



DELAWARE LEARNING
INSTITUTE OF COSMETOLOGY

2023
CATALOG

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OUR MISSION

Delaware Learning Institute of Cosmetology is dedicated to providing a well rounded foundation for students who are committed to learning the arts and sciences of cosmetology and related areas of study. Our school strives to prepare students with the knowledge necessary for licensure and entry level employment.

In harmony with our mission, Delaware Learning Institute of Cosmetology has established the following goals:

- 1.) Provide a quality education of the highest degree in all aspects of this challenging and rewarding profession.
- 2.) Ensure constant monitoring and upgrading of the curriculums according to industry standards.
- 3.) Maintain a safe and supportive learning environment in which students and staff can experience profound growth.

GUEST SERVICES AREA

A diverse array of guests come to the Delaware Institute of Cosmetology for beauty and wellness services. As a student, you will have the opportunity to perform a spectrum of hair, skin and nail services in a virtual salon setting, under the supervision of your instructors.

STUDENT CLASSROOMS

Classrooms of all sizes have been designed to provide the proper environment for different types of learning and activities.



TEAM MEMBERS

School Owner/Director: John H. Cook

Financial Aid Administrator: Melody L. Morgan

Career Placement Specialist: Lindzey L. Morris

ADMISSIONS POLICY

The Delaware Learning Institute of Cosmetology (the School) does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status or national origin.

ADMISSIONS PROCEDURE

Delaware Learning Institute of Cosmetology is looking for exceptional students who possess the desire and willingness to work hard in order to achieve their dreams. Delaware Learning Institute of Cosmetology is a private institution and admission is determined on a case-by-case basis. To be considered for admission to any program, a prospective student must complete the following requirements:

- Schedule an interview with an Admissions Representative
- Complete a student admission profile
- Must be a high school graduate with a high school transcript and/or general educational diploma (GED) certificate or valid home school credentials

Prospective Student is provided with a catalog or shown the catalog Online, pre-admissions checklist and Delaware State Board [Rule 18.0 Felony Restrictions List](#).

The State of Delaware requires any applicant to check with the Felony list provided. Delaware State Law may inhibit the candidate's ability to obtain a state license. Delaware Learning Institute of Cosmetology reserves the right to reject admission of potential students with felony/felonies whether on the list or not, and will not be held responsible for students inability to obtain a license to such felony/felonies. Students who have been home schooled* may be eligible for enrollment if they meet the standards under state law and if they are beyond the ages of compulsory education.

* See Admissions Representative for home school qualification evaluation.

Acceptable Proof of Graduation

If validity of a High School Transcript is in question, the Admission Representative at Delaware Learning Institute of Cosmetology may use a list of accredited state and federal agencies, along with other resources, in order to determine its validity.

- If a perspective student has a foreign high school diploma, that it is both translated into English and that the evaluation of the credential are 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 a graduated transcript is deemed not valid, and cannot be validated, the prospective student may not be admitted for enrollment and or financial aid. The prospective student may be required to complete and provide a copy of a state approved GED before admittance to the Institute or financial aid eligibility being awarded.
- Special consideration may be given to state accredited and certified home schooling institutions.
- Perspective students that received their high school transcript in any other language than English are required to enlist the services of and receive verification through International Education Research Foundation, per the policy of the Delaware State Board of Cosmetology and Professional Services. Additional information can be found by contacting the Institute's admissions office or www.ierf.org (there is an additional fee for this service).

ENROLLMENT PROCEDURE

New Student Enrollment Procedure: Along with Delaware State requirements, once admittance to the program is determined, in order for a potential student to enroll they must:

- Submit a \$100.00 non-refundable enrollment fee
- Copy of Drivers License or State Issued Identification
- An official copy of your high school transcript that shows completion of secondary school requirements or GED. (from a state approved program/test) *www.parchment.com* (This transcript must be mailed to you and you bring it into the school)
- If applicable, documents for financial aid
- 500.00 Kit Deposit*
- Student receives copy of signed contract, enrollment checklist is completed and Student receives documents, including Satisfactory Academic Progress policy (*Must be provided prior to class start date.

Transfer Policy

If a student with previous training wishes to enroll and it is decided that credit will not be given for previous training, the student will sign a waiver for credit from previous training. If a student wishes to enroll and it is determined that credit for all or a portion of their previous training will be accepted the student will sign a transfer hour credit form acknowledging the number of hours accepted for transfer by the school.

Transfer from Delaware Learning Institute of Cosmetology

Transcript or transfer service for eligible students will be provided at the cost of \$10.00. We reserve the right to withhold transcripts, including academic scores and accumulated hours, from students under certain circumstances, including but not limited to default on a Federal Student Loan or an unsatisfied account balance with the school. Delaware Learning Institute of Cosmetology cannot guarantee that any hours or academic scores obtained at Delaware Learning Institute of Cosmetology will be accepted by any other institution for transfer purposes. This is at the discretion of the accepting institution, and it is the student's responsibility to confirm if their hours/academics will be accepted by another institution.

Transfer / Re-Entry to Delaware Learning Institute of Cosmetology

Students wishing to transfer to Delaware Learning Institute of Cosmetology must present, before enrollment, official documentation of their previous hours and availability for transfer. This documentation must be an official notarized transcript from the original school listing the hours earned by the student in the required curriculum areas. If the original school is out-of-state, verification from the appropriate licensing authority that the original school is licensed in that state must also be obtained. The school will, before enrollment, administer a written and practical exam to the transferee to determine hour acceptance and placement within our program.

All applicants transferring hours must do so prior to **enrollment**. Transfer hours will not be accepted once the applicant is enrolled in their program of study. All students re-entering will have their prior available academic and attendance records reviewed by the school to determine if the school and placement will give any credit for the previous training within the program. Full, partial, or no-hour credit may be given at the school's discretion if an excessive period of time has lapsed from the student's last day of attendance. In that case, the re-entering student will be administered, by the school, a written and practical exam to determine acceptance of hours and placement in our program. This exam will take place prior to the re-entering student's enrollment. The determination made by the school may only be challenged prior to the start of the new enrollment. Once the final determination is made, the student will sign an acknowledgement of hours being accepted and/or a statement acknowledging the student is waiving other previous hours prior to enrollment. Students re-entering Delaware Learning Institute of Cosmetology return at the same satisfactory progress standing as when they left. Applicants currently holding a valid licensed from the Delaware Board of Cosmetology and Barbering as a Nail Technician or have previously completed a program in Nail Technology in a Delaware-approved school may transfer 125 hours into the Cosmetology program. This transfer does not require the completion of a written and practical exam by the school before enrollment. Applicants currently licensed by the Delaware Board of Cosmetology and Barbering as an Esthetician or have previously completed a program in Esthetics in a Delaware-approved school may transfer 250 hours into the Cosmetology program. These transfers do not require the completion of a written and practical exam by the school before enrollment. No credit will be given toward any academic requirements established for the cosmetology program. Documentation of a current Delaware Nail Technician/Esthetics license or completion of a Nail Technology/Esthetics program in a Delaware-approved school must be provided to the school before enrollment.

Transfer Hours

Concerning satisfactory academic progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Tuition for transfer and re-entry students is prorated based on the current hourly rate for their program of study. Current hourly rate is determined by dividing the current tuition amount for the full program by the number of clock hours for the full program. The transfer or re-entry student may also be charged the current enrollment fee for their program as well as charges for materials (material kit, textbooks, and uniforms) required for their program of study. When transferring to Delaware Learning Institute Of Cosmetology, the minimum number of required practical activities for graduation will be prorated based on the number of hours the student is transferring into the school. All other academic requirements for graduation will be based on the student's level placement as determined by the transfer evaluation.

Re-Enrollment Procedure: Delaware Learning Institute of Cosmetology reserves the right to review requests for re-enrollment. Students who have withdrawn from Delaware Learning Institute of Cosmetology may schedule an appointment with the School Director for re-enrollment. Students re-enrolling within 180 calendar days, from the last day of attendance, will return under the original contract, and in the same status as the previous enrollment. For Federal Student Aid purposes the student is considered to remain in the same payment period for when he or she returns and, subject to conditions imposed by U.S. Department of Education, is eligible to receive Federal Student Aid funds for which he or she was eligible prior to withdrawal, including funds that were returned under applicable Federal rules. Students re-enrolling after 180 calendar days from the last day of attendance will be treated as entering into a new payment period for Federal Student Aid purposes. In this case, the length of the program is the number of clock-hours and weeks of instructional time the student has remaining in the program at the time that he or she re-enters. Students with poor attendance or behavioral issues will not be considered for re-enrollment.

Title 38 Veterans Affairs Compliance: A Covered Individual is any individual who entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post/9/11 GI Bill® benefits. GI Bill® is a Registered Trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by the VA is available at the U.S. government website www.benefits.va.gov/gibill. Delaware Learning Institute of Cosmetology will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33. NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

All Ch. 31 and Ch. 33 students must take the following actions to begin classes:

- Submit a certificate of eligibility for entitlement to the admissions department no later than the first day of a course of education.
- Submit a written request to use such entitlement.
- Provide additional information necessary to the proper certification of enrollment by the educational institution.

ORIENTATION

A mandatory orientation is scheduled for all new students before the start of class. Orientation will specifically outline a clear and concise set of expectations and guidelines while in attendance at Delaware Learning Institute of Cosmetology and its functions.

OBSERVED HOLIDAYS

Delaware Learning Institute of Cosmetology observes the following holidays: **Memorial Day, Independence Day, Martin Luther King JR. Day, Labor Day, Thanksgiving Day, Christmas Day, New Years Day**. In addition, the school is closed for one week in July in observation of our summer break, as well as one week in December in observation of winter break.

FACILITY AND EQUIPMENT

Classrooms and student styling center are well equipped and conducive to learning. Appropriate lighting, ventilation, and equipment are provided for all students in the programs during normal school hours. According to the guidelines set forth by the Delaware State Board of Cosmetology, the school provides the following for every 25 students: 4 shampoo basins. 4 manicuring tables, 8 hair dryers, 3 timer clocks. 4 wet sanitizers. 4 dry sanitizers, stools, mirrors and chairs, 6 dozen perm rods, 1 text book, 12 work stations, 2 reclining chairs with headrests, 1 bulletin board, 1 chalk/white board, 1 soap machine, 1 mannequin for each student, 3 closed waste containers, and 1 closed cabinet for towels.

AVAILABLE SERVICES

Housing: At this time, Delaware Learning Institute of Cosmetology does not offer housing. However, we can refer interested parties to an area rental agent for specific needs.

Career Advising: If any graduate wishes to seek employment with a spa/salon, they can contact the school to discuss options available or check website for job openings. www.delawarecosmetology.com/alumni-updated

Outside Counseling: Personal problems that may arise during the students enrollment, that are not school related, but can affect ones academics and/or attendance performance (drugs, alcohol abuse, family problems) can be referred to an outside agent that Delaware Learning Institute of Cosmetology has on file. Please see the School Director for this information. All information will be strictly confidential.

SCHOOL RECRUITING

Delaware Learning Institute of Cosmetology in all of its effort to gain a large student population will not recruit students already attending another school offering a similar course of study.

RECORDS

Delaware Learning Institute of Cosmetology maintains all records throughout the students training. Students as well as parents or guardians of dependent minor students can have access to their file by submitting a written request to the School Director. Per FERPA, no records will be copied or given to any third party without a signed released form for each request. The only exception is needs for legal reasons (court subpoena), or the school's process of accreditation, state, government or internal audits.

TRANSCRIPTS AND GRADUATE CERTIFICATE

Persons requesting official transcripts may do so by submitting a written request. Official transcripts will not be issued to any student or graduate until account is paid in full. Transcript Release Forms are available on the school website www.delawarecosmetology.com/transcript-release-form/. If graduated prior to 2015, please allow (2-3) weeks for your request to be processed. If graduated after 2015, please allow 5-10 business days for your request to be processed. You must have photo identification (driver license or student ID card) when picking up transcript(s) at the counter. The school is unable to reproduce any diploma or certificate.

COMPLAINTS

Any party who wishes to express a grievance or complaint concerning the administrative or educational sectors at Delaware Learning Institute of Cosmetology may do so by following the guidelines and procedure outlined in this grievance/complaint procedure. Grievance/Complainant procedures are presented in new student orientation to ensure all students know how to file a grievance/complaint procedure.

COMPLAINT FORMAT

All complaints must be submitted in writing to the school Director or Owner. The complainant must sign the Complaint form and list the complainant's complete mailing address. Any unsigned complaint will automatically be dismissed. The complainant must outline in detail the nature of the complaint or allegation, including the date of occurrence, witnesses, and any other pertinent information. If the complainant chooses, they may obtain and fully complete a grievance form available in the school's administrative office or on the school's website under the alumni tab. Incomplete forms will not be accepted. All complaints must be filed within 60 days of the date the grievance occurred.

COMPLAINT PROCESS

A school official will review all complaints that meet the prescribed complaint format. A meeting between the school official and the complainant will be conducted within ten business days of receiving the complaint. If, after careful evaluation, the complaint cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. This meeting between the school official and the complainant will be documented, and the complainant will receive a copy of the record of this meeting. Upon referral of the complaint to the school's complaint committee, the committee will meet within 21 days of receiving the receipt of the complaint to review the allegations. The committee will consist of three members, typically the school owner, associate director, director of student services, and/or business administrator. All committee members must be unassociated with the complaint. During this committee meeting, the complainant will be allowed to present their complaint and present witnesses to support the complaint. If the committee requires additional information from the complainant, a letter will be presented to the complainant outlining the additional information needed. The complaint committee will respond to the allegations if no further information is needed. A response from the complaint committee will be sent to the complainant within 15 calendar days. This letter will inform the complainant of the committee's findings, including any actions taken to address the grievance/complaint or recommended resolution. A complaint form is also available through our state approval and accrediting agencies. The complainant must complete the school's complaint procedure before filing a complaint with the accrediting agency or any other outside entity. Should the complainant wish to pursue the matter further, they may contact the following:

Delaware Department of Education Collete Education Center
35 Commerce Way. Suite 1, Dover, DE 19904, (302) 857-3313

Delaware State Board of Cosmetology
861 Silver Lake Blvd #203, Dover, DE 19904, (302) 739-4522

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600

All written complaints and associated records will remain on file for two complete accreditation cycles.

NON-DISCRIMINATION & SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES

I. Policy

It is the policy of Delaware Learning Institute of Cosmetology (the "School") to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. The School has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy. The Policy can be found at the School's website at www.delawarecosmetology.com or obtained in person from the Title IX Coordinator (see below). The School does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the School's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both. The School also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

John H. Cook
32448 Royal Blvd, Suite A, Dagsboro, DE 19939
Phone: (302) 732-6704, Email: jcook@delawarecosmetology.com

Inquiries or complaints concerning the School's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights, Philadelphia Office
U.S. Department of Education, The Wanamaker Building
100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323
Telephone: (215) 656-8541, Facsimile: (215) 656-8605, Email: OCR.Philadelphia@ed.gov

Delaware Learning Institute of Cosmetology desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. The School will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in school.

Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to the School's Title IX Coordinator or a designated School official. As set forth in the Policy, the School's designated School officials are the School Director and Financial Aid Administrator. The School will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The School will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that the School investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. The School's Title IX Coordinator oversees the School's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff. If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if the School determines that the particular formal complaint is appropriate for such a process, the School will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. The School retains the discretion to determine which cases are appropriate for voluntary resolution. The School will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions the School imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

SECTION 504/AMERICANS WITH DISABILITIES ACT POLICY

The Delaware Learning Institute of Cosmetology (the School) does not discriminate in admission or access to our programs on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, financial status, veteran status or national origin.

If you would like to request academic adjustment or auxiliary aids, please contact the School's Section 504 Compliance Coordinator, John Cook. You may contact Mr. Cook at 32448 Royal Blvd., Suite A, Dagsboro, Delaware 19939, phone 302.732.6704, email: jcook@delawarecosmetology.com. You may request academic adjustments or auxiliary aids at any time. Applicants who are persons with disabilities, as defined in paragraph 104.3(j)(1)(i) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. **The School will work with the applicant or student to provide necessary academic adjustments and auxiliary aids and services unless a particular adjustment would alter or waive essential academic requirements; fundamentally alter the nature of a service, program or activity; or result in undue financial or administrative burdens considering the School's resources as a whole.**

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify Mr. Cook, the School's Section 504 Compliance Coordinator, of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. Requests should be submitted in writing unless you cannot provide the request in writing, in which case the School would accept a verbal request. You may contact Mr. Cook at 32448 Royal Blvd., Suite A, Dagsboro, Delaware 19939, phone 302.732.6704, email: jcook@delawarecosmetology.com. In those situations when the disability or need for accommodation or auxiliary aid is not obvious or already known, the School may request documentation from a health care provider to establish the disability or need for a reasonable accommodation or auxiliary aid.
- 2) Mr. Cook will schedule a time to meet with you after receiving your request for accommodation. The purpose of this meeting is to help ensure that the School is obtaining adequate information and understanding of your individual needs.
- 3) Mr. Cook will review the request and provide you with a written determination as soon as practically possible but in no event more than two weeks after receiving the request.
- 4) If you would like to request reconsideration of the decision regarding your request, please contact John Cook, Director of Delaware Learning Institute of Cosmetology, within 15 days of the date of the response. Please provide a statement of why and how you think the response should be modified. Statements may be submitted to the School's Director by email at jcook@delawarecosmetology.com, or by mail to Mr. John Cook, 32448 Royal Blvd., Suite A, Dagsboro, Delaware 19939, phone 302.732.6704.

DISCRIMINATION GRIEVANCE PROCEDURE

Delaware Learning Institute of Cosmetology has adopted the following Grievance Procedure for addressing complaints of discrimination under Section 504 of the Rehabilitation Act of 1973. A person is not required to use this procedure and may instead file a complaint directly with the U.S. Department of Education's Office for Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, Telephone: (215) 656-8541, Email: OCR.Philadelphia@ed.gov

Step 1: A person who believes that he/she has been discriminated against by the School is encouraged, but is not required, to discuss the matter informally with the Section 504 Coordinator, Mr. John Cook, 32448 Royal Blvd., Suite A, Dagsboro, Delaware 19939, phone 302.732.6704, email: jcook@delawarecosmetology.com. If the 504 Coordinator is the subject of the complaint, the grievant may, instead, contact the School's Director, who will appoint another administrator to discuss the matter. The person receiving the complaint shall verbally convey his/her findings to both the person who alleged the violation and the person who is the subject of the complaint within 10 business days.

Step 2: If the informal Step 1 process does not resolve the matter, or if the grievant does not wish to use the informal procedures set forth in Step 1, a written complaint may be submitted to the School's Section 504 Coordinator who will investigate the complaint. [NOTE: if the Section 504 Coordinator is the subject of the complaint, the complaint should be submitted to the School's Director who will appoint another administrator to conduct the investigation]. The complaint shall be signed by the grievant and include 1) the grievant's name and contact information; 2) the facts of the incident or action complained about; 3) the date of the incident or action giving rise to the complaint; 4) the type of discrimination alleged to have occurred; and 5) the specific relief sought. Names of witnesses and other evidence as deemed appropriate by the grievant may also be submitted. An investigation of the complaint will be conducted within 10 business days following the submission of the written complaint. The investigation shall include an interview of the parties and witnesses, a review of the relevant evidence, and any other steps necessary to ensure a prompt and thorough investigation of the complaint. A written disposition of the complaint shall be issued within 10 business days of completion of the investigation, unless a specific written extension of time is provided to the parties. Copies of the disposition will be given to both the grievant and the person who is the subject of the complaint. If discrimination or harassment was found to have occurred, the disposition will include the steps that the School will take to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on the grievant and others, if appropriate.

Step 3: If the grievant wishes to appeal the decision in Step 2 above, he/she may submit a signed, written appeal to the School's Director within 10 business days after receipt of the written disposition. The Director or his designee shall respond to the complaint, in writing, within 10 business days of the date of the appeal. Copies of the response shall be provided to both the grievant and the person who is the subject of the complaint.

The School hereby provides assurance that it strictly prohibits any form of retaliation against persons who request a reasonable accommodation or auxiliary aid or who utilize this Grievance Procedure. If you have questions regarding these procedures or desire to file a complaint, please contact the School's Section 504 Coordinator: Mr. John Cook, 32448 Royal Blvd., Suite A, Dagsboro, Delaware 19939, phone 302.732.6704, email: jcook@delawarecosmetology.com.

JOB PLACEMENT ASSISTANCE

Although Delaware Learning Institute Of Cosmetology provides job placement assistance, it is primarily a higher educational institution, not a job service, and therefore may not guarantee employment. However, the Institute attempts to assist students and graduates with job-seeking skills and interview assistance, including, but not limited to, guidance on professional expectations, including conduct and appearance. Delaware Learning Institute Of Cosmetology is dedicated to the success of its students as professional designers, estheticians, teachers, or nail technicians. The administration staff will assist current students and graduates seeking employment within the beauty industry. In addition, Students and graduates may contact the administration staff directly or may visit our available career opportunities that are posted regularly at www.delawarecosmetology.com/alumni-updated/

GRADUATION REQUIREMENTS

Students must maintain an average of 70% in all theory and practical work. Students must make up failed exams, missed exams and or incomplete assignments. Tuition and fees must be paid in full before certificates or transcripts are awarded. Any and all scholarship awards will not be applied to the students' account until the last 100 hours of training and can be revoked if Satisfactory Academic Progress is not maintained in both attendance and academics. *Make up work is the student's responsibility, although every effort is made by the educational team to ensure this is done. Upon successful completion of the required amount of hours of a students chosen field of study, certificates, diploma and/or transcripts will be issued.

OCCUPATIONS AVAILABLE

Careers in the beauty industry are not just professions but exciting opportunities. Professionals in the industry provide personal beauty services for their clients to improve and enhance their appearances. The industry offers a wide range of opportunities to suit a variety of interests and needs. It is a portable profession that allows one to meet people and express creativity no matter where they may find themselves. Professionals in all areas of the industry should have a sense of form and artistry. They should enjoy dealing with the public and be sensitive and aware of their client's requests and preferences. The skills and talents developed through a beauty education can be employed in a variety of ways, which are well-suited to both scientific and creative minds. A high degree of flexibility allows professionals to work part-time or full-time to accommodate individual needs. The environment also varies from working in a salon or spa to working in motion pictures. The world of beauty is open to everyone and can be catered to the interests and skill levels of the technician. The outlook for industry professionals is good. An increasing population and higher incomes are creating a growing demand for salon and spa professionals. At present, the demand for industry professionals is greater than the supply, and that trend is expected to continue. Those who choose to enter the professional beauty industry are taking the first step toward a rewarding and exciting future. But to reach the top and make the best possible use of individual talent and artistry requires an exceptional education.

UNIFORMS

Delaware Learning Institute of Cosmetology has uniforms for each of its programs and these are explained at a potential student's admissions interview, enrollment to that program and at orientation.

ATTENDANCE

All programs offered at Delaware Learning Institute of Cosmetology are considered clock hour programs. Attendance on a regular scheduled basis is of the utmost importance. Delaware Learning Institute of Cosmetology keeps records of attendance using time clocks, roll sheets and student calendars.

- All Students are contracted and allotted an additional 10% of the hours in their program for absenteeism.
- There are NO excused absences. If a mitigating circumstance occurs, please contact the School Director
- Makeup hours if available are at the discretion of the School Director, and may not be available for all programs
- Students that do not clock for ten consecutive calendar days without contacting the Institute, may be terminated
- Students accruing more than their additional 10% of absenteeism hours at the contract end date may be subjected to End of Contract Institutional Charges at a rate of \$15.00 per hour.

Although every effort will be made by the instructional staff to ensure that guest services are completed on time, a student may run late servicing a guest. Such time will also be considered make-up hours

STUDENT CONDUCT

Misconduct is considered to be in conflict with educational objectives of the school and all of its programs. Misconduct is cheating, forgery, sexual harassment, plagiarism, furnishing false information, alteration to school documents, disruption of instructional or administrative duties, physical abuse, theft, damage of school property and/or property of others, and the use of alcohol and/or illegal substance or being under the influence on school property or at a school sponsored activity. Misconduct may result in immediate termination.

TERMINATION

Students must attend all classes regularly as scheduled by the Delaware Learning Institute of Cosmetology and abide by all rules, regulations, and code of conduct set forth now may be changed or come into existence from time to time.

Delaware Learning Institute of Cosmetology has the right to dismiss the student for failure to attend class regularly or breach of the rules and regulations, for falsification of records, or for health reasons that could adversely affect others. All students must maintain Satisfactory Academic Progress to receive Title IV. In the event, the student is absent for 10 consecutive calendar days without contact with a school official, the student may be dropped from the program.

AREAS OF STUDY

Your training will encompass three types of learning: Academic knowledge, the foundation of your education; Practical experience, the application of your knowledge; Professional business-building skills, vital for your success. Each level of your education will emphasize a different combination of learning approaches in accordance with Delaware State Law, Delaware Learning Institute of Cosmetology must maintain a student/educator ratio of no more than 25/1.)

COSMETOLOGY

Explore the latest styles and techniques in hair cutting, hair coloring, styling, skin care, nail care and makeup.

MASTER BARBERING

Examine and master techniques of hair cutting, hair coloring, texture, hair pieces, shaving, and natural nail and skin care.

ESTHETICS

Pursue specialized techniques to purify, balance and renew the skin, including Peels, microdermabrasion, specialized facials, makeup application and body waxing.

MANICURING

Master the art of grooming the finger and toe nails. Specialty procedures including acrylics, gels, and nail art designs.

TEACHER

Learn and practice the best methods associated with progressive education and successful teaching in your scope of practice.

The programs at the Delaware Institute of Cosmetology provide instruction in theory and are designed to develop practical skills required for licensure. Teaching methods include discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, and student presentations.

Students are graded on the basis of classroom, homework assignments, chapter tests, model assignments and practical guest services. All courses are taught in English.



COSMETOLOGY COURSE OUTLINE - 1500 CLOCK HOURS

OBJECTIVE

The objective of the Cosmetology Course is to train students in the basic manipulative skills, proper work habits, preparation for licensure and entry level employment in a full service salon.

PROGRAM CONTENT

Delaware Learning Institute of Cosmetology is proud to offer a rigorous 1500 hour Pivot Point based Cosmetology Curriculum connecting you to what is current and relevant. Your 50 week program will be divided into 3 segments.

PROGRAM OVERVIEW:

Subject	Theory	Practical	Total
Professional Practices	7	83	90
Delaware State Laws	10	-	10
Sanitation	8	37	45
Safety Precautions	2	-	2
Electricity & Light Therapy	5	-	5
Shampoo & Rinses	6	9	15
Hair & Scalp Treatments	6	9	15
Hair Shaping	43	187	230
Finger Waving & Hair Styling	58	142	200
Wig Care	6	29	35
Permanent Waving	14	116	130
Hair Coloring & Lightening	34	266	300
Hair Straightening	13	187	200
Manicuring & Pedicuring	20	80	100
Facials & Make-up	6	29	35
Skin & Hair Removal	12	35	47
Anatomy	17	-	17
Salon Management & Employment Seeking	13	2	15
Chemistry	9	-	9
Total	289	1211	1500

CLASS START DATES

Classes start every 10 weeks. *Dates are subject to change per the school director's discretion*

SCHEDULE

Monday – Friday 9:00 am – 4:00 pm | Night and Weekend: Subject to School Director discretion

RESOURCES

[Tuition Information](#)

[View Student Kit](#)

[View Occupational Information](#)

MASTER BARBERING COURSE OUTLINE - 1500 CLOCK HOURS

OBJECTIVE

The objective of the master barbering course is to acquaint students with all aspects of barbering and to receive the well-rounded educational foundation needed to successfully pass the state licensing examination and become a successful master barber.

PROGRAM CONTENT

Delaware Learning Institute of Cosmetology is proud to offer a rigorous 1500 hour Pivot Point based Master Barbering Curriculum connecting you to what is current and relevant. Your 50 week program will be divided into 3 segments.

PROGRAM OVERVIEW:

Subject	Theory	Practical	Total
History of Barbering: Laws/Regulations	50	-	50
Professional Image	10	5	15
Bacteriology	100	-	100
Sterilization/Sanitation	80	60	140
Implements/Tools/Equipment	50	62	112
Properties/Disorders of the Skin	10	25	35
Hair and Scalp Treatment	50	100	150
Facial Massage Treatment	20	55	75
Shaving	35	70	105
Haircutting	20	235	255
Mustache/Beard Design	8	50	58
Permanent Wave	50	70	120
Chemical Relaxing	10	45	55
Hair Coloring	40	50	90
Men's Hairpieces	25	35	60
Manicuring	10	15	25
Electricity/Light Therapy	10	30	40
Chemistry	10	5	15
Total	588	912	1500

CLASS START DATES

Classes start every 10 weeks. *Dates are subject to change per the school director's discretion*

SCHEDULE

Monday – Friday 9:00 am – 4:00 pm | Night and Weekend: Subject to School Director discretion

RESOURCES

[Tuition Information](#)

[View Student Kit](#)

[View Occupational Information](#)

ESTHETICS COURSE OUTLINE - 600 CLOCK HOURS

OBJECTIVE

The goal of the Esthetics course is to instruct students on the art and scientific principles of Esthetics including theory, concepts and applications. The course includes the study of Esthetics and incorporates the study of communication skills specially designed for the spa environment.

PROGRAM CONTENT

Graduating from the Delaware Learning Institute of Cosmetology Esthetics program will give you a deep understanding of the knowledge, technical and business building skills that you will need to obtain state licensure and to obtain a position as a successful esthetician. In addition, you will learn in our 7 bed student spa, where you will have hands on experience with real guests. You will also have the opportunity to attend free classes for future industry professionals at The International Dermal Institute.

PROGRAM OVERVIEW:

Subject	Theory	Practical	Total
Professional Practices	3	7	10
Health and Sciences	65	-	65
Sanitation	25	50	75
Consultation and Record Keeping	10	30	40
Machines, Apparatus, and Safety	5	40	45
Skin Care Procedures	22	198	220
Make-up	10	50	60
Business Management and Skills	10	25	35
Prosper U for the Salon Professional	50	-	50
Total	200	400	600

CLASS START DATES

Classes start every 10 weeks. *Dates are subject to change per the school director's discretion*

SCHEDULE

Monday – Friday 9:00 am – 4:00 pm | Night and Weekend: Subject to School Director discretion

RESOURCES

[Tuition Information](#)

[View Student Kit](#)

[View Occupational Information](#)

MANICURING COURSE OUTLINE - 300 CLOCK HOURS

OBJECTIVE

The objective of our Manicuring Course is to acquaint students with all aspects of nail technology in order to provide them with the well-rounded background they need to become successful nail technicians.

PROGRAM CONTENT

Delaware Learning Institute of Cosmetology offers students the opportunity to practice professional techniques with clients in our Student Salon and Spa. Upon completion, students will be qualified to sit for Delaware State Board Nail Technologist exam.

PROGRAM OVERVIEW:

Subject	Theory	Practical	Total
State Law and Job Search	10	-	10
Sanitation	8	2	10
Manicuring and Pedicuring	40	110	150
Chemicals and Chemistry	20	-	20
Nail Wrapping	2	8	10
Artificial Nail Services	5	85	90
Nail Art Techniques	2	8	10
Total	87	213	300

CLASS START DATES

Classes start every 10 weeks. *Dates are subject to change per the school director's discretion*

SCHEDULE

Monday – Friday 9:00 am – 4:00 pm | Night and Weekend: Subject to School Director discretion

RESOURCES

[Tuition Information](#)

[View Student Kit](#)

[View Occupational Information](#)

TEACHER TRAINING COURSE OUTLINE - 600/250 CLOCK HOURS

(must be licensed and practicing for TWO years)

OBJECTIVE

The objective of the instructor course is to prepare the licensed professional to become a knowledgeable and well-rounded teaching professional. Learners in this course will learn a variety of techniques and principles that they will be able to rely on throughout their teaching career. Learners in this course will also receive assistance in preparation for the state licensing examination.

PROGRAM CONTENT

Delaware Learning Institute of Cosmetology is proud to offer a rigorous 600 hour Pivot Point based Curriculum connecting you to what is current and relevant. Your 8.5 week program includes Life Skills education, our comprehensive professional and personal development program designed to build your business and professional skills.

PROGRAM OVERVIEW:

Subject	250 Hours	600 Hours
Teaching Methods for Related Subjects	100	300
Student Teaching	50	100
State Laws, Regulations and Job Search	25	75
Lesson Planning	25	25
Internship	50	100
Total	250	600

CLASS START DATES

Classes start every 10 weeks. *Dates are subject to change per the school director's discretion*

SCHEDULE

Monday – Friday 9:00 am – 4:00 pm | Night and Weekend: Subject to School Director discretion

RESOURCES

[Tuition Information](#)

[View Student Kit](#)

[View Occupational Information](#)

TUITION COSTS

Scheduled payments are due on or before the student's first day of attendance at the school unless there is an acceptable funding plan including but not limited to Title IV Financial Aid or VA Educational Benefits. Acceptable forms of payment are as follows: Credit Card, Cash, Check, Money Order Scholarship, Federal Title IV Funds, or VA Educational Benefits (to those who qualify). Exceptions to these payment options must be approved by the Director of Student Services and Financial Aid. All returned checks will be subjected to a \$35.00 NSF fee.

COSMETOLOGY

	First Accademic Year	Second Accademic Year	Combined Total
1500 Hours @ 13.50 per hour	\$12,150.00	\$8,100.00	\$20,250.00
Books/Supplies	\$1,500.00	\$1,000.00	\$2,500.00
Enrollment Fee	\$100.00	N/A	\$100.00
Total Investment	\$13,750.00	\$9,100.00	\$22,850.00

MASTER BARBERING

	First Accademic Year	Second Accademic Year	Combined Total
1500 Hours @ 13.50 per hour	\$12,150.00	\$8,100.00	\$20,250.00
Books/Supplies	\$1,500.00	\$1,000.00	\$2,500.00
Enrollment Fee	\$100.00	N/A	\$100.00
Total Investment	\$13,750.00	\$9,100.00	\$22,850.00

ESTHETICS

600 Hours @ 16.50 per hour	\$9,900.00
Books/Supplies	\$2,500.00
Enrollment Fee	\$100.00
Total Investment	\$12,500.00

MANICURING

300 Hours @ 13.50 per hour	\$4,050.00
Books/Supplies	\$1,000.00
Enrollment Fee	\$100.00
Total Investment	\$5,150.00

TEACHER TRAINING

600 Hours @ 13.50 per hour	\$8,100.00
Books/Supplies	\$900.00
Enrollment Fee	\$100.00
Total Investment	\$9,100.00

250 Hours @ 13.50 per hour	\$3,375.00
Books/Supplies	\$900.00
Enrollment Fee	\$100.00
Total Investment	\$4,375.00

Additional cost may include but are not limited to Class projects, class expenses, additional uniform costs, field trips (shows, educational trips, travel, etc.), state or national licensure exams.

Delaware Learning Institute of Cosmetology makes every attempt to help gainfully employ all of its graduates. In accordance with the US Department of Labor and Bureau of Labor Statistics 2010 all Standard Occupational Classification (SOC) Codes and Occupational Profiles from O*NET are listed for all Gainful Employment Programs.

2023 START AND END DATES

Dates are subject to change per the school director's discretion

COSMETOLOGY 1500 CLOCK HOURS

START DATE	END DATE
01/30/2023	02/05/2024
04/10/2023	04/15/2024
06/19/2023	06/24/2024
09/05/2023	09/09/2024
11/13/2023	11/18/2024

MANICURING 300 CLOCK HOURS

START DATE	END DATE
01/30/2023	04/07/2023
04/10/2023	06/19/2023
06/19/2023	09/01/2023
09/05/2023	11/13/2023
11/13/2023	02/01/2024

MASTER BARBERING 1500 CLOCK HOURS

START DATE	END DATE
01/30/2023	02/05/2024
04/10/2023	04/15/2024
06/19/2023	06/24/2024
09/05/2023	09/09/2024
11/13/2023	11/18/2024

TEACHER TRAINING 250 CLOCK HOURS

START DATE	END DATE
01/30/2023	03/28/2023
04/10/2023	06/07/2023
06/19/2023	08/22/2023
09/05/2023	11/01/2023
11/13/2023	01/19/2024

ESTHETICS COURSE 600 CLOCK HOURS

START DATE	END DATE
01/30/2023	06/19/2023
04/10/2023	09/05/2023
06/19/2023	11/13/2023
09/05/2023	02/02/2024
11/13/2023	04/11/2024

TEACHER TRAINING 600 CLOCK HOURS

START DATE	END DATE
01/30/2023	06/19/2023
04/10/2023	09/05/2023
06/19/2023	11/13/2023
09/05/2023	09/09/2024
11/13/2023	04/11/2024

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress is applied to all students enrolled in the Delaware Learning Institute of Cosmetology, regardless of receiving Title IV funding. The Satisfactory Academic Progress Policy is reviewed and explained during the admission interview and enrollment session and explained extensively during the orientation for your chosen area of study. The policy complies with the guidelines of our accrediting agency (NACCAS) and the federal regulations of the United States Department of Education. The policy is based on minimum standards of academic and attendance. Course incompletes, withdrawals, or repetitions do not apply to Satisfactory Academic Progress.

Students will have access to their Satisfactory Academic Progress evaluations at each scheduled checkpoint of their program.

Only students who maintain Satisfactory Progress are eligible for Title IV funding and VA Educational Benefits.

Students who meet the minimum requirements for attendance and academic performance are making satisfactory progress until the subsequent scheduled evaluation.

Academic Year: Delaware Learning Institute of Cosmetology defines its academic year as 900 clock hours or 30 weeks.

Evaluation Periods: Official Checkpoint: Determines if Student is or is not making Satisfactory Academic Progress
Students will be evaluated on scheduled hours and will meet with the Director to review and sign.

Cosmetology Checkpoints: 450 scheduled clock hours (15 weeks), 900 scheduled clock hours(30 weeks), 1200 scheduled clock hours (40 weeks)

Master Barbering: 450 scheduled clock hours (15 weeks), 900 scheduled clock hours(30 weeks), 1200 scheduled clock hours (40 weeks)

Esthetics: 300 scheduled clock hours (Midpoint of program) (10 weeks)

Manicuring: 150 scheduled clock hours (Midpoint of program) (5 weeks)

Teacher Training: 125 scheduled clock hours (250 Hour Program) (5 weeks), 300 scheduled clock hours (600 Hour Program) (Midpoint of program) (10 weeks)

Students not making Satisfactory Academic Progress at an **official checkpoint** will meet with the School Director, will be placed on Financial Aid Warning, and may be subject to being placed on probation status. All students will be issued a final Satisfactory Academic Progress Report at the actual completion of the program

Financial Aid Warning:

Students receiving a Financial Aid Warning will have until the next Official Checkpoint to improve on attendance and or academics and to make Satisfactory Academic Progress. A student on Financial Aid Warning will be able to receive the funds discussed with the Financial Aid Administrator for that period of enrollment and is considered to be making satisfactory academic progress.

At the next Official Checkpoint, a student who has met the minimum requirements will be taken off of Financial Aid Warning. If the student is still not making Satisfactory Academic Progress will be terminated from the program. The student does have an opportunity to appeal the withdrawal decision by requesting a probation status. Probation status will be approved if the student can provide **SUBSTANTIAL Documentation** for why Satisfactory Progress was not met.



Probationary Period/Appeal:

The director will review the student's documentation and what has change in the students situation to determine if the student can meet Satisfactory Academic Progress by the next official checkpoint/evaluation. **The student will not be terminated from Financial Aid if this can be documented and probation status is approved.**

For a student to be granted Probationary Status, the following criteria must be met:

1.) Pace:

The number of actual hours completed, divided by the scheduled hours. The percentage is what determines if a student is making Satisfactory Academic Progress. Under 67%, the student is considered not making progress. A student's attendance pace determines the length of time a student will be enrolled. If the student's pace exceeds the contracted graduation date, the student will incur Extra Institutional Charges (SEE Extra Institutional Charges) or may be terminated from the program. Students who maintain a 90% attendance will complete within the contracted time frame. The student must complete the program within the maximum time frame (150%), or they may be terminated.

2.) Substantial Documentation is Defined as, but is not limited to:

Death of a relative (Documentation must be provided)

Accident, Illness, or Injury (Documentation must be provided)

Extreme mitigating circumstances (Documentation must be provided)

All Substantial documentation will be noted by the Director and placed in the student's file.

Termination of Financial Aid:

Students need to make Satisfactory Academic Progress at the following Official Checkpoint or be terminated from receiving Financial Aid and/or VA Educational Benefits. If this shall occur, the student will become responsible for the remainder of the balance owed and/or will be terminated. (See Probationary Period and Appeal)

How Does Satisfactory Academic Progress Work?

Attendance Progress Evaluation (Quantitative):

Students must attend 67% of the scheduled hours to be considered to be making Satisfactory Academic Progress. Satisfactory Academic Progress is based on cumulative hours. Cumulative is from the first day of class to the Official Checkpoint.

Maximum Time Frame

The maximum time frame (150% of the course) allowed students to complete an area of study with satisfactory progress is stated below.

Students who exceed the maximum time frame shall be terminated from the program. Students may re-apply for admissions on a self-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

Hours	Full Time	Actual	Contracted	Maximum
1500 Cosmetology	Full Time	50 weeks	55 weeks	75 weeks
1500 Night Cosmetology	Full Time	62.5 weeks	69 weeks	94 weeks
1500 Master Barbering	Full Time	50 weeks	55 weeks	75 weeks
1500 Master Barbering Night	Full Time	62.5 weeks	69 weeks	94 weeks
600 Esthetics Day	Full Time	20 weeks	22 weeks	30 weeks
600 Esthetics Night	Full Time	25 weeks	27.5 weeks	37.5 weeks
600 Teacher Training Day	Full Time	20 weeks	22 weeks	30 weeks
600 Teacher Training Night	Full Time	25 weeks	27.5 weeks	37.5 weeks
300 Manicuring Day	Full Time	10 weeks	11 weeks	15 weeks
600 Manicuring Night	Full Time	12.5 weeks	13.75 weeks	19 weeks
250 Teacher Training	Full Time	8.5 weeks	9.5 weeks	12.5 weeks
250 Teacher Training	Part Time	11 weeks	11.5 weeks	16 weeks

****All students are reminded that if they follow the maximum time frame, they will owe a substantial amount of Extra Institutional Charges. All students' contracts are based on the above contracted time.****

Academic Progress Evaluation (Qualitative):

The qualitative element used to determine academic progress is a reasonable system of grades determined by assigned academic learning. Students must maintain a minimum average of 70% in theory and practical/ laboratory work to make Satisfactory Progress.

Grading System for Theory Work:

From	To	Symbol
90%	100%	A
80%	89%	B
70%	79%	C
65%	69%	D
0%	64%	F

Grading System for Practical and Laboratory Work:

95%	Excellent, no errors (all steps followed, exact)
85%	Very Good, (1-2 procedures incorrect)
70%	Satisfactory, (3 procedures incorrect)
65%	Unsatisfactory, (4 or more procedures incorrect)

Written/Online Tests and Exams:

Students absent on the day of a scheduled test or exam are encouraged to make the assignment up within three days upon return. All tests and exams are to be completed within the level of study before proceeding to the next level. Failure to complete tests and exams within a level will result in a grade of 0 and, therefore, will impact Satisfactory Academic Progress. Any failed test must be retaken until 70% or higher is received. All attempts will be average and will result in a final grade.

Remedial Assistance:

Students who feel they need help understanding assignments may ask the Educational Team for assistance. Students seeking assistance must arrange a date and time with their Educator via e-mail. Students receiving assistance outside of scheduled hours will not receive hours for this time. Educational time must be at most two hours a session. Sessions will be offered once per week. Non-credit and remedial courses do not apply to this institution. Therefore, these items have no effect on the school's Satisfactory Academic Progress.

Required Remedial Assistance:

If the student does not make satisfactory academic progress (qualitative) at an official checkpoint, the student will be placed on an academic warning. The student must report for mandatory remedial assistance. This assistance will be offered by an educator two times per week from 8:30 am until 9:00 am. The student and educational team member must sign in for the session. This remedial assistance will remain in effect until the next checkpoint. If the student is making satisfactory academic progress at that checkpoint, they will come out of warning status and no longer report to mandatory remedial assistance. If the student fails to meet the minimum standard at the following official checkpoint, they will be terminated from the program at that time. The student does have an opportunity to appeal the withdrawal decision by requesting an academic probation status. For academic probation to be approved, the student must supply the school and lead educator with an outlined study plan that the student will do at home and report to mandatory remedial assistance twice a week.

Termination of Financial Aid:

Students need to make Satisfactory Academic Progress at the following Official Checkpoint or will be terminated from receiving Financial Aid and/or VA Educational Benefits. If this shall occur, the student will become responsible for the remainder of the balance owed and/or will be terminated.

Leave of Absence Policy: (LOA)

A Leave of Absence is a temporary interruption in a student's program of study. A leave of absence will be granted for medical reasons and/or extreme mitigating circumstances, with the **reasonable expectation that the student will return from the LOA. A student granted an LOA** that meets these criteria is not considered to be withdrawn, and no refund calculation is required at that time. Medical documentation must be submitted to the school director.

A Leave Of Absence may be granted to a student during enrollment and may not exceed 180 calendar days in any 12 month period. The student will not be granted a Leave Of Absence if the Leave Of Absence together with any additional Leave Of Absences previously granted exceed a total of 180 calendar day in any 12 month period. Suppose a student does not return to the institution on the expected return date. In that case, the withdrawal date to calculate a refund is always the student's last day of attendance. Leave of Absence Request Forms may be found on the school website at www.delawarecosmetology.com.

The request must be submitted in writing when requesting a Leave of Absence. It must include the reason for the Leave of Absence and the student's signature. The completed request for an Leave of Absence must be submitted to the Director with the requested amount of days. The Director may approve or disapprove the request for an Leave of Absence. Circumstances may occur where a student may not have the opportunity to submit in writing in advance. The institution would determine the beginning date of the approved Leave of Absence as the first date the student could not attend the institution because of unforeseen circumstances. The Director will note the student's account, and information about the Leave of Absence will be provided and documented in the student's file upon the student's return. The students contract period will be extended by the same number of calendar days taken in the Leave of Absence. The institution may not assess the student for any additional institutional charges because of the approved Leave of Absence. Leave of Absence forms are available on the school website www.delawarecosmetology.com.

A student returning from an Leave of Absence will return in the same status as when the student left.

Withdrawals:

Students who have withdrawn from their program and return within 180 calendar days may Re-enroll and will return with the same Satisfactory Academic Progress as previous enrollment. Students with poor attendance or behavioral issues will not be considered for re-enrollment. Withdrawal forms may be found on the school website at www.delawarecosmetology.com

Transfer Hours:

Hours allowed to be transferred from another school will be considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress periods are based on actual contracted hours at Delaware Learning Institute Of Cosmetology. Transfers are at the discretion of the Director. Non-Credit and Remedial Courses: Non-credit and remedial courses do not apply to this institution. Therefore, these items have no effect on the school's Satisfactory Academic Progress. Satisfactory Academic Progress evaluation periods are based on attempted hours at Delaware Learning Institute of cosmetology.

End of Contract Institutional Charges:

Each course at the Delaware Learning Institute of Cosmetology has an allotted time frame. A grace period of 10% of the hours in the program has been provided for absenteeism. The school has reserved space, equipment, and licensed educators for each student and course. It is unrealistic to expect to receive an education for free. The following is the policy for End of Contract Institutional Charges.

End of Contract Institutional Charges:

- Cosmetology: 150 hours allotted; Master Barbering: 150 hours allotted; Esthetics: 60 hours allotted; Manicuring: 30 hours allotted; Teacher Training: 60/25 hours allotted.
- Students receive Written Warnings once a month for attendance below 70% • Make-up hours may be provided but are not guaranteed by the school director's discretion.
- Students that do NOT make up hours before the Contract End date will accrue overtime charges at the discretion of the School Director.
- Students that accrue more than the 10% of hours in their program allotted for absenteeism will meet with a School Official to determine the hours needed to graduate.
- Student will purchase scheduled hours needed to Graduate at a price listed in the contract.
- Payment is due the day the account is charged, and a payment plan will be provided unless other arrangements have been made with the School Official. Students unable to pay may be placed on Financial Suspension and unable to graduate, and transcripts will not be released
- Student will Receive Contract End Date based on scheduled hours
- Hours purchased are based on scheduled hours needed to Graduate. A student may choose to make up hours to expedite graduation. However, hours purchased are non-refundable
- Student that does not Graduate on the Revised Contract Date due to further absences will meet with the school Director when the Revised Contract Date expires. School Director reserves the right to terminate the student from the program, and/or, depending on attendance, the School Director will charge the Student Account for hours needed to Graduate, and a Subsequent Revised Contract End Date will be given.

RULES AND REGULATIONS

This is a sample of rules in which the school follows. A full list of rules will be provided to each student at the orientation session, before the start of class.

- There is a ZERO tolerance policy infractions include carrying a weapon to school, engaging in threatening forms of physical or verbal behavior, and bullying other student and staff. this will result in automatic termination.
- No borrowing of equipment or books from staff or students
- Students are responsible for their own equipment and personal property
- Students must attend class regularly
- Students must email attendance@delawarecosmetology.com by 9AM if they are going to be late or absent.
- Unnecessary noise or conversation will not be tolerated
- Students must wear acceptable dress code. Students wearing soiled uniform or who are not dressed appropriately or professional will not be admitted to class
- All cell phones and communication devices must be turned off or set to a silent mode and out of sight while classes are in session
- Personal calls on school phones are only accepted in an emergency situation. Please limit the call to less than 1 minute.

Students must abide by all rules and regulations set forth by the school as may now exist or may be changed or come into existence from time to time. The school reserves the right to dismiss the student for failure to attend class regularly or breach of the schools rules and regulations. Delaware Learning Institute of Cosmetology follows a written warning procedure. The first violation will result in a written warning. The second violation will result in a second written warning and the student will be sent home for the day. A third infraction of the same violation will result in a third written warning and suspension. A suspension is for the remainder of that day and the following. Upon the fourth violation, a fourth written warning will be issued and the student is subject to termination.

REFUND POLICY, CANCELLATION AND SETTLEMENT ADDENDUM

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.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the enrollment fee in the amount of \$100.
4. A student notifies the school of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 10 calendar days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. 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:

Percentage of Scheduled Time Enrolled to Total Academic Year

0.1% to 4.9%
5.0% to 9.9%
10% to 14.9%
15% to 24.9%
25% to 49.9%
50% and over

Total Tuition School Shall Receive / Retain

20% minus \$100 termination fee
30% minus \$100 termination fee
40% minus \$100 termination fee
45% minus \$100 termination fee
70% minus \$100 termination fee
100% No Refunds, termination fee waived

9. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the school (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement. Accounts may be sent to collections in 30 days. Any accounts that are sent to collections will be handled ethically.

RETURN to Title IV Refund Policy:

Students enrolled in an approved Title IV program and receive assistance from Federal Title IV programs are subject to a special withdrawal policy when they terminate from the school, as per federal regulations. Federal Aid is based on payment periods (0-450, 451-900, 901-1200, 1201-1500) for Cosmetology and Master Barbering, 0-300, 301-600 for full specialty programs). When a student terminates from the school, the school must determine what aid the school is entitled to retain, by determining what percentage the student earned. The calculation is based on 1) in which period the student terminated, and 2) The number of hours that were scheduled to be completed in that period. Any payment period in which 60% or less was scheduled to be completed, the school can only retain that exact percentage of aid earned and must refund the remaining amount. Federal regulations require that Return to Title IV Funds be made in the following order, if applicable: unsubsidized loans, subsidized loans, Perkins loans, PLUS loans, Pell grants, SEOG, or other Title IV, within 45 days of the date of determination. In the case of a Leave of Absence refund is not to exceed thirty (30) days from documented day of return. In some cases, a refund may be required of the student. In this case, the student will be notified in writing. If 60% or more of the payment period was scheduled to be completed, the school is entitled to 100% of the aid. In cases where all aid was not disbursed prior to last date of attendance, the student may be eligible for a Post Withdrawal Disbursement. Post Withdrawal Disbursements of Pell will be disbursed within 45 days of the date of determination. Post Withdrawal Disbursements of loans will be offered to the student within 30 days of the date of determination. Students will then have 14 days to respond to accept or decline the disbursement. Once Title IV refund policy has been applied, the school may apply their standard refund policy and charge for unpaid portions of their school. In cases where a credit balance exists on the student account after all withdrawal related transactions are posted to the ledger, the credit balance will be disbursed to the student within 14 calendar days of the Return of Title IV Funds calculation.

Post Withdrawal Disbursements

If a student has earned more Title IV funds than have been disbursed, the Institute must offer the amount of earned funds as a post-withdrawal disbursement. Post-withdrawal disbursements may be offered from Pell Grant funds first if eligible. If there are current educational costs due the Institute at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any Pell Grant funds in excess of current educational costs may be offered to the student if eligible. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the Institute must receive the student's permission before crediting their account.

ADDITIONAL FINANCIAL AID INFORMATION

Scholarships:

Delaware Learning Institute of Cosmetology offers some types of scholarships that are given to students on the basis of need. All scholarships are partial and are only applied to the students account in the last 100 hours of training. If the student's attendance or academics are not satisfactory, these monies can be revoked at any time.

Visit Beautychangeslives.org

Financial Aid:

Delaware Learning Institute of Cosmetology is approved by the United States Department of Education to offer the following federal financial assistance programs whereby an eligible student is awarded an outright grant or loan for post-secondary education. To be eligible to receive financial aid, a student must be enrolled as a regular student on at least a half-time basis.

Federal PELL Grant**Direct Loan Programs (Stafford and PLUS)****Financial Aid at Delaware Learning Institute of Cosmetology**

The student financial aid programs at Delaware Learning Institute of Cosmetology are designed to aid students who would find it difficult to attend college without financial assistance.

Delaware Learning Institute of Cosmetology offers the following sources of financial aid:

Scholarships • Grants • Loans

Eligibility Requirements:

- Have financial need
- Have a High School Transcript, General Educational Diploma (GED) Certificate, or valid home school credentials
- Be enrolled or accepted for enrollment as a regular student working toward a certificate in an eligible program
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Make satisfactory academic progress

Basis of Determining Financial Aid

The basis of determining a student's financial need will be an analysis of the financial status of the student's and/or the parents' income. This analysis is accomplished by completing a Free Application for Federal Student Aid (FAFSA) distributed by the U.S. Department of Education. All potential students must apply online, www.studentaid.gov. Our school code is 037023.

In order to complete your Financial Aid we need potential students and/or (a parent of dependent students) to create a FSA User ID and Password to be able to electronically sign your FAFSA.

Here is how...

Directions for Applying for a FSA User ID and Password

1. Go to www.studentaid.gov
2. Click on the link to create a FSA User ID and Password
3. Create a user name and password and enter your e-mail address
4. Enter your name, date of birth, social security number, contact information, and challenge questions and answers.
5. Review your information and read and accept the terms of conditions
6. Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA User ID. Once you verify your e-mail address, you can use this to login to the proper websites.

For more information on the FAFSA see:

- High School Guidance Office
- The Financial Aid Office at Delaware Learning Institute of Cosmetology
- U.S. Department of Education's web site: www.studentaid.gov
- Financial need is based on:
 - Cost of attendance
 - Expected Family Contribution
 - Financial Need

Types of Student Aid:

Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

Direct Lending Program

Stafford Loans are the Department of Education's major form of self-help aid for students. Under the direct lending program, the funds for your loan are lent to you from the Department of Education.

Types of Direct Stafford Loans available are:

Subsidized Stafford Loan

A subsidized loan is awarded on the basis of financial need. You will not be charged interest before you graduate or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

Unsubsidized Stafford Loan

An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized – that is, the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount. Students are encouraged to apply for one type or a combination of the types of financial aid available. Students using any types of loans to help offset the cost of education must know that:

- Your loan amount can be reduced at any time before it is disbursed. (If you choose to reduce your loan amount, please contact Delaware Learning Institute of Cosmetology's Financial Aid department to make payment arrangements.)
- Repayment on your Subsidized and Unsubsidized Stafford Loan will go into repayment 6 months after graduation, dropping below half time or dropping from the program completely.
- Even if you are unhappy with your education, you must repay your loans!
- Parent PLUS, which are loans taken out by the parent on the students behalf, goes into repayment immediately following the final disbursement.



PIVOT POINT

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