



SAMi HALASEH
INSTITUTE

hair • skin • nails • makeup

STUDENT CATALOG

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Dear Potential Student and Future Artist:

It is my absolute pleasure to introduce you to the Sami Halaseh Institute, a place where students define their future, expand their creativity, and master the technical skills needed to cultivate their own unique talents. Here, you will learn from exceptional instructors who are passionate about the craft in a stimulating environment that ensures your success. The Sami Halaseh Institute is a legacy Pivot Point member providing a curriculum that is the finest in the industry and is regarded not only for its teaching methods but for its cutting-edge fashion trends and commitment to lifelong learning.

Perhaps most important is our commitment to excellence. It is a commitment that we ask from all who are admitted to the Institute and applies not only to student work but student character as well. Our standards of professionalism must be upheld by both our team and our students, so if you're ready to make these commitments, join us at the Sami Halaseh Institute where your future is our passion. We're grateful for your consideration and hope to see you soon as a student and future artist!

Regards,

Sami Halaseh
Founder and President
Sami Halaseh Institute

WORLD CLASS TRAINING

Shaping the future of beauty, The Sami Halaseh Institute provides the training you need for a successful career that sets you apart as an artist. Cutting-edge instruction from some of the finest educators in our industry serves as the backbone of our institute. Utilizing the latest equipment and teaching innovative techniques, we employ modern methods resulting in great hair, beautiful skin and expert makeup. But it's not just about instruction. It's about inspiring greatness and innovation. We ignite, inspire, and innovate, ensuring that your passion for beauty is transformed into employable artistry.

SAMI HALASEH INSTITUTE...where students define their future, expand their creativity, and master the technical skill needed to cultivate their own unique talents. Learn from exceptional instructors who are passionate about the craft in a stimulating environment...**where passion, creativity and dreams come to life!**

MISSION STATEMENT

Sami Halaseh Institute is committed to providing the training needed for a successful career that sets our students apart as artists. Our objective is to provide cutting-edge instruction from experienced Educators utilizing the latest equipment and innovative techniques. Students of Sami Halaseh Institute will learn customer service skills, business etiquette and teamwork to prepare them for a future career in Cosmetology, Esthetics, Nail Technology, and Instructor 300 and Instructor 450 Programs.

Achieving Excellence

Excellence at the Sami Halaseh Institute, also referred to throughout this document as SHI, will be achieved by:

- Employing top notch educators with extensive education and/or experience and the personality to drive students to excellence.
- Assess educational effectiveness by evaluating student achievement and performance through program completion, licensure and employment rates.
- Administering fair and equitable admissions policies and practices.
- Using both theoretical knowledge and practical skills, prepare students for licensing examinations and employment.
- Provide student support services which include academic advising and employment assistance.
- Maintain a sound financial condition and qualified financial management.
- Provide state of the art equipment, instructional and laboratory facilities.

ADMISSIONS REQUIREMENTS

Students enrolling for all Sami Halaseh Institution Programs must provide proof one of the following:

- High school diploma or its equivalent
- A transcript showing high school completion or a certificate of attainment.
- If homeschooled, a State-issued credential for secondary school completion
- Enrollment under a training agreement

All students must be at least 17 years of age by the time of program completion and provide proof of that age through a government-issued ID.

All students must provide a State-issued photo ID at time of enrollment.

All Student must present their Social Security Card.

Complete an enrollment application.

Pay the \$15.00 non-refundable application fee.

Pay the \$100.00 registration fee.

Obtain an SHI Letter of Acceptance.

Complete the SHI Enrollment Agreement.

Students enrolling for the Instructor 300 and Instructor 450 programs must provide a copy of their current Kansas Board of Cosmetology License.

Students enrolling in the Instructor 300 program must have at least one years of work experience.

****Foreign Diplomas or Transcripts:** The school will accept a foreign diploma or transcript however the diploma or transcript **MUST** be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. It is the student's responsibility to have the foreign diploma or transcript translated and evaluated as part of the admissions process.

Re-Entry Policy

Former students of SHI who wish to re-enter must request, in writing, approval to do so from the school administration. The request will be reviewed, and a decision made within 30 days of the request. Tuition and fees will remain the same if the student re-enters within 180 days of the withdrawal date. The student will be required to pay a re-entry fee (\$100 or 15% of tuition, whichever is less) and also go before members of the administration explaining what has changed and why he/she should be allowed to return to the program. The fee must be paid by the student before returning to class. If a student wishes to re-enter after 180 days, they will be charged for tuition rates current at the time of re-entry.

Re-entry students must provide their full and complete kit as required for the course of study or purchase a new one.

ATTENDANCE

Cosmetology Full Time, 33.75 hours per week

Phase I:

Monday through Friday 9:30am-5:00pm
(45-minute lunch break)

Phase 2-4:

Tuesday through Saturday 9:30am-5:00pm
(45-minute lunch break)

Part-time: Customized part-time hours may be available upon request but must be **20.25 hours per week including Saturday 9:30 am-5:00 pm.**

Esthetics Full Time, 33.75 hours per week

Phase I:

Monday through Friday 9:30am – 5:00pm
(45-minute lunch break)

Phase 2-3:

Tuesday through Saturday 9:30am-5:00pm
(45-minute lunch break)

Part-time: Customized part-time hours may be available upon request but must be **20.25 hours per week including Saturday 9:30 am-5:00 pm**

Nail Technology Full Time, 33.75 hours per week

Week 1-3:

Monday through Friday 9:30am – 5:00pm
(45-minute lunch break)

Week 4-10:

Tuesday through Saturday 9:30am-5:00pm
(45-minute lunch break)

Part-time: Customized part-time hours may be available upon request, but must be **20.25 hours per week including Saturday 9:30 am-5:00 pm.**

Instructor 300- and 450-Hour Full Time. 36.25 hours per week

Tuesday through Saturday 9:30am-5:00pm or Monday through Friday 9:30-5:00 pm
(45-minute lunch break)

Part-time: Customized part-time hours may be available upon request, but must be a minimum of **20.25 hours per week**

Observed Holidays and Breaks

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday After Thanksgiving
Christmas Eve
Christmas Day

The Institute will be closed the week of Independence Day and from Christmas Eve through New Year's Day.

All dates are subject to change. The school reserves the right to extend holidays or close for staff development by posting a schedule 10 days prior to closure.

Time Clock Procedure

Students may clock in starting at 9:15 am and must be clocked in before 9:30 am. Students who arrive any time after 9:30 am are considered tardy for the day and must report to their Educator or the Director before attending class to be clocked in. All students must clock out for their lunch break, even if they stay on the premises. Students must clock out any time they leave SHI premises. If a student has to leave the institute for any reason other than a lunch break, they must inform their Educator and/or the Director prior to leaving and fill out a requested time off form that is to be signed by both the student and Educator.

Tardy Policy

Students may clock in as early as 9:15 am but must be clocked in no later than 9:30 am. Students who clock in any time after 9:30 am are considered to be late. If a student clocks in at 10:00 am or later, they will be sent home for the day and marked as absent. In the event that a student will be late, they are to call prior to 9:30 am and inform the School Administrator or Educator before class begins.

Students that have more than five tardy occurrences in a monthly period will be subject to further disciplinary action up to and including suspension.

Student Absence Policy

Daily attendance is crucial for student success. In the event that a student will be absent, the student is required to call the school before school begins and speak with a Director or Educator. All students are required to maintain a minimum 85% accumulative attendance record. Please refer to the Satisfactory Academic Progress Policy beginning on page 18 of this catalog. When absences are planned ahead, the Educator or Director must be notified one week in advance of the day the student will be gone and a Time Off Request form must be completed and signed by both the student and the Educator. In the case of habitual absences, a written excuse from the doctor may be requested.

Students must be present for at least 3.5 hours to be considered present for the day. Any student that is not present for at least 3.5 hours in a day will be considered absent for that day.

Each program of study allows a defined number of absent hours without incurring any additional fees, as described below:

- Students enrolled in the Cosmetology program for a total of 1500 hours are allowed 80 absent hours without paying additional fees.
- Students enrolled in the Esthetics program for a total of 1000 hours are allowed 60 absent hours without paying additional fees.
- Students enrolled in the Nail Technology program for a total of 350 hours are allowed 20 absent hours without paying additional fees.
- Students enrolled in the Instructor 300 and Instructor 450 programs are not charged for absent hours.

Students in all programs other than the Instructor 300 and Instructor 450, are charged \$5.00 per hour for all hours missed over and above allowed absent hours. This charge must be paid to the school before a student will be allowed to graduate or receive a certificate or before hours will be released to the State Board.

Students must be in class or on the clinic floor for ALL program hours for each program. Any time that is missed must be made up in order to complete the program.

Students are only allotted three missed Saturdays for the Cosmetology program, two missed Saturdays for the Esthetics program and one missed Saturday for the Nail Technology program. Upon exceeding the allotted missed Saturdays described above, the student will be suspended for three class days. The dates of suspension will be determined by administration.

Leave of Absence Policy

A Leave of Absence (LOA) due to such things as prolonged illness or accident, death in the family, or other special circumstances, is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion.

Any student requesting an LOA is required to follow the Institute's Leave of Absence Policy.

Students must request a LOA in writing, stating the reason for the leave for approval by the school owner or administrator. All requests must be signed and dated by the student. The LOA request must be submitted in advance unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance.

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

After an LOA is approved, the official leave will extend the contract period and maximum time by the same number of calendar days taken during the LOA. An enrollment agreement addendum will be completed upon returning from LOA to extend the ending date by the applicable number of days and will be signed by all parties. There must be a reasonable expectation that the student will return from the LOA. SHI may not assess the student any additional institutional charges as a result of the LOA. No re-entry fee will be charged if the Student returns to class on or before the first class day scheduled after the termination of the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

The LOA and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. All approved leaves will be scheduled to begin on the first class day after the student's last physical day of attendance prior to beginning the leave.

If the student takes an unapproved LOA or does not return by the expiration of an approved LOA, the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

ACADEMICS

Student Academic Advising

Students are advised regarding progress and achievement monthly. Regular progress evaluations include advisement regarding the Student's progress in attendance, theory, practical skills, communication skills and personal development. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed.

CURRICULUM

Program Outlines

All programs offered by SHI will follow similar procedures regarding instructional methods and grading procedures. Those policies are stated here and considered to be an integral part of each of the program outlines contained in this section of the student catalog.

Testing and Grading (All Programs)

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Practical skills are evaluated according to text procedures and performance standards established by the State licensing agency as set forth in the practical skills evaluation criteria adopted by the school. Students are encouraged to make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Written and Practical

96% - 100%	Excellent
90% - 95%	Good
85% - 89%	Satisfactory
Below 85%	Does Not Meet Standards

Practical tasks on the clinic floor and in the classroom will be graded on the criteria listed below (unless otherwise specified). Students will earn either a score of either 0 or 100. All practical tasks in the classroom setting will not necessarily be graded.

- Student listens to and follows instruction.
- Student demonstrates comprehension/understanding of the relevant procedure and technique.
- Student shows adequate progress and growth in the relevant technique.
- Make up and failed tests may be retaken up to three times to improve grade. After the allotted three times, the exam is no longer eligible for retake and the student must then attend that portion of the classroom curriculum again in order to retake the exam.

Required Practical Experience (All Programs)

Policy and regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on mannequins, models or clients. The requirements list by category are the *minimum* experiences that each student must successfully complete prior to graduation. More practices may be scheduled by the Educator based on training needs and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Practical assignments are evaluated as completed and counted toward course completion *ONLY* when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the State licensing agency. The criteria are explained to students and used uniformly when giving practical grades.

Students that refuse assigned practical experiences will be dismissed for the day and will need to make up the missed time and perform the practical task upon return to be admitted back into class.

Instructional Methods (All Programs)

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

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

Units of Instruction and Hours

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

Cosmetology

Our Cosmetology program is divided into four phases of study consisting of 10 weeks each:

Phase 1- This is an introductory level of training where the students will focus on learning the underlying theory and the basic skills for providing client services. In this phase, students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals.

Phase 2- In this phase, students will develop and customize their skills to meet the needs of clients. They will perform skills on the clinic floor and become increasingly self-confident and proficient in their communication, consultation, and technical skills.

Phase 3- This is the phase where students will master the creative skills necessary for success in the workplace and learn key business skills needed to be successful professionals. In this phase, students will learn systems that top professionals are using to attract clients, increase sales, and grow their personal income. Successful completion of this level will prepare them for immediate success and will improve their opportunities for employment after graduation.

Phase 4- In this phase, students will focus on State Board preparation, professional development, and career placement.

Cosmetology: 1500 Hours – 44.44 Weeks or More (Depending on Rate of Attendance)

(Full Time: 33.75 hours/week, Customized part-time hours may be available upon request, but must be **20.25 hours per week including Saturday 9:30 am-5:00 pm.**-74 weeks or more)

Description: The Primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary to pass the State Board examination and for competency in entry level positions in Cosmetology or related career fields.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicure, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's authentic beauty.
- Apply the theory, technical information and related matter to assure sound judgments, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions and methods for career development in cosmetology and related fields.

Cosmetology Required Training (320 Hours Required Before Performing Services on the Public)

115 Hours	Scientific Concepts
400 Hours	Physical Services
450 Hours	Chemical Services
360 Hours	Hair Designing

75 Hours	Business Practices
50 Hours	State Laws
50 Hours	Student Specific Needs
1500 Hours Total	

Esthetics

Our Esthetics program is divided into three phases of study consisting of 10 weeks each:

Phase 1- In the introductory level of training, students will begin by learning the underlying theory and the basic skills for providing client services. In addition, students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice. Further into this phase, students will experience advanced training on exfoliations, extractions, microdermabrasion, chemical resurfacing, Alpha Hydroxy Acids, and make up studio. In addition, students will focus on various equipment used in advanced skin treatments, hands-on practice, portfolio and competency skills evaluation.

Phase 2- In this level of training, the students will continue training at a more advanced level. Advanced skincare treatments are continued as a hands-on learning tool and students will be required to test over skills learned. Testing will be over theory and practical skills on medical esthetics, holistic practices, advanced makeup techniques and anatomy and physiology, as well as further preparing for the State Board examination. Guest speaker demonstrations are incorporated throughout this phase.

Phase 3- In the final level of training, students will focus on retailing, guest services, skin care products, State Board exam preparation and career placement. The education is provided through demonstration, technology, guest speakers, hands-on practice and competency skills evaluation.

Esthetics: 1000 Hours – 29.6 Weeks or More (Depending on Rate of Attendance)

(Full Time: 33.75 hours/week, Customized part-time hours may be available upon request but must be **20.25 hours per week including Saturday 9:30 am-5:00 pm-** 49.4 weeks or more.)

Description: The primary purpose of the Esthetics Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including skin analysis and consultation, skin treatments, advanced skin treatments, temporary hair removal and make-up.
- Perform the basic analytical skills to determine the proper skin treatment, hair removal or make-up for the client's authentic beauty.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in Esthetics and related fields.

Esthetics Required Training

(130 hours required before performing services on the public)

Theory		Practical
10 Hours	Infection Control	50 Hours
200 Hours	Skin Anatomy and Physiology	
80 Hours	Skin Analysis and Consultation	40 Hours
120 Hours	Skin Treatments	120 Hours

20 Hours	Body Treatments	20 Hours
80 Hours	Advanced Skin Treatments	60 Hours
10 Hours	Temporary Hair Removal	30 Hours
20 Hours	Make Up	40 Hours
30 Hours	Business Practices	
20 Hours	State Laws	
50 Hours	Student Specific Needs	
1000 Hours Total		

Nail Technology

During this program, students will begin by learning the underlying theory and the basic skills for providing client services. In addition, students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lecture, demonstration, technology, and hands-on practice. This course of study will focus on natural nail care and artificial nail enhancements. Students will learn a variety of manicuring and pedicuring procedures, hand and arm massage techniques, and proper sterilization and sanitation. Students will also focus on proper nail enhancement application and advanced natural and artificial nail techniques. Students are trained on how to market themselves, the services they provide and the products they use so they can be successful in this exciting and ever-growing career. During this program, students will focus on State Board exam preparation and career placement.

Nail Technology: 350 Hours – 10.4 Weeks or More (Depending on Rate of Attendance)

(Full Time: 33.75 hours/week, Customized part-time hours may be available upon request, but must be **20.25 hours per week including Saturday 9:30 am-5:00 pm-** 17.3 weeks or more.)

Description: The primary purpose of the Nail Technology course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry-level positions as a Nail Technician or related career avenue.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills in manicuring, pedicuring and various methods of nail extensions.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and methods for career development in nail technology and related fields.

Nail Technology Required Training

(70 hours required before performing services on the public)

MINIMUM PROCEDURES

60 Hours	Scientific Concepts	
75 Hours	Manicuring Skills	35
160 Hours	Artificial Nails	300
35 Hours	Business Practices	
20 Hours	State Laws	
350 Hours Total		

Instructor 300

This course is designed to meet the needs of those students who desire to enter the world of education. This program provides the student with the training necessary to provide proper instruction in varied classroom situations. Emphasis will be on classroom management, curriculum development, evaluation methods and the use of media in the classroom and on the student salon floor. Students will also focus on State Board exam preparation and career placement.

Instructor 300 Course Outline: 300 Hours Plus 1 Year Experience – 8.8 Weeks or More (Based on Schedule)

(Full Time: 33.75 hours/week, Customized part-time hours are available upon request but must be **20.25 hours per week including Saturday 9:30 am-5:00 pm**. - 15 weeks or more)

Description: The primary purpose of the Educator course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level employment as an educator or related career avenue.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations and maintaining required student records.
- Apply the theory, technical information and related matter to assure sound judgments, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

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

Instructor Required Training

(100 hours required before assisting students on the clinic floor)

20 Hours	The Professional Teacher
40 Hours	Student Motivation and Learning
150 Hours	Methods, Management and Materials
60 Hours	Testing and Evaluation
30 Hours	Evaluation

300 Hours Total

Instructor 450

This course is designed to meet the needs of those students who desire to enter the world of education. This program provides the student with the training necessary to provide proper instruction in varied classroom situations. Emphasis will be on classroom management, curriculum development, evaluation methods and the use of media in the classroom and on the student salon floor. Students will also focus on State Board exam preparation and career placement.

Instructor 450 Course Outline: 450 Hours – 13 Weeks or More (Based on Schedule)

(Full Time: 33.75 hours/week, Customized part-time hours are available upon request and must be **20.25 hours per week including Saturday 9:30 am-5:00 pm**- 22.2 weeks or more.)

Description: The primary purpose of the Educator course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level employment as an educator or related career avenue.

Objectives: Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations and maintaining required student records.
- Apply the theory, technical information and related matter to assure sound judgments, decisions and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

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

Instructor Required Training (100 Hours Required Before Assisting Students on The Clinic Floor)

30 Hours	The Professional Teacher
60 Hours	Student Motivation and Learning
225 Hours	Methods, Management and Materials
90 Hours	Testing and Evaluation
45 Hours	Evaluation

450 Hours Total

PROGRAM COMPLETION AND STATE LICENSURE

Graduation Requirements

Students must meet the following requirements to qualify for graduation and to be issued a certified final Transcript of Hours and Diploma:

- Complete all State required hours for the course of study (1500 hours for Cosmetology, 1000 hours for Esthetics, 350 hours for Nail Technology, 300 hours for Instructor 300, and 450 hours for Instructor 450).
- Maintain a cumulative GPA of at least 85%.
- All debts owed to the school are paid in full or made satisfactory arrangements for payment.
- Complete all exit paperwork and attend an exit interview.
- Complete the course of study according to State requirement.

After completion of the program of study and all graduation requirements have been met, the student will be awarded a diploma from SHI. At this time, the graduate will be eligible to schedule the required examination and file an application for the State licensing exam. Upon obtaining a valid license, the graduate may begin a career in Cosmetology, Esthetics, Nails, or Education.

Licensure Requirements

Any person is eligible to receive a license as a cosmetologist, esthetician, nail technician, or instructor who submits proof that he/she is at least 17 years of age; has an education equivalent to the completion of an approved high school; has completed the required clock-hours in an approved school for their program of study; has paid the required fees; and has passed the examination conducted by the Board to determine his/her eligibility to receive a license.

Regulatory Oversight Restrictions

To obtain a Cosmetology, Esthetics or Nail technology license in the State of Kansas, applicant must satisfy the licensing requirements found in the institute's catalog and on the Kansas State Board of Cosmetology (KBOC) website. However, even if an applicant satisfies those requirements, the following items could prohibit an applicant from obtaining a license:

If the board determines that an individual has violated subsection (A) in 65-1902, in addition to any other penalties imposed by law, the board, in accordance with the Kansas administrative procedure act, may issue a cease-and-desist order against such individual or may assess such individual a fine of not to exceed \$1,500 or may such order and access fine. In determining the amount of fine to be assessed, the board may consider the following factors:

- Willfulness of the violation
- Repetitions of the violation
- Risk of harm to the public caused by the violation

A violation of subsection (A) of this section 65-1902, is a class C misdemeanor.

CAREERS

Opportunities

The employment opportunities in the Beauty Industry are endless, extending beyond simply working with hair, nails and/or skin. Keeping an open mind as you progress through your training is essential. Below are careers to consider upon program completion/licensure:

Cosmetology

Salon Owner/Manager
Product Representative/Sales
Platform Artist
Nail Technician
Makeup Artist
Skin Care Specialist
Professional Stylist
State Board Member/Examiner

Nail Technician

Salon Owner/Manager
Product Representative/Sales
Nail Artist
Professional Nail Technician

Esthetics

Salon Owner/Manager
Product Representative/Sales
Platform Artist
Makeup Artist
Aroma Therapist
Skin Care Specialist

Instructor

School Owner/Manager
Private/Public Instructor
Product Representative/Sales
Director of Education
School Administrator
Education Consultant

Considerations

A career in the beauty industry can be very exciting and truly rewarding. In addition to the required training and State testing, below are several requirements to consider before making the commitment to the industry:

- Work long hours while building a clientele.
- Have finger dexterity and a sense of form, style and artistry.
- Enjoy working with people and have the ability to follow a client's direction.
- Keep abreast of the latest fashion and beauty trends.
- Learn the necessary skills for operating a personal business.

Additionally, it is important to note that:

- There may be a financial investment required for advertising and promotions (e.g., business cards, etc.)
- There will be exposure to chemicals that can be harmful if not used properly.
- It is essential to practice strict safety and sanitation standards.
- The work can be physically strenuous due to long hours of standing with hands at shoulder level or sitting over a nail technician's station or esthetician's chair/table.
- Methods of compensation vary from salary only, salary plus commission, commission only, sliding scale commission, retail commission, or independent contracting (e.g., booth rent),

Physical Requirements

- Repetitive motion for hands, arms, and wrists.
- Possible exposure to chemical smells.
- Stretching and bending.
- Possible contact with sharp objects.
- Possible contact with communicable disease.
- Possible requirements to stand for long periods of time.

STUDENT SERVICES

Employment Assistance/Career Placement

The school does not guarantee job placement. We do, however, aid our students in placement whenever we can. We receive many inquiries from salons over a wide area and post job openings, as well as take our students on spa and salon tours. During these tours, the students get a chance to visit local salons or spas and can ask questions to learn more about how their business runs on a daily basis.

Earning Potential for Cosmetology, Esthetics and Nail Technology

- In charge of their own business therefore having direct control of guests and paycheck.
- High annual income potential due to building and retaining your clientele.
- No cap on earning potential through strong work ethic.

Student Advising

Advising regarding licensing regulations, reciprocity, employment, and continuing education opportunities is available to students as it is needed. The administration office has a list of agencies for referral if a student needs other assistance such as drug/alcohol, domestic violence, abuse, etc.

Privacy Policy and File Access

In compliance with the Family Educational Rights and Privacy Act of 1974, SHI follows policies that:

- Guarantee each student (or parent/guardian if the student is a dependent minor) access to that student's record.
- Require written consent from the student or guardian of dependent minor for release of records in response to each third-party request unless otherwise required by law.
- "Directory information" is not published by SHI
- Provide and permit access to student and other school records as required for any accreditation process initiated by the institution or accrediting agency.

All student files are kept in a locked file cabinet and are reviewed monthly to ensure that all records are maintained and correct. Access to records must be arranged in advance and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy.

All academic, enrollment, and financial records of the students shall be securely maintained and protected from theft, fire, and other possible loss. Student transcripts shall be kept in an accessible format for 50 years from each student's last date of attendance.

The school makes its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

Housing

SHI does not provide housing for their students. If an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

Student Kits

Student kits will be prepared for students attending SHI. It is the student's responsibility to inventory and label their kit. If there are any challenges, the student needs to contact their Educator to resolve the challenge. If anything needs repaired at the time the student receives their kit, items will be sent to the proper vendor for repair. After the first initial kit inventory is done in class, all items that become missing or damaged in the student's kit are to be replaced by that student within 72 hours. SHI is not responsible for lost, missing or stolen items. Students are responsible for sending in warranty cards upon receipt for student kit. The kit is not intended for personal use. Each student is responsible for having their complete kit available and for having all of its contents maintained during school hours.

Student Lockers and Workstations

Students are responsible for all of their belongings. Personal belongings and professional tools and supplies must be stored in the students designated locker. All student lockers will have a built-in combination lock. If a student leaves a program by transfer, withdrawal, or extended leave of absence, they are required to take all of their belongings with them. Items left in the locker and or workstation will be disposed of after five school days. SHI is not responsible for the lost, missing or stolen items.

Student Breakroom

The student breakroom is located within the Institute for students to enjoy their breaks and lunch. Vending machines, sink, refrigerator and microwave are provided to help students prepare/store their lunches. Students are responsible for maintaining the cleanliness of the student breakroom.

Student Entrance

Students will enter and exit the school through the entrance located on the northwest side of the building. The student entrance will remain unlocked from 9:15 to 5:00, Monday through Saturday.

Guest Speakers and Live Demonstrations

Periodically, professionals in the beauty industry, including licensed cosmetologists, nail technicians and estheticians, company/vendor representatives, and business owners, etc., will provide demonstrations and lead real world discussions pertaining to the unlimited career possibilities in cosmetology and related disciplines.

Forever Free Services and Other Discounts

Actively enrolled students* shall enjoy Forever Free Services in their area of study:

- Cosmetology – Haircuts
- Nail Technician – Manicure
- Esthetics – Customized Facial

Actively enrolled students are eligible for the student participation program, which allows students to receive vouchers to redeem for services, the SHI store, and retail products. Students may also purchase retail products at any time for 30% off retail products. Each student's immediate family shall receive 15% off services and 10% off retail products. As an SHI Graduate, each alum will continue to receive 30% off retail products (including Aveda products), Forever Free Services and receive 50% off other services for life.

*Actively enrolled students must obtain approval from administration prior to scheduling services. Phase I students are not eligible to schedule student services in the salon or spa.

Drug Abuse Prevention

SHI promotes a drug-free learning environment. If SHI becomes aware of a substance abuse issue with a student, the student will be advised of substance abuse prevention programs in the area and prevention numbers to contact. SHI will periodically have a drug prevention guest speaker visit the school.

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at the SHI campus or while engaged in the course curriculum is strictly prohibited. The school also prohibits such conduct during non-curriculum time to the extent that, in the judgment of SHI, it impairs a student's ability to progress through the curriculum, threatens the reputation or integrity of the school or violates the law.

Students who use prescription drugs should follow the prescribing physician's directions for use and all prescriptions are to be kept in the prescription bottle with the appropriate name of the user. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Educator immediately so that the school can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student who violates this policy is subject to suspension or expulsion from the program.

Vaccination Policy

SHI does not require additional or subsequent vaccines.

Non-Discrimination Policy

In compliance with federal, state, and local government requirements, SHI does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, school-administered programs and publications or employment practices.

SHI follows the requirements established by the Americans with Disabilities Act. SHI does not discriminate against qualified individuals with disabilities. SHI does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees or fellow students.

Anti-Harassment Policy

All employees and students have a right to an environment free of discrimination, which includes freedom from harassment – whether that harassment is based on sex, age, race, color, ethnic origin, religion, creed, national origin, marital status, sexual orientation or membership in other protected groups. SHI prohibits harassment of its students and employees in any form by supervisors, co-workers, students, guests or suppliers.

Such conduct may result in disciplinary action up to and including dismissal of the employee or termination of enrollment for those who harass others. With respect to non-employees and non-students, those offending guests and suppliers will be asked to leave and not return.

Specifically, no supervisor shall threaten or insinuate either explicitly or implicitly that any employee or student's submission to or rejection of sexual advances will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, or any other condition of employment, student enrollment and academic status.

Other harassing conduct in the workplace/educational facilities, whether physical or verbal, committed by supervisors or others, is also prohibited. This includes slurs, jokes, or degrading comments concerning sex, age, race, color, ethnic origin, religion, creed, national

origin, marital status, sexual orientation, or membership in other protected groups, offensive sexual flirtatious advances or propositions, any abuse of a sexual nature, graphic verbal comments about an individual's body and the display in the workplace of sexual objects or pictures. Additionally, in accordance with Title IX of the Education Amendments of 1972, SHI prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and that SHI has jurisdiction over Title IX complaints,

Employees and students who have complaints of harassment should report such conduct to an administrator:

Erin Loucks, Director of Operations
1034 N. Andover Rd, Suite A
Andover, KS 67002
316.260.8228
e.loucks@samihalasehinstitute.com

Kelly Findley, Administrative Assistant
1034 N. Andover Rd, Suite A
Andover, KS 67002
316.260.8228
k.findley@samihalasehinstitute.com

All such complaints will be investigated. If the investigations confirm the allegations, appropriate corrective action will be taken. SHI cannot guarantee that all complaints will be kept confidential but will make every effort to do so.

Grievance Policy and Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept,

reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

KBOR Complaint Website: https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process

OSHA

The United States Department of Labor, Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in cosmetology and related training. During orientation, the student will learn about the importance of safety in the workplace and how to use and follow the Safety Data Sheets (SDS) for chemicals used in cosmetology or related training. During each unit of study, students are informed of the various chemicals used and safe practices that apply. In addition, a complete file containing SDS for the chemicals used at the school is available in the Dispense area inside the Institute.

Electronic Device Policy/Requirements

Students are required to have an electronic device (tablet or computer) to complete required course work. Personal electronic devices are to be used for educational purposes only when on the SHI property. SHI reserves the right to search a student's device to ensure that it is being used for educational purposes only. During class, the student is not to use the device for social media, personal use, or internet, unless otherwise instructed to do so. Completion of all class work remains the responsibility of the student. SHI is not responsible for the loss of any personal files which may be deleted.

Students have the option to purchase an iPad through the institute at time of enrollment. If a student decides to purchase an iPad, they are responsible for the full cost of the iPad. If a student drops out or is terminated from the program before all funds are received, they will be required to pay for the iPad in full.

STANDARDS OF PROFESSIONALISM

Professional Image and Dress Code

SHI requires that our student's appearance be clean and neat at all times both in the classroom and on the clinic floor.

Our student dress code policy is as follows for all students starting 03/07/2022 and later:

- Students will be issued a name tag. They are to wear their name tag at all times in both the classroom and on the clinic floor.
- Cosmetology, Nail Technician and Esthetic students must wear black scrubs.
- Scrubs allowed: short or long -sleeved shirts, pants, capris, or scrub skirts at least knee length.
- No scrub t-shirts or scrub shorts allowed.
- No sleeveless garments.
- Students must wear clothing that covers, in full, their stomachs, breasts, backs, and all under garments.
- All clothing must be clean with no holes, tears, or stains.
- Jeans will not be permitted.
- Students that desire to wear head wraps, headbands, hairbows or head scarves will be permitted to do so (no color limitation).
- Hair must be clean and styled before arriving at school.
- Makeup must be applied before arriving at school.
- No hats allowed.
- Shoes must be solid black or brown.
- Shoes not allowed are as follows: opened toed shoes, snow boots or "croc" type shoes, athletic shoes that are not all black.
- Students are not allowed to wear outerwear (hoodies, sweatshirts, coats, heavy winter neck scarves or gloves) when in the classroom or on the salon floor.
- During chilly months black scrub jacket, plain black cardigan, or black dress blazers are allowed
- Instructor 300 and Instructor 450 students will wear professional attire respectfully, within the guidelines above.

SHI takes our students professionalism very seriously and monitors the student's dress code daily. Any student who is not in compliance with the dress code can and will be sent home for the day.

SHI reserves the right to change the dress code at any time. We do from time to time have spirit days in which jeans without holes maybe allowed along with colored clothing. We will inform our students in advance of such days.

Standards of Conduct

The Standards of Conduct are established for the purpose of promoting an enriched learning environment for all students. Developing these efficient work habits, having a positive attitude, and incorporating definite goal orientation during training will enhance your potential for success. **Please note, Sami Halaseh Institute may terminate a student's enrollment for noncompliance of; Standards of Conduct, General Policies, Enrollment Agreement, Leave of Absence Policy, Satisfactory Academic Progress Policy and or State Laws and Regulations.**

All SHI students agree to:

- Be in class on time and ready to learn. A student is considered late if clocking in after 9:30 am. If the student arrives (with out a call) after 9:30am they are sent home for the day. Excessive tardiness could result in suspension.
- Complete all assignments including theory, practical, and clinic. It is the student's responsibility to contact the Educator regarding makeup exams.
- Notify your Educator or School Director if you will be late or absent from school by calling before class is scheduled to start.
- Follow all time clock procedures by clocking in and out to accurately reflect hours in attendance. No student may clock in or out for others. All students must clock out when leaving the Institute for any reason, including breaks and lunches.
- All students must obtain permission from a staff member to leave the facility for any reason other than lunch time and closing. Always clock out when leaving the facility.
- All students must comply with the dress code and practice proper hygiene and grooming at all times. Students not in compliance with dress code will be sent home for the day.
- No smoking, chewing gum, eating or drinking except in the designated areas.
- All students must comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the student salon floor services that are assigned. As a consideration to fellow students, clients, and Educators, please notify the school if you are not returning from lunch.
- No student is to perform any services on clients until they have successfully completed state required hours of theory per program in the classroom and are on the clinic floor.
- All students will practice courtesy and professionalism at all times when dealing with other students, clients, visitors and school staff.
- Follow all state laws and regulations at all times during school.
- Understand that training involves sanitation, cleanliness, and care of equipment. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties will be given and evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
- Keep all client consultation and service records up to date and confidential.
- All students will discuss only ethical and professional subject matter during school hours and refrain from using profanity.
- Be fair, honest, and never steal as well as refrain from the willful destruction of property.
- When a student is clocked in, they are to be involved in curriculum related activities at all times. Excessive time in the student breakroom is not allowed. Students who are not clocked in may not linger in the facility and distract other students from training responsibilities.
- Students that refuse to perform assigned services on the student salon/ spa floor will be immediately sent home for the day.
- Students shall park only in areas designated for student parking, unless otherwise directed. Front row parking is always reserved for clients.
- Students will not be allowed to use the school telephone except for emergencies. Students receiving emergency calls will be notified immediately. Call back messages will be taken for non-emergency calls.

- Student cell phones must be turned on silent and left in that student's locker and only used on scheduled breaks, unless otherwise permitted at the discretion of the Educator. Refrain from using personal cell phones or text messaging at any time while clocked in. Cell phones being used in classroom or student salon/spa without permission, may be confiscated until the end of the day.
- All personal items such as purses, backpacks, etc., are to be kept in the student's assigned locker.
- Students must follow corrective action plan, if applicable.
- Students are prohibited from making defamatory statements about the SHI, students, faculty, or employees. Engaging in such activities could result in disciplinary action. Students should also avoid making statements on social media (Facebook, Instagram, Snapchat, Twitter, TikTok, etc.) that violate any of SHI's policies, including discrimination, harassment or obscene material.
- Any use of drugs and/or alcohol by students on its property or as part of any of its activities is strictly prohibited. For more information, see the Drug Abuse Prevention section of this catalog.
- Students may not, under any circumstances, bring their children to school.
- Service tips may be accepted but not solicited from guests.

Disciplinary Policies

Students must understand that any infraction of the Standards of Conduct, general policies or the Enrollment Agreement could result in any of the following disciplinary actions.

Probation- a student may be placed on an institutional probation for a specified time for any infraction of the Standards of Conduct. If the student does not correct the problem, they will be placed on a second institutional probation. If the problem is not corrected during the second institutional probationary period, they may be suspended for three days or dismissed permanently at the discretion of the school administration.

Suspension- Enrollment may be immediately suspended for up to three days for infractions of the Standards of Conduct or general policies at the discretion of the school administration.

Dismissal/Termination- Enrollment may be terminated at the discretion for school administration for any reason deemed necessary to maintain a positive educational environment and general objectives of the institution or for any of the following reason (not an all-inclusive list):

- Non-conformance with the Standards of Conduct, general policies, or Enrollment Agreement
- Non-conformance with the state laws and regulations governing schools and students.
- Non-compliance with the school's Satisfactory Academic Progress Policy or Leave of Absence Policy
- An action that causes or could cause bodily harm to a client, student or employee or the school.
- Theft
- Engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- Immoral or improper conduct
- Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management or the corporate office by means of the institution's Grievance Procedure. Concerns which are not made known to the applicable management personnel cannot be effectively addressed in a timely manner.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

Evaluation Periods

Sami Halaseh Institute defines its academic year as 900 hours and 27 weeks. The student's first evaluation for Satisfactory Academic Progress occurs at the midpoint of the academic year or the program, whichever occurs sooner, based on actual hours and weeks as follows:

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450 clocked hours & 13.5 weeks, 900 clocked hours & 27 weeks, 1200 clocked hours & 36 weeks.
Esthetics	450 clocked hours & 13.5 weeks, 900 clocked hours & 27 weeks,
Nail Technology	175 clocked & 5 weeks
Instructor 300	150 clocked & 4.5 weeks
Instructor 450	225 clocked & 7 weeks

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

Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency of evaluations ensures that students have had at least one evaluation at the midpoint of the program.

Evaluations will take place within 7 school business days following each evaluation period

Attendance Progress Evaluations

Students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Timeframe

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each course at Satisfactory Academic Progress is stated below:

COURSE		MAXIMUM TIME ALLOWED SCHEDULED HOURS & WEEKS	
FULL TIME 33.75 hours weekly			
Cosmetology	1500 Hours	1770	52 weeks
Esthetics	1000 Hours	1180	35 weeks
Nail Technology	350 Hours	413	12 weeks
Instructor 300	300 Hours	354	11 weeks

Instructor 450	450 Hours	531	16 weeks
<i>PART TIME 20.25 hours week</i>			
Cosmetology	1500 Hours	1770	52 weeks
Esthetics	1000 Hours	1180	35 weeks
Nail Technology	350 Hours	413	12 weeks
Instructor 300	300 Hours	354	11 weeks
Instructor 450	450 Hours	531	16 weeks

The Institute operates all programs according to a schedule of 900 hours and 27 weeks per academic year of instruction.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe will be dismissed from the program and may re-enroll on a cash pay basis. However former students may-reapply as per our Re- Entry Policy. Which states:

Former students of SHI who wish to re-enter must request, in writing, approval to do so from the school administration. The request will be reviewed, and a decision made within 30 days of the request. Tuition and fees will remain the same if the student re-enters within 180 days of the withdrawal date. The student will be required to pay a re-entry fee (\$100 or 15% of tuition, whichever is less) and also go before members of the administration explaining what has changed and why he/she should be allowed to return to the program. The fee must be paid by the student before returning to class. If a student wishes to re-enter after 180 days, they will be charged for tuition rates current at the time of re-entry.

Re-entry students must provide their full and complete kit as required for the course of study or purchase a new one.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 85% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale (for both written and practical):

96 - 100	EXCELLENT
90 - 95	GOOD
85 - 89	SATISFACTORY
84 and BELOW	DOES NOT MEET STANDARDS

Determination of Progress Status

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

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making Satisfactory Academic Progress during the warning period. The student will be advised in writing on the actions required to attain Satisfactory Academic Progress by the next evaluation. If, at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making Satisfactory Academic Progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If, at the end of the probationary period, the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress or by the academic plan, he/she will be determined as NOT making Satisfactory Academic Progress and, if applicable, will not be deemed eligible to receive Title IV funds.

Re-Establishment of Satisfactory Academic Progress

Students may re-establish Satisfactory Academic Progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a LOA, the student will return to school in the same progress status as prior to the LOA. Hours elapsed during a LOA will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

Appeal Procedure

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within 10 calendar days. Reasons for which the student may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet Satisfactory Academic Progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions

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

Transfer Hours

With regards to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluations are based on actual contracted hours at the institution.

COST OF ATTENDANCE

Payment Terms and Extra Instructional Charges

The student pays the school the tuition and fees for the program in advance upon commencement of the course of study unless other payment arrangements are made and agreed upon by all applicable parties. The school may, at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied. The course has been scheduled for completion within an allotted time frame which provides for a grace period equivalent to 80 hours for Cosmetology, 60 hours for Esthetics, and 20 hours for Nail Technology. For example, the school has added a grace period of approximately 80, 60, or 20 hours into the scheduled contract ending date. Students in the Instructor 300 and Instructor 450 programs are not subject to extra instructional charges.

If a student does not graduate by the contract end date, additional training will be billed at the rate of \$5.00 per hour until graduation. The student's hours will not be released to the State Board or governing agency until full payment has been received or payment arrangements have been made.

Financial Assistance

Student tuition may be paid by cash, check, money order or credit card. Other financial options are available through other institutions. SHI will supply a list of institutions providing financial assistance upon request.

*Tuition discounts are sometimes available.

Investment in Education (prices are subject to change)

Cosmetology:

\$15.00	Application Fee (non-refundable)
\$100.00	Registration Fee (non-refundable)
\$2000.00	Student Kit
\$16,885.00	Tuition
\$19,000.00	Total

Esthetics:

\$15.00	Application Fee (non-refundable)
\$100.00	Registration Fee (non-refundable)
\$1885.00	Student Kit
\$11,000.00	Tuition
\$13,000.00	Total

Nail Technology:

\$15.00	Application Fee (non-refundable)
\$100.00	Registration Fee (non-refundable)
\$1385.00	Student Kit
\$2,500.00	Tuition
\$4,000.00	Total

Instructor 300 And 450:

\$15.00	Application Fee (non-refundable)
\$100.00	Registration Fee (non-refundable)
\$400.00	Student Kit
\$1,885.00	Tuition
\$2,400.00	Total

INCOMPLETE ENROLLMENTS

Withdrawal

Students who chose to withdraw from enrollment prior to program completion must:

- Complete all required exit paperwork.
- Satisfy all debts owed to the school or make satisfactory arrangements for debts to the school as approved by the Administration.

After completion of the withdrawal requirements, the school will submit to the Kansas State Board of Cosmetology the student's name, the apprentice license number, the student's date of birth, and the student's social security number. A student that has not attended scheduled classes (no call/no show) for 14 days, will be unofficially withdrawn from the program. The student will be notified in writing of this withdrawal.

Transfer Policy

SHI does not recruit students already attending or admitted to another school offering a similar program of study. We do accept transfer students and previous hours provided they meet requirements mandated by the Kansas State Board of Cosmetology. Students wishing to transfer to the school will enter the program level as deemed appropriate by the Institute after completing a scholastic evaluation. Transfer students must comply with the class level assigned and comply with the Satisfactory Academic Progress policy. In addition, such students must meet all regular entrance and registration requirements. If approved for enrollment, tuition will be charged at the hourly rate for the program at the time of enrollment plus the applicable registration fee. The following requirements must be met by students who transfer to SHI from another cosmetology school:

- Certified transcript of hours earned and requirements previously on file with State Board.
- Time elapsed between transfer will be considered in determining if student will be accepted.
- Submit to a scholastic evaluation as stated above.
- Meet all standard admissions requirements.
- Pay for the prorated tuition for the contracted hours.

Refund Policy

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

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- If a student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement, regardless of whether the student has actually started the training, the applicant is entitled to a refund of all monies paid less the non-refundable \$15 application fee.
- A student (or legal guardian) cancels his/her enrollment after three business days of signing the contract but prior to starting classes, he/she shall be entitled to a refund of all monies paid to the school less the \$15 application fee and the registration fee in the amount of \$100.
- A student notifies the institution of his/her withdrawal in writing.
- 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.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- For 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.

- In the case that an applicant is not accepted, the applicant shall be entitled to a refund of all monies paid less the non-refundable \$15 application fee.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 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 in the course and/or program 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 \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Collections Policy

If a student graduates, is terminated, or withdraws from SHI, the school shall inform the student of any balance owed. Unless otherwise documented as part of an approved payment plan between the student and SHI, the full balance is due within 30 days of the student's receipt of notification of the balance due. Letters are sent to the student's most recent address on file. If the letter is returned it will be kept in the student file and collection procedures will proceed.

SHI is committed to using ethical business practices in connection with any collection efforts. Collection correspondence shall reference SHI cancellation and refund policies.

Collection correspondence regarding cancellation and settlement from the institution itself, banks, collections agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.

In the event that the student's enrollment agreement is sold or discounted to a third party, such third party shall be required to comply with the cancellation and refund policies set forth in this policy.

2023 CLASS START DATES

Nail Technology and Instructor classes start as needed.

Cosmetology

January 23, 2023	April 3, 2023	June 12, 2023
August 28, 2023	November 6, 2023	

Esthetics

January 23, 2023	April 3, 2023	June 12, 2023
August 28, 2023	November 6, 2023	

PROGRAM OFFERINGS AND CLASS START DATES MAY VARY based on class enrollment, staff availability and other considerations.

Contact the Admissions Office to verify program offerings and start dates.

FACILITIES AND EQUIPMENT

Building- The SHI is located at 1034 N. Suite A, Andover Rd., Andover KS 67002. The school consists of four theory classrooms, spa, student lounge, clinic floor and administration offices. With approximately 25,000 square feet of space, our facility exceeds the requirements set forth by the State of Kansas.

Theory- Each theory classroom will accommodate up to 40 students and is equipped with a smartboard and other digital teaching aids.

Practical- The practical classroom will accommodate approximately 30 students. Equipment and other teaching aids are available.

Video- Video equipment, along with digital projection, is available in all classrooms.

Spa- The spa is set up with six facial beds and the latest facial equipment. Professional skin care products are available to perform services.

Lockers- Each student is assigned a locker with a combination lock large enough to hold his/her personal belongings.

Library- Library materials are available to the student for use during regular class. DVDs, videos, books, and other resources are available for student use allowing students to work on an individual basis and at their own pace.

Clinic- The clinic floor consists of a large open area with 52 working stations for the cosmetologists and 6 working stations for the nail technology students.

FACULTY AND STAFF

Administration

Sami Halaseh, Owner

Jessica Langholz, Director of Finance

Erin Loucks, Director of Operations

Kelly Findley, Administrative Assistant

Kasi Adams- Admissions Coordinator

Educators

(including licenses held and the establishment the license was obtained from)

Ashley Johnson, Lead Cosmetology Educator

Cosmetology License – Marinello School of Beauty

Educator License – Sami Halaseh Institute

Lisa Beard, Cosmetology Educator

Cosmetology License – Sami Halaseh Institute

Educator License – Sami Halaseh Institute

Deborah Rockett, Cosmetology Educator

Cosmetology License – Vernon's School of Beauty

Educator's License – University Plaza Cosmetology Academy

Heather Hamilton, Nail Technology Educator, Esthetics Educator

Nail Technology License – Sami Halaseh Institute

Esthetics License – Sami Halaseh Institute

Nail Technology Educator License – Sami Halaseh Institute

Esthetics Educator License – Sami Halaseh Institute

Katie Conrad, Cosmetology Educator

Cosmetology License – Sami Halaseh Institute

Educator License – Sami Halaseh Institute

Jasmine Ornelas, Cosmetology Educator

Cosmetology License – Xenon's International Academy

Educator License – Sami Halaseh Institute

OWNERSHIP AND LICENSURE

Sami Halaseh Institute is owned by Sami Halaseh. The Institute is located at 1034 N. Andover Road, Suite A, Andover, KS 67002. The telephone number is (316) 260-8228.

The school is licensed by the Kansas State Board of Cosmetology, 714 SW Jackson, Suite 100, Topeka, KS 66603-3751; kboc@kboc.state.ks.us; (785) 296-3155.

The school is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA, 22314; (703) 600-7600.

Sami Halaseh Institute has a Certificate of Approval from the Kansas Board of Regents, 1000 SW Jackson Street Suite 520, Topeka, Kansas 66612-1368; (785) 430-4240.

The school is approved for Title IV funding through the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202; (800) 872-5327.

The school administrator may be contacted during normal business hours to schedule an appointment to review certification documents and to obtain other consumer information regarding the institution, enrollment, or other financial assistance available.

AKNOWLEDGMENT OF INFORMATION

Students should review the Institutes approved catalog for information in order to make an informed decision regarding a contractual agreement for enrollment. By signing below, the applicant indicates that he/she has received a copy, has read its contents in its entirety, and agrees to comply with all policies contained herein if accepted for enrollment.

Applicant's Signature

Date