

5000 Common St. Suite 200

Lake Charles, LA 70607

337-409-5000

www.theritzacademy.com

This catalog and all courses and programs will be taught in ***English.***

Contents

[MISSION STATEMENT 5](#_Toc204729690)

[ADMISSIONS 5](#_Toc204729691)

[TRANSFER POLICY 5](#_Toc204729692)

[RE-ENTRY OF PRIOR ENROLLED The Ritz Academy STUDENTS 5](#_Toc204729693)

[COURSE OUTLINES 7](#_Toc204729694)

[Course Name: Cosmetology 7](#_Toc204729695)

[Course Name: Esthiology 8](#_Toc204729696)

[Course Name: Instructor 9](#_Toc204729697)

[STUDENT SCHEDULE 10](#_Toc204729698)

[PROGRAM NAME 10](#_Toc204729699)

[FULL-TIME/PART-TIME 10](#_Toc204729700)

[DAYS 10](#_Toc204729701)

[TOTAL PROGRAM HOURS 10](#_Toc204729702)

[TOTAL HOURS P/WEEK 10](#_Toc204729703)

[Cosmetology 10](#_Toc204729704)

[Full- Time 10](#_Toc204729705)

[Tuesday – Friday 10](#_Toc204729706)

[1500 10](#_Toc204729707)

[28 10](#_Toc204729708)

[Esthiology 10](#_Toc204729709)

[Full-Time 10](#_Toc204729710)

[Tuesday-Friday 10](#_Toc204729711)

[750 10](#_Toc204729712)

[28 10](#_Toc204729713)

[Instructor 10](#_Toc204729714)

[Full-Time 10](#_Toc204729715)

[Tuesday-Friday 10](#_Toc204729716)

[500 10](#_Toc204729717)

[28 10](#_Toc204729718)

[SCHOOL FACILITIES 10](#_Toc204729719)

[REFUND POLICY – NOTICE OF CANCELLATION 10](#_Toc204729720)

[EMPLOYMENT ASSISTANCE 12](#_Toc204729721)

[SCHOOL CALENDAR 12](#_Toc204729722)

[SCHOOL START DATES 13](#_Toc204729723)

[NON-DISCRIMINATION 13](#_Toc204729724)

[SCHOOL OWNER’S 13](#_Toc204729725)

[STUDENT’S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY (FERPA) 14](#_Toc204729726)

[SCHOLARSHIP & FEE WAIVERS 15](#_Toc204729727)

[Louisiana State Board of Cosmetology 15](#_Toc204729728)

[ACCREDITATION 15](#_Toc204729729)

[STUDENT SERVICE 16](#_Toc204729730)

[STUDENT ADVISING & GUIDANCE 16](#_Toc204729731)

[PERSONAL COUNSELING SERVICES/AGENCIES 16](#_Toc204729732)

[PERSONAL INFORMATION RECORDS UPDATE/CHANGES 16](#_Toc204729733)

[RIGHTS RESERVED 17](#_Toc204729734)

[SCHEDULE CHANGES 18](#_Toc204729735)

[ADMINISTRATION & FACULTY 18](#_Toc204729736)

[PAYMENT METHODS 19](#_Toc204729737)

[TRANSCRIPTS 19](#_Toc204729738)

[CONDUCT AND PROFESSIONAL STANDARD DETAILS 19](#_Toc204729739)

[ALCOHOL AND DRUG PREVENTION 20](#_Toc204729740)

[SATISFACTORY PROGRESS 20](#_Toc204729741)

[FINANCIAL PROGRESS 20](#_Toc204729742)

[CLASSROOM AND CLINIC ASSIGNMENTS 21](#_Toc204729743)

[DRESS CODE 21](#_Toc204729744)

[CHILDCARE 21](#_Toc204729745)

[TIME CLOCKS AND CLOCK HOURS 21](#_Toc204729746)

[NON-SMOKING 22](#_Toc204729747)

[SOCIAL MEDIA 22](#_Toc204729748)

[ACADEMIC DISHONESTY/CHEATING 22](#_Toc204729749)

[RELEASE 22](#_Toc204729750)

[EQUIPMENT & PERSONAL BELONGINGS 23](#_Toc204729751)

[STUDENT CONCERNS/COMPLAINTS & GRIEVANCE POLICY 23](#_Toc204729752)

[Louisiana State Board of Cosmetology 23](#_Toc204729753)

[NACCAS – Reaccreditation 23](#_Toc204729754)

[SATISFACTORY ACADEMIC PROGRESS POLICY 24](#_Toc204729755)

[MAXIMUM TIME FRAME 25](#_Toc204729756)

[H. Withdrawals and Incompletes 26](#_Toc204729757)

[L. Non-Credit, Remedial Courses, Repetitions: 27](#_Toc204729758)

[M. Re-establishing eligibility: 27](#_Toc204729759)

[LEAVE OF ABSENCE OF POLICY 27](#_Toc204729760)

[PHYSICAL DEMANDS 28](#_Toc204729761)

[STUDENT ORIENTATION 29](#_Toc204729762)

[CONTRACT COSTS/EXTRA-CHARGES AND PAYMENT TERMS 29](#_Toc204729763)

[STUDENT OUTCOMES 29](#_Toc204729764)

[SCHOOL DELAYS AND CANCELLATIONS 29](#_Toc204729765)

[ADDITIONAL SCHOOL DISCLOSURES & STATE LICENSURE REQUIREMENTS 30](#_Toc204729766)

# MISSION STATEMENT

Seeks to train students for a lucrative career by providing the finest vocational education. Our goal is to improve the industry one Cosmetologist/Esthetician at a time. Our graduates will be prepared to provide services that exceed their guests’ expectations.

# ADMISSIONS

1. 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), etc.; or. Have evidence of completion of home schooling that state law treats as a home or private school, proof of attainment of an associate degree or higher by providing a copy of a college transcript showing college completion or college degree. 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. If enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations. ***The school does not accept Ability-To-Benefit (ATB) students.***

1. Complete an application for enrollment
2. Have reached 16 years of age
3. High School Diploma, G.E.D./ HiSET Certificate, Private School Diploma, or State Certification of Home-School Completion.
	1. Diplomas must be approved by the Louisiana State Board of Cosmetology.
	2. The Ritz Academy does not admit students under the Ability to Benefit (ATB) criteria.
	3. Foreign diplomas must be evaluated and translated into English by an approved agency. Contact the admissions office for a list of approved agencies. Documents must confirm that the education received is equivalent to a U.S. high school diploma.
4. Current Driver’s license or government issued I.D.
5. Social security card
6. Upfront cost (see tuition and fees for more information)

Instructor training prospects must meet all the above requirements and :

1. Hold an active Louisiana license as a practitioner in the field they wish to teach.
2. Minimum of 1-year employment in the industry.

# TRANSFER POLICY

The Ritz Academy does not accept students’ hours acquired from another school.

# RE-ENTRY OF PRIOR ENROLLED The Ritz Academy STUDENTS

To be eligible for readmission to the most recent **The Ritz Academy**, the student must meet the following readmission requirements.

1. Meet all admission requirements.
2. Be current on any outstanding debts with the school or make satisfactory payment arrangements. Previous balances owed may be applied to the new agreement balance.

Prior clocked hours may be evaluated prior to readmission and may or may not be approved.

The school’s Director or other designated administrator will make a final decision on a student’s re-enrollment and is based on education, schedule, and space availability.

**The Ritz Academy** reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new enrollment agreement and may be required to pay additional tuition, books, supplies and equipment costs. If a student withdraws and has been charged 100% of the Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following **a 6** month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course, and may incur additional tuition costs.

# COURSE OUTLINES

## Course Name: Cosmetology

**Course Description:** Student will receive training in the art and sciences of **Cosmetology**.

**Course Level:** Basic

**Course Length:** 1500 hours

**Program Length in weeks: 56 weeks**

**Course Objective:** Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as [stylist, barber, nail technician, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner, barber owner, nail salon owner, and/or skincare owner.

**Instructional Method:** The course will use lectures, demonstrations and student participation. Students will demonstrate their competencies in Cosmetology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school’s grading scale.

|  |  |  |
| --- | --- | --- |
| **GRADE** | **DEFINITION** | **PERCENTAGE** |
| A | Excellent | 90% to 100% |
| B | Very Good | 80% to 89% |
| C | Passing | 70% to 79% |
| D | Unsatisfactory | 60% to 69% |
| F | Failing | Less than 60% |

**Distance Education Instructional Methods (if applicable):** The Ritz Academy does not offer distance education.

**Cosmetology:**

|  |  |
| --- | --- |
| **COURSE NAMES BELOW:** | **# HOURS** |
| **ORIENTATION (Held the Friday before the students program start date)** | **0** |
| 1. **SCIENTIFIC CONCEPTS:** Infection Control, Osha Requirements, Human Physiology, Chemical Principles, Hair and Scalp, Nails, Hair removal by cosmetic preparations, threading waxing or other similar means.
 | **200** |
| 1. **PHYSICAL SERVICES**: Shampoo, Draping, Rinses and Conditioners, Scalp, Esthetics, Makeup, Manicuring and Pedicuring
 | **300** |
| 1. **CHEMICAL SERVICES:** Hair Coloring, Hair lightening, Chemical Waving, Chemical Relaxing
 | **500** |
| 1. **HAIR DESIGNING and STYLING:** Hair Shaping, Hair Cutting, Alternative Hair design/braiding.
 | **350** |
| 1. **LOUISIANA COSMETOLOGY ACT AND RULES AND REGULATIONS**
 | **150** |
| **TOTAL PROGRAM HOURS** | **1500** |

## Course Name: Esthiology

**Course Level:** Basic

**Course Description:** Student will receive training in the art and sciences of **Esthiology**.

**Course Length:** 750

**Program Length in weeks: 27 weeks**

**Course Objective:** Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as [stylist, barber, nail technician, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner, barber owner, nail salon owner, and/or skincare owner.

**Instructional Method:** The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in The Ritz Academy theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school’s grading scale.

|  |  |  |
| --- | --- | --- |
| **GRADE** | **DEFINITION** | **PERCENTAGE** |
| A | Excellent | 90% to 100% |
| B | Very Good | 80% to 89% |
| C | Passing | 70% to 79% |
| D | Unsatisfactory | 60% to 69% |
| F | Failing | Less than 60% |

**Distance Education Instructional Methods (if applicable):** The Ritz Academy does not offer distance education.

**Esthiology:**

|  |  |
| --- | --- |
| **COURSE NAMES BELOW:** | **# HOURS** |
| **ORIENTATION (Held the Friday before the students program start date)** | **0** |
| 1. **SCIENTIFIC CONCEPTS:** Sanitation and Sterilization, Human Physiology and Anatomy, Skin Histology, Skin Diseases and disorders, Nutrition, General Chemistry.
 | **300** |
| 1. **SERVICES:** Skin Analysis, Draping, Product Selections, Cleansing Procedure, Selecting and Employing Massage, Selecting and Employing Mask Therapy, Electricity and Various Electrical Apparatus, Hair Removal by Cosmetic Preparations, Threading, Waxing or Other Similar Means, Hazards to Skin, Aromatherapy, Spa, Makeup
 | **300** |
| 1. **LOUISIANA COSMERTOLOGY ACT and RULES and REGULATION**
 | **150** |
|  |  |
| **TOTAL PROGRAM HOURS** | **750** |

## Course Name: Instructor

**Course Level:** Advanced

**Course Description:** Student will receive training in the art and sciences of **Cosmetology.**

**Course Length:** 500

**Program Length in Weeks: 18 weeks**

**Course Objective:** Train/guide/facilitate the student for entry-level employment in their chosen field of training. Positions could vary such as [stylist, barber, nail technician, skincare specialist, platform artist, colorists, sales representative, instructor, salon owner, barber owner, nail salon owner, and/or skincare owner.

**Instructional Method:** The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in Cosmetology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

**Grading Procedures:** Class attendance and participation are mandatory. Students are required to be prepared for class with textbook, notebook, pen or pencil, assignments, and any additional items as assigned. Students are graded in the areas of academic and practical learning experiences. All academic learning shall be measured and assessed through tests, assignments, and quizzes. Practical learning is assessed through hands-on completion of all assigned work. All areas are graded using the school’s grading scale.

|  |  |  |
| --- | --- | --- |
| **GRADE** | **DEFINITION** | **PERCENTAGE** |
| A | Excellent | 90% to 100% |
| B | Very Good | 80% to 89% |
| C | Passing | 70% to 79% |
| D | Unsatisfactory | 60% to 69% |
| F | Failing | Less than 60% |

**Distance Education Instructional Methods (if applicable):** The Ritz Academy does not offer distance education.

**INSTRUCTOR**

|  |  |
| --- | --- |
| **COURSE NAMES BELOW** | **# HOURS** |
| **ORIENTATION (Held the Friday before the students program start date)** | **0** |
| 1. **TEACHING METHODS:** Classroom Preparation, Teaching Methods, Speech
 | **100** |
| 1. **EFFECTIVENESS OF INSTRUCTION:** Purpose and Types of Tests, Selection of Appropriate Testing Methods, Validity and reliability of Teaching Methods via Tests
 | **150** |
| 1. **INSTRUC TOR QUALITIES:** Proper Conduct of Instruction, Classroom Supervision and Control
 | **150** |
| 1. **LEARNING ENVIRONMENTS:** Classroom Conditions, Keeping Record, Motivation Assessing Student Needs, Utilization of Safety Procedures
 | **100** |
|  |  |
| **TOTAL PROGRAM HOURS** | **500** |

# STUDENT SCHEDULE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROGRAM NAME | FULL-TIME/PART-TIME | DAYS | TOTAL PROGRAM HOURS | TOTAL HOURS P/WEEK |
| Cosmetology | Full- Time | Tuesday – Friday | 1500 | 28 |
| Esthiology | Full-Time | Tuesday-Friday | 750 | 28 |
| Instructor | Full-Time | Tuesday-Friday | 500 | 28 |

# SCHOOL FACILITIES

The Ritz Academy was established January 2020, located at 5000 Common St. Suite 200 Lake Charles, LA 70607.The Ritz Academy occupies approximately 8,784 square feet of training space which is divided into a reception area, administrative and instructor offices, 6 practical and theory classrooms, 1 salon floor with 30 stations and 6 shampoo bowls, 1 esthetic hall with 5 rooms, 1 wax room with 4 beds, 1 cosmetology dispense, 1 esthetic dispense, 1 laundry room with 4 washers and 4 dryers, 1 break room with 2 vending machines, 1 refrigerator, 3 microwaves, 1 outdoor lounge area with 3 picnic tables, student lockers, storage areas, and 4 restrooms that are handicap accessible.

Services offered to the public are performed by students who are supervised by licensed Instructors.

The Ritz Academy classrooms are equipped with whiteboards, Power Point, visual aids, and a library.

Classes are offered with hands on teaching by Instructors and various outside educators. The skills and theories of each service will be presented in a progressive manner, permitting each student to acquire the maximum degree of technical ability and knowledge in a minimal length of time.

The Ritz Academy maintains honest and fair relationships with it’s staff, students, clients, the Louisiana State Board of Cosmetology, and other schools. The Ritz Academy does not provide student dormitory facilities.

**GRADUATION REQUIREMENTS:**

1. Complete the required number of hours of training in your specific program with the required minimum grade point average and attendance rates.

2. Satisfactorily complete and pass all required quizzes, projects, and both written and practical exams.

3. Pay all outstanding tuition and or any outstanding financial balance to the school. ***Any student who has not met items 1, 2 or 3 of the graduation requirements will not be counted as a graduate but a program completer. The student will be provided with a provisional transcript. These documents do not allow the student to test for state board. Upon satisfaction of any outstanding item listed above, only then will a student be provided an official transcript that then allows them to sit for their respective state board exam.***

Once a student has met all graduation requirements, he or she will receive a ***Certificate of Completion and Official Final Transcript*** to be considered a graduate of **The Ritz Academy.**

REFUND POLICY – NOTICE OF CANCELLATION

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. ***This refund policy/notice of cancellation complies with the mandated policy***.

Any monies due to the applicant or students shall be refunded within 30 calendar days of official cancellation or withdrawal and that **both refund calculations and refunds are made timely**. Official cancellation or withdrawal shall occur on the earlier of the dates that: An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid. ***All refund calculations are based on scheduled hours.***

The following fees are **NOT** included in tuition and therefore would not be included as part of any refund calculation. Those fees are: transcript fees, late fees and the cost of any extra instructional charges. Also, non-refundable fees would be those charged for registration, kit, books, uniforms and other supplies issued and opened in any manner.

**OFFICIAL CANCELLATION OR WITHDRAWAL SHALL OCCUR ON THE EARLIER OF THE DATES THAT:**

* An applicant is not accepted by the school and is entitled to a refund of all monies except a non-refundable application fee (if, applicable).
* A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by the school are refunded except a non-refundable application fee (if, applicable).
* A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case, the student is entitled to a refund of all monies paid to the school less an application fee of $100.
* A student notifies the institution of his/her withdrawal.
* A student on an approved leave of absence notifies the school that he/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 institution that the student will not be returning.
* A student is expelled by the school.
* In type 8, 9, 10 or 11, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said information is delivered to the school in person.

**THE POLICY REQUIRES THAT:**

* Unofficial withdrawals or clock hour students are determined by the school through monitoring clock hour attendance of students at least every (30) calendar days.
* For a School that is required to take attendance, the required date of the refund is determined by counting from the date the withdrawal was determined. As a clock hour school, the refund is calculated based on the student's last date of attendance.
* Unofficial withdrawals for non-clock hour student are determined by the school through monitoring of student’s completion of class participation in learning activities such as class assignments, examinations tutorials, computer-assisted instruction, participation in academic advisement, or other academically related activities.
* Any monies due a student who withdraws from the institution shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.
* When situations of mitigating circumstances are in evidence, the school will adopt a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule.
* All extra costs, such as books, equipment, graduation fees, etc., that are not included in the tuition price are stated and any non-refundable items are identified.
* A non-refundable registration fee of $100 is charged.
* A termination fee of $150 is charged.

**MINIMUM TUITION ADJUSTMENT SCHEDULE**

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 TOTAL TUITION SCHOOL**

 **ENROLLED TO TOTAL COURSE/PROGRAM SHALL RECEIVE/RETAIN**

 0.01% to 4.9% 20%

 5.0% to 9.9% 30%

 10% to 14.9% 40%

 15% to 24.9% 45%

 25% to 49.9% 70%

 50% and over 100%

**COURSE and/or PROGRAM CANCELLATION POLICY:**

If a course or program is cancelled subsequent to a student’s enrollment, and before instruction in the course and/or program has begun, the school shall at its option:

 a. Provide a full refund of all monies paid; or

 b. provide completion of the course and/or program.

If a school cancels a course and/or program ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

 a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or

 b. Provide completion of the course and/or program; or

 c. Participate in a Teach-Out Agreement; or

 d. Provide a full refund of all monies paid.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students.

 The school has at its option:

 a. Provide a pro rata refund; or

 b. Participate in a Teach-Out Agreement.

**\*The school is NOT currently eligible to participate in federal Title IV Financial Aid Programs**

# EMPLOYMENT ASSISTANCE

While The Ritz Academy cannot guarantee employment upon graduation, we work closely with local salons, spas and barbershops to assist in employment placement. We keep an open line of communication with beauty related employment establishments as they look to us to assist in helping to fill any open positions they may have. When a student is placed in a salon or a graduate is working in a salon, we send out surveys asking about the student or graduate so we can constantly improve our program to make sure our graduates are sought after by all the local salons.

# SCHOOL CALENDAR

Academic year: The school operates year-round with scheduled holiday observances and or school closings. Schedules may vary by program and or change based on changes in enrollment, staffing or as needed to maintain educational quality.

**The Ritz Academy** observes the following holidays and school closings:

|  |
| --- |
| **Holiday/Event/School Closure** |
| Mardi Gras – March 4th and 5th, 2025 |
| Spring Holiday – April 18th-23rd, 2025 |
| Summer Break – July 1st-7th, 2025 |
| Thanksgiving- November 27th -28th, 2025 |
| December 24th, 2025 – January 2nd, 2026 |

SCHOOL START DATES

|  |
| --- |
| **START DATES** |
| January 21st, 2025 |
| April 24th, 2025 |
| July 15th, 2025 |
| October 7th, 2025 |
| January 6th, 2026 |

# NON-DISCRIMINATION

The Ritz Academy complies with all federal, state, and local laws and does not discriminate on the basis of race, color, national/ethnic origin, sex, gender identity or expression, sexual orientation, disability, age, religion, marital status, or any other characteristic protected by applicable law in its admissions policies, educational programs, activities, or employment practices.

This policy extends to all rights, privileges, programs, and activities generally accorded or made available to students and employees at the school. The institution is committed to providing an inclusive and welcoming environment for all members of our community.

Inquiries regarding non-discrimination policies may be directed to the School Director or submitted in writing to the U.S. Department of Education, Office for Civil Rights.

Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the school’s educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) (“section 504”) and the Americans with Disabilities Act (42 U.S.C. § 12182) (“ADA”), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discrimination on the basis of disability.

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for accommodation. However, if a student discloses a disability to such an individual, he or she is request to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator/Designated School Officer will provide the student or applicant with a **Request for Accommodation Form.**

#

# SCHOOL OWNER’S

Melinda and Dane Tilley

The Ritz Academy

5000 Common St. Suite 200

Lake Charles, LA 70607

(337)409-5000

mtilley@theritzacademy.com

# STUDENT’S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY (FERPA)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), **The Ritz Academy** has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students’ basic rights under the law and explains certain procedures for the school’s full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to the designated school official. Students or guardian of a dependent minor student should complete the **Request to Review** Records/Release of Student Information each time the student or guardian needs to access personal student information, which is available in the designated school official’s office, identifying as precisely as possible the records they wish to inspect. The designated school official will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records, that relate to him/her.

The school reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student’s parents.
2. Education records containing information about more than one student, in which case the school will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
3. Those records which are excluded from the FERPA definition of education records.

The school also reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation the school, or if there is an unresolved disciplinary or academic dishonesty action against the student.

The school will disclose to third parties’ information from a student’s education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy right may request in writing that the records be amended.

A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached, and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a school official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance, of the date, place, and the designated school official will decide in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the designated school official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the school official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education and/or stating the reasons for disagreeing with the decision. This statement will be maintained, and whenever a copy of the education record is sent to any party, the student’s statement will be included.

The school’s policy statement implanting FERPA is maintained by and available for review in the designated school official’s office. Students or guardian of a dependent minor student should address questions, concerns, or problems to the designated official. Students or guardian of a dependent minor student may file complaints regarding alleged failure to comply with FERPA with The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5920. (800) 872-5327.

## SCHOLARSHIP & FEE WAIVERS

**The Ritz Academy** does not offer scholarships at this time.

**OTHER AVAILABLE SERVICES (HOUSING, CAREER COUNSELING, ETC.)**

While **The Ritz Academy** does not offer on-campus housing, we provide support in identifying local housing options for students relocating to the area. In addition, students may request access to career counseling, resume development support, and interview preparation through the administrative office. These services are designed to enhance student readiness for employment post-graduation.

# Louisiana State Board of Cosmetology

11622 Sunbelt St.

Baton Rouge, LA 70809

225-756-3404

# ACCREDITATION

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin Street

Alexandria, VA 22314

703-600-7600

[www.naccas.org](http://www.naccas.org)

**OTHER MATERIAL FACTS THAT MAY AFFECT STUDENT DECISION**

* The Ritz Academy does not participate in Title IV Federal Financial Aid programs.
* The school operates under a strict attendance and academic policy. Students who do not maintain minimum requirements may be withdrawn.
* All students are responsible for securing their own transportation and personal supplies.
* The institution maintains the right to adjust tuition, class schedules, and policies with reasonable notice.
* Completion of the program does not guarantee licensure; students must meet state board requirements and pass the licensing exam.

# STUDENT SERVICE

Student services provided by the school are designed to provide support in areas related to transportation, child-care, housing, etc. and other related areas to help student’s ability to complete their course/program. Student Services or designated school staff member or administration is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at the school upon the student’s request.

# STUDENT ADVISING & GUIDANCE

The Ritz Academy makes reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual academic advising occurs periodically throughout the program. These advising sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the School Director (or designate).

Student advisement is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when grade or progress reports are issued. At any time, between grade or progress reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented on the appropriate forms. All students will receive on-going, informal daily advisement in the areas of attitude, attendance, behavior, image, professionalism, etc. When a student’s problems or concerns are beyond staff capability, the student will be referred to the appropriate professional or agency.

PERSONAL COUNSELING SERVICES/AGENCIES

The National Women’s Health Information Center, U.S. Department of Health and Human Services Office on Women’s Health,

1-800-994-9662

<https://womenshealth.gov>

The National Domestic Violence Hotline

1-800-799-SAFE (7223) or

1-800-787-3224

National Sexual Assault Hotline

1-800-656-HOPE (4673)

National Suicide Prevention Life line

1-800-273-8255 (Suicidepreventionlifeline.org

# PERSONAL INFORMATION RECORDS UPDATE/CHANGES

1. **Address/Telephone Number Changes:** Students are asked to notify the school when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A Students recorded address will be automatically updated if correspondence is returned the school by the United States Postal Service or other delivery carrier service, with an address correction.
2. **Name Changes:** All students who wish to make a name change in their academic records must submit the request in writing and include documentation verifying the legal name change. Proof of legal name change can be a copy of a student driver’s license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the designated school official/administrator. If the documentation is complete, the student’s academic records will be updated with a copy of the legal documents in the student’s academic file.

# RIGHTS RESERVED

The Ritz Academy reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant.

The Ritz Academy has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers. Students are required to replace immediately any supplies or equipment that is lost, stolen or broken.

**POLICIES**

*\*If a student is tardy or absent, they should text/call in by 8:00 a.m. to let the office know. (337)563-0213*

**1. Tardiness Policy**

All students must be in the building and clocked in by 8:00 a.m.

Each student will get two 8:05 clock ins PER PHASE and two 9:30 clock ins PER PHASE.

**2. Excused Absences Policy**

Students may clock in after 8AM, but before 11 a.m. but they MUST provide the office with a doctor’s excuse.

**3.** **Early Departure**

A student who leaves before 3:30p.m., must clock out and sign the attendance book AND sign an early clock out paper. Early Clock outs will count against the students’ hours.

**4. Make-Up Work Policy**

Lesson assignments, practical or theory, which were missed during any period of absence must be made up by the student. Make-up work will not be permitted during regular class hours. There will be designated time by staff to allow for make-up work and tests. A record of make-up work is maintained for each student who is required to perform this type of work. The student is responsible for meeting with the appropriate instructor or a “0” will be posted at the end of that phase. For more information, see graduation requirements.

If a student signed up for make-up hours and no longer wants to attend, they MUST take their name off the list by the Friday prior to the class. Failure to do so will result in the student not being able to attend any future make-up classes.

If they fail to show up without proper notice they will also no longer be able to attend.

The Instructor from the class must email akelly@theritzacademy.com any students that need to be removed from the list.

If less than 10 students sign up for the class, it will be cancelled.

**5. Student Conduct Policy**

Students are expected to conduct themselves professionally at all times, showing respect for instructors, peers, and clients. This includes following dress code, maintaining personal hygiene, using appropriate language, and adhering to all classroom, clinic, and salon floor rules. Disruptive behavior, profanity, racial remarks, insubordination, or violation of institutional policies may result in disciplinary action, up to and including suspension or termination from the program.

**6. Termination Policy**

Students may be terminated from the school for violation of any school policies, state laws and regulations, destruction of school or student property, violation of the school substance abuse policy, theft of school or student property, threats to any employee or student of The Ritz Academy non-adherence to the school’s social media policy and all other infractions that occur where the school administration, director or owner deems is severe enough to qualify for termination and or permanent expulsion from the school. Students terminated will have to be approved by the school director/owner for re-entry eligibility. Terminated students will be assessed a $150 administration fee.

***The student TERMINATION/WITHDRAWAL date for any student that withdraws or is dismissed from the school will be the last date of attendance.*** Attendance percentage is calculated by taking the total hours attended divided by the scheduled hours.

**Example:**

Attended hours = 250.0

Absent hours = 28.0

Scheduled hours = 278.0

Percentage = 250/278 = 89.93%

**7. General Rules and Regulations Policy**

Students are required to comply with all rules and regulations outlined in the student handbook, including dress code, salon responsibilities, use of technology, break procedures, and professional behavior standards. Repeated disregard of rules or insubordination may result in suspension or termination. Students are responsible for managing their clock-in/out times accurately and maintaining a clean, safe learning environment for themselves and others.

# SCHEDULE CHANGES

The school reserves the right to change the established schedules, in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

ADMINISTRATION & FACULTY

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Department** |
| Melinda Tilley | **Owner/Director** | **Administration** |
| Amber Frazer | **Educator Coach** | **Administration** |
| Victoria Guidry | **Admissions** | **Administration** |
| Adele Kelly | **Marketing/Financials** | **Administration** |
| Annmarie Lemons | **Guest Coordinator** | **Administration** |
| Jessica Cormier | **Instructor** | **Education** |
| Kali Hebert | **Instructor** | **Education** |
| Kelli Knight | **Instructor** | **Education** |
| Macy Huffman | **Instructor** | **Education** |
| Jania Sonnier | **Instructor** | **Education** |
| Mica Beaugh | **Instructor** | **Education** |

**COST OF PROGRAM(S)**

**TUITION & FEES:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROGRAM NAME** | **Application Fee (Non-Refundable)** | **Books & Supplies (Non-Refundable after 3 days, if received)** | **iPad, New (Optional)** | **Testing Fees** | **TUITION**  | **TOTAL COST OF PROGRAM**  |
| **Cosmetology** | **$100** | **$3,322.50** | **$498.38** | **$170** | **$14,500** | **$18,590.88** |
| **Esthiology** | **$100** | **$2,658.00** | **$498.38** | **$170** | **$14,500** | **$17,926.38** |
| **Instructor** | **N/A** | **N/A** | **N/A** | **$170** | **$7,000** | **$7,170** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

***If the student fails either the state and/or national exam, he/she will owe the school a $25 retake and mailing fee.***

# PAYMENT METHODS

Payments may be made by checks, credit cards, debit cards, money order, cash and/or loan. Tuition payments are due on the 1st of each month. A $25 late fee will be applied daily after the first until paid.

# TRANSCRIPTS

A transcript is an official document on the educational work of a student which lists the student’s subjects; grades received enrollment date range, and status of the student. Official transcripts are issued by the school’s designated official. Transcript requests maybe made for the following reasons:

1. Submission to other institutions of higher education for the purpose of transfer of clocked hours,
2. Certification to an employer summarizing a student’s enrollment and academic progress,
3. Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the designated school official. The student/graduate may submit a letter of request that includes the following information:

1. Student’s name,
2. A copy of their VALID form of government-issued identification (driver’s license, state ID, passport), which bears their printed name, photograph \ and date of birth,
3. Purpose of the transcript request,
4. Name and address of the recipient,
5. The student’s signature and the date.

# CONDUCT AND PROFESSIONAL STANDARD DETAILS

Appearance, attitude and professional behavior are important elements of the student’s career preparation and job success.

1. When a student’s appearance and/or attitude is in opposition to the career education goals to which the school’s academic and placement assistance are dedicated, the student may be advised, suspended, or dismissed.
2. When a student’s behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, suspended, or dismissed.
3. When a student is guilty of negligence and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, suspended, or maybe automatically dismissed.
4. Under certain circumstances, a student’s conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
5. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the School.
6. Possession of weapons, firearms and knives and/or illegal drugs in or around the school.
7. Vandalizing, stealing or being in possession of stolen property.
8. Falsifying personal information on school documents and/or presentation of forged documents.
9. Drugs, alcohol, possession of and or substance abuse not authorized by a licensed medical provider.

## ALCOHOL AND DRUG PREVENTION

**The Ritz Academy** supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on the school’s property or as a part of a school activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform a school representative or official.

If a final determination is made that any student enrolled in the school is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on school property or at any school events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from school. The school’s-imposed actions are additional to any legal actions taken by local, state or federal authorities.

## SATISFACTORY PROGRESS

Satisfactory Academic Progress (SAP) is a requirement for all students enrolled in the school. All students must maintain an academic grade percentage of 70% and average cumulative attendance of 80% to be considered making SAP and to complete the scheduled course within the maximum time frame. ***See full*** ***Satisfactory Academic Progress Policy for additional information***.

\*Students who exceed the maximum time frame for program completion as defined in this policy will be withdrawn and may apply for re-entry on a “cash-basis” under a new enrollment agreement, subject to administration’ approval.

## FINANCIAL PROGRESS

Students must meet or be current with all financial obligations as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms be submitted on or before the statement due date to maintain satisfactory financial progress. Payment amounts are based upon the course in which the student enrolled.

All payments are the responsibility of the student and are payable as stated on the student’s enrollment agreement. Failure to comply with an established payment arrangement may result in termination.

## CLASSROOM AND CLINIC ASSIGNMENTS

Students are required to remain with their instructor in their classrooms or assigned work areas unless at scheduled lunch.

There will be a charge for ALL services and products provided to clients unless otherwise approved in advance by an authorized, designated school official or student’s immediate instructor. Students cannot bring into the school any product not sold or carried by the school nor should students advise clients to do so. Stations are assigned for each client service, for the duration of that service and may be reassigned at the discretion of school staff. All equipment and personal belongings must be stored in the students assigned locker/school location.

Sanitation is a critical part of the student’s learning process. Adhering to the school and State Board health and safety standards as outlined in the rules and regulations is essential in maintaining a sanitary establishment. Students are required to maintain a clean and safe station; before, during and after performing client services or practical work. In order for students to maintain a sanitary station they will be required to wipe down the surface of their chair and station, clean the mirror, sanitize their implements before and after every use, place soiled towels in the appropriate receptable and sweep/mop the area surrounding them (hair must be removed by sweeping prior to styling). Additional tasks may be required depending on the service being provided and may vary.

## DRESS CODE

The school’s dress code is designed to provide students with guidance on establishing and maintaining a professional image. The dress code is enforced at all times during the student’s school hours, while on school premises as well as when attending school sponsored events.

**Dress Code**: A Ritz Academy T-shirt, black scrub pants, closed toe and heel shoes, and a nametag.\*$12 to replace nametag

(A black long sleeve t-shirt may be worn under a school shirt)

**Nails:** Cosmetology students’ nails are up to the instructor’s discretion.

**Esthiology** students’ nails cannot exceed fingertip length.

## CHILDCARE

Students are prohibited from bringing their children to school during their scheduled course time and/or while earning clock hours. Students must make appropriate arrangements for childcare. The school is available to assist with finding childcare resources.

## TIME CLOCKS AND CLOCK HOURS

Student hours are recorded on the time clock each day. It’s the responsibility of students to use the time clock correctly. Failure to clock in or out may result in the loss of clock hours. **To receive full credit, a student must clock IN when beginning their day and clock OUT when ending their day.** Students must clock OUT when beginning their scheduled lunch break and must clock back IN when their scheduled lunch break ends. All students must be off the clock when leaving the building for any non-school related activity that is unsupervised by a licensed instructor. Students will receive hours for supervised (licensed instructor) official school activities. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, with the exception of approved field trips, unless prior approval is given by the designated school official.

Students must be engaged in a learning activity at all times while earning clock hours. Students not engaged in a learning activity or at lunch must be clocked out. Any student found to be not engaging in a learning activity, in the break room or outside the building while clocked in may be subject to corrective action up to and including immediate dismissal for the day from school.

At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with Adele Kelly the Wednesday after the hours are posted. You may only discuss the hours from the previous week.

The instructors also use a roll call roster to monitor the students’ daily attendance along with a sign-in and sign-out sheet for lunch. These records are made readily available to anyone authorized to inspect such records. The Ritz Academy considers all absence time to be unexcused.

Time is submitted to the Louisiana State Board of Cosmetology monthly and can NOT be addressed after the first of the month.

## NON-SMOKING

We are a smoke-free facility.

SOCIAL MEDIA

The use of social media can be extremely beneficial to the success of a salon, spa or independent contractor. For this reason, the rights of students to utilize social media platforms in ways that directly promote professional career development are encouraged. “Social Media” refers to all forms of online publishing and discussion, including but not limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, Twitter, Pinterest, TikTok, etc., personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content posted on the internet. The school does not permit obscenity, negative comments, personal attacks, cyber bullying, or any conduct that is not in compliance with the school’s standards of conduct. All posts must respect the privacy of others and photographs of students, staff, or clients should not be posted or shared without their permission. For any content that is posted on the school’s social media account, the school reserves the right to remove content at its discretion and without notification. Please be aware that some actions on the internet are not reversible and may reflect negatively on an individual for an extended period of time. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance.

## ACADEMIC DISHONESTY/CHEATING

Academic dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of academic dishonesty will be disciplined appropriately.

## RELEASE

The student and/or legal guardian grant **The Ritz Academy** the irrevocable permission to use his or her voice, image, or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the student’s participation in school including for the commercial purposes of the school.

## EQUIPMENT & PERSONAL BELONGINGS

Each student is responsible for their own equipment, books and personal belongings and is provided with a locker or other designated space for storage of these items, purses, coats, bags, backpacks, and other personal belongings must be kept in the locker or designated secured location. The school is not responsible for lost or stolen items, and it is the student’s responsibility to replace any missing equipment or supplies at his or her own expense.

Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, if permitted, it is the student’s responsibility to bring them back to school. Students who do not come to school with their equipment will not be allowed to attend until they bring their equipment.

# STUDENT CONCERNS/COMPLAINTS & GRIEVANCE POLICY

**(Students are provided with this information as part of Pre-Enrollment prior to enrollment and during orientation via this catalog.)**

Students are always encouraged to communicate their concerns to members of the faculty and administration. Suggestions, concerns, or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect.

1. Schedule an appointment to discuss the matter informally with your instructor. If at this contact the matter is not resolved, the student should:
	1. Make an appointment to discuss the matter informally with the School Director or designee. If not resolved at this level, the student may:
		1. Request and complete a Student Complaint Form and submit it to the designated school official. The designated school official will verify that the student has tried to resolve the concern informally and will schedule a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the student’s concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Compliant Form and communicated to the student. If not resolved:
		2. The official school designee shall forward the Student Complaint Form to the School Director or other official designee at this level for review. The ruling at this level will be documented on the Student Complaint Form and communicated to the student. The decision at this level is the final decision. If then the matter is not resolved to the students’ satisfaction:
		3. Student may submit to the State Board and/or NACCAS only after the student has exhausted the institutions’ internal complaint process.

## Louisiana State Board of Cosmetology

11622 Sunbelt Court

Baton Rouge, LA 70809

## NACCAS – Reaccreditation

3015 Colvin St.

Alexandria, VA 22314

**Student Salon/Spa Services**

Student services are a **privilege**. Students must be maintaining SAP and in good financial standing to receive any services. Student services are available Tuesdays and Wednesdays and appointments should be made in the office. Students under the age of 18 must have written permission to receive chemical services.

# SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of **The Ritz Academy’s** Satisfactory Academic Progress Policy is to be fair and consistent in effectively evaluating the student’s measurable progress toward successfully completing their chosen program of study. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS). This policy also meets the requirements as established by the U.S. Department of Education. The Satisfactory Academic Progress Policy applies to every student enrolled.

* This policy applies to every student enrolled in NACCAS approved program.
* All students are provided with this policy prior to enrollment in any of the school’s currently offered programs.
* The policy is also applied consistently to all students enrolled in a specific program and is scheduled for a particular category of attendance, either part-time or full-time.

Student training is measured and communicated by:

1. Attendance (Quantitative) and;
2. Academic Grades (Qualitative)
3. Satisfactory Academic Progress (SAP) is a requirement for all students enrolled. All students must maintain an cumulative academic grade percentage of **70%** and average cumulative attendance of **80%** at the designated evaluation periods throughout the course or their respective program of studyto be considered making SAP and to complete the scheduled course within the maximum time frame.
4. ***The School’s academic year is defined in 900 clock hours and 30 academic weeks of instruction.*** EVALUATION PERIODS

**Students are evaluated for Satisfactory Academic Progress on actual hours as follows:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Program*** | ***Program Clock hours*** | ***Program Hours p/week*** | ***Program Length in weeks*** | ***Evaluation Periods*** |
| Cosmetology | 1500 | 28 | 56 | 450/900/1200 clock hours15/30/40 weeks |
| Esthiology | 750 | 28 | 27 | 375 clock hours/12.5 weeks |
| Instructor | 500 | 28 | 18 | 250 clock hours/8 weeks |

1. The maximum time a student has to complete is 125% of the course length. All minimum course lengths are determined by the Louisiana State board of Cosmetology. or **National Accrediting Commission of Career Arts And Sciences [NACCAS].** Enrollment will be terminated for students who do not complete the course within the maximum time frame. However, they may later re-enroll at the school on a cash pay basis.

## MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROGRAM** | **STATUS** | **PROGRAM LENGTH IN WEEKS** | **PROGRAM HOURS** | **MTF WEEKS** | **MTF CLOCK HOURS** |
| Cosmetology | FT | 54 | 1500 | 67 | 1875 |
| Esthiology | FT | 27 | 750 | 34 | 937.50 |
| Instructor | FT | 18 | 500 | 23 | 625 |

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

Students who exceed the maximum time frame shall be terminated from the program. Should the student meet re-enrollment criteria, student will be re-entered in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the school’s admissions policy.

Establishes evaluation periods (which may coincide with payment periods established with the US Department of Education for purposes of Title IV funding, if applicable) in accordance with the following:

1. For courses or program with a total length that is one academic year or less, the course or program is divided into two equal evaluation periods wherein the firs evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the course or program; and
2. For courses or programs with a total length that exceeds one academic year, each full academic year, is divided into two equal evaluation periods in accordance with subsection (a) above and the remainder of the course or program is either;
3. Treated as a single evaluation period if the remainder is less than or equal to half of an academic year, or
4. Divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the *academic weeks* while the second evaluation period is the period in which the student completes the course or program.

Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the program.

1. Students will be sent or provided a Satisfactory Academic Progress Report upon reaching each evaluation period. (The school may elect to omit evaluations at the conclusion of the last evaluation period within a course or program. . SAP will be evaluated at the conclusion of each evaluation period and completed within ***seven (7) school business days*** of the scheduled evaluation. Students who are found not meeting SAP requirements must sign their report in a timely manner. A copy of each SAP report will be kept in the student’s file and additional copies of a student’s SAP report is available to each student upon request.
2. A student’s academic grade percentage is determined by:
3. Theory exams;
4. Practical exams, and;
5. Practice/technical activities

|  |  |  |
| --- | --- | --- |
| **GRADE** | **DEFINITION** | **PERCENTAGE** |
| A | Excellent | 90%-100% |
| B | Very Good | 80%-89% |
| C | Passing | 70%-79% |
| D | Unsatisfactory | 60%-69% |
| F | Failing | Less than 60% |

Students meeting the minimum requirements for academics 70% and attendance 80% at the evaluation are considered to be making SAP until the next scheduled evaluation. Students deemed not maintaining SAP may have their Title IV funding interrupted (if applicable), unless the student is on warning.

1. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student’s scheduled hours beginning the first day of their respective program and ending the last day of the completed period (phase).

Student’s actual hours attended + scheduled hours = cumulative % of attendance.

1. A student will be placed on warning***,*** but considered to be making SAP during the warning period, if the student’s attendance falls below 80% or their academics fall below 70%.The student will be advised in writing on the actions required to meet SAP requirements by the next evaluation. If at the end of the warning period, the student has still not met the attendance and academic requirements, he/she will be dismissed from the program.

In the event the student withdraws, or other official interruption, the student, upon returning to school, maintains the status as of the time of departure. ***If enrollment is temporarily interrupted for a Leave of Absence (LOA), 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 at least 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.

1. Withdrawals and Incompletes have no effect upon the school’s qualitative SAP standard. All hours attempted within a progress report period are used in assessing, if the student meets quantitative SAP standard, **The Ritz Academy** does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.
2. With regard to SAP, a student’s transfer hours accepted by the school 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 school.
3. ***Appeal Process:*** If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within 5 calendar days. Reasons for which students may appeal a negative progress determination include the 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 students’ 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 be reported to the student within 7 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.
	1. ***Students who do no achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on or has prevailed upon appeal of the determination that has resulted in the status of probation.***
	2. ***Appeal outcomes are documented and retained in the student file.***
4. ***Probation:*** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and not be considered meeting minimum standards for satisfactory academic progress if:
	1. ***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
	2. ***The student prevails upon appeal of a negative progress determination prior to being placed on probation;*** and
	3. ***The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period;*** or
	4. ***The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institute’s satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.***
5. Non-Credit, 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.
6. Re-establishing eligibility: Students who withdraw prior to completion of the course and wish to re-enroll will return in the same SAP status as at the time of withdrawal. The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until she/he has completed the hours previously paid for with a 70% academic grade percentage and will be able to complete the program within the maximum time frame.

Students **NOT** meeting satisfactory academic progress (SAP) will receive a hard copy of their SAP determination at the time of each evaluation.

LEAVE OF ABSENCE OF POLICY

**The Ritz Academy** encourages students to make steady progress toward completing their program. Thus, a leave of absence may be granted only under the following circumstances:

1. Care for the student’s child after birth or adoption; maternity or paternity leave.
2. Care for the student’s spouse, partner, child, parent, or grandparent who has a serious health condition.
3. Due to the student’s own illness, injury, or serious health condition that prevents him/her from being able to continue with his/her education.
4. Death of an immediate family member.
5. Enrolled students who are members of the military and receive official military orders.
6. Personal reasons.

**PROCEDURES FOR REQUESTING A LOA:**

***Students requesting a LOA must complete the LOA Request Form and submit to the admissions office in advance. Students must also follow the institutions policy in requesting a LOA.***

1. *The requests must be in writing,*
2. *The requests must detail the reason for the LOA, the exact period of the LOA, and provide supporting documentation (i.e., note from qualified healthcare provider or adoption certificate/decree, obituary or official military orders documents).*
3. *The request must include the student’s signature.*

When requesting a LOA for medical reasons, the school will not extend a LOA beyond what is requested by a healthcare provider, unless it is necessary to ensure quality education. When requesting a LOA for death of an immediate family member, an obituary or another official document must be provided. Please note the start of a LOA must be on a day school is open and the student is normally scheduled.

***The institution may grant a LOA to a student who did not provide the requests prior to the LOA due to unforeseen circumstances if:***

1. *The institution documents a reason for its decision.*
2. *The institution collects the request from the student at a later date; and*
3. *The institution establishes the start date of the approved LOA as the first date the student was unable to attend.*

Should the LOA be granted the student will not be assessed any additional charges as a result of the requested LOA.

A student will not be granted a LOA if the LOA, together with any additional LOA’s previously granted, exceed a total of ***180 calendar days in any 12-month period***.

Any student granted a LOA in accordance with the institution’s policy is not considered to have withdrawn and no refund calculation is required at that time.

**Contract Period Status:** A student granted a LOA will have their contract period extended by the same number of calendar days taken in the LOA and that such changes to the contract period must either be:

1. Changes to the enrollment agreement will be initialed by all parties; or
2. An addendum to the enrollment agreement must be signed by all parties.

**Student Withdrawal from Program(s)**: If the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that either:

1. For institutions that require attendance, the student’s withdrawal date for the purpose of calculating a refund will be the student’s last date of attendance.
2. For institutions that are NOT required to take attendance, the student’s withdrawal date for the purpose of calculating a refund will be the date the student began the LOA.

A LOA may only be granted if there is a reasonable expectation that the student will return from the LOA.

**NOTE:** The revised contract end date cannot exceed 15 days past the correctly calculated revised end date utilizing the NACCAS LOA Calculator.

# PHYSICAL DEMANDS

Cosmetologist, Barbers, Nail Techs, and Estheticians can expect to stand for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods. Further, career Cosmetologists, Estheticians, Barbers and Nail Techs may find it necessary to work long hours, sometimes missing breaks and meals. It is not unusual for Cosmetologists, Estheticians, Barbers and Nail Techs to work more than 8 hours a day and/or more than 5 days a week – although these are the exceptions to the rule.

# STUDENT ORIENTATION

All incoming students will attend orientation the Friday before class starts. This orientation is required for all incoming students and will discuss our mission, values, student policies, curriculum, program progress and expectations, personnel introductions, grading, Satisfactory Academic Progress, attendance requirements and all other pre-enrollment requirements.

# CONTRACT COSTS/EXTRA-CHARGES AND PAYMENT TERMS

Student and Guardian (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance of payments are satisfied. Students who do not progress through the program at a reasonable pace and go over their contracted graduation date will be charged overtime charges of $20 per hour for Cosmetology, Esthiology, and Instructor for each hour over contract. Name tag replacements are $12. Students on the Salon/Spa floor must pay $1/day to get a sticker name tag until the original is found or replaced. School shirt replacements are $30. 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. **Payment Terms and Methods:** Payments may be made by checks, credit cards, debit cards, money order, cash and/or loan. Check/Money Order should be made out to The Ritz Academy. Students who obtain a student loan to pay for their program are responsible for paying the total tuition and fees and for repaying the applicable loan, plus interest.

# STUDENT OUTCOMES

**Student outcomes in GRADUATION, LICENSURE, AND PLACEMENT RATES**

**The following statistics represent institutional outcomes for GRADUATION, LICENSURE (exam pass rates), AND PLACEMENT Rates as of [DATE HERE] as reported to NACCAS for the [PUT YEAR HERE] student cohort**

|  |
| --- |
| **Graduation Rates**: Of the students scheduled to graduate from the program in the reporting year, the percentage that actually graduated before the annual report deadline. |
| **Location** | **Cosmetology** | **Esthiology** | **Instructor** | **All Students** | **All Programs** |
| **The Ritz Academy** | **4 of 5** | **80%** | **28 of 29** | **96.55%** | **1 of 1** | **100%** | **33 of 35** | **94.29%** |

|  |
| --- |
| **Placement Rates:** Of those graduating from the graduation cohort who are eligible for placement, the percentage of those who were placed prior to the annual report deadline. |
| **Location** | **Cosmetology** | **Esthiology** | **Instructor** | **All Students** | **All Programs** |
| **The Ritz Academy** | **3 of 5** | **60%** | **18 of 29** | **62.07%** | **1 of 1** | **100%** | **22 of 35** | **62.89%** |

|  |
| --- |
| **Licensure Rates:** Of the graduates from the graduating cohort who sat for all parts of their required state licensure exam prior to the annual report deadline, the percentage that passed all required parts of the state exam before the annual report deadline. |
| **Location** | **Cosmetology** | **Esthiology** | **Instructor** | **All Students** | **All Programs** |
| **The Ritz Academy** | **3 of 5** | **60%** | **24 of 29** | **82.76%** | **1 of 1** | **100%** | **28 of 35** | **80%** |

# SCHOOL DELAYS AND CANCELLATIONS

The school will notify all students through FAME or email for updates on closures and openings of the school. Students should follow McNeese State University for weather closures.

# ADDITIONAL SCHOOL DISCLOSURES & STATE LICENSURE REQUIREMENTS

**ELIGIBILITY REQUIREMENTS BY PROGRAM**

**1. Cosmetology (1,500-hour Program)**

* **Age & Education**: Must be **at least 16 years old** and have completed **10th grade or equivalent**.
* **Training Hours**: Completed **1,500 clock hours** in an approved cosmetology program and **36 weeks** of attendance.
* **Exam Clearance**: School must **clear the student** for exam eligibility with documentation of hours and attendance.
* **Exams Passed**: Must pass both the **written (NIC via PSI)** and **practical exams** with a minimum of **75% score**.
* **Application & Fees**: Submit exam application, photo ID, student registration certificate, and required board application fee.

**2. Esthetics (750-hour Program)**

* **Age & Education**: Same: **16 years old** with completion of **10th grade or equivalent**.
* **Training Hours**: Completed **750 clock hours** in a board-approved esthetics course.
* **Exam Clearance**: School must verify graduation and hours for eligibility.
* **Exams Passed**: Must pass **written**, **oral**, and **practical skill exams** administered at least four times per year.
* **Application & Fees**: Submit application (oath certified), photo, documentation of training, and fee.

**3. Instructor Training (500-hour Program)**

* **Prerequisites**:
	+ Must already hold a **valid Louisiana cosmetology or esthetics license**.
	+ Must have **at least one year** of active practice experience in that field before entering training.
* **Training Hours**: Must complete a **500-hour instructor course** under supervision of a licensed instructor.
* **Exam Clearance**: School must certify completion of instructor training hours.
* **Exams Passed**: Must pass the **written and practical instructor licensing exams** prescribed by the Board.
* **Application & Fees**: Submit required application, training certification, confirmation of professional experience, photo, and pay applicable fee.

 The Ritz Academy mails testing documents to LSBC the first week of every month.