GEORGIA INSTITUTE OF COSMETOLOGY

STUDENT HANDBOOK

2026

STUDENT CATALOG

I certify this copy to be true and correct as to content and policy:	
Signature	*Tracy Behrndt Parsons*
Title	Executive Director
Date	11/25/2026

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SECTION I: GEORGIA INSTITUTE OF COSMETOLOGY

CAMPUS LOCATIONS

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

ADMINISTRATIVE STAFF AND FACULTY

Administration Athens Campus:

STAFF MEMBERS	POSITION	CAMPUS	FULL/PART
Fiesal Elkabbani PhD	President; Chief Administrative Officer	Athens	Full Time
Gigi Elkabbani	Vice President; Director of Human Resources; Accounts Receivable	Athens	Full Time
Tracy Parsons	Executive Director; Compliance Officer;	Athens	Full Time
Cathy Keane	General Manager	Athens	Full Time
Kelley Johnson	Financial Aid Officer	Athens	Full Time
Elkomy, Walid	Facilities Manager/ Financial Aid Assistant	Athens	Full Time
Carol Wheeler	Education Director/Senior Instructor	Athens	Full Time
Christy Strickland	Campus Director	Athens	Full Time
Kayla Strickland	Instructor	Athens	Full Time
Liz Alberta	Instructor	Athens	Full-Time
Katelyn Hill	Floor Manager	Athens	Full Time
Mckenzye Wardingley	Floor Manger Night	Athens	Full Time

BUFORD BRANCH CAMPUS:

STAFF MEMBERS	POSITION	CAMPUS	FULL/PART
Kelley Maddox	Campus Admissions Director	Buford	Full Time
Shelly Billings	Instructor	Buford	Full Time
Angela Robinson	Instructor	Buford	Full Time
Jeanette Brown	Instructor	Buford	Full Time

MARTINEZ BRANCH CAMPUS:

STAFF MEMBERS	POSITION	CAMPUS	FULL/PART
Courtny Stevens	Campus Admissions Director	Martinez	Full Time
Deidra Davis	Senior Instructor		
Patricia Davis	Senior Floor Instructor	Martinez	Full Time
Grecia Olsen	Instructor	Martinez	Full Time
Dae'shonna Moore	Instructor	Martinez	Full Time
Jared Humphrey	Instructor	Martinez	Full Time

GAINESVILLE BRANCH CAMPUS:

STAFF MEMBERS	POSITION	CAMPUS	FULL/PART
Cathy Keane	Campus Admissions Director	Gainesville	Full Time
Sheila Franklin	Senior Instructor	Gainesville	Full Time
Shayna Gora	Instructor	Gainesville	Full Time
Yaritza Rosario	Senior Floor Manager	Gainesville	Full Time
Crystal Page	Floor Manger Night	Gainesville	Full Time

Custodial

STAFF MEMBERS	POSITION	CAMPUS	FULL/PART
Elkomy, Walid	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

In compliance with the Veterans Benefits and Transition Act of 2018, section 3679 US code 38 the school adopts the following policy for any student using Veterans Benefits.

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 Program
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 Program

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 or deny any person based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, or 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. The 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. GIC will review transcripts for any prior credits.

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 Cosmetology 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 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 met:

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 are 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, the 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 payment plan to cover the cost.

V.A. Attendance Policy

Veteran students must maintain 100% of the scheduled hours to graduate in the time allowed. Absences must be made up to graduate in the required timeframe. 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. Students may become eligible for reentry into the V.A. program by bringing the attendance rate to 80% or higher. Upon receipt of the probation notice, the 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.

All balances including overtime charges owed must be paid at the time of graduation.

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 is 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.

2026 Federal Pell Grant Crossover Payment Period Policy

For the 2026 crossover payment period that occurs in the 2025-2026 and 2026-2027 award years, our institution elects to award the Federal Pell Grant from the 2025-2026 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	1st period
B- 451 Hours – 900Hours	2nd period
C- 901 Hours – 1200 Hours	3rd period
D- 1201 Hours – 1500 Hours	4th 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 obtaining authorization to hold excess funds from the Financial Aid Department. If the student does not want the school to hold their funds or wishes to cancel the hold of 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.

Any balance owed to GIC must be paid at the time of graduation. When the student cannot pay the balance in full a payment plan will be set up for no longer than 11 months.

Verification Policy

Every year a number of students who are eligible for financial aid are randomly selected for verification by the U.S. Department of Education by the FAFSA Central Processing System (CPS). If a student is selected for federal verification, he/she will be asked to complete a Verification Worksheet and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms, proof of untaxed income, housing allowances, etc.

Students will be notified by the financial aid office of all documents required to fulfill this federal requirement and will be provided with appropriate verification worksheet (V1 -V6) to complete. If after review by the financial aid office, there are any changes to the financial aid package the student will be notified in writing.

Because students sometimes make errors on their application, colleges have procedures for verifying the reported information. CPS selects which applications are to be verified, but the school also has the authority to verify additional students.

Applications to be Verified
The school must verify applications selected by the CPS of students who will receive (or have received) student financial assistance. These include all Title IV programs.

Verification Tracking Groups
Students who are selected for verification will be placed in one of the five following groups. The group determines which FAFSA information must be verified for the student.

Standard Verification Group. Tracking flag V1. Students in this group must verify the following if they are tax filers:

- Adjusted gross income
- Untaxed portions of pensions
- Tax-exempt interest income
- Household size
- Untaxed portions of IRA
- U.S income taxes paid
- IRA deductions and payments
- Education credits
- Number in college

Students who are not tax filers must verify the following: Income earned from work
Number in college Household size

Reserved for future use by the Department. Tracking flag V2
Reserved for future use by the Department. Tracking flag V3
Custom Verification Group. Tracking flag V4. Students must verify high school completion status and identity/statement of educational purpose.
Aggregate Verification Group. Tracking flag V5. Students must verify high school completion status and identity/statement of educational purpose in addition to items in the Standard Verification Group
Reserved for future use by the Department. Tracking flag V6

Reporting results for verification tracking flags V4 and V5

The school is required to report through FAA access to CPS online website, the outcome of verifying high school completion status and identity/statement of educational purpose for applications with tracking flag V4 and V5.

Data Retrieval Tool (DRT)

Students and parents are encouraged to use the IRS Data Retrieval Tool (DRT) to import data from their tax return and not change it. It is the fastest, easiest, and the most secure method of meeting verification requirements. If students cannot or will not use the IRS Data Retrieval, either at initial FAFSA filing or through the correction process, they must provide an IRS tax return transcript for the student and spouse or parents, as applicable.

Acceptable Documentation

If an applicant is selected to verify any of the following information, an institution must obtain the specified documentation.

Adjusted Gross Income (AGI), income earned from work, or U.S. income tax paid.

An institution must require an applicant selected for verification of AGI, income earned from work or U.S. income tax paid to submit to it—

- A copy of the income tax return or an Internal Revenue Service (IRS) form that lists tax account information of the applicant, his or her spouse, or his or her parents, as applicable for the specified year. The copy of the return must include the signature (which need not be an original) of the filer of the return or of one of the filers of a joint return;
- For a dependent student, a copy of each IRS Form W–2 for the specified year received by the parent whose income is being taken into account if—
    - The parents filed a joint return; and
    - The parents are divorced or separated or one of the parents has died; and
    - For an independent student, a copy of each IRS Form W–2 for the specified year he or she received if the independent student—
        - Filed a joint return; and

- Is a widow or widower, or is divorced or separated.

An institution may accept, in lieu of an income tax return or an IRS form that lists tax account information, the information reported for an item on the applicant's FAFSA for the specified year if the Secretary has identified that item as having been obtained from the IRS and not having been changed.

An institution must accept, in lieu of an income tax return or an IRS form that lists tax account information, the documentation set forth below of this section if the individual for the specified year—

- Has not filed and, under IRS rules, or other applicable government agency rules, is not required to file an income tax return;
- Is required to file a U.S. tax return and has been granted a filing extension by the IRS; or
- Has requested a copy of the tax return or an IRS form that lists tax account information, and the IRS or a government of a U.S. territory or commonwealth or a foreign central government cannot locate the return or provide an IRS form that lists tax account information.

An institution must accept—

- For an individual described above of this section, a statement signed by that individual certifying that he or she has not filed and is not required to file an income tax return for the specified year and certifying for that year that individual's—
  - Sources of income earned from work as stated on the FAFSA; and
  - Amounts of income from each source. In lieu of a certification of these amounts of income, the applicant may provide a copy of his or her IRS Form W–2 for each source listed in the bullet above.

For an individual described in the above of this section (Has Requested a copy of the tax return or an IRS form that lists tax account information)—

- A copy of the IRS Form 4868, "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return," that the individual filed with the IRS for the specified year, or a copy of the IRS's approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time; and
- A copy of each IRS Form W–2 that the individual received for the specified year, or for a self-employed individual, a statement signed by the individual certifying the amount of the AGI for the specified year; and

For an individual described in the above section (Has Requested a copy of the tax return or an IRS form that lists tax account information)—

- A copy of each IRS Form W–2 that the individual received for the specified year; or

- For an individual who is self-employed or has filed an income tax return with a government of a U. S. territory or commonwealth, or a foreign central government, a statement signed by the individual certifying the amount of AGI and taxes paid for the specified year.

An institution may require an individual described above (Who has Requested a copy of the tax return or an IRS form that lists tax account information) to provide a copy of his or her completed and signed income tax return when filed. If an institution receives a copy of the return, it must reverify the AGI and taxes paid by the applicant and his or her spouse or parents.

If an individual who is required to submit an IRS Form W–2, is unable to obtain one in a timely manner, the institution may permit that individual to set forth, in a statement signed by the individual, the amount of income earned from work, the source of that income, and the reason that the IRS Form W–2 is not available in a timely manner.

An institution may accept in lieu of a copy of an income tax return signed by the filer of the return or one of the filers of a joint return, a copy of the filer's return that includes the preparer's Social Security Number, Employer Identification Number or the Preparer Tax Identification Number and has been signed, stamped, typed, or printed with the name and address of the preparer of the return.

Number of family members in household

An institution must require an applicant selected for verification of the number of family members in the household to submit to it a statement signed by both the applicant and one of the applicant's parents if the applicant is a dependent student, or only the applicant if the applicant is an independent student, listing the name and age of each family member in the household and the relationship of that household member to the applicant.

Number of family household members enrolled in eligible postsecondary institutions.

An institution must require an applicant selected for verification of the number of household members in the applicant's family enrolled on at least a half-time basis in eligible postsecondary institutions to submit a statement signed by both the applicant and one of the applicant's parents, if the applicant is a dependent student, or by only the applicant if the applicant is an independent student, listing—

- The name of each family member who is or will be attending an eligible postsecondary educational institution as at least a half-time student in the award year;
- The age of each student; and
- The name of the institution that each student is or will be attending.

If the institution has reason to believe that an applicant's FAFSA information or the statement provided under the section (*Number of family household members enrolled in eligible*

postsecondary institutions) regarding the number of family household members enrolled in eligible postsecondary institutions is inaccurate, the institution must obtain a statement from each institution named by the applicant in response to the requirement of section (The name of the institution that each student is or will be attending) that the household member in question is or will be attending the institution on at least a half-time basis, unless—

- The institution the student is attending determines that such a statement is not available because the household member in question has not yet registered at the institution he or she plans to attend; or
- The institution has information indicating that the student will be attending the same institution as the applicant.

Other Information

If an applicant is selected to verify other information specified in the annual Federal Register notice, the applicant must provide the documentation specified for that information in the Federal Register notice.

Completing the Process

A student selected for verification must complete it. The school has the authority, and in some instances are required, to withhold disbursement of any FSA funds until she does. Adopting this policy substantially reduces the incidence of overpayments.

Notification to Students

The school will notify students in person and prior to enrollment, of the required verification documents they must submit within 30 days after enrollment. They will be given a verification worksheet that details which documents to submit. They must also be informed that disbursements of any FSA funds will be withheld until all documentation is submitted.

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.

After the Documentation is Complete

When all necessary verification documents have been obtained from the student, they should be compared to the ISIR that is being reviewed for payment. If all the student's information is correct and there are no outstanding issues or conflicting information, the school may award and disburse aid for which the student is eligible. If verification reveals errors or inconsistencies, the student may have to make corrections or update information. The Financial Aid Officer must inform the prospect or student via email or verbally to do corrections on the fafsa.ed.gov website and eligibility must be re-calculated for Title IV

funds. If the re-calculation does not change eligibility, no further action is required. If the corrections result in a change to the Electronic Student Aid Report (SAR) that will change the amount of Title IV funds, a corrected Electronic Student Aid Report (SAR) must be obtained. This can be done electronically through the school. All corrections due to verification requirements must be accomplished before an actual Financial Aid & Funding Form is made. If the change to the award is made due to verification, the student will be notified by a revised Financial Aid & Funding Form. No funds will be disbursed until corrections have been made. When the corrected ISIR is received, the student will be notified in person if their EFC and Title IV amount change.

Deadlines and Failure to Submit Documentation

An applicant selected for verification must complete the verification process before any funds are disbursed. Verification is complete when the school has all requested documentation. The student must have corrected any errors or shown that the information is correct and the school must have a valid correct ISIR or SAR. If a student fails to provide the required documentation by the school's deadline of 30 days after enrollment, do not disburse Title IV funds or certify a Direct loan application.

Referral of Fraud Cases

Refers to the Office of Inspector General of the Department of Education for investigation—

After conducting the review of an application, any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application. The type of information that an institution must refer is that which is relevant to the eligibility of the applicant for Title IV, HEA program assistance, or the amount of the assistance. Examples of this type of information are—

- False claims of independent student status;
- False claims of citizenship;
- Use of false identities;
- Forgery of signatures or certifications; and
- False statements of income; and

Any credible information indicating that any employee, third-party servicer, or other agent of the institution that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs. The type of information that an institution must refer is that which is relevant to the eligibility and funding of the institution and its students through the Title IV, HEA programs.

Professional Judgement

The school must complete verification for a selected student before exercising professional judgment to adjust any values that are used to calculate the EF

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.

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*. *KIT, BOOKS MANIKINS AND SMOCKS ARE NONREFUNDABLE.*

Withdrawal during Trial Period

Students starting school are considered to be on a trial period for a maximum 30 days. During the trial period student can be admitted as a regular student provided all criteria is meet, attendance, grades and staff recommendation. Student has the right to withdraw at any time during trial period with no tuition charged to the student. If no request to withdraw has been received student will be admitted as a regular student.

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 follow an official withdrawal.
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. The 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 Tittle IV Payment Period Chart Cosmetology

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

Return of Tittle IV Payment Period Chart Cosmetology Instructor

Payment Period	Tuition Period
A- 0 Hours – 375 Hours	1st period
B- 376 Hours – 750Hours	2nd 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 to maintain 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 time frame a student has to complete the course is 150% of the program length. The 1500 clock hour program is 2250 scheduled ours 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 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 the 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 meet 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 the probation period. If a 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 – Christy Strcikland
- Buford Campus – Sheila Wade
- Martinez Campus – Deidra Davis
- Gainesville Campus – Cathy Kean

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 coursework, graduating students must contact the financial aid office to arrange for an exit interview. After completing the minimum required hours of coursework, 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.

Campus	Name of Placement Counselor
Athens	Christy Strickland
Buford	Sheila Wade
Martinez	Deidra Davis
Gainesville	Cathy Keane

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 meet.

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 48 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.

HOLIDAY	GENERAL DATE OF OBSERVATION
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)

MONDAY THROUGH FRIDAY	TIMES (EITHER/OR)	
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 investigate 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:

SITUATION	DESCRIPTOR
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

COSMETOLOGY COURSE Athens, Buford & Gainesville	
0 to 450 Hours	*$6,569.00*
451 to 900 Hours	*$6,569.00*
901 to 1200 Hours	*$4,379.00*
1201 to 1500 Hours	*$4,378.00*
Total	*$21,895.00*

Overtime rate $14.60 per hour

COSMETOLOGY Kit & Books Athens and Gainesville	
Basic Kit	*$0.00*
Deluxe Kit	*$ 2,995.00*
Ipad (Optional)	*$600.00*

Martinez Campus

COSMETOLOGY COURSE Martinez	
0 to 450 Hours	*$5,970.00*
451 to 900 Hours	*$5,970.00*
901 to 1200 Hours	*$3,978.00*
1201 to 1500 Hours	*$3,978.00*
Total	***$19,900.00***

Overtime rate $13.27 per hour

COSMETOLOGY Kit & Books Martinez	
Basic Kit	*$0*
Deluxe Kit	*$ 2,995.00*
IPad (Optional)	*$600.00*

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:

SUBJECT	REQUIRED CLASSROOM HOURS	REQUIRED LAB HOURS
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
TOTAL HOURS	**520**	**980**

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

Basic Kit includes		
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
New Start Kit	**First Kit**	**Final kit**	**Third Kit**
	MILADY 14th 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
250 Hours Floor Kit	**Second KIt**	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 STRAITHTENING 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 PROGRAM

Course Description

Before enrolling as a cosmetology instructor program, 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 Cosmetology Instructor 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 Program.

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

COSMETOLOGY INSTRUCTOR'S PROAGRAM	
0 to 450 Hours	*$6745.00*
451 to 750 Hours	*$4500.00*
Total	*$11,245.00*
COSMETOLOGY Instructor Kit and Books	
Books	*$ 300.00*
IPad (Optional)	*$600.00*

Course Requirements

SUBJECT	REQUIRED HOURS
Orientation	20
Teaching Theory	175
Lesson and Class Preparation	150
Preparing Student Records	90
Clinical Floor Work	130
Teaching Skills Demonstration	185
Total Hours	**750**

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 ACTIVE SHOOTER 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 notify 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.

Campus	Safety Zone
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.

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

Areas of GIC Compliance	
Planning and Zoning	*OSHA Regulations*
Plumbing and Sanitation	*Building and Structure*
Electricity and Gas	*Heating and Ventilation*
Fire and Safety	

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.

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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 and 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 Behrndt 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	**Council on Occupational Education**: National accrediting agency for occupational educating institutions
DOE	**United States Department of Education:** Federal agency that regulates education of all types and levels and provides financial assistance for students who qualify
CPS	**Central Processing System** Processing system for federal student aid
FAFSA	**Free Application for Student Aid** Is a formed filled out by future undergraduate and graduate college students in the United States
GED	**General Educational Development:** A series of tests which, upon passing, serve as a substitute for a high school diploma
GIC	**Georgia Institute of Cosmetology**: Including both the Main Campus and all of its branches/campus
GSBC	**Georgia State Board of Cosmetology**: State regulating agency of Cosmetology in Georgia
GNPEC	**Georgia Non Public Post-Secondary Education Commission** State regulating agency of Georgia
LOA	**Leave of Absence**: 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	**Student Aid Report** Report received after completing the FAFSA.
The Institute	**Georgia Institute of Cosmetology**: Another name for GIC