



EPIPHANY

BEAUTY INSTITUTE

Student Catalog
2024 – 2026

Volume 2

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Administrative Staff

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Owner / Instructor
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WELCOME

We would like to welcome you to Epiphany Beauty Institute.

We are here to help you reach your goals in the industry. You are on your way to becoming a success in the beauty industry. We are pleased to offer you a quality education.

Epiphany Beauty Institute maintains a commitment to excellence in its program.

We will continuously provide you with the educational opportunities and services to help you succeed.

We challenge you to take advantage of all the valuable programs available to you and we wish you success as your work toward your career.

Written in the English language

Mission Statement

EPIPHANY BEAUTY INSTITUTE will provide our students with the necessary resources, tools, and support to successfully become licensed beauty professionals. We are committed to providing a culture where our students will evolve into successful professionals and business owners. Through rigorous coursework and hands on instruction, Epiphany Beauty Institute will prepare its students for the always innovating beauty world.

Epiphany Beauty Institute maintains a commitment to excellence in its programs.

Educational Goals

All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full-service Salon, Barber Shop, Chain Salon, School, shop manager or shop owner.

Facilities and Equipment

Epiphany Beauty Institute facility is approximately 3430 square feet. The facility consists of the following:

- 2 restrooms, 2 water fountains, and storage room
- Dispensary with washer and dryer and instructor office
- Breakroom with refrigerator, microwave, and vending machine
- Classroom setup for 20 students with white board and television
- Esthetics room with 4 beds with steamers, storage room, television, and teacher desk
- Nail room with 6 nail stations, and 2 pedicure chairs
- Cosmetology clinic floor with 20 stations/chairs, 4 shampoo bowls, 5 stationery hair dryers, 2 roll around hair dryers, and wig dryer

New Class Starting Dates

New enrollments begin the first Monday of each month unless it's a holiday. If it is a holiday, class will begin the following Monday.

Holiday and School Closings

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

New Year's Day
Martin Luther King Jr. Day
President's Day
Spring Break – TBA
Memorial Day

Summer Break – TBA
Labor Day
Election Day
Thanksgiving Holiday – TBA
Christmas Holiday – TBA

Admissions Requirements

Non-US residents must submit either an alien registration card or a recognized Visa(I94), applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The high school transcript must show student has completed at least the 10th grade or high school completion - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. A student needs to provide such requirements as verification of a high school diploma or official transcript showing completion of at least 10th grade, speak English, be at least 16 years of age and sign a contract. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date. Epiphany Beauty Institute will accept hours at other institutions if such are accepted by the South Carolina State Board Cosmetology. Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn. South Carolina law permits students with a previous felony record to enroll in school. All new students must pay a non-refundable registration fee of \$100.

Transfer Hours

Appropriate credit will be granted for prior training or experience upon review and verification by a school official. Prior hours will be granted to students with training from a licensed Cosmetology school in South Carolina with a transcript from the previous school attended. We reserve the right to determine the amount of hours we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement.

Students that are accepted for enrollment with prior hours will be charged as follows: registration fee, kit and tuition based on hours needed multiplied by the current hourly rate.

Re-entry Procedure

The school will allow students to re-enter at the same status they were at when they left the school. The school allows reentry hours. Students will be charged \$100 re-entry if they re-enter after 30 days from drop.

Registering Hours with the South Carolina State Board of Barber Examiners

In order for students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID or driver's license and High School Diploma or GED.

Non-Discrimination Policy

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right To Privacy and Information Release

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least three years.

Grading

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Letter Grade	Range
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 -59

Graduation Requirements & Diploma

Will grant a diploma of Graduation and Official Transcript of hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, attended an exit interview and made satisfactory arrangements for payments of all debts owed to the school.

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the programs are furnished with textbooks and kits.

Tuition Payments

In the event the student is paying his or her tuition through Vocational Rehabilitation or Veterans Programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the Vocational Rehabilitation or Veterans Programs Vocational Rehabilitation or Veterans Programs, will be billed biweekly or monthly. The college reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Monday of each month between the hours of 3pm-4:30pm however, students requiring additional or emergency advising are encouraged to contact administrator for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO.

In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact SC State Board of Cosmetology in writing.

Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Refund calculations and refunds are made timely, any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable registration fee of \$100.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable registration fee of \$100, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school except a non-refundable registration fee of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percent of Scheduled Time Enrolled to Total Course/ Program	Total Tuition School Shall Retain
0.01% to 04.9%	20%
5% to 09.9%	30%

10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

- If the course is canceled after a student's enrollment, and before instruction in the course/program has begun, the school will either provide:
 - (1) a full refund of all monies paid **OR** (2) completion of the course/program.
- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
 - (1) a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school **OR** (2) provide completion of the course **OR** (3) participate in a Teach-Out Agreement **OR** (4) provide a full refund of all monies paid
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
 - (1) a pro rata refund of tuition to the student **OR** (2) participate in a Teach Out Agreement.
- Students who withdraw or terminate prior to course completion are charged a termination fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the enrollment agreement and in this catalog.

Nail Technology Course

SATISFACTORY PROGRESS
For all programs an Week is considered weeks.

	1	2
Full Time	150 Hours / 5 Weeks	300 Hours / 10 Weeks
Part Time	150 Hours / 8 Weeks	300 Hours / 15 Weeks

ACADEMIC POLICY
Academic Year and 900 hours and 30

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Nail Technology Course

Evaluation periods are based on actual contracted hours completed at the institution. The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program. The Satisfactory Academic Progress Policy is provided to every student before enrollment.

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The SAP will be evaluated at the conclusion of each evaluation period and completed within 7 school business days of the scheduled evaluation. The school will notify students of all evaluations.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

If any student enrolled fails to complete the program within the maximum time frame they will be dropped and can re-enroll on a cash pay basis. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Nail Technology (Full time, 30 hrs/wk) - 300 Hours	13 Weeks	375 hours
(Part time, 20 hrs/wk) -300 Hours	19 Weeks	375 hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours.

Esthetics Course

SATISFACTORY ACADEMIC PROGRESS POLICY

For all programs an Academic Year and Week is considered 900 hours and 30 weeks.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Esthetics Course

Evaluation periods are based on actual contracted hours completed at the institution. The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program. The Satisfactory Academic Progress Policy is provided to every student before enrollment.

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The SAP will be evaluated at the conclusion of each evaluation period and completed within 7 school business days of the scheduled evaluation. The school will notify students of all evaluations.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

If any student enrolled fails to complete the program within the maximum time frame they will be dropped and can re-enroll on a cash pay basis. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

	1	2
Full Time	225 Hours / 7 Weeks	450 Hours / 15 Weeks
Part Time	225 Hours / 12 Weeks	450 Hours / 22 Weeks

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Esthetics (Full time, 30 hrs/wk) - 450 Hours	19 Weeks	562.50 hours
(Part time, 20 hrs/wk) -450 Hours	29 Weeks	562.50 hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours.

Cosmetology Course

SATISFACTORY ACADEMIC PROGRESS POLICY

For all programs an Academic Year and Week is considered 900 hours and 30 weeks.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology Course

Evaluation periods are based on actual contracted hours completed at the institution.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program. The Satisfactory Academic Progress Policy is provided to every student before enrollment.

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The SAP will be evaluated at the conclusion of each evaluation period and completed within 7 school business days of the scheduled evaluation. The school will notify students of all evaluations.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

If any student enrolled fails to complete the program within the maximum time frame they will be dropped and can re-enroll on a cash basis. The

	1	2	3
Full Time	450 Hours / 15 Weeks	900 Hours / 30 Weeks	1,200 Hours / 40 Weeks
Part Time	450 Hours / 23 Weeks	900 Hours / 45 Weeks	1,200 Hours / 60 Weeks

maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
Cosmetology	WEEKS	SCHEDULED HOURS
(Full time, 30 hrs/wk) - 1500 Hours	75 Weeks	2250 hours
(Part time, 20 hrs/wk) –1500 Hours	113 Weeks	2250 hours

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning 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 (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 75% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
75 - 79	SATISFACTORY
0-74	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are 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.

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 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.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and can be kicked out of the program.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during 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.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. 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 circumstance. 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours are evaluated on actual hours. We accept hours at other institutions provided that such are accepted by the State Board. Tuition for transfer students is charged by the hour.

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

Leave of Absence Policy

A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation (see Refund Policy). Conditions to qualify for a LOA are as follows: medical, family, emergencies.

The 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 establishes the start date of the approved LOA as the first date the student was unable to attend.

1. There must be a reasonable expectation that the student will return from the LOA;
2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;
3. We will not assess the student any additional institutional charges as a result of the LOA;
4. The student must follow the school's policy in requesting the LOA. Student's LOA must be made in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so,
e.x.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;
5. We will approve a student's request for a LOA in accordance with the school's policy;
6. A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12 month period.
7. The school has the right to approve or disapprove the LOA request. The student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdraw calculation will be performed using their last day of attendance. The student will be withdrawn if the student takes an unapproved LOA or does not return by the

expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

Nail Technology

Full time 30 hours per week / total of 10 weeks, Part time 20 hours per week / total of 15 weeks.

The professional course in Nail Technology requires the satisfactory completion of 300 hours training. This will entitle you to take the South Carolina State Board of Cosmetology for the South Carolina Nail Technician License. All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full-service Salon, Nail Salon, shop manager or shop owner. Objectives: upon completion of the program requirements, the graduate will be able to perform basic skills in nail technology, project professionalism, and communicate effectively with clients.

The Nail Technology curriculum according to the South Carolina State Board of Cosmetology is as follows: Three hundred (300) hours of training are required of applicants for a certificate of registration as a Nail Technician. The hours shall be apportioned as follows:

NAIL TECHNOLOGY COURSE CURRICULUM 300 HOURS

Basic course for a School of Nail Technology

Subjects	Hours
(1) Sanitation and Safety Measures	75
(a) Bacteriology	
(i) Classifications	
(b) Sanitation/Disinfection	
(i) Chemical Agents	
(ii) Sanitizing methods and Procedures	
(2) Anatomy and Physiology (Arms, Hands, Feet)	30
(a) Nail Shapes, Structures, Growth	
(i) Nail Irregularities	
(ii) Nail Diseases	
(b) Bones, Muscles, Nerves	
(i) Bones of arm, hand	
(ii) Muscles of arm, hand	
(iii) Nerves of arm, hand	
(c) Skin	
(i) Histology	
(ii) Functions	
(d) Blood Circulation	
(i) Blood Vessels	
(ii) Blood supply of the arm, hand foot	
(3) Nail Technology (hands and feet)	105
(a) Preparation	
(b) Equipment and Implements	
(c) Supplies	
(d) Procedures	
(i) Basic Nail Technology	
(ii) Nail analysis	
(iii) Hand and arm massage	
(e) Pedicure	
(f) Polish--Application	

(g) Specific Needs	
(4) Artificial Nails	50
(a) Sculpturing (liquid and powder brush ons)	
(b) Artificial nail tips	
(c) Nail wraps and repairs	
(d) Maintenance	
(5) Power Equipment	25
(6) State Law	15
Total	300

Teaching Methods: the clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful and productive career orientated activities. The program is presented through comprehensive lesson which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning labs and student participation. Audio-visual aids, guest speakers, activities, and other related learning methods are used in the program.

Esthetics

Full time 30 hours per week / total of 15 weeks, Part time 20 hours per week / total of 22.5 weeks
 The professional course in Esthetics requires the satisfactory completion of 450 hours training. This will entitle you to take the South Carolina State Board of Cosmetology for the South Carolina Esthetics License. All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full-service Salon, spa, shop manager or shop owner. Objectives: upon completion of the program requirements, the graduate will be able to perform basic skills in nail technology, project professionalism, and communicate effectively with clients.

The Esthetics curriculum according to the South Carolina State Board of Cosmetology is as follows:
 Four hundred fifty (450) hours of training are required of applicants for a certificate of registration as a Esthetician.

The hours shall be apportioned as follows:

ESTHETICS COURSE CURRICULM 450 HOURS

Basic course for a School of Esthetics

Subjects	Hours
(1) Professional Practices	50
(a) Bacteriology and Sanitation	
(i) Personal hygiene	
ii) Public health	
(iii) Methods	
(iv) Procedures	
(b) Business Practices	
(i) Management practices	
(ii) Salon development	
(iii) Insurance	

(iv) Client records	
(v) Salesmanship	
(2) Sciences	120
(a) Histology of Skin	
(i) Cell	
(ii) Tissue	
(b) Dermatology	
(i) Structure of the skin and glands	
(ii) Functions of the skin and glands	
(iii) Conditions and disorders of the skin	
(iv) Characteristics of the skin	
(A) Elasticity	
(B) Color	
(C) Skin types	
v) Nutrition	
(A) Nourishment of skin	
(B) Healthful diet	
(c) Structure and Functions of Human Systems	
(i) Skeletal	
(ii) Muscular	
(iii) Nervous	
(iv) Circulatory	
(v) Cosmetic Chemistry	
(3) Facial Treatments	125
(a) Facial Massage	
(i) Benefits	
(ii) Analysis	
(iii) Preparation	
(iv) Types of Massage	
(v) Manipulations	
(vi) Safety measures	
(b) Electrical current--facial treatments	
(i) Types of current	
(ii) Purpose and effects	
(iii) Procedures	
(iv) Safety measures	
(v) Equipment	
(c) Other kinds of Facial treatments	
(i) Purpose and effects	
(ii) Types and treatments	
(iii) Preparation	
(iv) Procedures	
(v) Safety measures	
(4) Hair Removal	50
(a) Depilatories	
(b) Tweezing	
(c) Waxing	
(d) Threading	
(e) Unassigned: Specific Needs	
(5) Makeup	50
(a) Purpose and effects	
(b) Supplies and implements	
(c) Preparation	
(d) Procedures	
(e) Safety measures	
(6) Body Wraps	40
(a) Purpose and effects	
(b) Types or treatments	
(c) Supplies and instruments	

(d) Preparation	
(e) Procedure	
(f) Safety measures	
(7) State Law, Rules, Regulations and Codes	15
Total	450

Cosmetology

Full time 30 hours per week / total of 50 weeks, Part time 20 hours per week / total of 75 weeks
 The professional course in Cosmetology requires the satisfactory completion of 1500 hours of training. This will entitle you to take the South Carolina State Board of Cosmetology for the South Carolina Cosmetology License. All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full-service Salon, shop manager or shop owner. Objectives: upon completion of the program requirements, the graduate will be able to perform basic skills in Cosmetology, project professionalism, and communicate effectively with clients.

The Cosmetology curriculum according to the South Carolina State Board of Cosmetology is as follows:
 Fifteen hundred (1500) hours of training are required of applicants for a certificate of registration as a Cosmetologist,
 The hours shall be apportioned as follows:

COSMETOLOGY COURSE CURRICULUM 1500 HOURS

Basic course for a School of Cosmetology

Subjects	Hours
(1) Science of Cosmetology:	
(a) Sanitation and Disinfection	45
(b) Personal Hygiene and Grooming	30
(c) Professionalism--Professional Ethics	35
(d) Public Relations, Salesmanship and Psychology	50
(e) Anatomy	45
(f) Dermatology	25
(g) Trichology	25
(h) Nail Structure	15
(i) Chemistry	100
(j) Safety Precautions (Public Safety)	30
(2) Practice of Cosmetology:	
(a) Shampoos and Rinses (Safety)	45
(b) Scalp and Hair Care-Treatments (Safety)	30
(c) Hair Shaping (Safety)	150
(d) Hair Styling (Safety)	325
(i) Thermal Pressing	
(ii) Thermal Curling	
(iii) Wiggery	

(iv) Roller Placement	
(v) Molding	
(vi) Pin curling	
(e) Nail Technology (safety)	25
(f) Chemical (cold) waving, chemical relaxing or Straightening (Safety)	225
(g) Hair tinting (Coloring) and Lightening (Bleaching) (Safety)	225
(h) Facial—Skin Care, Make-up, and Hair Removal (Safety)	40
(3) State Law: Rules , Regulations, Code	15
(4) Unassigned: Specific Needs	20
Total	1500

School Standards/Rules & Regulations

1. Full-time students are expected to attend class from 8:30AM to 4:30PM Monday through Thursday. Part-time students are expected to attend class from 5:00PM to 10:00PM Monday through Thursday.
2. Legal verification of hours must be made for each student. Each student must clock in upon arrival and clock out upon departure from school. If the student leaves the school premises for any reason the student must clock out. Hours could be missed if the student does not follow required clocking procedures.
3. Students will not be given time if they do not clock in.
4. Students will be excused from absence with proper documentation. Students will not be excused without proper documentation.
5. The South Carolina State Board of Cosmetology and the School required that all students be in school every day in the prescribed uniform (black scrubs). Any student not in the prescribed uniform will not be allowed to stay in school out of uniform and will be sent home. No open toe shoes, flip flops, sandals, etc.
6. Full-time day students will have 30 minutes for lunch each day and two 15-minute breaks. Part-time students will have one 15-minute break each day. Students that are late returning from lunch will not be allowed on the remainder of the day.
7. Students, patrons, and staff members will be provided with a sanitary environment. South Carolina State Board of Cosmetology requires that sanitary conditions be always maintained. As part of the student's credit and training, 30-minutes each day is scheduled for sanitation. The student daily sanitation requirement must be completed and graded by an instructor at the end of each day.
8. Instructors and administrators are authorized to clock out any student who exhibits unbecoming behavior. If a student continues to exhibit unbecoming behavior the student will be terminated. No profanity is allowed anywhere in the school. Profanity is not professional or expectable.
9. Students must park their cars in the designated area.

10. Only emergency telephone calls will be accepted on the business telephones. Students will not be allowed to leave class or clinic area to receive or make personal telephone calls except in case of emergency. All cell phones must remain on silent.
11. May terminate a student's enrollment for non-compliance with general policies, this contract, or state laws and regulations: improper conductor any action which causes or could cause bodily harm to a client, a student, or employee of the school: willful destruction of school property; and theft or any illegal act.
12. Students are solely responsible for their personal property. This includes kits, books, purses, etc. The school will not be responsible for such property. Lost or stolen kit items must be replaced by the student.
13. Students cannot conduct free family members hair services. They will be charged the full price as any other client.
14. The floor instructor will assign patrons to students for clinical services. A service ticket will be issued for each clinic assignment. No service is to be performed on any customer or student without a ticket. You will perform ONLY the service on the ticket. If the patron requests additional services, they must pay for the service first.
15. No student or staff member is allowed to eat or drink on the clinic laboratory.
16. Smoking is not allowed in school. Students and staff must smoke outside.
17. Students must satisfactorily complete all their academic requirements with-in their designated enrollment period. Students must make-up any test missed or a zero will be given.
18. A student is considered tardy if he/she is more than fifteen (15) minutes late for a scheduled class. A student may be granted permission to be tardy only if the instructor deems his/her reason for tardiness as valid or for as valid or for doctor's appointments, jury duty, etc.
19. Students will receive a comprehensive progress report at the end of each educational module. This report will reflect the students' written, practical and clinical work. The instructor will counsel the student in areas of improvement needed.
20. Suspension from school can last from one to thirty days.

Attendance Policy

*All full-time students must attend 140 hours per month.

*All part-time students must attend 100 hours per month.

Students are required to maintain an attendance of at least 80%. Attendance is posted weekly. Any student who falls below 80% within their first 4 weeks will be dropped from the program. From that point on, students falling below 80% will be provided with an attendance performance plan for improvement. The student will be subject to termination for failure to meet the requirements of that plan. Additionally, a student will be terminated from the program if he/she misses 10 consecutive days unless mitigating circumstances can be documented. **Grounds for Termination:** The school reserves the right to modify the Rules & Regulations at

any time and will inform the students of any modifications. The school reserves the right to terminate a student for the following reasons: **1) Failure to maintain a satisfactory progress percentage of 75% in academics and 80% attendance 2) (10) consecutive days 3) Did not return from a Leave of Absence 4) Breach of school standards.**

There is a \$100 termination/drop fee that may be applied.

Missed test can be made up on Thursday.

Missed hours can be made up during the following times:

Monday through Thursday 8:30 am to 4:30 pm and 5:00 pm to 10 pm and must be approved by instructor.

Tuition Schedule

Program	Clock Hours	Full-Time	Part-Time	Registration Fee	Tuition	Kit	Total Tuition
Cosmetology	1500	50 weeks	75 weeks	\$100.00	\$9,000.00	\$655.00	\$10,055.00
Esthetics	450	15 weeks	22 weeks	\$100.00	\$6,735.00	\$335.00	\$6,735.00
Nail Technology	300	10 weeks	15 weeks	\$100.00	\$4,250.00	\$350.00	\$4,250.00

Methods of payment include full payment at time of signing the Enrollment Agreement, application fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein.

Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs.

The school will charge an additional tuition of \$10.00 per hour for hours remaining after the contracted end date. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge an application fee for students enrolling or transferring to the school of \$100.00. The school will charge a \$100.00 fee for processing a 2nd or 3rd student permit. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. There is a \$25.00 late fee for all payments received after the 5th of each month.

Addendum

ALL VA STUDENTS must file an application when they first start school before they can receive benefits. Students who have never received VA benefits must file an original application.

VA Previous Education & Training

Policy for granting credit for previous education and training: VA education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Veterans must provide a transcript from their previous school. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.

STUDENT TEACHER RATIO IS ONE Teacher PER TWENTY STUDENTS (1:20).

Epiphany Beauty Institute will not certify VA students in a course when the ratio of VA to non-VA exceeds 85:15. This does not apply to courses when the total number of individuals receiving VA assistance equals 35% or less.

Veteran's Attendance Policy

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the next class session following the interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

1. Serious illness of the veteran.
2. Serious illness of death in the veteran's immediate family
3. Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/ course.
4. Active-duty military service, including active duty for training.

VA Leave of Absence Policy

Any student who begins a period of leave of absence will be terminated from VA education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for VA education benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the VA education benefits and VA education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.

Excused Absences

Excused absences will be granted for extenuating circumstances only. excused absences must be substantiated by entries in students' files. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

VA will be promptly notified, normally within 30 days, should any veteran or eligible person cease to attend at the certified rate, withdraw or is terminated for any reason.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Students will receive a copy of their grades after each unit/testing. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 75% prior to graduation. Students must make-up failed or missed tests and incomplete assignments.

VA Education Benefits Numerical grades are considered according to the following scale:

90-100	EXCELLENT
80-89	VERY GOOD
75-79	SATISFACTORY
0-74	UNSATISFACTORY

VA STANDARDS OF PROGRESS

A student must maintain a 75% average on academic work to take the final exam and must make 75% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class. Cheating on an examination will result in dismissal from the program.

Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for VA benefits students must attend 80% of all scheduled classes.

Approving Agency Veteran's Attendance Policy.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet VA satisfactory academic progress standards and/or attendance will have VA education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

Students do have a right to appeal. Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.

VA APPEAL PROCEDURE

If a student is determined NOT making Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school director with supporting documentation within 2 business days including reasons why the determination should be reversed and a request for re-evaluation. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school once terminated from school the student can reply for admission 12 months from the date of termination. Appeal documents will be reviewed and approved or denied. The review decision is final. Students who prevail upon appeal will be determined as making Satisfactory Progress.

VA PAYMENT INFORMATION

Epiphany Beauty Institute, will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered institution due to the delayed disbursement funding from VA under Chapter 31, or Chapter 33.