



# wade gordon

## HAIRDRESSING ACADEMY

WELCOME TO WADE GORDON HAIRDRESSING ACADEMY!

2209 SW 74th Street, Suite 300  
Oklahoma City, OK 73159

### MISSION STATEMENT

The Mission of the Wade Gordon Hairdressing Academy is to prepare students for licensing, to educate, and produce highly desirable and employable graduates, thereby cultivating the profession of hairdressing as a whole.

### OBJECTIVE

The objective for the Wade Gordon Hairdressing Academy basic cosmetology and barber courses is to surpass the criteria necessary for students to meet the state guidelines and pass the state exam required to obtain a license. Our courses are designed to impact standard, as well as current theory and practical applications in a precise and exciting manner that will ultimately have significance in the salon environment.

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## STUDENT CATALOG

### BUSINESS HOURS

Administrative offices are open Monday-Friday 9am-5:30pm. Administrative offices may be reached at 405.631.6363. School hours are Tuesday-Saturday, 9am-5:30pm.

### COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

### ADMISSIONS PROCEDURES

The administration offices are open from 9:00am to 4:00pm Monday-Friday. Students may enroll daily for upcoming start dates. All applicants will be given a tour of the facilities, and receive the pre-enrollment package, prior to their enrollment. Wade Gordon Hairdressing Academy follows Federal regulations guidelines in regards to the recruitment of another school offering a similar program of students. Wade Gordon Hairdressing Academy does not solicit or recruit the enrollment of such students.

### RE-ENROLLMENT

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. If the student transferred to another institution before returning to Wade Gordon Hairdressing Academy, those hours and operations earned at that institution will also be credited to the student for the new re-enrollment, providing all tuition and miscellaneous items are taken care of with the other institution. Each re-entry is treated on an individual basis. Wade Gordon Hairdressing Academy reserves the right to reject any student that has previously withdrawn from Wade Gordon Hairdressing Academy. Students accepted for re-entering into the program of study, will be charged an additional fee of \$75.00 and placed under the same satisfactory academic progress prevailing at the time of prior withdrawal. Students who exceed the maximum time frame shall be terminated from the program and if the student is permitted to re-enroll in the program the student will be on a cash-pay basis.

### ADMISSIONS POLICY FOR COSMETOLOGY PROGRAM

The school is accepting applicants for admission as regular students once the following criteria have been met:

- Must be 17 years of age
- Must meet one of the following requirements, and provide copies of all required documentation:
  - Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree; or
  - Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
  - Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Checking the validity of a high school diploma:
  - Check with the high school to confirm the validity of the student's diplomas; and
  - Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
- Complete the school admission forms
- Pay the applicable registration fee; please note these funds are collected after you have signed your enrollment agreement prior to your first day of class; and
- Must provide documentation of age by submitting a copy of driver's license, birth certificate, or passport.
- Wade Gordon Hairdressing Academy does not offer and/or accept Ability-to-Benefit test or testing.

### ADMISSIONS POLICY FOR BARBER PROGRAM

The school is accepting applicants for admission as regular students once the following criteria have been met:

- Must be 17 years of age
- Must meet one of the following requirements, and provide copies of all required documentation:
  - Have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a

certificate of attainment (only applicable to non-Title IV recipients), proof of attainment of an Associate's degree or higher by providing a copy of a college transcript showing college completion or college degree; or

- Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Checking the validity of a high school diploma:
  - Check with the high school to confirm the validity of the student's diplomas; and
  - Confirm with the relevant department or agency in the state in which the secondary school is located that the secondary school is recognized as a provider of secondary school education.
- Complete the school admission forms
- Pay the applicable registration fee; please note these funds are collected after you have signed your enrollment agreement prior to your first day of class; and
- Must provide documentation of age by submitting a copy of driver's license, birth certificate, or passport
- Wade Gordon Hairdressing Academy does not offer and/or accept Ability-to-Benefit test or testing.

\*It is the policy of Wade Gordon Hairdressing Academy to only accept documentation that adequately demonstrates that a person attended and completed their education at a legitimate high school, earned a GED, or earned an approved home school certificate. High school diplomas or official transcripts that appear to be altered or created fraudulently, will not be accepted. Whenever possible, the school will request that proof of high school completion is an original document, is a copy of an original document, and/or contains an official seal, appropriate signatures and correct spellings.

#### TRANSFER STUDENTS

Wade Gordon Hairdressing Academy accepts transfer students from other cosmetology and barber schools or programs on a case by case basis. However, the same admission requirements apply. Applicants with non-Wade Gordon Hairdressing Academy hours wishing to enroll in Wade Gordon Hairdressing Academy must submit proof of training and record of withdrawal from the previous school. If an applicant is transferring from another state, a letter from the Oklahoma State Board of Cosmetology and Barbering indicating the credit given for out-of-state or out-of-country hours and operations is required. For more information, please contact the Director of Admissions.

#### TITLE IV ELIGIBILITY

Wade Gordon Hairdressing Academy participates in the Title IV Federal Pell Grant and the Federal Direct Stafford Loan Program, and the Federal Direct Parent PLUS loan as described below. In order to apply for Title IV Aid Programs with Wade Gordon Hairdressing Academy, the student should use the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or contact the school's financial aid offices and speak with a Financial Aid Advisor or the Director of Financial Aid. To contact the financial aid offices via phone, dial 806.331.9233 (Amarillo Campus) 806.731.4465 (Lubbock Campus).

Federal Pell Grant is a need-based award that does not need to be repaid. The determination for eligibility is based on the income and asset information of students and parents as presented on the FAFSA. The amount awarded is dependent on the student's family contribution (EFC).

Federal Direct Stafford Loan is a federally sponsored and regulated national student loan program for undergraduate and graduate students. These loans can come in the form of a Subsidized or an Unsubsidized Loan (or a combination of both). This loan is awarded by the school, and funds are borrowed directly from the federal government. Eligibility for the Subsidized Stafford Loan is based on financial need as determined by the Financial Aid Office. The yearly maximums for the Federal Direct Stafford loan program are based on financial need. There are origination fees associated with Direct Stafford loans. For specific information regarding current fee rates, contact the financial aid office.

Federal Direct Parent PLUS Loan is also a federally sponsored and regulated national student loan program. The PLUS Loan allows credit-worthy parents of dependent students to borrow funds to pay for their child's educational expenses. The funds are borrowed directly from the federal government, and the loan is held by the parent, not the student. The loan amount may not exceed the student's estimated cost of attendance minus any other financial assistance (financial aid, scholarships, etc) the student has been given. The Federal Direct PLUS Loan does require a credit check and some parents may not be eligible for the loan. If a parent receives notification of denial, the parent should contact the Financial Aid Office, as there may be other options available to the student. There are origination fees associated with the Parent Plus loan. For specific information regarding fee rates, contact the financial aid office.

Federal Title IV Eligibility Requirements: Student has verifiable Social Security Number. Be a citizen or national of the United States; or provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the United States; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs. Students must demonstrate financial need. Students must have no previous Title IV student loan default. Students have not exceeded annual or aggregate loan limits to date. Students must maintain Satisfactory Academic Progress. In order to maintain eligibility for Title IV, students must comply with the SAP Policy included in this Catalog and complete their program within the specific time frame.

For all eligible programs, Wade Gordon Hairdressing Academy's definition of an Academic Year is 900 hours and at least 26 weeks of instructional time. Program schedules are considered full time. Students must be enrolled at least half time to receive assistance from the Federal Student Loan Programs. Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits and does not have property subject to judgment lien for a debt owed to the United States and is not liable for a grant of Federal Perkins Loan overpayment. Pell awards are prorated based on attendance. Wade Gordon Hairdressing Academy does not provide Campus-based aid programs.

A Conviction for any offense, during a period of enrollment for which a student is/was receiving Title IV program funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work-study assistance. Students with state/federal drug convictions must meet the following requirements to be eligible for student aid conviction for possession or sale of illegal drugs. A student must resolve any drug conviction as outlined in 34 CFR 668.32: A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; the school will only confirm if they receive conflicting information. A conviction that was reversed, set aside, or removed from student's record, received when the student was a juvenile, unless she/he was tried as an adult are not considered. All other convictions for sale of drugs (including conspiring to sell) and/or possession is subject to the following:

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1yr from date of conviction	2 yr from date of conviction
2nd Offense	2yr from date of conviction	Indefinite period
3rd Offense	Indefinite period	Indefinite period

If both offenses apply, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him/her ineligible again. A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements: Be qualified to receive funds directly or indirectly from a federal, state, or local government program. Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company. Be administered or recognized by federal, state or local government agencies or courts. Be administered or recognized by federally, or academic advising, state-licensed hospital, health clinic, or medical doctor.

#### COMMUNICATION

Wade Gordon Hairdressing Academy conducts its classes and administers exams in English. Students should have functional proficiency in English before enrollment.

#### FACILITIES

Our educational space is designed to visually resemble and operate like a salon in its accessibility and accommodations for both students and clinic floor clients. As you step into the Wade Gordon Hairdressing Academy, you will find our reception area and the lobby along with an expansive retail space that showcases TIGI hair care. The clinic floor is a beautiful and modern facility that contains state of the art equipment.

#### EMERGENCY PROCEDURES

The school has five (5) fire extinguishers located at: the front, the back door, the break room, the hallway, the office and in the classroom . Exit doors are at the front of the building and three (3) exit doors in the back of the building in the event of an evacuation. Students and employees are shown all exits during their initial tour of the campus. Students are advised to evacuate the premises in an orderly fashion, and not to return until directed by school personnel. In the event of an emergency, call 911 immediately.

#### HOUSING

Wade Gordon Hairdressing Academy does not offer housing.

#### DISABILITY ACCESS AND ACCOMMODATIONS

Wade Gordon Hairdressing Academy has access for wheelchairs. The Academy will also provide reasonable accommodations to students as required by law upon request. Requests should be directed to Wade Gordon Hairdressing Academy.

#### INCLEMENT WEATHER

The school will close due to inclement weather when the public schools are closed. Notification of weather closures and any other unscheduled school closing are made by public announcements on local television stations.

## COURSES OF STUDY

All courses offered by Wade Gordon Hairdressing Academy are taught in English. Wade Gordon Hairdressing Academy does not offer an "English as a Second Language" course. Wade Gordon Hairdressing Academy utilizes the Milady Textbooks for each course as the main reference and instructional guide. You may order any additional textbook items if you need to. Below is the information regarding the Milady Textbooks:

- Milady Cosmetology Textbook bundle price: \$250.00
  - International Standard Book Number (ISBN): 9781428301825
- Milady Standard Barbering Textbook Bundle price: \$250.00
  - International Standard Book Number (ISBN): 9781337576222

## COSMETOLOGY COURSE OUTLINE

**1500 HRS**

The Cosmetology Program is a comprehensive program covering all phases of cosmetology, preparing the student for an entry level career as a licensed cosmetologist. The cosmetology course will provide the student with the necessary skills and will prepare the student to pass the state board examination. The approach to training used by the college is based on sound educational principles and teaching fundamentals. Upon completion of the course, the student shall have demonstrated all required competencies that are part of the state board examination.

All course work meets Oklahoma State Board of Cosmetology & Barbering minimum curriculum requirements.

**DESCRIPTION:** 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 pass the state board examination and for competency in job entry level positions in cosmetology or related career path.

**INSTRUCTIONAL METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board exam preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

**REQUIRED PRACTICAL EXPERIENCES:** Practices may be completed on manikins, models, or clients. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated at satisfactory or better.

**GRADING POLICY:** Although instructors and assignments may vary based on program requirements, numerical grades are considered according to the following scale:

- Written/Practical Grading Scale
  - 100%-90% Exemplary Performance
  - 89%-80% Excellent Mastery of Course Content
  - 79%-75% Good Mastery of Course Content
  - 74%-70% Satisfactory
  - 69% & Below Unsatisfactory

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/videotapes are available to support the program of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

**THE 1500 HR CLOCK HOUR CURRICULUM IS PRESCRIBED AS FOLLOWED:** (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- Theory (must be coordinated with each practical practice subject as is appropriate throughout the course of training) 150 clock hours
- Manicuring and pedicuring (including sculptured nails and tips and other artificial nail application procedures and care) 90 clock hours
- Facials (skin care training includes make-up, arching, waxing and/or other methods for non-permanent hair removal) 160 clock hours
- Scalp treatments and shampooing/conditioning rinses 30 clock hours
- Hairstyling, including finger waving, the dressing of wigs, thermal and blow drying 300 clock hours



- Hair color tints and bleaching and other color treatments 170 clock hours
- Hair cutting and hair shaping with shears and thinning shears (scissors) razor and clipper (includes beard) 180 clock hours
- Professional development, Establishment management and unassigned 22 hours for review, examinations, etc. 180 clock hours
- Hair restructuring/permanent waving and chemical hair relaxing 240 clock hours

**Total hours 1500 hours**

**BARBER COURSE OUTLINE**

**1500 HOURS**

The Barber Program is designed to prepare students for an entry level career as a Licensed Barber. Students will learn all phases of barbering in a classroom, lab and clinical environment. This includes developing and demonstrating a working knowledge in safety and disinfection procedures, anatomy and physiology, chemistry, facial massage, haircutting and styling, perms, hair coloring, men's shaving and beard design, and State Board rules, regulations and statutes. The approach to training used by the School is based on sound educational principles and teaching fundamentals. Upon completion of the program the student shall have demonstrated all required competencies to take the Oklahoma State Board of Cosmetology & Barbering Examination.

All course work meets Oklahoma State Board of Cosmetology & Barbering minimum curriculum requirements.

**DESCRIPTION:** The primary purpose of the barber course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in job entry level positions in barbering or related career path.

**INSTRUCTIONAL METHODS:** The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board exam preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive Student participation. Audiovisual aids, guest speakers, field trips, projects, activities, and other related learning methods are used for program delivery.

**REQUIRED PRACTICAL EXPERIENCES:** Practices may be completed on manikins, models, or clients. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated at satisfactory or better.

**GRADING POLICY:** Although Instructors and assignments may vary based on program requirements, numerical grades are considered according to the following scale:

- Written/Practical Grading Scale
  - 100%-90% Exemplary Performance
  - 89%-80% Excellent Mastery of Course Content
  - 79%-75% Good Mastery of Course Content
  - 74%-70% Satisfactory
  - 69% & Below Unsatisfactory

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/videotapes are available to support the program of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, Students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

**THE 1500 HR CLOCK HOUR CURRICULUM IS PRESCRIBED AS FOLLOWED:** (Note: Hours may be measured in credits and ratio as recognized by the United States Department of Education or by a regional or national accreditation entity recognized by the United States Department of Education.)

- Safe work practices, infection control, bacteriology, implements, tools, equipment, sterilization, disinfection and safety 155 clock hours
- Salesmanship, job search, shop management, history of barbering and professional image 175 clock hours
- Anatomy, physiology, chemistry, electricity and light therapy, properties and disorders of skin, scalp and hair, hair and scalp treatments 200 clock hours
- Facial massage and treatment 40 clock hours
- Haircutting and styling 580 clock hours
- Chemical relaxing, soft curl perms, permanent waving 95 clock hours

- Hair coloring 150 clock hours
- Men's hairpieces, mustache, beard design and shaving 65 clock hours
- Board rules, regulations and statutes 40 clock hours

### Total hours 1500 hours

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#### STATEMENT OF NON-DISCRIMINATION

Wade Gordon Hairdressing Academy does not discriminate based on race, color, national origin, ethnic origin, ethnicity, religion, sex, age, disability, familial status, or any other classification protected by federal, state or local law. Non-discrimination policy applies to all its operations including admissions, instruction, and graduation policies.

#### HEALTH AND SAFETY

Within the fields of cosmetology and barbering, there is exposure to certain product ingredients, sharp implements and equipment that if used improperly, because of caustic reaction, sharpness or extreme temperature, may be considered a safety or health hazard. All programs provide instruction for the proper handling, usage and disposal of chemicals and use of mechanical and electronic equipment. Wade Gordon Hairdressing Academy complies with the state OSHA standards.

#### PHYSICAL DEMANDS

Prospective students should be aware of the physical demands of a cosmetologist and barbers. Cosmetologist and barbers occupations generally require continued standing and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Certain individuals may have allergies and sensitivity to chemical products used in the profession. A student must be physically capable of performing all required activities conducted at the school. Standing for prolonged periods of time is a necessity for beauty and health education at Wade Gordon Hairdressing Academy.

#### ORIENTATION CLASS

Orientation classes are held on or before the first day of classes. The student would have physically visited and reviewed the school facilities and have signed an enrollment contract for the course of study with the institution. This orientation is to welcome new students and introduce them to the school's policies and procedures. During orientation, many topics are discussed, including: school rules, regulations, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory progress, and project completions. Students will also be given the opportunity to meet instructors, school staff, and other students to ask questions about their training programs.

#### "THE CLASSICS"

"The Classics" curriculum for each of the courses requires a number of hours of classroom lecture, theory, demonstration, and student practice. In "The Classics", the student will learn all the fundamental techniques for his/her future career. The hours spent in "The Classics" room class are approximately 200-250 hours for the cosmetology and/or barber course. Wade Gordon Hairdressing Academy considers "The Classics" classes to be the foundation for the individual student's learning process. An instructor will evaluate students before going to the next level. After "The Classics" are completed, we will introduce the basics of those areas that the student will need to know to pass the Oklahoma State Board of Cosmetology and Barbering

#### CAREER COACHING

The school coaches the students individually as often as necessary, coaching takes place in monitoring student progress as scheduled for the period of enrollment. Salon owners and stylists are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily coaching carried out by the instructors and staff.

#### CAREER OPPORTUNITIES

Cosmetologists and barbers may earn income through different career choices. Occupations include: Hair Stylist, Color Technician,, Manicurist, Cosmetology/Barber School Supervisor, Platform Artist, State Board Examiner, Salon Manager, Salon Owner, Wig Stylist, or Beauty Counselor to name a few. In addition to the above stated factors, earnings levels can depend on location, tipping habits, competition, self employment, the company one chooses to work for the position held.

#### EARNINGS AND OCCUPATIONS

As with any career, the amount of earnings one can obtain in the beauty & health industry is directly related to the amount of effort one applies to their career. Minimum efforts can result in minimum wage rates, while maximum efforts can lead to much higher levels of compensation. For this reason, Wade Gordon Hairdressing Academy, its staff and associates do not provide specific dollar earnings information. One's ability to earn income in the beauty industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills and maintain a positive attitude. The Wade Gordon Hairdressing Academy curriculum is designed to teach students these skills, but the effort students put forth is up to them.

#### APPLIED EFFORT

Every student enrolled at Wade Gordon Hairdressing Academy must be in APPLIED EFFORT while attending school. This policy is designed to better prepare the student for actual working conditions once they graduate. This means the student must always be working on a daily

assigned activity pursuant to the school policy. If a student refuses to or is not physically capable of being in Applied Effort, the student may NOT attend classes. While attending school, the student will be doing so in an atmosphere similar to the industry they are training to work in. Although the enrollee is a student and not an employee, the student will be trained by performing work in a salon simulated school environment designed to teach industry skills while providing industry knowledge and educational credit. Accordingly, many of Wade Gordon Hairdressing Academy's policies are structured to provide this same salon simulated atmosphere. For instance, students in training at Wade Gordon Hairdressing Academy are expected to attend their scheduled classes timely and consistently without excessive tardiness or absences, as this is the same attendance behavior which all employers expect from employees in the cosmetology and barber service industry.

#### EDUCATIONAL GOAL

- Performance Objective
  - Acquire knowledge of laws and rules regulating the established Oklahoma's cosmetology and barber practices.
  - Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
  - Acquire the knowledge of general theory relative to cosmetology and barber including anatomy, physiology, chemistry, and theory.
  - Acquire business management techniques common to cosmetology and barber.
- Skills To Be Developed
  - Learn the proper use of implements relative to all cosmetology and barber services.
  - Acquire knowledge of analyzing the scalp, face, and hands before all services are done, to determine any disorders.
  - Will learn the procedures and terminology used in performing all cosmetology and barber services.
  - Will learn the application of daytime and evening makeup to include the application of false strip eyelashes. \*Cosmetology program only.
  - Will learn the proper procedure of manicuring to include water and oil manicure. \*Cosmetology program only.
- Attitudes and Appreciations To Be Developed
  - Be able to appreciate good workmanship common to cosmetology and barber.
  - Possess a positive attitude towards the public and fellow workers.
  - Appreciate honesty and integrity.
  - Have improved personality in dealing with patrons and colleagues.

#### PLACEMENT ASSISTANCE

Upon passing the state exam, the school will then attempt to assist the student in their job search. The school nor any of its representatives or agents can guarantee or promise the student employment or a salary amount once the student has completed their program. The school will provide assistance which will consist of identifying employment opportunities. The staff at Wade Gordon Hairdressing Academy is very dedicated to helping each student find a job in the industry. From field trips to various salons to recruiting classes, the staff at Wade Gordon Hairdressing Academy is available to assist any student in referring them for job placement. There is also a job lead bulletin board available to all students and graduates and contains information on salons who are seeking to hire new employees in the cosmetology and barber industry. The staff teaches customer service, strategies for success, self marketing, and salon management to help better them for a more successful career. Within our curriculum there is education on professional image and ethics and salon management to assist students in being better prepared to enter the job market. Guest speakers, salon owners, and stylists visit the campus multiple times throughout the year.

#### SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Wade Gordon Hairdressing Academy. This includes Title IV recipients and non Title IV recipients. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Wade Gordon Hairdressing Academy's minimum satisfactory progress standards for official determination are:

- 70% cumulative theory/practical academic average (qualitative measure).
- 67% cumulative rate of attendance (quantitative measure) that will allow the student to complete his or her program within the maximum time frame allowed.
- GRADING POLICY

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency and set forth in the practical skills evaluation criteria. Students must maintain a theory grade of 70% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

#### THEORY/PRACTICAL:

100%-90%	Exemplary Performance
89%-80%	Excellent Mastery of Course Content

79%-75%	Good Mastery of Course Content
74%-70%	Satisfactory
69% & Below	Unsatisfactory

#### ● MAXIMUM TIME FRAME DETERMINATION

Wade Gordon Hairdressing Academy requires a student to progress through the program toward graduation within an established time frame. Based upon the school's requirement for 67% attendance, the maximum time frame during which students are to complete any course is 150% of the NACCAS approved and published course length based on 100% attendance measured in clock hours completed. This quantitative measure of progress will be reviewed during each official evaluation period. If it is determined that a student is unable to complete the program within the maximum established time frame, the student will be deemed to be in unsatisfactory progress and, therefore, ineligible for financial aid (if applicable) and will be terminated from the program. Students who exceed the maximum time frame shall be terminated from the program and if the student is permitted to re-enroll in the program the student will be on a cash-pay basis. The 150% maximum time frame for satisfactory academic progress discussed in this section does not apply to VA students. The time frame for VA students to complete a program will not exceed the VA approved hours for that program. VA will not pay beyond the approved program length.

#### Example:

- The minimum time frame to complete the Cosmetology and Barber Program is 1500 clock hours (actual)
- The maximum time frame to complete the Cosmetology and Barber Program is 2250 clock hours (scheduled)

Any student who falls below 67% attendance is advised that he or she is in jeopardy of not completing within a maximum time frame. A student in this situation must increase his or her cumulative attendance average immediately. Failure to increase the attendance rate by the official evaluation period will result in termination from the program. Leave of Absence impact on maximum time frame: If a student takes an approved leave of absence, his or her expected graduation (contract period) date will be adjusted for the number of actual days taken on leave. The maximum time frame is adjusted accordingly.

#### ACADEMIC YEAR DEFINITION FOR COSMETOLOGY/BARBER PROGRAM

##### Monday-Friday 9am-4:30pm

- 900 hrs/26 weeks
- 1500 hrs to complete program

##### Monday, Tuesday, Wednesday 9am-5pm

- 900 hrs/40 weeks
- 1500 hrs to complete the program

##### Monday-Friday 9am-3pm

- 900 hrs/30 weeks
- 1500 hrs to complete program

#### ● OFFICIAL EVALUATION PERIODS

Satisfactory Academic Progress is officially determined according to the Official Evaluation periods for each course, which is after the end of each payment period. All evaluations are completed within seven (7) school business days following the established evaluation periods. The amount of clock hours in each payment period varies according to the course as noted below. Students will receive a written notice of their official SAP determination including a description of actions required should the student be deemed to be below the SAP standards of the school. Students that are below the SAP standards at the time of official review will also be expected to meet with the financial aid administrator to discuss the actions they should take in order to achieve a satisfactory standing by the next Official Evaluation period. Official Evaluation periods are as follows:

- Cosmetology Program: 450, 900, 1200 clocked (actual) hours
- Barber Program: 450, 900, 1200 clocked (actual) hours

#### COSMETOLOGY PROGRAM

#### EVALUATION PERIODS

##### Schedule #1 (1500) Clock Hours: Monday-Friday 9am-4:30pm

1st Evaluation Period Ends:

450 Clock Hrs/13 Weeks

2nd Evaluation Period Ends:

900 Clock Hrs/26 Weeks

3rd Evaluation Period Ends:

1200 Clock Hrs/34 Weeks

##### Schedule #2 (1500) Clock Hours: Monday-Friday 9am-3pm

1st Evaluation Period Ends:

450 Clock Hrs/15 Weeks

2nd Evaluation Period Ends:

900 Clock Hrs/30 Weeks

3rd Evaluation Period Ends:

1200 Clock Hrs/40 Weeks

Schedule #3 (1500) Clock Hours: MTW 9am-5pm  
1st Evaluation Period Ends:  
2nd Evaluation Period Ends:  
3rd Evaluation Period Ends:

450 Clock Hrs/20 Weeks  
900 Clock Hrs/40 Weeks  
1200 Clock Hrs/53 Weeks

#### BARBER PROGRAM

#### EVALUATION PERIODS

Schedule #1 (1500) Clock Hours: Monday-Friday 9am-4:30pm  
1st Evaluation Period Ends:  
2nd Evaluation Period Ends:  
3rd Evaluation Period Ends:

450 Clock Hrs/13 Weeks  
900 Clock Hrs/26 Weeks  
1200 Clock Hrs/34 Weeks

Schedule #2 (1500) Clock Hours: Monday-Friday 9am-3pm  
1st Evaluation Period Ends:  
2nd Evaluation Period Ends:  
3rd Evaluation Period Ends:

450 Clock Hrs/15 Weeks  
900 Clock Hrs/30 Weeks  
1200 Clock Hrs/40 Weeks

Schedule #3 (1500) Clock Hours: MTW 9am-5pm  
1st Evaluation Period Ends:  
2nd Evaluation Period Ends:  
3rd Evaluation Period Ends:

450 Clock Hrs/20 Weeks  
900 Clock Hrs/40 Weeks  
1200 Clock Hrs/53 Weeks

\*Transfer students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

\*\*Student progress will be monitored at the beginning of every month by receiving a student progress report, fully executed with both student and school official signature; as well as a satisfactory academic progress evaluation checked at the hour increments listed above.

- ACTIONS REQUIRED TO REESTABLISH ELIGIBILITY AFTER FAILING SAP

- A successful appeal, or
- Making SAP at the end of the subsequent payment period after losing aid eligibility

- DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their satisfactory academic progress determination at the time of each of the evaluations. Students deemed not maintaining satisfactory academic progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

- WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. During this warning period, which only lasts one payment period, students are not eligible to appeal. Students who fail to make SAP after the financial aid warning period lose their aid eligibility unless they successfully appeal and are placed on financial aid probation.

- APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days, it is at the school's discretion to determine if the student is eligible to appeal on a case by case decision. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

- PROBATION

The status of probation for students will only be allowed for students who are not considered meeting minimum standards for satisfactory academic progress if:

- A. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- B. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- C. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- D. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

- RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may reestablish satisfactory progress, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

- LOSS OF AID ELIGIBILITY

Students who fail to make SAP, or meet the established conditions of an academic plan, at the end of the probation period lose their aid eligibility.

- SAP ISSUES RELATED TO EXTERNAL TRANSFERS

All transfer students are required to maintain satisfactory academic progress in order to successfully move toward graduation (see maximum time frame). Such maximum time frame shall be based on 150% of the transfer student's contracted hours and clock hours that were transferred. 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 actual contracted hours at the institution.

- ATTENDANCE POLICY

- Students must maintain attendance at an average of 67% of the scheduled attendance.
- If a student fails to meet the 67% attendance rate at an official evaluation point, the student would be placed on warning until the next scheduled evaluation. If a student fails to meet the 67% attendance rate at the next official evaluation point, the student is not making satisfactory progress. The student may be placed on probation, if the student prevails upon appeal AND if one of the following occurs:
  - The institution determines that SAP standards can be met by the next evaluation point, or
  - The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's SAP requirements by a specific point within the maximum time frame.
- If the student is absent for fourteen (14) consecutive days, the school will automatically withdraw him/her.
- Notifying the school when you will be absent or late shows consideration for your school, your clients, and your fellow students.
- Absences must be reported by phone within thirty (30) minutes before the scheduled start time.
- Students arriving later than 9:00 am will not be allowed to clock in.
- The school director and/or instructors and/or other staff will review excessive absences or tardiness with the student to determine possible corrective action to the issue at hand.
- Student hours and operations once properly earned will not be taken away from the student records based on disciplinary actions by the school.

\*\*Credit is given for all time clocked and the school does not add or take away hours for any reason.

- ATTENDANCE STATUS

Full-Time students are required to attend a minimum of 22.5 clock hours per week.

- 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.

- 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.

## GRADUATION REQUIREMENTS

Students in all programs must complete all subjects outlined in their designated program with no grades under 70% in any subject. Students who fail to make the necessary grade will be given the opportunity to retake the subject. All students are required to pass the school's final

examination with a grade of not less than 70% on both the practical and written exam prior to graduation. Upon successful completion of the program and payments in full of all tuition and fees (unless other arrangements have been made), you will receive a certificate of completion and be eligible to sit for the state licensing exam.

### LICENSING REQUIREMENTS

The general requirements for obtaining a license are that all applicants must:

- Pass the State Board Written Examination
- Pass the State Board Practical Examination
- Pay the required fee; and
- Not have committed an act that constitutes a ground for denial of the license.

### GRADUATION, LICENSURE, & PLACEMENT

Information regarding graduation, licensure, and placement for Wade Gordon Hairdressing Academy is provided below:

- 2022 Official Rates
  - Graduation Rate: 81.65%
  - Placement Rate: 51.16%
  - Licensure Rate: 100%

\*The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

### OKLAHOMA STATE FEES

- Examination Registration      \$35.00
- Licenses Fee:                      \$25.00

\*\*The school will assist, if needed, in scheduling the examination. The student is responsible for all costs and expenses related to taking the exam.

### FERPA POLICY

The Family Educational Rights and Privacy Act of 1974 (hereinafter known as FERPA) is a federal law which states that an educational institution must establish a written institutional policy concerning the confidentiality of student education records and the fact that students must be notified of this statement of policy and their rights under the legislation. In accordance with FERPA, students at Wade Gordon Hairdressing Academy have the following rights:

- The right to inspect and review education records covered by FERPA.
- The right to challenge (seek correction of) the contents of these records.
- The right to a formal hearing, if necessary, for a fair consideration of such a challenge.
- The right to place an explanatory note in the record in the event that a challenge of contents is unsuccessful.
- The right to control, with certain exceptions, the disclosure of the contents of the records.
- The right to be informed of the existence and availability of the institutional policy covering FERPA rights.
- The right to report violations of FERPA legislation to the academy director and/or the U.S. Department of Education concerning alleged failures of the academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605.

Students may waive any of their FERPA rights, including the release of their education records, by providing written consent. Such consent must be signed and dated by the student and specify the exact purpose of the waiver or release. Students may update their FERPA at any time by contacting a school employee.

- PARENT RIGHTS UNDER FERPA

At the postsecondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954. Students can give written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to the school director. In emergency or crisis situations, the school may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

### DISCLOSURE AND RETENTION OF EDUCATION RECORDS

Adult students and parents of dependent minor students have the right to inspect, review, and challenge information contained in their education records or those of their dependent minor. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Education records are defined as files, materials, and documents, which contain information directly related to the student and are maintained by the institution. Wade Gordon Hairdressing Academy will retain records for 6 (six) years from the last date of attendance. After this period, all records are destroyed. Written consent is

required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents.

### SCHOLARSHIPS

Wade Gordon Hairdressing Academy does not have an institutional scholarship program. A scholarship MAY be available based on the student demonstrating financial need.

### CLASS SCHEDULE

- There are 3 class schedules:
  - o M-F 9am-4:30pm (35 hrs/wk-10 Months to complete program)
  - o M-F 9am-3pm (30 hrs/wk-12 Months to complete program)
  - o MTW 9am-5pm (22.5 hrs/wk-16 Months to complete program)
- School hours are Monday-Friday 9am-5pm
- 30 minute lunch break

### CLASS AND PRACTICE HOURS-CREDIT PROCEDURE

Students at Wade Gordon Hairdressing Academy record their attendance by scanning the QR code on the provided device at the front desk to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students receive credit for operations completed after each operation or project verified by an instructor. The daily hours and operations earned are recorded in a software program on the computer.

### CONSTITUTION DAY

The school celebrates Constitution Day on or near September 17 of each year as required [www.constitutionday.com](http://www.constitutionday.com)

### LEAVE OF ABSENCE POLICY

It is a requirement that the student follow Wade Gordon Hairdressing Academy's policy on requesting a leave of absence. A request for a leave of absence must be submitted in writing, including the reason for the students request, approved reasons are medical and/or death in the family and include the students signature prior to the absences taken, unless unforeseen circumstances prevent the student from doing so. An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision, collects the request from the student at a later date and establishes the start date of the approved LOA to be the first date the student was unable to attend. In this example, *the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.* A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution may not assess the student any additional institutional charges as a result of the LOA. Wade Gordon Hairdressing Academy adheres to all federal regulations with respect to leave of absence together with any additional leave of absences must not exceed a total of 180 days in any 12 month period. Students' request for an LOA will not be granted if, combined with any other LOAs previously granted, exceed a total of 180 calendar days in any 12 month period. A leave of absence request form/enrollment agreement addendum includes the start and end date of the LOA and Wade Gordon Hairdressing Academy expects the student to return on that end date. If the student takes an unapproved LOA or fails to return from a leave of absence, the student is considered to have withdrawn from school as of the last date of attendance, the withdrawal date for the purpose of calculating a refund is also always the student's last day of attendance. A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. An addendum to the enrollment agreement with the students' new contracted graduation date will be completed and signed by both student and school officials.

**\*\*Students receiving veterans' educational benefits will be reported to the Department of Veteran Affairs as terminated effective the first day of absence when going on a leave of absence. They may be re-enrolled for educational benefits upon return to class.**

### MAKE UP POLICY

It is the policy of this school to allow students to make up work missed due to absenteeism when time allows. If the student has returned from a leave of absence, the student will have a sufficient amount of time to make up any tests missed during that time. Because our curriculum is a revolving curriculum, the student will be able to participate in theory for the chapters missed. It is the academy's policy that the student can only make up 3 tests per day. Once the student reaches "senior" status, the student will be able to make up any tests as needed.

### TUITION AND FEE SCHEDULE

<u>Course</u>	<u>Tuition</u>	<u>Registration Fee</u>	<u>Permit Fee</u>	<u>Transfer / Re Entry Fee</u>	<u>Book Fee (Tax Included)</u>	<u>Kit Fee (Tax Included)</u>	<u>Months</u>
Cosmetology Program 1500 Hrs	\$19,000.00	\$95.00	\$5.00	\$75.00	\$250.00	\$2,550.00	10-16
Barber Program 1500 Hrs	\$19,000.00	\$95.00	\$5.00	\$75.00	\$250.00	\$2,550.00	10-16



- a. REFUNDABLE. Cost shown represents the cost for the entire course.
- b. Fees may be non-refundable
- c. NONREFUNDABLE. Once issued, kits are not returnable due to sanitary considerations.
- d. Length of course duration will vary in accordance to the number of hours the student is expected to attend on a monthly basis as stated on the enrollment agreement.
- e. If applicable to the program the student is enrolling in

#### METHOD OF PAYMENT

Students may make a full payment at the time of enrollment however payment plans are available from Wade Gordon Hairdressing Academy. The entire educational expenses need to be included in planning the student's ability to meet those expenses. Title IV, Cash, Personal Check, Money Order, or Cashier's Check are all acceptable forms of payment. A late fee of \$10 every business day will be charged for payments received five (5) days after the due date. If you choose to use a credit card for your monthly payment you will be charged an additional processing fee. All school fees must be paid in full before graduation (unless other arrangements have been made).

#### VETERANS REFUND POLICY

Students that are attending school using Veterans Benefits will adhere to the same refund policies as all other students.

#### GROUND'S FOR TERMINATION

Students must comply with the rules and policies of the school as outlined in the agreement and the school catalog, and understand that the school shall have the right to terminate the contract and my enrollment at any time for violation of any school policy. I understand that the school reserves the right to modify the rules or regulations and that I will be advised of any and all modifications.

#### TRANSCRIPTS: NOTICE CONCERNING TRANSFERABILITY OF UNITS AND DEGREES EARNED AT OUR SCHOOL:

Units earned in our cosmetology and/or barber program in most cases, will probably not be transferable. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma, or certificate in our cosmetology and/or barber program, in most cases, this degree, diploma or certificate will not serve as a basis for obtaining a higher-level degree at another college or university. Hours and operations completed are transferable to any other cosmetology and/or barber school. Your license would help you to continue and further your education at a university level. Each course of study offered by Wade Gordon Hairdressing Academy is considered to be a single course; therefore, students with an outstanding balance on their tuition account will not be able to receive their transcripts until the account is paid in full (or other arrangements have been made).

#### PERSONAL SERVICES

Students should not anticipate or expect personal services. Personal services for students is a privilege and must be conducted in accordance with school policy, must be pre-approved by the supervising instructor, must have practical work done, and may be denied at any time. Students must be adequately dressed, groomed, and presentable for performing work on the public upon arrival at school. Personal days are Monday-Thursday, and any service must be paid for on the day the service was completed.

#### SCHOOL RULES AND REGULATIONS

- School hours are Tuesday-Saturday from 9:00am until 5:30pm.
- Practical sheet signatures must be clearly legible. Students must enter their own credits of operations making sure to get them signed by the instructor on the day the operation took place, or the operation will not count towards your practical applications.
- Students appearing in school with their hair not combed and neat, makeup undone, will be required to clock out. Individual appearance needs are to be done on the student's own time. The dress code is to be adhered to all the time. Students out of uniform will be sent home.
- Students attending over 6 or more hours per day will be required to take 30 minutes for lunch off the clock. It is the responsibility of the student to take time out for lunch and clock-out for that period. You cannot be on the clock for more than 6 hours without showing a clock out for lunch.
- A student must use the time clock to clock "IN" when entering and "OUT" when leaving the building. Students failing to do so will only receive credit for hours indicated by the time clock. REMEMBER IT IS YOUR RESPONSIBILITY TO CLOCK IN AND OUT EACH DAY TO RECEIVE CREDIT. Students may also be required to clock in and out for breaks extended beyond the allowable time. No student may clock in or out for another student.
- Smoking is not allowed on the school premises.
- No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
- School business phones can be used for personal calls. Students are not permitted to leave a patron to answer the phone, unless an emergency occurs. Cell phones must remain on vibrate, or silent during attendance, and must be in purses, bags, etc. at all times, unless approved by an instructor, or clocked out for lunch. If the student is on a break, you may use your phone, but only if you are clocked out and outside, or in the break room. Students should not ever be on their phone on the salon floor, or at the reception area.
- Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
- Students must keep their workstation in class or on the clinic floor clean and sanitary at all times.

- All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to the student. Failure to take a patron is grounds for dismissal from school.
- Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- Students are responsible for the return of school materials or equipment loaned to them. Students should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials. Wade Gordon Hairdressing Academy is not responsible for any lost or stolen equipment.
- Equipment in good working condition and books must be at school while students are in attendance. Students not having such will be sent home. Missing or broken items must be replaced immediately.
- Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron.
- Students are required to attend school on all business days before and after the holidays. If absent, the student may be suspended for three or more days unless valid medical documentation of illness is brought in. Students must be here for theory on Friday unless scheduled otherwise they will be suspended.
- Students have the privilege at all times to consult the management on personal problems.
- The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
- The school will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is under the influence of alcohol or drugs. If faculty becomes aware or suspicious that you may be under the influence of drugs or alcohol, there will be MANDATORY drug tests at the expense of the student within 48 hours.
- Monthly cards will be audited by the school administrators and by authorized governing agencies. Credit will be given only for applied effort and continuously engaging in training and study of the branch of cosmetology or barber for which the student is enrolled. An instructor must check all work or credit will not be given.
- Only products furnished by the school may be used unless otherwise approved by the supervisor. Students or clients are not allowed to bring in their own product.
- Students must comply with all instructions and directions given by authorized personnel relative to school activities. Insubordination will not be tolerated.
- Notify the administrative office immediately of any name, address or telephone change.
- All students will receive an equal opportunity to work with patrons.
- Emergency drills: There will be no smoking during the fire drill. During this time, you are in class even though you may be outside for a few minutes during the drill. This rule applies to students and faculty/staff. REMEMBER: If the drill occurs during clinic time & you're giving a chemical service; take your spray bottle along as you exit.
- Failure to observe the above rules and regulations may be subject to suspension for 1 (one) or more days or removal from the school.

#### SCHOOL SANITATION AND DUTIES POLICY:

Wade Gordon Hairdressing Academy strives to be a clean facility. We do our best to maintain our facility as the first day of business every day. With your help we can continue to provide a clean and sanitary establishment in which both students and clients can enjoy. Every month you will be assigned a cleaning duty. This is part of your sanitation daily grade.

#### VACCINATION POLICY

Wade Gordon Hairdressing Academy complies with the state of Oklahoma requirements for vaccinations. At this time Oklahoma does not require any vaccinations prior to or during enrollment in its programs.

#### SPECIAL CIRCUMSTANCES

In order to provide fair and equal opportunity and access to its educational programs for all qualified individuals, Wade Gordon Hairdressing Academy may consider special and mitigating circumstances when applying, changing or amending its policies, procedures and rules and regulations.

#### GRIEVANCE PROCEDURE

In the event a student has a grievance which cannot be resolved to his/her satisfaction with the student's immediate instructor, the student is to make his or her grievance known to the Director of the Academy. All grievances *are required* to be presented orally or in writing. The school will provide a corresponding oral or written response to all grievances within 10 business days.

#### INSTITUTIONAL REFUND POLICY

This policy is stated in English and complies with the mandated policy. It applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. When a student ceases enrollment at Wade Gordon Hairdressing Academy, tuition will be refunded on a prorated basis according to the official date of withdrawal-until the student has completed 50% of the time scheduled in their enrollment agreement. Once the student has reached 50% of their scheduled hours, no amount of tuition will be refunded.

- Kit items are non-refundable once they are received.

- Charges for the student kit are non-refundable unless the student cancels within three (3) business days of signing the enrollment agreement or the student cancels prior to entering class.
- **OFFICIAL WITHDRAWAL**
  - Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
    - Applicants not accepted by the institution are entitled to a refund of all monies.
    - A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment agreement and demands his/her money back in writing, within three (3) business days of signing the enrollment agreement, regardless of whether the student has actually started training, is entitled to a refund of all monies collected by the institution.
    - A student who cancels his/her enrollment agreement after three (3) business days of signing, but prior to entering classes, is entitled to a refund of all monies paid to the school, less a non-refundable registration fee of \$100.00.
    - A student notifies the institution of his/her official withdrawal in writing.
    - A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the school that the student will not be returning.
    - A student is expelled by the institution

For official cancellations or withdrawals as defined in bullet points 2-5 above, the cancellation date will be determined by the postmark on written notification, or the date this information is delivered to the schools admissions and/or business office department.

- **UNOFFICIAL WITHDRAWAL**
  - Any monies due a student who unofficially withdraws from the school shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the students actual last date of attendance.
- When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
- All extra costs, such as books, equipment and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment agreement.
- If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- If a course and/or program is canceled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
- If the school closes permanently and no longer offers instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student.
- The institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, a canceled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.

The following refund table is used for all students due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his or her scheduled hours;

<b><u>Percentage Length Completed to Total Length of Course and/or Program</u></b>	<b><u>Amount of Total Tuition Owed to the School</u></b>
0.01%-4.9%	20%
5%-9.9%	30%
10%-14.9%	40%

15%-24.9%	45%
25%-49.9%	70%
50% and Over	100%

#### FEDERAL RETURN OF TITLE IV FUNDS POLICY

The school participates in the Title IV federal financial aid programs (Title IV). The Return of Title IV (R2T4) policy and formula are used by the school to determine the amount of Title IV funds that must be returned if the student withdraws from the school. The R2T4 formula is applicable when the student withdraws at any point during a payment period.

The requirements for returning Title IV funds under the R2T4 formula is different from a school's institutional refund policy. The R2T4 formula determines the amount of unearned Title IV funds that must be returned when a student withdraws. In contrast, the refund policy determines how much tuition a student owes after a student withdraws.

It is possible that the R2T4 policy might result in a return of Title IV funds that previously paid for tuition and other charges at the school. In turn, the institutional refund policy might result in a student owing funds to the school to cover unpaid institutional charges even though the student withdrew from the school without completing the program.

- RETURNING FUNDS

Notwithstanding any State law (such as a law that allows funds to escheat to the State), an institution must return to the Secretary any title IV, HEA program funds, except FWS program funds, that it attempts to disburse directly to a student or parent that are not received by the student or parent. For FWS program funds, the institution is required to return only the Federal portion of the payroll disbursement.

(1) If an EFT to a student's or parent's financial account is rejected, or a check to a student or parent is returned, the institution may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the EFT was rejected or the check returned. In cases where the institution does not make another attempt, the funds must be returned to the Secretary before the end of this 45-day period.

(2) If a check sent to a student or parent is not returned to the institution but is not cashed, the institution must return the funds to the Secretary no later than 240 days after the date it issued the check.

- ORDER OF RETURNING FUNDS

When returning aid due to return to Title IV this is the order as followed:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants

- TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Federal Supplemental Educational Opportunity Grants (FSEOGs), Direct Loans, and Direct PLUS Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these terms for you and tell you which one applies to you), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds in the form of a post-withdrawal disbursement. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

You will not be subject to returns of your Title IV program assistance if you meet one of the following exemptions:

- You complete all of the requirements for graduation;
- You successfully complete a class or multiple classes that comprise at least 49 percent of the days in the term; or
- You successfully complete a class or multiple classes that comprise at least half-time enrollment.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disperse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other institutional charges. If you do not give your permissions, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess funds equal to the lesser of:

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

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you may be required to return the remaining amount.

For any loan funds that you must return, you (or your parent for a Direct PLUS LOan) will repay the loan funds in accordance with the terms of the promissory note. That is, you will not be required to repay any loan funds immediately, but instead, you will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with your school or the Department of Education to return the unearned grants funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at <https://studentaid.gov>.

- **INSTITUTIONAL CHARGES**

Institutional charges are used to determine the portion of unearned Title IV aid that the school is responsible for returning. School's must ensure that all appropriate fees, as well as applicable charges for books, supplies, materials, and equipment, are included in the R2T4 calculation. Institutional charges do not affect the amount of Title IV aid earned by a student who withdraws.

The institutional charges used in the calculation usually are the charges that were initially assessed the student for the entire payment period or period of enrollment as applicable. Initial charges may only be adjusted by those changes the institution made prior to the student withdrawal (for example, for a change in enrollment status unrelated to the withdrawal). If, at the time of the withdrawal or afterward, the school changes the amount of institutional charges it is assessing a student or decides to eliminate all institutional charges, those changes do not affect the charges nor aid earned in the calculation.

The R2T4 regulations presume that Title IV program funds are used to pay institutional charges ahead of all other sources of aid. Institutional charges may not be reduced even if other sources of aid are used to pay those charges. For example, a school may not reduce institutional charges when an outside agency supplying aid requires that aid to be used only for tuition.

- **APPLICABLE DEADLINES**

The school is required to perform the R2T4 calculation within 30 days of the date of determination of when the student has been withdrawn and/or dropped from the program. In addition there are several important deadlines impacting most R2T4 calculations:

- 45-day time frame for the Return of Title IV Funds
- If applicable, if an R2T4 calculation results in a credit balance it must be disbursed to the student as soon as possible but no later than 14 days after the R2T4 calculation (If applicable)
- 30-day required notification of the need for authorization to make a post withdrawal disbursement of Direct Loan funds.
- Post-withdrawal grants must be disbursed within 45 days,
- Post-withdrawal loans must be offered to the student within 30 days, allowing the student at least 14 days to respond.

Any action taken after a deadline, even a correction, is a violation of that deadline requirement. So, when an institution corrects an R2T4 calculation and, as a result, returns funds after the 45-day deadline, it is a late return. Likewise, if a school makes a correction and fails to notify a student or parent that they are eligible for a post-withdrawal disbursement within 30 days of the date of the institution's determination that the student withdrew, the school has violated that deadline.

#### FINANCIAL ASSISTANCE DISCLOSURES

Financial Assistance is available to those who qualify through the Financial Aid Office. All students have the following rights and responsibilities: The student has the right to ask the school: (1) The name of its accrediting and their licensing organizations; (2) About its programs; its instructional, laboratory, their physical facilities, and their faculty; (3) What the cost of attending is, and the policies concerning refunds and Return to Title IV (R2T4) to students who drop out; (4) What financial assistance is available including information on all federal, state, local, private and institutional financial aid programs; (5) What the procedures and deadlines are for submitting an application for each available financial aid program; (6) How it determines a student's eligibility and need for financial aid; (7) How much of your financial need, as determined by the school, has been met; (8) To explain each type and amount of assistance in your financial aid package; (9) What the interest rate is on any student loan you have, the total amount you must repay, when a student must start repaying; (10) Deferment of repayment or forbearance for certain defined periods, if you qualify and if you request deferment or forbearance; (11) To provide written information on student's loan obligations and information on your rights and responsibilities as a borrower; (12) To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed; (13) How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your title IV eligibility; (14) What special facilities and services are available to students with disabilities and how to request a reasonable accommodation.

It is the student's responsibility to: (1) Review and consider all the information about the school program before enrolling; (2) Pay special attention to the application process for Federal student financial aid, complete it accurately and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely; (3) Know and comply with all deadlines for applying and reapplying for aid; (4) Provide all enrollment and verification documentations, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application; (5) Notify the school of any information that has changed since you applied; (6) Read, understand, and keep copies of all forms you were asked to sign; (7) Ensuring you are aware that you must start making monthly repayment on your student loan after your grace period ends, unless you have a deferment or forbearance. When you sign your master promissory note (MPN), you are agreeing to repay your loan; (8) Attend an exit interview at the time you leave the school to determine the net balance of your account with the school as well as the net balance of any student loan; (9) Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes; (10) Understand your school's refund policy; (11) Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment agreement sign; (12) Understand that you may be responsible and have liability for portions of Title IV funds return by the institution on your behalf; (13) Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student result in funds being awarded that a student was not eligible for are advanced to you or credited to your school account.

A current year FAFSA (Free Application for Federal Student Aid) is required to be completed prior to a determination of eligibility for all Title IV funds. The deadline to submit an online application for federal student aid is midnight Central Time on June 30th of the end of the Academic Year. Directions to complete this application, an MPN (Master Promissory Note), and Entrance Counseling are located on the "Directions to Apply for Federal Student Aid", the US Department of Education's annual publication of "Funding Education Beyond High School: The Guide to Federal Student Aid" and Direct Loan Basics for Students" available in the Financial Aid Office; or: FAFSA Information Center can be contact by calling (1-800-433-3243) or visiting [www.studentaid.ed.gov](http://www.studentaid.ed.gov). Students who apply for and complete the steps necessary to participate in Federal Student Aid (Title IV) programs will receive an estimated Award Letter. The estimated Award Letter serves as notification of students' proposed aid package, including types of aid and disbursement information. The estimated Award Letter is for academic year one and it may be necessary for students and/or parents to re-apply for financial aid with each subsequent academic year. Award Letters may be delivered in person or sent electronically. No action is required on the students' part to accept the award as presented. Written authorization is only required to decline an award. This authorization to decline an award must be received by Wade Gordon Hairdressing Academy within two (2) days of receipt of the initial award letter. Authorization is considered to have been received at Wade Gordon Hairdressing Academy upon receipt of email, postal service delivery, or upon personal delivery to a campus' Financial Aid Advisor. Wade Gordon Hairdressing Academy assumes acceptance of the award if no communication is received from the student or parent stating otherwise. The Federal Government selects a portion of students' FAFSAs for a process called "verification." If a student's FAFSA is selected for verification, the student must provide additional information in order for their financial aid eligibility to be determined. The specific type of documents required for submission will vary from student to student but may include items such as tax return transcripts or W-2 Wage and Tax statements. Upon selection for verification, students will be notified by email of the required additional documentation needed. For students currently attending school, all verification documentation must be submitted within 15 days of request. For incoming students, the request documentation must be received within 5 days from the date of notification (and no later than the 5th scheduled class day). Failure to submit requested documentation within designated time frames may result in loss of eligibility. Eligibility cannot be determined until the verification process has been completed. Wade Gordon Hairdressing Academy will make every effort to award financial aid to all students so please contact a Financial Aid Advisor if you are unable to meet the deadline requirements. Once all documentation and/or signatures have

been submitted, the data will be verified for accuracy, which may take up to 30 days. Should any discrepancies exist, corrections will be made to your Award Letter and students will be notified.

The school currently participates in the Pell Grant, Stafford Direct Loan and Parent PLUS Direct Loan programs. The school does not coordinate but will certify veterans, state, local government and private funding sources. Student's receiving Veterans assistance may be required to provide military and prior education transcripts. The school is required to inform all eligible borrowers about the eligibility of, and eligibility for, state grant aid. Any state grant programs that the school is aware of are disclosed in this catalog. Students are encouraged to research all state funding opportunities that may be available. Resources for this research may include FinAid.org ([www.finaid.org/otheraid/state.phtml](http://www.finaid.org/otheraid/state.phtml)), US Department of Education ([www2.ed.gov/about/contacts/state/index.html](http://www2.ed.gov/about/contacts/state/index.html)), and the National Association of Students Financial Aid Administrators ([www.nasfaa.org/State\\_Financial\\_Aid\\_Programs](http://www.nasfaa.org/State_Financial_Aid_Programs)).

All students who borrow a Stafford Loan while attending the school must complete Direct Loan Entrance Counseling before funds will be certified. Prior to the first disbursement of a Title IV loan, the school will provide first-time borrowers with a comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities. This information will be provided via interactions with the school's Financial Aid Advisors.

Need Based Aid (Pell Grant and Stafford Subsidized Loan) Calculation:  $COA \text{ (Cost of Attendance)} - EFC \text{ (Expected Family Contribution)} = \text{Need Eligibility}$

Non-Need Based Aid (Unsubsidized Stafford and Parent PLUS Loan) Calculation:  $COA - EFA \text{ (Expected Financial Assistance/all other aid)} = \text{Non-Need Eligibility}$

COA = Budget - each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items: Tuition & Fees, Room and Board, Transportation, Misc/Personal, Books/Supplies and Other items such as special circumstances or expenses related to disabilities.

Awards of Title IV federal assistance (if applicable) received by students will apply first to tuition owed and then to the student for education related expenses. All financial aid disbursements will be made in accordance with federal regulations and guidelines. Financial Aid will be credited towards the student's account at least twice during the academic year of 900 hours. Students desiring the institution to budget and disburse financial aid funds for the student throughout the academic year may make such requests in writing. All loans through the Direct Loan Program, if applicable, must be paid back according to the terms and conditions of the borrower's promissory note.

Private Education/Institutional Loans are not offered by the school nor does the school have preferred lender arrangements. Should a student insist on seeking a Private Educational Loan, loan certification will only be provided after a student has demonstrated need and exhausted all Federal Student Aid eligibility and A Private Education Loan Application Self-Certification must be completed.

Exit Counseling must be completed by all students who are graduating or withdrawing from school. If a student is unavailable to complete at the school a Direct Loan Exit Counseling Guide will be mailed to them for completion. Counseling may be provided in person (individually or in groups), using audiovisual materials US Department of Education Publications and/or online. Student borrowers should be advised to complete online exit counseling or come to the counseling session at the school shortly before graduating, or ceasing at least half-time 46 enrollment. As required, the school will submit students' loan information to the National Student Loan Data System (NSLDS). This information will be accessible by guarantee agencies, lenders, and schools determined to be authorized users of the data system. Please be aware that the information on the NSLDS site is updated by schools and the Department of Education and may not always have the most current information available. Visit [www.nslds.ed.gov](http://www.nslds.ed.gov) for additional information.

#### STUDENT LENDING CODE OF CONDUCT

As a participant in Federal Student Loan programs, Wade Gordon Hairdressing Academy publishes a student lending code of conduct applicable to the institution's officers, employees, and agents. The code of conduct requirements are set forth in the Higher Education Opportunity Act (HEOA) signed into law on August 14, 2008. For this reason, and because we are committed to the highest level of ethical behavior, Wade Gordon Hairdressing Academy has adopted the following code of conduct:

Wade Gordon Hairdressing Academy does not participate in any revenue-sharing arrangements with any lender.

No officer, employee or agent of Wade Gordon Hairdressing Academy employed in the financial aid office or who has responsibilities with respect to education loans, shall solicit or accept any gift greater than a nominal value from the lender, guarantor or servicer of education loans.

No officer, employee or agent who is employed in the financial aid office or a role involved in the administration of education loans may accept any fee, payment, or other financial benefit from a lender as compensation for any type of consulting arrangement or contract to provide services to a lender or on behalf of a lender relating to student education loans.

Wade Gordon Hairdressing Academy will not direct students to a specific lender and prohibits its officers, employees, and agents from delaying loan certifications or refusing to certify or otherwise deny or delay certification of a loan based on the borrower's selection of a lender and/or guarantor. The school does not assign a lender to any first-time borrower through financial aid packaging or any other means.

Wade Gordon Hairdressing Academy will not request or accept any offer of funds to be used for private education loans to students from any lender in exchange for providing the lender with loans nor will the school enter into a preferred lender arrangement for Title IV loans.

Wade Gordon Hairdressing Academy will not request or accept any assistance with call center or financial aid office staffing. Employees or those who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors will not accept anything of value (other than reimbursement for reasonable expenses) for such service.

Wade Gordon Hairdressing Academy is committed to the following best practices with respect to lending and will display all required consumer information in a prominent location on the institutional web site and in any printed materials, easily identified and found, and labeled as "Consumer Information."

#### APPROVAL DISCLOSURE

*Wade Gordon Hairdressing Academy is licensed by the:  
Oklahoma State Board of Cosmetology and Barbering  
2401 NW 23rd St Suite 84  
Oklahoma City, OK 73107-2453  
405.521.2441/www.cosmo.ok.gov*

*Wade Gordon Hairdressing Academy is accredited by:  
National Accrediting Commission of Career Arts and Sciences  
3015 Colvin St  
Alexandria, VA 22314  
(703) 600.7600*

#### VOTER REGISTRATION

Students are encouraged to register and vote in state and federal elections. Voter registration and election date information for the state of Oklahoma can be found at: [www.oklahoma.gov](http://www.oklahoma.gov). The Elections Division of the Secretary of State's Office is open from 8:00 a.m. until 5:00 p.m. weekdays. The Elections Division is also open during the hours that the polls are open on all uniform election dates (2nd Saturday in May and 1st Tuesday after the 1st Monday in November), on the primary and primary runoff election dates (1st Tuesday in March of even-numbered years and 2nd Tuesday in April following the primary), and the dates on which special statewide and federal elections may be ordered. Answers to questions on election law and procedures may be obtained by telephoning the Elections Division toll-free at 1.800.252.VOTE (8683) or directly at 512.463.5650.

##### To be eligible to register to vote in Oklahoma, a person must be:

- A United States citizen;
- A resident of the Oklahoma county in which application for registration is made;
- At least 18 years old on Election Day;
- Not finally convicted of a felony, or, if so convicted must have (1) fully discharged the sentence, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by any court; or (2) been pardoned or otherwise released from the resulting disability to vote; and
- Not determined by a final judgment of a court exercising probate jurisdiction to be (1) totally mentally incapacitated; or (2) partially mentally incapacitated without the right to vote.

Registering to vote is easy in Oklahoma. It doesn't even require a stamp! Official applications to register to vote are postage-paid by the State of Oklahoma. In most Oklahoma counties, the County Tax Assessor-Collector is also the County Voter Registrar. In some counties, the County Clerk or County Elections Administrator registers voters. You may obtain an application from the school, the Secretary of State's Office, libraries, many post offices, or high schools. Or, you may download an informal application, but you will be required to affix a stamp before mailing. You may also register to vote when you apply for or renew your driver's license. The application must be received in the County Voter Registrar's office or postmarked 30 days before an election in order for you to be eligible to vote in that election. You will receive a voter registration certificate in the mail after the County Voter Registrar has processed your voter registration application. Upon receipt of the voter registration certificate, sign it, fold it and keep it in your wallet and take it to the polls with you when you vote. All voters who registered to vote in Oklahoma must provide an Oklahoma driver's license number or personal identification number issued by the Oklahoma Department of Public Safety or the last four digits of your social security number. If you have not been issued any of these numbers, then you must state that fact on the application by checking the designated box. A voter who has not been issued a driver's license or social security number may register to vote, but such voter must submit proof of identification when presenting himself/herself for voting or with his/her mail-in ballots, if voting by mail. These voters' names are flagged on the official voter registration list with the annotation of "ID." The "ID" notation instructs the poll worker to request a proper form of identification from these voters when they present themselves for voting.

##### Acceptable identification includes:

- a driver's license or personal identification card issued to the person by the Department of Public Safety or a similar document issued to the person by an agency of another state, regardless of whether the license or card has expired;
- a form of identification containing the person's photograph that establishes the person's identity;
- a birth certificate or other document confirming birth that is admissible in a court of law and establishes the person's identity;
- United States citizenship papers issued to the person;
- a United States passport issued to the person;



- official mail addressed to the person by name from a governmental entity;
- a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter; or
- any other form of identification prescribed by the Secretary of State.

○ VOTER REGISTRATION CERTIFICATE

- Once you apply, a voter registration certificate (proof of registration) will be mailed to you within 30 days.
- Check your certificate to be sure all information is correct. (If there is a mistake, make corrections and return it to the voter registrar immediately.)
- When you go to the polls to vote, present your certificate as proof of registration.
- You may vote without your certificate by signing an affidavit at the polling place and showing some other form of identification (for example, driver's license, birth certificate, copy of electric bill).
- If you lose your certificate, notify your County Voter Registrar in writing to receive a new one.
- You will automatically receive a new certificate every two years, if you haven't moved from the address at which you are registered. If you move within the same county simply go to the Secretary of State's website and change your address online or promptly notify the County Voter Registrar, in writing, of your new address by:
  - correcting your current voter registration certificate on the back and returning it to the County Voter Registrar;
  - filling out a new voter registration application form and checking the "change" box; or
  - making simultaneous changes to your driver's license and voter registration when you apply for or update your driver's license.

You will receive a new certificate with your new address. You will be able to vote in your new precinct 30 days after your change of address is submitted. If you miss the deadline (30 days before an election), you may vote in your former precinct as long as you still reside in the political subdivision conducting the election. Your residence is located in a specific "precinct," which is an area within the county. There are many precincts within a county. The place where you will vote on Election Day is located in your precinct. There may be combined precincts in order to accommodate joint local elections; therefore, in some elections you may vote outside your designated precinct. The County Clerk or County Elections Administrator can give you the specific location of your polling place, or you can check online to see if the County Clerk or Elections Administrator has that information posted. The Secretary of State's Office may also provide polling place information at the "Where do I vote" link on its web page prior to the primary, primary runoff and November uniform election date elections. If you move to another county you must re-register! Fill out a new application and mail it, or take it in person, to the Voter Registrar of your new county. You may not register online if you move from one country to another. You will be registered 30 days after your application is submitted. You will receive a new certificate. After changing residence to another county, a person may be eligible to vote a "limited" ballot in his/her new county of residence on candidates or issues common to the old and new counties. A "limited" ballot may be voted only during early voting by personal appearance or by mail (not on Election Day) if:

- the person would have been eligible to vote in the county of former residence on Election Day if still residing in that county;
- the person is registered to vote in the county of former residence at the time the person offers to vote in the county of new residence; and
- a voter registration for the person in the county of new residence is not effective on or before Election Day.

Promptly notify the County Voter Registrar, in writing, of the name change using the same steps as for IF YOU MOVE WITHIN THE COUNTY. You will receive a new certificate 30 days after your name change notice is submitted. You may continue to vote during this period. If you do not have your certificate in hand, you may sign an affidavit at the polls and present a form of identification.

ADDITIONAL STATE CONTACT INFORMATION:

- Secretary of State's Office toll-free at 1.800.252.VOTE (8683)
- Your local County Clerk (will be listed in the blue pages of your telephone book)
- Your local County Elections Administrator
- Your County Voter Registrar (Tax Assessor-Collector)

Secretary of State  
Elections Division  
P.O. Box 12060  
Austin, Texas 78711-2060  
512.463.5650 or 1.800.252.VOTE (8683)  
Fax 512.475.2811  
TTY 7.1.1

Federal Election Commission  
999 E Street, N.W.  
Washington, D.C. 20463  
1.800.424.9530

Texas Ethics Commission  
P.O. Box 12070  
Austin, Texas 78711-2070  
512.463.5800 or 1.800.325.8506

### COPYRIGHT POLICY

The School supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The School requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the school supports the fair use for such purposes as criticism, comment, news reporting, teaching, scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL 94-553).

- COPYRIGHT INFRINGEMENT POLICIES & SANCTIONS

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, will not be tolerated, and may subject a student to school sanctions and discipline, up to and including dismissal. Students may request copies of copyrighted materials from the financial aid staff. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities. Specifically, Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. More information can be found at: [www.copyright.gov](http://www.copyright.gov).

### ADMINISTRATIVE RULES

- This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
- This administrative rule applies to all staff and students who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for school publication.
- Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property.
- The School considers the educational environment to consist of traditional on-campus instruction.
- Staff and students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
- Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.
- The only software programs, other than student projects, to be used on systems in the school are those products for which the school owns a valid license or the school may legally use. Copying the school's software from the computer system is considered theft and is a serious offense. Copying or modifying school software and/or borrowing software is not permitted.

\*\*In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of the United States Code, the School shall have a DESIGNATED AGENT "to receive notifications of claimed infringement" and "other contact information which the Register of Copyrights may deem appropriate." The designated agent for the School will be the CFO.

### FAIR USE

Fair Use is the use of copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- The effect of the use upon the potential market for or value of the copyrighted work. The School encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application, school constituents and the School avail themselves of protection from infringement by establishing "reasonable grounds for believing that his or her use of the copyrighted work was a fair use" according to Sections 107 and 504c of United States Code title 17.

#### CIVIL & CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney's fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

\*\*For more information, please see the Website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

#### FACULTY AND STAFF

The faculty and staff of the academy possess years of experience and expertise. They are the reason for the success of their students. Below is a listing of our current team:

Wade Hagler-Owner	Dana Wilmot-Educator
Princessa Hagler-Vice-President	Nahun Martinez-Educator
Braxton Hagler- School Director	Jonnie Keahey-Educator
Yessenia Orquiz-Educator	

<u>2024 Class Start Calendar</u>	<u>Programs: Cosmetology and Barber</u>	<u>2024 School Holiday Calendar</u>	<u>Date</u>
January	2nd	Spring Break	03/11/2024-03/15/2024
February	5th	Good Friday	03/29/2024
March	4th	Memorial Day	05/27/2024
April	1st	4th of July	07/04/2024
May	6th	Labor Day	09/02/2024
June	3rd	Thanksgiving Break- CLOSED	11/25/2024-11/29/2024
July	1st	Christmas Break-CLOSED	12/23/2024-01/03/2025
August	5th		
September	3rd		
October	7th		
November	4th		
December	2nd		

**\*\*If classes are canceled due to extenuating circumstances, notifications will be announced through the local media**