



Centralia Beauty College
217 S. Tower Avenue
Centralia, WA 98531 360-736-2866

“THIS DOCUMENT CONTAINS THE CURRENT ANNUAL SECURITY REPORT INCLUDING CURRENT CRIME STATISTICS REQUIRED UNDER THE JEANNE CLERY DISCLOSURE OF CAMPUS CRIME STATISTICS ACT (CLERY ACT) AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA).”

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Centralia Beauty College
School Catalog & Consumer Disclosure Information
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OUR MISSION STATEMENT

Our school's mission is to provide quality educational programs to prepare students to pass the Washington State Department of Licensing written and practical examinations for licensure. Also, to provide opportunities for our students to gain employment within their chosen field by means of exposure to local businesses that provide employment in the beauty industry. We are committed to providing a solid educational foundation that allows our team to pursue excellence. We believe that when our students come first success will follow.

GENERAL CONSUMER INFORMATION TO ALL STUDENTS

Centralia Beauty College, hereinafter known as “Centralia Beauty College” will make available to students, employees and potential students & employees this Catalog & Information Disclosure on the website located at www.centraliabeautycollege.com . This disclosure will be update annually and will include information on financial assistance, school performance statistics (IPEDS) and the Annual Security Report. There is no Annual Fire Safety Report as, Centralia Beauty College does not offer student housing. Annually, notice will be given to all currently enrolled students that the Catalog and Information Disclosure has been updated and they will be informed where to find it online. A paper copy will be supplied upon request.

Centralia Beauty College will annually distribute to all enrolled students, a notice of the availability of the Consumer Information. It is known that the student is responsible for understanding all the content in the Consumer Information document and how it directly relates to federal student aid. For more general Centralia Beauty College information, you may contact Admissions at (360)736-2866 or info@centraliabeautycollege.com.

CONTACT PERSONNEL TO ASSIST WITH CONSUMER INFORMATION

Our Financial Aid Director and Admissions Representative is knowledgeable of the information contained within this document and are readily available to assist prospective/enrolled students and/or their parents during normal business hours. Our business hours: 8:30am to 5:00pm Tuesday through Saturday.

FINANCIAL AID

For financial aid information you may contact Financial Aid Officer, (FAO), at (360)736-2866 for additional questions or email at info@centraliabeautycollege.com .

SCHOOL FACILITIES

The school has a classroom, Foundations training area, facial and make-up room, student lounge, and clinical areas. The clinic classroom is outfitted with adequate hair dryers, shampoo, and drying stations with chairs, to meet the educational needs of the student. There is a reception area set aside for clients while they await student services.

MISREPRESENTATION POLICY OF TRUTH AND CANDOR

Centralia Beauty College, its staff and faculty are committed to maintaining the highest standard of integrity in every aspect of its operations and in assuring complete transparency, candor, and accuracy in all its communications with students, accrediting agencies, and the public. Further, Centralia Beauty College is using procedures and practices aimed at eliminating errors while communicating with students and the public.

ADMINISTRATION AND FACULTY

Centralia Beauty College’s faculty consists of the school owners and admissions department. Rhea Hernandez and Steve Hernandez have over 25 years of experience in the Cosmetology industry combined with Rhea having been a cosmetologist for 23 years. Her and her husband Steve having owned their own successful salon. Steve has done media and marketing with industry leaders promoting their businesses and teaching leadership to businesses and leaders in the industry. Jacqueline Smith is our school manager as well as a licensed cosmetologist and cosmetology instructor. Tara Foster is our Financial Aid Administrator. Karen Brown is our Foundations Instructor and has been licensed in the industry for over 37 years. Lyndsi Erdman is an instructor and has been licensed in the industry for 5 years. Jessica Teehee is a licensed cosmetologist and instructor and has been in the field for 8 years. Sunserree Murphy is a licensed cosmetologist and instructor and has been in the field for 10 years.

All instructors complete 12 hours of continuing education each year along with their instructors' licenses, are CTE certified instructors through the Washington state office of the superintendent of public instruction. (Maximum student to instructor ratio 20:1)

RECRUITER COMPENSATION/INCENTIVE PROGRAMS

Centralia Beauty College does not have a Recruiter Compensation program for either its staff or any outside parties, for Admissions or Enrollment.

ACADEMIC IMPROVEMENT PLAN

Centralia Beauty College and its advisory committee have considered the feedback received from current students, graduates, and employers of graduates, as well as the school's outcome rates. Based on the information from the advisory council, Centralia Beauty College has determined that the Open House and Job fair have proved helpful in finding employment and placing graduates in local salons. These events are held in conjunction twice a year, in March and November. We also continue building relationships with area salons to bridge the gap for employment and beyond. We will continue to review student test results and look at where students are having the most difficulty and find ways to improve in those areas. We will continue to schedule hair color classes, hair cutting classes, salon management and product knowledge classes from educators in the industry.

GAINFUL EMPLOYMENT DISCLOSURE

At the time of the publication of this catalog/handbook, Centralia Beauty College did not have any data to report to the Department of Education.

REPORTING AND DISCLOSURE OF INFORMATION

This Consumer Information will be available online at www.centraliabeautycollege.com. All enrolling students will receive a copy of this disclosure. It will be updated yearly, and all students, employees, potential students, and potential employees will be made aware that this information has been updated. Annual Security Reports can be found later in this document. Since Centralia Beauty College does not provide housing, it does not produce an Annual Fire Safety Report.

LICENSURE/ACCREDITATION/ORGANIZATIONS

Licensing Authority/The school is licensed by the Washington State Department of Licensing and regulated via the Revised Code of Washington and the Washington Administrative Codes. The school is subject to periodic unscheduled inspections to ensure compliance with the law. Any person wishing to practice Cosmetology and Instructor Cadet for pay must attend a licensed school for the required number of hours and pass a state administered examination for the profession for which they have been trained. The address is: Business and Professions Division, Cosmetology Unit, P.O. Box 9026, Olympia, WA 98507 (360) 664-6626.

Accreditation Agency/ The National Accrediting Commission of Career Arts and Sciences (NACCAS) is an autonomous, independent accrediting commission constituted as a nonprofit Delaware corporation, with its main office located in Alexandria, Virginia. The Commission's origins date back to 1969, when two accrediting agencies in the field merged to form the Cosmetology Accrediting Commission (CAC). CAC changed its name to "NACCAS" in 1981. NACCAS is recognized by the U.S. Department of Education as a national agency for the institutional accreditation of postsecondary schools and departments of cosmetology arts and sciences, including specialized schools. It presently accredits approximately 1,700 institutions that serve over 120,000 students. These schools offer over twenty (20) courses and programs of study that fall under NACCAS' scope of accreditation.

The address is: National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) 3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600.

Note: All licensing/accrediting/approval can be found posted at Centralia Beauty College.

2024/2025 ENROLLMENT START DATES

January 24, 2024/March 26, 2024/May 21, 2024/June 25, 2024/September 04, 2024/November 12, 2024/ January 22, 2025/March 11, 2025/April 22, 2025/June 24, 2025/September 03, 2025/October 14, 2025/November 25, 2025
(Maximum of 30 students per class)

Instructor Cadet classes begin at the time of enrollment.

ENDING DATES OF COURSES End dates vary depending upon student attendance.

SCHOOL INFORMATION CENTRALIA BEAUTY COLLEGE

217 S. Tower Avenue
Centralia, WA 98531

360-736-2866

SCHOOL HOURS OF OPERATION

School hours are from 8:30 a.m. to 5:00p.m. Tuesday through Saturday.

The daily schedule is as follows:

8:00a.m. to 8:30a.m. Daily school set-up

8:30a.m. to 9:30a.m. Theory Tuesday-Friday

9:30a.m. to 4:30p.m. Clinic floor

4:30p.m. to 5:00p.m. Disinfecting and Sanitation

Students are allowed a 10-minute rest period in the morning and afternoon as the schedule allows

SCHOOL CLOSURES

If for any reason the school should have to close for inclement weather, we will follow Centralia School Dist. As well as update on all social media platforms.

Centralia Beauty College is closed in observance of the following holidays:

- Spring Break (1st full week of April)
- Thanksgiving Day and the 2 days after
- Independence Day
- December 24th – January 2nd of the New Year

CONSTITUTION DAY

Centralia Beauty College celebrates Constitution Day on or near September 17 of each year. For more information visit www.constitutionday.com

ENROLLMENT/ADMISSIONS POLICY

COSMETOLOGY and INSTRUCTOR CADET PROGRAMS

Centralia Beauty College admits as regular students those who are 17 years of age; have successfully completed high school or its equivalent as evidenced by any of the items on the following non-exhaustive list: copy of a high school diploma, copy of GED certificate, associate degree, copy of a transcript showing high school completion, or a certificate of attainment, or have evidence of completion of home schooling. If attending under the training agreement with New Market Skills Center, you must meet the admission requirements set out in the New Market Skills Center training agreement. Centralia Beauty College does not accept "Ability to Benefit" (ATB) students. Foreign students must provide evidence that verification of foreign high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma. Forms and agency contact will be provided to student. Verification cost is the students' responsibility. Students must also complete an entrance interview with our admissions department.

INSTRUCTOR CADET

*Must also present a valid Washington State Cosmetology License

Please note: after a student completes the course and passes all Washington State Department of Licensing exams and then applies for licensure, they will be asked a series of four background check questions. The Department will assess the answers to those questions and, if it finds sufficient reason, will investigate. If the Department determines there is reason to deny licensure the student will be notified and given an opportunity to appeal the decision. If you have any questions regarding your eligibility for licensure you can contact the Washington State Department of Licensing a (360)664-2550. You can also find further information online in the Washington State RCW 18.235.50. <http://apps.leg.wa.gov/RCW/default.aspx?cite=18.235&full=true#18.235.005>

ADMISSION PROCEDURE for NEW/TRANSFER and RE-ENTERING STUDENTS

Applications are available by request at info@centraliabeautycollege.com on our website or in person from our Admissions Department located in our facility at 217 S. Tower Ave. Centralia, WA 98531. Application procedures are as follows:

STEP1. SCHEDULE A CAREER PLANNING SESSION:

Call the admissions office, to schedule an interview and tour. Complete a FAFSA if you plan on using Financial Aid. Federal School Code: 042747. All students admitted are beyond the compulsory age of attendance. Centralia Beauty College does not admit ability-to-benefit students.

STEP 2. AT REGISTRATION THE FOLLOWING ARE REQUIRED:

Completed application and all necessary enrollment documents (Minimum of Valid ID and High School diploma or equivalent.)

Sign an Enrollment Agreement/Contract

Receive Orientation packet

Pay registration fee (non-Title IV students)

TRANSFERRING STUDENT

Students transferring from another school may, upon the schools' review of the students' previous records and, a written and practical review, receive credit toward completion of student learning objective and course requirements. Centralia Beauty College may accept between zero and 450 hours a student has accrued from another school. This also applies to all New Market Skills students. The transfer student's SAP evaluation points are the established evaluation points OR the midpoint of the contracted hours, whichever comes first. The attendance rate and academic average is based on those hours accrued at Centralia Beauty College and does not include the hours transferred from the students' previous school. A student coming into this institution with hours from another institution will have those hours counted towards the purposes of calculating the student's Maximum Time Frame, but those hours do NOT factor into the student's SAP attendance and academic averages. Centralia Beauty College does not and will not recruit students already attending or enrolled in another school offering similar programs of study. Washington State Department of Licensing does not recognize hours attended at schools outside of Washington State.

RE-ENTRY/INTERRUPTIONS/COURSE REPEATS

Students reentering the program require a personal interview with school administration. After reentry, the student's SAP evaluation points the established evaluation points, and the attendance rate and academic average is based on those hours, continuing from the point at which the student left the program previously. Students who re-enter the program before a 180 day leave or drop, are placed in the same Satisfactory Academic Progress standing as when they left. If a re-enrolling student has previously used all their excused absences provided under their original contract, the student will not receive any additional time for excused absences under the new re-enrollment contract. They will be treated as a transfer student regarding Satisfactory Academic Progress reviews. The student's SAP evaluation point is the established evaluation point, and the

attendance rate and academic average is based on those hours and does not include the hours accrued from the students' previous enrollment at the school. In addition, a student may be responsible for any previous overtime charges that had previously accrued, but not yet assessed. Outstanding tuition, fees, and overtime expenses must be paid in advance, or the student must make satisfactory arrangements with the Financial Aid Administrator. Previous tuition payments will be credited to the student's balance. Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.

Students will also pay a \$200.00 re-entry fee. The Washington State Department of Licensing does not recognize any hours a student may have accrued in a program after three years from a student's last day of attendance in that program. Any student wanting to re-enter the program again, after that three-year mark, must repeat all hours of the program.

ATTENDANCE POLICY

As a student at Centralia Beauty College, whether you are attending through funds provided by Financial Aid, through funding of your own or on contract with the school, you are responsible to attend school in accordance with the schedule you have selected. As there is a limited number of absences allowed in your contract, you must be certain that you can commit to your schedule before you enroll in a program. Excessive absences and tardiness are grounds for termination.

Being on time is an important part of being a part of the beauty industry. Please review the following information regarding policies and procedures. It is very important to communicate any absence or tardiness and to be mindful that your attendance not only affects you and your progress but also others, including our guests, front desk, and fellow students. Written Warnings and Suspensions will be enforced for exceeding allotted tardy days or failing to follow call out procedure.

ABSENCE OR TARDY

If you are going to be absent or are running late, it is critical that you call and leave a message at the school, (360-736-2866) email Info@centraliabeautycollege.com that you are going to be absent or tardy. You must make some sort of contact by the time listed below. If you need to be late, please let the front desk know the time when you will arrive so they can manage appointments.

Call out Times for all Programs:

8:00a.m. for 8:30a.m. start time

Educators will be taking attendance in classrooms. Be present at your station/assigned classroom at your assigned start time of 8:30a.m.

TARDY POLICY

Being on time is an important part of becoming a beauty professional. We understand that life and circumstances can be unavoidable and so students are permitted 3 tardy days in a month. Students must communicate if they will be tardy by following the procedure outlined above or considered a No Call No Show. Students are considered tardy if they arrive after their scheduled start time.

The following is considered a Tardy:

Clocking in after your scheduled start time

Arriving in the classroom, clinic/salon area after the scheduled start time

Clocking in late when returning from meal breaks, breaks.

Exceeding the allowed break time from class or clinic/salon area.

***NOTE:** Please do not leave the school except for meal breaks

Consequences for exceeding monthly tardy of 3 days:

Every month with more than 3 Tardy = Warning

4th Tardy = Suspension for 1 day

In addition, students are ineligible to receive student services during the following month.

Continued tardiness may result in Termination per the maximum suspension policy.

NO CALL NO SHOW

A No Call No Show is your failure to call out, by the times stated above, prior to the student's scheduled start time or failure to submit an absence request in advance. Therefore, the student fails to communicate they will be absent or tardy.

The following is considered a No Call No Show

Failure to call out by stated times above prior to your scheduled start time

Failure to submit an absence request form in advance

Calling in tardy and then not showing up at the time communicated that would've arrived consequences for No Call No Show

First Incident = Warning

Second and any subsequent incidents = 1 day suspension per incident. In addition, you are *ineligible to receive any student services for a month.*

Continued No Call No Shows may result in termination per the maximum suspension policy.

LEAVING EARLY

Students must consult with an instructor and or school manager if requesting to leave early for the day. Communication needs to be at the beginning of the day to avoid any complications to the daily schedule. Failure to do so will result in a one-day suspension. Students who consistently leave early will need to meet with an Educator and may be subject to disciplinary action including suspension. The school reserves the right to evaluate a students' need to leave early and if a school official determines there is a reasonable need for a student to leave early, will allow it with no action against the students record.

MAXIMUM SUSPENSIONS ALLOWED

There is a limit to the number of suspensions a student may incur before being terminated.

- Cosmetology students have a maximum of 3 suspensions.
- Instructor Training students have a maximum of 2 suspensions.

Students should refer to the Refund Policy section of their Enrollment Agreement regarding tuition due for scheduled hours at the time of termination

POSSIBLE OVER CONTRACT CHARGES

Lastly, please remember arriving late or leaving early can put you at risk of getting behind in hours and going over contract. (over-contract fees are \$12.00 an hour for any hours not completed by your contract end date) These are reminders intended to help everyone be on track and for things to run smoothly. We will be enforcing consequences for excessive Tardy or No Show/No Calls effective October 1, 2022

SCHEDULE

Upon registration with Centralia Beauty College, you will establish an attendance schedule based off one of the published schedules. Having a varying schedule from week to week is not allowed. Students can clock in outside of their set schedule *ONLY* if it is pre-arranged with administration. Adhering to your schedule is imperative to your progress in your program. Centralia Beauty College will allow you to change your schedule only once while enrolled. The change will need to match one of our published schedules (found in our Catalog). You may adjust your schedule for work, verifiable medical issues, or childcare.

Other functions outside of the school will not be taken into consideration when requesting a schedule change. A

student must be meeting Satisfactory Academic Progress to be eligible for a schedule change. A student may not request a schedule change due to failing Attendance or Academic reasons. Before enrolling in a program, please be sure you have established with your employer, daycare provider or any other parties, a schedule that will allow uninterrupted attendance while enrolled. Absences will only be excused with documentation from a care provider or other certified official. To return to class, you must present the documentation to a school official.

NON-DISCRIMINATION STATEMENT

Centralia Beauty College, in its admission, instruction, and graduation policies and practices, does not discriminate based on sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school 's manager, Jacqueline Smith (Designated to coordinate Centralia Beauty College compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).), in person or by calling (360)736-2866, or by mail at 217 S. Tower Ave. Centralia, WA 98531, immediately so appropriate action can be taken. All service members of the armed services will not be denied admissions, based on reasons related to their service.

STUDENTS RIGHT TO KNOW/JOB PLACEMENT/PERFORMANCE STATISTICS

Centralia Beauty College maintains contacts in the Cosmetology and Instructor Cadet professions to assist students in job placement. Employers are encouraged to interview students, and every effort is made to help our students in securing a job opportunity for graduates. Students are prepared in the latter part of training to seek employment. Job opportunities are announced and posted on the bulletin board. While Centralia Beauty College cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. The school maintains a relationship with area salons for our salon ambassador and Network group in hopes to provide viable employment opportunities for students. However, Centralia Beauty College does follow-up on graduates for future job placement.

Centralia Beauty College must also prepare the completion and graduation rate of its certificate seeking, first time, full-time undergraduate students each year. The annual rates are based on the 12-month period that ended August 31 of the prior year. The rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed. Normal time is the amount of time necessary for a student to complete all requirements for a degree or certificate according to the institution’s catalog. These rates are generated from the school student record management system.

NACCAS Annual Report Rates from 2022

Graduation	Placement	Licensure
All PROGAMS 82.35%	All PROGRAMS 100%	All PROGRAMS 90.48%

Occupational Employment Statistics for Hairdressers, Hairstylist, and Cosmetologist in the surrounding areas from May 2023:

Area name	Employment	Hourly means Wage	Annual means Wage	Median Hourly Wage
Washington	6,573	\$23.06	\$47,970	\$22.22

Oregon	2190	\$16.86	\$46,760	\$22.48
Idaho	1590	\$14.18	\$29,500	\$11.43

- (1) Estimated for detailed occupations do not sum to the totals because the totals include occupations not shown separately. Estimates do not include self-employed workers.
- (2) Annual wages have been calculated by multiplying the hourly mean wages by 2,080 hours; where an hourly mean wage is not published, the annual wage has been directly calculated from the reported survey data.

NACCAS '2022 Annual Report is derived from a single cohort of students – those scheduled to graduate in 2022. NACCAS 'graduation, placement and licensure definitions are described below:

Graduation: Based on all students scheduled to graduate from the program in 2022. The scheduled graduation date is a student's most recent contract end date (i.e., the contract end date after all leaves of absence, schedule changes and re-enrollments have been accounted for). A student may count as a graduate if they have completed all applicable graduation requirements at the institution.

Licensure: Based on graduates from the graduation cohort who sat for all parts of their required licensure exam prior to November 30, 2022. A student in the licensure cohort may count as a "pass" if they pass all required portions of the examination prior to November 30, 2022.

Placement: Based on graduates from the graduation cohort who are eligible for placement. A student may count as placed if they are employed in a field for which their training prepared them prior to November 30, 2022. Students may be excluded from the calculation if they fall into one of the categories listed. In 2022, the school excluded the following number of students* based on each of the following categories:

The graduate is deceased 0

The graduate is permanently disabled 0

The graduate is deployed for military service/duty 0

The graduate studied under a student visa and is ineligible for employment in the U.S. 0

The graduate continued his/her education at an institution under the same ownership (e.g., a graduate of your cosmetology program subsequently enrolled in the instructor program of an institution under the same ownership) 0

Total Excluded 0

*If fewer than ten students were excluded for any one category, the disclosure will only include the total of all excluded students if that total is at least ten. If the calculation excluded fewer than a total of ten students, the institution would state that it excluded students based on each condition and note that the number of total exclusions were fewer than 10 and therefore cannot be disclosed.

SERVICES TO STUDENTS WITH DISABILITIES

Centralia Beauty College will provide reasonable accommodation to any students with a disability under the, "Individuals with Disabilities Education Act". The student should discuss the disability with a Facilitator prior to enrollment. The student should explain in writing what accommodations are required, and the Facilitator and owner will help to develop and implement a plan to accommodate the student under the "Individuals with Disabilities Education Act." All facilities at Centralia Beauty College are handicap accessible.

VACCINATION POLICY

Centralia Beauty College does not require vaccination records for admittance to school. Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance.

NON-HARASSMENT POLICY (INCLUDES SEXUAL HARASSMENT)

Centralia Beauty College does not tolerate and condemns any harassment of our employees or guests by any employee or non-employee. Any form of harassment relating to an employee's race, color, gender, religion, national origin, age, or disability is a violation of our policy, and will be treated as a disciplinary matter. For our purposes, the term "harassment" includes, but is not necessarily limited to, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. "Harassment" also includes unwelcome sexual or social advances, request for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature. Proven violation of this policy by an employee shall subject that employee to disciplinary action up to and including discharge.

If you feel you are being harassed by any other employee, supervisory or non-supervisory, because of your race, color, gender, religion, national origin, age, or disability or are subjected to sexual harassment, you should at once make your feeling known to the Owner or a Leader. We will give top priority to any such matter. We will see that the matter is investigated and, where appropriate, that disciplinary action is taken.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy. Any employee who becomes aware of any harassment of any employee by a non-employee should report such harassment to the Owner or a Leader. Appropriate action will be taken against violation of this policy by any non-employee.

MOONLIGHTING

Centralia Beauty College expects full-time employees to devote themselves to the performance of their position with the school. While CBC cannot dictate the use of any employee's personal time, any other activity must not be in competition with or contrary to CBC's best interests or interfere with the proper and efficient performance of the employee's duties. Such action may be a cause for disciplinary action by the school.

SOLICITATIONS AND DISTRIBUTIONS

Solicitations of employees or distribution of literature, pamphlets, or printed matter of any kind on CBC property by non-employees is prohibited.

Solicitation and literature distribution by an employee is strictly prohibited during any time the employee involved is expected to be working. This prohibition does not apply to periods such as breaks or mealtimes when those involved are not required to be working. Distribution of literature is not permitted at any time in the work areas.

NON-FRATERNIZATION POLICY

I. Purpose and Scope

Centralia Beauty College strives to provide an environment for students, faculty and staff that is respectful, fair, and free of unlawful harassment or discrimination. In keeping with its commitment to provide equal opportunity to students, faculty, and staff, and in order to avoid potential conflicts of interest, favoritism, exploitation, harassment or breaches of professional standards, the school prohibits romantic or sexual relationships where there is supervision, direction, or control between the parties.

This policy applies to all Employees, as defined herein.

II. Definitions

For purposes of this policy:

“Supervisor” shall mean any person who has the authority and/or responsibility to hire, promote, discipline, evaluate, assign, or direct faculty, staff, or employees of CBC..

“Employee” shall mean any person employed by CBC in any capacity, whether faculty or staff.

III. Policy

a. Students

No employee shall pursue, have, or maintain a romantic or sexual relationship with any student.

b. Faculty, Staff, and other Employees

No supervisor shall have or pursue a romantic or sexual relationship with any employee who reports to the supervisor or over whom the supervisor has the authority and/or responsibility to hire, promote, discipline, evaluate, assign, or direct. If such a relationship exists, both the involved supervisor and involved employee shall report such relationship to the next-level supervisor, to whom the supervisor reports. The next-level supervisor shall take appropriate steps consistent with this policy, including the removal of any reporting or similar relationship between the supervisor and the employee.

c. Reporting

Any employee who becomes aware of a relationship prohibited by this policy should report such relationship to a director or an owner. The person receiving the report shall inform CBC owners, who shall coordinate with the supervisor of the involved employee(s) to take appropriate action consistent with this policy.

d. Enforcement

Employees who violate this policy will be subject to discipline, up to and including termination of employment.

e. Exceptions

Upon request, the school may grant exceptions to this policy if it determines that an otherwise prohibited relationship 1) existed prior to the professional or academic relationship between the

parties at the school, and 2) does not present a likelihood of abuse of power by or exploitation of either party.

IV. PROHIBITED CONDUCT

All Staff are prohibited from engaging in any of the following types of prohibited conduct, regardless of whether the conduct occurs on or off school property or whether the conduct occurs during or outside of school hours. The following list of prohibited conduct does not, and is not intended to, constitute the entire list of conduct for which discipline may be imposed:

- (a) Engaging in any romantic or sexual relationships with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students, regardless of whether staff or student initiates the behavior, whether the relationship is consensual, or whether the student has parental permission;
- (b) Fostering, encouraging, or participating in inappropriate emotionally or socially intimate relationships with students in which the relationship is outside the bounds of the reasonable, professional staff-student relationship and in which the relationship could reasonably cause a student to view the staff person as more than a teacher, administrator, or advisor;
- (c) Initiating or continuing communications with students for reasons unrelated to any appropriate purpose, including oral or written communication; telephone calls; electronic communication such as texting, instant messaging, email, chat rooms, Facebook, or other social networking sites; webcams; or photographs. Electronic and online communications with students, including those through personal accounts, should be accessible to supervisors and professional in content and tone;
- (d) Socializing with students outside of class time for reasons unrelated to any appropriate purpose;
- (e) Providing alcohol (regardless of age) or drugs – either prescription or illegal (except for those provided in accordance with CBC policy on medication administration) – to students.

V. Additional Information

Question regarding the applicability of or reporting requirements contained in this policy may be directed to CBC owners.

It is unlawful to take adverse actions against any member of the CBC community for filing a complaint of harassment or discrimination, or for cooperating in an investigation of such a complaint. Retaliation against a member of the CBC community who, in good faith, reports alleged harassment or who participates in an investigation is a violation of our policy and is subject to appropriate discipline. Retaliation may have an adverse impact in the following areas: hiring, firing, promotions, demotions, compensation, benefits, grading, pressure to withdraw from class, ignoring, refusing requests for assistance. This list is not exhaustive.

POSITIVE REPRESENTATION OF SCHOOL TO STUDENTS POLICY

Centralia Beauty College values your views on ways to improve all of the services we provide to our students. Our open-door policy is designed to provide a means to share your ideas and views with us. The quality of the experience and education students obtain here is powerfully influenced by the attitude of instructors and other employees. If you are positive and confident, and speak well of the quality of the education, curricula, instruction, facilities, and administration, our students will also be positive and confident. If, on the other hand, students are exposed to criticism by employees, however well intentioned, about the quality of the education, curricula, instruction, facilities, or administration, their confidence and their education may be impaired.

For these reasons, we expect all employees to voice concerns and constructive criticism solely to management, and never, under any circumstances, express views to students critical of the education, curricula, instruction, facilities, or administration of the school. Violation of this rule will result in disciplinary action, which may include immediate termination.

VOTER REGISTRATION

In compliance with the DOE, voter registration applications can be downloaded at:

www.sos.wa.gov/elections/register.aspx.

You can also find a link to voter registration on our website at www.centraliabeautycollege.com

SAFETY REQUIREMENTS

Safety suggestions with this profession would include wearing shoes that would not be slippery when walking on a damp floor. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each student to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

PHYSICAL DEMANDS PLACED ON THE BODY

You may work long hours, especially those who own salons. Work schedules may include nights and weekends and may not include breaks or lunches. Good health and stamina are a must. Most salon industry professionals may be on their feet for long periods of time. There are physical demands placed upon the body during both class and as an employee in the industry, including but not limited to, standing for long periods of time, bending over, lengthy time allowances for services, lifting heavy objects, dexterity, exposure to heat and chemicals, possible cuts resulting from a haircutting service, and prolonged exposure to some chemicals may cause irritation so protective clothing, facemasks, and gloves should be worn.

LICENSING REQUIREMENTS

Students graduating from Cosmetology and Instructor Cadet Course(s) may take the licensing exam to receive a license in Washington after completion of the course enrolled and payment of the required examination fee. All applicants for licensure must be 17 years or older and have completed the minimum number of hours required by state law when applying for a license. Please note after a student completes the course and passes all Washington State Department of Licensing exams and then applies for licensure, they will be asked a series of four background check questions. The Department will assess the answers to those questions and, if it finds sufficient reason, will investigate. If the Department determines there is reason to deny licensure the student will be notified and given an opportunity to appeal the decision. If you have any questions regarding your eligibility for licensure you can contact the Washington State Department of Licensing at (360)664-2550. More information can be found at www.dol.wa.gov/business/cosmetology.

Employment Opportunities and Exposure to Industry Leaders

In addition, we have one "Open House" event throughout each year. During this event each student will perform a "Make-over" on a model and then present that model to local salon owners and managers. This is a great opportunity for students to engage potential employers and to show off their skills. In addition to the Open House we invite salon owners, managers, and industry leaders for classes as well as our salon ambassador program. Getting to know them will create a relationship with the industry and for possible opportunities. Social Media is also another way that we create opportunities for more exposure to the industry that could lead to employment. Many owners are welcomed in throughout the year as well as follow you on Social Media.

COURSES OFFERED, HOURS TO COMPLETION, FEES FOR TUITION & TEXTBOOK/KITS**Schedules**

Courses	Hours	Weeks	FT/PT	Schedule	Hours per Week
Cosmetology	1600	48	FT	8:30-3:45 Tues-Fri, Sat. 8:30-4:00	34
Cosmetology	1600	54	PT	8:30-4:30 Tues- Friday or Wed -Sat	30
Cosmetology	1600	68	PT	3-day block of 8 hours per day; 8:30-5:00	24
Instructor Cadet	500	15	FT	8:30-3:45 Tues-Fri, Sat. 8:30-4:00	34
Instructor Cadet	500	17	PT	8:30-4:30 Tues- Friday or Wed -Sat	30
Instructor Cadet	500	21	PT	3-day block of 8 hours per day; 8:30-5:00	24

* Students can come outside their set scheduled time *ONLY* if it is pre-arranged with administration.

COURSE DESCRIPTIONS All courses are taught in the English language.

Upon completion of a course and successful completion of written and practical exams, students will be eligible to apply for a license in the field of the course they completed.

Cosmetology / 1600 Hours

The curriculum involves 1600 hours to satisfy Washington State Department of Licensing requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, skin care, styling and shampooing, artificial hair, scalp treatments, chemical relaxers, first aid, diseases and disorders, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

*Instructional methods used are demonstrations, discussions, inter-active lectures, problem solving, question and answer sessions, student and classroom presentations, and presentations from practitioners, individualized instruction, labs and student salon activities.

**Students are prepared to be entry level Cosmetologist.*

COMPETENCIES AND SEQUENCES
COSMETOLOGY (1600 HOURS)
SERVICE REQUIREMENTS AND HOURS

Manicuring/Pedicures	100	Chemical Relaxers	10
Esthetics	100	Hair Color	100
Haircutting	340	Theory	285
Hair styling & Shampooing	230	Disinfecting & Safety	150
Artificial Hair	30	First Aid/Diseases and Disorders	70
Scalp Analysis	100	Permanent Waves	85

Cosmetology "Foundations" The first 240 hours are devoted to classroom workshops where students learn design principles, technical information, and professional practices.

Cosmetology "Clinic Floor" The remaining 1360 hours are spent in the clinic area where practical experience is gained and in the classroom for remaining theory education.

Instructor Cadet / 500 Hours

The curriculum involves 500 hours to satisfy Washington State Department of Licensing requirements. The course includes extensive instruction and practical experience in the preparation of classroom activities such as teaching methods, classroom set-up, subject matter, student assignments, materials & supplies, and record keeping. The course will also include instruction in presentation of information through demonstrations, lectures, Question & Answer sessions, project methods and discussions. The application of the practices will be instructed through clinic supervision, classroom management, and client relations. Students will be evaluated on their communication skills and through written and practical assessment.

*Instructional methods used are demonstrations, discussions, inter-active lectures, problem solving, question and answer sessions, student and classroom presentations, individualized instruction, and labs.

* *Students are prepared to be entry level Cosmetology Instructors*

COMPETENCIES AND SEQUENCES
INSTRUCTOR CADET (500 Hours)
SERVICE REQUIREMENTS AND HOURS

Preparation of Classroom Activities	100	Presentation of Information	100
Application of Practice	200	Instructor Evaluation	100

Instructor Cadet Foundations The first 100 hours is devoted to classroom observations and participation, technical information, and professional practices as an instructor.

Instructor Cadet Clinic Floor The remaining 400 hours are spent in the clinic area assisting and guiding students with their work. They will also assist with theory and learn to develop lesson plans.

TUITION

Courses	Registration Fee	Textbooks & Kits	Tuition	Total
Cosmetology	\$200.00	\$1,900.00	\$17,975.00	\$20,075.00
Instructor Cadet	\$150.00	\$535.00	\$4,500.00	\$5,185.00

Upon completing of any of the above courses, the student will receive a Certificate of Completion and will be eligible to take the State exams.

Cosmetology is eligible for Title IV funding. Instructor Cadet are not eligible for Title IV funding.

PAYMENT METHOD AND TERMS

Costs are subject to change with licensing authority notification. Any price changes will be sent to State Licensing. The books and equipment are proportionately equal from one class to another. But the school reserves the right to make amendments as necessary due to the availability of some items. Ownership to the books and equipment will pass to the student upon satisfaction of their financial obligation to the school. The school makes no refunds on books, equipment, or consumed fees. The course cost may be paid in the following manner:

1. Cash payment plan-Full payment of all costs.
2. Time payment plan-Payment of a down payment to be agreed upon by the school (minimum \$2000.00) and student 10 monthly payments not to include interest on the unpaid balance must be paid prior to graduation.
3. Financial Aid-Costs are paid by the organization sponsoring training. i.e.: Department of Vocational Rehabilitation, Department of Education, New Market Skills Center, etc. Students will be responsible for all costs not covered by the agency and the cost will be due and payable in full prior to graduation.
4. Monthly installments are due on the first business day of each month and are considered late if not paid in full by closing of the third business day of that month. If tuition is not paid current by the third day of the month, late fees will be assessed on the unpaid balance at the rate of \$5.00 per day until balance is paid in full.
5. If the full installment has not been received by the tenth business day of the month the student may not be allowed to attend school unless other arrangements have been made. Late fees will be assessed.

TEXTBOOK AND KIT POLICIES

Centralia Beauty College E-book and kit items are available through suppliers that sell to licensed professionals: barbering/cosmetology/esthetics/manicuring/massage therapy and teacher training academies. Centralia Beauty College pays wholesale costs for these textbook and kit items and then passes those savings along to the student.

Kits may not be removed without permission to prevent students from leaving items at home.

The textbook and kit items are non-refundable once issued. The costs for the textbook and kit items includes shipping and handling. The student is responsible for replacing lost, missing, or broken items. In the event a kit item is defective, Centralia Beauty College will warranty the item for 30 days from the date the student received the item. The textbooks and kits provided are to be used on Centralia Beauty College guests and/or models as assigned to develop required skills and speed. To keep learning materials current, Centralia Beauty College, from time to time, may change textbook and kit items. The student is responsible for any additional textbook and kit

costs. The replacement kit items can be purchased from the Admissions Office. Borrowing or loaning equipment is not allowed.

Course	Publisher	Item Type	ISBN#	Cost
Cosmetology	Milady	Bundle	ISBN#9780357871515	\$319.85
Instructor Cadet	Milady	Bundle	ISBN#9781337786836	\$185.95

TEXTBOOK AND KIT DISBURSEMENT POLICY

Centralia Beauty College has payment options available for the purchase of textbooks and kit items. For those students using Title IV funds, the charge for textbooks and kit items can be added to the institution charges and funds will be disbursed by the payment period. The textbook and kit costs are payable in the first academic year. Students that use the Title IV option are considered to have authorized the use of Title IV funds to cover the cost of textbooks and kit items and will not have to give a written authorization for this purpose only. Kits and textbooks will be ordered at day 30 of attendance. **NOTE:** The Student using Title IV funds (financial aid) only receives Title IV funds if the student is making satisfactory progress or has been placed on financial aid warning. Students also have the option to purchase the kit items and books with Title IV funding. A complete Kit list can be requested from administration. For those students that are on a cash payment plan, a down payment is required, which used toward tuition, plus books, kit and fees is paid prior to the first day of class and the remaining balance is paid as agreed upon prior to signing enrollment agreement. The textbook and kit items are nonrefundable once issued.

ADDITIONAL COSTS

N.S.F. CHECK FEE\$30.00

Any check returned due to non-sufficient funds will require replacement by cash or cashier's check for the original amount plus \$30.00. The Beauty College will continue to honor checks from the account holder however, if another check is returned for NSF, the account holder will no longer have the privilege of using a check as a form of payment.

Copies of Name Tag, Scan Card, or Student ID Card.....\$7.00

One student name tag and one Student ID Card will be issued to each student. There is a \$7.00 replacement fee for each card.

Termination Fee..... \$200.00

Should a student terminate their enrollment early or have their enrollment cancelled due to disciplinary reasons or for financial reasons, a \$200.00 termination fee will be assessed to that student's account.

Late Fee.....\$5.00 per day

(See Course Costs in catalog)

Overage Hours.....\$12.00 per hour

Copies of Completion Certificates.....\$10.00

All students are provided one copy of their completion Certificate at no charge. There is a ten-dollar fee for any additional copies.

Re-entry Fee.....\$200.00

***Due to tuition fees and costs of supplies rising any reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.**

This agreement will be binding only when it has been signed and dated by the student and an authorized representative of the school prior to the time instruction begins. Any changes in the agreement will not be binding on either party unless such changes have been acknowledged in writing by an authorized representative of the school and by the student or the student's parent or guardian if he/she is a minor.

I am the student named on the face of this document and I am applying for enrollment at this school. I have read, understand, and accept the listed terms and conditions of this agreement. I have a copy of this Retail Installment Contract and Enrollment Agreement, Installment Note, Disclosure Statement, School Catalog, Course Outline, Licensure Requirements, Annual Report Statistics, been advised of where to find Non-Verbal Access to Information regarding licensure, Satisfactory Academic Progress Policy and attended an Orientation for my chosen program.

APPAREL POLICY

The purpose of the Apparel policy is in preparations of the professional beauty industry. As a student you are training to become a beauty/style professional. You are signing up for an industry where image and dress is important. It is a key component of this training. The goal of a beauty professional is to help client's look and feel their best and it is important to convey that image in your own attire/appearance. One of the best parts of being in the industry is that it is a part of the fashion industry, so you get to express yourself! Outlined below are the criteria to follow when choosing your attire. If you are unsure if something is appropriate to wear, please ask before wearing it to school. You are expected to arrive each day dressed appropriately, with hair and makeup done before arriving, so that you ready to start class or service guests right away. Creating a great first impression is the first step in developing your business!

Clothing must be clean and in good condition, no holes, stains, or ripped seams, and all black, not grey!

Top- All Black and must have a sleeve and be long enough to cover your body, NO CROP TOP. Neckline should be no more and 3 inches from neck

Bottoms-All Black and no holes. Jeans are allowed if they're black and free of holes. Distressing can be minimal and over the knee only!

Leggings may be worn as long as they are dressed up and do not give the appearance that you are headed to the gym or lounging around the house. Skirts/dresses are permitted. Length of skirts/dresses must be no less than 2 inches above your knee or longer

No Shorts or rompers

Shoes must be closed toed, preferably all black. No athletic shoes.

Accessories- Jewelry, belts, can be colored or print.

NOT APPROVED

- No see through or sheer clothing unless layered to prevent exposure
- No overly low-cut tops, tanks, spaghetti straps, strapless or halter tops
- Tops must meet bottoms when arms are raised (no crop tops)
- No sweatshirts, hoodies, or sweatshirt material apparel
- No logos or graphics
- No Shorts, Rompers
- No Athletic shoes, No hiking boot, Open toed or sandals, or slippers

HAIR

You are entering an industry where this is something that people are looking to you for great hair. Please do your hair prior to coming to school. Styling your hair is not allowed after arriving to school.

Feel free to accessorize:

- scarves
- fashionable hats
- styled hairpieces
- headbands.

***No baseball caps, knit hats, beanies, or hoods**

MAKEUP

Create a finished appearance

- Appropriate for daytime and must be applied before arriving to school. Make-up cannot be applied after arriving to school.

NAILS

- Clean and filed
- Polish must be neat and not chipped

STANDARDS FOR GRADUATION

The school has set forth minimum standards of completion for our programs.

1. Satisfaction of admission requirements stated herein.
2. Completing a program with a minimum of 1600 hours for Cosmetology and 500 hours for Instructor Cadet.
3. In depth coverage of the curriculum as set forth by the school.
4. Satisfactory completion of all practical experience requirements and academic assignment established by the school.
5. Complete payment of all tuition and fees in accordance with the terms of the contract.
6. Exit interview with each student prior to graduation.
7. Successful completion of all the schools written and practical examinations and successful completion of the schools offered mock practical testing.
8. Upon completion of either the Cosmetology or Instructor Cadet program, students will receive a diploma from Centralia Beauty College.

Centralia Beauty College reserves the right to retain a student in school if the student's progress is not satisfactory as determined by the school's administration and/or the student fails to complete all listed requirements or fails to pass the written and practical exams. The school will not release an official transcript until all graduation requirements are met. A student who withdraws will receive a certified transcript, which will include the number of hours for which the school has been compensated. For the purposes of transfer or graduation, hours will not be released by the school until all monies owed to the institution have been paid and all academic requirements pertaining to those hours have been completed.

STUDENT CONDUCT

Admission to Centralia Beauty College carries with it the assumption that the student is committed to a course of study which carries certain rights and responsibilities.

These are as follows.

- Assume the major responsibility for self-directed learning.
- Complete, in a predetermined order, a sequence of practical and theory courses, taken concurrently.
- Retain and use beginning knowledge with subsequent learning.
- Achieve the program objectives within the given time length.
- Retain all course materials and textbooks for reference throughout the entire program.
- Share information obtained during a client consultation with instructor prior to performing services.
- Act as professionals while representing the beauty college and the Cosmetology industry. Misbehavior reflects on all students, staff, and the school.
- Participate and attend classes regularly to complete the programs curriculum, competencies and required hours in a timely manner.

STUDENT RULES AND REGULATIONS

1. Each student shall be in the classroom with Theory book, paper, and pencil prior to roll call. Wearing specified uniform and clean shoes. Students with soiled shoes or uniforms, or improper uniforms may be excused until the problem is rectified. No time will be received by students for this time lost.
2. No student will be allowed to enter the classroom after roll call.
3. If an absence is necessary, call the college by 8:30am stating their reason for the absence and when you will return.

4. Classes must be attended regularly, lessons prepared, all duties performed pertaining to the Cosmetology and Instructor Cadet field. Poor attendance, improper conduct, or failure to maintain satisfactory scholastic achievements may lead to suspension and/or expulsion.
5. No food or drink is allowed on the clinic floor!
6. You have a half-hour for lunch so please schedule your break appropriately as you may have a request appointment when you return.
7. All breaks and lunches are non-creditable hours and must be approved by an instructor prior to the break.
8. Students will accept all appointments given to them, except when a communicable disease is present. Students are expected to always act in a professional manner when in view of the public.
9. Students are eligible for services if they are meeting SAP (satisfactory academic progress) minimum 80%. Ask an instructor before performing service on another student or having a service performed on you.
10. Visitors are permitted in the reception area only. No visitors are permitted at your station.
11. When in doubt of a procedure, ask an instructor, not another student.
12. Have all work on the floor checked before proceeding to another service. Upon completion of service, escort client to the front desk.
13. Sweep up hair before getting an instructor for a haircut check.
14. Remove hair from brushes before placing them in the dispensary.
15. Timecards must be completed by the end of each day.
16. Students are required to work on class projects or requirements when not attending to patrons. No credit will be given for reading magazines, letter writing, etc. Students too ill to work will be clocked out for the day and must leave the building.
17. No parking behind the school. These spaces are reserved for employees and customers.
18. Keep your station, chair, mirror, and locker clean always. Students will be allowed two personal pictures on mirrors only. (1) 5x7 or (2) wallet size. Pictures are subject to display upon instructors' approval.
19. Any student not completing the course enrolled in the designated contract time will be charged an additional \$12.00 per hour to complete course, as stated in contract.
20. Each student is expected to keep their own workstation clean and disinfected and to clean, disinfect and return supplies to proper place. i.e.: Perm rods, shampoo, and conditioners etc.
21. Any excused absence for a Saturday must be made 5 days prior to that day.
22. Foundation level students may not receive personal services either on the floor or as a model until they have passed the basic class floor test.
23. Any equipment damaged by a student will be charged a nominal fee for replacement or repair.
24. Students shall limit the number of personal calls to emergencies only.
25. The customer service ticket must be always clipped on the right-hand corner of mirror or on the station and must be signed by an instructor before the client leaves the building.
26. Cell phones are to be used only at designated times and in designated areas. This is outlined in the Electronic Devices Policy.
27. No boyfriends, girlfriends, family, or friends allowed in the break room at any time.
28. No smoking allowed in the building. No smoking allowed for under age 21. NO SMOKING ALLOWED AT ALL BY THE NEW MARKET STUDENTS.
29. THE SCHOOL IS NOT RESPONSIBLE FOR TRANSPORTATION.
30. THE SCHOOL IS NOT RESPONSIBLE FOR PARKING.
31. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

TERMINATION

If a student that violates school policies and regulations, is boisterous, obscene, vulgar, discourteous, or comes to school under the influence of alcohol or drugs will be terminated for unsatisfactory conduct. Excessive absenteeism and tardiness can be cause for termination, as detailed in our Attendance Policy. Excessive tardiness will be looked upon the same as absenteeism because of its effect on classroom activities and scheduling of appointments. If a student wishes to withdraw from school, they are required to complete the official withdrawal procedure. If the procedure is not followed completely, formal termination will be based on the monitoring of participation, determined by the school. The following methods of determination will be used, the monitoring of attendance, class work and completion of requirements. The student will be charged the \$200.00 Termination Fee. The following procedure applies: Complete a Withdrawal Form. If turned in and not complete, withdrawal may be delayed. The official withdrawal date is the date the completed form is received by the school administration. The form must be signed. Once the student has turned in the completed form, there will be an exit interview and the student will be advised of any financial obligations.

STUDENT DISCIPLINE POLICY

At Centralia Beauty College our focus is the education of our students. For many, Cosmetology will be a lifelong career and we are proud to be part of the educational process that will help reach the goals you desire. Sometimes students will lose sight of their goals and will forget that rules are in place to keep order and training at maximum levels. For those students who do fail to follow the rules as described in their student handbooks and various handouts, the following actions are taken to allow those students to refocus and continue with their education with as little interruption to the process as possible. Excessive absenteeism or consistently not following school rules, places a student in a probationary status. On the first offense the student will receive an oral warning. (Documented in student file.) On the second offense the student will receive a written warning which will be placed in their school file. The student and instructor will establish a plan to resolve the situation. On the third offense the student will receive a written warning which will be placed in their school file. The student will be sent home for the day. On the fourth offense the student will be removed from the program. Suspensions will be treated as absences and will be subject to going over contract.

CAREER OPPORTUNITIES

There are many opportunities open to Licensed Barbers, Cosmetologists, Estheticians, and Massage Therapist. Centralia Beauty College prepares all graduates for the licensing exam and entry-level positions for employment in their specific field. Additional industry experience could lead to employment as a manufacturer/sales facilitator, a distributor sales consultant, as well as in teaching, admissions, and financial aid positions academies.

COMPENSATION EXPECTED

The U.S. Department of Labor provides current (May 2021) job information at <http://www.bls.gov>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

BUREAU OF LABOR STATISTICS:

<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non-degree+award&training=None&newjobs=&growth=&submit=GO>

UNITED STATES DEPARTMENT OF LABOR BUREAU OF LABOR STATISTICS OCCUPATIONAL EMPLOYMENT STATISTICS OCCUPATIONAL EMPLOYMENT AND WAGES MAY 2013

39-5012 HAIRDRESSERS, HAIRSTYLISTS, AND COSMETOLOGISTS:

<http://www.bls.gov/oes/current/oes395012.htm>

39-5092 MANICURISTS AND PEDICURISTS:

<http://www.bls.gov/oes/current/oes395092.htm>

25-1194 VOCATIONAL EDUCATION TEACHERS, POSTSECONDARY: <http://www.bls.gov/oes/current/oes251194.htm>

O*NET RESOURCE CENTER

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation.

O*NET CODES COSMETOLOGY:

<http://www.onetonline.org/link/summary/39-5012.00>

VOCATIONAL EDUCATION TEACHER TRAINING, POSTSECONDARY:

<http://www.onetonline.org/link/summary/25-1194.00>

IPED STATISTICS

The College Navigator website (<http://nces.ed.gov/collegenavigator>) provides current and prospective student's information about student body diversity, including the percentage of enrolled, full-time students in the following categories:

Male / Female

Self-identified members of a major racial or ethnic group

Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other academies, retention, licensure, graduation, and placement rates. Centralia Beauty College will be listed on College Navigator starting in September of 2018.

NATIONAL CENTER FOR EDUCATION STATISTICS (CIP CODE 2020)

COSMETOLOGY:

<https://nces.ed.gov/ipeds/cipcode/cipdetail.aspx?y=56&cipid=90084>

TEACHER TRAINING:

<https://nces.ed.gov/ipeds/cipcode/searchresults.aspx?y=56&aw=cosmetology,instructor&sw=1,2,3&ct=1,2,3&ca=1,2,5,3,4>

STATE DEPARTMENT OF LABOR & INDUSTRY CAREER RESOURCE NETWORK RESEARCH & ANALYSIS BUREAU COSMETOLOGISTS:

Provider here is a link to employment and wage statistic for the U.S. and Washington State.

<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairdressers-and-cosmetologists.htm#tab-1>

In the state of Washington, Barbering, Barbering Supplemental, Cosmetology, Esthetic, Massage Therapists and Teacher Training graduates can earn minimum wage or greater paid from hourly or from salary and gratuities in an **entry-level position** depending on the work schedule and the area population. A commission scale is commonly used to pay graduates resulting in much higher pay after an introductory period of several months. Retail commission is also common. Some salons / spas now offer benefits resulting in higher earnings.

STUDENT BODY DIVERSITY

Full Time active students during academic year 2022 (January 1, 2022 through December 31, 2022)

	Female	Male
African American	4	0
American Indian or Alaskan Native	0	0
Asian	0	0
Caucasian	42	1
Hispanic	17	2
Native Hawaiian or Other Pacific Islander	0	0
Two or More Races	2	0
Unknown	0	0
Unduplicated Head Count	0	0
Pell Grant Recipients	6	1

COPYRIGHT INFRINGEMENT POLICY

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. Centralia Beauty College strictly prohibits all the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text, or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the Institution's computer system and network.

Centralia Beauty College respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of Centralia Beauty College to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, Centralia Beauty College will follow the legal doctrine of fair use currently a part of the copyright law. Centralia Beauty College's students and faculty will not make unauthorized copies of copyrighted material on or using Centralia Beauty College computer system, network, or storage media. Also, Centralia Beauty College's faculty and students will not store unauthorized copies of copyrighted works using Centralia Beauty

College's system, network and/or storage media. Centralia Beauty College's faculty and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using Centralia Beauty College's computer system, network, and Internet access or storage media. This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. Centralia Beauty College reserves the right to monitor its computer systems, networks, and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, Centralia Beauty College reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion, and other legal actions. For more information, please see the website of the US Copyright Office, www.copyright.gov.

CAMPUS SECURITY ACT INFORMATION DISCLOSURE

Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide all students and faculty with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA) effective July 1, 2015.

* The FBI has announced that it will retire the SRS and transition to using only the NIBRS in January 2021.

Centralia Beauty College is committed to providing safety to all its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to a facilitator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force.

Centralia Beauty College will provide students, faculty, and staff with a copy of this crime report from the previous calendar year by October 1st of the following year. Statistics will be gathered from the local police and compiled in the annual report.

The report will show the number of incidents on campus, including Centralia Beauty College parking lot and adjacent streets. At any time, statistics can be accessed from Centralia Beauty College Admissions Office. Although Centralia Beauty College does not employ security Officers, Centralia Beauty College has a working relationship with the local police who are able to support and provide services promptly in the event of an incident. We encourage accurate and prompt reporting of all crimes to the local police.

CAMPUS SECURITY AUTHORITIES

Steve Hernandez, Vice President and owner of Centralia Beauty College is responsible for the Campus Safety and Security Compliance. Contact Info: (360)736-2866 email: steve@centraliabeautycollege.com.

Office Responsible:	Vice President and Owner
Area Information is Located:	www.centraliabeautycollege.com / Paper copy upon request
Date Document was last updated:	11/01/2023
Date Policies and Procedures last updated:	11/01/2023

Command Decision Team, (CDT) are responsible CDT Members consisting of:

Rhea Hernandez /President

Steve Hernandez/Admissions, Marketing

Jacqueline Smith/Manager

Tara Foster/ Financial Aid

Specialist **CDT Team Leader:**

Steve Hernandez

Emergency Phone Numbers:

Immediate Help (Fire, Police, Rescue Squad)

9-1-1

Administrative Offices

(360)736-2866

Fire Department

9-1-1 or (360)736-3975

Ambulance Department

(360)736-9881

Police Department

9-1-1 or (360)330-7680

Sheriff Department

9-1-1 or (360)748-9286

City-County Health Department

(360)740-1223

Mental Health agencies:

Cascade Mental Health	(360)330-9044
Lewis County Mental Health Wellness Recovery Center	(360)740-1430
Families in Transition /Reliable Enterprises	(360)736-9558 Counseling
Cascade Mental Health	(360)330-9044

Hospital:

Providence Hospital	(360)736-2803
Steck Medical Clinic	(360)736-1965
Lewis County Emergency Management	(360)740-1151

State government offices related to emergency management (hazards):

FEMA, Regional 10 Office	(425)487-4600
U.S. Department of Homeland Security Region 3	(800)375-5283
American Red Cross of Washington	(360)748-4607
Salvation Army	(360)-736-4339
United Way	(360)748-8100
Lewis County Shelter Program	(360)736-5140

TIMELY WARNING

If a situation arises, or a crime occurs, either on or off campus, that, in the judgment of the Command Decision Team (CDT), constitutes a threat to students and employees, a campus wide “timely warning” will be issued. The warning will be issued through Centralia Beauty College by either, verbal communications, intercom broadcast system, cell phones, emails and text, social media and signage to staff, students, and guests. If the situation or crime occurs on campus and represents an immediate threat to the health of safety of students or employees, the institution will follow the Emergency Notification procedures contained in this report in lieu of the Timely Warning procedures.

Anyone with information warranting a timely warning should report the circumstances to the CDT, by phone (360)736-2866 or in person at Centralia Beauty College at 217 S. Tower Ave Centralia, WA 98531.

MISSING PERSON POLICY

If a member of the Centralia Beauty College community has reason to believe that a student who attends a course here is missing, he or she should immediately notify the Centralia Police Department at (360)330-7680.

DRUG FREE CAMPUS

The Drug Prevention Policy and its effectiveness are reviewed yearly by Centralia Beauty College. If changes are necessary, faculty will be notified at the next faculty meeting. The new policy will be presented in written form to all students and will be implemented from that point forward.

Centralia Beauty College prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by faculty and students on the property or as part of any Centralia Beauty College activities.

In some cases, conviction of drug-related offenses could result in the student’s ineligibility of Title IV funding or other forms of financial assistance.

Centralia Beauty College will expel students and terminate faculty involved in unlawful possession, use or distribution of illicit drugs and alcohol on Centralia Beauty College premises and will refer such cases to the proper authorities for prosecution.

Faculty and students may be reinstated upon completion of an appropriate rehabilitation program. If an arrest for drug or alcohol related incidences occurs off site, the student/faculty is required to inform Centralia Beauty College, so Centralia Beauty College can assist with providing resources to aid the student/faculty member. As a condition of employment, faculty must notify Centralia Beauty College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Centralia Beauty College policy supports and enforces state underage drinking and illicit drug laws.

The Biennial Review method of distribution for newly enrolling students is during the orientation process. To ensure all students will receive a copy, students who are absent on the day of distribution will be handed a copy by their facilitator upon the student's return.

The facilitator will take an attendance role call during class to determine missing students.

The Biennial Review distribution for faculty is annually during a faculty meeting. Absent CDT Members will be given a copy upon their return.

If new faculty joins after the annual distribution, all drug related material will be given as part of the new hire program.

DRUG AND ALCOHOL ABUSE PREVENTION

Centralia Beauty College will immediately contact law enforcement officials to report all unlawful activity.

The health risks of illicit drugs and alcohol abuse requires Centralia Beauty College to provide education and referrals for faculty and students. Centralia Beauty College provides education and distribution of materials annually and refers faculty and students to local services.

Health risks associated with the use of illicit drugs and the abuse of alcohol include:

Impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

FEDERAL DRUG TRAFFICKING PENALTIES

The full Drug and Alcohol Policy / Abuse / Prevention information can be found in this document.

The Federal Drug Trafficking Penalties are as follows:

Criminal homicide, forcible and non-forcible sex offenses, robbery, aggravated assault, simple assault, intimidation, vandalism, burglary, motor vehicle theft, larceny-theft, destruction, damage, or vandalism to property, arson, hate crimes including crimes involving bodily injury reported to Centralia Police Department agencies that show evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability, arrests for violations of liquor and drug law violations, and illegal weapons possession, and persons not arrested but referred for disciplinary action for liquor, drug, and weapons law violations.

DRUG POSSESSION PENALTIES IN Washington

The applicable Washington laws relating to the unlawful manufacture, distribution, possession, or use of a controlled substance is found respectively in RCW 69.50.4013 which states:

RCW [69.50.4013](#)

Possession of controlled substance—Penalty—Possession of useable marijuana, marijuana concentrates, or marijuana-infused products—Delivery. (*Effective until July 1, 2023.*)

*** CHANGE IN 2022 *** (SEE [1210-S2.SL](#)) ***

- (1) It is unlawful for any person to knowingly possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting during his or her professional practice, or except as otherwise authorized by this chapter.
- (2) Except as provided in RCW [69.50.4014](#), any person who violates this section is guilty of a misdemeanor.
- (3) The prosecutor is encouraged to divert cases under this section for assessment, treatment, or other services.
- (4)(a) The possession, by a person twenty-one years of age or older, of useable marijuana, marijuana concentrates, or marijuana-infused products in amounts that do not exceed those set forth in RCW [69.50.360](#)(3) is not a violation of this section, this chapter, or any other provision of Washington state law.
- (b) The possession of marijuana, useable marijuana, marijuana concentrates, and marijuana-infused products being physically transported or delivered within the state, in amounts not exceeding those that may be established under RCW [69.50.385](#)(3), by a licensed employee of a common carrier when performing the duties authorized in accordance with RCW [69.50.382](#) and [69.50.385](#), is not a violation of this section, this chapter, or any other provision of Washington state law.

(5)(a) The delivery by a person twenty-one years of age or older to one or more persons twenty-one years of age or older, during a single twenty-four-hour period, for noncommercial purposes and not conditioned upon or done in connection with the provision or receipt of financial consideration, of any of the following marijuana products, is not a violation of this section, this chapter, or any other provisions of Washington state law:

(i) One-half ounce of useable marijuana.

(ii) Eight ounces of marijuana-infused product in solid form.

(iii) Thirty-six ounces of marijuana-infused product in liquid form; or

(iv) Three and one-half grams of marijuana concentrates.

(b) The act of delivering marijuana or a marijuana product as authorized under this subsection (5) must meet one of the following requirements:

(i) The delivery must be done in a location outside of the view of public and in a nonpublic place; or

(ii) The marijuana or marijuana product must be in the original packaging as purchased from the marijuana retailer.

(6) No person under twenty-one years of age may possess, manufacture, sell, or distribute marijuana, marijuana-infused products, or marijuana concentrates, regardless of THC concentration. This does not include qualifying patients with a valid authorization.

(7) The possession by a qualifying patient or designated provider of marijuana concentrates, useable marijuana, marijuana-infused products, or plants in accordance with chapter [69.51A](#) RCW is not a violation of this section, this chapter, or any other provision of Washington state law.

SEX OFFENSES

Please contact The Centralia Police Department to report any sex offenses immediately. The seriousness of this offense makes it vital to preserve evidence for proof of the criminal offense. Centralia Beauty College will aid in any way possible. Information on counseling or referrals centers is released to faculty and students upon request. If a sex offense happens where both the accused and the accuser attend Centralia Beauty College, both the accuser and the accused:

Are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of Centralia Beauty College's final determination of any Centralia Beauty College disciplinary proceeding with respect to the alleged sex offense and any sanction that is imposed against the accused and the dismissal that may occur following a final determination of said proceedings regarding rape, acquaintance rape, or other forcible or no-forcible sex offenses.

Centralia Beauty College will work with students to change a student's academic situation (i.e., allowing the student to take a leave of absence, allowing the student to enroll in a later program, etc.) If the change is requested by the victim and the change is reasonably available.

Centralia Beauty College does not provide any programs on campus regarding sexual assault prevention. If students or faculty wishes to learn more about the prevention of sexual assault, contact the Centralia Police Department. Individuals wishing to learn additional information about registered sex offenders may check website information for Lewis County, including Centralia, WA at <http://lewiscountywa.gov/sheriff/sexoffenders>

INFORMATION FOR CRIME VICTIMS ABOUT DISCIPLINARY PROCEEDINGS

Information will be disclosed upon written request, to any alleged victim of any crime of violence or non-forcible sex offense, regarding the results of any disciplinary proceedings conducted by Centralia Beauty College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of the crime or offense, the information shall be provided upon request, to the next of kin of the alleged victim.

EMERGENCY NOTIFICATION

An emergency notification is an immediate notification of an unforeseen combination of circumstances that calls for immediate action. The faculty has received training on how to handle a pending emergency and trained in the following Emergency Code.

CODES FOR AN EMERGENCY SITUATION

Code Lock Down: A lock down situation has occurred. Faculty, students, and guests are to remain calm and do not leave Centralia Beauty College.

Code Evacuate Front : Indicates a need to evacuate Centralia Beauty College immediately and exit through a front entrance only.

Code Evacuate Back: Indicates a need to evacuate through the back entrance only.

Code Dangerous: Indicates a dangerous situation has occurred outside Centralia Beauty College and no one is allowed to leave Centralia Beauty College.

Code Hostage : A hostage, criminal or terrorist threat / situation.

EMERGENCY RESPONSE PROCEDURES

At the time of an urgent unanticipated event, CDT Members will assess the situation to determine the significance of an emergency. Without delay, the CDT will consider the safety of its faculty, students, guests, and community neighbors.

The CDT will identify / determine the extent of the emergency and enact appropriate means of notifications. The CDT will respond by assisting any victims(s), respond to/or contain the emergency at hand and diffuse the dangerous situation if possible.

The CDT will determine the extent of information that needs to be released and will disseminate to faculty, students, and guests / public as appropriate.

In the event of a dangerous situation and without delay, the CDT will assess the situation and will contact authorities or determine the course of action to protect the entire Centralia Beauty College population. CDT will determine means of notification through but not limited to verbal communications, intercom broadcast system, cell phones, emails and text, social media, and signage to deliver emergency messages. If necessary, a member of the CDT will notify the radio and local television stations.

The verbal/written communication will include the type or types of emergency and steps for the emergency.

Centralia Beauty College will provide the Fire Department and the Police Department with a floor plan of the building.

The administration will also notify these agencies of any new construction, long-term functions or any other events which may affect routing or access to the campus. In addition to floor plans, the Police Department, Fire Department, and other local emergency officials are encouraged to tour and walk through the campus regularly.

At least annually during student training, the faculty will conduct an announced or unannounced test. The test(s) are documented by dates, times, and whether the exercise was announced or unannounced. The results are publicized in the Emergency & Safety Book. The testing reminds faculty and students of procedures necessary for the security, safety and crime prevention on and off campuses.

Annually Centralia Police Department will speak on practicing safety for faculty and student members. Faculty and students complete a tour of Centralia Beauty College, locating fire extinguishers and exits. They are informed of what to do in case of an emergency.

Roll call will be taken as soon as reasonably possible to ensure all faculty and students has been accounted for at the time of the emergency.

STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES

Centralia Beauty College does not employ security officers, but does have a direct working relationship with the Centralia Police Department. Centralia Police Department provides prompt service and can support Centralia Beauty College with any crime issues. We encourage accurate and prompt reporting of all crimes to the Centralia Police Department.

If for inclusion in the annual disclosure of crime statistics a student would like to report a crime on a voluntary, confidential basis they can do so through the CDT.

Annually, Centralia Beauty College collects and reviews crime statistics from:
 Centralia Beauty College's Crime Log
 Police Department State
 Police

UNIFORM CRIME REPORTS

The Uniform Crime Reporting (UCR) Program has been the starting place for law enforcement executives, students of criminal justice, researchers, members of the media, and the public at large seeking information on crime in the nation. The program was conceived in 1929 by the International Association of Chiefs of Police to meet the need for reliable uniform crime statistics for the nation. In 1930, the FBI was tasked with collecting, publishing, and archiving those statistics.

FBI- Federal Bureau of Investigation <http://www.fbi.gov> <https://nibrs.fbi.gov/2021/>

Centralia Crime Statistics/ Resource: FBI UCR Report 2021

Population	Crimes against Persons	Murder/Manslaughter	Rape	Robbery	Aggravated Assault
18,131	207	1	11	2	24
Property Crime	Burglary	Larceny-Theft	Motor Vehicle Theft		Arson
904	104	501	60		4

THE DAILY CRIME LOG

Centralia Beauty College updates and keeps the Daily Crime Log in the Emergency Procedures and Evacuation Binder. The binder is kept in the school owners 'office for all CDT members and the public to access. The CDT team maintains the log.

The report at a minimum denotes the nature of the crime, date, and time when the crime occurred, the general location of the crime and the disposition of the complaint, if known.

Disposition is defined as, "pending", "judicial", "referral "or "criminal arrest". Sample:

Daily Crime Log					
Nature	Reported By:	Date/ Time Reported	Date/ Time Occurred	General Location	Disposition

EMERGENCY RESPONSE AND EVACUATION PROCEDURES Prior to Preparing for an Emergency

Emergency Kit: Centralia Beauty College does not supply the complete "BASIC EMERGENCY KIT" as listed below: While we have most of the items, we do not store food or water.

Make a communication plan:

Centralia Beauty College communicates through verbal communications; intercom broadcast system, cell phones, emails and text, social media, and signage to deliver emergency messages. If necessary, a member of the CDT will notify the radio and local television stations to confirm significant emergency or dangerous situations involving immediate threats, to the health or safety of faculty and students occurring on the campus.

Basic Emergency Kit

A basic emergency supply kit could include the following recommended items:

Water, one gallon of water per person per day for at least three days, for drinking and sanitation

Food, at least a three-day supply of non-perishable food

Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
Flashlight and extra batteries

First aid kit

Whistle to signal for help

Dust mask to help filter contaminated air. Plastic sheeting and duct tape to create a shelter

Moist towelettes, garbage bags and plastic ties for personal sanitation

Wrench or pliers to turn off utilities

Local maps

Cell phone with chargers, inverter, or solar charger

Evacuation Guidelines

There may be conditions under which you will decide to get away or there may be situations when you are ordered to leave.

Follow these guidelines for evacuation if you have a car, keep a full tank of gas in it if an evacuation seems likely.

Keep a half tank of gas in it at all times in case of an unexpected need to evacuate. Gas stations may be closed during emergencies and unable to pump gas during power outages.

Become familiar with alternate routes and other means of transportation out of your area.

Leave early enough to avoid being trapped by severe weather.

Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.

Be alert for road hazards such as washed-out roads or bridges and downed power lines.

Do not drive into flooded areas.

If you do not have a car, plan how you will leave if you must. Make arrangements with family, friends or your local government.

If Time Allows

Call or email your family.

Secure Centralia Beauty College by closing and locking doors.

Unplug electrical equipment such as radios, televisions, and small appliances. Leave freezers and refrigerators plugged in unless there is a risk of flooding. If there is damage to Centralia Beauty College and you are instructed to do so, shut off water, gas, and electricity before leaving.

Leave a note telling others when you left and where you are going.

Wear sturdy shoes and clothing that provides some protection such as long pants, long-sleeved shirts and a cap.

In Case of Serious Accident or Illness

Call 9-1-1 Do not move sick or injured person(s).

Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva. Stay with the victim and reassure her/him that help is on the way.

Power Failure

Remain calm

Do not move Await instructions from CDT

If instructed to evacuate, use designated emergency exits ONLY.

CRIME STATISTICS/ANNUAL SECURITY REPORT Campus Security Act Information Disclosure

Under the Crime Awareness Campus Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), we are required to provide the student with the following safety information about our campus. This Annual Security Report has also been updated to reflect recent changes in crime reporting, policies and procedures required by the Violence Against Women Reauthorization Act of 2013 (VAWA). Centralia Beauty College is committed to providing a violence-free campus.

Student disclosure of Annual Crime Statistics

Crime Categories	Calendar Year Statistics		
Primary Crimes	2021	2022	2023
Criminal Homicide:			
Murder & Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses:			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Larceny-Theft	0	0	0
Destruction, damage or vandalism to property	0	0	0
Any other crime involving bodily injury	0	0	0
Arson	0	0	0
Hate Crimes			
Hate Crimes Related to Any of the Above Crimes Based On:			
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
ARRESTS AND REFERRALS			
Liquor/Drug/Illegal Weapons Violations:			

Arrests for liquor violations, drug law violations, and illegal weapons possession	0	0	0
Persons not included above who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions	0	0	0
VAWA CRIMES			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

Centralia Beauty College agrees to comply and provide all faculty and students a copy of the campus security report at the beginning of each calendar year and to all prospective students 'enrolling at Centralia Beauty College. The report will include the previous calendar year statistics to comply with the consumer reporting requirement of the most recent 3 completed calendar years.

CRIME LOG REPORT AND CLERY ACT ANNUAL SECURITY REPORT STATISTICS / .01MILE RADIUS OF SCHOOL

CRIME DEFINITIONS

The definitions listed below are used by Centralia Beauty College to classify the criminal offenses listed in the above reported statistics:

Advisor: Any individual who provides the accuser or accused support, guidance, or advice.

Aggravated Assault/Battery: An unlawful attack by one person upon another for the purpose of inflicting severe or substantial bodily injury. This type of assault may be accompanied using a weapon or other means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Arson: Any willful or malicious burning or attempting to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, personal property of another, etc.

Awareness programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the afore mentioned. **Bystander intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

Criminal Homicide Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another. Negligent manslaughter: The killing of another person through gross negligence.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition— (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Destruction, Damage or Vandalism to Property To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law

Domestic Violence: A felony or misdemeanor crime of violence committed (A) by a current or former spouse or intimate partner of the victim; (B) by a person with whom the victim shares a child in common, (C) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, (D) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (E) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Law Violation: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violation of state and local laws relating to unlawfully possessing, selling, using, growing, manufacturing, and making narcotic drugs.

Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Hate Crimes A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Intimidation : To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. **Larceny-Theft (except for motor vehicle theft):** The unlawful taking, carrying, leading, or

riding away of property from the possession or constructive possession of another. Attempted larcenies are included. **Liquor Law Violation:** The violation of State or local laws or ordinances prohibiting the manufacturing, selling, purchasing, transporting, possessing or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. For reporting purposes, this crime includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

Ongoing prevention and awareness campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution

Primary prevention programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Proceeding: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking: Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

☐ Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs. And informed by research or assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

Prompt, fair, and impartial proceeding: A proceeding that is completed within reasonably prompt timeframes designated by an institution's policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay; Conducted in a manner that:

- Is consistent with the institution's policies and transparent to the accuser and accused.
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Result: Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution.

Risk reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence. **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sexual Assault Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. B. Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

Sexual Assault An offense that meets the definition of rape, fondling, incest or statutory rape as contained herein. Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Sexual Violence: Any physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Simple Assault/Battery: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking Engaging in a course of conduct directed at a specific person that would cause a reasonable person To - (A) Fear for the person's safety or the safety of others; or (B) Suffer substantial emotional distress. For the purposes of this definition— (A) *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's Property, (B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim, and (C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Weapon Law Violation: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, and other deadly weapons.

VIOLENCE AGAINST WOMEN ACT (VAWA)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) was amended by the Violence Against Women Reauthorization Act of 2013 (VAWA). To require Centralia Beauty College to report on the additional crime categories of Dating Violence, Domestic Violence and Stalking as part of our annual Clery Act crime statistics to the U.S. Department of Education and in this Annual Security Report. The VAWA amendments also require specific additional procedures for all victims of alleged VAWA crimes as well as primary prevention and awareness training for new students and faculty and ongoing prevention and awareness training for current students and faculty. This Annual Security Report has also been updated to reflect these recent changes in the law.

In 1994 Congress passed the Violence Against Women Act (VAWA) in recognition of the severity of crimes associated with domestic violence, sexual assault, and stalking. This Act emerged from the efforts of a broad, grassroots coalition of advocates and survivors who informed the work of Congress. In the two decades prior to VAWA, a movement had grown within the United States to respond appropriately to violent crimes against women. Rape crisis centers and women's shelters were established in localities, and state and local laws had changed. However, the progress had been uneven around the country. VAWA was borne out of the need for a national solution. This Act enhances the investigation and prosecution of violent crimes against women.

HOTLINES

National Domestic Violence Hotline 1-800-799-SAFE (7233)

National Sexual Assault Hotline 1-800-656-HOPE (4673)

National Teen Dating Abuse Helpline 1-800-799-SAFE (7233)

I. SEXUAL HARASSMENT AND VIOLENCE POLICY SUMMARY

The Clery Act, as amended by VAWA, requires Centralia Beauty College to include crimes of domestic violence, dating violence and stalking in its annual crime statistics according to the federal definitions in this report. VAWA also requires Centralia Beauty College to provide the definitions of dating violence, domestic violence, stalking and consent under Washington state law. Those definitions are listed below:

STATE LAW DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING AND CONSENT

Partners and family members include parents, children, and siblings related by blood, marriage, or adoption; spouses, former spouses, people who have children together, and people of the opposite sex who are dating or who have dated. Defined below in RCW 26.50.010.

RCW [26.50.010](#)

Definitions. (Effective until July 1, 2022.)

As used in this chapter, the following terms shall have the meanings given them:

- (1) "Court" includes the superior, district, and municipal courts of the state of Washington.
- (2) "Dating relationship" means a social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.
- (3) "Domestic violence" means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, sexual assault, or stalking as defined in RCW [9A.46.110](#) of one intimate partner by another intimate partner; or (b) physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, sexual assault, or stalking as defined in RCW [9A.46.110](#) of one family or household member by another family or household member.
- (4) "Electronic monitoring" has the same meaning as in RCW [9.94A.030](#).

(5) "Essential personal effects" means those items necessary for a person's immediate health, welfare, and livelihood. "Essential personal effects" includes but is not limited to clothing, cribs, bedding, documents, medications, and personal hygiene items.

(6) "Family or household members" means: (a) Adult persons related by blood or marriage; (b) adult persons who are presently residing together or who have resided together in the past; and (c) persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

(7) "Intimate partner" means: (a) Spouses, or domestic partners; (b) former spouses, or former domestic partners; (c) persons who have a child in common regardless of whether they have been married or have lived together at any time; (d) adult persons presently or previously residing together who have or have had a dating relationship; (e) persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship; and (f) persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship.

(8) "Judicial day" does not include Saturdays, Sundays, or legal holidays.

Partner or Family Member Assault

In Washington, a person commits the crime of partner or family member assault (also called domestic violence) by: causing bodily injury negligently causing bodily injury with a weapon or creating reasonable apprehension of bodily injury against a partner or family member.

People act negligently when they fail to be aware of or consider the risk their behavior poses to others. Negligent behavior is always a gross departure from how a reasonable person would act. For example, firing a gun inside your house and hitting your boyfriend would be negligent and would be considered domestic violence. Other examples of domestic violence include hitting your child and threatening to hit your wife if the threat creates a reasonable fear of injury.

RCW [10.99.020](#)

Definitions. (*Effective until July 1, 2022.*)

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

(1) "Agency" means a general authority Washington law enforcement agency as defined in RCW [10.93.020](#).

(2) "Association" means the Washington association of sheriffs and police chiefs.

(3) "Dating relationship" has the same meaning as in RCW [26.50.010](#).

(4) "Domestic violence" includes but is not limited to any of the following crimes when committed either by (a) one family or household member against another family or household member, or (b) one intimate partner against another intimate partner:

(i) Assault in the first degree (RCW [9A.36.011](#));

(ii) Assault in the second degree (RCW [9A.36.021](#));

(iii) Assault in the third degree (RCW [9A.36.031](#));

(iv) Assault in the fourth degree (RCW [9A.36.041](#));

(v) Drive-by shooting (RCW [9A.36.045](#));

(vi) Reckless endangerment (RCW [9A.36.050](#));

(vii) Coercion (RCW [9A.36.070](#));

(viii) Burglary in the first degree (RCW [9A.52.020](#));

(ix) Burglary in the second degree (RCW [9A.52.030](#));

(x) Criminal trespass in the first degree (RCW [9A.52.070](#));

(xi) Criminal trespass in the second degree (RCW [9A.52.080](#));

(xii) Malicious mischief in the first degree (RCW [9A.48.070](#));

(xiii) Malicious mischief in the second degree (RCW [9A.48.080](#));

(xiv) Malicious mischief in the third degree (RCW [9A.48.090](#));

(xv) Kidnapping in the first degree (RCW [9A.40.020](#));

(xvi) Kidnapping in the second degree (RCW [9A.40.030](#));

(xvii) Unlawful imprisonment (RCW [9A.40.040](#));

(xviii) Violation of the provisions of a restraining order, no-contact order, or protection order restraining or enjoining the person or restraining the person from going onto the grounds of or entering a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified

distance of a location (RCW [10.99.040](#), [10.99.050](#), [26.09.300](#),

* [26.10.220](#), [26.26B.050](#), [26.44.063](#), [26.44.150](#), [26.50.060](#), [26.50.070](#), [26.50.130](#), [26.52.070](#), or [74.34.145](#));

(xix) Rape in the first degree (RCW [9A.44.040](#));

(xx) Rape in the second degree (RCW [9A.44.050](#));

(xxi) Residential burglary (RCW [9A.52.025](#));

(xxii) Stalking (RCW [9A.46.110](#)); and

(xxiii) Interference with the reporting of domestic violence (RCW [9A.36.150](#)).

(5) "Electronic monitoring" means the same as in RCW [9.94A.030](#).

(6) "Employee" means any person currently employed with an agency.

(7) "Family or household members" means the same as in RCW [26.50.010](#).

(8) "Intimate partners" means the same as in RCW [26.50.010](#).

(9) "Sworn employee" means a general authority Washington peace officer as defined in RCW [10.93.020](#), any person appointed under RCW [35.21.333](#), and any person appointed or elected to carry out the duties of the sheriff under chapter [36.28](#) RCW.

(10) "Victim" means a family or household member or an intimate partner who has been subjected to domestic violence.

[[2020 c 296 § 5](#). Prior: [2019 c 263 § 203](#); [2019 c 46 § 5014](#); [2004 c 18 § 2](#); [2000 c 119 § 5](#); [1997 c 338 § 53](#); [1996 c 248 § 5](#); [1995 c 246 § 21](#); [1994 c 121 § 4](#); [1991 c 301 § 3](#); [1986 c 257 § 8](#); [1984 c 263 § 20](#); [1979 ex.s. c 105 § 2](#).]

NOTES:

Reviser's note: *(1) Chapter [26.10](#) RCW, with the exception of RCW [26.10.115](#), was repealed by 2020 c 312 § 905, effective January 1, 2021.

(2) The definitions in this section have been alphabetized pursuant to RCW [1.08.015](#)(2)(k).

Short title—2020 c 296: See note following RCW [9.94A.030](#).

Findings—Intent—2019 c 263 §§ 202-803: See note following RCW [10.01.240](#).

Intent—Definition of domestic violence—2019 c 263 §§ 202-205: See note following RCW [10.01.240](#).

Findings—Intent—2004 c 18: "The legislature reaffirms its determination to reduce the incident rate of domestic violence. The legislature finds it is appropriate to help reduce the incident rate of domestic violence by addressing the need for improved coordination and accountability among general authority Washington law enforcement agencies and general authority Washington peace officers when reports of domestic violence are made and the alleged perpetrator is a general authority Washington peace officer. The legislature finds that coordination and accountability will be improved if general authority Washington law enforcement agencies adopt policies that meet statewide minimum requirements for training, reporting, interagency cooperation, investigation, and collaboration with groups serving victims of domestic violence. The legislature intends to provide maximum flexibility to general authority Washington law enforcement agencies, consistent with the purposes of this act, in their efforts to improve coordination and accountability when incidents of domestic violence committed or allegedly committed by general authority Washington peace officers are reported." [[2004 c 18 § 1](#).]

Application—2000 c 119: See note following RCW [26.50.021](#).

Finding—Evaluation—Report—1997 c 338: See note following RCW [13.40.0357](#).

Severability—Effective dates—1997 c 338: See notes following RCW [5.60.060](#).

Severability—1995 c 246: See note following RCW [26.50.010](#).

Finding—1991 c 301: "The legislature finds that:

The collective costs to the community for domestic violence include the systematic destruction of individuals and their families, lost lives, lost productivity, and increased health care, criminal justice, and social service costs. Children growing up in violent homes are deeply affected by the violence as it happens and could be the next generation of batterers and victims. Many communities have made headway in addressing the effects of domestic violence and have devoted energy and resources to stopping this violence. However, the process for breaking the cycle of abuse is lengthy. No single system intervention is enough. An integrated system has not been adequately funded and structured to assure access to a wide range of services, including those of the law/safety/justice system, human service system, and health care system. These services need to be coordinated and multidisciplinary in approach and address the needs of victims, batterers, and children from violent homes. Given the lethal nature of domestic violence and its effect on all within its range, the community has a vested interest in the methods used to stop and prevent future violence. Clear standards of quality are needed so that perpetrator treatment programs receiving public funds or court-ordered referrals can be required to comply with these standards. While incidents of domestic violence are not caused by perpetrator's use of

alcohol and illegal substances, substance abuse may be a contributing factor to domestic violence and the injuries and deaths that result from it. There is a need for consistent training of professionals who deal frequently with domestic violence or can identify domestic violence and provide support and information. Much has been learned about effective interventions in domestic violence situations; however, much is not yet known, and further study is required to know how to best stop this violence." [[1991 c 301 § 1.](#)]

Severability—1986 c 257: See note following RCW [9A.56.010](#).

Effective date—1986 c 257 §§ 3-10: See note following RCW [9A.04.110](#).

Effective date—1984 c 263: See RCW [26.50.901](#).

Domestic violence defined under the Domestic Violence Prevention Act: RCW [26.50.010](#).

RCW [10.99.020](#)

Definitions. (Effective July 1, 2022.)

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

(1) "Agency" means a general authority Washington law enforcement agency as defined in RCW [10.93.020](#).

(2) "Association" means the Washington association of sheriffs and police chiefs.

(3) "Dating relationship" has the same meaning as in RCW [7.105.010](#).

(4) "Domestic violence" includes but is not limited to any of the following crimes when committed either by (a) one family or household member against another family or household member, or (b) one intimate partner against another intimate partner:

(i) Assault in the first degree (RCW [9A.36.011](#));

(ii) Assault in the second degree (RCW [9A.36.021](#));

(iii) Assault in the third degree (RCW [9A.36.031](#));

(iv) Assault in the fourth degree (RCW [9A.36.041](#));

(v) Drive-by shooting (RCW [9A.36.045](#));

(vi) Reckless endangerment (RCW [9A.36.050](#));

(vii) Coercion (RCW [9A.36.070](#));

(viii) Burglary in the first degree (RCW [9A.52.020](#));

(ix) Burglary in the second degree (RCW [9A.52.030](#));

(x) Criminal trespass in the first degree (RCW [9A.52.070](#));

(xi) Criminal trespass in the second degree (RCW [9A.52.080](#));

(xii) Malicious mischief in the first degree (RCW [9A.48.070](#));

(xiii) Malicious mischief in the second degree (RCW [9A.48.080](#));

(xiv) Malicious mischief in the third degree (RCW [9A.48.090](#));

(xv) Kidnapping in the first degree (RCW [9A.40.020](#));

(xvi) Kidnapping in the second degree (RCW [9A.40.030](#));

(xvii) Unlawful imprisonment (RCW [9A.40.040](#));

(xviii) Violation of the provisions of a restraining order, no-contact order, or protection order restraining or enjoining the person or restraining the person from going onto the grounds of or entering a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified distance of a location, a protected party's person, or a protected party's vehicle (chapter [7.105](#) RCW, or RCW [10.99.040](#), [10.99.050](#), [26.09.300](#), * [26.10.220](#), [26.26B.050](#), [26.44.063](#), [26.44.150](#), or [26.52.070](#), or any of the former RCW [26.50.060](#), [26.50.070](#), [26.50.130](#), and [74.34.145](#));

(xix) Rape in the first degree (RCW [9A.44.040](#));

(xx) Rape in the second degree (RCW [9A.44.050](#));

(xxi) Residential burglary (RCW [9A.52.025](#));

(xxii) Stalking (RCW [9A.46.110](#)); and

(xxiii) Interference with the reporting of domestic violence (RCW [9A.36.150](#)).

(5) "Electronic monitoring" means the same as in RCW [9.94A.030](#).

(6) "Employee" means any person currently employed with an agency.

(7) "Family or household members" means: (a) Adult persons related by blood or marriage; (b) adult persons who are presently residing together or who have resided together in the past; and (c) persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

(8) "Intimate partners" means: (a) Spouses or domestic partners; (b) former spouses or former domestic partners; (c) persons who have a child in common regardless of whether they have been married or have lived together at any time; (d) adult persons presently or previously residing together who have or have had a dating relationship; (e) persons 16 years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship; or (f) persons 16 years of age or older with whom a person 16 years of age or older has or has had a dating relationship.

(9) "Sworn employee" means a general authority Washington peace officer as defined in RCW [10.93.020](#), any person appointed under RCW [35.21.333](#), and any person appointed or elected to carry out the duties of the sheriff under chapter [36.28](#) RCW.

(10) "Victim" means a family or household member or an intimate partner who has been subjected to domestic violence.

This policy also addresses sexual harassment, which is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). Centralia Beauty College will respond to reports of any such conduct in accordance with this policy.

Sexual harassment may include incidents between any members of the Centralia Beauty College community, including faculty or other staff, student employees, students, coaches, interns, and non-student or non-employee participants in programs (e.g., vendors, contractors, visitors). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred. Harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to Centralia Beauty College programs or activities that the person is effectively denied equal access to Centralia Beauty College's resources and opportunities.

Centralia Beauty College is committed to creating and maintaining a community where all individuals who participate in its programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that Centralia Beauty College prohibits sexual harassment and sexual violence, and that such behavior violates both law and Centralia Beauty College policy. Centralia Beauty College will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy. This policy applies to all employees and students. This policy furthers Centralia Beauty College's commitment to compliance with the law.

II. POLICY TEXT A. General

Centralia Beauty College prohibits sexual harassment and sexual violence. Such behavior violates both law and Centralia Beauty College policy. Centralia Beauty College will respond promptly and effectively to reports of sexual harassment and sexual violence and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy.

B. Prohibited Acts

This policy prohibits sexual harassment and sexual violence as defined in this policy. Conduct by an employee that is sexual harassment or sexual violence in violation of this policy is outside the course and scope of employment.

C. Consensual Relationships

This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the Centralia Beauty College community are not subject to this policy.

D. Gender Identity, Gender Expression, or Sexual Orientation Discrimination

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation also is prohibited by the Centralia Beauty College's nondiscrimination policy if it denies or limits a person's ability to participate in or benefit from the school's educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, Centralia Beauty College may consider acts of discrimination based on gender, gender identity, gender expression, sex- or gender- stereotyping, or sexual orientation.

E. Retaliation

This policy prohibits retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

F. Dissemination of the Policy, Educational Programs, and Employee Training

As part of Centralia Beauty College's commitment to providing a working and learning environment free from sexual harassment and sexual violence, this policy shall be disseminated widely to the Centralia Beauty College community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. Centralia Beauty College makes preventive educational materials available to all members of the community to promote compliance with this policy and familiarity with Centralia Beauty College procedures. Centralia Beauty College has designated an employee responsible for reporting sexual harassment and sexual violence and makes available prevention training to designated employees. The Centralia Beauty College's Title IX Coordinator: Owners, Steve and Rhea Hernandez.

In addition, the school provides annual training to the Title IX Coordinator and all staff involved as investigators and hearing officers in sexual harassment and sexual violence disciplinary procedures.

G. Reporting Sexual Harassment or Sexual Violence

Any member of the Centralia Beauty College community may report conduct that may constitute sexual harassment or sexual violence to any supervisor, manager, or Title IX Coordinator. Supervisors, managers, and other designated employees are responsible for promptly forwarding such reports to the Title IX Coordinator to review and investigate sexual harassment and sexual violence complaints. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual harassment or sexual violence who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action.

Centralia Beauty College has designated the Title IX Coordinator as the person to whom members of the Centralia Beauty College community can consult for advice and information regarding making a report of sexual harassment or sexual violence. Requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate Centralia Beauty College response; however, such requests will be considered in the dual contexts of Centralia Beauty College's obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the rights of the accused to be informed of the allegations and their source. Also, an individual may file a complaint or grievance alleging sexual harassment or sexual violence under Centralia Beauty College's grievance procedure.

H. Response to Reports of Sexual Harassment or Sexual Violence

Centralia Beauty College shall provide prompt and effective response to reports of sexual harassment or sexual violence, which may include early resolution, formal investigation and/or targeted prevention training or educational programs.

If an individual reports to Centralia Beauty College that the individual has been a victim of domestic violence, dating violence, sexual assault, he/she will be provided with a written explanation of the individual's rights and options whether the offense occurred on-off campus.

Upon a finding of sexual harassment or sexual violence, Centralia Beauty College may offer remedies to the individual or individuals harmed by the harassment and/or violence, consistent with applicable resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions, such as changes in academic, living, transportation, or working situations.

Any member of the Centralia Beauty College community who is found to have engaged in sexual harassment or sexual violence is subject to disciplinary action including dismissal in accordance with the applicable Centralia Beauty College disciplinary procedure or other Centralia Beauty College policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs.

III. PROCEDURES A. Centralia Beauty College Responsibilities

In accordance with state and federal law, Centralia Beauty College shall:

Offer sexual harassment prevention training and education to the Centralia Beauty College community and provide sexual harassment prevention training and education to each supervisory employee.

Offer prevention education programs to all incoming students and new employees, and ongoing prevention and awareness campaigns to the Centralia Beauty College community, to promote awareness of rape and acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, including the definition of consent, options for bystander intervention, and risk reduction awareness information; Offer annual training on issues related to sexual violence, as defined in this policy for individuals conducting formal investigations of reports or conducting hearings.

Provide all members of the Centralia Beauty College community with a process for reporting sexual harassment or sexual violence in accordance with the policy.

Identify on- and off-campus resources for reporting sexual harassment or sexual violence, including law enforcement, medical, and victim support services.

Provide prompt and effective response to reports of sexual harassment, sexual violence, or reports of retaliation related to reports of sexual harassment or sexual violence in accordance with the policy.

Provide written notification of this policy; and

Designate trained individuals, including, or other than, the school manager, to serve as resources for members of the Centralia Beauty College community who have questions or concerns regarding behavior that may be sexual harassment or sexual violence.

B. Procedures for Reporting and Responding to Reports of Sexual Harassment or Sexual Violence

All members of the Centralia Beauty College community are encouraged to contact the school manager if they observe or encounter conduct that may be subject to this policy. This includes conduct by employees, students, or third parties. Reports of sexual harassment or sexual violence may be brought to the school manager, or to any supervisor, or other designated employee responsible for responding to reports of sexual harassment or sexual violence. If the person to whom harassment normally would be reported is the individual accused of

harassment, reports may be made to another manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the manager or other appropriate official designated to review and investigate sexual harassment complaints when a report is received.

Reports of sexual harassment or sexual violence should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable Centralia Beauty College to respond to the report, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede Centralia Beauty College's ability to investigate and/or to take appropriate remedial actions.

1. Required Notifications for Reports of Sexual Violence

The school will provide a written explanation of available rights and options, including procedures to follow, when the school receives a report that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on- or off-campus or in connection with any Centralia Beauty College program. The written information shall include:

- (a) To whom the alleged offense should be reported.
- (b) options for reporting to law enforcement and campus authorities, including the option to notify local or on campus law enforcement authorities; the right to be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses and the right to decline to notify such authorities.
- (c) the rights of complainants regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts and Centralia Beauty College's responsibilities regarding such orders; (d) the importance of preserving evidence as may be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protection order.
- (e) existing campus and community services available for victims including counseling, health, mental health, victim advocacy, legal assistance, and other services.
- (f) options for, and available assistance to, change academic, living, transportation, and working situations, if requested by the complainant and if reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- (g) Any applicable procedures for institutional disciplinary action.

2. Options for Resolution

Individuals reporting sexual harassment or sexual violence shall be informed about options for resolving potential violations of the policy. These options shall include procedures for Early Resolution, procedures for Formal Investigation, and filing complaints or grievances under applicable Centralia Beauty College complaint resolution or grievance procedures. Individuals making reports also shall be informed about policies applying to confidentiality of reports under this policy. The school shall respond to the greatest extent possible to reports of sexual harassment and sexual violence brought anonymously or brought by third parties not directly involved in the asserted offenses. However, the response to such reports may be limited if information contained in the report cannot be verified by independent facts.

Individuals reporting sexual harassment and sexual violence shall be informed about the range of possible outcomes of the report, including interim protections, remedies for the individual harmed by the incident, and disciplinary actions that might be taken against the accused as a result of the report, including information about the procedures leading to such outcomes.

An individual who is subjected to retaliation (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) for having made a report of sexual harassment or sexual violence in good faith, who assisted someone with a report of sexual harassment or sexual violence, or who participated in any manner in an investigation or resolution of a report of sexual harassment or sexual violence, may make a report of retaliation under these procedures. The report of retaliation shall be subject to the procedures herein.

3. Procedures for Early Resolution

The goal of Early Resolution is to resolve concerns at the earliest stage possible with the cooperation of all parties involved. Centralia Beauty College utilizes Early Resolution options when the parties desire to resolve the situation cooperatively and/or when a Formal Investigation is not likely to lead to a satisfactory outcome. Participation in the Early Resolution process is voluntary. Early Resolution may include an inquiry into the facts, but typically does not include a formal investigation. Means for Early Resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early Resolution includes options such as mediating an agreement between the parties, separating the parties, referring the parties to counseling programs, negotiating an agreement for disciplinary action, conducting targeted preventive educational and training programs, or providing remedies for the individual harmed by the offense. Early Resolution also includes options such as discussions with the parties, making recommendations for resolution, and conducting a follow-up review after a period to assure that the resolution has been implemented effectively. Early Resolution may be appropriate for responding to anonymous reports and/or third-party reports. Steps taken to encourage Early Resolution and agreements reached through Early Resolution efforts should be documented.

While Centralia Beauty College encourages Early Resolution of a complaint, Centralia Beauty College does not require that parties participate in Early Resolution prior to Centralia Beauty College's decision to initiate a Formal Investigation. Some reports of sexual harassment or sexual violence may not be appropriate for mediation but may require a Formal Investigation at the discretion of the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints. Centralia Beauty College will not compel a complainant to engage in mediation. Mediation, even if voluntary, may not be used in cases involving sexual violence.

4. Procedures for Formal Investigation

In cases where Early Resolution is inappropriate or in cases where Early Resolution is unsuccessful, Centralia Beauty College may conduct a Formal Investigation. In such cases, the individual making the report may be encouraged to file a written request for Formal Investigation. The wishes of the individual making the request shall be considered, but are not determinative, in the decision to initiate a Formal Investigation of a report of sexual harassment or sexual violence. In cases where there is no written request, the Title IX Officer (Sexual Harassment Officer) or other appropriate official designated to review and investigate sexual harassment complaints, potentially in consultation with the administration, may initiate a Formal Investigation after making a preliminary inquiry into the facts.

In cases where a complainant states he or she does not want to pursue a Formal Investigation, the Title IX Coordinator should inform the complainant that the ability to investigate may be limited. When determining whether to go forward with a Formal Investigation, the Title IX Coordinator may consider: 1) the seriousness of the allegation, 2) in the case of a student complainant, the age of the student, 3) whether there have been other complaints or reports against the accused, and 4) the rights of the accused individual to receive information about the complainant and the allegations if formal proceedings with sanctions may result from the investigation. Even if a complainant does not want to pursue an investigation, under some circumstances, the Title IX Coordinator may have an obligation to investigate a complaint, such as when there is a risk to the campus community if the accused remains on campus. The complainant should be made aware of this independent obligation to investigate the complaint.

(a) In order to provide a prompt, fair, and impartial investigation and resolution, any Formal Investigation of reports of sexual harassment and/or sexual violence shall incorporate the following standards:

- i. The individual(s) accused of conduct violating the policy shall be provided a copy of the written request for Formal Investigation or otherwise given a full and complete written statement of the allegations, and a copy of the policy; and
- ii. The individual(s) conducting the investigation shall be familiar with the policy, have training or

experience in conducting investigations, and as relevant to the investigation, be familiar with policies and procedures specific to students, staff, faculty, and visitors. For cases involving allegations of sexual violence, the individual(s) conducting the investigation must receive annual training on issues related to sexual violence. Such training includes how to investigate that protects the safety of the complainants and promotes accountability.

- (b) If the alleged conduct is also the subject of a criminal investigation, the campus may not wait for the conclusion of the criminal investigation to begin an investigation pursuant to this policy. However, a campus may need to coordinate its fact-finding efforts with the police investigation. Once notified that the police department has completed its gathering of evidence (not the ultimate outcome of the investigation or the filing of any criminal charges), the campus must promptly resume and complete its fact-finding for the sexual harassment or sexual violence investigation.
- (c) The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation. (d) The investigator shall apply a preponderance of evidence standard to determine whether there has been a violation of this policy.
- (e) Upon request, the complainant and the accused may each have a representative present when he or she is interviewed, and at any subsequent proceeding or related meeting. Other witnesses may have a representative present at the discretion of the investigator or as required by applicable Centralia Beauty College policy or collective bargaining agreement.
- (f) At any time during the investigation, the investigator may recommend that interim protections or remedies for the parties or witnesses be provided by appropriate Centralia Beauty College officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of this policy.
- (g) The investigation shall be completed as promptly as possible and in most cases within 60 working days of the date the request for formal investigation was filed. This deadline may be extended on approval by a designated Centralia Beauty College official.
- (h) Generally, an investigation results in a written report that at a minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator whether this policy has been violated. The report also may contain a recommendation for actions to resolve the complaint, including preventive educational programs, remedies for the complainant, and a referral to disciplinary procedures as appropriate. The report is submitted to a designated Centralia Beauty College official with authority to implement the actions necessary to resolve the complaint. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.
- (i) The complainant shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the accused not contact the complainant. In accordance with Centralia Beauty College policies protecting individuals' privacy, the complainant may generally be notified that the matter has been referred for disciplinary action but shall not be informed of the details of the recommended disciplinary action without the consent of the accused, consistent with this policy.
- (j) The complainant and the accused may request a copy of the investigative report pursuant to Centralia Beauty College policy governing privacy and access to personal information. However, in accordance with Centralia Beauty College policy, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report.
- (k) At the conclusion of any disciplinary proceeding arising from an allegation of domestic violence, dating violence, sexual assault or stalking, the complainant and the accused will be simultaneously informed in writing of:

- i. The outcome of any SCHOOL disciplinary proceeding; ii. The SCHOOL's procedures for appealing the results of the proceeding; iii. Any change to the results that occur prior to the time that such results become final; and iv. When results become final.

C. Complaints or Grievances Involving Allegations of Sexual Harassment or Sexual Violence An individual who believes he or she has been subjected to sexual harassment or sexual violence may file a complaint or grievance pursuant to the applicable complaint resolution or grievance procedure listed in *Appendix I: Centralia Beauty College Complaint Resolution and Grievance Procedures*. Such complaint or grievance may be filed either instead of or in addition to making a report of sexual harassment to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment and sexual violence complaints under this policy. A complaint or grievance alleging sexual harassment or sexual violence must meet all the requirements under the applicable complaint resolution or grievance procedure, including time limits for filing.

If a complaint or grievance alleging sexual harassment or sexual violence is filed in addition to a report made to the Title IX Coordinator or other appropriate official designated to review and investigate sexual harassment complaints under this policy, the complaint or grievance shall be held in abeyance subject to the requirements of any applicable complaint resolution or grievance procedure, pending the outcome of the Early Resolution or Formal Investigation procedures. If the individual wishes to proceed with the complaint or grievance, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable complaint resolution or grievance procedure.

An individual who has made a report of sexual harassment or sexual violence also may file a complaint or grievance alleging that the actions taken in response to the report of sexual harassment or sexual violence did not follow policy. Such a complaint or grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any complaint or grievance regarding the resolution of a report of sexual harassment or sexual violence must be filed in a timely manner. The period for filing begins on the date the individual was notified of the outcome of the sexual harassment or sexual violence investigation or other resolution process pursuant to this policy, and/or of the actions taken by the administration in response to the report of sexual harassment or sexual violence, whichever is later.

D. Remedies and Referral to Disciplinary Procedures

Findings of policy violations may be considered to determine remedies for individuals harmed by the sexual harassment or sexual violence and shall be referred to applicable disciplinary procedures. Procedures under this policy shall be coordinated with applicable local complaint resolution, grievance, and disciplinary procedures to avoid duplication in the fact-finding process whenever possible. Violations of the policy may include engaging in sexual harassment or sexual violence, retaliating against a complainant reporting sexual harassment or sexual violence, or violating interim protections. Investigative reports made pursuant to this policy may be used as evidence in subsequent complaint resolution, grievance, and disciplinary proceedings as permitted by the applicable procedures.

E. Privacy

Centralia Beauty College shall protect the privacy of individuals involved in a report of sexual harassment or sexual violence to the extent permitted by law and Centralia Beauty College policy. A report of sexual harassment or sexual violence may result in the gathering of extremely sensitive information about individuals in the Centralia Beauty College community. While such information is considered confidential, Centralia Beauty College policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment or sexual violence. In such cases, every effort shall be made to redact the records to protect the privacy of individuals. An individual who has made a report of sexual harassment or sexual violence may be advised of sanctions imposed against the accused when the individual needs to be aware of the sanction for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). In addition, when the offense involves a crime of violence or a

non-forcible sex offense, the Family Educational Rights and Privacy Act permits disclosure to the complainant the results of a disciplinary proceeding against the alleged accused, regardless of whether Centralia Beauty College concluded that a violation was committed. Information regarding disciplinary action taken against the accused shall not be disclosed without the accused consent, unless permitted by law as noted above, or unless it is necessary to ensure compliance with the action or the safety of individuals.

F. Confidentiality of Reports of Sexual Harassment and Sexual Violence

Centralia Beauty College does not employ professional or pastoral counselors. Centralia Beauty College notifies the Centralia Beauty College community that the Title IX Coordinator, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment or sexual violence, even if the individual making the report requests that no action be taken. An individual's requests regarding the confidentiality of reports of sexual harassment or sexual violence will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of Centralia Beauty College's legal obligation to ensure a working and learning environment free from sexual harassment and sexual violence and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although Centralia Beauty College will comply with requests for confidentiality to the extent possible.

G. Retention of Records Regarding Reports of Sexual Harassment and Sexual Violence

The office of the Title IX Coordinator is responsible for maintaining records relating to sexual harassment and sexual violence reports, investigations, and resolutions. Records shall be maintained in accordance with Centralia Beauty College's records policies. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools/academies that receive funds under an applicable course of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- * Parents or eligible students have the right to inspect and review the student's education records maintained by Centralia Beauty College. Academies are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Academies may charge a fee for copies.

- * Parents or eligible students have the right to request that Centralia Beauty College correct records which they believe to be inaccurate or misleading. If Centralia Beauty College decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Centralia Beauty College still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- * Generally, academies must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows academies to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- Centralia Beauty College officials with legitimate educational interest.
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of Centralia Beauty College;
- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Centralia Beauty College may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, academies must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that Centralia Beauty College not disclose directory information about them. Academies must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of Centralia Beauty College.

Family Policy Compliance Office U.S.
Department of Education
400 Maryland Ave, SW
Washington, DC 20202

HEALTH & SAFETY EXEMPTION REQUIREMENT

Centralia Beauty College adheres to all requirements pertaining to the protection of student information. However, there are limited exceptions to FERPA regulations under which Centralia Beauty College is permitted to disclose education records or personally identifiable, non-directory information from education records in connection with a health or safety emergency without student consent. The situation must present imminent danger to a student, other students, or members of the school community in order to qualify as an exception. This action is not taken lightly and only under circumstances that present imminent danger.

EMERGENCY PREPAREDNESS AND SUPPORT

List of housing resources:

Homeless Shelters:	Housing Resource Center	(360)736-5140
	Lewis County Shelter Program	(360)736-5140
Supportive Housing:	Virginia Station Apartments	(360)736-7864
Halfway Housing:	Sober Living Halfway Houses	(888)737-0761
Transitional Housing:	Housing Resource Center	(360)736-5140
Day Shelters:	Lewis County Shelter Program	(360)736-5140
Low Income Housing:	Virginia Station Apartments	(360)736-7864
	South Creek Apartments	(360)736-0248

Residential Alcohol and Drug Treatment Centers:

Eugenia Center	(360)740-9767
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Addiction Recovery Center	(360)748-4357
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New Directions Counseling	(360)740-4380
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Community Volunteer Work Hub City Mission	(360)748-0119
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Consumer Credit Counseling Services of Lewis County

Consumer Credit Counseling	(800)718-3344
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Awareness Counseling	(360)330-2832
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Centralia Beauty College is dedicated to serving the homeless and low-income. We have listed the shelters and low-cost housing services in the Centralia/Chehalis area. This list has homeless shelters, halfway houses, affordable housing, etc. The database consists of emergency shelters, homeless shelters, day shelters, transitional housing, shared housing, residential drug and alcohol rehabilitation programs and permanent affordable housing. To offer food, clothing, shelter, and spiritual guidance to homeless men, women, and children in need:

Types of Shelters and Service Information

Day Shelters supplement homeless and low-income people when the shelter their staying in only offers shelter on an overnight basis. Case management is often provided and sometimes there are laundry and shower facilities. Meals and basic hygiene may also be offered. Almost all-day shelters provide their services free of charge. Any emergency or homeless shelter that allows clients to stay during the day is also classified under this category. **Emergency Homeless Shelters** both provide short term relief for the homeless & low-income. Usually there is a maximum stay of 3 months or less. Many of these shelters ask their clients to leave during the day. Meals and other supportive services are often offered. 3 times out of 5 these shelters offer their services free of charge.

Halfway Housing helps transition individuals and families from shelters or homelessness to permanent housing. Length of stay is usually anywhere from 6 months to 2 years. Residents are often required to pay at least 30% of their income toward program fees. Sometimes the money they pay in fees is returned to them when they leave. Any emergency or homeless shelter that allows their clients to stay more than 6 months is also classified under this category.

Permanent Affordable Housing is a long-term solution for housing. Residents are often allowed to stay if they remain in the low-income bracket but is sometimes limited 3 - 5 years. Residents pay no more than 30% of their income towards rent. Emergency shelters, homeless shelters and transitional housing programs that allow their clients to stay without a maximum stay are also classified under this category.

Drug and Alcohol Rehab programs are intended to treat alcohol and/or drug dependency. The cost of participating in one of these programs and the method of treatment range significantly. The database operated on this website only includes residential rehab programs (not outpatient programs). We also provide Access to Recovery (ATR) Grant programs for substance abuse treatment.

Supportive Housing Programs that provide an alternative living arrangement for individuals who, because of age, disability, substance abuse, mental illness, chronic homelessness, or other circumstances, are unable to live independently without care, supervision and/or support to help them in the activities of daily living; or who need access to case management, housing support, vocational, employment and other services to transition to independent living.

Shared Housing Programs helps bring low-income persons together and helps prevent homelessness by providing affordable housing options. This service is good for families, disabled persons, and others wanted more companionship. Shelterlistings.org finds these shared housing locations and lists them throughout our

website. **Rooming House or Boarding House** A rooming house is a building in which renters occupy single rooms and share kitchens, bathrooms, and common areas. The location may be a converted single-family home, a converted hotel, or a purpose-built structure. Rooming houses are low-cost housing and may have as few as three rooms for rent, or more than a hundred. The same goes for boarding houses. We list these types of residences throughout www.shelterlistings.org.

Transitional housing is affordable low-cost supportive housing designed to provide housing and appropriate support services to persons who are homeless or who are close to homelessness. The transition is to help them be more self-sufficient to move towards independent living on their own. Services provided at transitional housing facilities vary, from substance abuse treatment to psychological assistance, job training, domestic violence assistance, etc. The assistance provided varies, but it is generally affordable and low-cost housing. Read the descriptions of each of the transitional living locations for more detailed information.

SAFETY PROCEDURES

First Aid: A first aid kit is in the dispensary and the educators' office.

Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other CDT Members for help, if necessary. Make the person comfortable.

Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary and the educators' office.

Cuts requiring stitches: The student should be transported to the emergency room by the most expedient way possible.

Dangerous Situations, Alerting Faculty, Students, Guests and/or Neighbors

Are brought to the attention of Command Decision Team (CDT) and if confirmed, will alert and students by announcing, emailing, text and /or a written notification that will be posted in a conspicuous area, directing them to either a safe location and or the City County Health Department. Once the dangerous situation is diminished, an announcement, email, text and/ or a written notification will be posted or sent to students when classes will resume.

Extreme Weather Conditions Procedures

Are issued from the Local Weather Service, Centralia Beauty College offices are closed, and classes are cancelled.

Once the weather conditions are diminished, the CDT will alert the faculty and students when classes will resume.

Winter Storms and Extreme Cold Before

To prepare for a winter storm you should do the following:

☐ Before winter approaches, add the following supplies to your automobile.

- Sand to improve traction.
- Snow shovels and other snow removal equipment.
- Sufficient heating fuel.
- Adequate clothing and blankets to keep you warm.

During

Centralia Beauty College will notify the traveling student if a winter storm and extreme cold is expected. If the student is traveling long distances, the student will be advised to leave early or not to travel at all. If the winter storm and extreme cold happens while faculty, students and guests are in attendance, the following will apply: Stay indoors during the storm. Walk carefully on snowy, icy, walkways.

Let someone know your destination, your route, and when you expect to arrive.

After

If Centralia Beauty College loses power or heat for more than a few hours or if you do not have adequate supplies to stay warm in Centralia Beauty College, you may want to go to a designated public shelter if you can get there safely. Text **SHELTER** + your **ZIP code** to **43362** (4FEMA) to find the nearest shelter in your area (e.g., SHELTER20472)

Take precautions when traveling to the shelter. Dress warmly in layers, wear boots, mittens, and a hat. Continue to protect yourself from frostbite and hypothermia by wearing warm, loose-fitting, lightweight clothing in several layers. Stay indoors, if possible.

Thunderstorms & Lightning Procedures Before

To prepare for a thunderstorm, you should do the following:

Secure outdoor objects that could blow away or cause damage.

Get inside the school, or an automobile (not a convertible). Although you may be injured if lightning strikes your car, you are much safer inside a vehicle than outside.

Rubber-soled shoes and rubber tires provide NO protection from lightning.

Close window blinds, shades, or curtains.

Unplug any electronic equipment well before the storm arrives.

During

If thunderstorm and lightning are occurring in your area, you should:

Avoid contact with corded phones and devices including those plugged into electrical outlets for recharging.

Cordless and wireless phones not connected to wall outlets are OK to use.

Avoid contact with electrical equipment or cords.

Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges from lightning can cause serious damage.

Avoid contact with plumbing.

Do not wash your hands and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.

Stay away from windows and doors.

Do not lie on concrete floors and do not lean against concrete walls.

Take shelter in a sturdy building.

Avoid isolated sheds or other small structures in open areas.

Avoid contact with anything metal—motorcycles and bicycles.

If lightning strikes you or someone you know, call 9-1-1 for medical assistance as soon as possible. The following are things you should check when you attempt to give aid to a victim of lightning: Breathing - if breathing has stopped, begin mouth-to-mouth resuscitation. Heartbeat - if the heart has stopped, administer CPR.

Pulse - if the victim has a pulse and is breathing, look for other possible injuries. Check for burns where the lightning entered and left the body. Also, be alert for nervous system damage, broken bones and loss of hearing and eyesight.

After

Never drive through a flooded roadway. Turn around, don't drown!

Stay away from downed power lines and report them immediately.

Plan for a Pandemic

Get involved in your community as it works to prepare for an influenza pandemic.

Limit the Spread of Germs and Prevent Infection

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

If possible, stay home.

Cover your mouth and nose with a tissue when coughing or sneezing.

Washing your hands often will help protect you from germs.

Avoid touching your eyes, nose, or mouth. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

Utility Shut Off

Natural gas

Natural gas leaks and explosions are responsible for a significant number of fires following disasters. It is vital that all faculty know how to shut off natural gas.

Because there are different gas shut-off procedures for different gas meter configurations, it is important to contact your local gas company for any guidance on preparations and response regarding gas service to Centralia Beauty College.

If you smell gas or hear a blowing or hissing noise, get everyone out quickly. Turn off the gas if you can and call the gas company.

Caution: If you turn off the gas for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.

Water

Water quickly becomes a precious resource following many disasters. It is vital that all faculty members learn how to shut off the water.

Locate the shut-off valve for the water line that enters Centralia Beauty College and label this valve with a tag for easy identification.

Electricity

Electrical sparks have the potential of igniting natural gas if it is leaking. It is wise to teach all responsible faculty where and how to shut off the electricity.

Locate your electrical circuit box. For your safety, always shut off all the individual circuits before shutting off the main circuit.

Fire Procedure

If you smell smoke or see fire, report it immediately to a facilitator.

Proceed as follows:

Students exit in single file out the closest doors. If you have a guest at the time, the guest is your responsibility. After exiting Centralia Beauty College, proceed safely away from the school and locate in the parking lot behind the school.

Faculty will help guests in reception area out the front doors.

Proceed to safety away from Centralia Beauty College.

Familiarize yourself with your evacuation route and the location of all emergency and regular exits.

The evacuation route illustration is found in the classroom, lunchroom, clinic floor, esthetics room and next to each exit door. Fire extinguishers are located in the classroom, lunchroom and on the clinic floor.

VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO STATE LAWS

FLOOD Before

Even if you feel you live in a community with a low risk of flooding, remember that anywhere it rains, it can flood. Just because you haven't experienced a flood in the past, doesn't mean you won't in the future. Flood risk

isn't just based on history; it's also based on several factors including rainfall, topography, flood-control measures, river-flow and tidal-surge data, and changes due to new construction and development.

To prepare for a flood, you should:

"Check valves" are installed in the sinks to prevent water from backing up into the drains.

During

If a flood is likely in your area, you should:

Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to evacuate.

If you must prepare to evacuate, you should do the following:

Secure Centralia Beauty College

Turn off utilities at the main switches or valves if instructed to do so.

Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.

If you must leave Centralia Beauty College, remember these evacuation tips:

Do not walk-through moving water. Six inches of moving water can make you fall. If you must walk in water, walk where the water is not moving. Use a stick to check the firmness of the ground in front of you. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car, and move to higher ground, when water is not moving or not more than a few inches deep. You and the vehicle can be swept away quickly. If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside the vehicle, seek refuge on the roof. Do not camp or park your vehicle along streams, rivers, or creeks, particularly during threatening conditions.

After

Although floodwaters may be down in some areas, many dangers still exist. Here are some things to remember in the days ahead:

Use local alerts and warning systems to get information and expert informed advice as soon as available.

Avoid moving water.

Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organization.

Emergency workers will be assisting people in flooded areas. You can help them by staying off the roads and out of the way.

Play it safe. Additional flooding or flash floods can occur. Listen for local warnings and information. If your car stalls in rapidly rising waters, get out immediately and climb to higher ground.

Return home only when authorities indicate it is safe.

Roads may still be closed because they have been damaged or are covered by water. Barricades have been placed for your protection. If you come upon a barricade or a flooded road, go another way.

If you must walk or drive in areas that have been flooded:

Stay on firm ground. Moving water only 6 inches deep can sweep you off your feet. Standing water may be electrically charged from underground or downed power lines.

Flooding may have caused familiar places to change. Floodwaters often erode roads and walkways. Flood debris may hide animals and broken bottles, and it's also slippery. Avoid walking or driving through it.

Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.

Stay out of any building if it is surrounded by floodwaters.

Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.

Earthquake Before

Every attempt to secure shelves, heavy objects, mirrors, and electronic such as computers and printers.

During

Drop, cover, and hold on. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe if indoors Drop to your hands and knees.

Cover your head and neck with your arms. This position protects you from falling and provides some protection for vital organs. Because moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. If there is low furniture, or an interior wall or corner nearby and the path is clear, these may also provide some additional cover. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

HOLD ON to any sturdy shelter until the shaking stops.

Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.

DO NOT get in a doorway as this does not provide protection from falling or flying objects and you likely will not be able to remain standing.

Stay inside until the shaking stops and it is safe to go outside. Do not exit the school during the shaking.

Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside Centralia Beauty College or try to leave.

Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

After

Do not light a match.

Do not move about or kick up dust.

Cover your mouth with a handkerchief or clothing.

Tap on a pipe or wall so rescuers can locate you.

Use a whistle if one is available. Shout only as a last resort.

Shouting can cause you to inhale dangerous amounts of dust.

When the Shaking Stops

When the shaking stops, look around to make sure it is safe to move and there is a safe way out through the debris. Then exit Centralia Beauty College.

Expect aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake. Drop, Cover, and Hold On whenever you feel shaking.

Check for injuries and aid if you have training. Assist with rescues if you can do this safely. Look for and extinguish small fires. Fire is the most common hazard after an earthquake. Never use a lighter or matches near damaged areas.

Use the telephone only for emergency calls.

Go to a designated public shelter if your home had been damaged and is no longer safe. Text SHELTER + your ZIP code to 43362 (4FEMA) to find the nearest shelter in your area (example: *shelter 12345*).

Stay away from damaged areas. Stay away unless your assistance has been specifically requested by police, fire, or relief organizations. Return home only when authorities say it is safe.

Be careful when driving after an earthquake and anticipate traffic light outages.

After it is determined that it's safe to return, your safety should be your primary priority as you begin cleaning up and recovery.

Leave the area if you smell gas or fumes from other chemicals.

Inspect utilities. (Follow the Utility Shut Off)

Bomb Threats

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Faculty and students are to act quickly but remain calm and obtain as much information as possible and write it down.

If a bomb threat is received by phone remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.

Listen carefully. Be polite and show interest.

Try to keep the caller talking to learn more information.

If possible, write a note to a faculty member or student to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.

If your phone has a display, copy the number and/or letters on the window display.

Write down as much detail as you can remember. Try to get exact words.

Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS (Federal Protective Services) immediately with information and await instructions.

If A Bomb Threat Is Received by Handwritten Note

- Call 9-1-1
- Handle note as minimally as possible
- Call 911
- Do not delete the message.
- Signs of a Suspicious Package
 - No return address
 - Poorly handwritten
 - Excessive postage
 - Misspelled words
 - Stains
 - Incorrect titles
 - Strange odor
 - Foreign postage
 - Strange sounds
 - Restrictive notes
 - Unexpected delivery

Do Not

- Use cell phones; radio signals have the potential to detonate a bomb.
- Evacuate the school until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

Bomb Threat Call Procedures and Checklist

Who to Contact (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police 1-877-4-FPS-411 (1-877-437-7411)
- 911

Ask Caller

When asking the caller, the following, take notes on anything, you might forget and include questions:

- Where is the bomb located? (Building/Floor/Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes/ No
- Why?
- What is your name?

Exact Words of Threat | Information about Caller

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points: Take any notes that may aid in the investigation.

Explosion Before

The following are things you can do to protect yourself, in the event of an explosion.
Knowing your community's warning systems and disaster plans, including evacuation routes.

During

Get under a sturdy table.
Exit Centralia Beauty College as quickly as possible. Stay low if there is smoke. Do not stop to retrieve personal possessions or make phone calls.
Check for fire and other hazards.
Once you are out, attempt to meet at designated areas.
Move away from sidewalks or streets to be used by emergency officials or others still exiting Centralia Beauty College.
Tap on a pipe or wall so rescuers can hear where you are.
If possible, use a whistle to signal rescuers.
Shout only as a last resort. Shouting can cause a person to inhale dangerous amounts of dust.
Avoid unnecessary movement so you don't kick up dust.
Cover your nose and mouth with anything you have on hand.

After

As we learned from the events of September 11, 2001, the following things can happen after a terrorist attack: There can be significant numbers of casualties and/or damage to buildings and the infrastructure. So, employers need up-to-date information about any medical needs you may have and on how to contact your designated beneficiaries.
Heavy law enforcement involvement at local, state, and federal levels follows a terrorist attack due to the event's criminal nature.
Health and mental health resources in the affected communities can be strained to their limits, maybe even overwhelmed.
Extensive media coverage, strong public fear and international implications and consequences can continue for a prolonged period.
Centralia Beauty College may be closed.
Centralia Beauty College may have to evacuate, avoiding blocked roads for your safety. Clean-up may take many months.

STUDENT HOUSING/FIRE SAFETY REPORT

Since Centralia Beauty College does not provide or offer any student housing it does not produce an Annual Fire Safety Report. Information on access to housing in the local Centralia/Chehalis area can be found on the bulletin board in the student lounge or can be obtained from the administration.

TERRORIST ATTACKS

Centralia Beauty College does not want to dismiss or diminish the possibility to terrorism; however, we believe the risk is low in relationship to Threat/Hazards.
Based on small faculty, less than 15; Small student body, less than 100; Building has no significant interest or location; Building does not store or contains hazardous chemicals; No luggage is stored or kept on premise; No underground parking.

POLICIES Policy: Preparation of Disclosure of Crime Statistics

PERSON/STAFF, CEO and a member of the CDT, prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013. The full text of this report can be located on our web site at www.centraliabeautycollege.com. This report is prepared in cooperation with the local law enforcement

agencies surrounding our main campus. Local law enforcement provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Police Department and Command Decision Team. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law. Centralia Beauty College accepts information on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Faculty receives similar notification at our faculty meetings and Professional Development. All prospective faculty, potential students may obtain copies of the report at Centralia Beauty College in the Admissions Office or by calling (360)736-2866.

Policy: How to Report Criminal Offenses

To report a crime on or off campus:

Contact Police Department at (360)736-7680 (non-emergencies),

Dial 9-1-1- (emergencies only). Additionally, you may report a crime to the following areas:

Centralia Beauty College Command Decision Team (CDT)

Admissions Office (360)736-2866

CEO Office (360)736-2866

Facilitator's Office (360)736-2866

Financial Aid Office (360)736-2866

Front Desk (360)736-2866

Policy: Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within Centralia Beauty College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the CDT can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Centralia Beauty College can keep an accurate record of the number of incidents involving students; determine where there is a pattern of crime about a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Centralia Beauty College prohibits any retaliation against anyone who in good faith reports any violations of the campus security policy.

Policy: Limited Voluntary Confidential Reporting

The Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to CDT campus security authorities as identified below. Confidential reports of crime may also be made to Crime Stoppers at (800)222-8477.

Statement: Institution That Has a Memorandum of Understanding, (MOU)

Centralia Beauty College recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of Centralia Beauty College. All persons on the campus are always subject to these laws and rules. While Centralia Beauty College is private property, and Constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. Additionally, the officers are invited to patrol the campus to assist CDT in deterring crime. All law enforcement agencies are asked to call the Financial Aid Office prior to entering Centralia Beauty College. CDT is recognized by the Police Department. CDT enjoys an especially good relationship with the Police. The response

time of the police department to campus averages less than two minutes for emergency calls. The exercise of that authority is described in a “memorandum of understanding” (MOU) between Police and CDT that outlines which law enforcement agency will have jurisdiction over which types of offenses.

As noted in the introduction and the emergency policies, Police Department is notified of all serious crime on campus and is immediately notified of major crimes via the telephone. Centralia Beauty College relies on the telephone to contact the county emergency dispatch center for fire and emergency medical needs. All victims are offered an opportunity to report crimes to Centralia Police. Annually, Centralia Beauty College receives an email report of all crimes committed on the campus from the Police Department.

Policy: Encouragement of Accurate and Prompt Crime Reporting

Faculty, students, and guests are encouraged to report all crimes and public safety related incidents to Centralia Beauty College in a timely manner. To report a crime or emergency on Centralia Beauty College, call the CDT Team Leader.

CDT will investigate a report when it is deemed appropriate.

If assistance is required from the Police Department or the Fire Department, CDT will contact the appropriate unit. If a sexual assault or rape should occur, faculty on the scene, including CDT, will offer the victim a wide variety of services.

Policy: Counselors and Confidential Crime Reporting

Centralia Beauty College does not employ professional or pastoral counselors. All reports of crime will be investigated. Violations of the law will be referred to law enforcement agencies and when appropriate, to Centralia Beauty College CDT leader for review.

Policy: Security Awareness Programs for Faculty and students

Prior to course start, orientation is held. Students are informed that Centralia Beauty College does not have campus police. Students are informed about the campus security policies and procedures contained in this report and about crime awareness on Centralia Beauty College and in surrounding neighborhoods. Similar information is presented to new CDT Members. A common theme of all awareness and crime prevention programs is to encourage faculty and students to be aware of their responsibility for their own security and the security of others.

Policy: Security of and Access to Campus Facilities: Centralia Beauty College has four entrances/exits equipped with locks. They are located on the North side, East side, and West side of the building. The front entrance (East side) and side entrance (North side) are monitored by the front desk staff when Centralia Beauty College is open for business from 8:30am to 5pm Tuesday through Saturday the Classroom door (East side) remains locked at all times. This door is unable to be opened from the outside but can be opened at any time from the inside. The rear Door (West side) is monitored by Centralia Beauty College administration. Students 'and the public have no access to this door unless there is an emergency. All faculty members have keys to all outside doors. Students 'only have access to enter the building by the North side and East side (main entrances) doors and are monitored by the front desk staff.

Policy: Crime Prevention Programs for Faculty and students

Crime Prevention Programs on personal safety and theft prevention are discussed at orientation. To enhance personal safety, and especially after dark, walk with friends or colleagues from Centralia Beauty College to your destination.

Policy: Addressing Alcoholic Beverages

The possession, sale, or the furnishing of alcohol on the Centralia Beauty College campus is prohibited. Centralia Beauty College has been designated “Drug free” and under no circumstances is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Centralia Beauty College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of Centralia Beauty College. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the Police.

Policy: Illegal Drug Possession

Centralia Beauty College has been designated “Drug free” and under no circumstances is the possession, use, or sale of illegal drugs permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. The possession, use or sale of illegal drugs on the campus is a violation of the Centralia Beauty College Illegal Drug Possession Policy.

Policy: Medical Marijuana

Although **Washington State law allows adults age 21 and older to possess marijuana for personal use**, federal law prohibits marijuana possession and use of any kind. Centralia Beauty College receives federal funds; therefore, the use, possession, and/or cultivation are prohibited at Centralia Beauty College, including on campus, on Centralia Beauty College’s property, or at events sponsored by Centralia Beauty College. The intent of this notice is to protect the health and safety of our faculty, staff, guests, and students.

Policy: Substance Abuse Education

Centralia Beauty College has developed a contact list to prevent the illicit use of drugs and the abuse of alcohol by faculty and students. The list provides services related to drug use and abuse including dissemination of informational materials, educational programs, and counseling services.

Policy: Campus Safety

All reported incidents are reviewed, and applicable information is collected and presented to the proper authority. **To ensure that our campus remains safe, it is important for members of the campus to report this information in a timely manner.** Any suspicious activity should be considered a reasonable suspicion and reported. (Examples of suspicious activities include seeing an unescorted guest in an unapproved area, doors propped open, or unauthorized individuals using campus equipment or offices.) If it seems a situation appears abnormal to you in any way, report it.

Policy: Bullying & Harassment Policy

Bullying or implied threat, intimidation, sexual harassment, and violence will not be tolerated at Centralia Beauty College.

Weapons of any kind are not permitted on campus; this includes the Centralia Beauty College building and surrounding parking lot.

Centralia Beauty College will address issues involving harassment or bullying in any form; student to student; student to faculty member(s); faculty member(s) to student; or faculty member to faculty member. All faculty members and students have a responsibility to cooperate fully with the investigation of an alleged bullying or harassment complaint. Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or faculty. It is further defined as; unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting or dehumanizing gestures by a student or faculty that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; to cause discomfort or humiliation or unreasonably interfere with the

individuals academic performance or participation, is carried out repeatedly, and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to; unwanted teasing, threatening, intimidating, stalking, cyber stalking, cyber bullying, physical violence, theft, sexual, religious, or racial harassment, public humiliation, destruction of Centralia Beauty College or personal property, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods.

Harassment is defined as any threatening, insulting, or dehumanizing gestures, use of technology, computer software, or written, verbal or physical conduct directed against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property; has the effect of substantially interfering with a student's educational performance, or employee's work performance; has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being; has the effect of substantially disrupting the orderly operation of Centralia Beauty College.

Sexual Harassment is defined as intimidating, bullying, threatening or coercion of unwanted sexual advances either physically or verbally including by means of social media and / or technological devices. Sexual harassment can also include an inappropriate promise for sexual favors. Sexual harassment can take the form of crude language of sexual nature, mild annoyances / transgressions to actual sexual assault or sexual abuse.

Sex Offender Registry: Individuals wishing to learn additional information about registered sex offenders may check website information for Lewis County.

<http://lewiscountywa.gov/sheriff/sexoffenders>

If bullying or harassment in any form occurs in Centralia Beauty College, contact any member of the faculty of Centralia Beauty College or contact the Police Department to file a report immediately. Centralia Beauty College will do everything possible to assist in this serious matter. If such a serious offense occurs, it is important to preserve evidence of the criminal offense. Information regarding area counseling centers will be provided upon request by a student or faculty member. If an offense happens where both the accused and the accuser attend Centralia Beauty College, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of Centralia Beauty College's final determination of any Centralia Beauty College disciplinary proceeding with respect to the alleged offense and any sanction that is imposed against the accused. Dismissal may occur following a final determination of said proceedings. Centralia Beauty College will work with students to change their situation (i.e., allowing the student to take a leave of absence or enroll in a later course) if a change is requested by the victim and the change is reasonably available.

PERSONAL IDENTIFIABLE INFORMATION (PII) - SAFEGUARDING CONSUMER INFORMATION

Procedure for Maintaining and Safeguarding Student Records

All student financial records are kept in a locked cabinet in a fire safe room.

The Financial Aid Office is locked when unoccupied.

The CEO, and Financial Aid Officer and school owners are the only persons who have keys to the student files.

No other employees have keys to the file cabinets.

SAFEGUARDING CONSUMER INFORMATION

Procedure for Maintaining and Safeguarding Student Records

All student financial records are kept in a locked cabinet which is in the Financial Aid Office.

The Financial Aid Office is locked when unoccupied.

The CEO, Admission, and Financial Aid Officer and Centralia Beauty College owners are the only persons who have keys to the student files. No other employees have keys to the file cabinets.

Student records are maintained on a computer software system called Genesis. This is a live, online system with a daily back up. All data is stored off site at their location.

FINANCIAL AID CODE OF CONDUCT

This policy applies to Centralia Beauty College employees and owners, and it prohibits a conflict of interest with their responsibilities with respect to Title IV loans. The policy is part of Centralia Beauty College commitment to the highest ethical standards and conduct by its employees.

Centralia Beauty College expects the highest levels of professionalism and ethical behavior from all employees whose responsibilities include student financial aid matters. These individuals must avoid even the appearance or perception of any conflict of interest regarding their student aid responsibilities. The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA § 87(a) (25)].

SCHOOL RESPONSIBILITIES

An institutional financial aid professional is expected to always maintain exemplary standards of professional conduct in all aspects of carrying out his or her responsibilities, specifically including all dealings with any entities involved in any manner in student financial aid, regardless of whether such entities are involved in a government sponsored, subsidized, or regulated activity. In doing so, a financial aid professional should:

1. Refrain from taking any action for his or her personal interest or benefit.
2. Refrain from awarding financial aid to themselves or their immediate family members.
3. Have a designated person in the institution, handle financial aid for immediate family members, to avoid the appearance of a conflict.
4. Refrain from compiling a preferred lender list.
5. Be transparent, complete, and accurate, do not auto-assign to any lenders.
6. Refrain from taking any action he or she believes is contrary to law, regulation, or the best interests of the students and parents he or she serves.
7. Do not deny, impede, or unnecessarily delay the borrower's choice of lender.
8. Ensure that the information he or she provides is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
9. Be objective in making decisions and advising his or her institution regarding relationships with any entity involved in any aspect of student financial aid.
10. Refrain from soliciting or accepting anything of other than nominal value from any entity (other than an institution of higher education or a governmental entity such as the U.S. Department of Education) involved in the making, holding, consolidating, or processing of any student loans, including anything of value (including reimbursement of expenses) for serving on an advisory body or as part of a training activity of or sponsored by any such entity; and
11. Disclose to his or her institution, in such manner as his or her institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.
12. Award notifications and/or other materials shall have a breakdown of cost of attendance, all potential billable charges, identification of each award, standard terminology, and definitions, as well as renewal requirements for each award.
13. All this consumer information will be in a prominent location on our website.
14. Financial aid professional's need to let the institution know of potential conflict of interest with any of the institutions business relationships.

RESPONSIBILITIES OF SCHOOL EMPLOYEES

The primary goal of the financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. Our members are required to exemplify the highest level of ethical behavior in helping students and families find the best ways to pay for college and demonstrate the highest level of professionalism. We take great pride in our essential task of helping our students and families determine the best ways to meet their educational expenses.

The Financial Aid Professional shall:

1. Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
2. Make every effort to assist students with financial need free of charge.
3. Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
4. Adhere to all applicable laws and regulations.
5. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
6. Always deal with others honestly and fairly, and always act in a manner that creates trust and confidence.
7. Educate students and families through quality consumer information and teach them to responsibly manage expenses and debt.
8. Educate students and their families through quality information that includes transparency and full disclosure on award notices.
9. Respect the dignity and protect the privacy of students and ensure the confidentiality of student records and personal circumstances.
10. Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
11. Will inform all entities of any changes in financial aid programs that could affect student aid eligibility.
12. Provide services that do not discriminate based on race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
13. Private information provided to the financial aid office by the applicant is protected in accordance with FERPA and the higher education act, section 483 (a) (3) (20 U.S.C. 1090) and state and federal statutes and regulations.
14. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
15. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
16. FAFSA information is only used for the application, award, and administration of financial aid awarded under title IV of the higher Education Act.
17. Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

REPORTING VIOLATIONS OF THIS POLICY

Centralia Beauty College expects officers and employees covered by this policy to report violations of this policy to the Financial Aid Officer. Failure to comply with this policy will result in disciplinary action, which may include termination of employment.

TITLE IV FUNDING – GENERAL INFORMATION

Centralia Beauty College educates students and/or parents in all options of financial aid available to those who qualify. We understand that all students/family's needs are unique. We are committed to the student's educational success, a part of which includes securing the proper funding. The information from the FAFSA, provided by the student and/or parent, in conjunction with state and federal regulations determines eligibility for available programs. Many parents borrow money to help cover educational costs and living expenses for

their daughter/son. Centralia Beauty College encourages parents of eligible dependent students to apply for the Federal Parent Plus Loan.

TYPES OF FINANCIAL AID AVAILABLE Federal Pell Grant (Need Based Aid)

Pell Grants provide a foundation of financial assistance that may be supplemental by other resources and does not have to be repaid after graduation. Pell Grants are determined after the financial status of a student is fully reviewed. Based on a student's financial circumstances, a specific amount of money is disbursed annually toward the student's education through the Pell Grant. How much you can expect to receive from a Pell Grant is solely based on your financial situation and other criteria.

William D. Ford Direct Stafford Loans (Need & Non-Need Based Aid)

Loans made through this program are referred to as Direct Loans, because eligible students and parents borrow directly from the US Department of Education. You must be enrolled at least as a half-time student to be eligible for a loan. Direct Loans include the following: **Direct Stafford Loans**

Direct Subsidized Loans – you must have financial need to receive a subsidized loan. The US Department of Education will pay (subsidize) the interest that accrues on your Direct Subsidized Loan during certain periods.

Direct Unsubsidized Loans – financial need is not a requirement to obtain an unsubsidized loan. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan.

Direct PLUS Loans (Plus Loans) are loans parents can obtain to help pay the cost of education for their dependent undergraduate children.

G.I. Bill

If you have spent time in the military, you are eligible to use your G.I. Bill toward your education, or the G.I. Bill can be transferred to your spouse or children. The G.I. Bill was specifically designed for college or vocational education certified by State Approving Agency for Veterans' Educational Benefits. *These approvals are state and Centralia Beauty College specific and may not apply to all institutions. To apply go to www.gibill.va.gov. Bring your specific certificate of eligibility to the FAO Office to begin enrollment certification with VA.

ELIGIBILITY OF TITLE IV AID

To be eligible for Title IV Aid, the student must:

- have a high school diploma, GED or equivalent
- complete the FAFSA for each financial aid year the student is eligible for aid
- comply with Centralia Beauty College Satisfactory Academic Progress Policy
- not be in default on previous student loans
- not owe repayment on an adjusted Pell Grant
- not exceed the annual and aggregate loan limits
- have remaining eligibility if the student is a transfer student
- be enrolled in an eligible program
- be enrolled at least half time
- have ISIR Social Security match successful or comment code indicates successful INS match
- if male, ages 18-25 have registered with the Selective Service
- be a citizen or eligible non-citizen
- have resolved any drug convictions

STEPS TO APPLY FOR TITLE IV AID

1. The student must complete the FAFSA for each financial aid year in which the student is eligible to receive aid. The Department of Education (DOE) prefers students complete a web FAFSA at www.fafsa.ed.gov. To complete a web FAFSA, the student will need an electronic pin number. This can be obtained at

www.pin.ed.gov. This pin is unique to each FAFSA applicant and cannot be shared with anyone else as it acts as the students' signature required to submit a FAFSA. A parent of a dependent student must also apply for a pin. The parent is required to sign the web FAFSA with their uniquely created pin.

2. Once a pin number has successfully been created, a web FAFSA can now be completed. Be sure to follow all instructions when completing the FAFSA. Enter the Code, 042747, for Centralia Beauty College, Centralia, Washington & 98531-4016. This will allow disclosure of information from the FAFSA to Centralia Beauty College chosen by entering Centralia Beauty College code. In the case of a dependent student, both the student and one parent will need to complete and sign the FAFSA application in order to be eligible for a Pell Grant. Dependency status is determined by the information that is filled out on the students FAFSA.
3. If the parents of a dependent student refuse to provide information on the FAFSA; the student will not be eligible for Pell Grants and will only be eligible for unsubsidized loan funding.
4. Once the FAFSA is complete, the student will receive a SAR (Student Aid Report). Centralia Beauty College will be sent an ISIR (Institutional Student Information Record) for all students who list the Centralia Beauty College code.

All verification and/or corrections must be completed prior to qualifying for aid.

5. If a student's FAFSA is selected for verification, the student will receive Centralia Beauty College's verification policy and a verification worksheet. The student is required to return the verification worksheet completed, as well as provide any other requested documents. If parent information is entered in the FAFSA, or the student is a dependent, parents may need to provide additional requested documents. If selected, this verification process must be completed before a student can receive federal aid. The verification process could result in a corrected ISIR and new Expected Family Contribution (EFC) number which could affect the student's unmet need and eligible need-based aid, Stafford Subsidized Loans and Pell Grants.
6. The Primary EFC provided on the student's ISIR will be used to calculate need and unmet need analysis through the Cost of Attendance Worksheet. This Primary EFC number corresponds with the number of months in each academic year. The Cost of Attendance Budget for each academic year includes the student's tuition costs per academic year. These costs include tuition, applicable fees, kit and books (per the academic year in which the cost is incurred), room and board, personal expenses and transportation costs.
7. Centralia Beauty College utilizes the information presented on the student's ISIR and the NSLDS (**National Student Loan Data System**) to determine the student's eligibility and to calculate the student's unmet need for the student's grade level. This is done in compliance with the Cost of Attendance Budget grade level limits based on hours in the academic year.
8. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or Electronic Master Promissory Note (E-MPN) at www.studentloans.gov
9. Parents desiring to take out a low interest Federal Parent Plus Loan on behalf of their dependent daughter or son must complete a Consent to Credit Check document that is made available by the Financial Aid Office. This form must be returned completed along with a readable copy of the parents Driver's License or State ID.
10. Students must complete the Entrance Loan Counseling prior to the student receiving a disbursement of any Federal loans. For Direct Loans, students may access Entrance Loan Counseling at www.studentloans.gov
11. Students will need to accept or decline eligible aid by completing the Students Financial Aid Award Notice with the Financial Aid Officer.
12. Accepted aid will be listed on the student's award letter.
13. Students are required to notify Centralia Beauty College's Financial Aid Officer if they receive any additional financial assistance before or after an award letter has been issued. Scholarships or other types of financial aid could be reported throughout the year. If additional awarded aid causes the student to exceed the cost of attendance, it may be necessary to reduce the amount of previously awarded aid.

SPECIAL CIRCUMSTANCES – DEPENDENCY OVERRIDE & PROFESSIONAL JUDGMENT

Dependency Override – Students who do not meet the Federal definition of an independent, but have unusual circumstances, may appeal their dependency status to Centralia Beauty College’s Financial Aid Office.

Dependency Status overrides are done on a case-by-case basis and a determination from the Financial Aid Officer at one institution is not binding at another institution. Successful appeals may result in an increase in the student’s eligibility for aid. The Application and Verification Guide (AVG) has identified four conditions that individually or in combination with one another, **do not qualify as “unusual circumstances” or that do not merit a dependency override**. These circumstances are as follows:

1. Parents refusing to contribute to the student’s education
2. Parents unwilling to provide information on the application or for verification
3. Parents are not claiming the students as a dependent for income tax purposes
4. Student demonstrates total self-sufficiency.

Students with special circumstances should contact Centralia Beauty College’s Financial Aid Office. Those students whose appeals are determined eligible will be required to submit three letters detailing the student’s situation. The first letter must be from the student detailing their situation and the other two letters must be from outside sources familiar with the student’s situation (i.e.: Clergy, family friend, counselor, etc.)

Professional Judgment – Circumstances beyond the student’s control (and/or family) that affect the student’s (and/or family) income during the current academic year could result in a reduced estimated family contribution (EFC). Students with special circumstances should always complete a FAFSA and then contact the Financial Aid Office. If a student wishes to appeal the EFC based on special circumstances and is determined eligible to do so, the student should complete a Professional Judgment form and may be requested to supply supporting documentation off said circumstances.

VERIFICATION

Students selected by CPS (Central Processing System) for the process of verification are frequently required to submit additional information and/or parent’s financial & household information to the Financial Aid Office. The verification procedures will be conducted as follows:

1. When selected by CPS for the process of verification, the student must submit all required documentation to the Financial Aid Office within 14 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all the required documentation within the 14-day time frame, the student will be required to make other payment arrangements until the documentation is received and the student’s eligibility for federal student aid has been established.
3. The Financial Aid Office reserves the right to make exceptions to the policy stated above on a case-by-case basis for extenuating circumstances.
4. The Financial Aid Office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student’s financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

DEFERMENT

Students who are enrolled at least half time can apply for deferment of previous student loans while in attendance at Centralia Beauty College. Please log on to www.nslds.ed.gov to find your current loan servicer and to find out more details on “in-school deferment”.

COST OF ATTENDANCE (COA)

Cost of Attendance falls into two categories, Cost of Attendance for “Dependent” students living at home and “All Others” (Dependent students living in an apartment, and independent students) It is based on the length of the course, tuition and fees, loan fees, as well as average national room and board, personal expenses, and transportation costs.

Below is the budget for each course.

Cosmetology (Effective date): 01/01/2024

1 st Academic Year (900 hours)	Full Time		¾ Time		½ Time	
Number of Weeks	26		30		38	
Tuition	\$9,864.33		\$9,864.33		\$9,864.33	
Book/Supplies	\$1,042.68		\$1,042.68		\$1,042.68	
Registration Fee	\$109.76		\$109.76		\$109.76	
	Dependent	All Others	Dependent	All Others	Dependent	All Others
Other: Loan Fees	\$56.00	\$98.00	\$56.00	\$98.00	\$56.00	\$98.00
Room & Board	\$6,750.00	\$12,954.00	\$10,125.00	\$19,431.00	\$10,125.00	\$19,431.00
Personal	\$2,406.00	\$2,952.00	\$3,609.00	\$4,428.00	\$3,609.00	\$4,428.00
Transportation	\$1,074.00	\$1,176.00	\$1,611.00	\$1,764.00	\$1,611.00	\$1,764.00
Total	\$21,302.77	\$28,196.77	\$26,417.77	\$36,737.77	\$26,417.77	\$36,737.77
2 nd Academic Year (740 hours)	Full Time		¾ Time		½ Time	
Number of Weeks	22		25		31	
Tuition	\$8,110.67		\$8,110.67		\$8,110.67	
Book/Supplies	\$857.32		\$857.32		\$857.32	
Registration Fee	\$90.24		\$90.24		\$90.24	
	Dependent	All Others	Dependent	All Others	Dependent	All Others
Other: Loan Fees	\$54.00	\$90.00	\$54.00	\$90.00	\$54.00	\$90.00
Room & Board	\$5,625.00	\$10,795.00	\$7,875.00	\$15,113.00	\$7,875.00	\$15,113.00
Personal	\$2,005.00	\$2,460.00	\$2,807.00	\$3,444.00	\$2,807.00	\$3,444.00
Transportation	\$895.00	\$980.00	\$1,253.00	\$1,372.00	\$1,253.00	\$1,372.00
Total	\$17,637.23	\$21,047.23	\$23,383.23	\$29,077.23	\$23,383.23	\$29,077.23

To receive their Pell Grant/Direct Loan Disbursements, students are required to have a Satisfactory Academic Progress (SAP) average of 80%. This figure is arrived at by averaging grades from the following areas: classroom work, projects, and styling area performance, as well as a 85% or higher attendance requirement. First disbursement is scheduled for the first day of classes for Pell and thirty days after class begins for direct loans.

Course	Disbursement Schedule (hours)				
	0 (Pell Grant and 2 nd Loan)	30 Days	450	900	1270
Cosmetology		X	X	X	X

At the time of disbursement, the student will sign a line receipt acknowledging the disbursement and the status of their account.

DISBURSEMENT OF CREDIT BALANCE REFUND SUMMARY

If the student has financial aid that exceeds his or her tuition and fee charges for the academic year in which the disbursement occurred, the student will have a credit balance. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

A CREDIT BALANCE REFUND WILL BE GIVEN TO THE PARENT IF:

The amount of the PLUS loan is greater than the student's tuition and fees charges for the academic year in which the disbursement occurred. All credit balance refunds will be issued by check within 14 calendar days of the date of disbursement.

EFFECTS OF STUDENT LOANS

- If the student receives other forms of financial assistance such as scholarships it may reduce the student's or the student's parent eligibility for Federal Aid.
- Loans must be repaid, even if the student does not finish their education. Loan repayment begins 6 months from the date of graduation or withdrawal.
- If a student does not return from a maximum of 180 day Leave of Absence, the student's loans immediately enter repayment.
- Failure to repay a student loan will leave a negative mark on the borrower's credit.
- Over borrowing of student loans may cause a borrower to pay more than their earning potential can handle, especially during the early years of repayment.

LOAN DISCLOSURES

^[1] Student loan information published by the US Department of Education (The Guide to Federal Student Aid) is available in the Financial Aid Office.

^[2] NSLDS (National Student Load Data System) – student loans will be submitted to the NSLDS and will be accessible by guaranty agencies, lenders and Centralia Beauty College determined to be authorized users of the data system.

PRIVATE LOAN DISCLOSURES

Centralia Beauty College does offer educational/institutional loans.

Annual Percentage Rate: 12.9%. Late Charges: Monthly installments are due on the first business day of each month and are considered late if not paid in full by closing of the third business day of that month. If tuition is not paid current by the third business day of the month, late fees will be assessed at the rate of \$5.00 per day until the balance is paid in full. If the full installment is not paid by the tenth business day of the month the

student may not be allowed to attend school unless other arrangements have been made. Late fees will be assessed. Prepayment: If you pay off the balance early you may be entitled to a refund of part of the finance charge. Buyer is entitled to pay in advance the remaining unpaid balance due hereunder and receive a pro rata refund of the finance charge computed in accordance with the "Rule of 78". Notice: Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder. Notice to the Buyer: (1) Do not sign this agreement before you read, understand and accept the terms herein or if there are blank spaces to be filled in; (2) You are entitled to a completely filled-in copy of this agreement; (3) You can repay the full amount due under this agreement at any time and obtain a partial refund of the finance charged if it is \$1 or more. (4) if you desire to pay the full amount due in advance the amount of the refund you are entitled to, if any, will be furnished upon request.

This Note is subject to the terms and conditions contained in the enrollment agreement and the "Disclosure Statement", which are incorporated herein by reference as though set forth in full. Should default be made in any payment when due, the whole sum of principal and interest shall immediately become due and payable at the option of the holder of this Note. Principal and Interest is payable in lawful money of the United States. If action is instituted on the Note, I/We, the Buyer and/or the Guarantor, jointly and severally promise to pay such sum as the court may fix as attorney's fees and court costs. I/We have read and accept the conditions listed herein and have received a copy of this agreement.

ANNUAL AND AGGREGATE LOAN LIMITS FOR DIRECT STAFFORD LOANS

(3rd yr. and beyond and maximum total debt from direct Stafford loans when you graduate can be found in the "Your Federal Student Loans" guide in the FA Office)

Year	Dependent undergraduate students (except students whose parents are unable to obtain PLUS loans)	Independent undergraduate students (and dependent students whose parents are unable to obtain PLUS loans)
First Year	\$5,500-No more than \$3,500 of this amount may be in subsidized loans.	\$9,500-No more than \$3,500 of this amount may be in subsidized loans.
Second Year	\$6,500-No more than \$4,500 of this amount may be in subsidized loans.	\$10,500 -No more than \$4,500 of this amount may be in subsidized loans.
Third Year	\$6,500-No more than \$4,500 of this amount may be in subsidized loans.	\$10,500 -No more than \$4,500 of this amount may be in subsidized loans.

Terms and Conditions

Loan Program	Eligibility	Fixed annual	interest rate	Annual loan	limit
Direct Subsidized Stafford Loans	Undergraduate and graduate students enrolled at least half time. Must demonstrate financial need	For loans first disbursed on or after July 1, 2011 and before July 1, 2013: 3.4% For loans first disbursed on or after July 1, 2013 and before July 1, 2014: 3.86% For loans first disbursed on or after July 1, 2014 and before July 1, 2015: 4.66%	\$3,500 - \$8,500, depending on year in school	Undergraduate students: \$23,000	The US Department of Education is the lender and pays the interest on the loan while you are in school at least half time and during grace and deferment periods.

Direct Unsubsidized Stafford Loans	Undergraduate and graduate students enrolled at least half time. Financial need is not required	For loans first disbursed on or after July 1, 2014 and before July 1, 2015: 4.66%	\$5,500- \$20,500 (less any subsidized Amount received for the same period) depending on year in school and dependency status	Dependent undergraduate students: \$31,000 (no more than \$23,000 of this amount may be in subsidized loans) Independent undergraduate students: \$57,500 (no more than \$23,000 of this amount may be subsidized loans)	The US Department of Education is the lender. You are responsible for paying all interest on the loan starting on the date the loan is first disbursed.
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Direct PLUS Loans	Graduate and professional students and parents of dependent undergraduate students. Students must be enrolled at least half time. Financial need is not required. Those qualifying must not have adverse credit history.	7.21%	The student's cost of attendance (determined by the school) minus any other financial aid received	No aggregate limit for PLUS loans	The US Department of Education is the lender. The loan is unsubsidized. (i.e. You are responsible for paying all interest).
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STUDENT (BORROWER'S) RIGHTS

You have a right to know the details of your loan (depending on your loan, some of the following might be included as part of your entrance counseling). Below is what you need to know and must receive from Centralia Beauty College, lender, or the Direct Loan Servicing Center:

- The full amount of the loan and the current interest rate.
- The date you must start repayment.
- A complete list of any charges you must pay (loan fees) and information on how those charges are collected.
- Information about the yearly and total amounts you can borrow.
- Information about the maximum repayment periods and the minimum repayment amount.
- An explanation of default and its consequences.
- An explanation of available options for consolidating your loans and a statement that you can prepay your student loan(s) at any time without a penalty.

Before you leave Centralia Beauty College, you will receive the following information about your loan (as part of exit counseling) from Centralia Beauty College, lender, or the Direct Loan Servicing Center:

- A current description of your loans, including average anticipated monthly payments.
- The amount of your total debt (principal and estimated interest), your current interest rate and the total interest charges on your loan.
- If you have FFELSM Loans, the name of the lender or agency that holds your loans, where to send your payments and where to write or call if you have questions.

- If you have Direct Loans, the address and telephone number of the U.S. Department of Education's Direct Loan Servicing Center.
- An explanation of the fees you might be charged during the repayment period, such as late charges and collection or litigation costs if you're delinquent or in default.
- A reminder of available options for loan consolidation and a reminder that you can prepay your loan without penalty at any time.
- A description of applicable deferment, forbearance, and discharge (cancellation) provisions.
- Repayment options and advice about debt management that will help you in making your payments.
- Notification that you must provide your expected permanent address and the name and address of your expected employer; and
- Notification that you must also provide any corrections to your school's records concerning your name, Social Security number, references, and driver's license number (if you have one).

If you are attending Centralia Beauty College at least half-time, you have a set period after you graduate, leave Centralia Beauty College, or drop below half-time status before you must begin repayment on a Stafford or Perkins Loan. This period is called a grace period. You will receive a grace period before your repayment period begins on a Stafford or Perkins Loan. Your grace period will be six or nine months depending on the type of loan. PLUS Loans do not have a grace period. For more information, see "*When do parents, graduate and professional degree students begin repaying a PLUS Loan?*" If you are in active military duty for more than 30 days, the grace period will be delayed.

Your Centralia Beauty College, lender, or the Direct Loan Servicing Center, as appropriate, must give you a loan repayment schedule that states:

- When your first payment is due.
- The number and frequency of payments
- The amount of each payment.

If you or your parents borrow under the FFEL Program, you (or your parents, or graduate and professional degree students for PLUS Loans) must be notified when the loan is sold if the sale results in making payments to a new lender or agency. Both the old and new lender must provide this notification. You must be given:

- The identity of the new lender or agency holding the loan.
- The address where you or your parents must send payments.
- The telephone numbers of both the old and new lender or agency.

STUDENT (BORROWER) RESPONSIBILITIES

1. **Borrower** – it is the responsibility of the student to:

Think about how much you are borrowing: how the amount of loan will affect your future finances, and what your repayment obligation means before you take out a student loan.

Students will need to accept or decline eligible aid. Accepted aid will be listed on the student's award letter.

Sign a promissory note: you are agreeing to repay the loan according to the terms of the note even if you do not complete your education, can't get a job after you complete the program, or you did not like the education that you received. You can do this online at www.studentloans.gov. This promissory note can be signed electronically or hard copy before any loan funds can be disbursed.

Make payments on time: you are required to make payments on time even if you don't receive a bill, repayment notice, or a reminder. You also must make monthly payments in the full amount required by your repayment plan.

Partial payments do not fulfill your obligation to repay your student loan on time.

Continue to pay your loans while waiting for deferment or forbearance approval.

Keep in touch with your loan servicer: notify your servicer when you graduate; withdraw from Centralia Beauty College, drop below half-time status, change your name, address, or social security number; or transfer to another school.

2. Entrance Counseling: First-time borrowers must complete an entrance counseling session before your first loan disbursement. This session includes useful tips and tools to help you develop a budget for managing your education expenses and help you to understand your loan responsibilities. Each student will complete the Department of Education's entrance counseling online at www.studentloans.gov.

Review deferment

Importance of keeping financial aid papers

Reinforce the importance of repayment

Importance that loan repayment is required even if the student does not finish their education

Default and its consequences

How to use the MPN or E-MPN

Explain interest and capitalization

Provide sample monthly repayment amounts and the importance of not over borrowing

NSLDS and how to access the system

Contact information for questions

Notification of change of name or address

Withdrawal from the program and how the withdrawal will affect the student

3. Exit Counseling: Students must complete exit counseling before you leave Centralia Beauty College to make sure you understand your rights and responsibilities as a borrower. The exit counseling interview will be scheduled no sooner than 1 week after the student completes the course hours. Each student will complete the Department of Education's exit counseling online at www.nslds.ed.gov and www.studentloans.gov, as well as discuss the following during your personal appointment with the FAO:

Review information concerning loans from entrance interview

Review repayment options including seriousness and importance

Review average debt of student borrowers and anticipated monthly repayment amount

Provide information on loan consolidation (pros and cons)

Discuss how to contact the party servicing the student borrower's direct loans

Discuss debt management strategies

Provide information on forbearance, deferment, and cancellation options.

Describe the likely consequences of default

How to access the NSLDS website and availability of FSA Ombudsman's Office

Help the borrower understand their rights and responsibilities concerning loan repayment

Collect updated personal contact information for the borrower

5. Repayment of Loans: There is a set time after a student graduates, leaves Centralia Beauty College or drops below half-time status before the student must begin repayment of loan(s). This period is called a grace period and gives the student the time to get financially settled and select a repayment plan. The grace period for a Direct Stafford loan is six months. PLUS Loans do not have a grace period. Depending on the type of loan a student receives, and the repayment plan chosen, the student may have from 10-25 years to repay the loans. Monthly repayment amount will depend on the type of loan, size of debt, length of repayment period and repayment plan chosen. For more information, go online to www.studentaid.ed.gov/repaying.

Sample of Schedule of Repayment				
Total Monthly Payments at Various Interest Rates				
Amount Owed	6%	6.8%	7.5%	8.25%
\$1000.00	\$50	\$50	\$50	\$50

\$2000.00	\$50	\$50	\$50	\$50
\$3000.00	\$50	\$50	\$50	\$50
\$4000.00	\$50	\$50	\$50	\$50
\$5000.00	\$56	\$58	\$59	\$61
\$6000.00	\$67	\$69	\$71	\$74
\$7000.00	\$78	\$81	\$83	\$86
\$8000.00	\$89	\$92	\$95	\$98
\$9000.00	\$100	\$104	\$107	\$110
\$10,000.00	\$111	\$115	\$119	\$123
\$15,000.00	\$167	\$173	\$178	\$184
\$20,000.00	\$222	\$230	\$237	\$245
\$25,000.00	\$278	\$288	\$297	\$307
\$30,000.00	\$333	\$345	\$356	\$368
\$35,000.00	\$389	\$403	\$415	\$429
\$40,000.00	\$444	\$460	\$475	\$491
\$45,000.00	\$500	\$518	\$534	\$552
\$50,000.00	\$555	\$575	\$594	\$613

This chart is intended to show monthly payments at various debt and interest rates. This chart is for a standard ten-year repayment plan. The amounts above include all outstanding loan balances at the time of entering repayment. The last payment in the ten-year cycle may be smaller than the amount listed above.

INTERNAL GRIEVANCE PROCEDURE POLICY

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or complaint. In accordance with Centralia Beauty College'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. Centralia Beauty College will receive and process complaints that state facts that reasonably suggest that Centralia Beauty College may not be in compliance with the Federal, State, or NACCAS standards and criteria. Evidence of final resolution of all complaints will be retained in Centralia Beauty College's files 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 owner.
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 not been involved 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.
8. Students who desire low interest Stafford Federal Student Loans must complete a Master Promissory Note or Electronic Master Promissory Note (E-MPN) at www.studentloans.gov

FOR ALL STUDENTS PARTICIPATING IN CONSUMER LOANS OR FEDERAL FINANCIAL AID PREFERRED LENDER LIST/ARRANGEMENTS

Private educational/institutional loans are offered by Centralia Beauty College. All students attending Centralia Beauty College may choose to use a lender not on Centralia Beauty College's preferred lender list and Centralia Beauty College is required to process loan documents for any eligible lender selected by students.

Students are not required to use any federal or private lender recommended by Centralia Beauty College and may select any lender of the student's choice.

Terms offered by preferred lenders are equally available to all of Centralia Beauty College's eligible students.

Centralia Beauty College's financial aid staff shall conduct a performance review of its preferred lenders at least once every 12 months and make changes when appropriate.

Centralia Beauty College's primary goal is to assist students in achieving the educational career goals by providing appropriate financial resources. The Financial Aid Office is committed to:

- Making every effort to assist students and families with their financial need
- Inform students and remove financial barriers for those desiring to further their education
- Educating students and families concerning all consumer information and aid available for those who qualify
- Protecting and respecting the privacy of students
- Ensuring the confidentiality of student records and personal circumstances
- Performing a needs analysis for each student desiring to apply for financial assistance with all needs analysis performed in a consistent manner
- Providing services that do not discriminate based on race, gender, religion, age, economic status, ethnicity, or sexual orientation
- Attending training seminars after approved for Title IV funding to stay current with all DOE regulations
- Remaining at the highest level of ethical behavior
- No Co-branding or sharing of logos with the lender(s)

Centralia Beauty College Office is expected to always maintain ideal standards of professionalism in relation to interacting with students and families while carrying out the responsibilities of their position. All Centralia Beauty College Faculty involved will:

- Remain objective in making decisions and advising in relation to the student's financial aid
- Provide accurate information without any personal bias
- Abstain from taking any actions for personal benefit

- After approved for Federal funding, follow the Title IV laws and regulations
- Will keep the best interest of the student and families first and foremost
- Refrain from soliciting or accepting gifts from loan agencies, or any government agency

CODE OF CONDUCT / SCHOOL ETHICS

- * Federal Reserve Board and Department of Education final rules for private education loans and Title IV
- * Funding Replaces prior special rules for student credit extension.

The Federal Reserve Board (FRB) regulates required disclosures on private education loans and defines certain key terms. The Department of Education (ED) regulates the required disclosures on Title IV Aid, HEA loans and private education loans.

The Higher Education Opportunity Act (HEOA) defines:

- *An Institution-affiliated organization* is an entity directly or indirectly related to a covered institution that recommends, promotes, or endorses education loans.
- *Lender*-an eligible private education lender or any other person engaged in the business of securing, making or extending education loans on behalf of the lender.
- *Private education loan*-is a non-Title IV loan provided by a private educational lender expressly for post-secondary educational expenses and does not include an extension of credit under an open-end consumer credit plan or secured by real property.

Centralia Beauty College is not considered a private lender if the extension of credit is 90 days or less and interest will not be applied to the credit balance and the term is one year or less, even if payable in more than 4 payments.

- *Preferred lender arrangement* is an arrangement or agreement between a lender and covered institution in which a lender provides education loans to students/families and the covered institution recommend, promotes, or endorses the education loan products of the lender. Includes arrangements between a lender and an institution-affiliated organization

****Does not include:**

Direct Loan Program Loans through the DOE,

Education funds covered by Centralia Beauty College's own funds

Funds by donor-directed contributions

State funded financial aid programs if the terms and conditions of the loan include a loan forgiveness option for public service

An Education loan is a Direct Loan, or a private education loan

Preferred Lender Arrangement (PLA) – Centralia Beauty College will provide disclosures annually for each type of education loan offered pursuant to the PLA before a student borrows. Informational materials-publications, mailings or electronic messaging will be distributed to prospective and current students describing the available financial assistance opportunities. The disclosure will not include any co-branding and must conspicuously disclose that Centralia Beauty College does not endorse the product in question.

CODE OF CONDUCT REQUIREMENTS FOR SCHOOL – AFFILIATED ORGANIZATIONS

Centralia Beauty College will administer, enforce, and review the Code of Conduct for all Centralia Beauty College faculty involved annually.

Lenders are also required to enforce and review the same Code of Conduct with the affiliate's agents annually.

Centralia Beauty College prohibits a conflict of interest between Centralia Beauty College FAO and the preferred lenders.

Centralia Beauty College does not promote any lender during the Entrance/Exit Interview process.

Centralia Beauty College does not promise any loan volume to any preferred lender.

The Code of Conduct prohibits revenue-sharing arrangements with any lender.

- Centralia Beauty College will not collect a fee in exchange for promoting a lender nor collect any revenue or profit sharing.

- The Financial Aid Department or Officer or Owner will not receive gifts from any preferred lender “Gifts” include: gratuity, favor, discount, entertainment, hospitality, loan, services, transportation, lodging, meal, or other items deemed as a “gift”.

The term “Gift” does not include food or refreshments during a professional training session meant to improve service and does not include favorable terms to student, standard marketing material, and philanthropic contributions from a lender in exchange for advantages to related loans, or any state aid.

Centralia Beauty College will utilize marketing materials advantageous to the applicant from the lender(s) to counsel, aid in financial literacy and debt management as long as the lender discloses that the lender prepared the provided materials. Centralia Beauty College does not hire any consultants contracted by any private lender.

Centralia Beauty College does not have any affiliates of lenders serve on their Advisory Board.

Centralia Beauty College owners/faculty will not participate on any affiliated lenders Advisory Board.

Centralia Beauty College’s Financial Aid/Assistance Office is prohibited from directing borrowers to certain lenders or delaying loan certifications. Centralia Beauty College does not assign lenders to any student’s aid award package and does not refuse, or delay loan certification based on the borrower’s choice of lender.

Centralia Beauty College is not involved in payment to any lenders, whether directly or indirectly, in exchange for points, premiums, or interest of financial support in exchange for extending credit to a student.

ACADEMIES OFFERING FEDERAL AID UNDER THE PROGRAM PARTICIPATION AGREEMENT WILL:

- Develop, publish, and administer and enforce the code of conduct with respect to loans guaranteed under the Title IV programs or Higher Education Act (HEA) loan programs.
- Compile yearly, maintain, and make available to all students, a list of lenders for loans issued or guaranteed under the Title IV programs or HEA loan programs.
- Centralia Beauty College, upon request from a student or prospective student, must provide a Department of Education/FRB self-certification form and information needed to complete the form.
- Self-certification form must contain disclosures stating the applicant may qualify for Federal, State, or Centralia Beauty College aid. The applicant will be encouraged to discuss available options with the Financial Aid Officer and that private education loans may affect the applicant’s eligibility for Federal, State, or Centralia Beauty College aid.
- Centralia Beauty College will aid the applicant in reviewing what information the applicant must provide on the self- certification form obtained in Centralia Beauty College Financial Aid Office. Information reviewed with applicant will include Cost of Attendance (COA), the student’s Estimated Financial Assistance (EFA), and the difference between the two.

The lender may provide to the applicant a pre-filled self-certification form. This self-certification form must be signed by the applicant. The lender must obtain the signed self-certification form before consummation of the loan. Lender may receive the self-certification from the applicant or Centralia Beauty College.

ADMINISTRATIVE CAPABILITY

When the PPA is originally signed and upon continuing to participate in Title IV aid or HEA programs, Centralia Beauty College will: Report annually to The Department of Education any “reasonable reimbursements” in accordance with State or Federal reimbursement policies that are paid by any private education lenders to any Centralia Beauty College employee in the Financial Aid Office who is responsible for education loans.

RIGHT TO CANCEL

The applicant may cancel within 3 business days of receipt of the lender’s final disclosure form. Funds will not be disbursed until the cancellation period expires.

INSTITUTIONAL REFUND POLICY

- A. This policy applies to all terminations for any reason by either party, including student decision, student expulsion, course or program cancellation or school closure.
- B. On all cancellations the cancellation date will be determined by the postmark on written notifications or the date the information is delivered to the school administrator in person.
- C. An applicant not accepted or rejected by the school shall be entitled to refund of all monies paid.
- D. If a student (or in the case of a student under legal age, their parent or guardian) cancels their enrollment and request their money back in writing within three business days of signing of an enrollment agreement or contract, all monies collected by the school shall be refunded. This policy applies regardless of whether the student has started training or not.
- E. If a student cancels their enrollment after the three business days after signing but prior to entering classes, they shall be entitled to a refund of all monies paid to the school less a registration fee of \$200.00.
- F. A student on an approved Leave of Absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- G. For students who enroll in and begin classes, the following schedule of tuition adjustment will determine the refund, if any, upon cancellation of the students 'contract:

Percentage Length of Owed to the school	Amount of Total Tuition Scheduled Hours
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Refund calculations are based on Percentage Length of Scheduled Hours completed. Percentage Length of Scheduled Hours are defined as all calendar days included in the contract from the students 'actual start date to the students actual last day of attendance. If the student drops, withdraws, fails to return from Leave of Absence scheduled or is formally terminated by the school, any contract balance or student charges owed to the school at the time are due and payable immediately. Any balance owed to the applicant or student will be paid within 45 days of a determination that a student has withdrawn, either officially or unofficially. Termination fee: Any student terminating their training by dropping, withdrawing, not returning from a scheduled absence or non-compliance of a school policy will be charged a \$200.00 termination fee.

- H. Any student failing to attend or contact the school in writing for 10 (14 calendar days) or more days will be dropped from enrollment. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every 10 (10) days.
- I. When situations of mitigating circumstance are in evidence, the school may provide a refund which exceeds this policy.

- J. If the school is permanently closed and no longer offering instruction, after a student has enrolled, and instruction has begun, the student shall be entitled to a pro-rated refund of tuition.
- K. If a course is cancelled subsequent to a student's enrollment and before instruction has begun, the school shall, at its option, provide a full refund of all monies paid.
- L. If a course is cancelled and instruction is no longer offered after students have enrolled and instruction has begun, the school shall provide a full refund of all monies paid.
- M. The school makes no refunds on books or equipment once issued to the student. These items are not included in the tuition adjustment computations.
- N. Veterans Only. The Amount charged to the student for tuition, fees, and other charges when only a portion of a course is completed shall not exceed the approximate pro rate portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. Refunds will be made within 30 days after the last class attended, or the effective date of the withdrawal or termination. This policy follows the requirements of Title 38 CFR 21.4255.

RETURN OF TITLE IV FUNDS

The law specifies how your Centralia Beauty College must determine the amount of Title IV program assistance that you earn if you withdraw from Centralia Beauty College. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your Centralia Beauty College or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by Centralia Beauty College and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. Centralia Beauty College may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, and fees (as contracted with Centralia Beauty College). Centralia Beauty College needs your permission to use the Post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow Centralia Beauty College to keep the funds to reduce your debt at Centralia Beauty College.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to Centralia Beauty College to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that Centralia Beauty College was required to return.

PAYMENT OF A REFUND OR RETURN OF TITLE IV, HEA PROGRAM FUNDS TO THE SECRETARY

By applying for a Direct Loan, a borrower authorizes Centralia Beauty College to pay directly to the Secretary that portion of a refund or return to title IV, HEA program funds from the school that is allocable to the loan.

Centralia Beauty College:

Must pay that portion of the student's refund or return of title IV, HEA program funds that is allocable to a Direct Loan to the Secretary; and

Must provide simultaneous written notice to the borrower if the school pays a refund or return of title IV, HEA program funds to the Secretary on behalf of that student.

- Determination, allocation, and payment of a refund or return of title IV HEA program funds. In determining the portion of a student's refund or return of title IV, HEA program funds that is allocable to a Direct Loan, the school must follow the procedures established in 34 CFR 668.22 for allocating and paying a refund or return of title IV, HEA program funds that is due.

RETURN OF TITLE IV FUNDS BY SCHOOL

Centralia Beauty College must return the unearned aid for which Centralia Beauty College is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

TITLE IV PROGRAMS

- Unsubsidized /Direct Stafford Loan
- Subsidized /Direct Stafford Loan
- Parent Plus
- Pell Grant

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Centralia Beauty College establishes Satisfactory Academic Progress policy (SAP) for determining whether an otherwise eligible student is making SAP, in all courses, and may receive assistance under the Title IV, HEA programs. The Satisfactory Academic Progress Policy is consistently applied to all students (including students who are not receiving Title IV), enrolled in both full time and part time courses. Academic progress is evaluated at checkpoints that have been established for the course. The SAP policy is available to all students. They also 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. To achieve SAP the student must achieve an 85% attendance and 80% cumulative grade average at all checkpoints. The student receives a course outline at the beginning of their course, which details the pace at which the student needs to progress to complete the course within the maximum time frame. The students' GPA and pace of completion are affected by course incompletes, withdrawals, repetitions, or transfers of credit from other institutions.

EVALUATION PERIODS

During the various evaluations, if the student is not making SAP, the student will follow the warning and probation requirements as established in this policy. Evaluations will determine if the student has met the minimum requirements for SAP. The frequency of evaluations ensures that students have at least one evaluation by midpoint in the course. The institution operates all programs on an Academic Year of 900 clock hours over 26 academic weeks.

Cosmetology Incremental Evaluation Period	450 actual clock hours & 14 weeks	900 actual clock hours & 27 weeks	1270 actual clock hours & 38 weeks*
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*Transfer Students- Midpoints of the contracted hours in the second Academic Year.

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

Instructor Cadet	250 actual clock hours & 8 Weeks*
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*Transfer Students- Midpoints of the contracted hours or the established evaluation periods, whichever comes first.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 85% of the scheduled hours possible based on the applicable attendance schedule, 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, CBC 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 TIME FRAME

The maximum time allowed for transfer students who need less than the full course requirements or parttime students will be determined based on 85% of the scheduled contracted hours. The maximum time frame in which a cash paying student or financial aid student (to receive Title IV Aid) can complete the course is no more than 119% of the course length, allowed for students to complete each course at SAP is stated below:

Course	Full Time/Part Times	Course Hours	Hours/Week	Minimum Weeks*	Maximum Time Frame in Scheduled Hours
Cosmetology	Full Time	1600	34	48	1790
Instructor Cadet	Full Time	500	34	15	595

*Does not include holidays and/or school closures

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 practical experiences. Academics are evaluated after each unit of study. Practical assignments are evaluated when completed. Practical skills are evaluated according to written procedures and set forth in practical skills evaluation criteria. Students must make up missed tests and incomplete assignments to graduate. Students must be at a minimum 80% GPA to graduate. The following grade scale is utilized for theory evaluation which utilizes a 100-point grading scale:

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making SAP until the next scheduled evaluation. The report is maintained in the student's academic file. Students deemed not maintaining SAP 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/PROBATION

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making SAP while during the warning period. The student will be advised in writing on the actions required to attain SAP 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 pending an approved appeal and, if applicable, students may be deemed ineligible to receive Title IV funds.

Students who fail to meet minimum requirements for attendance or academic progress, at the next checkpoint after the warning period will be withdrawn from the program.

Students who have been 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 SAP. The student will be advised in writing of the actions required to attain SAP 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 SAP or by the academic plan, he/she will be determined as NOT making SAP and, if applicable, students will not be deemed eligible to receive Title IV funds. Students who are not eligible to receive Title IV funds, can remain enrolled only by cash paying. The cash paying student must be eligible to graduate within the maximum time frame.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS OF FINANCIAL AID

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.

APPEAL PROCEDURE

If a student is determined to not be making SAP after warning/probationary period, the student may appeal the determination within five (5) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student. Appeals will be reviewed on a case-by-case basis. The student must submit a written appeal on the designated form describing why they failed to meet SAP 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 SAP by the next evaluation point. One appeals is allowable per program. The student may continue to attend classes during the appeal process, however; if the student must withdraw due to loss of an appeal, the student's refund calculation will be based on the student's last day of attendance. Appeal documents will be reviewed, and a decision will be made and reported to the student within 5 business days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, they will be placed on probation and federal financial aid will be reinstated until the following checkpoint, if applicable. Appeal approval is an acknowledgement that because of documented unusual circumstances the student continues to be eligible for aid even though she/he fell below standards. If the student's appeal is accepted and the student fails to meet the outlined plan, the student will lose Title IV eligibility and can only continue if the student is attempting to comply with cumulative SAP standards and pays cash for their next payment period's tuition, even if prior to the next checkpoint. If the student achieves SAP by the checkpoint following financial aid ineligibility, the student may have their financial aid reinstated for the next payment period included in the student's training. No appeal will be allowed for any student who is ineligible to graduate due to lack of completion within the maximum time frames.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards. Course incompletes and repetitions will influence the student's SAP but has no effect on the CBC's Progress Policy regarding 80% grades and 85% attendance requirement.

TRANSFER HOURS & SAP

About SAP, 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. Transfer hours are not included in the student's SAP calculation as SAP evaluation periods are based on actual contracted hours at the college.

DISMISSAL DUE TO UNSATISFACTORY PROGRESS

A student, who was dismissed from Centralia Beauty College due to unsatisfactory progress, may appeal the dismissal to an owner in writing within 5 business days of the dismissal date. The owner will decide within 5 business days of receipt of the appeal and will respond to the dismissed student in writing. If the appeal is approved, the student will be re-admitted, however; the student will follow the same Financial Aid Warning and Financial Aid Probation policies if applicable, upon re-entry. The student must achieve cumulative SAP by the next checkpoint to be eligible for Title IV aid in the next payment period and to remain enrolled.

LEAVE OF ABSENCE POLICY

A student may take a Leave of Absence if they are going to be out of school for an extended amount of time. Only three Leave of Absences will be allowed by students during the duration of their course. A Leave of Absence will only be granted if there is a reasonable expectation that the student will return from the Leave of Absence.

- The student must follow this policy when requesting a Leave of Absence.
- The student must request the Leave of Absence at least three days prior to the Leave of Absence unless unforeseen circumstances prevent the student from doing so.
- The request must be in writing. Forms are available from administration for this purpose. The request must include the student's reason for the Leave of Absence.
- The request must be signed by the student and submitted to school administration for approval.
- In the case of unforeseen circumstances when documentation is not possible before the start of the Leave of Absence, and if the school grants an LOA, the school will document the reason for its decision, collect the request from the student later and establish the start date of the Leave of Absence as the first day the student could not attend.
- No additional charges will be assessed due to a student taking a Leave of Absence.
- A Leave of Absence will not be granted if the Leave of Absence, together with any additional Leave of Absences previously granted, exceed a total of 180 calendar days in any 12-month period.
- A student granted a Leave of Absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- For students taking a Leave of Absence, their enrollment Agreement/contract end date, will be extended by the same number of calendar days taken in the Leave of Absence. An addendum to the enrollment agreement/contract, stating the changes, must be signed by the student and administration.
- A student will be withdrawn if they take an unapproved Leave of Absence or does not return by the expiration of an approved Leave of Absence. The student's withdrawal date for the purposes of calculating a refund will be the date the student began the Leave of Absence.

Students on approved LOA need to be aware that said LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, a Financial Aid Advisor will meet with the student and provide information regarding the following:

- loan obligations, possible revisions in his/her aid package, deferment options, notification to lending institutions, deferments may be canceled, if veteran-benefits may be affected, grace periods exhausted, consequences of not returning to Centralia Beauty College at the expiration of the LOA.
- For students receiving Title IV funds, all Guidelines below must be adhered to, or the student will be considered withdrawn.

A Leave of Absence will be granted if the request meets the following:

- For a medical issue with the student or a direct family member of the student that requires the student to be available. (Pregnancy, surgery, sick relative, death in the family)
- Student must be within Satisfactory Academic Progress, unless unforeseen circumstances prevent the student from doing so (i.e.: emergency, death, sickness, etc.).
- Student has a function such as, but not limited to, a wedding, vacation, family reunion or a religious event to attend.

- A student that has been offered temporary employment will be returning to school after the position has been closed. (Not to exceed 180 calendar days in a 12-month period.)

Process for Requesting an LOA

Submitted to the School in advance unless prevented by unforeseen circumstances.

Submitted in writing, signed, and dated with reasons for request explained in full.

Request must be approved by school official.

To request full one hundred eighty (180) day Leave of Absence, complete documentation and certain conditions will be needed to support said request ... i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993).

To qualify for an authorized LOA:

The student must follow the Centralia Beauty College's Policy when requesting an LOA.

There must be reasonable expectations that the student will return from the LOA.

The LOA must be requested and approved in writing according to the CBC's LOA Policy and prior to LOA occurring unless there is an unforeseen circumstance that would prevent the student from requesting in advance.

The student is required to list the reason for the LOA.

CBC will determine if the reason stated meets the criteria for an LOA

The LOA must be dated and signed by the student.

Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to Centralia Beauty College via mail or in person within a reasonable resolution of the emergency. The first date of the LOA would be the beginning date of the approved LOA where the student, due to an emergency, was unable to attend CBC. A student granted an LOA that meets the criteria in not considered to have withdrawn, and no refund calculation is required at that time.

A student may be granted a LOA for any of the following reasons:

- Medical Issues
- Military Requirements
- Jury Duty
- Mitigating Circumstances beyond the Student's Control
- College Staff recommendation

The day the student returns from a LOA, the student is required to inform the financial aid/education office of their return. Changes to the contract period on the enrollment agreement must be acknowledged by an addendum and must be signed and dated by all parties. A leave of absence extends the students contract period and maximum time frame by the same number of days taken in the leave of absence without penalty to the student. If the student does not return from an approved LOA, at the expiration of the LOA, the withdrawal date for the purpose of calculating a refund is always the last date of attendance. The College permits more than one LOA provided the total number of days of all LOA's does not exceed 180 calendar days in a 12-month period. If the student is receiving federal funds, no federal aid loan payments will be disbursed during the LOA. If the student does not return from the LOA on the return date stated on the LOA documentation, the student will be dropped from Centralia Beauty College and the student's loans (if applicable) will enter repayment 6 months from the students last date of attendance. If the student's LOA was 180 days and the student did not return, the student's loans (if applicable) go into immediate repayment.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by 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.

RE-ENTRY/INTERRUPTIONS

All students who are approved for re-entry enter at the same SAP level as when they withdrew. Students who drop and re-enroll within 180 days will enter at the same tuition rate as when they withdrew until the student reaches the next checkpoint as listed on the Satisfactory Academic Process Policy. For the remaining period of enrollment beyond the closest checkpoint at time of re-entry, tuition will be at the current level as per stated in the applicable catalog at the time the student re-enrolls.

Tuition costs under the enrollment agreement are reflective of the program hours that must still be taken, after giving hours for work performed in the student's earlier enrollment.

TUITION WAIVER POLICY

Persons that are being considered for a position as an instructor for Centralia Beauty College, either as a full-time, part-time or substitute, may be eligible for a tuition waiver for the Instructor Cadet program. To apply for a tuition waiver, the student must first complete the admissions and enrollment process according to Centralia Beauty College policy and procedures. The student must also complete the registration process with an advisor and complete the "Tuition Waiver" form at the time of registration.

This waiver is authorized for students who meet the eligibility requirements listed below.

1. Student must be an invited applicant of Centralia Beauty College for the Instructor Cadet program.
2. The Instructor Cadet program applicant must have a minimum of two years' experience in a salon/shop environment.
3. The Instructor Cadet program applicant must have a current license, issued by the Washington State Department of Licensing, in Cosmetology.

Once awarded, the tuition and fees will be waived. The student will be responsible for the cost of the Instructor Cadet kit, books, and uniform fees.

CENTRALIA BEAUTY COLLEGE WITHDRAWAL POLICY

Official Withdrawal – notification of withdrawal

A student desiring to withdraw from the Centralia Beauty College must confer with the President/Owner of the school and obtain the Official Withdrawal Form. Refunds are based on the student's last date of attendance. Withdrawals are processed through the Business Office, which then proceeds with necessary Return to Title IV calculations. The Business Office will record the date of the student's withdrawal notification to the school or the date the student was expelled/dismissed from the school.

Unofficial Withdrawal – no notification of withdrawal

If a student is enrolled in a course and discontinues class attendance, he/she is required to complete and submit official withdrawal papers. However, if the student decides to leave Centralia Beauty College without completing and submitting official withdrawal papers, he/she is considered unofficially withdrawn and is subject to receiving failing grades for the term and of being assessed appropriate charges. Students are considered to have an Unofficial withdraw after 10 school days (14 calendar days) after the student's last date of physical attendance.

Student on Leave of Absence

A student who has been granted a LOA will be considered withdrawn if he/she does not return to school at the end of the LOA. In said case, the student should be informed that the last day of physical attendance is used for the purpose of calculating the Return of Title IV funds. The determination date of withdrawal will be the earlier of the scheduled date of return from the leave of absence OR the date the student notifies the school that he/she will not be returning.

RELIGIOUS ACCOMMODATION POLICY

Students have two weeks from the first day of their class to submit a request to administration of any time they might require away from school for religious reasons/purposes. The student must submit this request in writing and the request must include dates and a brief description of the event. Upon notification, the school will make accommodations in the student's schedule, so that may observe their scheduled event/s.

Addendum to Centralia Beauty
College Catalog & Consumer information Disclosure

The following pages are examples of the forms used for Return to Title IV Calculations and Post Withdrawal Disbursements. These forms are used to determine the amount of Federal Funding a school has earned and the amount a school must return, upon withdrawal of a student.

SCHEDULE 1 - NIST

REQUIREMENT	Institute Policy
Access Control	See Security Provisions, IT Systems Practices/Policies
Awareness and Training	See Employee Management and Training; Communications to New Employees
Audit and Accountability	Outside Audit; Also see Security Provisions
Configuration Management	See Information Technology Systems Practices/Policies
Basic Security Requirements	See Information Technology Systems Practices/Policies, Security Provisions, Passwords
Incident Response	See Unauthorized Disclosure of Covered Information
Maintenance	See Reassessment of Plan
Media Protection	See Unauthorized Disclosure of Covered Information
Personnel Security	See Security Provisions; Employee Management and Training; Outside Service Providers, Student information System
Physical Protection	See Security Provisions, Information Technology Systems Practices/Policies; Passwords
Risk Assessment	See Reassessment of Plan,
Security Assessment	See Reassessment of Plan, Designated Information Security plan coordinator
System & Communication Protection	See Security Provisions, Information Technology Systems Practices/Policies
System & information Integrity	See Security Provisions, Information Technology Systems Practices/Policies

Centralia Beauty College Information Security Plan

Background

This Information Security Plan (“Plan”) describes Centralia Beauty College’s (“CBC’s”) safeguards to protect covered data and information. These safeguards are provided to:

- Promote the security and confidentiality of covered data and information;
- Protect against anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access to or misuse of covered data and information that could result in substantial harm or inconvenience to any student, employee or customer.

This Information Security Plan also provides for mechanisms to:

- Identify and assess the risks that may threaten covered data and information maintained by Centralia Beauty College;
- Develop written policies and procedures to manage, control, and mitigate these risks;
- Implement and review the plan; and
- Adjust this Plan to reflect changes in technology, the sensitivity of covered data and information and internal or external threats to information security.

“Covered data” is defined as educational records, and the personal and financial information of students, prospective students, faculty members, staff members, alumni and customers. When in doubt as to whether a piece of data or information is to be safeguarded as covered data and information, Centralia Beauty College employees/contractors will err on the side that it is covered data and information. It includes data maintained at CBC as well as centrally stored data, regardless of the media on which they reside. Employees are charged with safeguarding the integrity, accuracy, and confidentiality of covered data and information as part of the condition of employment.

Centralia Beauty College recognizes that it has both internal and external risks. These risks include, but are not limited to:

- Unauthorized access of covered data and information by someone other than the owner of the covered data and information
- Compromised system security as a result of system access by an unauthorized person
- Interception of data during transmission
- Loss of data integrity
- Physical loss of data in a disaster
- Errors introduced into the system
- Corruption of data or systems
- Unauthorized access of covered data and information by employees
- Unauthorized requests for covered data and information

- Unauthorized access through hardcopy files or reports
- Unauthorized transfer of covered data and information through third parties

Centralia Beauty College recognizes that this may not be a complete list of the risks associated with the protection of covered data and information. Because technology growth is not static, new risks are created regularly. Accordingly, CBC works with Northwest Networks, LLC and other information technology vendors to actively monitor for identification of new risks. CBC has instituted information technology safeguards including the implementation of a firewall to prevent unauthorized access to or from CBC's network, antivirus software protection, data loss prevention through automatic secure backups, and regular security updates. CBC believes its current safeguards are reasonable and, in light of CBC's current risk assessments are sufficient to provide security and confidentiality to covered data and information maintained by CBC. Additionally, these safeguards protect against currently anticipated threats or hazards to the integrity of such information.

As required by the Student Aid Internet Gateway (SAIG) Enrollment Agreement entered into by CBC, CBC must ensure that all Federal Student Aid (FSA) applicant information is protected from access by or disclosure to unauthorized personnel. Under various Federal and state laws and other authorities, including the Higher Education Act of 1965, as amended ("HEA"); the Family Educational Rights and Privacy Act (FERPA); the Privacy Act of 1974, as amended; the Gramm-Leach-Bliley Act; state data breach and privacy laws; and potentially other laws, CBC may be responsible for losses, fines and penalties (including criminal penalties) caused by data breaches.

The HEA also requires CBC to maintain appropriate institutional capability for the sound administration of the Title IV programs. Such capability includes satisfactory policies, safeguards, monitoring, and management practices related to information security. Further, FERPA generally prohibits institutions from having policies or practices that permit the disclosure of education records or personally identifiable information contained therein without the written consent of the student, unless an exception applies. Any data breach resulting from a failure of an institution to maintain appropriate and reasonable information security policies and safeguards could also constitute a FERPA violation.

To support the expectation and the SAIG requirements described above, CBC is committed to follow industry standards and best practices in managing information and information systems and in securing covered data, including personally identifiable information. In addition, this Plan is intended to address the requirements of NIST SP 800-171 as set forth on Schedule 1.

Designated Information Security Plan Coordinator

Rhea Hernandez serves as the designated Information Security Plan Coordinator as well as the Security Program Officer. All correspondence and inquiries about CBC's Information Security Plan should be directed to Ms. Hernandez. In the event that Ms. Hernandez is unavailable, Tara Foster serves as the alternate Information Security Plan Coordinator. In addition to the designated Security Plan Coordinators, Ms. Hernandez, in cooperation with Northwest Networks and other information technology vendors, is responsible for overseeing information technology at CBC and is in charge of information and security testing procedures. The coordinators are responsible for CBC's information security programs and for implementing procedures to minimize risks security risks relating to covered data and information on behalf of CBC and its students.

A. Correspondence and Inquiries

Correspondence and inquiries regarding this Plan should be directed to the coordinators at:

Information Security Plan Coordinator

Rhea Hernandez
217 S. Tower Ave.
Centralia, WA 98531
Email: rhernandez@gmail.com
Phone: 360-736-2866

Alternative Coordinator

Tara Foster
217 S. Tower Ave.
Centralia, WA 98531
Email: info@centraliabeautycollege.com
Phone: 360-736-2866

Student Privacy Provisions & Access to Cumulative Records

CBC respects each student's right to privacy, and acts in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA provides students certain rights with respect to the student access to and amendment of educational records and governs when CBC can disclose educational records without student consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes CBC is not in compliance with the statute and governs when CBC can disclose directory information about students.

FERPA generally requires that CBC have the student's written permission to release any information from their records except certain types of "directory information." Certain information, classified as "directory information," is available for public consumption unless the student specifically directs that it be withheld. The student may direct CBC not to disclose such information. Public directory information as defined by FERPA includes: student's name, telephone number, email address, date and place of birth, program of study, honors and

awards, dates of attendance, and enrollment status. However, CBC will notify students about directory information and allow them a reasonable amount of time to request that the school not disclose directory information about them.

Students seeking access to their records should submit a written request that identifies the record or records they wish to inspect to the Director. CBC will arrange for access and notify the student of the time and place where the records may be inspected. CBC may charge a reasonable fee for copies of student records.

In accordance with FERPA, CBC will disclose information from the academic records of a student to authorized persons, provided CBC has on file written consent of the student. The form is available from the Director's office. A student must submit a written consent for each third-party request for information.

Security Provisions

The Centralia Beauty College Information Security Plan herein is designed to ensure the security, integrity, and confidentiality of covered data, including but not limited to non-public personally identifiable information, protecting it against anticipated threats, and guarding it against unauthorized access or use. Covered under the Plan are administrative, technical, and physical safeguards used in the collection, distribution, processing, protection, storage, use, transmission, handling, or disposal of covered data. The Plan covers actions by both employees of CBC and outside service providers.

CBC uses direct personal control or direct supervision to control access to and handling of all covered data when an office is open. Whether the information is stored in paper form or any electronically accessible format, covered data is maintained, stored, transmitted, and otherwise handled under the direct personal control of an authorized employee of CBC.

Covered data is collected, processed, transmitted, distributed and ultimately disposed of with constant attention to its privacy and security. CBC and its employees will only collect and use covered data that is absolutely necessary. Conversations concerning covered data are held in private. Papers with covered data are mailed via US mail, or private mail carrier. When best practices permit the disposal of non-public information, it is destroyed; paper containing such information is routinely shredded or otherwise destroyed.

CBC employees are required to password-protect electronic files of non-public personally identifiable information when transmitting electronically.

Confidential material is kept secure. Most offices have locked windows and locked doors with restricted access. For those that do not, materials are kept in locked filing cabinets or other locked storage areas. When offices are open, confidential information is kept out of sight from visitors, and computer screens are not visible to visitors. Offices and/or computers are locked when the office will be vacant for an extended length of time.

Key access is limited to authorized CBC employees only, and the Director governs the distribution of keys. The Director further ensures the security of offices at the campus after hours.

Credit Card Policy

This Information Security Plan includes CBC's credit card security requirements as required by the Payment Card Industry Data Security Standard (PCI DSS) Program. CBC is committed to these security policies to protect information utilized by the school in attaining its business goals. All employees are required to adhere to the policies described within this document.

- It is against CBC policy to store credit card numbers on any document, computer, server, or database. This includes Excel spreadsheets.
- Email is not an approved way to transmit credit card numbers.
- Fax transmittal of cardholder data is permissible only if the receiving fax is located in a secure environment and the credit card number is not visible.
- Paper receipts including covered data or credit card numbers must be destroyed so that account information is unreadable and cannot be reconstructed.
- CBC will regularly update anti-virus software.
- Employees may not use vendor-supplied defaults for systems passwords and other security parameters.
- Each computer with any sensitive information or access to the administrative network must be password protected.

The PCI requirements apply to all systems that store, process, or transmit cardholder data. Currently, our cardholder environment consists only of standalone terminals. The environment does not include storage of cardholder data on any computer system. Should CBC implement additional acceptance channels, begin storing, processing, or transmitting cardholder data in electronic format, or otherwise become ineligible to validate compliance under applicable statutory and/or regulatory requirements, it will be the school's responsibility to determine the appropriate compliance criteria and implement additional policies and controls as needed.

Employee Management and Training

All CBC employees, including part-time and temporary employees, are given specific training by their supervisors about issues of security of sensitive and confidential material used in their respective offices. During employee orientation, new employees will receive training on the importance of confidentiality of student records, student financial information, and other types of covered data and information, including personal information. Training of new and current employees will include controls and procedure to prevent employees from providing confidential information to an unauthorized individual and how to properly dispose of documents containing sensitive and confidential information. All employees will receive training in the proper use of computer information and passwords. The Security plan officer is responsible for maintaining records on training (names of employees receiving training and dates of training) and is responsible for reviewing and updating training materials as necessary. Employees are held accountable to know that although they have access to non-public

information in order to perform their duties for CBC, they are not permitted to access it for unapproved purposes or disclose it to unauthorized persons. The Employee Handbook, which is provided to all employees, states that violation of security policies could result in termination of employment or legal action, or both.

Outside Service Providers

Third party service providers are required to maintain appropriate safeguards for nonpublic information to which they have access. Contracts with service providers, who within their contracts have access to CBC's non-public student, prospective student, employee and/or customer information, shall include the following provisions as appropriate:

- Explicit acknowledgment that the contract allows the contract partner access to confidential information;
- Specific definition of the confidential information being provided;
- Stipulation that the confidential information will be held in strict confidence and accessed only for the explicit business purpose of the contract;
- Guarantee from the contract partner that it will ensure compliance with the protective conditions outlined in the contract;
- Guarantee from the contract partner that it will protect the confidential information it accesses according to commercially acceptable standards and no less rigorously than it protects its own customers' confidential information;
- Provision allowing for the return or destruction of all confidential information received by the contract partner upon completion of the contract;
- Stipulation that any violation of the contract's protective conditions amounts to a material breach of contract and entitles CBC to immediately terminate the contract without penalty;
- Provision allowing auditing of the contract partners' compliance with the contract safeguard requirements;
- Provision ensuring that the contract's protective requirements shall survive any termination agreement.

If CBC has entered into an arrangement with an outside servicer provider, note that Federal regulation 34 CFR §668.25 includes a provision that CBC remains liable for any action by its third-party servicers.

Reassessment of Plan

This Plan is reviewed at least annually and adjusted as needed. The annual review includes identification and assessment of internal and external risks to the security, integrity, and confidentiality of non-public personally identifiable information, including review of outside contractors and their contracts to ensure that proper safeguards are in place.

Information Technology Systems Practices/Policies:

Access to covered data and information via CBC's computer information system is limited to those employees who have a business reason to know such information. Each employee is

assigned a username and password. Databases containing personal covered data and information, including, but not limited to, accounts, balances, and transactional information, are available only to CBC employees in appropriate departments and positions. Security configuration settings are implemented for IT products that facilitate access covered data. Databases containing personal covered data and information, including but not limited to, accounts, balances, and transactional information, are available only to CBC employees in appropriate departments and positions. Account and password information is only provided after receipt of documentation from the appropriate supervisor. Network connection for sessions are terminated after a defined period of inactivity. CBC will take reasonable and appropriate steps consistent with current technological developments to make sure that all covered data and information is secure and to safeguard the integrity of records in storage and transmission. User and system passwords are required to comply with CBC's password policy described below. When commercially reasonable, encryption technology will be utilized for both storage and transmission. All covered data and information will be maintained on servers that are either behind CBC's firewall or stored in cloud-based data storage solutions with vendors whose data security systems comply with this Policy. All firewall software and hardware maintained by CBC will be kept current. Paper documents that contain sensitive or confidential information shall be shredded at time of disposal.

Student Information System: CBC's Security Program Officer is responsible for authorizing system access to Genesis School Management Software ("Genesis"). Each employee's new hire paperwork will indicate whether the employee is authorized to have access to Genesis and, if so, the access credentials to be provided. For example, employees in CBC's student services office will be provided full access to the Genesis student profile database (exclusive of user administration). Access for instructors will generally be limited to student grades and attendance records and will exclude access to student personally identifiable information (including but not limited to financial aid information). Each employee's access will be determined by the Security Program Officer and the employee's supervisor in consideration of the employee's job responsibilities.

System privileges are authorized by the Security Program Officer. Staff granted access to institutional data may do so only to conduct CBC business. In this regard, employees must:

- Respect the confidentiality and privacy of individuals whose records they access
- Observe ethical restrictions that apply to the data to which they have access
- Abide by applicable laws or policies with respect to access, use, or disclosure of information

Employees may not:

- Disclose data to others, except as required by their job responsibilities
- Use data for their own personal gain, nor for the gain or profit of others
- Access data to satisfy their personal curiosity

Employees and students who violate this policy are subject to the investigative and disciplinary procedures of CBC. The Director handles complaints against students as well as complaints against staff and administrators.

Access to information technology systems is granted based on the employee's need to use specific data, as defined by job duties, and subject to appropriate approval. As such, this access cannot be shared, transferred or delegated. Failure to protect these resources may result in disciplinary measures being taken against the employee, up to and including termination. Upon an employee's termination from CBC, access to CBC's IT system is terminated.

Reviews: The Security Program Officer is responsible for conducting annual reviews to assess the internal control structure and to verify that that CBC is in compliance with requirements and applicable state and federal laws.

Employee Information

All aspects of personnel records are confidential. Directory information for employees is public. Directory information may include some or all of the following: name, department, position title, CBC address, CBC phone and email address. Employees may request that this data be classified as confidential. All other employee related data must be vigilantly safeguarded and treated as confidential.

Passwords

Administrative information is protected through the vigilant use of user-defined passwords. Passwords must:

- Include at least one uppercase letter, one lowercase letter, one number, and one symbol or character
- Be eight characters in length, minimum
- Individuals are expected to protect passwords from disclosure. Every individual must have a unique user login.

Disposal of Covered Information

CBC retains Covered Information for the period of time extending to the time that it has a legitimate business need or legal requirement to hold on to it or for such additional time if targeted disposal isn't feasible because of the way the information is maintained. During all times, Covered Information is maintained in the secure manner as described in this Plan.

Communication to New Employees

The Director or the Security Program Officer is responsible for discussing this policy with each employee at the time system privileges are issued. Effective, on-going communication of this security policy along with instruction regarding office procedures is the responsibility of CBC's Security Program Officer.

Unauthorized Disclosure of Covered Information

Any actual or suspected unauthorized disclosure of covered information must be immediately reported to the Security Program Officer, who in turn shall immediately report such actual or suspected unauthorized disclosure to CBC's President.

The Security Program Officer will immediately examine the initial information to confirm a breach has occurred. Once a breach has been validated, the Security Program Officer will serve as an incident manager to coordinate the incident response. The Security Program Officer will begin breach response documentation and reporting process and coordinate the flow of information and manage public message about the breach.

The Security Program Officer shall also assemble an incident response team. This may include representatives from management, information technology, legal, and finance (and possibly HR, for internal incidents) in the incident response team. The team shall immediately determine the status of the breach (on-going, active, or post breach). If the breach is active or on-going, the team shall take action to prevent further data loss by securing and blocking unauthorized access to systems/data and preserve evidence for investigation. All mitigation efforts shall be documented for later analysis. Staff who are informed of the breach shall be advised to keep breach details in confidence until notified otherwise.

If criminal activity is suspected, the Security Program Officer shall notify law enforcement and follow any applicable federal, State, or local legal requirements relating to the notification of law enforcement. The decision to involve outside entities, including law enforcement, should generally be made in consultation with school administration and legal counsel.

The Security Program Officer, in cooperation with the incident response team, shall decide how to investigate the data breach to ensure that the investigative evidence is appropriately handled and preserved. This investigation shall include:

- Identifying all affected data, machines, systems and devices.
- Conducting interviews with key personnel and document facts (if criminal activity is suspected, coordinate these interviews with law enforcement).
- When possible, preserving evidence (backups, images, hardware, etc.) for later forensic examination.
- Locating, obtaining, and preserving (when possible) all written and electronic logs and records applicable to the breach for examination.
- Once investigative activities have been completed, safely storing, recording, and/or destroying (where appropriate) all evidence.
- Considering all alternatives to replacing or clearing compromised resources and machines, including the cost of remediation or rebuilding of the assets to an acceptable security level.

The Security Program Officer and/or President of Centralia Beauty College will consult with the school's legal counsel to examine any applicable federal, State, and local breach reporting requirements to determine which additional authorities or entities must be notified in order to

satisfy compliance requirements. This shall also include a determination of whether notification of affected individuals is appropriate and, if so, when and how to provide such notification

The Security Program Officer and incident report team will collect and review any breach response documentation and analyses reports. They shall:

- Assess the data breach to determine the probable cause(s) and minimize the risk of future occurrence.
- Address and/or mitigate the cause(s) of the data breach.
- Solicit feedback from the responders and any affected entities.
- Review breach response activities and feedback from involved parties to determine response effectiveness.
- Make necessary modifications to the school's response strategy to improve the response process.
- Enhance and modify the school's information security and training programs, which includes developing countermeasures to mitigate and remediate previous breaches; lessons learned must be integrated so that past breaches do not reoccur.

CBC's SAIG Agreement includes a provision that in the event of an unauthorized disclosure or an **actual or suspected** breach of applicant information or other sensitive information (such as personally identifiable information) CBC must **immediately** notify the U.S. Department of Education Federal Student Aid at CPSSAIG@ed.gov. The Security Program Officer shall notify CBC's President that an unauthorized disclosure or suspected breach of applicant information or other sensitive information has occurred. The President, working with the Security Program Officer, shall then submit the required notification to FSA as required under the SAIG Agreement.

The following information should be included in any such notice:

- Date of Breach (Suspected or Known)
- Impact of Breach (# of records, etc.)
- Method of Breach (Hack, accidental disclosure, etc.)
- Information Security Program Point of Contact Email and Phone details
- Remediation Status (complete, in-process- with detail, etc.)
- Next steps (as needed)

EMPLOYEE GUIDELINES FOR SECURING COVERED DATA AND INFORMATION:

“Covered Data” is defined as educational records, and the personal and financial information of students, prospective students, faculty members, staff members, alumni and customers. When in doubt as to whether a piece of data or information is to be safeguarded as covered data and information, Centralia Beauty College (“CBC”) employees/contractors will err on the side that it is covered data and information. Covered data and information includes both paper and electronic records. Examples of personal and financial information include addresses, phone numbers, bank and credit card account numbers, income and credit histories, and social security numbers.

Every CBC employee who has access to covered data and information is responsible for:

1. Maintaining physical security by locking rooms and/or file cabinets where covered data and information is stored. Ensuring windows are locked and using safes when practicable for especially sensitive covered data and information.
2. Maintaining adequate key control and limiting access to sensitive areas to those individuals with a “need to know” in order to perform their job.
3. Using passwords to access automated systems that process covered data and information. Also requiring the use of “strong” passwords (e.g. at least 8 characters, and not easily guessable). Also requiring the safeguarding of passwords (e.g. do not leave passwords written down in easy view of others in the vicinity of an employee’s work area).
4. Using firewalls and encrypting covered data and information when appropriate and feasible.
5. Referring calls and mail requesting covered data and information to those individuals who have been trained in safeguarding covered data and information for these types of requests.
6. Shredding and erasing customer information when no longer needed in accordance with CBC policy.
7. Taking reasonable efforts to limit the view of computer screens and other mediums (e.g. paper) displaying covered data and information to only those employees who have a “need to know” in order to perform their job.
8. Erasing covered data and information from computer screens when it is no longer in use. And never leave your desk area with covered data and information still displayed on a computer screen or on some other medium (e.g. paper) on the desk in clear site of a casual passerby.
9. Encouraging employees to report suspicious activity to supervisors and/or the Director, as appropriate.
10. Encouraging password-activated screen savers and using them when an employee is away from his/her desk.
11. Taking reasonable steps to ensure that all future contracts are with service providers that are capable of maintaining appropriate safeguards for the covered data and information at issue.

Disciplinary measures (including job termination) may be taken against any employee who intentionally, or through gross negligence, violates any of the above guidelines.

Statement of Understanding

Please read the following information and sign this form at the bottom indicating your agreement to comply with students' privacy rights as protected by the Family Educational Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley Act (GLBA). Return this form to the Director.

Family Education Rights and Privacy Act ("FERPA")

The purpose of the Family Educational Rights and Privacy Act is to afford certain rights to students concerning their education records, and one of these FERPA rights is to have some control over the disclosure of personally identifiable information from their records. Personally identifiable information contained in education records may not be disclosed without the student's written consent except to school officials whom Centralia Beauty College ("CBC") has determined have a legitimate educational interest.

Legitimate Educational Interest means the demonstrated need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, professional staff and other designated staff.

Information that cannot be disclosed without a student's written consent:

- Name of the student in combination with any of the following items,
- Student's parents or other family member,
- Student or family address,
- Student's Social Security number, Personal Identification Number (PIN) or other identifying number,
- Student's schedule,
- List of personal characteristics (such as gender, race, ethnicity or religion),
- Grading or attendance information
- Other information that could make the student's identity easily traceable.

Gramm-Leach-Bliley Act ("GLBA")

The purpose of the GLBA is to afford certain rights to students, faculty members, staff members and alumni concerning their personal and financial information. A focus of GLBA is to control the disclosure of personally identifiable information maintained by CBC in the necessary course of business. Institutions may not disclose personally identifiable information, without the student's, faculty member's, staff member's or alumni's written consent except to school officials whom the institution has determined to have a legitimate interest. ⁽¹⁾⁽¹⁾_(SEP)

ACCEPTANCE OF RESPONSIBILITY ⁽¹⁾⁽¹⁾_(SEP)

I understand that Centralia Beauty College maintains personally identifiable information for students, prospective students, faculty members, staff members, alumni and customers, disclosure of which is prohibited by the Family Education Rights and Privacy Act and the Gramm-Leach-Bliley Act. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure of student information also violates CBC policies and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed. ⁽¹⁾⁽¹⁾_(SEP)

I also understand that I am liable for any unauthorized use of, or access to, information protected by FERPA and GLBA by any other person accessing information via my password due to my own negligence or carelessness.

Name

Signature

Date

Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

Student's Name			Social Security Number		
Date form completed	/ /		Date of school's determination that student withdrew	/ /	
Period used for calculation (check one)		Payment period			

Monetary amounts should be in dollars and cents (rounded to the nearest penny).
When calculating percentages, round to three decimal places. (For example, .4486 = .449, or 44.9%)

Programs	Amount Disbursed	Amount that Could Have Been Disbursed	E. Total Title IV aid disbursed for the period.

Programs Net Amount Disbursed Have Been Disbursed Net Amount that Could =

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Loan

disbursed and that could have been disbursed for the period.

+

Subtotal

Subtotal

$$=$$

Completed: Divide the clock hours scheduled to have
in the period by the total clock hours in the period.

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100% in Box H and proceed to Step 3.

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Box H) by the Total Title IV aid disbursed and that
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You should use this format when the withdrawal date is on or after 7/1/2017.

Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

Student's Name

Social Security Number

STEP 5: Amount of Unearned Title IV Aid Due from the School

L. Institutional charges Tuition for the period Room

Board
Other
Other
Other

Total Institutional Charges(Add all the charges together)

- L.\$

M. Percentage of unearned Title IV aid

100% - % = M. %

Box H

N. Amount of unearned charges

Multiply institutional charges for the period (Box L) by the Percentage of unearned Title IV aid (Box M), \times % = N.\$

Box L

Box M

O. Amount for school to return

Compare the amount of Title IV aid to be returned (Box K) to Amount of unearned charges (Box N), and enter the lesser amount.

O.\$

STEP 6: Return of Funds by the School

The school must return the unearned aid for which the school is responsible (Box O) by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Amount for School to Return

Title IV Programs

1. Unsubsidized Direct Loan

2. Subsidized Direct Loan

3. Perkins Loan

4. Direct Graduate PLUS Loan

5. Direct Parent PLUS Loans school must return Total loans the =

P.\$

6. Pell Grant

7. FSEOG

8. TEACH Grant

9. Iraq and Afghanistan Service Grant

STEP 7: Initial Amount of Unearned Title IV Aid Due from the Student

From the amount of Title IV aid to be returned (Box K) subtract the Amount for the school to return (Box O). - = Q.\$

Box K

Box O

If Box Q is \leq zero, **STOP**. If greater than zero, go to Step 8.

STEP 8: Repayment of the Student's loans

From the Net loans disbursed to the student (Box B) subtract the Total loans the school must return (Box P) to find the amount of Title IV loans the student is still responsible for repaying (Box R).

These loans consist of loans the student has earned, or unearned loan funds the school is not responsible for repaying. They are repaid to the loan holders according to the terms of the borrower's promissory note. -

- R.\$

Box B

Box P

If Box Q is less than or equal to Box R, **STOP**. The only action a school must take is to notify the holders of the loans of the student's withdrawal date.

If Box Q is greater than Box R, proceed to Step 9.

STEP 9: Grant Funds to be Returned

S. Initial amount of Title IV grants for student to return

From the Initial amount of unearned Title IV aid due from the student (Box Q) subtract the amount of loans to be repaid by the student (Box R).

- = S.

Box Q

Box R

T. Amount of Title IV grant protection

Multiply the total of Title IV grant aid that was disbursed and that could have been disbursed for the period (Box F) by 50%. $\times 50\%$ = T.

Box F

U. Title IV grant funds for student to return From the Initial amount of Title IV grants for student to return

(Box S) subtract the Amount of Title IV grant protection (Box T). – = **U.** .

Box S Box T

If Box U is less than or equal to zero, **STOP**. If not, go to Step 10.

STEP 10: Return of Grant Funds by the Student

Except as noted below, the student must return the unearned grant funds for which he or she is responsible (Box U). The grant funds returned by the student are applied in order as indicated, up to the amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program in Step 6.

Note that the student is not responsible for returning funds to any program to which the student owes \$50.00 or less.

Title IV Grant Programs	Amount To Return
--------------------------------	------------------

1. Pell Grant
2. FSEOG
3. TEACH Grant
4. Iraq and Afghanistan Service Grant

You should use this format when the

III. Post-withdrawal Disbursement Offered Directly to Student a	
From the total Post-withdrawal Disbursement due (Box 1), subtract the student's account (Box 2) . This is the amount you must make (Loan) as a Direct Disbursement.	
\$. – \$.	
Box 1	Box 2

You should use this format when the withdrawal date is on or after 7/1/2017

Treatment Of Title IV Funds When A Student Withdraws From A Clock-Hour Program

POST-WITHDRAWAL DISBURSEMENT TRACKING SHEET	
Student's Name <input type="text"/>	Social Security Number <input type="text"/>
Date of school's determination that student withdrew	<input type="text"/> / <input type="text"/> / <input type="text"/>

withdrawal date is on or after 7/1/2017.

I. Amount of Post-withdrawal Disbursement (PWD)	
\$.	Amount from "Box J" of the Treatment of Title IV Funds When a Student Withdraws worksheet Box 1
II. Outstanding Charges For Educationally Related Expenses Remaining On Student's Account	
Total Outstanding Charges Scheduled to be Paid from PWD	\$ <input type="text"/> .
Box 2	
(Note: Prior-year charges cannot exceed \$200.)	

IV. Allocation of Post-withdrawal Disbursement						
Type of Aid	Loan Amount School Seeks to Credit to Account	Loan Amount Authorized to Credit to Account	Title IV Aid Credited to Account	Loan Amount Offered as Direct Disbursement	Loan Amount Accepted as Direct Disbursement	Title IV Aid Disbursed Directly to Student
Pell Grant	N/A	N/A		N/A	N/A	
FSEOG	N/A	N/A		N/A	N/A	
TEACH Grant	N/A	N/A		N/A	N/A	
IraqAfghanistan &c. Grant	N/A	N/A		N/A	N/A	
Perkins						
Subsidized Direct						
Unsubsidized Direct						
Direct Grad Plus						
Direct Parent Plus						
Totals						

V. Authorizations and Notifications	
Post-withdrawal disbursement loan notification sent to student and/or parent on	/ /
Deadline for student and/or parent to respond	/ /
<input type="checkbox"/> Response received from student and/or parent on / / <input type="checkbox"/> Response not received	
<input type="checkbox"/> School does not accept late response	

VI. Date Funds Sent	
Date Direct Disbursement mailed or transferred	Grant / / Loan / /