

Bell Mar Beauty College
SCHOOL CATALOGUE
2022-2023

December 26, 2022

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Bell Mar Beauty College

Since 1985, Bell Mar Beauty College has been a staple in Chicago's beauty education and training. Bell Mar Beauty College has been celebrating over 30 years under the ownership of Hilda and Vincent A. Guarna, PHD and currently by Vincent Guarna, Jr. and James Bregin. Bell Mar Beauty College is accredited by the National Accrediting Commission of Career Arts and Sciences and licensed by the Illinois Department of Financial and Professional Regulation.

Bell Mar Beauty College strives to educate students in the field of Cosmetology without the burden of debt after graduation.

Mission Statement

Bell Mar Beauty College's mission is to prepare students for the state licensure exam and to obtain gainful employment in the field of Cosmetology.

The school's mission will be accomplished by:

- ✕ Providing an environment conducive to learning.
- ✕ Employing a qualified faculty of adequate size to carry out the educational goals.
- ✕ Utilizing current and diverse training materials
- ✕ Using systematic student evaluation methods.
- ✕ Assessing intuitional effectiveness through student achievement and performance as reflected in the campus completion, licensure and employment rates, through surveys of students, graduates and employers of graduates.
- ✕ Uniformly administrating fair and equitable admissions policies and practice.

Facilities

The school is located in a two-story building on the main business street in Cicero, Illinois. The facility consists of one student salon floor, three classrooms, restroom facilities, a resource center, and two administrative offices. The building is located in a suburban area and is close to public transportation, 3 blocks from Pink Line 54th/Cermak stop and Blue Line Laramie Stop, CTA bus routes 53 and 21 and RTA routes 322, 315, 305, 302, 392.

Bell Mar Beauty College
5717 W Cermak Rd
Cicero, IL 60804
(708) 863-6644

Administration

Board and School President:

Vincent A. Guarna, Jr.

Board Vice-President, School Director

Jim Bregin

Financial Aid Director

Maria Medina

Admissions Counselor

Michelle Bastida

English/ Spanish Instructor

Amparo Gutierrez
Cannella School of Hair Design – 1992
Bell Mar Beauty College - 2004

English Instructor

Wendy Indovina
Bell Mar Beauty College - 1993
Bell Mar Beauty College - 2015

English/ Spanish Instructor

Irma Olivarria
Cannella School of Hair Design – 1996
Bell Mar Beauty College - 1999

Academics

Course Outlines

Bell Mar Beauty College offers the following courses:

Course Name	Hours to Complete/Dept of Education Defined Course Length
Cosmetology*	1500 Hours / 56 Weeks – Full Time / 90 Weeks - Part Time Certificate awarded at graduation Published Program Length 56 weeks
Teacher Training	1000 Hours/ 38 Weeks – Full Time / 62 Weeks - Part Time Certificate awarded at graduation Published Program Length 40 weeks
Teacher Training	500 Hours/ 19 Weeks – Full Time / 30 Weeks - Part Time Certificate awarded at graduation
Refresher	250 Hours/10 Weeks – Full Time / 14 Weeks - Part Time Certificate awarded at graduation

*Cosmetology is offered in Spanish and English

Our course lengths are defined with the Department of Education as shown above. Students receiving Title IV aid are required to complete a program in no less than the defined length and no more than 150% of the defined length or they will lose some aid eligibility. The normal time to complete a program is defined by the contract period. Bell Mar Beauty College also offers Continuing Education Courses. Visit our website at www.bellmar.edu for current CEU Classes.

Cosmetology - 1500 hours

Description

This course will teach a student the skills necessary to become a cosmetologist. They will learn many forms of cutting and styling hair plus manicure, pedicure, nail extension, makeup, weaves, sew-ins, waxing and facial techniques. Chemical treatments including coloring, permanent waving and relaxing will be taught. Sanitation and diseases that affect the scalp, nails and skin will be covered extensively. The course will cover basic job hunting skills including resume writing, interviewing and position research. Salon management and Illinois law related to cosmetology will be covered.

Objective

Upon completion of the 1500-hour course, the student shall demonstrate the technical abilities and academic theories in compliance within the requirements of the Illinois State Board.

Subject	# of hours required
A. Hair Dressing (thinning, shaping, blow drying, styling Hair attachments, marcellin.) Hairstyling.	475
B. Sanitation and Safety (sanitation, bacteriology, sterilization, Personal grooming and hygiene), Shop Management.	200
C. Esthetics (massage, basic make-up, arching, anatomy).	85
D. Nail Technology.	55
E. Basic Training (General Theory).	150
F. Practical Chemical Application, Hair Treatment.	500
G. Electives.	<u>35</u>
Total	1500

All parts of this instruction may be taught online using Zoom and/or Skype during the Covid-19 Pandemic.

During the first three periods of a student's training they will participate in the same training as the remainder of their class. However, in addition, they will be provided with extensive basic training to bring their practical skills up to a competency level which will permit them to perform client services. A period is generally four weeks.

The order of the three periods of training is dependent on the student's start date but all students will cover the following:

Period 1 Haircutting

- Sanitation
- Draping
- Shampooing
- 0, 45, 90 and 180 degree haircuts
- Men's clipper cuts

Period 2 Color Services

- Sanitation
- Draping
- Shampooing
- Basic Laws of Color
- Color Application
 - Retouch Application
 - Virgin Application
- Highlights
 - Full Head
 - Partial Head
 - Accents
 - Weaving and Slicing

Period 3 Chemical Services

Sanitation
Draping
Shampooing
Roller Placement
Rodding
Permanent Waving
Basic Perm Wrap
Bricklayer Wrap
Spiral Wraps
Relaxers
Retouch Application
Virgin Application

The following subjects will be taught during the course:

- ✕ Hair color
- ✕ Hair lightening
- ✕ Wet styling
- ✕ Shampooing, draping and sanitation techniques
- ✕ Hair sculpting
- ✕ Hair design principles
- ✕ Manicures
- ✕ Scalp treatments
- ✕ Hair extensions
- ✕ Nail extensions
- ✕ Chemical hair relaxing
- ✕ Permanent waving
- ✕ Facials
- ✕ Make-up
- ✕ Nail disease/disorders
- ✕ Pedicures
- ✕ Wigs
- ✕ Illinois law
- ✕ Business and marketing
- ✕ Salon interviews
- ✕ Bacteriology
- ✕ Chemistry
- ✕ Trichology
- ✕ Neurology
- ✕ Osteology
- ✕ Anatomy
- ✕ Mycology
- ✕ Angelology
- ✕ Skin disease/disorders
- ✕ Electricity

Morning Full Time Schedule

8:30 – 9:00 AM School Opens / AM Instructor Office Hours
9:00 – 10:00 AM Theory (Tu, W, Th, F)
10:00 – 10:15 AM Break
10:15 – 3:00 PM Student Salon Open (W, TH, F) (9 – 3 on Saturdays, no theory)
12:00 or 12:30 PM 30 Minute Lunch

Evening Full Time Schedule

2:30 – 3:00 PM	PM Instructor Office Hours
2:45 – 3:00 PM	AM Sanitation
6:30 – 7:00 PM	Dinner
7:30 – 8:45 PM	PM Theory
8:45 – 9:00 PM	PM Sanitation

METHODS OF INSTRUCTION (for all courses):

- | | |
|-------------------------|-----------------------------------|
| ✕ Lecture | ✕ Demonstrations |
| ✕ Reading assignments | ✕ Practical hands on applications |
| ✕ Schematics | ✕ Videos |
| ✕ Classroom discussions | ✕ Product knowledge |
| ✕ Quizzes | ✕ Exams |
| ✕ Homework | ✕ Field trips |
| ✕ Guest artists | ✕ Clients |
| | ✕ Online Training (Zoom/Skype) |

Grading Policy

Cosmetology Course

Each student is graded on his/her knowledge of the textbook, classroom theory, and practical/clinic work throughout the program. Assignments, projects, quizzes and exams are given with each lesson to gauge each student’s progress through the program. Practical and clinical assignments are evaluated and graded according to the student’s program progression. State License preparation consists of administration of examinations covering both State Regulations and Principles and Practices of Cosmetology. There is a practical, hands-on exam given at the 1200 hour point. An overall grade of 85% is required for graduation. All students who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade.

100%	-	95%	=	A
94%	-	90%	=	B
89%	-	85%	=	C
84%	-	0%	=	Failure

Written

The grading system is a percentage of the total questions per exam.

Practical

All Levels use a Check System that is Pass or Fail, a student receives a 100 % for a practical exercise that does not have to be redone and a 84% for an exercise that needs to be redone – if redone the redo grade will replace the previous grade.

Report Cards

Instructors meet one-on-one with students in an academic advisement capacity to discuss progress. SAP reports are reviewed with students if satisfactory progress is not being made.

Teacher Training - 500 hours

Description

This course will prepare the licensed, experienced cosmetologist to become a cosmetology teacher. The course will cover teaching methods, preparation, psychology and principals of learning. The student will gain practical experience teaching classes under the supervision of a licensed teacher. A licensed Cosmetologist must have two years of practical experience and a high school diploma or GED to be eligible to take the 500 hour training course.

Objective

Students will demonstrate an understanding of all areas of teaching. They will teach classes and participate in clinic work supervision. Other areas of training include: inventory control, shop management, psychology, lesson planning, classroom management and methodology of instructing.

Subject	# of hours required
A. Supervised principles of teaching, preparing lesson plans, teaching principles and learning principles	260
B. Educational psychology, learning processes, educational objectives, student characteristics and development	20
C. Business methods, inventory, record keeping, inventory of supplies and Illinois Law.	50
D. Application of teaching methods, preparation and organization of subject matter.	150
E. Teaching methods (theory), Individual differences in learning, lesson planning and design, lesson delivery, assessment of learning, student motivation.	20
Total	500

All parts of this instruction may be taught online using Zoom and/or Skype during the Covid-19 Pandemic.

METHODS OF INSTRUCTION (for all courses):

- | | |
|-------------------------|-----------------------------------|
| × Lecture | × Demonstrations |
| × Reading assignments | × Practical hands on applications |
| × Schematics | × Videos |
| × Classroom discussions | × Product knowledge |

- ✕ Quizzes
- ✕ Homework
- ✕ Guest artists

- ✕ Exams
- ✕ Field trips
- ✕ Clients
- ✕ Online Training (Zoom/Skype)

Grading Policy

Teacher Training

100%	-	95%	=	A
94%	-	90%	=	B
89%	-	85%	=	C
84%	-	0%	=	Failure

Written

The grading system is a percentage of the total questions per exam. Each section is broken down into 1000 points per section.

Practical

All Levels use a Check System that is Pass or Fail, a student receives a 100 % for a practical exercise that does not have to be redone and a 84% for an exercise that needs to be redone – if redone the redo grade will replace the previous grade.

Report Cards

Instructors meet one-on-one with students in an academic advisement capacity to discuss progress. SAP reports are reviewed with students if satisfactory progress is not being made.

Teacher Training - 1000 hours

Description

This course will prepare the licensed, inexperienced cosmetologist to become a cosmetology teacher. The course will cover teaching methods, preparation, psychology and principals of learning. The student will gain extensive practical experience teaching classes under the supervision of a licensed teacher.

Objective

This course is designed to equip student teachers with the fundamental disciplines that are required to teach cosmetology in a professional manner. Five (500) hundred hours include all subjects in the basic curriculum in theory and practice. Presentation of material includes the concepts which are intended to be taught and skills to be acquired.

Subject

of hours required

A.	Supervised Student Teaching Student teacher shall present theoretical and practical demonstrations.	260
B.	Educational Psychology Educational objectives, evaluation of learning student characteristics.	20
C.	Business Methods Inventory, record keeping, Illinois Law, Interviewing	50
D.	Application of Teaching Methods Preparation, presentation and organization of subject matter in theory and practice.	150
E.	Teaching methods Individual differences in learning, lesson planning, student motivation, assessment of learning	20
F.	Post Graduate Training	500
Total		1000

All parts of this instruction may be taught online using Zoom and/or Skype during the Covid-19 Pandemic.

METHODS OF INSTRUCTION (for all courses):

- | | |
|-------------------------|-----------------------------------|
| ✕ Lecture | ✕ Demonstrations |
| ✕ Reading assignments | ✕ Practical hands on applications |
| ✕ Schematics | ✕ Videos |
| ✕ Classroom discussions | ✕ Product knowledge |
| ✕ Quizzes | ✕ Exams |
| ✕ Homework | ✕ Field trips |
| ✕ Guest artists | ✕ Clients |
| | ✕ Online Training (Zoom/Skype) |

Grading Policy

Teacher Training

100%	-	95%	=	A
94%	-	90%	=	B
89%	-	85%	=	C
84%	-	0%	=	Failure

Written

The grading system is a percentage of the total questions per exam.

Practical

All Levels use a Check System that is Pass or Fail, a student receives a 100 % for a practical exercise that does not have to be redone and a 84% for an exercise that needs to be redone – if redone the redo grade will replace the previous grade.

Report Cards

Instructors meet one-on-one with students in an academic advisement capacity to discuss progress. SAP reports are reviewed with students if satisfactory progress is not being made.

Refresher Course – 250 Hours

Description

This course will improve the skills of the student who has already taken a cosmetology course. The course may be customized to fit the needs of the individual taking it by stressing current trends, test preparation or basic skills review.

Objective

Students training will be focused on their areas of weakness or interest dependent upon the reason for taking the refresher..

Subject	# of hours required
A. Electives	150
B. Sanitation, Safety, Shop Management	50
C. Basic Training (General Theory)	50
Total	250

All parts of this instruction may be taught online using Zoom and/or Skype during the Covid-19 Pandemic.

METHODS OF INSTRUCTION (for all courses):

- | | |
|-------------------------|-----------------------------------|
| ✕ Lecture | ✕ Demonstrations |
| ✕ Reading assignments | ✕ Practical hands on applications |
| ✕ Schematics | ✕ Videos |
| ✕ Classroom discussions | ✕ Product knowledge |
| ✕ Quizzes | ✕ Exams |
| ✕ Homework | ✕ Field trips |
| ✕ Guest artists | ✕ Clients |
| | ✕ Online Training (Zoom/Skype) |

Grading Policy

Refresher Course

100%	-	95%	=	A
94%	-	90%	=	B

	89%	-	85%	=	C
Written	84%	-	0%	=	Failure

The grading system is a percentage of the total questions per exam.

Practical

All Levels use a Check System that is Pass or Fail, a student receives a 100 % for a practical exercise that does not have to be redone and a 84% for an exercise that needs to be redone – if redone the redo grade will replace the previous grade.

Report Cards

Instructors meet one-on-one with students in an academic advisement capacity to discuss progress. SAP reports are reviewed with students if satisfactory progress is not being made.

Graduation and Licensure Requirements

To graduate, you must satisfy all requirements of Bell Mar Beauty College and the Illinois Department of Financial and Professional Regulation.

1. Complete the required clock hours for the program.
2. Complete all theory and practical evaluations passing with a minimum grade point average of 85%
3. Complete a final practical exam (cosmetology program only) and the final written exam with a minimum score of 85%

Graduates who do not fulfill their financial obligations will not receive a transcript or diploma. Students who have not fulfilled their financial obligations may not be permitted to complete the program.

Graduates receive a Diploma but this does not equate to licensure. An application for the Illinois State Board exam must be filed with the assigned testing agency. A payment for \$195.00 (Teacher - \$107.00) must be made with the application to take the written state board exam. Prices current as of 11/29/22 and are subject to change.

The state of Illinois may not allow a person convicted of some felonies to be licensed in the field of cosmetology. Prospective students are encouraged to contact the Cosmetology Board of the Illinois Department of Financial and Professional Services before enrolling should this be a potential impediment to licensing. Also, students in arrears on child support or student loans to the state of Illinois may have licensing issues.

Illinois law requires students to be at least 15 years old to begin a cosmetology program and at least 17 to be licensed. Bell Mar Beauty College requires students under 18 without a GED or high school diploma to obtain permission of their high school to attend. Students intending to practice out of the State of Illinois should check with their chosen state's licensure requirements.

Physical/ Employer's Demands: The Cosmetology field requires standing for extended periods of time with use of shoulders, arms and hands. Manicuring requires that you are seated for extended periods of time. Safety and hygiene are stressed in all aspects of the program especially in the use of tools, ergonomics and sanitation. Employers are likely to expect employees to be able to arrive on time, exhibit proper social behavior and practice good personal hygiene.

Occupational Information

The school does not guarantee employment but we assist by posting jobs on bulletin board and/or website. Careers you may wish to consider after graduation include:

Cosmetology Field

- ✕ Color/Perm Specialist
- ✕ Nail Technician
- ✕ Cosmetic Chemist
- ✕ Platform Artist
- ✕ Extension Specialist
- ✕ Retail specialist
- ✕ Hair Designer
- ✕ Salon Manager
- ✕ Eyelash/brow Specialist
- ✕ School Owner
- ✕ Spa Owner
- ✕ Facial Specialist

Teacher Field

- ✕ Cosmetology Teacher
- ✕ Design Team Member
- ✕ Director
- ✕ Supervisor or Dean
- ✕ Motivational Speaker
- ✕ State Board Inspector
- ✕ Seminar Instructor
- ✕ State Board Member
- ✕ School Manager

NACCAS 2021 Rates

Overall

Completion Rate – 75%
Placement/Employment Rate – 80.95%
Licensure Rate – 78.57%

Cosmetology Program

Completion Rate – 75%
Placement/Employment Rate – 80.95%
Licensure Rate – 78.57%

Teacher Training Programs

Completion Rate – 75%
Placement/Employment Rate – 100%
Licensure rate – 67%

Refresher Program

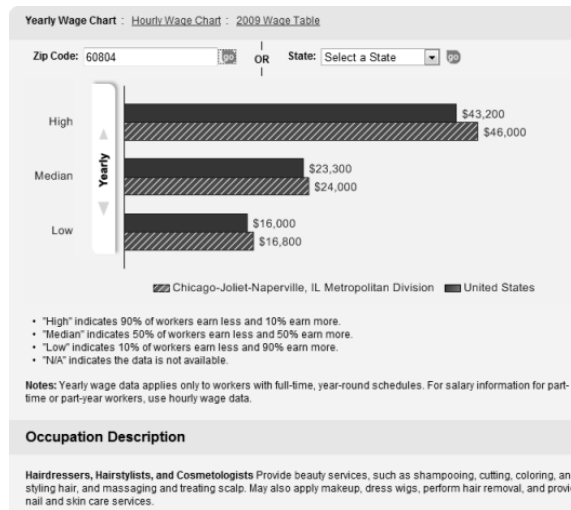
Completion Rate – 100%
Placement/Employment Rate – 100%
Licensure Rate – 100%

DEPARTMENT OF EDUCATION

First time full time Cosmetology students starting between 9/1/16 and 8/31/17
Cosmetology Program Completion Rate – 62% (12 of 19)

Cosmetology Retention Rate – Insufficient students to calculate
 First time full time Cosmetology Teacher students starting between 9/1/16 and 8/31/17
 Cosmetology Teacher Completion Rate - Insufficient students to calculate

Hairstylist and Cosmetologist wage information can be found at www.careeronestop.org:



Attendance Policy

Full time attendance is 30 hours per week or more and part time is 18 or more and less than 30 hours per week. Attendance is monitored on a daily basis through sign-in sheets and a computerized time system. When starting and ending their day, the student must scan their finger to register beginning and ending times. Students are not normally allowed to clock in for less than three hours. Any student caught clocking in or out for another student will be suspended. Students more than 10 minutes tardy will receive either verbal or written warnings. The school does not recognize excused or unexcused absences except for leaves of absence. After 14 days of consecutive absences a student will be terminated from the program if they have not on LOA or been in contact with the school. A student who contacts the school while in the process of termination may, at the discretion of the school, be allowed to continue without being terminated from the program. All theory work must be made up in independent study and through appointments with the Instructor if needed.

Vaccinations Policy

Bell Mar Beauty College does not require vaccinations for admission into programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

School Calendar

December 6, 2022
January 3, 2023
January 31, 2023
February 28, 2023
March 28, 2023
April 25, 2023
May 23, 2023
June 20, 2023
July 18, 2023
August 15, 2023
September 12, 2023
October 10, 2023
November 7, 2023
December 5, 2023
January 2, 2024
January 30, 2024
February 27, 2024
March 26, 2024
April 23, 2024
May 21, 2024
June 18, 2024
July 16, 2024
August 13, 2024
September 10, 2024
October 8, 2024
November 5, 2024
December 3, 2024
January 7, 2025

School closure days:

New Year's Eve
New Year's Day
Independence Day
Thanksgiving Day
Friday and Saturday after Thanksgiving
Christmas Eve
Christmas Day

The school may also close for one day before or after a holiday dependent on the day of the closure.

Constitution Day

The school celebrates Constitution Day on or near September 17 of each year as required www.constitutionday.com

Weather Related Closures

The school will post weather related closure notifications on its Facebook page.

Admission Policy

Requirements

The School does not discriminate in its employment, admission, instruction, or graduation policies on the basis of creed, religion, race, color, ethnic origin, ancestry, national origin, residence, age, non-disqualifying disability, gender, financial status, sex, sexual orientation, marital status, or veteran's nor does the school actively recruit students already enrolled in or attending another institution offering similar programs.

To be eligible for admission to the Cosmetology Course:

1. Student must be at least 15* years of age or older on date of enrollment
2. Take a guided tour of the school.
3. Complete all required documents.

Students without a high school diploma, GED or home schooling credentials MUST be making Satisfactory Progress (attendance rate of at least 67% and Theory and Practical grades above 85%) at 225 hours to remain in the program.

To be eligible for admission to the Teacher Training Course:

1. Student must be at least 18 years of age or older on date of enrollment
2. Have a valid High School Diploma or equivalent: GED and/or Home School Completion/Diploma
3. Have completed an acceptable cosmetology program.
4. Two years of experience is required to obtain a license with the 500 hour course.
5. Take a guided tour of the school.
6. Complete all required documents.

To be eligible to take the Refresher Course:

1. Student must be at least 15* years of age or older on date of enrollment

2. Take a guided tour of the school.
3. Complete all required documents

*Students under the age of 18 cannot enroll in a program without the permission of a legal guardian. Students under the age of 18 who do not have a GED, high school diploma or home schooling credentials that are not in high school may not enroll in the Cosmetology course.

** Students still in high school must obtain and maintain authorization to attend from their high school.

All ATB students are encouraged to obtain a Illinois GED. The test and preparation are available in English and Spanish.

The Illinois Community College Board's GED web site states that to be eligible to take the GED you must be at least 17 years old, have maintained residence in the state for 30 days or more prior to testing and are not a high school graduate.

GED test and preparation can be completed at any Illinois official testing center; the closest public center to the school is at:

Morton College
3801 S. Central Avenue
Cicero, IL 60804
708-656-8000

For more information regarding testing and GED requirements visit:

<https://www.morton.edu/academics/programs/adult-education/high-school-equivalency-certificate-formerly-ged> information is available in Spanish and English.

Transfer Students –In/Out

All school hours will be released to another school with a student's written request. The school will not release hours until all balances and/or other obligations are settled. Bell Mar Beauty College will accept hours from an accredited school of cosmetology. The number hours accepted will be dependent on a skills evaluation administered by an instructor. Tuition for transfer students will be calculated on a per-hour of instruction basis, kits will be evaluated and all other fees apply.

Re-entry

Students who have previously officially or unofficially withdrawn may re-apply for admissions. All students return under the same SAP status as when they left. Those students re-enrolled within 180 days of their withdrawal date will return with the same hours as they had at the time of withdrawal. Pro rata tuition will be charged, kits may be evaluated and all other fees apply. After 180 days of absence, previous earned hours may be evaluated through written and practical evaluations. All previously earned hours may not be accepted after 180 days.

Title IV Eligibility Requirements Related to Admissions

1. In order to determine eligibility for Title IV Federal Funds students must comply with the SAP Policy included in this Catalog. Students must be scheduled for at least 18 hours per week to receive assistance from the Federal Title IV Programs. Students must certify they have not defaulted on a previous Title IV loan, have not exceeded the annual and/or aggregate loan limits and does not have property subject to judgment lien for a debt owed to the United States and is not liable for a grant of Federal Perkins Loan overpayment.
2. Student has verifiable Social Security Number
3. Be a citizen or national of the United States; or provide evidence from the U.S. Immigration and Naturalization Service that he or she- is a permanent resident of the united states; or is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FSEOG, and Federal Pell Grant programs. Other special circumstances may make a student eligible.

4. All male students age 18 and older (born after 1/1/1960) must complete Selective Service Registration or provide acceptable reasons why they did not.
5. Most students will require proof of graduation from high school, a GED or proof of home schooling.
6. Students with a state or federal drug conviction must meet the following requirements to be eligible for student aid conviction for possession or sale of illegal drugs. A student must resolve any drug conviction as outlined in 34 CRF 668.32: A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible; the School will only confirm if receives conflicting information. A conviction that was reversed, set aside, or removed from the student's record, received when the student was a juvenile, unless she/he was tried as an adult are not considered . All other convictions for sale (includes convictions for conspiring to sell drugs) and/or possession is subject to the following:

	Possession of illegal drugs	Sale of illegal drug
1 st Offense	1 year from date of conviction	2 year from date of conviction
2 nd Offense	2 year from date of conviction	Indefinite period
3+ Offense	Indefinite period	

If both offenses apply the student will be ineligible for the longer period

A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program.

Further drug conviction will make him/her ineligible again. A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by federal, state or local government agency or court.
- Be administered or recognized by a federally, or state-licensed hospital, health clinic, or medical doctor.

Verification

Each year a minimum of 30% of the schools financial aid recipients will be randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification they will be asked to complete a Verification Worksheet and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax returns and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Administrator there are any changes to the financial aid package the student will be notified.

Reasonable Accommodations

Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to the School at the time of the request. Information pertaining to an applicant's disability is voluntary and confidential. If this information is supplied, it will be used to overcome the effects of conditions that limit the participation of qualified disabled students. If applicants or students feel that they have been the subject of unlawful discrimination, they may notify the school director by phone, in person, or in writing. Prompt action will be taken to resolve the conflict.

Tuition

Tuition and Fees

Cosmetology Course - 1500 hours

Tuition	\$12,125
Nonrefundable Application Fee	\$100
Books and Kit	\$1,150
Total	<u>\$13,375</u>

Students are required to purchase Practical Test supplies independently – approximate cost is \$40. Additionally, a student must maintain their kit, replacing lost or worn out items. Small finishing products such as rubber bands, hair spray and bobby pins are the student's responsibility. It is estimated that a student will spend \$100 to \$200 on additional supplies during the cosmetology program.

Teacher Training Courses

	1000 hour course	500 hour course
Tuition	\$7,050	\$3,525
Books	\$ 970	\$ 970
Nonrefundable Application Fee	\$ 100	\$ 100
Total	<u>\$8,120</u>	<u>\$ 4,595</u>

Refresher Course -250 hours

Tuition	\$ 2000
Nonrefundable Application Fee	\$ 100
Total	<u>\$2100</u>

Tuition Payments and Discounts

The school accepts cash, checks, Zelle payments, Chase Quickpay, and money orders and payment plans are available. A student paying all Tuition and Fees prior to a course start date for any program is eligible for a 5% discount. Student registering a minimum of 14 days before their class start date will be given a \$25 discount off the Application Fee.

Additional Charges

1. If additional instruction is required after contract expiration date, it will be provided at a cost of \$15.00 per hour. Overage payments are non-refundable. A student paying for hours after their contract expiration is expected to attend according to their schedule. Students failing to maintain at least a 67% attendance rate may be terminated from the program.
2. Transcript charges: First one free, \$10.00 each additional transcript.

Refund and Cancellation Policy

The refund policy is mandated by the state of Illinois and applies to all students. It is based on actual hours attended. When notice of cancellation is given after the fifth day following enrollment but before the completion of the student's first day of class attendance, the school may retain the application fee, not to exceed \$100 and the cost of any books or materials which have been provided by the school and retained by the student. The cost of equipment, for purposes of refunds, is the cost of the equipment charged to the student, not the cost of the equipment to the school.

When notice of cancellation is given after the student's completion of the first day of class attendance but prior to the student's completion of 5% of the course of instruction, the school may retain the application and registration fee, not to exceed \$100, 10% of the tuition, other instruction charges or \$300, whichever is less, and the cost of any books or materials that have been provided by the school and retained by the student.

When a student has completed 5% or more of the course of instruction, the school may retain the application fee and registration fee, not to exceed \$100 and the cost of any books or materials provided by the school but shall refund a part of the tuition and other instructional charges in accordance with the following table:

Percentage of a scheduled course completed	Amount of tuition owed to the school
0.01% to 04.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Refunds shall be made within 45 days of the determination that a student has withdrawn.

If the school cancels or discontinues a course, the student shall have all the tuition and fees refunded or in the unforeseen event that the school ceases operation, the student shall be entitled to a pro-rata refund of tuition. Additionally, a list of students with the pro-rata refund will be supplied to NACCAS.

Applicants not accepted by the school will receive a refund of all tuition and fees paid.

The applicant has the right to cancel this agreement within five days of signing. To cancel you must submit a written request for cancellation by midnight on the fifth business day after signing an initial enrollment agreement. The postmark date will be used for determining the cancellation date of mailed cancellations. The date of receipt will be used for hand delivered cancellations. Applicants cancelling within the five day period will have all monies refunded.

The school will send a written acknowledgement of a student's cancellation within 15 days of receipt of a cancellation notice.

Financial Aid

Financial Assistance is available to those who qualify. All students have the following rights and responsibilities:

The student has the right to ask the school:

- The name of its accrediting and their licensing organizations.
- About its programs; its instructional, laboratory, their physical facilities, and their faculty.
- What the cost of attending is, and the institution's policies concerning refunds and Return to Title IV (R2T4) to students who drop out.
- What financial assistance is available including information on all federal, state, local, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting an application for each available financial aid program.
- How it determines a student's eligibility and need for financial aid.
- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines when and whether you are making satisfactory progress (SAP) and what happens if you fail to maintain SAP. How failing to maintain SAP affect your Title IV eligibility.
- What special facilities and services are available to student with disabilities and how to request a reasonable accommodation.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application process for Federal student financial aid, complete it accurately, and submit it on time to the right place. Errors on the FAFSA can delay or prevent your receiving aid timely.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all enrollment and verification documentations, corrections, and/or new information requested by either the Financial Aid Director or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you were asked to sign.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment procedures, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment agreement and catalog.
- Understand that you may be responsible and have liability for portions of Title IV funds returned by the institution on your behalf.
- Understand that there could be liabilities when errors are made as a result of inconsistent information provided by the student which result in funds being awarded that a student was not eligible for that are advanced to you or credited to your school account.

Title IV

A current year FAFSA (Free Application for Federal Student Aid) is required to be completed prior to a determination of eligibility for all Title IV funds. Directions to complete this application are located on the "Directions to Apply for Federal Student Aid", the US Department of Education's annual publication of "Funding Education Beyond High School: The Guide to Federal Student Aid" found in the Financial Aid Office; or:

FAFSA Information Center1-800-433-3243

FAFSA websitewww.studentaid.ed.gov

The school currently participates in the Pell Grant, VA, My CAA and FSEOG programs. The school does not coordinate but will certify state, local government and private funding sources.

Need Based Aid (Pell Grant and Stafford Subsidized Loan) Calculation:

COA (Cost of Attendance) - EFC (Expected Family Contribution) = Need Eligibility

COA = Budget – each student receiving an Award Letter estimating Title IV Eligibility will be assigned a Budget. The COA includes the following items: Tuition & Fees, Room and Board, Transportation, Misc/Personal, Books/Supplies and Other items such as special circumstances or expenses related to disabilities.

FSEOG Funding

Federal Supplemental Educational Opportunity Grant (F.S.E.O.G.) The FSEOG is a gift program for students who demonstrate exceptional financial need.

The FSEOG program is federally funded for helping the financially needy undergraduate students meet the cost of postsecondary education. This program is administered by the college and FSEOG funds are awarded only to Federal Pell Grant recipients with the lowest EFC beginning with zero.

Determining Eligibility

In order to determine eligibility for any federal financial aid program, students must file a Free Application for Federal Student Aid (FAFSA). The Office of Financial Aid must have an official EFC before eligibility for any funds may be determined. FSEOG is awarded only to students who qualify for a PELL Grant starting with zero EFC. Students must also have all Bell Mar Beauty College and government required forms completed to be considered for an FSEOG award.

Categories

Bell Mar Beauty College separates the lowest EFC full-time cosmetology students into three categories based on attendance - students with absenteeism rates as a percentage of their contracted hours of less than 5%, less than or equal to 10% and all others. All eligible students are evaluated when they reach 450 hours. Additionally, if sufficient funds are available, the Director may choose to announce evaluation periods of one or more months. Students must be attending for the entire period being considered to be eligible. If FSEOG funds are available, they will be awarded to those full-time students with the 90% or better attendance at 450 hours and a zero EFC. In the event that there are insufficient students in the low absentee categories, the Director will make awards as warranted. A student receiving a "good attendance" SEOG award is not eligible for a second "good attendance" award but is eligible for the additional "Director selected" awards. Payment of FSEOG funds are recorded as payment on a student's ledger and are not paid in cash. In the event of an over

award (an award creating a refund), the student's award is adjusted to eliminate the over award. Part time cosmetology students and student teachers are not eligible for SEOG awards under our policy.

No students are eligible for awards once all federal funds have been awarded.

Limits

The regulated annual maximum amount of FSEOG is \$4,000 and the minimum is \$100. FSEOG funds are disbursed to students only after an official EFC from the Department of Education has been received. Unused Funds Reconciliations will be done before the end of each fiscal year to determine if there are any unused FSEOG funds. Any unused funds will be allocated as determined by the Director or carried over to the next year.

Loans

Private Education/Institutional Loans are not offered by the school nor does the school have preferred lender arrangements. Should a student insist on seeking a Private Educational Loan, loan certification will only be provided after a student has demonstrated need and exhausted all Federal Student Aid eligibility and a Private Education Loan Application Self-Certification must be completed.

Due to a graduating class size of fewer than 50 students the school does not release the gender and ethnicity of enrolled, full-time students who are enrolled or receive Title IV; doing so would lead to individually identifiable student recipients and violate their right to privacy. In addition to information published in this catalog details on Student Body Diversity, Federal Student Aid Recipient Details and Program Costs can be found on the College Navigator Website at www.nces.ed.gov/collegenavigator.

NSLDS (National Student Loan Data System) is available at www.nsls.ed.gov where borrower's loan history can be reviewed. Students without Internet access can identify their loan holder by calling 1-800-4-fed-aid. The borrower will be made aware that the information on the NSLDS site is updated by schools and the Department of Education and may not always have the most current information available. Information is accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Return to Title IV Policy

This policy applies to all recipients of Federal Title IV Financial Aid Funds. Students that are no longer attending the school may still owe funds to the school to cover unpaid tuition. Additionally, the school may attempt to collect any funds from a student that the school was required to return as a result of this policy.

The school is required to calculate how much federal aid may be retained or disbursed for a student who withdraws prior to the end of a payment period. The calculated amount is referred to as "Return of Title IV Funds" (R2T4), the calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the school. All students subject to this policy are determined according to the following definitions and procedures, as prescribed by regulation.

The school has 45 days from the date the school determines the students withdrew to return all unearned funds for which it is responsible. The school will notify the student in writing of the amount of funds that must be returned. The school will advise the student and/or parent that they have 14 calendar days from the date the school sent the notification to accept a post-withdrawal disbursement for funds that have not been disbursed but are eligible to be used for tuition and fees. If a response is not received from the student and/or parent within the permitted time frame or the student declines the funds, the school will return any earned funds being held from Title IV programs. All post-withdrawal disbursements must occur within 90 days of the date the student withdrew.

Withdrawal Before 60%:

The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's prorate schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

Withdrawal After 60%:

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the school will still calculate eligibility for a post-withdrawal disbursement.

Calculating R2T4

Title IV funds are earned in a prorated manner on a per diem scheduled clock hour basis up to the 60% point in the payment period. Title IV aid is viewed as 100% earned after that point in time. The school is required to determine the earned and unearned Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. To determine a student's scheduled hours the student's schedule(s) are evaluated for each day the schedule(s) was in effect. The hours for each day are added together. Days the school was closed are not counted.

In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Pell Grants, FSEOG. The calculation steps are outlined in the following example:

1. Calculate the percentage of Title IV aid earned by the student.
 $\frac{68 \text{ (Scheduled hours elapsed)}}{450 \text{ (Hours in payment period)}} = 15.1\%$ (% of completed calendar days within the payment period)
2. Calculate the dollar amount of Title IV aid earned by the student.
 $15.1\% \times \$2,805.00 = \423.55 (Amount of aid earned by student)
3. If this amount is greater than the total Title IV aid disbursed for the payment period, a Post-Withdrawal Disbursement will be calculated; if the amount is less than the amount of Title IV aid disbursed, the difference will be returned to the Department of Education.

Post Withdrawal Disbursement

If a student earned more aid than was disbursed to him/her, the institution may owe the student a post-withdrawal disbursement which must be paid as soon as possible but no later than 45 days from the date the school determined the student withdrew for grants.

A post-withdrawal disbursement of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student.

The school is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the student's withdrawal.

Over Payments

Any amount of unearned grant funds that a student must return directly is called an overpayment. The 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 the school and/or the Department of Education to return the unearned grant funds failure to do so will result in loss of Title IV eligibility.

Official Withdrawals

To officially withdraw from the school, the student must initiate the withdrawal process by filing out a withdrawal form. A dismissal by the school is also considered an official withdrawal. The school's Cancellation & Refund Policy and RT24 will apply to withdrawn students in accordance with the date provided on the written withdrawal notice and will be effective the date the notice is received or the date the student is dismissed.

Unofficial Withdrawals

A student who has stopped attending for 14 days without being in contact with the school is considered to have unofficially withdrawn. The last date of attendance will be used for the Cancellation & Refund Policy and RT24 calculations if the student was not on a leave of absence. Unofficial withdrawals of students not returning from a leave of absence use the date the student should have returned.

The Schools Responsibilities in Regards to R2T4

- providing students with the information given in this policy;
- identifying students who are affected by this policy and completing the Return of Title IV Funds calculation for those students;
- Returning any Title IV funds that are due to the Title IV programs.

The student's responsibilities in regards to R2T4:

- Returning to the Title IV programs any funds that were disbursed to the student and which the student was determined to be ineligible for via the Return of Title IV Funds calculation.

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

The following policy is applicable to all enrolled students. The policy is listed on our website and is available to all current and prospective students. Students are assumed to be meeting SAP until the following evaluation period. SAP will be measured at the following actual hours:

Cosmetology - 450, 900 and 1200.

(an additional 225 hour SAP may also be required for students without a high school diploma or GED)

1,000 hour Teacher Training - 450 and 900 Hours

500 hour Teacher Training – 250 hours

250 hour Refresher – 125 hours

Qualitative Requirement:

1. Maintain a cumulative academic average of 85% or better at the end of each progress report period. The school uses the following grading scale.

100%	-	95%	=	A
94%	-	90%	=	B

89%	-	85%	=	C
84%	-	0%	=	Failure

2. Students must have a cumulative GPA of a 85%/C or higher.
3. Qualitative grades will be based on tests, quizzes, workbooks, projects and demonstrated skills

Quantitative Requirement:

1. All students must attend a minimum of 67% (rounded to the nearest whole percent) of the scheduled hours of attendance to be in compliance.
2. Student must complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program. Student who exceed the maximum time frame will be dropped but will be allowed to re-enroll on a cash-pay basis.
- 3.

Course	Min Hours/Weeks	Max Scheduled Hours/Weeks
Cosmetology Full Time	1500/50	2250/75
Cosmetology Part Time	1500/84	2250/126
Teacher Training Full Time	1000/34	1500/51
Teacher Training Part Time	1000/56	1500/84
Teacher Training (short course) Full Time	500/17	750/26
Teacher Training (short course) Part Time	500/28	750/42
Refresher Full Time	250/9	375/13
Refresher Part Time	250/14	375/21

All programs are based on a 900 hour/26 week academic year. The Cosmetology program is the equivalent of 1 2/3 academic years. Teacher Training is the equivalent of 1 1/9 academic years. Teacher Training (short course) is the equivalent of 5/9 academic years and the Refresher program is the equivalent of 25/90 academic years.

Students who meet or exceed the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation

Students not completing within the maximum time frame may face loss of financial aid and overage fees but are permitted to complete the program. Students completing in LESS than the minimum time frame AND on federal financial aid may have their federal aid reduced and be responsible for a larger portion of their expenses.

Non-credit and remedial courses are not offered.

As a clock-hour based institution there are no "summer" or other "terms". SAP status in one program has no effect on SAP status in another program. Students starting a new and different program begin with Satisfactory SAP status.

Courses may be repeated one time irrelevant of grade in the previous completion. SAP status for a student repeating a completed program will be Satisfactory. No qualitative or quantitative results from a previous completion of a program will impact the repetition of the same program.

Accepted Leaves of Absence extend the maximum time and the student's contract by the number of days the student is on leave.

Student SAP reports are maintained with their enrollment records and may be viewed by request to office staff.

Any evaluation affecting a student's financial aid eligibility is communicated to the student via the SAP evaluation form which student's are requested to sign.

Transfer and re-enrollment

Acceptance of transfer hours or previously earned hours after a re-enrollment with an absence greater than 180 days is at the discretion of the school. Transfer hours from another institution that are accepted are counted as both attempted and completed hours for the purpose of determining the allowable maximum time frame for completion.

Re-enrolling students re-enter the program under the same SAP status as when they left. For re-enrolling students, their attendance during the time period covering the accepted hours is used for SAP and the maximum time frame if such records exist.

Transfer student status at withdrawal (passing or failing) will have a bearing on the number of hours accepted from another program but will have no effect on grades or maximum time to complete. Transfer student's SAP will be based on actual hours earned at Bell Mar Beauty College. Accepted hours will count as hours attempted and completed for the maximum time to complete.

Losing and Regaining Eligibility

SAP Warning Status – A student failing SAP will be asked to sign their SAP report and will be offered a copy of the report. A student deemed as not making SAP will be automatically placed on a SAP Warning Status; no action is required by the student, though they may appeal, and they may continue to receive Title IV funds for one additional payment period. A student making SAP at the next reporting period is considered as meeting SAP and will regain full eligibility. Any student NOT making a second consecutive SAP will lose Title IV financial aid eligibility until they complete one self-paid period where they meet SAP or go on Probation.

SAP Probation Status - A student not making SAP who successfully appeals the finding may be placed on SAP Probation. To be placed on Probation students must have one of the following to receive Title IV funds: Academic Improvement Plan, an Accepted SAP Warning Appeal and a school determination that SAP can be achieved by the end of the following evaluation period or regained SAP. Students who are making SAP at the next reporting period regain full eligibility. Those who are not making SAP without Probation will be ineligible to receive Title IV funds for the following payment period. A student must meet SAP prior to having eligibility reinstated.

During Probation a student is required to meet the progress requirements stated in their Academic Improvement Plan. A student failing to meet the progress requirements will no longer be eligible for Title IV funds.

Academic Improvement Plan – An Academic Improvement Plan is a written statement showing either how a student will return to Satisfactory Academic progress by either the end of the evaluation period in which they entered Probation Status or by a defined point within the maximum timeframe allowed for a program. The Plan is written by the school in consultation with the student.

Appeal Process - A student, who wishes to appeal SAP Probation Status, must submit a written request to the School Director within ten (10) days of the non-satisfactory progress status notification and must describe any circumstances that the student believes deserve special consideration; acceptable reasons may be: death of a relative, an injury or illness of the student or other special circumstance. Documentation of the situation and what has changed such as obituary notices, doctor's notes or letters from a counselor will be required for the appeal. Additionally, the student must specify how the situation has changed so that they may be capable of making SAP at the next evaluation. The school shall evaluate the appeal within ten (10) business days and notify the student in writing of the decision. All decisions are final. Any student that prevails upon the appeal process will be determined as making satisfactory progress. Title IV financial aid eligibility for funds will be reinstated to the student. All documentation of the appeal will be retained in the student's financial aid file.

Reinstatement of Aid - Payment periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. A student may be paid Title IV funds for the payment period after which he/she resumes satisfactory academic progress.

Disciplinary Suspensions – A student suspended from school for disciplinary reasons will have the suspension time treated like an unexcused absence and those days will count against either their satisfactory progress or towards withdrawal. A student who does not return from a suspension within 14 days of the end of the suspension will be terminated.

Leave of Absence Policy

Leaves of absence will only be issued to students who follow this procedure.

A student may apply for a Leave of Absence (LOA) by contacting the financial aid office or director. The student should apply in advance for an LOA whenever possible. An LOA Form must be completed by the student prior to beginning an LOA. The LOA Form must be signed and dated by the student, and must include the reason for the LOA request. There must be a reasonable expectation that a student will return to class by the end of the LOA. The LOA Form must be submitted to the financial aid office or director. The school will review the request and determine if the LOA will be approved, or if the student must withdraw from his/her program of study. A leave will be authorized if a student presents a compelling reason why the interruption is necessary. These may include illness of the student or a family member, death of a relative, lack of funds to pay for school, transportation or child care problems, vacations, work scheduling, outside training requirements, personal reasons, or other mitigating circumstances.

The school understands that there may be unforeseen circumstances that prevent the student from completing an LOA Form in advance. In those situations, the staff may complete an LOA form for a student who has experienced an emergency that prevents the student from coming to the school. In this case the LOA will start with the first day the student was unable to attend due to the emergency. The school will document the reason for its decision to accept a post-dated LOA. The institution will obtain the student's signature on their LOA form upon their return.

The LOA automatically extends the dates contracted on the Enrollment Agreement and the maximum timeframe to complete the program by the number of days scheduled or actually absent, whichever is less. LOAs may not exceed more than 180 days within a 12-month period. A new contract or additional addendum to the contract is not required to recognize the extended contract date as the LOA is an addendum to the contract. No additional costs accrue to the student from taking an approved LOA. A student must follow the school's policy in requesting the LOA for the leave to be valid and accepted.

A student who granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at this time.

If a student fails to return on the approved end date of an LOA, the missed days will not extend the student's contract unless the student has contacted the school before the end date and has a reason for an extension acceptable to the school. The school will approve or decline an LOA request for extension, and the student will be notified. All school decisions are final.

Failure to return from an LOA will result in Withdrawal from the school. Unapproved LOAs may not be taken. The last day the student was in attendance will be used as the withdrawal date for the purposes of calculating a refund, and the school will complete the Return of Title IV process as specified by federal regulations.

Access to Records – SAP reports are part of the student's records maintained by the Financial Aid office. The School Director or a member of the financial aid staff can provide a student access to their records when needed.

Student Resources

Student Rules and Regulations

1. Students are to wear all clean black clothes. Sleeveless garments and open toed shoes are not permissible.
2. At all times, punch-in when arriving to school and when leaving, The punch-in procedure is necessary to meet state board requirements for the hours you are in school. If the student fails to follow this procedure, we may not be able to record the student's hours in class.
3. Gum chewing is not permitted in school.
4. Cell phones are not allowed in the classroom or clinic floor.
5. Theory classes will begin at the scheduled times, tardy students may not be admitted.
6. Personal effects left in locker after 30 days will be removed and discarded.
7. All lockers, student kits and any items brought on campus are subject to inspection. Locks are to be supplied by the school only. There is a \$25.00 charge for lost or misplaced locks.
8. Students, not the school, will be responsible for their equipment and personal property.
9. Be sure your equipment is always clean and sanitized.
10. Students not working on clients will be assigned other learning activities pertaining to their studies.
11. Personal services may be performed with the permission of an instructor. Students are not allowed to charge clients, other students or any representatives of Bell Mar Beauty College for services
12. No borrowing of equipment from other students is allowed.
13. Students must purchase their own beauty supplies such as (hair spray, gels, pomades, mousses) for use on themselves. Students may NOT bring in their own chemicals (dies, relaxers, etc) for use on themselves or clients without product MSDS sheets and a teacher's permission. A student price list for student services will be in effect. Discounted services are ONLY available to students who have attended the previous Saturday session or by permission of the instructor.
14. We reserve the right to suspend or expel any student for insubordination, refusal to work with instructors or refusal to follow instructions and schedules, gossiping and causing discord or in any case when the school feels the student is not adapted to our training.
15. Possession of drugs or alcohol or use of profanity warrants immediate expulsion.
16. Any student found stealing from the school or students will be reprimanded in accordance with the school's theft policy.
17. You must notify the instructor as far in advance as possible if you cannot attend school.
18. Personal hygiene must be practiced at all times with regular baths, deodorant, etc.
19. No smoking is permitted in the facility, smoking is allowed in the street area only.
20. At the discretion of the school, these rules may be changed and subsequently posted.
21. Suspensions are three scheduled days. If student has three suspensions, they may be terminated.
22. Students are not allowed to play a radio, TV or use a cell phone or pager in classroom or clinic area.
23. Make-up policy: Students who miss a test must arrange with their teacher a time to take a make-up exam.

24. A client is allowed to receive only the services that the patron pays for. If a Student gives the client more than the client pays for a warning will be given to the offender.
25. Threats or physical violence will lead to suspension and potential expulsion
26. Students who receive three written warning for tardiness or other failures to follow rules will be suspended for three days. Three such suspensions will result in termination.

Code of Ethics

This school has as its principal objective the training of qualified students to render the best possible services to clients.

This school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in cosmetology.

This school observes all rules and regulations issued by the Illinois Department of Financial and Professional Regulation.

This school encourages it's instructors to keep abreast of the latest teaching methods by reading educational books and attending teacher's refresher or advanced courses, workshops and trade schools.

This school makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, video, etc.).

This school purchases only high grade equipment, cosmetics and supplies.

This school maintains honest and fair relationships with its staff, students, clients and other schools.

Bell Mar Beauty College does not recruit any student already attending or admitted at another school offering a similar program.

Theft Policy

At Bell Mar Beauty College, theft is defined as taking or having in your possession another person's property without permission or consent. Failure to comply with Bell Mar Beauty College's school Discipline policy may result in any or all of the following consequences:

- All theft will include a suspension of at least five (5) days.
- Loss of School Privileges (i.e. payment of licensing exam, field trips or event hours).
- Full restitution must be made of all items taken and a financial penalty of \$250- \$500 will be assessed.
- Upon your return to school, you will be placed on probation for theft. In most incidences, a second occurrence will result in dismissal from school.
- Authorities will be contacted by the school in situations equaling over \$150 which may be prosecuted as a misdemeanor, and over \$300 which may be prosecuted as a felony. Students who are the victims of theft may contact the authorities whenever they deem fit.

FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to student educational records. FERPA rights apply to students and guardians of a dependent minor student; a student is a person who is, or has been, in attendance at the School, regardless of the person's age. Under FERPA, a student has a right to:

- inspect and review his or her educational records
- request to amend his or her educational records
- have some control over the disclosure of information from his or her educational records

The directory information made available by the School is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Birth Location
- Course
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous Educational Institution Attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with the school asking to be excluded from the directory or from any other requests for open directory information from outside entities. A student may update access to their information by contacting a school employee and filing a request to be excluded from the directory or from any other requests for open directory information.

According to FERPA, some non-directory student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record).
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provided that employment is not contingent upon being a student.
- Law enforcement records.

The school will disclose information from a student's education record without the written consent of the student to a staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and state, federal, and accrediting agencies as required.

Under FERPA, students have a right to see, inspect and request changes to their educational records. Upon request, the School shall provide a student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within ten (10) days of the request. All records are to be reviewed by students in the presence of a staff member. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the school.

It is the policy of the school that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former students. Furthermore, the school will honor a request from a former student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of the school that no records of deceased students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin.

If students believe that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpco/

Parent Rights Under FERPA

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express, written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to the School.

In emergency or crisis situations, the school may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

Student Support Services

The school does not provide housing, meals or professional counseling; however the Administration will do their best to assist where we can. In the event a student experiences a situation that is beyond the expertise of the School's staff to assist with, the school, where able, will provide assistance in locating the appropriate professional or agency.

Grievance Policy

The student should register in writing on the designated form provided by the school within 60 days of grievance occurrence.

1. The School Director will review the grievance and will respond within 15 days.
2. Depending upon the nature of the complaint, interviews with appropriate staff and other students and staff members may be needed to reach a final resolution. In extreme cases of conflicts, it may be necessary to conduct an informal hearing. The committee will consist of one member appointed by the school who had no involvement in the dispute and another member who is not an

employee of the school or related to the school owners. Students may bring forth witnesses that the board has the right to interview. The committee will prepare a report and a recommendation for resolution of dispute within 90 days.

3. Students must exhaust the internal complaint process before submitting the complaint to the school's accrediting agency.

COMPLAINTS AGAINST THIS SCHOOL MAY BE REGISTERED WITH THE DEPARTMENT OF PROFESSIONAL REGULATION OR NACCAS:

Illinois Department of Financial and Professional Regulation
320 Washington, Room 3R
Springfield, Illinois 62786
Phone (217) 785-0800

Illinois Department of Financial and Professional Regulation
100 W. Randolph St
Suite 9-300
Chicago, IL 60601

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

Emergency Procedures

The school has fire extinguishers located on each floor of the building. In the event of an emergency, there are two exits located on every floor of the building, one in the front and one in the back. The school holds emergency exit drills on a periodic basis. All students should exit in an orderly fashion and not return until it is safe to return.

Veteran Specific Policy

Veteran's Satisfactory Academic Progress Policy

The following policies are applicable to all enrolled VA benefit students. Students are assumed to be meeting SAP until the following evaluation period. SAP will be measured at the following actual hours:

Cosmetology 450, 900 and 1,200 hours

Teacher Training 450 and 900 hours for the 1,000 hour program and 250 hours for the 500 hour program.

Course incompleteness, transfer credits, repetition, non-credit remedial courses have no effect on SAP.

Qualitative Requirement:

1. VA benefit students must maintain a cumulative academic average of 85% or better at the end of each progress report period. The school uses the following grading scale.

100% -- 95% = A
94% -- 90% = B

89% -- 85% = C
 84% -- 0% = Failure – UNSATISFACTORY

2. Students must have a cumulative GPA of a 85%/C or higher.

Quantitative Requirement:

1. All students must attend 75% (rounded to the nearest whole percent) of the scheduled hours of attendance to be in compliance.
2. A student must complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program.

Course	Min Hours/Weeks	Max Hours/Weeks
Cosmetology Full Time	1500/50	1500/75
Cosmetology Part Time	1500/84	1500/126
Teacher Training Full Time-1000 hours	1000/56	1000/84
Teacher Training Part Time-500 hours	500/34	500/51

Losing and Regaining Eligibility:

VA Benefit Warning Status - A student deemed as not making SAP will be automatically placed on a VA Benefit Warning Status; no action is required by the student, though they may appeal, and they may continue to receive VA benefits for one additional payment period. A student making SAP at the next reporting period is considered as meeting SAP and will regain full eligibility. A student not making SAP will have their status reported to the VA.

VA Benefit Probation Status - A student not making SAP who appeals the finding may be placed on VA Benefit Probation. Students placed on VA Benefit Probation must have one of the following to receive VA benefits: Academic Improvement Plan, an Accepted Financial Aid Warning Appeal or regained SAP. Students who are making SAP at the next reporting period regain full eligibility, those who are not making SAP without an Academic Improvement Plan will be ineligible to receive VA benefits for the following payment period. A student must meet SAP prior to having eligibility reinstated.

Appeal Process - A student, who wishes to appeal VA Benefit Probation Status, must submit a written request to the School Director within ten (10) days of the non-satisfactory progress status notification and must describe any circumstances that the student believes deserve special consideration; acceptable reasons may be: death of a relative, an injury or illness of the student or other special circumstance. The school shall evaluate the appeal within ten (10) business days and notify the student in writing of the decision. All decisions are final. Any student that prevails upon the appeal process will be determined as making satisfactory progress. VA benefits eligibility for funds will be reinstated to the student. (See reinstatement below for exception)

Reinstatement

Students dismissed for failing to meet the satisfactory academic progress policy can petition the school for reinstatement. Reinstatement decisions will be made on an individual basis by a Bell Mar Beauty College advisor and will take into consideration whether the student has the desire and capability to successfully complete the program. Veterans dismissed for conduct will not be considered for reinstatement.

Graduation Requirements

A student will graduate upon successful completion of their program of education. Successful completion requires a passing grade of 85% and the payment of all required fees. Successful completion of the cosmetology program requires passing a practical and written final exam. Upon successful completion of the program a student will receive a certificate of completion from Bell Mar Beauty College which allows the student to apply for the Illinois state license exam.

Credit for Previous Education

Bell Mar Beauty College may accept transfer hours from other licensed cosmetology schools upon receipt of a valid transcript. Bell Mar Beauty College will evaluate a student's skills and knowledge through practical and written exams and determine whether all or a portion of the transferred hours will be accepted. Any credit accepted will shorten the required hours to graduate. The school is required to maintain a written record of previous education which indicates that credit has been given and provide evidence of the evaluation.

Refund policy

This policy applies to all recipients of VA Benefit Funds. Students that are no longer attending the school may still owe funds to the school to cover unpaid tuition. Also, the school may attempt to collect any funds from a student that the school was required to return as a result of this policy.

The school has 45 days from the date the school determines the students withdrew to return all unearned funds for which it is responsible.

Withdrawal

The school performs a Return to VA calculation to determine the amount of earned aid using the Illinois Department of Financial and Professional Regulation's Cosmetology School tuition adjustment schedule based on scheduled hours attended.

Refund Policy

All tuition, instructional charges, fees (including registration fee in excess of \$10) for veterans is subject to the following refund policy:

Percentage of days in class completed by student At notice of cancellation	Percentage of tuition, instructional charges and fees that school may retain
In excess of 5% to 10%	15%
In excess of 10% to 15%	20%
In excess of 15% to 20%	25%
In excess of 20% to 25%	30%
In excess of 25% to 30%	35%
In excess of 30% to 35%	40%
In excess of 35% to 40%	45%
In excess of 40% to 45%	50%
In excess of 45% to 50%	55%
In excess of 50% to 55%	60%
In excess of 55% to 60%	65%
In excess of 60% to 65%	70%
In excess of 65% to 70%	75%
In excess of 70% to 75%	80%
In excess of 75% to 80%	85%
In excess of 80% to 85%	90%

In excess of 85% to 90%
In excess of 90%

95%
100%

All refunds are made within 40 days of student withdrawal/termination from school.

This school does not have a breakage fee, nor does it have a charge for consumable instructional supplies.

Compliance with 38 USC 3679(e)

VA Pending Payment Compliance

Beginning August 1, 2019, and despite any policy to the contrary, the educational institution named at the bottom of this form will not take any of the four following actions toward any student using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while their payment from the United States Department of Veterans Affairs is pending to the educational institution:

- Prevent their enrollment;
- Assess a late penalty fee to;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA's Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies (see our VA School Certifying Official for all requirements).

I hereby certify this addendum to be true and correct in content and policy.

Our institution will adopt this addendum, or one of similar import, in the next revision of our catalog.

Facility Name: Bell Mar Beauty College, Inc.

Facility Code: 25071313

Person Certifying Addendum

First Name: Jim Last Name: Bregin

Title: Director/VP

Signature: /s/Jim Bregin

Date: 9/9/2020

“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.”

End of VA specific policy

Students Records

Student records and transcripts are maintained by Bell Mar Beauty College and are available to students by calling or writing:

Bell Mar Beauty College
5717 W Cermak
Cicero, IL 60804
708 863 6644
(End of VA Specific Policies)

Voter Registration

Students are encouraged to register and vote in federal elections. Voter registration and election date information for the state of Illinois can be found at <https://www.elections.il.gov/votinginformation/register.aspx>.

Record Keeping

The school maintains some records related to a student's enrollment onsite for a minimum of seven years.

Copyright and Computer Use

The School supports enforcement of copyright law for the protection of its employees as both creators and users of copyright protected works. The School requires that staff and students comply with federal law regarding the use of copyright protected materials. In addition, in the spirit of promoting "the progress of science and the useful arts," the college supports the fair use for such purposes as criticism, comment, news reporting, teaching scholarship or research and reproduction of copyrighted materials (including multiple copies for classroom or library use), for educational purposes as outlined in the federal Copyright Law (PL94-553).

Administrative Rule

1. This administrative rule is based upon the original Copyright Act of 1976 and the amendments added by the Digital Millennium Copyright Act signed into law in 1998.
2. This administrative rule applies to all staff and students who make use of materials created by entities other than themselves. This includes but is not limited to materials used for classroom teaching, out of class presentations, online distribution, professional conferences, homework assignments, electronic transmission and for school publication.

3. Copyright issues dealing with intellectual property created by staff and students are covered in the administrative rule on intellectual property. 4. The School considers the educational environment to consist of traditional on-campus instruction.
5. Staff and students are expected to comply with copyright law and to apply the fair use criteria to each use of material of which they are not the originator.
6. Unauthorized peer-to-peer file sharing, illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system.
7. The only software programs, other than students' projects, to be used on systems in the school are those products for which the school owns a valid license or the school may legally use. Copying the school's software from the computer system is considered theft and is a serious offense. Copying or modifying school software and/or borrowing software from the labs is not permitted. If you have a question, please see the system administrator.

In compliance with the Section 512(2)(c)(2) of Chapter 5, Title 17 of United States Code, the School shall have a DESIGNATED AGENT "to receive notifications of claimed infringement" and "other contact information which the Register of Copyrights may deem appropriate." The designated agent for the School will be the CFO.

Fair Use

Fair Use is the use of a copyrighted work for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

In determining whether the use made of a work in any particular case is a fair use, the factors to be considered shall include:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
3. The effect of the use upon the potential market for or value of the copyrighted work.

The School encourages staff and students to be diligent in the application of the fair use criteria. Through diligent application, school constituents and the School avail themselves of protection from infringement by establishing "reasonable grounds for believing that his or her use of the copyrighted work was a fair use" according to Sections 107 and 504c of United States Code title 17.

Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

School Disciplinary Actions

Disciplinary action may be taken in the event that the provisions of this guideline are violated. The administration has sole discretion in determining what action, if any, will be taken against persons violating the provisions of this guideline. Handling of violations to this guideline may vary according to the particular situation. Where the use of the computer is an integral part of the instructional program, violators need to be disciplined immediately and regain access to the computer so that instruction may continue. Disciplinary action may range from a verbal reprimand to legal action.

Internet Guidelines

Internet access is now available to students and staff. The goal in providing this service to Instructors and students is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication. The school's network is an electronic network, which enables access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and instructors and staff may have access to:
Electronic mail

- Information and news
- Opportunity to learn and research
- Public domain and shareware software of all types

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials and an industrious user may discover controversial information. The School firmly believes that the educational value of information and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the School.

Privileges

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator may close an account at any time as required. The School may request the system administrator to deny, revoke, or suspend specific user accounts.

Users' Obligations

- Users must be clearly aware of which computing practices are considered acceptable and which are considered unacceptable.
- School related files are the only files to be saved on one's account. Storing commercial software, utility programs, games or hidden files to the account is not permitted.
- Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but is not limited, to copyrighted material, threatening or obscene material, or material protected by trade secrets.
- Playing games on the school's computer equipment or using the system in association with inappropriate textual material or graphic images is prohibited.
- Saving to the hard disk drive is granted only by permission of the system administrator.
- One may use computing facilities and services only for authorized purposes.
- One may not attempt to copy, disclose, transfer, examine, restore, change, add or delete information or programs belonging to another user.
- One may not attempt to subvert the restrictions associated with your own or any other computing accounts.

Netiquette

Everyone is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive, vulgar, or inappropriate language in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Messages relating to or in support of illegal activities may be reported to the authorities.

- Be careful what you say about others.
- Leave equipment and room in good condition for the next user/class.
- Do not use the network in a way that you disrupt the use of the network by others.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not use another user's account. Do not give your password to any other individual. Attempts to log in to the network as a system administrator will result in cancellation of user privileges.

Vandalism

Vandalism will result in immediate cancellation of privileges and may result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user and abuse or misuse of hardware. This includes, but is not limited to, the uploading or creation of computer viruses. Users should report any suspected violations to a teacher, administrator or system administrator.

Accounts and Account Passwords

- You may be required from time to time to update your user account. This may require changing your password or deleting some of your files.
- Do not use another individual's account. DO NOT REVEAL YOUR PASSWORD TO ANYONE. Attempts to log in to the network as system administrator will result in immediate cancellation of user privileges.
- Any users identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
- You must maintain secure passwords to your account.
- You must follow all directions of the System Administrator with respect to security of passwords and take reasonable precautions against unauthorized access.
- You may not set up an account for another user or make any attempts to find out the password of a service for which you have not been authorized, including accounts set up for other users.

Misrepresentation

In the unfortunate event the school receives a written allegation or complaints from a student enrolled at the school, a prospective student, the families of a student or prospective student, and/or a governmental official it is the policy of this school that the School Director will respond in writing and copy the appropriate agencies within 30 days.

True and Correct Statement

The information contained in this Catalog and its supplements is true and correct as of publication.

Bell Mar Beauty College

**Drug, Alcohol and Sexual Assault Policies
Crime Prevention & Annual Clery Crime Report**

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2011 and 12/31/2014.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to local law enforcement or other emergency response agencies by dialing (911). The School Director may be reached at (708)863-6644.
2. All students and employees are required to report any crime or emergency to a staff member promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing a staff member with or without a signature who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency or by calling (911) if appropriate. An "Incident Report" should be completed by a staff member for any instance of crime or emergency within the physical walls of the school and outside parking areas.
3. Current policies concerning campus law enforcement are as follows:
 - a) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - b) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911).
 - c) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
4. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
 - a) Do not leave personal property in classrooms
 - b) Report to your institutional official, any suspicious persons.
 - c) Always try to walk in groups outside the school premises.
 - d) If you are waiting for a ride, wait within sight of other people
5. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection: or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6. In compliance with federal government regulations for a drug-free workplace for students and employees. Any student caught in possession, use, or distribution of illegal substances or paraphernalia will be dismissed and/or referred to the appropriate agency. Students convicted for any offense, during a period enrollment for which the student was receiving Title IV funds, under any federal or state law involving possession or sale of illegal drugs will result in the loss of eligibility for any Title IV assistance.

This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of all school sponsored activities. A violation of this policy is considered a major offense, which may result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the school. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

The following information is provided in accordance with the Drug Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

Health Risks

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. More than 25,000 people die each year from drug-related accidents or health problems. With most drugs, it is possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with barbiturates and other depressants can prove to be a deadly mixture.

Amphetamines/Stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

Anabolic steroids seriously affect the liver, cardiovascular and reproductive systems. Can cause sterility in males and females as well as impotency in males.

Barbiturates/Depressants (downers, quaaludes, valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

Hallucinogens (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. May also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics (heroin, morphine, demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Illinois Drug Laws

CRIME	PUNISHMENT
DRUG CRIMES	
DRUG CONVICTION FOR <u>POSSESSION</u> (felony or misdemeanor)	Under <u>Student Aid Laws</u> : Cannot obtain any Government Student Aid, Loans, or Grants for 1 Year after 1 ST Conviction for Possession; for 2 Years after 2 ND Conviction and for an indefinite amount of time after 3 RD Conviction.
DRUG CONVICTION FOR <u>SALE</u> (felony or misdemeanor)	Under <u>Student Aid Laws</u> : Cannot obtain any Government Student Aid, Loans, or Grants for 2 Years after 1 ST Conviction and indefinite amount of time after 2 ND Conviction.
DRUG POSSESSION	
CANNABIS (< 2.5 grams) 720 ILCS 550/4	Up to \$1500 Fine &/or Up to 30 Days in Jail

CANNABIS (2.5 grams to 10 grams) 720 ILCS 550/4	Up to \$1500 Fine &/or Up to 6 Months in Jail	
CANNABIS (10 grams to 30 grams) 720 ILCS 550/4	1 ST Offense Up to \$2500 Fine &/or Up to 1 Year in Jail	2 ND Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years Pen.
CANNABIS (30 grams to 500 grams) 720 ILCS 550/4	1 ST Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen.	2 ND Offense Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.
CANNABIS (500 grams to 2000 grams) 720 ILCS 550/4	Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.	
CANNABIS (2000 grams to 5000 grams) 720 ILCS 550	Felony Up to \$25,000 Fine &/or 3 to 7 Years in Pen.	
CANNABIS (over 5000 grams) 720 ILCS 550/4	Felony Up to \$25,000 Fine &/or 4 to 15 Years Pen.	
PRESCRIPTION FORGERY 720 ILCS 570/406(b)(3)	1 ST Offense Felony Up to \$100,000 Fine &/or 1 to 3 Years in Pen.	2 ND Offense Felony Up to \$200,000 Fine &/or 2 to 5 Years in Pen.
POSSESSION DRUG PARAPHERNALIA 720 ILCS 600/3.5	\$750 to \$2500 Fine &/or Up to 1 Year in Jail	
POSSESSION OF HEROIN, COCAINE, MORPHINE, METHAMPHETAMINE, LYSERGIC ACID OR LSD: 720 ILCS 570/402		
15 GRAMS TO 100 GRAMS	Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen.	

100 GRAMS to 400 GRAMS	Felony Up to \$200,000 Fine or Street Value &/or 6 to 30 Years Pen.	
400 GRAMS TO 900 GRAMS	Felony Up to \$200,000 Fine or Street Value &/or 8 to 40 Years Pen.	
900 + GRAMS	Felony Up to \$200,000 Fine or Street Value &/or 10 to 50 Years Pen.	
PEYOTE, BARBITURIC ACID, AMPHETAMINE (more than 200 grams) 720 ILCS 570/402	Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen.	
METHAQUALONE, PENTAZOCINE, PHENCYCLIDINE (more than 30 grams) 720 ILCS 570/402	Felony Up to \$200,000 Fine &/or 4 to 15 Years in Pen.	
ANABOLIC STEROID 720 ILCS 570/402	1 ST Offense Up to \$1500 Fine &/or 30 Days in Jail	2 ND Offense UP to \$1500 Fine &/or 6 Months in Jail
NITROUS OXIDE 720 ILCS 5/24.5-5	1 ST Offense Up to \$2500 Fine &/or Up to 1 Year in Jail	2 ND Offense Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen.
SALE, MANUFACTURE, POSSESSION WITH INTENT TO TRAFFIC DRUGS		
CANNABIS (less than 2.5 grams) 720 ILCS 550/5	Up to \$1500 Fine &/or 6 Months in Jail	
CANNABIS (2.5 grams to 10 grams) 720 ILCS 550/5	Up to \$2500 Fine &/or 1 Year in Jail	
CANNABIS (10 grams to 30 grams) 720 550/5	Felony Up to \$25,000 Fine &/or 1 to 3 Years in Pen.	

CANNABIS (30 grams to 500 grams) 720 550/5	Felony Up to \$55,000 Fine &/or 2 to 5 Years in Pen.
CANNABIS (500 grams to 2000 grams) 720 550/5	Felony Up to \$100,000 Fine &/or 3 to 7 Years in Pen.
CANNABIS (2000 grams to 5000 grams) 720 550/5	Felony Up to \$150,000 Fine &/or 4 to 15 Years in Pen.
CANNABIS (more than 5000 grams) 720 550/5	Felony Up to \$200,000 Fine &/or 6 to 30 Years in Pen.
COCAINE (1 to 15 grams) 720 ILCS 570/401 HEROIN (10 to 15 grams) MORPHINE (10 to 15 grams) METHAMPHETAMINE (5 to 15 grams)	Felony Up to \$250,000 &/or 4 to 15 Years in Pen.
COCAINE, HEROIN, MORPHINE, METHAMPHETAMINE, LSD: 720 ILCS 570/401	
15 GRAMS TO 100 GRAMS	Felony Up to \$500,000 Fine &/or 6 to 30 Years in Pen.
100 GRAMS TO 400 GRAMS	Felony Up to \$500,000 or Street Value &/or 9 to 40 Years in Pen.
400 GRAMS TO 900 GRAMS	Felony Up to \$500,000 Fine or Street Value &/or 12 to 50 Years Pen.
OVER 900 GRAMS	Felony Up to \$500,000 Fine or Street Value &/or 15 to 60 Years Pen.
NITROUS OXIDE 720 ILCS 5/24.5-10	Felony Up to \$25,000 Fine &/or 2 to 5 Years in Pen.

<p>* FELONY, INCREASES PENALTY TO 15-20-25-LIFE</p> <p>Increased Penalties for use of Firearm During Commission of Offense:</p> <ol style="list-style-type: none"> 1. Use of firearm during commission of offense: 15 years added to sentence imposed 2. Discharge of firearm during commission of offense: 20 years added to sentence imposed 3. Discharge of firearm causing death or injury: 25 years or up to natural life added to sentence imposed 	
<p>MISDEMEANORS</p> <p>730 ILCS 5/5-9-1 & 5/5-8-3</p>	<p><u>Class A:</u> Up to \$2500 Fine &/or Up to 1 Year in Jail.</p> <p><u>Class B:</u> Up to \$1500 Fine &/or Up to 6 Months in Jail.</p> <p><u>Class C:</u> Up to \$1500 Fine &/or Up to 30 Days in Jail.</p>
<p>FELONY CONVICTION</p> <p>730 ILCS 5/5-8-1 & 5/5-9-1</p>	<p><u>Class X Felony</u> Up to \$25,000 Fine &/or 6 to 30 Years in Pen.</p> <p><u>Class 1 Felony</u> Up to \$25,000 Fine &/or 4 to 15 Years in Pen.</p> <p><u>Class 2 Felony</u> Up to \$25,000 Fine &/or 3 to 7 Years in Pen.</p> <p><u>Class 3 Felony</u> Up to \$25,000 Fine &/or 2 to 5 Years in Pen.</p> <p><u>Class 4 Felony</u> Up to \$25,000 Fine &/or 1 to 3 Years in Pen.</p>
<p>IF POSSESSION OR SALE OF ANY DRUG IS WITHIN 1500 FEET OF A SCHOOL, CHURCH, PUBLIC PARK, OR MOVIE THEATER, COURT MAY DOUBLE THE FINE AND THE SENTENCE.</p>	
<p>IF A FIREARM IS IN POSSESSION AT THE TIME OF A DRUG ARREST, AT CONVICTION COURT MAY DOUBLE THE FINE AND THE SENTENCE.</p>	

Federal Law

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).

Possession of drugs (includes marijuana)	Imprisonment for up to 1 years, and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000.

Referral and Hotline Information

The school does not offer professional counseling services but offers the following resource information:

National Institution on Drug Abuse (M-F, 8:30 a.m.-4:30 p.m.) 1 -800-662-HELP

National Alcohol & Drug Abuse Hotline 1-800-234-0420

Cocaine Helpline 1-800-COCAINE

Reach-Out Hotline 1-800-522-9054

(Alcohol, drug-crisis, intervention, mental health referral)

24 hour Alcohol and Drug Referral Network 866 – 663 – 7847

Alcohol and Drug Treatment Referral Helpline 800 – 758 – 5877

Narcotics Anonymous 708 – 848 – 4884

The Way Back Inn 708 – 345 – 8422

The Way Back Inn, Grateful House 708 – 848 – 2065

A A 708 – 456 – 0000

7. Like racial, religious, or ethnic intimidation, sexual harassment in an educational environment creates a psychologically-harmful atmosphere. Failure to comply with these policies will result in dismissal, termination, and/or prosecution. Conduct that violates these standards is handled by the School Director. This includes cases involving sexual misconduct and/or sexual assault or attempted sexual assault.

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

(720 ILCS 5/12-13) (from Ch. 38, par. 12-13)

Sec. 12-13. Criminal Sexual Assault.

(a) The accused commits criminal sexual assault if he or she:

- (1) commits an act of sexual penetration by the use of force or threat of force; or
- (2) commits an act of sexual penetration and the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent; or
- (3) commits an act of sexual penetration with a victim who was under 18 years of age when the act was committed and the accused was a family member; or
- (4) commits an act of sexual penetration with a victim who was at least 13 years of age but under 18 years of age when the act was committed and the accused was 17 years of age or over and held a position of trust, authority or supervision in relation to the victim.

(b) Sentence.

(1) Criminal sexual assault is a Class 1 felony.

(2) A person who is convicted of the offense of criminal sexual assault as defined in paragraph (a)(1) or (a)(2) after having previously been convicted of the offense of criminal sexual assault or the offense of exploitation of a child, or who is convicted of the offense of criminal sexual assault as defined in paragraph (a)(1) or (a)(2) after having previously been convicted under the laws of this State or any other state of an offense that is substantially equivalent to the offense of criminal sexual assault or to the offense of exploitation of a child, commits a Class X felony for which the person shall be sentenced to a term of imprisonment of not less than 30 years and not more than 60 years. The commission of the second or subsequent offense is required to have been after the initial conviction for this paragraph (2) to apply.

(3) A person who is convicted of the offense of criminal sexual assault as defined in paragraph (a)(1) or (a)(2) after having previously been convicted of the offense of aggravated criminal sexual assault or the offense of predatory criminal sexual assault of a child, or who is convicted of the offense of criminal sexual assault as defined in paragraph (a)(1) or (a)(2) after having previously been convicted under the laws of this State or any other state of an offense that is substantially equivalent to the offense of aggravated criminal sexual assault or the offense of criminal predatory sexual assault shall be sentenced to a term of natural life imprisonment. The commission of the second or subsequent offense is required to have been after the initial conviction for this paragraph (3) to apply.

(4) A second or subsequent conviction for a violation of paragraph (a)(3) or (a)(4) or under any similar statute of this State or any other state for any offense involving criminal sexual assault that is substantially equivalent to or more serious than the sexual assault prohibited under paragraph (a)(3) or (a)(4) is a Class X felony.

(5) When a person has any such prior conviction, the information or indictment charging that person shall state such prior conviction so as to give notice of the State's intention to treat the charge as a Class X felony. The fact of such prior conviction is not an element of the offense and may not be disclosed to the jury during trial unless otherwise permitted by issues properly raised during such trial.

(Source: P.A. 95-640, eff. 6-1-08.)

Any person who may be a victim or is aware of a victim of sexual assault on campus should immediately report the incident to the School Director and/or any staff member the student is comfortable confiding in.

Students, faculty, and staff are strongly encouraged to report sexual assaults to the Cicero Police Department, whether the assault occurs on or off campus, no matter who the alleged assailant is.

If the assault occurs off campus, the school will assist a victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred.

It is important for persons who have been sexually assaulted to seek medical attention. This will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides later to prosecute. It is important for persons who have been sexually assaulted to contact the police who will arrange for immediate medical attention and will initiate an investigation.

The school will work with local law enforcement to investigate all sexual assault complaints with

sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by Illinois state law and the Cook County District Attorney's Office.

Victims of sexual assault are not required to file criminal charges; however, preferring charges is encouraged.

If you have been sexually assaulted:

1. Call 9-1-1 on campus/from a cell phone or off campus phone line.
2. DO NOT shower, bathe, or douche.
3. Have a trusted friend take you to a medical center that performs sexual assault examinations. Take the clothes in which you were assaulted with you to the hospital in a paper bag, not plastic.
4. Obtain counseling services recommendations from the hospital or law enforcement.
5. Remember it is not your fault.

How to file a sexual assault complaint

If the complainant elects not to file criminal charges, but still wishes to proceed with formal administrative charges, an investigation is conducted, and the case is referred to the School Director. Disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a natural consequence of such conduct. Sanctions can include the following:

- Disciplinary warning
- Disciplinary probation
- Withholding of grades, official transcript or degree
- Bar against readmission or drop from current enrollment
- Restitution
- Suspension of rights and privileges
- Suspension
- Expulsion
- Other penalty as deemed appropriate under the circumstances

Campus Sexual Assault Victims' Bill of Rights The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992. This law

requires that all universities afford sexual assault victims certain basic rights such as:

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement
- Survivors shall be notified of counseling services.

The State of Illinois Sex Offender Website is available at <http://www.isp.state.il.us/sor/>

Boundaries: Block of 5700 Cermak Rd and the corresponding alley to the South.

Actual Crime Reported for:	2018	2019	2020	2021	School Boundaries				Total	2018	2019	2020	2021
					2018	2019	2020	2021					
Criminal Homicide	0	0	0	0	0	0	0	0	0	0	0	0	
Murder/ Homicide	0	0	0	0	0	0	0	0	0	0	0	0	
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offenses													
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	
Domestic Violence	0	0	0	0	0	0	0	1	0	0	0	1	
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0	0	
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	1	0	1	0	1	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	1	0	0	0	1	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	
Liquor	0	0	0	0	0	0	0	0	0	0	0	0	
Drug	0	0	0	0	0	0	0	1	0	0	0	1	
Weapons	0	0	0	0	0	0	0	2	0	0	0	2	
Race	0	0	0	0	0	0	0	0	0	0	0	0	
Gender	0	0	0	0	0	0	0	0	0	0	0	0	
Religion	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Orientation	0	0	0	0	0	0	0	0	0	0	0	0	
Disability	0	0	0	0	0	0	0	0	0	0	0	0	
Referrals for:													
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	
Weapons Law/ Violations	0	0	0	0	0	0	0	0	0	0	0	0	