTITUTE** **OF COSMETOLOGY**

## **STUDENT HANDBOOK**

**2023**

## **STUDENT CATALOG**

This is to certify this catalog as being true and correct in content and policy. Executive Director

signature: *Tracy Behrmdt Parsons*

# TABLE OF CONTENTS

<b><u>SECTION I: GEORGIA INSTITUTE OF COSMETOLOGY</u></b>	<b><u>Page 1</u></b>
<b>Campus Locations</b>	<i>Page 1</i>
<b>Administrative Staff and Faculty</b> a. <i>Main Campus- Athens</i> b. <i>Buford Branch</i> c. <i>Martinez Branch</i> d. <i>Gainesville Branch</i>	<i>Page 2</i>
<b>Mission and Goals</b>	<i>Page 4</i>
<b>School and Facility Information</b> a. <i>Accreditation</i> b. <i>Facilities</i> c. <i>Facility and Equipment Maintenance</i>	<i>Page 5</i>
<b><u>SECTION II: STUDENT INFORMATION</u></b>	<b><u>Page 6</u></b>
<b>Admissions Requirements</b> e. <i>Admissions/Enrollment Policy</i> f. <i>VA Admissions Policy</i> g. <i>Programs</i> h. <i>Non-Discrimination Policy</i> i. <i>Transfer Students</i> j. <i>Re-Entry</i>	<i>Page 7</i>
<b>Attendance Requirements</b> a. <i>Required Attendance Policy</i> b. <i>V.A Certification</i> c. <i>V.A. Attendance Policy</i> d. <i>Overtime Charge</i> e. <i>Attendance Procedure and Clock Hours Procedures</i> f. <i>Policy for Attendance Outside of the School</i> g. <i>Leave of Absence</i>	<i>Page 8</i>
<b>Financial Aid and Records and Policies</b> h. <i>Financial Aid</i> i. <i>Disbursements</i> j. <i>Credit Balance policy</i> k. <i>Verification policy</i> l. <i>FASFA corrections</i> m. <i>Overpayment</i> n. <i>Unusual Enrollment History</i> i. <i>What Will be Required of You</i> ii. <i>Appeal</i> o. <i>Student and Other Records</i> i. <i>Record Maintenance</i> p. <i>Transcripts Request</i> q. <i>Withdrawals, Course Incompletes, and Terminations</i> r. <i>Tuition Refund Policy</i>	<i>Page 11</i>
<b>Return of Title IV and Withdrawal Procedure</b>	<i>Page 15</i>

<ul style="list-style-type: none"> <li>a. <i>Official Withdrawal</i></li> <li>b. <i>Unofficial Withdrawal</i></li> </ul>	
<p><b>Grades, Evaluations, and Student Progress</b></p> <ul style="list-style-type: none"> <li>a. <i>Satisfactory Academic Progress Policy</i></li> <li>b. <i>Academic Progress</i></li> <li>c. <i>Determination of Progress</i></li> <li>d. <i>Appeal Process</i></li> <li>e. <i>NSLDS Reporting</i></li> <li>f. <i>Student Re-Entry Repetition Policy</i></li> <li>g. <i>Georgia Institute of Cosmetology Disability Policy</i> <ul style="list-style-type: none"> <li>i. <i>Classroom Accommodations</i></li> <li>ii. <i>Appeal Process</i></li> </ul> </li> <li>h. <i>Placement Services</i></li> <li>i. <i>Graduation</i></li> <li>j. <i>Testing for Licensure</i></li> </ul>	<i>Page 19</i>
<p><b>Additional Student Services Information</b></p> <ul style="list-style-type: none"> <li>a. <i>School Calendar</i></li> <li>b. <i>School Days/Hours</i></li> <li>c. <i>Break and Meal Times</i></li> <li>d. <i>Student Counseling</i></li> <li>e. <i>Student Suggestions</i></li> <li>f. <i>Student Grievances</i></li> <li>g. <i>Grievance Policy and Procedures</i></li> <li>h. <i>Student Conduct Policy</i></li> <li>i. <i>Firearms and Weapons</i></li> <li>j. <i>Media Services Policy</i></li> <li>k. <i>Physical Plant and Maintenance</i></li> </ul>	<i>Page 25</i>
<b><u>SECTION III: GIC'S PROGRAMS</u></b>	<b><u>Page 29</u></b>
<b>Program Additions or Deletions</b>	<i>Page 29</i>
<p><b>Cosmetology Program</b></p> <ul style="list-style-type: none"> <li>a. <i>Information and Costs</i></li> <li>b. <i>Course Requirements</i></li> <li>c. <i>Kits and Course Materials</i></li> <li>d. <i>Job Opportunities</i></li> </ul>	<i>Page 29</i>
<p><b>Cosmetology Instructor's Training Program</b></p> <ul style="list-style-type: none"> <li>a. <i>Information and Costs</i></li> <li>b. <i>Course Requirements</i></li> <li>c. <i>Books and Supplies</i></li> </ul>	<i>Page 35</i>
<b><u>SECTION IV: HEALTH, SAFETY AND EMERGENCY PROCEDURES</u></b>	<b><u>Page 36</u></b>
<b>Emergency Procedure and Notification</b>	<i>Page 36</i>
<b>Dangerous Persons</b>	<i>Page 36</i>
<p><b>Inclement Weather</b></p> <ul style="list-style-type: none"> <li>a. <i>Before School</i></li> <li>b. <i>During School Hours</i></li> </ul>	<i>Page 37</i>
<b>Fire and Other Building Emergencies</b>	<i>Page 38</i>
<b>Accidents and Incidents</b>	<i>Page 39</i>
<b>First Aid Kits</b>	<i>Page 39</i>

<b><u>Section V: Alcohol and Drug Policy</u></b>	<b><u>Page 39</u></b>
Definitions Relating to Alcohol and Other Drug Violations	<i>Page 39</i>
Violations	<i>Page 39</i>
Counseling and Treatment Resources	<i>Page 39</i>
Health Risks	<i>Page 40</i>
<b><u>Section VI: Title IX Violence Policy</u></b>	<b><u>Page 41</u></b>
Sexual Harassment Policy	Page 41
Domestic Violence Policy	Page 42
Complaint and Grievance Requirements	Page 43
Harassment, Intimidation and Bullying Policy	Page 44
<b><u>Section V: Copy Right Policy And Glossary</u></b>	<u>Page 45</u> <u>Page 46</u>

# **SECTION I: GEORGIA INSTITUTE OF COSMETOLOGY**

## **CAMPUS LOCATIONS**

<b><i>Athens Main Campus</i></b>
<p><i>3529 Atlanta Highway Athens, GA 30606 (706) 549-6400</i></p>
<b><i>Buford Branch Campus</i></b>
<p><i>1496 Buford Hwy, Sugar Hill, GA 30515 (770) 945-4008</i></p>
<b><i>Martinez Branch Campus</i></b>
<p><i>4127 Columbia Road Suite 107 Martinez, GA 30907 (706) 855-0010</i></p>
<b><i>Gainesville Branch Campus</i></b>
<p><i>130 John W Morrow Jr Pkwy Suite M,N &amp; O Gainesville, GA 30501 (770) 532-2300</i></p>

## ADMINISTRATIVE STAFF AND FACULTY

### Administration Athens Campus:

STAFF MEMBERS	POSITION	CAMPUS	FULL/PART
<b>Fiesal Elkabbani PhD</b>	President; Chief Administrative Officer	Athens	Full Time
<b>Gigi Elkabbani</b>	Vice President; Director of Human Resources; Accounts Receivable	Athens	Full Time
<b>Tracy Parsons</b>	Executive Director; Compliance Officer; Education Director	Athens	Full Time
<b>Cathy Keane</b>	Director of Campus and Student Affairs	Athens	Full Time
<b>Kelley Johnson</b>	Financial Aid Officer	Athens	Full Time
<b>Elkomy, Walid</b>	Facilities Manager/ Financial Aid Assistant	Athens	Full Time
<b>Wheeler, Carol</b>	Senior Instructor	Athens	Full Time
<b>Bonnemer, Melissa (Hope)</b>	Instructor	Athens	Full Time
<b>Smith, Kitty</b>	Instructor	Athens	Full Time
<b>Johnson, Sandra</b>	Floor Manager	Athens	Full Time

### ATHENS CAMPUS:

STAFF MEMBERS	POSITION	CAMPUS	FULL/PART
<b>Cathy Keane</b>	Campus Director	Athens	Full Time
<b>Carol Wheeler</b>	Senior Instructor	Athens	Full Time
<b>Melissa (Hope) Bonnemer</b>	Instructor	Athens	Full Time
<b>Kitty Smith</b>	Instructor	Athens	Full Time
<b>Jordan Bernard</b>	Floor Manager	Athens	Full Time

**BUFORD BRANCH CAMPUS:**

STAFF MEMBERS	POSITION	CAMPUS	FULL/PART
<b>Sheila Franklin</b>	Campus Admissions Director	Buford	Full Time
<b>Danion McDuffie</b>	Senior Instructor	Buford	Full Time

**MARTINEZ BRANCH CAMPUS:**

STAFF MEMBERS	POSITION	CAMPUS	FULL/PART
<b>Shante Lewis</b>	Campus Admissions Director	Martinez	Full Time
<b>Kay Turner</b>	Senior Instructor	Martinez	Full Time
<b>Deidra Davis</b>	Senior Instructor	Martinez	Full Time
<b>Lynch, Barbara</b>	Instructor	Martinez	Full Time
<b>Chanda Beasley</b>	Instructor	Martinez	Full Time
<b>Donalyn Seibel</b>	Instructor	Martinez	Half Time

**GAINESVILLE BRANCH CAMPUS:**

STAFF MEMBERS	POSITION	CAMPUS	FULL/PART
<b>Christy Strickland</b>	Campus Admissions Director	Gainesville	Full Time
<b>Kimberly Harris</b>	Instructor	Gainesville	Full Time
<b>Devon Davis</b>	Instructor	Gainesville	Full Time
<b>Yaritza Rosario</b>	Floor Manager	Gainesville	Full Time

**Custodial**

STAFF MEMBERS	POSITION	CAMPUS	FULL/PART
<b>Elkomy, Walid</b>	Custodial and IT Systems	Athens	Full Time

## MISSION AND GOALS

*The mission of the Georgia Institute of Cosmetology is to provide exceptional, state-of-the-art cosmetology training for serious students who wish to pursue personal career goals in cosmetology and related fields. The school seeks to prepare students for the real-world work environment and employer demands via the latest self-paced structural programs which use both individual and group instruction, cater to the needs of the individual, enforce discipline and moral values, and impart the joys of achievement and quality performance.*

The school maintains high academic standards in order to ensure its graduates a quality education in their chosen profession. Likewise, the school meets all state, local and federal requirements for operation. The curriculum is flexible enough to allow for the inclusion of new procedures and techniques as they are developed so that students are kept current with the beauty profession.

GIC offers certain benefits. Besides teaching the theory of cosmetology, the school offers the practical atmosphere of a salon to its advance students. The students not only work on clients, but they learn how to make appointments, to mix chemicals for hair processing, to conduct an inventory of beauty supplies, and to collect money for services rendered.

In order to achieve these goals, the school controls and personalizes class size in order to provide for a close and direct student-teacher relationship. The curriculum is updated to include the changing techniques and new procedures in the world of cosmetology.

The ultimate goal of the school is to provide the necessary tools of learning that will make the students successful through the sincere concern of qualified instructors using high standards of education and professional ethics. With these tools, graduates of the school will be able to secure gainful employment and assume his/her rightful place in society.



## **SCHOOL AND FACILITY INFORMATION**

### **Accreditation**

All campuses of GIC are accredited by the Accrediting Commission of the Council on Occupational Education (hereafter “COE”). COE can be contacted at: 41 Perimeter center east, NE, suite 640, Atlanta, GA 30346; Tel: 770-396-3898. COE is the successor organization of the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools (COEI/SACS). GIC is recognized by the Secretary of the United States Department of Education (hereafter “DOE”) and is a participant in the Title IV student-assistant program and the DOE Direct Loan Program. In addition, the Georgia Institute of Cosmetology is recognized by the State of Georgia and the Non-Public Post-Secondary Education Commission and is licensed by the Georgia State Board of Cosmetology (hereafter “GSBC”).

### **Facilities**

The Georgia Institute of Cosmetology’s Main Campus, combined with its branches and hereafter referred to collectively as “GIC”, is a private school offering career training in the field of cosmetology and related subjects. The main campus is located in an 8000 square-foot building in a shopping center off Atlanta Highway. The Buford branch is a 5600 square-foot and located near 985 Gainesville-Atlanta Hwy. The Martinez branch is a 5800 square-foot facility located near I20. The Gainesville campus is 6500 square-feet located on John W Morrow Parkway.

Each facility of GIC contains a basic technique classroom, an advanced clinical floor, esthetician and manicuring areas, a lunch/break room, and administrative offices. Classrooms are equipped with adequate desk space, dry erase boards, overhead projectors and computers. In addition to the teaching aids used by the school, the Institute maintains a library filled with useful material for student research. Should additional space be needed in the future, the school has the ability to expand or move any location.

### **Facility and Equipment Maintenance**

Maintenance and repair of the outside of the facilities, generally including the roof, building walls, and parking lot, is performed by the corresponding leasing agency. GIC is responsible for the maintenance and repair of most things inside the facilities, including the heating and air systems, lighting, equipment, and surfaces. Should a student notice something that seems to be damaged, broken, or too dangerous for use or something wrong with the building, the student should notify an instructional or administrative staff member immediately so that item can be repaired, replaced, or dealt with as soon as possible. Students are responsible for daily chores, such as sweeping, cleaning surfaces, and sanitizing equipment, as outlined by GSBC requirements.

# **SECTION II: STUDENT INFORMATION**

## **ADMISSIONS REQUIREMENTS**

### **Admissions/Enrollment Policy**

All students receiving Title IV, Non-Title IV, full-time and part-time are treated equally.

All applicants complete two interviews before they can be admitted to a program at GIC. The first interview is informational and is used to determine if an applicant has sufficient interest in pursuing a Cosmetology, or Instructor of Cosmetology course of study, as well as to share general information and publications about things such as the Institute's registration procedures, consumer information, course outlines, tuition and fees, tour the facilities and which documents to bring to the second interview.

Prior to the second interview a FAFSA form must be completed and a Destination Point Administrator will pull a report from the National Student Loan Data System (NSLDS). This allows the school to determine eligibility for student financial aid.

The second interview is used to determine whether a student is truly eligible for enrollment, to review financial aid paperwork, to complete a financial plan, to explain the school's policies and procedures in greater detail, and to outline an individualized course of study.

### **VA Admissions/Enrollment Policy**

Covered students must provide a certificate of eligibility or a statement of benefits to GIC certifying official. Chapter 31 may provide form VAF 28 1905 for authorization purposes.

GIC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

### **Cosmetology**

All branches of The Georgia Institute of Cosmetology comply with the requirements set forth by the Georgia State Board of Cosmetology. Each student accepted into our program must meet the minimum age requirement of 17, and any student below the age of 18 must have written consent or approval from their parent or legal guardian before enrolling at GIC. Also, any student accepted must provide a copy of their high school diploma or GED. Students still working towards completion of their high school diploma or GED must complete prior to being accepted into GIC.

### **Cosmetology Instructors**

All branches of The Georgia Institute of Cosmetology comply with the requirements set forth by the Georgia State Board of Cosmetology. Each student accepted into our program must meet the minimum age requirement of 17, provide a copy of their high school diploma or GED, hold an active Georgia Cosmetology license and have a minimum of one year experience in a salon upon graduating.

GIC will review all diplomas, GED's and high school transcripts to confirm that they are official documents. If GIC determines that the documents are not official, GIC may request official documents from the institution to validate the documentation. The student will be responsible for any fees associated with obtaining these documents.

GIC does not admit students under the Ability to Benefit.

Applicants must complete all enrollment documents one week prior to their start date and pay the \$100 enrollment fee. It is the Institute's utmost goal to be able to assist each applicant who desires to succeed in the field of cosmetology with the knowledge and skills to be a credit to the profession. In doing so, GIC strives for the highest standards of education, requiring that all students of the Institute maintain a "C" or above average and acceptable attendance throughout their training.

### **Non Discrimination Policy**

GIC does not discriminate against race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status. GIC prohibits any such discrimination or harassment.

Anyone who feels they have been discriminated against may contact Tracy Parsons, Executive Director at 706-546-6400 X 25. If a fair and reasonable resolution cannot be reached through this process, the individual may file a complaint with GNPEC at <https://gnpec.org/> Or the Council on Occupational Education, 7840 Roswell Rd. Building 300 Suite 325 Atlanta, Georgia 30350 (770) 396-3898.

### **Transfer Students**

GIC will accept students from other approved cosmetology schools. Student will need to request a copy of their transcript from the previous school they attended, which must then be provided to GIC within one week. Upon receiving the transcript, GIC's faculty places the students at the level the students are judged to have achieved at their previous institution. To determine this level, transferring students take a transfer test administered by GIC instructors. However, in order for a student to graduate from GIC, he/she must be enrolled for at least 900 clock hours in a GIC cosmetology course of study, as GIC only accepts up to 600 hours of verifiable transfer credit, including hours from high schools. GIC accepts 300 transfer hours in Instructor course of study. Adjustments to program length and tuition cost will be made upon administrative acceptance of transfer hours. The Director of Financial Aid or senior instructors may, at their discretion, require practical and theorized demonstration prior to acceptance of hours. Exceptions could be made under certain special circumstances such as licensure in another state or excessive hours. In the case of withdrawal and subsequent re-enrollment at GIC, the student shall be considered as being

at the same satisfactory checkpoint as when withdrawing or going on a leave of absence, provided the length of absence does not exceed one year.

**Cosmetology transfer cost per clock hour is different by branch campus. See chart below**

Campus Name/location	Price per clock hour
Athens, Buford and Gainesville Campus	\$14.60
Martinez	\$13.27

**Cosmetology Instructor transfer cost per clock hour**

Campus Name/location	Price per clock hour
Athens, Buford, Martinez and Gainesville Campus	\$15.00

Students transferring to other institutions from GIC will be able to get request an official transcript by request. (See transcript request policy pg14) GIC does not guarantee other institutions will accept transfer hours. Please refer to transfer policies of the institution that you are transferring to.

**Re-Entry**

GIC may accept students desiring to re-enter their program if the following requirements are meet:

1. Students must have a meeting with the school board to show a reasonable interest in continuing their program. The board will have the right to refuse or accept any re-applicant.
2. The hours required will be determined by the school board.
3. Student must meet satisfactory progress for their contracted hours and maintain a 3.0 average for the first re-enrolled month.
4. All balances from previous enrollment paid in full.

**ATTENDANCE REQUIREMENTS**

**Required Attendance Policy**

Full time students are contracted for 120 hours per month. Part-time students are contracted for 80 hours per month. Student attendance is measured in clock hours, recorded daily and is reported monthly. In order to maintain satisfactory attendance status, students should always maintain at least 67% of their contracted hours.

All students must clock in and out on a daily basis, using their electronic pin number. A daily report is generated to show absences. After 3 absences, students will be given a verbal notice. Progress reports are generated at the beginning of each payment period, when federal funds are disbursed. Students who show unsatisfactory attendance rates will be given a warning notice with an improvement plan to bring attendance back to satisfactory progress. After notice, students are expected to bring their attendance rates back to satisfactory. If the next payment period attendance has not improved, they will be given a probation notice. Upon receipt of the probation notice, student has the right to appeal. With an approved appeal and a plan to make up deficiencies, the student may continue to receive Financial Aid. The Board of Directors will make this decision. Students have the right to appeal. (See Appeal Process.)

### **V.A. Certification**

Veteran Students are required to provide GIC with a certificate of eligibility for entitlement of educational assistance, a statement of benefits or a website – e-Benefits form no later than the first day of class.

Veteran students are allowed to start school on the next enrollment start date.

Veteran students will not impose any penalty, including the denial to classes or starter kit due to delayed processing time.

Book and Kit fees are paid directly to the student by the Department of Veterans and may require student to apply for additional financial aid or make payments to cover the cost.

### **V.A. Attendance Policy**

Veteran's students must maintain at least 80% of the scheduled hours in order to maintain satisfactory progress. Veteran students who show less than 80% attendance for a period of one month will be placed on a probationary period of one month. After notice, students are expected to bring their attendance rates back to 80% or higher. If the next month student is not above 80% attendance rate V.A. will be notified of unsatisfactory progress. Student may become eligible for reentry into the V.A. program by bringing attendance rate to 80% or higher. Upon receipt of the probation notice, student has the right to appeal. With an approved appeal and a plan to make up deficiencies, the student may continue to receive Financial Aid. The Board of Directors will make this decision. Students have the right to appeal. (See Appeal Process.)

### **Overtime Charge**

The contracted maximum length of the 1500-hour Cosmetology course for full-time students is 120 hours per month. A 90% attendance is required; the student will be charged for each additional hour of instruction needed to complete the course. The contracted maximum length of the 1500-hour Cosmetology course for part-time students is 80 hours per month. A 90% attendance rate is required; the student will be charged per hour of additional instruction needed to complete the course.

### **Attendance and Clock Hours Procedure**

1- All students have to clock in when in attendance at the school in order to be credited for the time attended and must be clocked out at any time their out of school. Students are allowed multiple clock in and out during the course of the day. Only hours attended at school are credited.

2- At least twice in the morning and at least once at night before closing, the director along with one of the instructors will print out a list of the students present at the school from the GIC clock and compare it with the students actually in attendance. Students that are on list but not in school will be given a written warning, and all hours for that day will be removed. On the second violation student will be suspended for one week. If offence repeated for a third time students will be terminated. The printed lists are kept in a file at the campus and a copy is sent to main office for both Tracy Parsons and Cathy Keane.

3- If the computer system is down and there is no way for students to clock in and /or out. The directors are to use a sign in sheet designed for that purpose of clock outage for students to sign in and out. This sheet must be signed by both the director, one of the instructors and the students. This sheet also is kept in the school and copy sent to the main office for Tracy Parsons and Cathy Keane. The director will then enter these hours in GIC net within 24 hours from the time the system is back on line.

4- In case student forgets to clock in and /or out, the director along with one instructor and the student will write the hours in and/or out, on designated sign in sheet. The sheet is designed for that confirming that the student was in attendance during those hours. This sign in sheet will be kept on file at school and a copy sent to main office to both Tracy Parsons and Cathy Kean.

### **Policy for Attendance Outside of the School**

1- Each student has the right to attend a maximum of three hair or trade shows while in school. Students will be credited 12 hours if the show is more than one day and 8 hours if it is only one day.

2- Each student has the right to attend a maximum of three field trips while in school. The hours credited to students are only the hours spent in that field trip.

3- Community service trips by student are allowed as long as they are accompanied by an Instructor. A maximum of 8 hours are allowed per trip.

It is of the utmost importance that all staff understands that GIC does not tolerate any deviation from this policy and affirm any staff member does not comply will be terminated.

### **Leave of Absence**

Students requesting a leave of absence (hereafter “LOA”) or any other official interruption of training must notify the campus director with the following.

1-Student must to provide a written, signed, and dated request that includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date

2- Director must then grant leave of absence with a realization that student will return to school. Student must return to school in the same full or part time-status as prior to their departure. Students may take a leave of absence of up to 180 days; however, students may return at any time, including prior to their scheduled date of return. The 180 days may be broken into as many scheduled times as needed

*The school board reserves the right to deny any LOA for any reason including but not limited to excessive LOAs, especially during the first 600 hours of school, and dishonesty in taking LOAs. Students on VA must be aware the school is obligated to report any leave of absence to the VA. LOA's could result in creating VA debt for VA students. Please see VA Liaison for more information*

Notice to students in the loan program; Entering into a Leave of Absence may result in repayment of student loans.

## **FINANCIAL AID AND RECORDS**

### **Financial Aid**

Pell Grants and/or Direct Loans under the Federal Title IV Financial Aid Program are available to individually-qualified students enrolled at GIC.

#### 2022 Federal Pell Grant Crossover Payment Period Policy

For the 2023 crossover payment period that occurs in the 2022-2023 and 2023-2024 award years, our institution elects to award the Federal Pell Grant from the 2022-2023 award year without applying 34CFR 690.64 as amended by the final regulations published on October 29, 2009, and effective on July 1, 2010 (74 FR 55904, 55951).

### **Disbursement**

Students participating in Title IV Federal Aid is disbursed in four payment periods. See chart below for.

Payment Period	Tuition Period
A- 0 Hours – 450 Hours	1 <sup>st</sup> period
B- 451 Hours – 900Hours	2 <sup>nd</sup> period
C- 901 Hours – 1200 Hours	3 <sup>rd</sup> period
D- 1201 Hours – 1500 Hours	4 <sup>th</sup> period

*NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress status (as set by the Federal government) in order to continue eligibility for such funds. Students not receiving, or terminated from receiving, funds from Federal Title IV financial aid program and paying all school cost from private sources will only have to comply with the preset attendance schedule they agreed to upon the start of the course. Those students can, during the course of study, ask for change of scheduled hours and the school has the right to accept or deny that request. If approved the student has to comply only with the new schedule. This policy of GIC is in recognition of the fact that students paying all tuition without governmental assistance may have to support themselves by working jobs with different schedule and hours demand. However all students have to satisfy the academic progress policy.*



### **Credit Balance Policy**

When enrolling students have the option to allow GIC to hold their Title IV credit balance to pay future tuition charges. This can be done by completing an authorization to hold the excess funds form from the Financial Aid Department. If the student does not want the school to hold their funds or wishes to cancel hold their funds, all credit balance will be processed within 14 days of the credit balance appearing on the student account. Regardless of the chosen option the school will clear all credit balances on a student account upon completion of the program.

### **Verification Policy**

The U.S. Department of Education may select you FAFSA for has a process called verification. If you are selected for verification the Financial Aid office will contact you within 48 hours by email, phone or in person with the verification items to be completed. Students must promptly complete and return the completed form with the required documentation within 14 days. Incomplete verification forms will be returned to the student for completion. Unless otherwise instructed, the verification form should be returned to the Financial Aid office. Financial aid eligibility cannot be determined until the verification process has been completed. Failure to complete the verification process may result in a student not being eligible for federal aid and will need other means to pay for classes

Once the verification documentation has been received, it will be compared to data elements on the student's FAFSA. If the information on the FAFSA matches the documentation provided, then no changes to the FAFSA are required, if the verification process results in corrections to any data elements on the FAFSA, the Financial Aid office will submit those changes electronically. Once an updated ISIR is available, GIC will proceed with the award process and notify the student.

### **FAFSA CORRECTION PROCEDURES FOR STUDENTS**

Upon receipt of the SAR, the student should review all information listed on the SAR and submit for processing any errors reported on the original FAFSA to the CPS. In addition, customized Verification Worksheets will be sent via email, mailed to the home address of students selected for federal verification. The student may also pick up the required verification documents from the Financial Aid Director at the school. The student and parent(s) should complete the documentation upon receipt and return it to the Financial Aid Office by U.S. mail, email, or in person.

An electronic summary of a student's original FAFSA and any corrected FAFSA information will be sent from the CPS to the School. Once received, all FAFSA data, The Institution's Verification Worksheets, and any supplemental verification documents will then be reviewed by the School to verify the accuracy of the student's FAFSA information and to calculate his/her eligibility for need-based financial aid.

► If a student's FAFSA information changes as a result of the School's verification process, the School will:

- a) submit for processing changes to the FAFSA information determined to be in error\*;
- b) recalculate the student's Federal Pell Grant on the basis of the recalculated EFC;
- c) adjust the student's financial aid package on the basis of the recalculated EFC; and



d) notify the student in writing (by U.S. mail, email or in person) of any change to his/her financial aid package.

\*Note: Although the School will be able to submit most changes to FAFSA information, on occasion it may be necessary for the student to submit changes directly to the CPS. In such cases, the School will notify the student in writing (by U.S. mail, email or in person) as to which data items must be corrected by the student and submitted for processing to the CPS.

### **Overpayments**

Overpayments of federal and state aid, if they occur, are resolved with subsequent adjustments to the student's account. If an adjustment cannot be made, the school will refer the overpayment to the appropriate federal agency.

The Financial Aid Office will report any suspected fraud or falsified information on the part of the student, parent, or preparer of the FAFSA to the U.S. Department of Education as instructed in the Federal Financial Aid Handbook.

### **STANDARD PROCEDURES FOR REFERRING A STUDENT TO THE OFFICE OF INSPECTOR GENERAL UNDER 34 C.F.R. § 668.16 (G).**

The Financial Aid Office will report any suspected fraud or falsified information on the part of the student, parent, or preparer of the FAFSA to the U.S. Department of Education as instructed in the Federal Financial Aid Handbook.

### **FINAL STATEMENT**

An applicant whose FAFSA information is selected for verification is required to complete verification before the institution exercises any authority under section 479A(a) of the HEA to make changes to the applicant's cost of attendance or to the values of the data items required to calculate the EFC.

### **Unusual Enrollment History**

The U.S. Department of Education established regulations to prevent fraud and abuse in the Federal Student Aid program by identifying students with unusual enrollment histories. Some students who have an unusual enrollment history have legitimate reasons for their enrollment at multiple institutions. If selected by the Department of Education, this unusual enrollment history must be resolved before you can receive federal financial aid such as Federal Pell Grant, Federal Direct Subsidized/Unsubsidized Student Loan, Federal Supplemental Educational Opportunity Grant, or any type of Federal PLUS Loan. Definition of Unusual Enrollment History The pattern the Department of Education uses to select students includes those students who have received a Federal Pell Grant and/or Federal Direct Subsidized/Unsubsidized loan at multiple institutions during the past four academic years. Once the Department of Education indicates that a student has an unusual enrollment history, the Financial Aid office must review the academic history prior to determining federal financial aid eligibility for that student.

- **What Will Be Required of You**

If your enrollment history is selected, our office will notify you of what is required. We will check your financial aid history at all previous institutions where you attended and received federal financial aid during the last four financial aid years. We will notify you of the institutions from which you need to request academic transcripts for our office to review. These transcripts should be sent to your Campus Admissions Director. Once all transcripts have been received, our office will verify the academic credit earned at each institution during the relevant year. You are required to have earned academic credit at any institution where you received the Federal Pell Grant and/or Federal Direct Subsidized/Unsubsidized loan while attending in those relevant academic years. If so, we will notify you that you have satisfied this requirement. If you failed to earn academic credit at any institution where you received a Federal Pell Grant and/or Federal Direct Subsidized/Unsubsidized loan during the relevant award years, we will notify you that you are not eligible for federal financial aid.

- **Appeal**

If you were denied because it was determined that you did not earn academic credit, you may appeal (see “Appeal Process”). The appeal will be reviewed by our office and we will notify you of the decision

### **Student and Other Records**

In order to ensure program success, GIC endeavors to maintain accurate, detailed files which are accessible to students, instructional staff, and administrative employees based upon need-to-know status. One of the most important features of GIC’s file maintenance is the use of an electronic system which was designed specifically for the Institute and is accessible to all branches of the school. While GIC also maintains back-up paper copies in a locked, filing cabinet in the administrative office of its main branch where only approved staff members can access them, the electronic software is used to create individual student files which provide quick, at-a-glance information for almost anything a staff member or student would need to know. Since GIC seeks to provide informational transparency, students may access certain files of their own information via individual usernames and passwords on school computers, allowing them to gauge their individual progress toward program goals or graduation, to view their grades, and to see the status of their financial aid/tuition account, or by requesting a paper copy of their information from the corresponding staff member.

In addition, since student success is paramount to the mission of GIC, the school’s electronic software is continually being updated to ensure more and more accurate record keeping. In the meantime, however, GIC uses files, such as spreadsheets and reports, to monitor whether it is achieving its stated goals and maintaining acceptable program placement, completion, licensure performance, and employment data. GIC prides itself on analyzing its data more than the minimum times a year, and there are procedures in place which permit the school to make certain that all students have the opportunity and encouragement to succeed.

- **Record Maintenance**

The Institute maintains both digital and paper copies of student records. Digital records are stored and backed up daily on an external server, and paper copies are stored in the

administrative office of the Athens campus where only approved staff members may access them. These records include grades, attendance, and prior education, among other things. GIC strictly adheres to the rights of privacy guaranteed under federal law. Students and their parents (if the student is a dependent minor) have access to their records upon written request made to a GIC administrative staff.

### **Transcript Request**

GIC provides transcripts upon request, by contacting the administrative office at 706-549-6400. A processing fee of \$20 for official transcripts. Unofficial transcripts may be sent electronically with students consent.

### **Withdrawals, Course Incompletes, and Terminations**

Students who withdraw from their contracted courses or fail to complete their training will have notice of achieved progress at the point of withdrawal placed in their student files. Any student who is terminated from GIC has the right to a formal appeal. (See “Appeal Process.”) *Upon appeal, all decisions rendered by GIC are binding and final.*

### **Tuition Refund Policy**

The Institute’s \$100 enrollment fee is not refundable unless the student has not attended classes. It is the policy of GIC not to enroll students prior to visiting the school. All other tuition refunds will be made within thirty days of withdrawal, provided notification was given in the case of withdrawal and provided the student is Non-Title IV or is receiving Title IV financial aid. Otherwise, refunds will be made thirty days from the date the school determines the student to be withdrawn and/or terminated. Refunds, when due, are made without requiring a request from the student. Refunds are based on the last date of recorded attendance according to the formula below. *ABSENCES ARE CONSIDERED ACCUMULATED HOURS AND ARE NOT REFUNDABLE.*

### **Refund Policy**

#### **Withdrawal Procedure – Official**

1. Should a student determine they need to withdraw from the program, they will schedule a time to meet with the Director.
2. During this meeting, the Director of Financial Aid reviews the Return to Title IV documents, the Refund Policy documents and the repayment to the school document if applicable. The Financial Aid Director reviews how monies returned to Title IV have a direct impact on the monies the student may owe to the school. The Director of Financial Aid further reviews that while Title IV monies may have paid for institutional charges, the return of those funds causes the student to then be responsible based on the institution’s refund policy. The Director of Financial Aid also reviews the consequences of withdrawing such as monies will be owed directly to the school; unpaid balances could be referred to a collection company; and a student’s credit rating could be affected. Unpaid balances owed back to the federal government by the student could result in a

- default status preventing the student from utilizing Title IV funds at another educational facility, tax refunds being attached, wages being attached and an adverse credit rating.
3. During this meeting, the Exit Loan Counseling is completed.

### **Withdrawal Procedure – Unofficial**

1. Once it has been determined that a student is not returning to school or a student has called to say they are withdrawing but they will not come in to meet with the Director of Financial Aid, the procedures closely following an official withdraw.
2. The Director of Financial Aid prepares the Return to Title IV documents, the Refund Policy documents and the repayment to the school document if applicable. A letter is also prepared explaining these documents as outlined in number 2 in the Official Withdrawal policy. This adverse effects of non-repayment of Title IV are also explained when the student completes exit counseling.
3. Exit documents are also prepared showing the student the Pell and Direct Loan amounts they received. The loan servicers information is also provided to the student along.
4. All of the documents are then mailed to the most recent address on file for the student.

### **Return of Title IV Federal Financial Aid**

A student who receives Title IV Federal Financial Aid and withdraws from (school) on or before the 60% point in the term is entitled to keep the portion of Title IV Federal Financial Aid that he/she earned up to the point of withdrawal. Federal Regulations further mandate that a student must earn his or her federal student aid or the funds must be returned to the Federal Financial Aid programs. If a student receiving Federal Financial Aid withdraws more than the 60% point of the academic term, she/he is considered to have earned all of her/his Title IV Aid for that term. Programs are measured in clock hours therefore the percentage of the payment period or period of enrollment completed is determined by dividing the total number of clock hours in the payment period or period of enrollment into the number of clock hours scheduled to be completed as of the student's withdrawal date. The scheduled clock hours are those established by the institution prior to the student's beginning class date for the payment period or period of enrollment and are consistent with the published materials describing the institution's programs unless the schedule was modified prior to the student's withdrawal. The Financial Aid Office will calculate the amount of aid the student has earned using the prescribed Federal Return of Title IV Funds Procedure and returns of Title IV funds will be made within 45 days of the date the school determines the student has withdrawn. Once the earned amount of a student's financial aid has been applied to her/his institutional charges, the student is responsible for any remaining balance due to the school. Additional details and examples of the refund and repayment policies may be obtained by contacting (school).

### **Return of Title IV Funds**

The Return of Title IV funds as prescribed in Section 484B of the Higher Education Act Amendments determines the amount of the Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to

the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty percent (60%) of the payment period. The school defines payment periods:

**Return of Title IV Payment Period Chart Cosmetology**

Payment Period	Tuition Period
A- 0 Hours – 450 Hours	1 <sup>st</sup> period
B- 451 Hours – 900Hours	2 <sup>nd</sup> period
C- 901 Hours – 1200 Hours	3 <sup>rd</sup> period
D- 1201 Hours – 1500 Hours	4 <sup>th</sup> period

**Return of Title IV Payment Period Chart Cosmetology Instructor**

Payment Period	Tuition Period
A- 0 Hours – 375 Hours	1 <sup>st</sup> period
B- 376 Hours – 750Hours	2 <sup>nd</sup> period

The institution will determine the date of withdrawal and then determine the percentage of the payment period scheduled for the student. The institution will then determine the amount of Title IV aid for which the student was eligible by the percentage of the time scheduled if applicable.

- The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned by the institution.
- The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

Any refund due will be refunded on the student’s behalf directly to the applicable federal student aid program, in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Parent (PLUS) Loans
4. Federal Pell Grants

The student is required to return any Title IV overpayment in the same order that is required for the schools:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Parent (PLUS) Loans
4. Federal Pell Grants
5. Federal Iraq Afghanistan Grant

NOTE: When a student withdraws, the institution must return the lesser of the total amount of unearned Title IV, HEA funds as calculated or an amount equal to the total institutional charges incurred by the student for a payment period or period of enrollment multiplied by the amount of Title IV, HEA funds that have not been earned by the student. Institutional charges are outlined on the first page of the student enrollment agreement.

### **Determining the last date of attendance**

As all programs are clock hour and specific clock hours are required for each program in order for the student to obtain licensure, attendance is tracked on a daily basis. The last date of attendance (LDA) is determined by the last date of physical attendance logged in the student database.

### **Date of Determination is defined as:**

- 1) The day that the student notifies the school that he/she will not be returning or
- 2) In the case of an unofficial withdrawal from the program the school will determine the withdrawal date within 14 calendar days after the student's last date of attendance.

### **Post Withdrawal Disbursement**

When the total amount of the Title IV assistance earned as of the withdrawal date is more than the amount that was disbursed to the student, the difference between the two amounts will be treated as a post-withdrawal disbursement. The Financial Aid Director is responsible for this. See below for specifics for Pell and Loan Funds.

### **Post-Withdrawal Disbursement of Federal Grant Funds**

(school) will automatically credit the student's account with a late disbursement of Pell Grant and for current institutional charges (tuition, fees, room, and board). Excess funds will be refunded to the student within 14 calendar days. The post-withdrawal disbursement will be made within 45 days of the date the institution determined the student withdrew.

### **Post-Withdrawal Disbursement of Federal Loan Funds**

If a post-withdrawal disbursement includes federal loan funds, (school) must obtain the students, or parent if a PLUS loan, permission before it can be disbursed. The borrower will be notified within 30 days of the date of determination of withdrawal of the opportunity to accept all or a part of the post-withdrawal disbursement. The student or parent has 14 days from the date of notification to respond. (school) will disburse the loan funds within 180 days of the

### **Institution Refund Calculation**

After the calculation for the return of Title IV funds is complete, another pro-rata refund calculation will be made using the following formula suggested by COE. GIC does not financially obligate students beyond any period of 12 months. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the following.

PERCENTAGE OF CONTRACTED HOURS COMPLETED	AMOUNT OF TUITION REFUNDED TO THE STUDENT
Over 50.1%	0%
50% to 25.1%	25%
25% to 10.1%	50%
10% to 0%	90%

## **GRADES, EVALUATIONS, AND STUDENT PROGRESS**

### **Satisfactory Academic Progress Policy Quantitative Factors**

Students are required to attend a minimum of 67% of the hours possible based on the attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at;

**Progress is evaluated at the following intervals:**

Payment Period End 1500 Hour Course
A- 450 Hours
B- 900Hours
C- 1200 Hours
D- 1500 Hours

**Progress is evaluated at the following intervals:**

Payment Period End 750 Hour Course
A- 375 Hours

The attendance percentage is determined by dividing the total hours accrued by the total hours scheduled. At each evaluation period, the school will determine if the student has maintained at least a 67% cumulative attendance since the beginning of the course.

### **Normal Timeframe**

Program	Length
Cosmetology Full Time	1500 Hours / 52 Weeks
Cosmetology Half Time	1500 Hours / 78 Weeks
Cosmetology Instructor Full Time	750 Hours / 35 Weeks
Cosmetology Instructor Half Time	750 Hours / 38 Weeks

### **Maximum Timeframe**

The Maximum Timeframe a student has to complete the course is 150% of the program length. The 1500 clock hour program is 2250 Clock Hours and 112 weeks. The 750 clock hours program is 1125 clock hours and 56 weeks.

**Attendance:** All students must maintain at least a 67% cumulative attendance average in order



to be considered making Satisfactory Progress and to complete the program within the maximum time frame.

**Academic Progress Qualitative**

The following factors will be measured to determine academic progress:

AREA OF ACADEMIC PROGRESS	AREA DEFINITIONS
Theory Work	All classroom work of any type
Practical and Clinic Work	All work performed in the mannequin room
Mock State Board Exam	All work performed on the clinic floor

All classroom work will be graded according to the following scale:

PERCENTAGE	LETTER GRADE	DESCRIPTION
100-90	A	Excellent
89-80	B	Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
60-0	F	Failing

Both Practical and Clinic work will be graded as follows:

PERCENTAGE	LETTER GRADE	DESCRIPTION
100-90	A	Excellent
89-80	B	Good
79-70	C	Satisfactory
69-60	D	Unsatisfactory
60-0	F	Failing

**Determination of Progress**

Evaluations of progress will begin at the end of each payment period, and students meeting minimum requirements at evaluation are considered to be making satisfactory progress until the next schedule evaluation period. Satisfactory progress is defined as students who maintain a minimum grade average of 70% in theory, practical/clinic work, and the Mock State Board Exam, who meet the required attendance contracted hours on their enrollment contracts, and who have satisfactory conduct.

**Progress is evaluated at the following intervals:**

Payment Period End 1500 Hour Course
A- 450 Hours
B- 900Hours



C- 1200 Hours
D- 1500 Hours

**Progress is evaluated at the following intervals:**

Payment Period End 750 Hour Course
A- 375 Hours

**Academic Warning**

Students failing to meet minimum progress requirements will be placed on SAP warning for one payment period. Students will be notified and advised in writing on how to obtain satisfactory progress before the next evaluation period. During warning period, students are considered to be making satisfactory progress for financial aid purposes. At the end of the warning period, students' progress will be re-evaluated. If students are meeting minimum requirements, they will be removed from warning period and evaluated at the next payment period. If the student fails to meet minimum requirements at the next evaluation, the student must appeal before probation will be granted. If probation is granted, students must meet satisfactory progress by the end of probation period. If student fails to meet satisfactory progress student will be terminated from the program. Non-credit remedial courses have no effect upon a student's satisfactory progress status in this school.

**Appeal Process**

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the Financial Aid Administrator along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. This appeal must be received by the Executive Director within five business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand.

An appeal hearing will take place within five days of receipt of the written appeal. This hearing will be attended by the student, parents/guardians if student is a dependent minor, the student's instructor, the school's Executive Director, and the Financial Aid Administrator. A decision on the student's appeal will be made within three business days by the Financial Aid Administrator and will be communicated to the student in writing. *The decision will be considered binding and final.*

Should a student be reinstated after appeal, the student will be automatically re-entered in the course and financial aid funds will be reinstated to eligible students.

**Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative

attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal if the student returns within 180 days. Incompletes, repetitions, and non-credit courses have no effect upon the satisfactory progress policy.

### **Noncredit, Remedial Courses, Repetitions**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **Transfer Hours**

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. SAP evaluation periods are based on the actual contracted hours at the institution.

### **National Student Loan Data System Reporting of Enrollment Status**

This Policy addresses the frequency, timing verification, and monitoring of reporting enrollment status to the National Student Loan Data System (NSLDS).

Georgia Institute of Cosmetology reports change in student enrollment status via NSLDS within 30 days of change of enrollment.

- Destination Point Administrators use a two part authentication when logging into NSLDS.
- Can only be viewed by authorized personnel.
- Data is stored on a secure server.
- NSLDS reports are encrypted (or password protected) for all electronic files when transmitting data via email. Passwords are sent separately (not at the same time as transmission).

### **Student Re-Entry Repetition Policy**

Students making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will, upon approval for re-entry, be considered to be making satisfactory progress at the point of re-entry. Students failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on trial period for one month if they are accepted for re-enrollment.

### **Georgia Institute of Cosmetology Disability Policy**

GIC strives to help every student, regardless of disability or individual challenge, to succeed. Any student who has a learning or other special need must ask his or her doctor to fill out a specific form which is available from the branch administrator or admissions director upon request. This form gives the doctor a place to specify any disabilities and/or challenges that the student faces, which in turn assist GIC in outlining a plan for helping the student, succeed. It should be noted, however, that because of the physical nature of the cosmetology business, only *reasonable accommodations* can be made.

**Georgia Institute of Cosmetology cannot accept IEPs or 504 Plans from high school to support the provision of academic adjustments.**

To enroll in Disability Services, students or applicants should complete a Disability Services enrollment form and provide documentation from a qualifying professional. The enrollment form and more specific information about request for accommodations may be found in the campus directors' office. Please contact your campus Director for the forms needed. See below for a list of campus directors.

- Athens Campus –Cathy Kean
- Buford Campus – Sheila Wade
- Martinez Campus – Shante Lewis
- Gainesville Campus – Christy Strickland

As a GIC student, it is your responsibility to:

- Identify yourself to the Directors Office as a person with a disability
- Provide required documentation prior to starting school to the campus Director
- If those academic adjustments and/or auxiliary aids to which you are entitled are not being provided to your satisfaction. Please report to the campus Director.

The campus Director and trained staff will access the documentation to determine how accommodations are made to meet the student's needs.

- **Classroom Accommodations**  
Classroom accommodations are provided based on the recommendations of the student's qualifying professional and GIC trained staff. These may include any of the following, but not limited to
  - Extended time on exams and quizzes (including final exams)
  - Testing room with minimal distractions
  - Magnification or large print test
  - Reader
  - Note Taker
  - And others, as assigned by a professional
- **Appeal Process**  
If the accommodations is not effective or accommodations have been denied. The student may appeal in the following manner.
  - Notify your campus director in writing that you wish to appeal
  - Provide campus director with specific reasoning as to how GIC failed to meet or accommodate your needs.

- If your needs have not been met. Please contact Tracy Parsons, Executive Director at 706-549-6400 X 25.

GIC trained staff will evaluate the documentation to determine how GIC failed to provide the proper accommodations or implement what is required. The student will be notified in writing within ten days on the accommodations made.

### **Graduation**

After completing the minimum required credit hours of course work, graduating students must contact the financial aid office to arrange for an exit interview. After completing the minimum required hours of course work, graduating students must contact the campus director to arrange for an exit interview. The exit paperwork which includes testing instructions, graduate feedback and placement verification forms will be issued by the administrative office to the campus director. Once the exit interview is completed it is sent back to the administrative office for final review and storage

### **Job Placement Services**

GIC is dedicated to assisting students in securing appropriate employment in their chosen profession. In order for GIC to provide placement assistance, students must maintain an excellent academic record, good attendance, a cooperative attitude, and a desire to succeed in their chosen profession. The Institute will use its best efforts to secure employment for its students. Forms will be sent to area salons inquiring of job openings, and available jobs will be posted. Students will be counseled on interview procedures. GIC does not guarantee employment.

<b>Campus</b>	<b>Name of Placement Counselor</b>
Athens	Cathy Keane
Buford	Sheila Wade
Martinez	Shante Lewis
Gainesville	Christy Strickland

### **Communication network between the placement coordinator, staff, faculty and various business.**

The placement program involves all staff. In staff meetings, the director makes all staff aware of the employment opportunities. The students who are about to finish the cosmetology requirements are discussed. All GIC employees cooperate to see that its placement service is effective. Employment forms are sent to the employers of the graduate. The director calls potential employers if employment forms are not sent back to the school

**GIC MAKES NO GUARANTEE OF EMPLOYMENT TO ANY OF ITS STUDENTS AT ANYTIME, INCLUDING BOTH BEFORE AND AFTER GRADUATION.**

### **Testing for State Licensure**

On and during the exit interview the school director will complete and submit testing certification to the testing administrator. Once the certification is accepted the graduate may schedule the exam.

After passing the licensure exam the pass letter should be turned into the campus director along with placement verification form. The campus director will submit the documentation to the Executive Director for proof of licensure and placement.

Licensure exam fees will only be refunded provided the following requirements are met.

1. Tested within 3 months of graduating.
2. Submitted pass letters to the campus director within 3 months.
3. Accounts paid in full with no exceptions made.

\*GIC has the right to change this policy at any time.

On or after July 1, 2018, any applicant applying for a certificate of registration pursuant to GA Code section O.C.G.A. § 43-10-9(h) shall pass both a board approved written and the practical examination within a 24 month period after having obtained the required credit hours or shall be required to repeat all of such required credit hours before taking the examination.

## **ADDITIONAL STUDENT SERVICES INFORMATION**

### **School Calendar**

The school operates year-round, beginning new students every other Monday. Full-time students require approximately 12 months to graduate, while part-time students take about 18 months.

<b>HOLIDAY</b>	<b>GENERAL DATE OF OBSERVATION</b>
New Year's Eve & Day	December 31 & January 01
Martin Luther King Jr.'s Birthday	Third Monday of January
Memorial Day	Last Monday of May
Independence Day	July 04
Labor Day	First Monday of September
Thanksgiving	Fourth Thursday & Friday in November
Christmas	December 24 & 25

*\*Holidays are subject to change*

## **School Days/Hours (Part and Full-Time)**

<b>MONDAY THROUGH FRIDAY</b>	<b>TIMES (EITHER/OR)</b>	
Full-Time Students	9:00 a.m. to 4:00 p.m.	2:00 p.m. to 9:00 p.m.
Part-Time Students	9:00 a.m. to 1:00 p.m.	5:00 p.m. to 9:00 p.m.

### **Student Counseling**

Student progress is measured on a consistent basis, and counseling and student assistance are available at regularly-schedule intervals and/or when students request help. Progress reports are given to students on a monthly basis, and students have a more formal evaluation process each payment period. The Institute’s administration strongly encourages students to seek counseling whenever the need arise, and students are forthwith granted counseling services should any disciplinary action be taken against them.

### **Student Suggestions**

Student input is very important to the success of GIC. GIC is committed to operation under an “open-door” policy, whereby students have access to any and all members of the school’s staff. Suggestion boxes are also located at each campus and students are encouraged to submit feedback.

### **Student Grievances**

Anonymous grievances can be placed in the school’s suggestion box, but should students have a grievance that needs to be addressed, the students should speak with the corresponding instructor or staff member. If a student is not pleased with the results, he or she should then go to the director with the grievance. If the student is still not satisfied with the results after speaking with the director, the student can contact Cathy Kean, Director of Campus & Student Affairs.

The school will investigate all complaints received. This process can take up to 14 days to complete. Once the investigation is complete a resolution is provided to all parties involved.

If the problem is still not resolved, the student may address complaints to GIC’s accrediting agency at: Council on Occupational Education, 7840 Roswell Rd. Building 300 Suite 325 Atlanta, Georgia 30350 (770) 396-3898 or <https://council.org/>. Grievances may also be addressed with Georgia Nonpublic Postsecondary Education Commission (GNPEC). The institutions it authorizes share a common goal of providing quality educational programming. If problems arise, the individual filing the complaint (complainant) should begin by making every attempt to achieve a fair and reasonable solution via the institution's published complaint procedure.

If a fair and reasonable resolution cannot be reached through these processes, the individual may file a complaint with GNPEC at <https://gnpec.org/>

### **Grievance Policy and Procedure**

It is the policy of Georgia Institute of Cosmetology not to discriminate on the basis of disability. Georgia Institute of Cosmetology has adopted an internal grievance procedure providing for

prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Education regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Tracy Parsons, Executive Director, who has been designated to coordinate the efforts of Georgia Institute of Cosmetology to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for Georgia Institute of Cosmetology to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

**Procedure:**

- Grievances must be submitted to the Section 504 Coordinator, Tracy Parsons, within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator, Tracy Parsons, shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of Georgia Institute of Cosmetology relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Georgia Institute of Cosmetology Board of Directors within 15 days of receiving the Section 504 Coordinator's decision. The Georgia Institute of Cosmetology Board of Directors shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

The Georgia Institute of Cosmetology classroom accommodations are provided based on the recommendations of the student's qualifying professional and GIC trained staff. These may include any of the following, but not limited to, extended time on exams and quizzes (including final exams) Testing room with minimal distractions, Magnification or large print test or Readers.



If the problem is still not resolved, the student may address complaints to GIC’s accrediting agency at: Council on Occupational Education, 7840 Roswell Rd. Building 300 Suite 325 Atlanta, Georgia 30350 (770) 396-3898 or <https://council.org/>. Grievances may also be addressed with Georgia Nonpublic Postsecondary Education Commission (GNPEC). The institutions it authorizes share a common goal of providing quality educational programming. If problems arise, the individual filing the complaint (complainant) should begin by making every attempt to achieve a fair and reasonable solution via the institution's published complaint procedure.

If a fair and reasonable resolution cannot be reached through these processes, the individual may file a complaint with GNPEC at <https://gnpec.org/>

### **Student Conduct Policies**

Students are required to conduct themselves in a professional manner at all times and to adhere to the guidelines set up by the school’s administration. If at any time it is the judgment of a school official that a student has become offensive, including but not limited to instances listed below, the student will be dismissed from school and will not be permitted to re-enter unless the school is assured that the said student's conduct will be acceptable.

GIC operates under the following disciplinary policy:

1. The first incidence of student misconduct is accompanied by a written probationary notice and a possible suspension for at least 2 days. The student then will be placed on probation for the period of 1 month. The student’s behavior will be re-evaluated at the end of the 1-month probation period, at which time his/her probationary status will be lifted if the student’s behavior is determined to be satisfactory.
2. The second incidence of student misconduct within the probation period will result in another suspension for at least 2 days and another probation period for one month.
3. The third incident will result in dismissal from school.

The school will employ its disciplinary policy in any situation where a student has violated a written school rule, regulation, and/or code, as well as in the following instances:

<b>SITUATION</b>	<b>DESCRIPTOR</b>
Excessive Tardiness	Three or more days
Excessive Unexcused Absences	Three or more absences
Conduct Unbecoming	Any behavior deemed inappropriate or distracting to the learning environment including but not limited to: fighting, horseplay, cheating, stealing, unruly conduct, refusing a client, falsification of records, or disrespectful language.

### **Firearms and Weapons**

Possessing firearms or other dangerous weapons within the campus is prohibited.



### **Media Services (Library)**

GIC's media services are specifically selected and updated to reflect the ever-changing needs of the field of cosmetology. To check out an item or to see what items are available, please see an instructor or the admissions director at your campus. Unfortunately, items cannot be taken home, so materials can only be checked out during regular school hours and must be returned each day. If you have any suggestions about items which might make a good addition to GIC's library, please let an instructor or the admissions director know or place a note in the school's suggestion box.

### **Facilities and Maintenance**

To ensure that all maintenance and repairs are completed in an organized and timely manner the following procedure are conducted.

- 1- Notify the campus director if you see supplies, equipment or building maintenance in need of repair.

## **SECTION III: GIC'S PROGRAMS**

GIC retains the right to add or drop classes upon recommendation from the Chief Administrator and the school board. In dropping a program, the school board would consider participation and success rates of students in the programs, as well as student graduation and placement rates. The employment opportunity available to graduates is always an important consideration, and programs are sometimes added as students or community members and/or businesses express need. The school board and/or the advisory board discuss additions, deletions, and future plans at monthly or weekly meetings.

*GIC RESERVES THE RIGHT TO CHANGE, MODIFY, OR DELETE ANY PART OF THE CLASS STRUCTURE OR PROGRAM WHEN NECESSARY AND IN ORDER TO ASSURE PROPER FUNCTION OF THE COURSE OF STUDY.*

### **COSMETOLOGY PROGRAM**

#### **Course Description**

Cosmetology involves the care of the skin, hair, scalp, and nails; it is the art and science of beauty. The objective of the Cosmetology program at GIC is to provide each student with a comprehensive and thoroughly-researched education and to develop the student into a highly- skilled and licensed professional. Upon satisfactory completion of the course of study, the student will receive a diploma certifying his or her basic cosmetology education.

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve

competency in job entry-level skills, obtain licensure, and gainful employment in the field of cosmetology or related career fields.

**OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communications skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

**Information and Costs**

The tuition for the Cosmetology varies by campus. Kit and books may be purchased from GIC or other source, such as Borders Books, and kit at Sally’s Beauty Supply. If the kit and books are purchased from outside source, they must be equivalent to the GIC kit. Other supplies will be the responsibility of the student. The tuition breakdown is:

**Athens, Buford and Gainesville Campus**

<b>COSMETOLOGY COURSE Athens, Buford &amp; Gainesville</b>	
0 to 450 Hours	<i>\$6,569.00</i>
451 to 900 Hours	<i>\$6,569.00</i>
901 to 1200 Hours	<i>\$4,379.00</i>
1201 to 1500 Hours	<i>\$4,378.00</i>
<b>Total</b>	<i><b>\$21,895.00</b></i>

**Overtime rate \$14.60 per hour**

<b>COSMETOLOGY Kit &amp; Books Athens and Gainesville</b>	
Basic Kit	<i>\$0.00</i>
Deluxe Kit	<i>\$ 2,500.00</i>
Ipad (Optional)	<i>\$390.00</i>

**Martinez Campus**

<b>COSMETOLOGY COURSE Martinez</b>	
0 to 450 Hours	<i>\$5,970.00</i>
451 to 900 Hours	<i>\$5,970.00</i>
901 to 1200 Hours	<i>\$3,978.00</i>
1201 to 1500 Hours	<i>\$3,978.00</i>
<b>Total</b>	<b><i>\$19,900.00</i></b>

**Overtime rate \$13.27 per hour**

<b>COSMETOLOGY Kit &amp; Books Martinez</b>	
<u>Basic Kit</u>	<u><i>\$0</i></u>
<u>Deluxe Kit</u>	<u><i>\$ 2,500.00</i></u>
<u>IPad (Optional)</u>	<u><i>\$390.00</i></u>

**Cosmetology Course Requirements**

The curriculum encompasses all phases of male and female hair design. It also includes lectures on business management, personality analysis, receptionist training, and basic bookkeeping. The curriculum of GIC is established along the guidelines set by GSBC. The curriculum is designed to give the necessary understanding of cosmetology theory as well as training and practical skills.

The entire course consists of 1500 hours with the following breakdown:

<b>SUBJECT</b>	<b>REQUIRED CLASSROOM HOURS</b>	<b>REQUIRED LAB HOURS</b>
Shampooing and Drying	20	15
Hair and Scalp Treatment	15	5
Manicuring and Pedicuring	10	10
Hair Cutting	15	15
Hair Dressing and Hairstyling	20	25
Permanent Waving	15	15
Chemical Hair Relaxing	15	20
Hair Coloring	20	25
Facial / Skin Care / Makeup	10	10
Hair Removal	10	10

Professional Image / Social Skills	10	0
Bacteriology	10	0
Sterilization and Sanitation	10	10
EPA, OSHA infection Control	10	10
AIDs HIV and diseases	10	10
Chemistry	10	5
Nail Care/ Manicures and Pedicures and Their Disorders	15	20
Massage Theory	10	5
Intro Skin Care and Nail Care	10	10
Hair and Scalp	10	10
Electricity and Light Therapy	10	0
Electricity	10	0
Salon Business	20	0
Clinical Hands-On Practice	300	760
<b>TOTAL HOURS</b>	<b>520</b>	<b>980</b>

**Cosmetology Course Outline:**

The Cosmetology program is divided into three phases:

New students go through cosmetology orientation for the first four weeks of school. This time is spent in the classroom for theory and practical work on mannequins, where training history, life skills, professionalism, communication skills and infection control.

The under 250 hour phase includes basic technique classes in hairstyling, haircutting, chemical texture, hair extensions, hair coloring and bleaching, scalp treatments, skin care, facials, hair removal and nails. Students take 16 weeks to complete this phase.

The over 250 hour phase includes the science of anatomy and physiology, skin structure, nail structure, properties of the hair and scalp, basic chemistry, basic electricity, skin and disease and disorders, nail disease and disorders, Students take 11 weeks to complete this phase.

Students are evaluated during and at the completion of each phase. After the first eight weeks, a mock state board exam is given to all students on a monthly basis.

During the remainder of the course, the student attends theory classes and special advanced training classes daily. The last month of school is spent in senior review and final graduation exams in order to complete preparation for the State Board Examination. All areas and facets of cosmetology are covered not only to prepare the student to pass the Georgia State Board Examination, but to prepare the student to be successful in his/her chosen profession.

## Kits and Course Materials

<b>Basic Kit includes</b>		
mannequin with hair at least 6-7 inches long	basic combs	scissors/shears and thinning shears
razor with guard and disposable blades	brushes	Rollers
clips	protective cape	disposable neck strips
perm rods and end papers	marcel iron and flat iron	blow dryer
consumable supplies for esthetics	basic nail care kit; and consumable supplies for nail care	Standard Textbook and Mind tap

*GIC RESERVES THE RIGHT TO CHANGE, MODIFY, OR DELETE ANY PART OF THE KIT.*

## Standard Kit

ITEM NUMBER	DESCRIPTION	ITEM NUMBER	DESCRIPTION
<b>New Start Kit</b>	<b>First Kit</b>	<b>Final kit</b>	<b>Third Kit</b>
	MILADY 14 <sup>th</sup> Edition & Fundamentals	140186	5 PACK EMERY BOARD NAIL
140123	LARGE BUTTERFLY CLIPS - 12 PACK	040333	6 PIECE NAIL POLISH SET
500001	19-21" HUMAN HAIR MANNEQUIN (CAROLINE)	020038	PEDICURE PACK
040284 & 040285	DELUXE CLAMP WITH EXTENDER	50020	16" MANNEQUIN - AFRO STYLE (JORDAN)
280201	STYLIST SMOCK BLACK W/LOGO	50001	19-21" HUMAN HAIR
140198	16OZ WATER BOTTLE	040179	18" MANNEQUIN - QUAD HAIR
58003	7" ALL PURPOSE STYLER COMB	040311	24" HUMAN HAIR MANNEQUIN
58004	8 1/2" EXTRA-FINE RATTAIL COMB	040071	MALE MANNEQUIN W/BEARD
ITEM NUMBER	DESCRIPTION	ITEM NUMBER	DESCRIPTION
140165	LARGE 3 IN 1 TINT BRUSH/COMB	140133	12 PACK 1/4" LONG BLUE
040330	4 PIECE HAIR STYLING SHEARS KIT	140131	12 PACK 3/8" LONG GRAY
040066	9 PIECE HAIR COLORING TINT KIT	140129	12 PACK 9/16" LONG ORCHID
140166	MANICURE BRUSH	140132	12 PACK 5/16" LONG PINK
280202	COMB OUT CAPTE BLACK W/LOGO	140130	12 PACK 7/16" LONG WHITE
140188	TOENAIL CLIPPER W/ FOLDING FILE	140134	12 PACK 3/16" LONG YELLOW
040259	PRACTICE FINGER W/ 3 NAIL TIPS	140172	LARGE MIRROR WITH
50029	ORDORLESS ACRYLIC NAIL KIT	040334	FROSTING KIT, BOX OF 5
180105	BABYLISS PRO PORCELAIN CERAMIC 3/4" MARCEL IRON	140174	100 PACK VINYL GLOVES
140153	HAIR SHAPER WITH 3 GUARDS	140177	DIAL TIMER
<b>250 Hours Floor Kit</b>	<b>Second Kit</b>	040335	12 PACK ORANGEWOOD
140125	144 OUECE ASSIRTED MAGNETIC ROLLERS	140178	6 OZ APPLICATOR BOTTLE
140115	9-ROW VENT BRUSH	140179	8 OZ APPLICATOR BOTTLE
140168	1 1/2" ROUND THERMAL BRUSH	020040	DUFFLE BAG WITH WHEELS
140169	9 ROW ALL PURPOSE STYLER BRUSH	140119	12 PACK 3 1/2" STEEL DUCK
140112	13 ROW PADDLE CUSHION BRUSH	140180	80 PACK SINGLE PRONG
140170	80 PACK DOUBLE PRONG STEEL CLIPS W/CROSS BAR	060004	WAHL CLIPPER COMB
180104	BABYLISS PRO PORCELAIN CERAMIC 1" STRAIGHTENING	020039	COMPACT MAKEUP SET
180106	BABYLISS PROO 2000 WATSS CERAMIX XTREME DRYER	140182	100/100 CUSHION NAIL FILE
180113	UNIVERSAL STRAIGHTENING PIC HAIR DRYER	140183	MANICURE BOWL

280203	BLEACHPROOF HAIR SYLING CAPE BLACK W/LOGO	140184	2-WAY FOOT FILE
040332	6 PIECE MANICURE SET		I-PAD Optional
280204	SHAMPOO CAPE BLACK W/LOGO		CIMA Digital COURSE KEY
060010	WAHL ALL-STAR COMBO DESIGNER CLIPPER/PEANUT TRIMMER		
170122	OLIVIA GARDEN XTREME SHEARS & THINNER SET		

*The kit, smock and books for the Cosmetology course may be purchased from GIC or another source, such as Borders Books, and kit at Sally's Beauty Supply. If the kit and books are purchased from outside source, they must be equivalent to the GIC kit. Other supplies will be the responsibility of the student.*

### **Technology Requirements and Support**

Cosmetology Students receive an iPad along with MindTap an online digital learning platform. Craft personalized, engaging experiences that boost performance and deliver access to eTextbook, study tools and more.

Other items for classroom work, such as a loose-leaf binder, dividers, notebook paper, scrapbooks, pencils, and pens, are the responsibility of the student.

Overhead projector, internet, visual-aid charts, and DVD's are used to aid the student in following their lessons more closely. The students are advised to keep any class notes and handouts for future reference.

GIC provides technical support to students when needed. Students should contact the campus director.

### **Job Opportunities**

One can pursue the following careers as a Cosmetologist:

Beauty Salon Owner, Trichology's (Hair Structure), a Competition Artist, an Esthetician (Skin Care), a Make-Up Artist, a Permanent Wave Specialist, a Platform Design Artist, a Hair Stylist, a Manicurist, a Hair Color Specialist, a Manufacturer's Representative, or Demonstrator.

Cosmetology Instructors can pursue a career teaching in a cosmetology school, technical school, or high school. Cosmetology Instructors may also advance to Educational Director School Owner or Manager.

Employment opportunities in the Cosmetology field are under continuous development as Cosmetology, by its very nature, is dynamic and exciting

# **COSMETOLOGY INSTRUCTOR TRAINING PROGRAM**

## **Course Description**

Before enrolling as an instructor trainee, the student must be a licensed cosmetologist in the State of Georgia. An instructor is defined as a person licensed by the state to instruct students in the art and science of Cosmetology. It is the objective of the program offered by the Institute to provide each student with a comprehensive and highly-developed education in our Instructor Training Program and to furthermore develop a highly skilled and licensed Cosmetology Instructor. Upon successful completion of the course material, the student will receive a diploma acknowledging graduation from the Instructor Training Course.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming, effective communication skills, and visible poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to ensure sound judgments, decisions, and procedures.

## **Information and Costs**

<b>COSMETOLOGY INSTRUCTOR’S COURSE</b>	
0 to 450 Hours	<i>\$6745.00</i>
451 to 750 Hours	<i>\$4500.00</i>
<b>Total</b>	<i>\$11,245.00</i>
<b>COSMETOLOGY Instructor Kit and Books</b>	
Books	<i>\$ 300.00</i>
IPad (Optional)	<i>\$390.00</i>

## **Course Requirements**

<b>SUBJECT</b>	<b>REQUIRED HOURS</b>
Orientation	20
Teaching Theory	175

Lesson and Class Preparation	150
Preparing Student Records	90
Clinical Floor Work	130
Teaching Skills Demonstration	185
<b>Total Hours</b>	<b>750</b>

### **Books & Supplies**

Description	Description
Educator Bundle	Smock
Cosmetology Bundle	

## **SECTION IV: PLAN FOR HEALTH SAFETY AND EMERGENCY PROCEDURES**

### **Health Plan**

The Georgia Institute of Cosmetology adheres to the Georgia State Board of Cosmetology regulations regarding the health and safety of students and clients. If a student or client becomes ill or injured, it should be immediately reported to a GIC administrative or instructional staff. The staff member will then ensure the necessary steps are taken for the person to receive medical assistance.

### **EMERGENCY PROCEDURE AND NOTIFICATION**

In the event of an emergency an Emergency Notification email will be sent out to all students and staff. This email will indicate what the type of emergency and give students and staff instructions as to how to proceed.

### **DANGEROUS PERSONS**

GIC students and staff have been instructed that if they see something or someone in the school who may be a threat to others, they must notify the campus director that danger is near. They are notified the local police immediately. Everyone is instructed to get away from the doors, be perfectly quiet, and make no movement that will draw attention to themselves while exiting the building.

Should a confrontation become necessary before police arrive, an administrator will confront the individual and ask him or her to leave the premises.



An Emergency notification email or text message will be immediately sent out to all students and staff in order to prevent anyone coming to the school/branch where the situation is taking place. It is vital that all students keep a good number and email on file with GIC at all times for this purpose.

## **POLICY FOR INCLEMENT WEATHER**

### **Before School**

Should any of GIC’s service areas experience extreme weather (such as ice, sleet, snow, tornados, and so on) which would inhibit safe travel to and from the Institute, the campus/es affected will be closed. An emergency notification will be sent out to students via email and Facebook. Closing notices will also be posted on:

Campus	School Closing Information	
Athens/Buford/ Gainesville	STAR FM 94.1	Channel 11 News: 11 Alive Atlanta
Martinez	N/A	Channel 12 News: WRDW Augusta or Channel 6 News: WJBF Augusta

### **During School Hours**

Any weather watches or warnings are shared with administrative staff members and instructors. Weather procedures are then reviewed with staff members and students. If a siren sounds or the order is given for people to seek shelter, all present individuals move to assigned safety areas. Administrative staff members keep watch on the situation and are prepared with cell phones to call for emergency personnel if necessary. For their safety, students should follow all directions given to them by administrative and instructional staff members.

### **Designated Safety Zones**

Campus	Safety Zone
Athens/Buford/ Gainesville	Breakroom
Martinez	Dispensary/Storage room

## **FIRE AND OTHER BUILDING EMERGENCIES**

GIC complies with all local and state safety codes. Additionally, the fire department comes to review fire safety at least biannually, and fire drills are held occasionally. Should a building emergency occur, students are to follow the following procedure

1. In Case of Fire:

Exit the building calmly but immediately using the nearest clear exit. If the building is smoky, get down on all fours and crawl to the nearest exit. Leave personal belongings behind. Upon exit, move at least 100 feet from the building. Do not re-enter the building for any reason. Should someone need to return to the burning building, a member of the administrative staff, emergency personnel, or the fire department will do so.

2. In Case of Earthquake:

Move away from objects which may fall or pin, such as bookcases and hanging objects. Seek shelter under sturdy objects, such as tables or desks. Crouch down in a kneeling position, tuck knees into the chest, and cover the neck and head with arms.

<b>Campus</b>	<b>Safety Zone</b>
Athens/Buford/ Gainesville	Parking Lot
Martinez	Bank Parking Lot

3. In Case of Tornado:

Seek shelter inside the most internal rooms of the building. Sit against an interior wall with knees tucked into the chest and the back against the interior wall. Stay away from objects which have the potential to fall, such as hanging objects and bookcases. Wait for a member of GIC's staff or emergency personnel to call the "all-clear" before moving.

<b>Campus</b>	<b>Safety Zone</b>
Athens/Buford/ Gainesville	Breakroom
Martinez	Dispensary/Storage room

<b>Areas of GIC Compliance</b>	
<i>Planning and Zoning</i>	<i>OSHA Regulations</i>
<i>Plumbing and Sanitation</i>	<i>Building and Structure</i>
<i>Electricity and Gas</i>	<i>Heating and Ventilation</i>
<i>Fire and Safety</i>	

## **ACCIDENTS AND INCIDENTS**

Students should immediately report accidents or incidences of harassment, crime, and/or other unusual activity to a member of the administrative or instructional staff of GIC. The administrative or instructional staff member can then take the appropriate action, whether calling emergency management personnel, giving the witness further instructions to help the situation, calling the police, or some other appropriate action. All witnesses of accidents, injuries, or other unusual events are required to fill out and sign an accident or incident report form, which will be provided by a member of the administrative or instructional staff. It is understood that in some emergencies or incidences, students may be asked to help the situation by clearing the room, calling emergency personnel, assisting with gathering and applying first aid, and other items as needed.

### **First Aid Kits**

First Aid Kits are located in the salon lobby area of all of GIC's campuses, usually at the front desk.

## **SECTION V: POLICY FOR DRUGS AND ALCOHOL**

The abuse of alcohol and the use of illegal drugs by members of The Georgia Institute of Cosmetology is incompatible with the goals of the school. In order to further the school's commitment to provide a healthy and productive educational environment, and in compliance with the Drug-Free Schools and Communities Act, GIC has established the following policy on alcohol and other drugs.

The Georgia Institute of Cosmetology's student conduct prohibits the unlawful possession, use, or distribution of alcohol and other drugs by students. This also prohibits other alcohol-related misconduct. All students are prohibited from possession and consumption of alcohol and illegal drugs. Sanctions for violations of these student conduct regulations include suspension, and/or expulsion.

### **Definitions Relating to Alcohol and Other Drug Violations**

Possession of alcohol or drugs refers to holding alcohol or illegal drugs/controlled substances in hand or, having them in one's clothing, purse/book bag (or similar case).

Consumption of alcohol refers to the act of drinking or ingesting any amount of an alcoholic beverage.

Use of drugs refers to the act of ingesting, inhaling, drinking, eating, and/or any other method of introducing an illegal drug or controlled substance into one's body.

Distribution of drugs refers to the sharing of illegal drugs/controlled substances with or giving them to others

Sale of drugs refers to the exchange of illegal drugs/controlled substances for money or other forms of compensation.

Facilitating the possession/use of alcohol or drugs refers to the act of allowing others to possess, consume, or use alcohol or illegal drugs/controlled substances.

### **Violations**

Sanctions will likely include at least ONE of the following:

- Suspension from the school
- Probation
- Expulsion from the school.

### **Counseling and Treatment Resources**

A variety of counseling services and treatment centers is available throughout the state for anyone experiencing problems related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge. Faculty, staff, and students should avail to identify the services or programs which most closely meet their specific needs.

### **Health Risks**

The following information on health risks is from What Works: Schools without Drugs, U. S. Department of Education (1992):

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In

addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## **SECTION VI: TITLE IX Violence Policy**

### **Sexual Harassment Policy**

GIC is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

GIC is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from sexual harassment. This policy covers anyone who engages in sexual harassment on school property or at school activities.

GIC conducts awareness programs with law enforcement officials, to provide knowledge to staff and students to reduce the risk of violence against women.

Consent is defined by two people agreeing to engage in sexual activity. Consent should be clearly and freely communicated.

Bystander can play a critical role in preventing violence against a person with safe intervention or speaking up to help victims of violence.

Consent cannot be given to someone who is under the influence of drugs or alcohol that impair judgement.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature, when:

1. Submission to the conduct or communication is either explicitly or implicitly made a term or condition of an individual's employment, work opportunity, education, or other benefit;
2. Submission to or rejection of the conduct or communication is used as a factor for employment decisions or other school-related decisions affecting an individual; and/or
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance or creates an intimidating, hostile, or offensive work or school environment.

Sexual harassment can occur between staff to student, student to staff, student to student, staff to staff, female to male, male to female, female to female, and male to male. Administration will take prompt, equitable, and remedial action on reports and complaints that come to the attention

of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Examples of sexual harassment may include but is not limited to:

1. Verbal harassment or abuse of a sexual nature
2. Subtle pressure for sexual activity
3. Inappropriate or unwelcome touching, patting, or pinching of a sexual nature
4. Intentional brushing against a student's or an employee's body
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
7. Use of sexually or gender-degrading words or comments, verbal or written (e.g., graffiti)
8. Display in the school, on school grounds, or at school-sponsored events of sexually suggestive pictures
9. Leering of a sexual nature
10. Spreading of sexual rumors

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone else engaging in sexual harassment on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

### **Domestic Violence Policy**

Domestic violence is defined as emotional abuse or behaviors used by one person in a relationship to control the other. Partners may be married or not married; heterosexual, gay, or lesbian; living together, separated or dating.

Examples of abuse include:

1. Name-calling or putdowns
2. Keeping a partner from contacting their family or friends
3. Withholding money

4. Stopping a partner from getting or keeping a job
5. Actual or threatened physical harm
6. Sexual assault
7. Stalking
8. Intimidation

### **Complaint and Grievance Requirements**

Victims of sexual harassment should report in a timely manner to GIC school administrator, Instructor or Title IX Coordinator. GIC shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred. A written complaint must be filed with the school administration, at which time the school will conduct an internal investigation and take appropriate action.

#### **Procedure:**

- Grievances must be submitted to the Title IX Coordinator as soon as possible from the date of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it.
- GIC shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations and the necessity to investigate the allegations and take disciplinary action when the conduct has occurred.
- The Title IX Coordinator Tracy Behrnt shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Title IX Coordinator will maintain the files and records of Georgia Institute of Cosmetology relating to such grievances.
- The Title IX Coordinator will issue a written decision on the grievance no later than 60 days after its filing.
- The person filing the grievance may appeal the decision of the Title IX Coordinator by writing to the Georgia Institute of Cosmetology Board of Directors within 30 days of receiving the Title IX decision. The Georgia Institute of Cosmetology Board of Directors shall issue a written decision in response to the appeal no later than 60 days after its filing.

- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education, Office for Civil Rights.

### **Title IX Coordinator**

Tracy Parsons 3529 Atlanta Hwy Athens, GA 30606, 706-549-6400 X 25 or Tracy@gic.edu

**Retaliation is prohibited** against any person who makes a complaint or is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary action.

Each staff member is responsible to immediately report alleged discrimination and/or harassment to his/ her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary action up to and including termination.

### **HARASSMENT, INTIMIDATION, AND BULLYING POLICY**

GIC is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in GIC. Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment.

Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by GIC.

Administration will take prompt, equitable, and remedial action on all reports at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices. Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational



aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination.

## **SECTION V: COPYRIGHT POLICY GLOSSARY**

### **Copyright Policy**

Georgia Institute of Cosmetology prohibits users from illegally copying material protected under copyright law or make that material available to others for copying. Guest, students and staff are responsible for complying with copyright law and applicable licenses that may apply to software, network, files, graphics, documents, messages, and other material you wish to download or copy. Georgia Institute of Cosmetology prohibits the use of the company logo in any form that is not authorized by the Georgia Institute of Cosmetology.

Website and Course material is only authorized to current staff and students for the use of course work and may not be obtained any longer than the course end date.

Copyright infringement may include civil and criminal penalties.

## SECTION V: GLOSSARY

ABBREVIATION	DESCRIPTION
COE	<b>Council on Occupational Education:</b> National accrediting agency for occupational educating institutions
DOE	<b>United States Department of Education:</b> Federal agency that regulates education of all types and levels and provides financial assistance for students who qualify
CPS	<b>Central Processing System</b> Processing system for federal student aid
FAFSA	<b>Free Application for Student Aid</b> Is a form filled out by future undergraduate and graduate college students in the United States
GED	<b>General Educational Development:</b> A series of tests which, upon passing, serve as a substitute for a high school diploma
GIC	<b>Georgia Institute of Cosmetology:</b> Including both the Main Campus and all of its branches/campus
GSBC	<b>Georgia State Board of Cosmetology:</b> State regulating agency of Cosmetology in Georgia
GNPEC	<b>Georgia Non Public Post-Secondary Education Commission</b> State regulating agency of Georgia
LOA	<b>Leave of Absence:</b> A period in which a student's school status is put on hold due to family, personal, or other emergency or difficult situation lasting up to 180 days.
SAR	<b>Student Aid Report</b> Report received after completing the FAFSA.
The Institute	<b>Georgia Institute of Cosmetology:</b> Another name for GIC