



STUDENT POLICIES

Paroba College
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These policies are part of the Paroba College Student Catalog. For a copy of the complete catalog, please contact Paroba College at 425-353-8193.

Welcome to Paroba College!

The exciting, ever changing world of beauty will always be a source of professional rewards. The work of the cosmetologist, barber, and esthetician can be challenging and fulfilling. We commend you on choosing to enter this field of training, and we welcome you to Paroba College.

The choice of a lifetime career is one of the most important decisions you will ever make, and the choice of where to begin that career is equally as important. We are thrilled that you have decided to begin your journey here at Paroba College. In this catalog, you will find a wealth of information about our school and your career.

ABOUT PAROBA COLLEGE

PHILOSOPHY AND MISSION

Paroba College recognizes that people choose to go to school – and choose to go to our school – for many different reasons. Whatever brought you to Paroba College, it is our goal to provide you with an the education that prepares you both for the Washington State Board Exam and for your future career.

Our mission is to prepare future professionals by providing premier educational programs that promote personal, academic and professional excellence.

We achieve this mission by offering:

- Top tier curricula taught by experienced educators who are also industry professionals.
- Unique learning opportunities, including customer service, communication, and job search skills.
- An environment that cultivates professionalism and responsibility while encouraging creativity and passion.

HISTORY

The Everett campus of Paroba College was purchased by Beauty Careers, Inc., from the Amarillo College of Hairdressing, Inc. in March of 2008. In August of 2008, the name of the campus was officially changed from Milan Institute to Paroba College.

APPROVALS AND ACCREDITATION

Beauty Careers, Inc. DBA Paroba College is licensed by:

Washington State Department of Licensing

Cosmetology, Manicurist, and Esthetician Section

P.O. Box 9026 Olympia, Washington 98507 Phone: (360) 664-6643

Beauty Careers, Inc. d/b/a Paroba College is accredited by:
National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS)
4401 Ford Avenue, Suite 1300 Alexandria, VA 22302 Phone: (703) 600-7600

SCHOOL FACILITY

Paroba College is located at 607 Southeast Everett Mall Way, Suite 5, Everett, Washington, 98208. The facility consists of 9,185 sq. ft. that includes separate classrooms, clinic floors with beginning and advanced sections, dispensary, locker area, break room and administrative offices. There is a library containing books, videos, and audio tapes for both basic and advanced hair designing, haircutting, iron curling, blow combing, permanent waving, make-up, hair relaxing, fashions, manicuring, and other cosmetology-related subjects. These materials are used as teaching aids and reference sources by the students.

STUDENT HOUSING

Student housing is not available on campus. There are multiple housing units available in the community, and students will need to make their own housing and boarding arrangements.

ADVISORY BOARD

The advisory board is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in our field.

FACULTY

Paroba College staff members are experienced cosmetology and esthetics instructors. In addition to meeting the educational requirements for licensing, each instructor has been thoroughly trained in the contemporary methods of his or her field. A list of our faculty members can be found in the catalog insert.

ADMISSIONS POLICIES

ADMISSIONS REQUIREMENTS

Enrollment at Paroba College is open to career-minded individuals who would be able to benefit from and utilize the skills taught for gainful employment.

The school requires that each student enrolling in any program is at least 16 years of age and is required to supply proof of a high school diploma or successful completion of the equivalent of 12th grade (GED), have the desire and motivation to be a good student and attend school regularly, complete the school admission forms and be accepted following a personal interview. Students are also required to pay the applicable registration fee which is refundable if the applicant is rejected. Paroba College reserves the right to deny enrollment.

Transfer students may receive credit for certified hours received from other schools or states according to state law, and their program may be shortened. Transfer students may also be required to complete a practical test, provide specific documentation, or complete other additional tasks as required for evaluation prior to entry. Paroba College does not recruit students already attending another school offering a similar program of study.

Applicants for the Instructor Program must meet the above criteria, hold a Washington State Cosmetology or Esthetician license and be at least 17 years of age.

EVAULATION OF HIGH SCHOOL DIPLOMA/GED

Paroba College requires any student wishing to begin classes to provide proof of high school graduation or receipt of a GED. Proof is defined as:

- A legible copy of a High School Diploma from a public or private high school
- An official copy of transcripts from a public or private high school showing graduation/completion
- For homeschooled students, a copy of a diploma or transcripts showing graduation/completion
- Paperwork indicating successful completion of the equivalent of 12th grade (GED)

Should Paroba College question the validity of any documentation provided as proof of high school graduation or receipt of GED, the school reserves the right to verify the validity of these documents or the institution they are from. Upon request, the student may be required to provide the original document (rather than a copy) or a second form of verification.

Paroba College may also require the student to provide contact information for the institution, such as a phone number, web address, or email address.

Should Paroba College management determine that documentation of graduation from high school is not valid, the student may not be admitted. There is no appeal process for this.

VACCINATION POLICY

Paroba College does not require vaccinations for enrollment.

STUDENT RATIO

We maintain a minimum of one instructor per twenty students on campus.

SCHOOL CALENDAR

Qualified persons may enroll on any date the school is open. New classes begin on a regularly scheduled basis. Actual class start dates may be obtained by contacting the school administration.

ORIENTATION

New students are required to attend an orientation at the beginning of their program. This meeting is to welcome new students and introduce them to the school's policies and procedures. During orientation many topics are discussed, including: school rules, regulations, financial aid questions, state board exams, grading, attendance, theory classes, clinic floor work, satisfactory progress, and project completions. Students are also given the opportunity to

meet instructors, school staff, and other students and to ask questions about their training programs.

FINANCIAL AID POLICIES

TUITION POLICY

It is the policy of the school that all tuition and fees are due and payable on the first day of attendance. Students must make other payment arrangements in advance of the first day of class with school officials. For those students who are eligible for financial aid, payments are due on the date the funds are processed from the government and received at the school. Prices are subject to change.

DELINQUENT TUITION

Any student who is delinquent in payments to the school may be, at the discretion of the school management, put on leave of absence, suspended or terminated from school until the school receives payment or the student makes written payment arrangements acceptable to the school. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collections.

SCHOLARSHIP STATEMENT

Paroba College does not offer an institutional scholarship at the time this catalog was published.

FINANCIAL AID

What is Student Financial Aid? Simply defined, student financial aid is money which helps you pay the cost of your education. Funds for this aid may be provided from several sources including federal and state government and local lending institutions. Most financial aid recipients receive their aid in a combination "package" comprised of more than one type of aid program. You are eligible to apply for financial aid if you are a U.S. citizen or an eligible non-citizen and show financial need.

Eligible students who demonstrate they need financial assistance may be offered a combination of grants and/or loans. Grants are awards that you may not have to pay back if you remain in school; however if you withdraw you may be responsible to pay grant money back to the U.S. Department of Education. Loans are borrowed money that you must repay with interest. To apply for financial aid students must complete a Free Application for Federal Student Aid (FAFSA) as the primary needs analysis document. Any student interested in obtaining financial aid should visit or call the Financial Aid office and request a Student Financial Aid Guide and other pertinent information.

Beauty Careers, Inc. d/b/a Paroba College, participates in the Title IV Federal Financial Aid Program. The U.S. Department of Education and the Office of Student Financial Assistance authorize this participation. Eligible students at Beauty Careers, Inc. d/b/a Paroba College, may

apply for financial aid to assist in meeting their educational expenses. Programs include Federal Pell Grant, Federal Family Educational Loan Program, and Federal Parent Loan for Undergraduate Study.

Beauty Careers, Inc. d/b/a Paroba College, makes no representation that a student will receive any financial assistance. Individual need determines program eligibility. This need determination will comply with all Title IV Federal Financial Aid regulations. The regulations governing all federal financial assistance programs are subject to change. The financial aid department will have information regarding available programs and consumer information.

METHODS OF DISBURSEMENT

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

VETERAN'S BENEFITS

All of our current programs of study at Paroba College are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC. Veteran students need to have their prior education and training reviewed for possible credit for any courses that they have taken in the past that may apply at Paroba College.

UPDATES TO FAFSA

Changes to Dependency Status

Should a student have a change in dependency status during an academic year, updates to their FAFSA may be necessary.

The FAFSA may be updated if:

- a. The student acquires a dependent child or children, either through birth, adoption or foster care.
- b. The student no longer has custody of a dependent child or children
- c. The student is dependant and both parents pass away during the academic year

The FAFSA may not be updated for dependency status change due to marriage or divorce.

If a student re-enters a program after withdrawing, the student's dependency status must be updated.

Items for Verification

Any changes to items pulled for verification, such as household size or income, may require an update to the student's FAFSA.

REFUND POLICY

CANCELLATION OF AGREEMENT

A full refund of any monies paid will be made to any student (or, in the case of a student under legal age, his or her parent or guardian) who cancels the enrollment agreement in writing within three business days after the enrollment agreement is signed. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to

the school director in person. This policy applies regardless of whether or not the student has actually started training. Refunds will be paid by check with 10 business days of cancellation date.

REFUND POLICY

- a. An applicant not accepted by the school shall be entitled to a refund of all monies paid.
- b. If a student cancels his or her enrollment after three business days after signing the enrollment agreement, but prior to entering classes, he or she shall be entitled to a refund of all monies paid to the school, less the \$100 registration fee. A school may charge pre-enrollment fees, such as a registration fee, application fee, enrollment fee, matriculation fee, etc., provided that the sum total of all such pre-enrollment fees do not exceed \$100.
- c. The cost of books and equipment is not subject to a refund unless the student has not entered classes and the books and equipment have not been used. These items become the property of the student upon receipt and are non-refundable.
- d. If a school is permanently closed or no longer offering instruction after a student has enrolled, the student shall be entitled to a pro-rata refund of tuition.
- e. If a course is cancelled subsequent to a student's enrollment, the school shall at its option provide a full refund of all monies paid or provide completion of the course.
- f. If the amount that the student has paid is more than the amount that the student owes for the time he/she has attended, then a refund will be made within 30 days. If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Federal Family Educational Loan Program (FFLEP), Federal Parent Loan for Undergraduate Study (PLUS), Federal Pell Grant, any other Title IV assistance, other federal, state, institutional, or private assistance, to student. If there is a balance due, the student is responsible for paying it.

ENROLLMENT TIME

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within thirty (30) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution that he/she will not be returning.

RETURN OF TITLE IV FUNDS

According to the Department of Education, the Return of Title IV Funds policy is based on "Earned" and "Unearned" aid at the time of withdrawal from a program. "Unearned" aid must be returned by the school and by the student. For students who enroll and begin classes, the following schedule of tuition adjustments is authorized, less the \$100 registration fee:

Percentage of Time to Total Time of Course	Amount of Tuition Owed to School
0.1% - 4.9%	20% Retained
5% - 9.9%	30% Retained
10% - 14.9%	40% Retained
15% - 24.9%	45% Retained
25% - 49.9%	70% Retained
50% or over	100% Retained

Based on the formula set by the Federal Government for calculating the Return of Title IV funds, both the school and the student may be responsible for returning federal funds to their source. Keep in mind that the Return of Title IV funds calculation is separate from the school's refund policy. Please refer to the Student Financial Aid Consumer Information available from the school's financial aid department.

WITHDRAWAL DEFINITION

For the purpose of determining a refund, you are deemed to have withdrawn from a course of instruction when any of the following occur: (1) you notify the college of your withdrawal or of the date of your withdrawal, whichever is later; (2) the school withdraws your enrollment as provided in the Enrollment Agreement; (3) after ten consecutive days of absence; (4) 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. Students who withdraw from enrollment prior to program completion must pay an additional \$100 administration / withdrawal fee.

Any student withdrawing from school must remove all of their kit and personal items from the school premises, including items in their locker. The school will not be responsible for any items left on premise and reserves the right to dispose of any items, both kit and personal, left more than 30 days.

SATISFACTORY ACADEMIC PROGRESS POLICIES

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Satisfactory progress in attendance and academic work is a requirement for all students at Paroba College. As part of the catalog, students are provided this policy prior to enrolling. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory progress in order to continue eligibility for such funds.

Paroba College Satisfactory Academic Progress policies adhere to the regulations defined by the United States Department of Education, 34 CFR 668.34.

Each student is required to maintain a minimum grade point average of 76% (the “qualitative” average) and a minimum attendance percentage of 80% (the “quantitative” average). SAP will be calculated for each payment period, as defined by the U.S. Department of Education, and as listed on the table below. The qualitative average is the average grade, as a percentage, that the student received for theory and practical work attempted from the student’s start date to the end of that payment period. The quantitative average (attendance percentage) is calculated by dividing the total number of hours completed by the student from their start date to the end of that payment period by the number of possible hours that the student could have completed according to their course and schedule. This applies to all students in all programs and schedules.

EXAMPLE A:

Student A has the following grades at 450 hours:

Test 1= 86%

Test 2=79%

Overall Practical Grade: 91%

QUALITATIVE AVERAGE=85%

Student A has the following attendance record at 450 hours:

Hours Attempted=450

Possible Hours=470

QUANTITATIVE AVERAGE (a.k.a attendance percentage)=96%

This student has achieved satisfactory academic progress. The student is passing for this payment period.

EXAMPLE B:

Student B has the following grades at 900 hours:

Test 1= 80%

Test 2= 90%

Overall Practical Percentage: 90%

QUALITATIVE AVERAGE=87%

Student A has the following attendance record at 900 hours:

Hours Attempted=900

Possible Hours=1150

QUANTITATIVE AVERAGE (a.k.a attendance percentage)=78%

This student has not achieved satisfactory academic progress for the quantitative average because the student’s attendance percentage is below 80%. The student has failed SAP for this payment period.

SAP MONITORING PERIODS

Satisfactory Academic Progress is monitored at the end of each student's payment period, based on the hours the student has attempted, as outlined below:

PROGRAM	PAYMENT PERIOD 1	PAYMENT PERIOD 2	PAYMENT PERIOD 3
Cosmetology	450 Hours	900 Hours	1250 Hours
Barbering	450 Hours	900 Hours	N/A
Esthetics	350 Hours	N/A	N/A
Instructor Training	300 Hours	N/A	N/A
Manicuring	350 Hours	N/A	N/A

Course incompletes, repetitions, and non-credit remedial classes do not apply at this institution, and as such have no bearing on satisfactory progress.

SAP OUTCOMES

If a student achieves SAP in both the Qualitative and Quantitative averages, then that student is considered passing for that payment period. If a student does not achieve SAP in either the Qualitative and Quantitative average, the student is considered to have failed SAP for that payment period.

Passing: A student who achieves satisfactory academic progress may remain eligible for Title IV financial aid for that payment period.

Failing

1. **Failing SAP, First Time:**

A student who fails SAP for the first time may be put on warning status. Students who receive this status will continue on this status until their next SAP evaluation (at the end of the following payment period). The student may remain eligible for Title IV financial aid.

2. **Failing SAP, Second or Third Time:**

Should a student fail SAP for an additional time, the student may be terminated from the program or the student may be put on probationary status by submitting a letter of appeal to the School Director or Assistant School Director, as outlined below.

APPEAL PROCEDURE

A student who wishes to appeal the determination that he/she is not maintaining satisfactory progress must submit a letter to the school director within one week of the date that the school took action. An appeal committee consisting of at least one member of the following departments, education, administration, and financial aid, will review the appeal and notify the student within two weeks of its decision.

The letter should include the following items:

- a) The letter must include why the student failed SAP during the payment period.
- b) The letter must included what has changed that will allow the student to achieve SAP at the next evaluation.

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption of satisfactory progress have been corrected.

All appeals are documented in writing. A student who is reinstated within six months of their date of interruption will enter at the same progress status at which they left. If the appeal is accepted by Paroba College, the student will remain eligible for Title IV financial aid for one payment period without additional conditions.

If the appeal is not accepted, the student may be exited from the program or the student may be required to develop an academic plan with the school director or assistant director in order to meet SAP at the next evaluation.

MAXIMUM TIME FRAME

The maximum time frame for completion is 125% of the course length, which is outlined in the table below:

MAXIMUM ALLOWED TIME FRAME				
Hours	Program	Program Length with 100% Attendance (Weeks)	Normal Time to Finish Program (90% Attendance) (Weeks)	Maximum Time Frame (125% of contract hours) (Weeks)
1600	Cosmetology	53	58	67
700	Esthetics	29	32	37
600	Instructor Training	20	22	25
700	Manicuring	29	32	37
1000	Barbering	40	44	50
1800	Extended Cosmetology	60	66	75

A student who reaches the Maximum Time Frame for their program (125% of course length) will be withdrawn from the program and will not be eligible for reinstatement. There is no appeal process for students who reach their maximum time frame.

GRADING PROCEDURES

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Students must maintain a practical and theory grade average of 76% and pass a FINAL written and practical exam prior to graduation. Numerical grades (G.P.A.) are considered according to the following scale:

WRITTEN & PRACTICAL	
4.0	93-100%
3.0-3.9	85-92%
2.0-2.9	76-84%
1.0-1.9	69-75%
0.0	00-68%

Practical Grades

Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency and set forth in the Practical Skills Evaluation Criteria. Instructors will assign a grade to each service when the service is completed. The grade will be entered into the computer system when the client checks out.

Test Grades

The maximum grade for any theory test is 95%. Combined with the Homework grade, a student can achieve 100% on a test. Any theory test may be taken up to three times if the test is not passed on the first attempt. The highest grade that may be recorded on additional attempts on a test is 76% (passing), even if a higher percentage is earned. If a student does not pass a test by the third attempt, then the highest non-passing grade may be the grade entered. If a student passes a test on the first attempt, the test may not be retaken unless the section is re-taught at a later date prior to that student's graduation.

Makeup Tests

If a student misses a test, the test must be made up within 30 calendar days. If the test is not taken within 30 days of the original test date, the student may receive a "0" for that test. Exceptions may be made for students who were on an approved leave of absence when a test was offered.

Homework

Review questions will be worth 5% of any test grade and are due on the day the original test is given.

Final Test

All chapter tests must be completed before the final exam may be taken.

Requirement Sheets

Requirement sheets must be filled out and signed by an instructor each day. Once requirements are entered into the computer, they may not be changed. If requirements sheets are not filled out or signed, any requirements completed that day may not be counted or entered into the system.

LEAVE OF ABSENCE

A request for leave of absence must be submitted in writing prior to the absences taken. However, a leave may be granted within ten (10) days of the last day of attendance under mitigating circumstances. The request must include a description of the reason for taking the

leave of absence. Such a request may be granted to a student at the discretion of Paroba management. Beauty Careers, Inc. d/b/a Paroba College adheres to all federal regulations with respect to leaves of absence (a maximum of 60 calendar days, unless there are extreme circumstances with administrative approval). A leave of absence may last no fewer than 30 days and no more than 60 days, unless there are extreme circumstances with administrative approval. Only one leave may be granted during a twelve (12) month period, unless there are extreme circumstances with administrative approval. Students may not receive loan disbursements or sign loan checks during the leave of absence. If the student fails to return from a leave of absence, the student is considered to have withdrawn from school as of the last date of attendance. The contract of a student who returns from a leave of absence may be extended for the same number of days as the leave of absence (i.e., if a student was on a leave of absence for 60 days, the contract will be extended for 60 days). A student returning from leave will return under the same progress under which they left.

Students taking a leave of absence must remove all of their kit and personal items from the school premises, including items in their locker. The school will not be responsible for any items left on premise during a student's leave of absence and reserves the right to dispose of any items, both kit and personal, left more than 30 days.

Students who request to take a leave of absence during Phase 1 of their education may be asked to repeat Phase 1 upon returning from the leave of absence.

OTHER POLICIES

ATTENDANCE POLICIES

Paroba College expects students to attend all classes at their scheduled times. Training demands the same work attitudes required by employers and the self-employed. Students must maintain a cumulative average attendance level of at least 80%. While "make-up time" is limited to only a very few special circumstances, keep in mind that there is time built into every student agreement that allows for the occasional missed day.

Planned Time Off

If a student knows in advance that he or she will need to miss a day of class, she or he can request that time off using the proper documentation. Under certain medical, legal or family-related circumstances, and with formal written documentation (such as a doctor's note for surgery or a letter from a lawyer for legal proceedings), the student may be able to complete these hours at a later date. This is not guaranteed and will be at the discretion of Paroba management.

Examples of absences that may be made up with appropriate documentation and management approval:

Medical procedure, such as surgery, that will require 3 or more days absent

Legal proceedings that will require that will require 3 or more days absent

Death/funeral of an immediate family member that will require 3 or more days absent

Examples of absences that may not be made up

Vacation

Sick Day

Doctor's Appointment

Family events (reunions, weddings, vacations, etc.)

Excused Absences

If a student is sick or cannot attend school one day for another reason, that student must call in on that day by 8:15 AM for day students and 5:00 PM for night students. This will be considered an excused absence. This time may not be made up.

Unexcused Absence/No Show, No Call

If a student misses school and does not call by 8:15 AM for day students or 5:00 PM for night students, the student may be suspended from school for up to 3 days upon returning to school.

Absences and Grades During Phase 1

During the first phase of education, it is important that students limit the amount of school that is missed. Each subject is only covered once during Phase 1; absences during this time may preclude a student from learning entire subjects. If a student misses a subject (or multiple days when a subject is taught) during Phase 1, he or she may have to repeat that subject in order to test into Phase 2. If a student misses two or more subjects during Phase 1, he or she may be asked to retake Phase 1 in its entirety.

Students may be required to achieve a minimum 80% average of attendance, theory, and practical grads to graduate from Phase 1 to Phase 2. Any student not achieving the 80% average may be required to repeat Phase 1.

Late Arrival on Theory Days and Nights

On days and nights that theory class is offered, roll call will begin at 8:15 AM for day students and 5:00 PM for night students. If a student will arrive late, she or he must call the director or manager on duty by 8:15 AM for day students or 5:00 PM for night students. When he or she calls, a time of arrival and reason for tardiness must be provided. Speaking to or leaving a message with the front desk or an instructor may not constitute calling in. Late students may not be allowed to join in the theory class and will be given another project to complete by the director or an instructor.

Late Arrival on Non-Theory Days and Nights

On non-theory days, roll call will begin at 8:15 AM for day students and 5:00 PM for night students. Students may not clock in later than 8:30 AM for day students or 5:00 PM for night students on non-theory days unless otherwise approved by the director or manager on duty.

Early Dismissal

Early dismissal may be allowed under certain circumstances and by approval by the director or manager on duty. Before early dismissal is approved, the front desk must also sign off. Students must complete the Early Dismissal form.

Planned and Unplanned School Closure

Any planned school closures, such as closures for holidays, are built into student contracts. Unplanned closures, such as those for inclement weather, may be taken into account before over-contract fees are assessed. No make-up time may be granted for unplanned closures.

For inclement weather purposes only, Paroba College follows the guidelines of the Everett School District.

RECORD OF ATTENDANCE

A standard time clock with individual student time cards is used for general attendance records. Attendance records are maintained in a permanent file by the school.

As required by Washington state law (WAC 308-20-040) Paroba College measures student time in quarter hour increments. Students must clock in and out according to Paroba College policies, and all hours will be recorded in quarter hour increments.

Students must clock in and out daily and enter their clock in and out times on the paper record each day. When a student leaves for a meal or break, he or she must clock out and let the front desk know. If a student does not clock in during the day, he or she may not receive their attended hours. Students are not permitted to clock in or out for another student; doing so may result in suspension or termination.

CHANGING PROGRAM SCHEDULE

Once a student is enrolled in a particular program schedule, the student will be expected to finish their program on that schedule. Any change of schedule must be approved by school management. Should a student wish to change schedules, that student may be required to be in Satisfactory Academic Progress, may be required to show documentation indicating the reason for the change, and may be required to pay any difference in tuition between the two schedules.

RULES OF CONDUCT

The school sets forth specific RULES OF CONDUCT for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success. All students must:

- Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of training.
- Arrive for all classes on time.

- Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
- Follow instruction from educational staff.
- Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No student may clock in/out for others. Hours may not be added to or taken away from a student. If a student fails to clock in/out, they may not receive credit for time in school.
- Notify a staff member when leaving the facility for any reason including lunch time and closing.
- Comply with the published dress code by wearing a name tag and practicing proper hygiene and grooming at all times. Students not in compliance with dress code may not be allowed to clock in until coming into compliance.
- NOT smoke, chew gum, eat, or drink except in the designated areas.
- Comply with scheduled breaks. The time for breaks will depend on the classes scheduled and the clinic floor services that are assigned. Day students are required to clock out for a minimum of 30 minutes each day for lunch. Failure to do so may result in loss of time. As a consideration to fellow students, clients and instructors, please notify the school if you are not returning from lunch.
- NOT perform any services on clients until the student has successfully completed the training and test for that section.
- Practice courtesy and professionalism at all times when dealing with other students, guests, staff and visitors.
- Follow all state laws and regulations at all times during school.
- Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress can cause loss of or delays in funding, delay in graduation and additional tuition charges.
- Understand that training involves sanitation, cleanliness and equipment care. Students are responsible for personal workstations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.

- Discuss only ethical and professional subject matter during school hours and refrain from using profanity.
- Be fair, honest and never steal. There are lockers available for student use. The student is responsible for the security of their own property. The school is not responsible for lost, stolen, missing, or broken items.
- Refrain from the willful destruction of property.
- Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
- Be involved in curriculum related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
- Refrain from using the business phone for personal calls without the expressed permission of a staff member. Please direct emergency calls only to the campus's main phone line.
- Only use cell phones and other communication devices in designated areas while on a break. Cell phones and similar devices are not permitted in the classroom, on the clinic floor or in the spa. Staff members may confiscate such devices if they are used in these areas.
- Utilize the student study area and student computers for educational and career-search purposes only and be respectful of other students in the amount of time spent using a computer.
- Refrain from using computers or network for the download or distribution of any copyrighted material.
- Park only in the areas designated for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
- Know all pricing and service policies of the school and the name, purpose, benefits, procedures, and cost of products used.
- Come to school prepared to service assigned clients. Refusal to perform a clinic service may result in the student leaving for the day. Excessive refusals may result in suspension.
- Keep all student and client analysis and service records up to date.

- Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
- Strive to continually upgrade abilities through education and practice.

COPYRIGHT INFRINGEMENT

Downloading or distributing copyrighted material, including through peer-to-peer file sharing, without the permission of the copyright owner, is against the law. Illegal downloading or distribution of copyrighted materials can result in prosecution in criminal court and/or liability for damages in civil court. Criminal penalties for first-time offenders can be high as five years in prison and \$250,000 in fines. If sued in civil court, offenders may be responsible for monetary damages, attorney's fees and civil penalties up to \$150,000 per work distributed.

Use of Paroba College's computers, network or other technology for unauthorized distribution of copyrighted materials is forbidden. The Paroba College Rules of Conduct specifically prohibit illegal copyright infringement. Disciplinary action, including loss of use of the college information technology systems up to and including expulsion from the College could result from violations of this policy.

Paroba College will accept and respond to any notice regarding the Digital Millennium Copyright Act (DMCA).

The [Higher Education Opportunity Act](#) requires institutions of higher education to offer legal alternatives to unauthorized downloading. The link below is from Educause and includes all of the legitimate online services that they are currently aware of. No endorsement or evaluation is intended. <http://www.educause.edu/legalcontent>

GUEST APPOINTMENTS

Paroba College keeps an electronic appointment book to best manage guest services. Appointments will be scheduled at the request of guests by Guest Services staff members. Appointments may be moved at the discretion of the Guest Services staff, with the exception of requests. When a stylist or esthetician is requested, the appointment may not be moved to another student unless changed at the request of the guest or by Paroba management with guest permission.

Any student refusing to take an appointment may be sent home. To avoid confusion for clients, students may not request that appointments be moved to other students.

STUDENT SERVICES AND DISCOUNTS

Student Services

Students may perform services on other students during scheduled student service times and at the discretion of Paroba College staff. Fees for all services must be paid at the front desk before the service is performed. Receipt of student services is not guaranteed. Students may be asked to stop a student service to take a guest, even if that student service is not complete.

Student services may not be scheduled in advance unless approved by the school director or manager on duty.

Students are welcome to receive services on their non-scheduled days at a 50% discount. These appointments may be scheduled in advance.

Student Retail Discount

Students are eligible for a 25% discount on many retail products. This discount may not be used in conjunction with any other product discount.

“Pick Five” Discount

At the beginning of their program, each student can select up to five people to put on their “Pick Five” list who will receive a 50% discount on services. Once someone is added to a student’s list, that person may not be removed. Once a list is full (has five people on it), no additional people may be added, nor can people be exchanged for different people.

ADVISING

Faculty and staff are available to meet with students concerning their academic progress. The school gives the student personalized vocational guidance and helps with achievement goals, aptitude evaluation, assistance in financial arrangements, scheduling training hours, and government approved programs.

The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a)(10) of the Higher Education Act Amendments of 1986 concerning drug abuse prevention programs for students.

STUDENT FILES

The information in student files is confidential. A student’s right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. The school guarantees the rights of the student and their parents, if the student is a dependant minor, to have access to the cumulative records of the student. The school will provide the proper supervision and interpretation of the student records when they are being reviewed. The student or the parents/guardians of a minor student must also provide written authorization if a third party requests information from the student’s files. Certain government agencies and individuals are exempt from this policy, including the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS).

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

Name

Home address

Home telephone number

Major field of study

Dates of attendance

Degrees and awards received

Students may withhold directory information by notifying Student Services in writing in accordance with the procedures contained in the public notice designating directory information. With the exception of exempted government agencies and individuals and NACCAS, each third party request requires the student's written consent.

VERIFICATION OF ATTENDANCE/TRANSCRIPTS

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing and allow up to 30 days for the verification of attendance or the transcript to be sent. A complete verification of attendance or an academic transcript will not be sent if a student has not met his/her financial obligations with Paroba College. A fee may be charged for certified copies of transcripts.

GROUND FORS SUSPENSION OR TERMINATION

The following types of social behavior that keep students from learning are not acceptable and may result in suspension or termination. Paroba College reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.

- Refusing to service an assigned customer or refusing to comply with the instructor's assignment.
- Discussing sexual activities or beliefs.
- Criticizing another student's work.
- Cursing; using foul language or vulgar language.
- Immoral or unprofessional conduct.
- Arguing with an instructor in the presence of another student or customer.
- Cheating, dishonesty or falsification of records.
- Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
- Bullying, threatening, or purposefully intimidating another student, client or staff member.
- Participating in any criminal activity.

Activities that may result in immediate termination are theft from a student, theft from a customer, theft of school property or money or participation in any other illegal activity on campus.

GRIEVANCE POLICY

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the instructor in charge to resolve the problem or complaint.
2. If the issue cannot be resolved with the instructor, contact the School Director to schedule a meeting to discuss the concern.

3. If a mutual solution can not be reached with the school director, the student should submit a written complaint to the school's grievance committee. The committee will meet within 14 days of receipt of the letter to review the complaint. A letter will be sent to the complainant with the committee's decision and/or resolution. The committee is composed of at least one member from each of the following departments:

Education
Financial Aid
Administration

5. The student has the right to appeal the decision of the committee and submit the complaint letter to the President of Beauty Careers, Inc. located at 607 SE Everett Mall Way, #5, Everett, WA 98208. The President's decision will be communicated to the student.

6. The student has the right to appeal the decision of the President and submit the complaint letter to the school's state agency and/or accrediting agency. The school's accrediting agency is the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS) located at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302, Phone: (703) 600-7600.

The school maintains its complaint log for at least two years.

NONDISCRIMINATION

Students are admitted, trained, and referred for employment without regard to age, race, color, creed, handicap, ethnic origin, gender, sex, sexual orientation, political affiliation, religion, or belief. No special services are provided for handicapped students. However, all doors, hallways, and restroom facilities are in compliance with standards for ADA access existing at the time of their construction or installation. Students are encouraged to visit the campus to determine its ability to meet their special needs. Students may discuss additional assistance they may require with the school director, who will attempt to assist them.

REFERENCES

Cosmetology students follow Milady's Revised Standard Textbook of Cosmetology and Standard System of Salon Skills. Manicuring students follow Milady's Standard Nail Technology. Esthetician students follow Milady's Fundamentals for Estheticians. Instructor students follow Milady's Master Educator Student Course Book. Barbers follow Milady's Standard Professional Barbering. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

FORMAT

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, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture,

demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

EXPENDABLE SUPPLIES

The school furnishes most expendable supplies used by the student for training. The student must purchase all supplies from the school that are for personal use.

GRADUATION REQUIREMENTS

Cosmetology, Manicuring, Esthetician, Barbering and Instructor students must complete all subjects and practicals outlined in their designated program with no grade less than 76%. Students who fail to make the necessary grade will be given the opportunity to retake the subject. All students are required to pass the school's final examination with a grade of not less than 76% on both practical and written exams prior to graduation. The student must also meet the requirements set forth by the Washington State Department of Licensing prior to going to State Board.

Upon successful completion of the program and payment in full of all tuition and fees, the student will receive a Certificate of Completion and be eligible to sit for the State licensing exam.

Should a student fail to complete his/her final written or practical exam prior to the completion of his/her hours, the school reserves the right to charge an additional fee of \$50.00 per test.

LICENSING REQUIREMENTS

Any individual, seventeen (17) years of age or older, having completed the hours of training in a course of study approved by the Washington State Department of Licensing, passed the State Board practical and written examination and graduated from school, may apply for the Washington State license. Upon completion of the examination, submission of the application and payment of the fee, the graduate will be issued a state license to practice cosmetology, manicuring, esthetics and/or barbering, depending upon the approved course of instruction completed.

Any person is eligible to receive a license as an instructor who submits proof that he/she is at least 17 years of age; has successfully completed and graduated from the Instructor Training course; holds a valid Washington Cosmetology, Barbering, Manicuring or Esthetician license; has passed the state board practical exam and then written exam with an overall average of 80%.

CAREER SERVICES

The school offers career services to all current students and graduates. Career search assistance is offered to graduates for as long as they seek work in a field related to their education. There is no guarantee of employment expressed or implied by graduation.

EMERGENCY ALERT POLICY

In the event of an emergency requiring closure of the school, Paroba College will issue a mass

email notification to all of our students and staff. Students must provide an active email address to Paroba College upon enrollment. Secondly, Paroba College will record a phone message on our phone system that will alert callers to our emergency closure status. If there is any question about emergency closure status, students should call the school at 425-353-8193 to confirm.