Revised Date: 11/01/26

ANNIE'S BEAUTY ACADEMY
415 SAINT JOHNS CHURCH RD., SUITE 203 CAMP HILL P.A. 17011
www.anniesbeautyacademy.studentinfo@gmail.com 717-489-3380

CATALOG AND CONSUMER INFORMATION 2026-2027
(written in standard English)

WELCOME:

Annie's Beauty Academy offers a unique learning experience in an upscale boutique-style salon and spa environment. Our personalized programs provide the comprehensive training you need to succeed in the beauty industry.

LOCATION:

Conveniently located in Camp Hill, PA, Annie's Beauty Academy is easily accessible from major routes including 11/15, 581, 81, and 83. Enjoy the convenience of nearby shopping and dining at Capital City Mall, Capital City Plaza, and Camp Hill Shopping Center. We're at the heart of it all!

MISSION STATEMENT:

At Annie's Beauty Academy, our mission is to provide professional services through our highly skilled and creative student body, while empowering them to become confident and successful beauty professionals. We uphold the highest standards of professionalism and integrity, ensuring that our students and clients always remain our top priority. Through our dedication to continual education, growth, and the advancement of our students' skills, we will stay ahead of industry standards and cultivate the next generation of beauty leaders.

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LICENSED BY

Annie's Beauty Academy is licensed by Pennsylvania State Board of Cosmetology.
Located at P.O. Box 2694 Harrisburg PA 17105 www.portal.state.pa.us 833-367-2762

ACCREDITATION OUTCOMES DISCLOSURES

Annie's Beauty Academy is not accredited at this time. Outcomes with an Accreditation Agency recognized by the U.S Department of Education will be posted as they become available.

ACADEMY ADMINISTRATION AND STAFF

Annie's Beauty Academy is owned and operated by Anntoinette Bellamy. With over 35 years of industry experience, Mrs. Bellamy serves as the Academy's Director, Administrator, and an Instructor. In addition to Mrs. Bellamy, the Academy administration and staff consist of the following:

Mrs. Bellamy – Owner, Director, Administrator, and Cosmetology Instructor
Mrs. Barbara – Administrator, Cosmetology & Educator Instructor
Ms. Carrie – Esthetics Instructor
Ms. Megan - Esthetics Instructor
Mrs. Janessa – Nail Technology Instructor
Mrs. Jazmin - Administrator

FACILITIES AND EQUIPMENT

Nestled in just over 5,100 SQFT of space, the Academy offers ample on-site parking for students, staff and clients. As a small privately owned Academy, we believe that having a smaller student body facility will allow for a more fulfilled learning experience. This can also have a more positive impact on students' ability to connect with their peers, share and broaden their skills and knowledge of the industry.

Annie's Beauty Academy has a full-service salon / spa clinic floor that is equipped with state-of-the-art equipment, supplies and learning materials to aid students in obtaining the necessary skills and knowledge to not only pass the Pennsylvania State Board exam for licensure, but to also prepare them for future employment in their respect of program course.

ADMISSION AND PRE-ENROLLMENT REQUIREMENTS POLICY

Prior to enrollment students must meet the following requirements:

1. 16 years of age
2. Complete the 12th grade or its equivalent (GED)
3. Applicants for the Educator and Limited License Educator program must be at least 18 years of age at time of enrollment
4. If applicant is a student enrolled in high school, enrollment must be under a formal training agreement with a school district, government agency

A high school student not enrolled through an official district or agency training agreement may be eligible for enrollment at Annie's Beauty Academy if the following requirements are met:

1. No more than 10% of the number of students currently enrolled at the Academy are secondary students admitted this way
2. Meet all state-mandated requirements for admission into the program
3. Obtain written permission from the high school in which they are enrolled
5. Successfully complete a pre-enrollment evaluation established and administered by the Academy

Prior to enrollment students are also required to show proof of the following:

1. Driver's License or Non-Driver's License
2. Two Proofs of ID (Social Security Card, Passport and/or Birth Certificate)
3. Proof of Address if current address is different than listed on the Photo ID (ex: Utility Bill, State ID)
4. Proof of 12th grade education or its equivalent (Report Card, Diploma or H.S transcripts)

If a student is no longer in high school and completed high school early/excelled, a high school transcript showing high school completion can be used, but for students actively/enrolled in high school, all guidelines for the Academy and training agreement must be aligned.

NON-US RESIDENTS

Non-US residents must show proof of either an alien registration card, a recognized Visa(194), or an ITIN card or number. Applicants must be 16 years of age or older. A student qualifies if he/she provides one of the following: - has a high school diploma in standard English (this can be from a foreign school if it is equivalent to a US High School diploma) or high school diploma.
All documents provided must be in standard English.

TRANSFER STUDENTS

A transfer student from another Pennsylvania approved cosmetology school shall obtain:

1. A notarized stamped transcript from the original school listing the hours earned by the students.

2. Verification from the appropriate licensing authority that the other school is licensed in that state, in the case of a student transferring from an out-of-State school to a Pennsylvania school.

CREDIT FOR PREVIOUS HOURS ACQUIRED:

Students with previous training will be evaluated by an instructor on their theory knowledge and practical applications. Previous school transcript is required. Credit will be given for previous course hours and training where applicable. The Program tuition will be adjusted at the Academy Director's discretion. If a student has withdrawn from Annie's Beauty Academy and wishes to return, they must follow the same process as a new student for admissions.

Please note that Grade Point Averages will not be transferred, we can only transfer hours.

REQUIREMENTS FOR PA LICENSURE EXAMINATION PER STATE BOARD GUIDELINES

Cosmetology

(a) An applicant for the cosmetologist examination who holds no limited licenses shall:

(1) Be 16 years of age or older.

(2) Except as provided in subsection (b), have done one of the following:

(i) Completed a 10th grade education or its equivalent.

(ii) Received training from or under the auspices of the Office of Vocational Rehabilitation in the Department of Labor and Industry.

(3) Have done one of the following:

(i) Completed a minimum of 1,250 hours of instruction in cosmetology, within a period of not less than 8 consecutive months, as a day-time student in a licensed school of cosmetology.

(ii) Completed a minimum of 1,250 hours of instruction in cosmetology, within a period of not less than 15 consecutive months, as a night-time student in a licensed school of cosmetology.

(iii) Completed 2,000 hours of training in a Board-approved cosmetology apprentice program.

(b) Subsection (a)(2), does not apply to an applicant who is one of the following:

(1) A veteran.

(2) Thirty-five years of age or older.

(c) An applicant for the cosmetologist examination who holds one or more active limited licenses issued by the Board and who obtained educational credit through a licensed cosmetology school will be given credit for the number of educational hours obtained to qualify for the active limited license or licenses as follows:

(1) An applicant who holds an active esthetics license will be given credit for up to 160 hours toward the total cosmetology training program of 1,250 hours.

(2) An applicant who holds an active nail technician license will be given credit for up to 100 hours toward the total cosmetology training program of 1,250 hours.

(d) An applicant seeking credit for educational credits under subsection (c) shall complete the total of 1,250 cosmetology training hours, including those already completed in the limited license practice field for which the applicant is seeking credit, within 4 consecutive years.

Barbers - Cosmetology Crossover

Credit for Registered Barbers: If a registered barber wishes to become a licensed cosmetologist, he or she shall have successfully completed the 1,250-hour barber training course or possess a current barber license. Upon application to the board, he or she shall be given 555 hours of credit for subjects previously covered in the barber training course, which subjects shall be enumerated by joint regulation of the State Board of Barber Examiners and the State Cosmetology Board.

Before such person is permitted to take the theory State Board examination, he or she shall have successfully passed the theory and practical portions of the State Barber Board examination.

Cosmetology – Vocational Technology

All prospective Cosmetology Vocational Technology graduates who need to complete licensing hours, who enroll in Annie's Beauty Academy within two years of graduating from a state approved Cosmetology Vocational Technology program, and who are within compliance of Pennsylvania State regulations are eligible to receive credit for all their PA Licensing hours completed at a state approved Cosmetology Vocational Technology program providing they meet the following requirements:

a. Meet the Annie's Beauty Academy admission requirements including providing Annie's Beauty Academy, with an official high school transcript and Cosmetology Vocational Technology Transcript of Cosmetology hours and Cosmetology Vocational Technology task list. The documentation must contain details of courses, grades, tasks, and hours completed.

b. Provide Annie's Beauty Academy with a letter of recommendation from their Cosmetology Vocational Technology teacher recommending Annie's Beauty Academy and also give credit for their completed licensing hours.

c. Agree to attend a 6-week curriculum-only course that will review all chapters on the PA State Board Exam for Cosmetology if a student scores less than an 85% on the pretest at Annie's Beauty Academy. If a student scores higher than 85% on the pretest, then they will be required to only complete the remaining hours required for the Pennsylvania State Board Exam.

Esthetics

(a) An applicant for the esthetics examination shall:

(1) Be 16 years of age or older.

Except as provided in subsection (b), have done one of the following:

(i) Completed a 10th grade education or its equivalent.

(ii) Received training from or under the auspices of the Office of Vocational Rehabilitation in the Department of Labor and Industry.

(3) Have completed a minimum of 300 hours of instruction in skin care in a licensed school of cosmetology.

(b) Subsection (a)(2) does not apply to an applicant who is one of the following:

(1) A veteran.

(2) Thirty-five years of age or older.

Nail Technology

(a) An applicant for the nail technician examination shall:

(1) Be 16 years of age or older.

(2) Except as provided in subsection (b), have done one of the following:

(i) Completed a 10th grade education or its equivalent.

(ii) Received training from or under the auspices of the Office of Vocational Rehabilitation in the Department of Labor and Industry.

(3) Have completed a minimum of 200 hours of instruction in nail technology in a licensed school of cosmetology.

(b) Subsection (a)(2) does not apply to an applicant who is one of the following:

(1) A veteran.

(2) Thirty-five years of age or older.

Educator / Limited License Educator

(a) An applicant for the cosmetology teacher examination shall:

(1) Be 18 years of age or older.

(2) Have completed a 12th grade education or its equivalent.

(3) Possess a current cosmetologist license.

(4) Have completed a minimum of 500 hours of instruction in a cosmetology teacher curriculum provided by a licensed school of cosmetology.

(b) An applicant for the limited practice teacher examination in esthetics, nail technology or natural hair braiding shall:

(1) Be 18 years of age or older.

(2) Have completed a 12th grade education or its equivalent.

(3) Possess a current limited license in the relevant limited practice field.

(4) Have completed a minimum of 500 hours of instruction in a cosmetology teacher or limited practice teacher curriculum provided by a licensed school of cosmetology.

(c) An applicant who has already obtained a limited practice teacher license in one of the limited practice fields and desires to obtain a limited practice teacher license in an additional limited practice field shall:

(1) Meet the requirements in subsection (b) for the additional limited practice field.

(2) Successfully complete the practical portion of the teacher examination for the additional limited practice field in which the applicant desires to become a licensed teacher.

PROGRAM HOURS OF OPERATION

Academy hours of operation are Tuesday through Friday

Part-time Day 8:00 am – 12:00 pm and Full-time Day 8:00 am - 4:30 pm

LUNCH BREAKS
Lunch breaks are allotted to full-time students only. A mandatory 30-minute lunch break is scheduled from 12:00 pm – 12:30 pm. If the schedule allows, a student is permitted to take an hour lunch break, however the student must notify an instructor or the Director and make up the additional 30 minutes prior to their contract end date. **There are no exceptions.**

PROGRAMS OFFERED and CAREER OPPORTUNITIES
The following programs are offered for licensure through the Pennsylvania State Board. New enrollment begins every January, March, May, July, September, and November.

Cosmetology – 1,250 Hrs. **(Full-Time Classes Only)**
Barber - Cosmetology Crossover – 695 Hrs.
Cosmetology Vocational Technology – Hrs. will vary
Careers – Stylist, owner, colorist, platform artist, etc.

Esthetics - Part-time and Full-time 400 Hrs.
Careers - Skin care specialist, skin care rep., dermatologist assistant, salon owner, etc.

Nail Technology - Part-time and Full-time 400 Hrs.
Careers – Nail care specialist, nail artist, salon owner, etc.

Educator and Limited License Educator – Part-time and Full-time 500 Hrs.
Career – Teach at a Cosmetology school, vocational teacher, supervise a school, etc.

Additional programs offered:
Refresher Course – 200 Hrs. (non-accredited)
The additional programs offered do not require a State Board exam and will not result in a State Board issued license. However, a Certificate of Completion will be given to individuals who complete the course. These additional courses require the student to currently hold an active Pennsylvania State Board License in the requested course of study or a currently enrolled student.

The Refresher Course (non-accredited) entails theory review of the license currently held. Theory will cover the chapters that will be covered on the State Board exam only for this 6-week course. The Refresher Course (non-accredited) is designed for individuals who have either already completed the State Board required hours of training but have not taken the State exam, for an individual who may need to retake the State exam, or for an individual that would like to refresh their knowledge.

EDUCATIONAL REQUIREMENTS

Cosmetology: 1,250 Hrs. = 40 weeks Full-time

Our Cosmetology program will consist of the following areas of study: History and Career Opportunities, General Anatomy and Physiology, Skin Structure, Growth, and Nutrition, Skin Conditions, Disorders and Diseases, Nail Structure and Growth, Nail Conditions, Disorders and Diseases, Hair and Scalp Properties, Hair and Scalp Conditions, Disorders and Diseases, Principles of Hair Design, Scalp Care, Shampooing, and Conditioning, Haircutting, Hairstyling, Braiding and Braid Extensions, Wigs and Hair Additions, Chemical Texture Services, Haircoloring, Hair Removal, Facials, Makeup, Manicuring, Pedicuring, Nail Tips and Wraps, Liquid and Powder Nail Enhancements, Light Cured Gels

Course Goals: The primary goal of the Cosmetology program is to gain valuable insights on all hair textures and skin types. The elevated content equips future beauty professionals to successfully serve all clients with expertise and inclusivity. We aim to ensure that each student experiences clear and defined competency-based learning objectives that focus on what the students must demonstrate or perfect.

Course Format: The format of our content is aligned with State and Industry standards. Students will be provided with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful Cosmetology program.

An enrolled Cosmetology student at Annie's Beauty Academy must complete 1,250 Hrs. of combined 250 Hrs. of theory and 1,000 Hrs. of practical training and have paid in full the total tuition of the enrolled course to be eligible to take the State Board Cosmetology exam for Pennsylvania licensure.

Cosmetology Vocational Technology: 200 Hrs. = 6 weeks Full-time

Our Cosmetology Vocational Technology program will consist of the following areas of study: Laws Regulations, Communicating for Success, Infection Control, Skin Structure, Growth, and Nutrition, Skin Disorders and Diseases, Nail Structure and Growth, Nail Disorders and Diseases, Hair and Scalp Properties, Hair Services Preparations, Hairstyling, Braiding and Braid Extensions, Wigs and Hair Additions, Chemical Texture Services, Haircoloring, Hair Removal, Facials, Makeup, Manicuring, Pedicuring, Nail Tips and Wraps, Liquid and Powder Nail Enhancements, Light Cured Gels

Course Goal: The Cosmetology Vocational Technology Program is designed to provide high school students with a comprehensive foundation in cosmetology theory, technical skills, professionalism, and safety. The program prepares students for entry-level employment in the beauty industry and, upon meeting all state requirements, eligibility to take the state cosmetology licensing examination.

Course Format: The program combines classroom instruction with hands-on laboratory training and supervised clinical experience. Students learn through lectures, demonstrations, practical exercises, mannequin and live model/client services, and competency-based assessments. Instruction emphasizes technical proficiency, sanitation, customer service, and preparation for state licensure and career success. The Cosmetology Vocational Technology program hours will

vary depending on how many hours the student will need to meet the Pennsylvania State Boards required hours.

Barbers – Cosmetology Crossover: 695 Hrs. = 22 weeks Full-time
Our Barbers - Cosmetology Crossover program will consist of the following areas of study: Nail Structure and Growth, Nail Conditions, Disorders and Diseases, Principles of Hair Design, Shampooing and Conditioning, Hair Styling/Finger waving, Chemical Texturizing, Permanent Waving, Hair Straightening, Skin Care, Nail Technology, Temporary Hair Removal, Scalp Treatment, Care of all hair types and textures, Makeup

Course Goal: The Barber - Cosmetology Crossover Program is designed to prepare licensed barbers with the knowledge, technical skills, and practical experience needed to expand into the field of cosmetology. Students will develop competency in cosmetology services not included in barber training while preparing for state licensure and successful employment in salons, spas, or other beauty industry settings.

Course Format: The program combines classroom theory, instructor demonstrations, hands-on practice, and supervised clinical experience. Instruction includes theory, discussion, practical applications, and state board examination preparation. Students receive ongoing evaluations to ensure proficiency, professionalism, safety, and readiness for licensure and employment.

An enrolled Cosmetology student at Annie's Beauty Academy must complete 695 Hrs. of combined 100 hours of theory and 595 hours of practical training and have paid in full the total tuition of the enrolled course to be eligible to take the State Board Cosmetology exam for Pennsylvania licensure.

Esthetics: 400 Hrs. = 13 weeks Full-time 25 weeks Part-time
(The Pennsylvania State board requires a minimum of 300 hrs. to take the state exam)
Our Esthetics program will consist of the following areas of study: Career Opportunities and History of Esthetics, Anatomy & Physiology, Physiology and Histology of the Skin, Disorders and Diseases of the Skin, Skin Analysis, Skin Care, Products, Chemistry, Ingredients, and Selection, The Treatment Room, Facial Treatments, Facial Massage, Facial Devices and Technology, Hair Removal, Makeup Essentials, Advanced Topics and Treatments

Course Goals: The primary goal of the Esthetics program is to gain valuable insights on all skin types as well as the conditions of the skin. And to also obtain the expertise in performing an extensive range of treatments and services.

Course Format: The format of our content is aligned with State and Industry standards. Students will be provided with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful Esthetics program.

An enrolled Esthetic student at Annie's Beauty Academy must complete 400 Hrs. of combined 150 hours of theory and 250 hours of practical training and have paid in full the total tuition of the enrolled course to be eligible to take the State Board Esthetic exam for Pennsylvania licensure.

Nail Technology: 400 Hrs. = 13 weeks Full-time 25 weeks Part-time
(The Pennsylvania State board requires a minimum of 200 hrs. to take the state exam)
Our Nail Technology program will consist of the following areas of study: History and Career Opportunities, General Anatomy and Physiology, Skin Structure, Disorders, and Diseases, Nail Structure, Disorders, and Diseases, Nail Product Chemistry, Manicuring, Pedicuring, Electric Filing, Nail Tips and Forms, Nail Resin Systems, Monomer Liquid and Polymer Powder Nail Enhancements, Gel Nail Enhancements, and Nail Art

Course Goals: The primary goal of the Nail Technology program is to gain valuable insights on all nail services and to learn how to help clients achieve and maintain healthy, strong, and well-groomed nails.

Course Format: The format of our content is aligned with State and Industry standards. Students will be provided with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful Nail Technology program.

An enrolled Nail Technology student at Annie's Beauty Academy must complete 400 Hrs. of combined 150 hours of theory and 250 hours of practical training and have paid in full the total tuition of the enrolled course to be eligible to take the State Board Nail Technology exam for Pennsylvania licensure.

Educator / Limited License Educator: 500 Hrs. = 16 weeks Full-time 32 weeks Part-time
Our Educator / Limited License Educator program will consist of the following areas of study: The Professional Educator, Study and Testing Skills, Learner Characteristics and Learning Principles, Methods of Teaching and Learning, Program Development and Lesson Planning, Educational Aids and Technology, Communicating Confidently, Effective Presentations, Classroom Management and Supervision, Challenges to Learning, Assessing Progress and Advising Students, Success Strategies for Students, The Student Salon, Learning is a Laughing Matter, Student Retention, Teams at Work, Employment Preparation and Business Fundamentals, and Evaluating Professional Performance.

Course Goals: The primary goal of the Educators' program is to mentor and prepare our Student Teachers on how to manage and engage every student in the classroom. They will also learn how to develop curriculum, lesson plan, assist Instructors and develop their own teaching styles through the hands-on exposure in the classroom setting. We also aim to help the Student Teachers learn how to master the task of teaching a class of individuals with various learning styles that differ depending on how each student retains the information being taught. Understanding the importance of listening to each student as they learn while finding new ways to keep the classroom engaged is a vital component of being a great instructor.

Course Format: The format of our content is aligned with State and Industry standards. Students will be provided with an understanding of the Basic Technical Skills, Related Sciences, and Customer Service Skills necessary to complete a successful Student Teachers program.

An enrolled Student Teacher at Annie's Beauty Academy must complete 500 Hrs. of combined 400 theory hours and 100 hours of practical. The Educator program allows up to 150 clock hours to be earned off campus by working online to complete theoretical coursework on the CIMA digital platform. This remote option is held off campus Tuesday & Thursday for up to 150 hrs. and on campus Wednesday & Friday for the remainder of the 500 required hrs. The student must demonstrate an educator's knowledge and have paid in full the total tuition of the enrolled course to be eligible to take the State Board exam for Pennsylvania licensure.

STUDENT SUPPORT SERVICES

Annie's Beauty Academy provides ongoing academic support to help students successfully complete their programs. Instructors make themselves available during designated instructional and support times to answer questions, provide additional explanations, and assist students with challenging coursework.

Students receive guidance on **organization, time management, proper notetaking, study habits, and test preparation**. Instructors may provide review sessions, practice questions, demonstrations, and individualized assistance when needed. Students are encouraged to seek help early, and instructors monitor student progress and provide additional support or remediation when appropriate.

Annie's Beauty Academy provides advising and counseling services to assist students with academic progress, attendance, program requirements, career preparation, and other concerns that may affect successful completion of their program. Students may request an advising appointment with the Director or appropriate instructor at any time.

Faculty and administration monitor student progress and may initiate an advising session when academic, attendance, conduct, or other concerns are identified. Advising sessions are conducted in a professional and confidential manner, with appropriate documentation maintained in the student's file when necessary.

When a student requires services beyond the Academy's role or expertise, the student may be referred to appropriate community, educational, financial, or professional resources. The Academy does not provide professional mental health, medical, or legal counseling.

ATTENDANCE, ABSENCES AND TARDINESS POLICY

Students are required to attend all scheduled hours outlined in their signed contracted enrollment agreement. Annie's Beauty Academy requires that all students maintain no less than 91% attendance. **Academy holidays and closings will not affect the 91% required attendance.** Full-time students are contractually scheduled Tuesday through Friday from 8:00 am – 4:30 pm.

Part-time students are contractually scheduled Tuesday through Friday from 8:00 am – 12:00 pm

All students must clock in and out for the day using the **SMART** system on the Academy's device. Students must clock in and out for the time that they were on the Academy premises only. If a student fails to clock in or out, student hours will not be counted for that day. However,

the student will receive credit for any services done per the Academy's service guidelines. The student will also be allowed to do any theory work for the day.

Students clocking in more than 15 minutes late at the start of class will not receive hours for the first half of the day. Students clocking in more than 15 minutes late from lunch break will not receive hours for the second half of the day. However, in both cases they will be permitted to attend class and receive credit for tests and requirements rendered. Day time students that are late one hour or more will not be permitted to attend class for the day. **There are no exceptions to this rule.**

Students that clock in after 8:15 am are considered tardy. Three unexcused absences or tardies will result in disciplinary actions. Disciplinarian actions can include dismissal for the day, suspension, or expulsion from the program. The Academy's Director will have full discretion in deciding what disciplinary action is appropriate. If a student misses any scheduled hours, they must make up those hours prior to their scheduled contract end date. If hours are not made up and the students go over their contract end date, a fee of $15 per hour per day will be added for a contract extension. Contract extension fees must be paid in full prior to the contract extension end date in order to graduate.

Hours not received are the responsibility of the student to make up prior to the contract end date. Excused absences will be approved at the Director's discretion. Students are required to notify the Academy of expected tardiness or of an absence. Three No Call No Show incidents will result in either dismissal, suspension, or expulsion. Three unexcused absences will result in a 3-day suspension. The student will be responsible for any hours that go beyond their contract end date.

DRESS CODE POLICY

All students must arrive to class with hair looking professional. Makeup is optional, however, if you intend to wear makeup it must be done prior to arrival.

Each student will receive an Academy-provided smock/apron. If a student needs a replacement smock/apron, the student will need to purchase one from the Academy store.

Students must wear the Academy uniform at all times. The uniform will consist of black or gray color scrubs that will be purchased by the student, and a smock that will be provided by the Academy. The uniform can be purchased from any uniform store of your choice. Black, gray or white long sleeves may be worn underneath your scrub top. Footwear can be any style or color shoe / sneaker of choice with the exception of open toe shoes or slippers.

Student Teachers: Student Teachers are required to wear professional attire with the Academy provided smock. Open toe shoes or slippers are not permitted.

Strong perfume or cologne is discouraged! Light or mild fragrances are preferred. **Failure to arrive to class or to the clinic floor in the appropriate dress code will result in dismissal for the day.**

GRADUATION REQUIREMENTS

Pennsylvania law also requires cosmetology schools to provide practical demonstrations and theoretical studies, including sanitation, sterilization/disinfection, antiseptics, cosmetics, and electrical appliances applicable to the curriculum.

A student may be issued a diploma or certificate of completion only after the Academy verifies that the student has:

1. Completed the minimum State Board clock hours for the enrolled program.
2. Completed the required curriculum and instructional subjects for that program.
3. Successfully completed required theory instruction and practical training.
4. Achieved the Academy's minimum passing grade, such as your established 90% minimum.
5. Demonstrated required practical competencies using the Academy's practical evaluation/checklist.
6. Satisfied attendance and academic progress requirements.
7. Completed required examinations, assignments, practical evaluations, and remediation, if applicable.
8. Completed any required student salon/clinic training applicable to the program.
9. Satisfied all applicable Academy graduation requirements contained in the catalog and enrollment agreement.
10. Had the students' academic, attendance, and clock-hour records reviewed and approved by the Director.
11. Received confirmation that the student is eligible to receive the appropriate diploma or certificate of completion.

Important distinction

The **Pennsylvania State Board does not issue the student's diploma**. Annie's Beauty Academy determines whether the student has successfully completed the Academy's program and issues the school's diploma/certificate. The student then uses the required education documentation to apply for Pennsylvania licensure and take the required State Board examination. For cosmetology, for example, Pennsylvania currently requires 1,250 hours at a licensed school and passage of the Pennsylvania cosmetology licensure examination for licensure by examination. Also, **passing the Academy's graduation requirements does not mean the student is licensed**. Licensure is issued by the Pennsylvania State Board after the applicant satisfies the Board's licensing requirements.

TUITION & PAYMENT OPTIONS

Total program costs that are paid in full at enrollment will receive 10% off program fee only.

Enrollment Fee (Non-Refundable), Application Fee, Student Kit Fee, and CIMA Digital Platform & Textbook Fee are included in the deposit which is due at enrollment.

Annie's Beauty Academy offers 0% interest in-house payment options. Payment options are cash, check, credit card or money order. Set pre-determined payments can be made weekly, bi-weekly or monthly. A $50 fee will be added for all returned checks.

Tuition must be paid in full prior to graduation. Academy Diplomas are not issued until the tuition of the enrolled program is paid in full.

Program:	Program Fee	Enrollment Fee	Application Fee	Student Kit	CIMA Digital Platform & Textbook	Total	Deposit
Cosmetology	$16,500	$85	$50	$750	$350	**$17,735**	**$3,500**
Esthetics	$5,185	$85	$50	$600	$350	**$6,270**	**$1,200**
Nail Technology	$4.700	$85	$50	$500	$350	**$5,685**	**$1,000**
Educator / Limited License Educator	$6,000	$85	$50	N/A	$350	**$6,485**	**$1,300**
Barber - Cosmetology Crossover	$10,500	$85	$50	$700	$350	**$11,685**	**$1,800**
Cosmetology Vocational Technical	Varies	$85	$50	Varies	$350	**$500**	**$500**
Refresher Course (non-accredited)	$2,650	$85	$50	Varies	$350	**$3,135**	**$500**

FINANCIAL AID & GRANTS

Annie's Beauty Academy does not participate in any federal student financial aid at this time. However, private grants and scholarships from external sources are welcomed and can be applied towards tuition. Affordable alternative financing may be an option through your financial institution. Annie's Beauty Academy has in-house 0% interest payments for weekly, bi-weekly, and monthly payments options. In-house payments are available for all potential students.

REFUND POLICY

All refunds are based on hours completed

Enrollment time is calculated using a student's scheduled hours, and unofficial withdrawals must be identified by the school by monitoring attendance at least every 30 days.

The refund policy applies to all withdrawals and terminations for any reason, by either party, including applicant/student decision, course or program cancellation, or Academy closure.

All enrollment fees are fully refundable if the applicant requests cancellation in writing via email or the submission of a letter that has been delivered to the Academy Director in person within 5 calendar days of signing the enrollment agreement provided no classes have been attended and no materials have been used.

If an applicant is not accepted by the Academy or the applicant cancels enrollment prior to the start date, the applicant will receive a full refund of any paid fees and tuition.

If an applicant has been accepted into the program, however, the applicant or guardian cancels or withdraws after the 5th calendar day of signing the enrollment agreement but before classes begin, will be fully refunded minus the application fee.

For students who withdraw from the program after the enrolled start date, the following may apply:

1. A student who withdrawals from the program must submit in writing an official letter in person or via email to anniesbeautyacademy@gmail.com, notifying the Academy Director of the desired withdrawal date. Otherwise, the official withdrawal date will be noted as the last date of attendance.

2. A student or legal guardian withdrawals his/her enrollment after the start date, will be refunded minus the application fee, the CIMA Platform seat & textbook(s) cost, and any student kit items deemed to have been opened or used.

3. A student on approved leave of absence and does not return may receive a refund according to percentage schedule listed below.

4. A student or legal guardian who withdraws prior to course completion, the following percentage schedule of tuition earned by the school applies.

5. In the case of disabling illness, injury, and or death in the student's immediate family (spouse, children, parent, sibling), or other documented medical circumstances, a refund will be made according to the percentage schedule.

6. If in the event of an unforeseen circumstance that the Academy permanently closes or is no longer offering instruction after a student has enrolled, the Academy will provide a refund based off of the percentage schedule listed below of the completed hours that were earned. The Academy will also offer help in identifying an institution for completion of remaining hours. The Academy cannot guarantee the acceptance of enrollment on behalf of another institution. A notarized copy of student transcripts will be provided to each enrolled student.

7. If the course is canceled after student enrollment, and before instruction has begun, the school will provide a full refund of all monies paid.

PERCENT SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE / RETAIN
0.01% to 10.0%	10%
10.01% to 25.0%	45%
25.1% to 50.0%	70%
50.01% or More	100%

Any fees and/or tuition payments subject to a possible refund that were originally made with a credit or debit card will be refunded minus the original transaction fee of 3.5%.

Any monies due to the applicant or students shall be refunded within 30 days of official cancellation or withdrawal notice.

WITHDRAWN STUDENTS' POLICY

Purpose

Annie's Beauty Academy recognizes that students may need to withdraw from their program for personal, academic, financial, or other reasons. This policy establishes a consistent process for voluntary withdrawal and administrative withdrawal while ensuring compliance with Pennsylvania requirements, and applicable federal regulations.

Voluntary Withdrawal

A student who wishes to withdraw from the Academy should notify the **Academy Director in writing**. The written notice should include the student's name, program, requested withdrawal date, and reason for withdrawal, if the student wishes to provide one.

A student who withdrawals from the program must submit in writing an official letter in person or via email to anniesbeautyacademy@gmail.com notifying the Academy Director of the desired withdrawal date. Otherwise, the official withdrawal date will be noted as the following business day.

Administrative Withdrawal

The Academy may administratively withdraw a student for reasons including, but not limited to:

- Failure to meet attendance requirements.
- Failure to maintain satisfactory academic progress.
- Failure to meet financial obligations under the enrollment agreement, as permitted by law.
- Failure to comply with Academy policies or the Student Code of Conduct.
- Failure to maintain required documentation or eligibility.
- Extended absence without appropriate communication.
- Other circumstances permitted under applicable law and Academy policy.

Before administrative withdrawal, the Academy will provide notice to the student when reasonably appropriate and applicable.

Withdrawal Procedure
Upon withdrawal, the Academy will:

1. Document the student's last date of attendance.
2. Complete the appropriate withdrawal documentation.
3. Review the student's academic and attendance records.
4. Determine any applicable tuition balance, refund, or credit in accordance with the Academy's published cancellation and refund policy.
5. Complete any required financial aid calculations and notifications, if applicable.
6. Update the student's academic record.
7. Provide information regarding transcript requests and transfer of completed hours.
8. Provide any required documentation concerning the student's status or withdrawal.

Return of Academy Property
Students withdrawing from the Academy must return Academy property, equipment, keys, identification, or other materials belonging to Annie's Beauty Academy.

Financial Obligations
Withdrawal does not automatically eliminate financial obligations incurred under the Enrollment Agreement. Any refund, balance, or amount due will be calculated according to the Academy's published **Cancellation and Refund Policy** and applicable federal and Pennsylvania requirements.

Re-Entry
A student who withdraws may request re-entry in accordance with the Academy's **Transfer and Re-entry Policy**. Re-entry is subject to program availability, academic standing, applicable licensing requirements, and current Academy policies.

1. The school will charge a re-entry fee of $175.00 to students who are withdrawn and wish to re-enter more than 30 days after withdraw date.
2. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the unenrollment date.
3. If the student has withdrawn from the program and has received tuition payments of any financial aid, the student may be required to refund the aid to the applicable financial institution at the discretion of the financial institution.

Student Records
All withdrawal documentation will be maintained in the student's permanent academic file in accordance with Annie's Beauty Academy's **Record Retention Policy**.

STUDENT ENROLLMENT TERMINATION POLICY
The following policy will apply to all terminations. A student who has been terminated will forfeit any refund and will be responsible for any remaining tuition balance.

Annie's Beauty Academy may terminate a student's enrollment for the following reasons: noncompliance with the enrollment agreement, State Laws and Regulations, general policies, rules and regulations of the Academy, bullying, harassment, Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the Academy, willful destruction of Academy property, theft, drug / alcohol use or any illegal act during attended class hours or on the Academy property, or failure to meet required Satisfactory Progress.

BULLYING, HARASSMENT, AND DISCRIMINATION POLICY

Purpose

Annie's Beauty Academy is committed to providing a safe, respectful, and inclusive learning environment for all students, staff, instructors, and visitors. Bullying, harassment, discrimination, and intimidation are strictly prohibited. Annie's Beauty Academy is an equal opportunity educational learning academy and does not discriminate based on age, race, color, religion, sexual orientation or ethnic origin. This policy outlines expectations for behaviors, reporting procedures, and the Academy's response to violations.

Definitions:

Bullying

Bullying is repeated or intentional behavior – verbal, physical, written, or digital – that intimidates, demeans, threatens, or harms another individual. Bullying includes but is not limited to:

- Name-calling, insults, mocking
- Spreading rumors or gossip
- Social exclusion
- Intimidating gestures or threats
- Interfering with a person's education or well-being
- Cyberbullying through text, email, or social media
- Body shaming

Harassment

Harassment includes any unwanted conduct that creates a hostile, intimidating, or offensive environment. This includes:

- Verbal harassment (slurs, derogatory comments, offensive jokes)
- Physical harassment (unwanted touching, blocking movement)
- Visual harassment (inappropriate gestures, pictures, or text)
- Sexual harassment (unwelcomed sexual comments, advances, or behavior)
- Interfering with a person's education or well-being
- Cyberbullying through text, email, or social media

Discrimination

Discrimination is unfair treatment based on characteristics such as sex, race, color, sexual orientation, gender, age, religion, disability, national origin, ethnic origin, or any other protected category admissions, instruction, or employment.

Expectations for Behavior

All members of Annie's Beauty Academy community must:

- Treat others with respect and professionalism
- Communicate in a courteous manner
- Maintain a positive learning environment
- Avoid any conduct that could be interpreted as bullying, harassment, or discrimination
- Report violations promptly

DRUG AND ALCOHOL CONSUMPTION POLICY

Drug and Alcohol is prohibited on Academy property

Purpose

Annie's Beauty Academy is committed to providing a safe, healthy, and professional learning environment for all students, staff, clients, and visitors. The use, possession, distribution, or being under the influence of tobacco, nicotine products, marijuana, vaping devices, electronic cigarettes, or similar products is strictly prohibited on Academy property.

Policy Statement

Students are prohibited from possessing, using, distributing, selling, or being under the influence of any of the following while on Academy property, in Academy vehicles, or while participating in any Academy-sponsored activity:

• Vaping devices of any kind
• Electronic cigarettes (e-cigarettes)
• Tobacco products
• Nicotine products
• Cigarettes, cigars, and smokeless tobacco
• Marijuana or cannabis products
• THC-containing products
• Any related paraphernalia

This prohibition applies to all areas of the Academy, including but not limited to:
• Classrooms
• Clinic floor
• Restrooms

• Student lounge areas
• Building entrances and exits
Searches, inspections and or disciplinary actions may be taken in these instances.

WEAPONS AND PROHIBITED ITEMS POLICY

Purpose

Annie's Beauty Academy is committed to maintaining a safe and secure learning and working environment. **Weapons and items intended or capable of causing injury are prohibited** on Academy property, in the Academy building, classrooms, clinic areas, and during Academy-sponsored activities, except as specifically permitted by applicable law.

Prohibited items include, but are not limited to:

- Firearms of any type
- Ammunition
- Knives or other weapons not specifically authorized for instructional use
- Pepper spray or mace
- Gas spray or chemical irritant sprays
- Tasers or stun devices
- Explosives or incendiary devices
- Any other object carried or possessed with the intent to threaten, intimidate, or cause injury

Legitimate Cosmetology, Cosmetology Vocational Technology (if applicable), Esthetics, or Nail Technology tools that could potentially cause injury are permitted **only when they are required for training or services and are used and stored in accordance with Academy safety procedures**.

Enforcement

Any student, employee, Instructor, or visitor found possessing a prohibited weapon or item may be subject to **immediate removal from the premises, disciplinary action, up to and including termination of enrollment or employment, and/or notification of law enforcement**, as appropriate and permitted by law.

Individuals should **not confront or attempt to disarm** a person suspected of possessing a weapon. Any concern should be reported immediately to an Academy Director, Instructor, or emergency services when appropriate.

Annie's Beauty Academy reserves the right to take reasonable steps to investigate suspected violations in accordance with applicable law and Academy policy.

STUDENT KIT CONTENTS

Pennsylvania State Board requires that each enrolled student receives a student kit for each program. In addition to the basic equipment and supplies required by the State Board, Annie's

Beauty Academy has added items deemed necessary for the best learning experience offered to each student.

Kit equipment and supplies will vary depending on the program and State Board requirements. Not only does the State Board require that the Academy ensures that each student possess these items, it's also the Boards requirement that each student maintains these items in sanitary condition. The student kit items are for in school use only while enrolled at Annie's Beauty Academy. Students are responsible for kit items that are lost, stolen or damaged. Replacement items can be purchased from the Academy upon request.

Annie's Beauty Academy will ensure that each Cosmetology, Cosmetology Vocational Technology (if applicable) and Barbers – Cosmetology Crossover (if applicable) student possesses and maintains in sanitary condition the following items to be used during any rendered service: 1 Shampoo cape, 1 Styling cape, Curling Iron set, One flat Irons, One pair of scissors. One pair of thinning shears, One hair cutting razor, Brush set, Comb set, One set of hair rollers, A blow dryer, 4 Mannequin heads, A clipper cutting set, A minimum of 100 pin curl clips, Duck bill clips, Butterfly clips, Nail Drill, State Board required items included in an Esthetic student kit, Nail Technology student kit, A carrying case of sufficient size to accommodate the equipment and supplies used by the student, and One Cosmetology textbook.

Annie's Beauty Academy will ensure that each Esthetic student possesses and maintains in sanitary condition the following items to be used during any rendered service: One facial cape, Spatulas, Tweezer set, One makeup kit, A skin care kit, Facial mask brushes, A carrying case of sufficient size to accommodate the equipment and supplies used by the student, and One Esthetic textbook.

Annie's Beauty Academy will ensure that each Nail Technology student possesses and maintains in sanitary condition the following items to be used during any rendered service: One polish kit, One left and right mannequin hand, One nail drill, One nail clipper kit, Nail files, Nail buffers, Cuticle pushers, Nail brushes, Artificial nail tips, Nail art brushes, A carrying case of sufficient size to accommodate the equipment and supplies used by the student, and One Nail Technology textbook.

The Educator program includes a CIMA Digital Platform & textbook only.

Student kit items are subject to change at the Academy's discretion.

TEXTBOOKS AND CURRICULUM USED

Annie's Beauty Academy uses Milady for all instructional materials and curriculum used through the CIMA Platform.

Milady Digital Platform of Cosmetology, Milady Standard Textbook of Cosmetology, Milady Standard Study Guide of Cosmetology

EMPLOYMENT ASSISTANCE POLICY

Although Annie's Beauty Academy cannot guarantee employment for its graduates:
1. Assistance in finding suitable employment will be provided by posting job openings on a career bulletin board for students to review.

2. Students also receive training in professionalism and job search skills including:
    a. How to prepare and write a resume.
    b. Help to complete an employment application.
    c. How to prepare for an effective interview through mock interviews.
3. It is essential for students to obtain and retain employment after graduation.

4. Graduates are encouraged to follow-up with Annie's Beauty Academy on current employment, employment need, or employment changes.

5. Job referrals will be given to interested graduates.
Annie's Beauty Academy maintains a network of relationships with professionals, employers, and guest speakers that provide mentoring to students while they are in school.

ACADEMY HOLIDAY CALENDAR
Annie's Beauty Academy will be closed in observation of the following holidays: New Years Day, Good Friday, Juneteenth, Summer Break – 4th week in June, Independence Day, Veteran's Day, Thanksgiving week, Winter Break - Christmas week through First Tuesday after New Years Day.

ACADEMY CANCELLATION
Academy closings due to inclement weather, Government mandated closing or a facility safety hazard will be sent via text message, or phone call to all enrolled students and staff.

DUTIES
The Pennsylvania State Board requires all students to assist in general cleanup and other duties that may be required in an operating salon except that students may not be required to scrub floors, wash windows, or perform janitorial tasks. Work areas and stations must be cleaned and sanitized after each client. **Failure to comply may result in disciplinary actions such as loss of hours for the day.**

FIRE SAFETY, EMERGENCY RESPONSE AND EVACUATION
In the event of fire safety, an emergency or evacuation, proper steps and precautionary measures will be taken. Students and staff are instructed to evacuate the Academy immediately and will meet in the grass area between the Academy and McDonalds. Emergency exits are posted within the Academy. Fire Extinguishers are available at the front door entrance and at the door in the student kitchen. In the event of an emergency evacuation, Annie's Beauty Academy will follow the procedures outlined by local emergency officials.

Exit procedures are posted outside of the theory room, Front entrance, and the service hallway. All students receive the evacuation route with designated safety check points during orientation. Academy staff / Instructors are well versed in emergency response and evacuation methods.

Fire Drills are performed at scheduled times unknown to the students.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Provisions in this policy that refer to federal student financial aid or Title IV funding apply only IF the Academy is approved to participate with federal students financial aid (Title IV) programs. The Academy does not currently participate.

Purpose

Annie's Beauty Academy is committed to helping students successfully complete their educational programs. This Satisfactory Academic Progress (SAP) Policy establishes the academic and attendance standards students must meet to remain in good standing with Annie's Beauty Academy and, when applicable, remain eligible for federal financial aid.

This policy applies consistently to all students enrolled in the same program and is administered in accordance with applicable Pennsylvania requirements, and U.S. Department of Education regulations

1. SAP Requirements

Students must maintain satisfactory academic progress in **both** of the following areas:

1. **Qualitative Progress:** Maintaining the required academic performance.
2. **Quantitative Progress:** Completing the program within the maximum allowable time frame.

Students must also meet the Academy's attendance requirements.

2. Qualitative Academic Progress

Students are expected to maintain a minimum overall academic average of 90**%**, unless a different standard is established for a specific program.

Academic progress may be measured through:

- Written examinations
- Practical examinations
- Assignments
- Theory assessments
- Practical skills
- Clinic/salon performance
- Instructor evaluations

Students who fall below the required academic standard will be notified and provided an opportunity to improve.

3. Quantitative Progress and Attendance

Students must successfully complete their scheduled hours at a pace that allows them to complete the program within the maximum time frame established by the Academy and applicable regulations.

Students are expected to maintain a minimum attendance rate of 91**%** of their scheduled hours, unless a different standard is required by the student's program or applicable regulations.

Attendance is calculated by comparing the hours completed with the hours scheduled.

Example:
If a student is scheduled for 100 hours and completes 91 hours, the student's attendance rate is 91%.

4. Maximum Time Frame
Students must complete their program within a maximum time frame of **150% of the published program length**, unless a different maximum is required by applicable law or regulation.

For example, a program requiring 1,250 clock hours would have a maximum allowable time frame of 1,875 scheduled clock hours.

Students who are unable to complete their program within the maximum time frame may become ineligible for additional federal financial aid

5. SAP Evaluation Periods
SAP will be evaluated at regularly scheduled intervals appropriate to the student's program and in accordance with applicable federal and accreditation requirements.

At each evaluation, the Academy will review:

- Academic performance
- Completed hours
- Scheduled hours
- Attendance percentage
- Maximum time frame
- Previous SAP status
- Financial aid eligibility, if applicable

The Academy will notify students when their SAP status changes.

6. SAP Warning
If a student fails to meet the required academic or attendance standard at an evaluation point, the student may be placed on **SAP Warning**, when permitted under applicable federal financial aid regulations.

During the warning period, the student may continue attending classes and, when applicable, remain eligible for federal financial aid.

The student will be advised of the deficiencies that must be corrected.

7. SAP Unsatisfactory / Loss of Eligibility
If the student fails to meet SAP requirements after the applicable warning period, the student will be considered **not making satisfactory academic progress**.

The student will become ineligible for federal financial aid until eligibility is restored through the Academy's appeal process or by successfully meeting the required SAP standards.

8. SAP Appeal
A student who loses financial aid eligibility due to failure to meet SAP requirements may appeal when permitted by federal regulations.

The appeal must be submitted in writing and should explain:

- The circumstances that prevented the student from meeting SAP.
- What has changed that will allow the student to meet SAP requirements going forward.
- Supporting documentation, when available.
- An academic plan for successful completion.

Examples of circumstances that may be considered include:

- Serious illness or injury
- Death of an immediate family member
- Significant personal circumstances
- Other documented circumstances beyond the student's reasonable control

Appeals will be reviewed by the Academy Director or designated SAP Appeals Committee.

9. Academic Plan
If a SAP appeal is approved, the Academy may establish an individualized **Academic Plan** outlining specific requirements the student must meet.

The plan may include:

- Minimum grades
- Required attendance
- Completion of specified hours
- Additional academic support
- Regular progress meetings

Failure to comply with an approved academic plan may result in loss of financial aid eligibility, when applicable.

10. Reinstatement of SAP Eligibility
A student who loses SAP eligibility may regain eligibility by successfully meeting the Academy's required academic and attendance standards.

Students should contact the Academy Director or designated financial aid representative to determine the requirements for reinstatement.

11. Transfer Students
Transfer credits accepted toward the student's program will be evaluated in accordance with the Academy's Transfer and Re-entry Policy.

Accepted transfer hours that apply toward the student's program may be included when determining the student's maximum time frame and quantitative progress, as required by applicable federal regulations.

12. Withdrawals, Re-Entry, and Program Changes
Students who withdraw, return to the Academy, or change programs will have their SAP status evaluated in accordance with applicable federal regulations and Academy policy.

Previous coursework and hours may affect the student's maximum time frame and SAP calculation.

13. Incomplete Grades
An incomplete grade, when permitted, will be treated in accordance with the Academy's grading and SAP procedures.

Once the coursework is completed and a final grade is assigned, the student's SAP status will be reevaluated as required.

14. Student Notification
Students will receive written notification when they:

- Meet SAP requirements.
- Are placed on SAP Warning.
- Fail to meet SAP requirements.
- Lose financial aid eligibility.
- Have an SAP appeal approved or denied.
- Are placed on an academic plan.

Notifications may be delivered by letter, email, student portal, or another official Academy communication method.

15. Responsibility for SAP Administration
The **Academy Director and designated financial aid personnel**, when applicable, are responsible for:

- Monitoring SAP.
- Maintaining SAP records.
- Evaluating student progress.
- Notifying students of SAP status.

- Reviewing SAP appeals.
- Maintaining documentation supporting SAP determinations.

GRADING POLICY AND PROCEDURES

Purpose

Annie's Beauty Academy is committed to providing students with a fair, consistent, and objective method of evaluating academic and practical performance. This policy establishes the grading standards and procedures used to measure student progress toward successful completion of their program.

1. Grading Policy

Students are evaluated on both **theory/academic knowledge** and **practical skills** throughout their program.

Grades are based on demonstrated knowledge, skills, professionalism, and completion of assigned coursework and practical requirements.

Students are expected to maintain a minimum overall academic grade of 90**%** to remain in satisfactory academic standing.

Grading standards are applied consistently to all students within the same program.

2. Grading Scale

Unless otherwise specified in a program's curriculum, Annie's Beauty Academy uses the following grading scale:

Percentage	Letter Grade	Description
98–100%	A+	Mastery
94–97%	A	Excellent
90–93%	A-	Satisfactory
80–89%	B	Failing
Below 79%	C	Unsatisfactory

A minimum grade of 90**%** is required for satisfactory academic progress.

3. Methods of Evaluation

Students may be evaluated through:

- Written examinations
- Quizzes
- Homework and assignments
- Projects
- Practical examinations
- Practical demonstrations
- Instructor observations

- Clinic/salon services
- Skills assessments
- State Board preparation activities
- Professional conduct and participation

The specific methods used will depend upon the student's program and curriculum.

4. Theory/Academic Grades
Theory grades may be based on:

- Written tests
- Quizzes
- Assignments
- Projects
- Class participation
- Homework
- Other approved academic activities

Instructors are responsible for clearly communicating assignments, testing requirements, and grading expectations to students.

5. Practical Grades
Practical performance will be evaluated using established criteria appropriate to the student's program.

Practical evaluations may consider:

- Proper procedures
- Technical skills
- Accuracy
- Time management
- Safety
- Sanitation and infection control
- Professionalism
- Client communication
- Proper use of tools and equipment
- Final service results

Students will be informed of the requirements before being evaluated whenever practical.

6. Clinic/Salon Floor Performance
Students performing services in the student salon or clinic area may be evaluated on:

- Preparation of the workstation
- Client consultation
- Service procedures

- Safety and sanitation
- Professional behavior
- Service completion
- Clean-up
- Proper documentation

Students must follow all Academy and Pennsylvania State Board of Cosmetology requirements while performing services.

7. Attendance and Academic Progress
Attendance is tracked separately from academic grades but is an important component of satisfactory academic progress.

Students must meet the Academy's attendance requirements and maintain the standards established in the **Satisfactory Academic Progress (SAP) Policy**.

8. Grading Records
Instructors are responsible for maintaining accurate and current grade records.

Grades should be entered or submitted according to the Academy's established schedule.

Grade records may include:

- Date of evaluation
- Assignment or examination
- Grade earned
- Practical evaluation score
- Instructor’s comments
- Student progress notes

Records should be maintained securely and in accordance with the Academy's Record Retention Policy.

9. Student Access to Grades
Students may request information regarding their academic progress from their instructor or the Academy Director.

Students should be provided with reasonable opportunities to review their progress and identify areas requiring improvement.

10. Failed Assignments or Examinations
Students who receive an unsatisfactory grade may be required to:

- Complete additional assignments.
- Receive additional instruction.
- Retake an examination when permitted.

- Repeat a practical demonstration.
- Complete additional practice.
- Meet with an instructor or Academy Director.

The instructor will communicate the appropriate corrective action to the student.

11. Grade Changes
Grades may only be changed when:

- A mathematical or recording error occurred.
- The wrong grade was entered.
- An evaluation was determined to have been recorded incorrectly.
- Another legitimate administrative error is identified.

Grade changes must be documented and approved by the instructor and/or Academy Director.

Grades may not be changed solely to improve a student's academic standing without a legitimate documented reason.

12. Grade Appeals
A student who believes a grade was calculated or recorded incorrectly may request a review.

The student should first discuss the concern with the instructor.

If the issue cannot be resolved, the student may submit a written appeal to the Academy Director within **5 business days** of receiving the grade.

The Academy Director will review the available documentation and provide a final institutional determination.

13. Academic Support
Students experiencing academic difficulties are encouraged to seek assistance as early as possible.

Academic support may include:

- Additional practice
- Review sessions
- One-on-one instruction
- Study recommendations
- Additional practical demonstrations
- Academic progress meetings

14. Relationship to Satisfactory Academic Progress
Grades earned under this policy are used, when applicable, to determine the student's qualitative academic progress under the Academy's **Satisfactory Academic Progress Policy**.

Students must maintain the minimum academic standard established by the SAP Policy in addition to meeting attendance and completion requirements.

15. Student Responsibilities
Students are responsible for:

- Completing assignments on time.
- Preparing for examinations.
- Participating in practical evaluations.
- Maintaining required academic standards.
- Seeking assistance when needed.
- Reviewing their academic progress.
- Following all testing and evaluation procedures.

16. Instructor Responsibilities
Instructors are responsible for:

- Applying grading standards consistently.
- Maintaining accurate grade records.
- Providing students with appropriate feedback.
- Communicating academic expectations.
- Documenting practical evaluations.
- Identifying students who require additional academic assistance.
- Reporting academic concerns to administration when appropriate.

STUDENT RELEASE OF INFORMATION POLICY
Purpose
Annie's Beauty Academy is committed to protecting the privacy and confidentiality of student educational records. This policy establishes procedures for releasing student information to individuals, organizations, employers, government agencies, or other third parties in accordance with the **Family Educational Rights and Privacy Act (FERPA)**, when applicable, and other applicable privacy requirements.

Policy
Annie's Beauty Academy will not release personally identifiable information from a student's education records to a third party without the student's prior written consent unless the disclosure is permitted or required under an applicable legal exception.

For students attending Annie's Beauty Academy as a postsecondary institution, FERPA rights generally belong to the student, regardless of the student's age.

Written Authorization
When student consent is required, the student must complete and sign an **Authorization for Release of Information Form**.

The authorization must:

- Identify the student.
- Specify the records or information authorized for release.
- State the purpose of the disclosure.
- Identify the person, organization, or class of parties receiving the information.
- Be signed and dated by the student.

Electronic consent may be accepted when the system appropriately identifies and authenticates the student and indicates the student's approval.

Information That May Be Released
Depending upon the students' authorization, information may include:

- Enrollment status
- Attendance information
- Academic progress
- Grades
- Completed hours
- Graduation status
- Program information
- Transcript information
- Financial account information
- Financial aid information, when applicable
- Licensing or examination eligibility information
- Other specifically identified educational records

The Academy will release only the information authorized and reasonably necessary for the stated purpose.

Verification of Identity
Before releasing confidential student information, Academy personnel will take reasonable steps to verify the identity of the student or authorized recipient.

Telephone requests for confidential information will not be fulfilled unless the Academy can reasonably authenticate the identity of the requesting individual. FERPA requires reasonable methods to identify and authenticate individuals receiving protected information.

Exceptions to Written Consent
The Academy may disclose student education records without prior written consent when FERPA or another applicable law specifically permits or requires the disclosure.

Examples may include certain disclosures:

- To school officials with a legitimate educational interest.
- In response to certain court orders or lawfully issued subpoenas.
- To authorized representatives for certain audits or evaluations.

- In connection with a health or safety emergency when the applicable requirements are met.
- To another educational institution in which the student seeks or intends to enroll, subject to applicable FERPA requirements.
- As otherwise permitted under applicable law.

The Academy will determine whether an exception applies before making a disclosure.

Record of Disclosures
The Academy will maintain documentation of requests for access to and disclosures of personally identifiable information from student education records when required by FERPA.

The record will identify the parties who requested or received information and their legitimate interests when required.

Revocation of Authorization
A student may revoke a release authorization in writing at any time, except to the extent the Academy has already acted in reliance upon the authorization.

Revocation requests should be submitted to the Academy Director.

Confidentiality
All employees and instructors with access to student records are responsible for maintaining confidentiality and may access student information only when they have a legitimate educational or institutional need.

Unauthorized disclosure of student information may result in corrective or disciplinary action.

Student Records
Release-of-information forms and related documentation will be maintained in the student's record in accordance with Annie's Beauty Academy's **Record Retention Policy**.

Student Right to Review
Students have the right to inspect and review their education records and to exercise applicable rights concerning the privacy and amendment of those records under FERPA.