
RENAISSANCE
BEAUTY ACADEMY
Student Catalog

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MISSION & FACILITY

Name

Renaissance Beauty Academy is hereinafter known as “Renaissance” or the “Academy” in this document.

Owner

Renaissance Beauty Academy, a Missouri Limited Liability Company, operates the School known as Renaissance Beauty Academy, located at 268 South Mount Auburn Road, Cape Girardeau, Missouri 63703. The Academy is owned and operated by Heather Thompson & Alicia Baugh.

State and Accrediting Agencies

The Academy is licensed by the Board of Cosmetology & Barbering Examiners

3605 Missouri Blvd
Jefferson City, Missouri 65102
573-751-1052

The Academy has been granted Accreditation by National Accrediting Commission of Career Arts & Sciences

305 Colvin Street
Alexandria, Virginia 22314
703-600-7600

Mission Statement

At Renaissance Beauty Academy, our mission is to produce a professional that is confident in offering a wide variety of salon and spa professional services. Upon completion, students will have the knowledge needed to obtain a license from the Board of Cosmetology & Barber Examiners and obtain an entry level position in the beauty workforce. Renaissance Beauty Academy will go beyond to deliver salon and spa relevant training, promoting mindful life skills on what it takes to be profitable in this industry. It is our mission to give our students a true salon experience.

Objective

Renaissance trains students to become personal service professionals in the cosmetology and barbering industry.

Community

Renaissance Beauty Academy is located at 268 South Mount Auburn Road in Cape Girardeau, Missouri, a community of 39,820 people, including Southeast Missouri State University. Concerts, sports, shopping and cultural events are available.

General Facilities and Equipment

Renaissance is a 5,500 square foot educational facility with spacious areas for hair, skin and nail care, classrooms, practice areas and offices.

Financial Aid

Title IV Programs Available
Federal Pell Grant
Unsubsidized Federal Student Loan
Subsidized Federal Student Loan
Parent Plus Loan

You can find the FAFSA form at www.studentaid.gov

Federal School Code: 043049

GI Bill and other military benefits are not accepted at this time. Please contact admissions for further information.

Renaissance Beauty Academy is a WIOA approved training provider. Students may contact the Missouri Career Center (573-381-2482) or the admissions office (573-803-1649) for further information.

Responsibility for Catalog Info

Each student is responsible for knowing the information in this catalog. Renaissance reserves the right to update its policies and/or to revise curriculums.

GENERAL ENROLLMENT INFORMATION

ADMISSIONS REQUIREMENTS

How to Enroll

- Submit an application and nonrefundable $100 Application Fee.
- Submit diploma or high school transcripts with graduation date to Renaissance.
- Schedule an interview, meet staff and students, learn about programs.
- Complete Enrollment Agreement.

Educational Requirements

Students are admitted on the basis of educational background, aptitude and commitment. Students wishing to enroll into the Instructor Trainee program must already be licensed in Class CA-Hairdressing & Manicuring, Class E-Esthetician and/or Class MO- Manicuring. The Academy does not admit Secondary or Ability-to-Benefit students.

Admissions Policy

The following are required for admission to all programs at Renaissance Beauty Academy:

- Completed Enrollment Application and nonrefundable $100 Application Fee.
- Successful completion of high school or its equivalent as evidenced by the copy of high school diploma, copy of G.E.D. certificate, or copy of transcript showing high school completion. If submitting a foreign high school diploma, the translation and evaluation of the credential must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S high school diploma.
- Copy of the student's photo ID (examples: driver's license, passport, etc.) and/or birth certificate.
- Signed Enrollment Agreement

Terms of Re-entry with Satisfactory Progress

- A student who must withdraw temporarily, and no more than 30 days have lapsed since the student withdrew, may re-enter the program under the following conditions:
- The student had satisfactory progress academically and in attendance when the temporary withdrawal began;
- The student had extraordinary personal circumstances that made academic progress or attendance extremely difficult; and/or
- The student, or the student's family member, required medical attention that required the student to temporarily withdraw.
- Under any one or combination of these conditions, the student will be re-admitted without prejudice.
- A $100 re-entry fee will be charged. Title IV funds cannot be used to pay re-entry fees.

Terms of Re-entry without Satisfactory Progress

- If the student did not have satisfactory academic or attendance progress at the time of withdrawal, the following are required:
- A letter from the student explaining why the student should be readmitted, and
- Three letters from individuals explaining why the student should be readmitted (one of the three may be an adult friend who has known the student for at least five years; two of the letters must be from professionals like a teacher, pastor, counselor, etc., who have known the student for at least two years).

- A determination will be made by the Academy's directors and reported to the student within two weeks after all documents have been received.
- A $100 re-entry fee will be charged. Title IV funds cannot be used to pay re-entry fees.

PRE-ENROLLMENT INFORMATION FOR ALL PROGRAMS

Grading System

Renaissance uses a 100-point grading scale: 93-100% = A, 85-92% = B. Below 85% is considered not passing. Grades are determined by Renaissance educators based on their evaluation of students' classroom work, projects, and styling area performance.

In addition, work habits, appearance, conduct, initiative, cooperation, and attendance are also considered.
A student must be above average (85% or better) to graduate from Renaissance.

Compensation Expected

According to O-Net, there is a bright outlook for hairdressers, hairstylists, cosmetologists and skin care specialists. These occupations are expected to grow rapidly in the next several years and will have large numbers of job openings and new occupations. Licensed Cosmetologists can earn an average of $33,420 in Missouri, or an average of $34,970 in the US, in salary and gratuities in an entry level position depending on the specific skill, work schedule and the area population. Licensed Skin Care Specialists can earn an average of $38,900 in Missouri or an average of $43,200 in the US. A commission scale is commonly used to pay cosmetologists, estheticians and manicurists resulting in much higher pay after an introductory period of several months. Retail commissions are also common.

Physical Demands of the Industry

There are physical demands placed on the body in any career. Cosmetologists, Estheticians and Manicurists must protect their back, legs, and feet. One way to do this is strength training to enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning, and will improve circulation in your legs and feet. Consult your doctor before beginning any exercise program. Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to your chances of longevity in the profession.

Safety Requirements of the Industry

An important safety suggestion for this profession is to wear shoes that would not be slippery when walking on a damp floor. Because you will always be working with water, there is a risk of water spills. Damp hair lying on the salon floor can also pose a chance of slipping. All hair needs to be swept up following each haircut to minimize accidents. All water spilled should also be wiped up as quickly as possible. It is the responsibility of each professional to promote a safe work environment. Gloves should be worn during chemical services to reduce any allergic reaction that an individual may have to certain chemicals. Any product that would accidentally get in the eyes should be flushed thoroughly with water. Seek medical attention if irritation continues.

Employer Requirements

Employers will set forth expectations and requirements for their employees. These expectations will be practiced while enrolled. Some examples of employer requirements are punctuality, timeliness, professional dress, respect for others, customer service and willingness to follow employer policies.

Licensure Restrictions: Cosmetology Statute

1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to this chapter for one or any combination of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of the applicant's right to file a complaint with the administrative hearing commission as provided by chapter 621.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by this chapter or any person who has failed to renew or has surrendered the person's certificate of registration or authority, permit or license for any one or any combination of the following causes:
    A) Use or illegal possession of any controlled substance, as defined in chapter 195; use of an alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by this chapter;
    B) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state, of the United States, or of any country, for any offense directly related to the duties and responsibilities of the occupation, as set forth in section 324.012, regardless of whether or not sentence is imposed;
    C) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to this chapter or in obtaining permission to take any examination given or required pursuant to this chapter;
    D) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
    E) Incompetence, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by this chapter;
    F) Violation of, or assisting or enabling any person to violate, any provision of this chapter, or of any lawful rule or regulation adopted pursuant to this chapter;
    G) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
    H) Disciplinary action against the holder of a license or other right to practice any profession regulated by this chapter granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
    I) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
    J) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by this chapter who is not licensed and currently eligible to practice under this chapter;
    K) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
    L) Failure to display a valid license if so required by this chapter or any rule promulgated hereunder;
    M) Violation of any professional trust or confidence;
    N) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;
    O) Failure or refusal to properly guard against contagious, infectious or communicable diseases or the spread thereof.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. The board, acting upon its own knowledge or written or verified complaint filed by any person, may discipline a person as provided in subsections 1 to 3 of this section or the board may bring an action to enjoin any person, firm or corporation from engaging in an occupation regulated by the provisions of this chapter, if such person, firm or corporation without being licensed to do so by the board, engages in or practices an occupation licensed pursuant to this chapter. The action shall be brought in the county in which such person resides, or, in the case of a firm or corporation, where the firm or corporation maintains its principal office; and, unless it appears that such person, firm or corporation so engaging or practicing such occupation is licensed, the injunction shall be issued, and such person, firm or corporation shall be perpetually enjoined from engaging in such activities throughout the state.

Licensure Restrictions: Barber Statute

1. The board may refuse to issue any certificate of registration or authority, permit or license required pursuant to this chapter for one or any combination of causes stated in subsection 2 of this section. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his right to file a complaint with the administrative hearing commission as provided by chapter 621.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by this chapter or any person who has failed to renew or has surrendered his certificate of registration or authority, permit or license for any one or any combination of the following causes:

A) Use of any controlled substance, as defined in chapter 195, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by this chapter;

B) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state, of the United States, or of any country, for any offense directly related to the duties and responsibilities of the occupation, as set forth in section 324.012, regardless of whether or not sentence is imposed;

C) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to this chapter or in obtaining permission to take any examination given or required pursuant to this chapter;

D) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

E) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by this chapter;

F) Violation of, or assisting or enabling any person to violate, any provision of this chapter, or of any lawful rule or regulation adopted pursuant to this chapter;

G) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

H) Disciplinary action against the holder of a license or other right to practice any profession regulated by this chapter granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

I) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

J) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by this chapter who is not registered and currently eligible to practice under this chapter;

K) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

L) Failure to display a valid certificate or license if so required by this chapter or any rule promulgated hereunder;

M) Violation of any professional trust or confidence;

N) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

O) Failure or refusal to properly guard against contagious, infectious or communicable diseases or the spread thereof.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit**.**

CONSUMER INFORMATION

2023 Annual Report	Graduation	Licensure	Placement
Cumulative	**93.4%**	**76.4%**	**88.5%**
Class CA-Hairdressing and Manicuring	95.4%	100%	85%
Class E- Esthetician	91%	69.2%	53.8%
Class MO-Manicurist	N/A	N/A	N/A
Crossover Barber	100%	100%	100%
Instructor Trainee	100%	100%	100%

Photo Release

Students will be given a copy of a Photo and Likeness Release to review and sign upon enrolling in a program at Renaissance. Should the student choose not to sign the waiver, the student's photo and likeness will not be used by Renaissance.

Orientation

All students will be expected to complete a virtual new student orientation on or before the first day of classes.

Class Size

Renaissance limits the class size for all programs. Because of this, early enrollment is encouraged.

Hours

Renaissance is open Monday through Saturday, including evenings. The hours that a student is required to be at the Academy depends on the selected schedule. **See Insert #3.**

Holidays & School Closure

Renaissance is closed for the following holidays: New Year's Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving and Christmas. **See Insert #1.**

Renaissance may be closed to accommodate continuing education training for staff and educators.

In the event of weather or any unexpected circumstance that would require the school to unexpectedly close, a notice could be announced via text, social media platforms and/or on the local KFVS12 website.

Class Starting Dates

See Insert #1 for class starting dates.

Insert #3 describes class schedule options.

Books and Kits

Books and kits are provided by Renaissance and issued to the student during training. Students are required to provide their own basic school supplies.

Required School Supplies (provided by student)

- Device-Laptop or Tablet is suggested
- Pens
- Pencils
- Notebook paper
- Highlighters
- Index Cards (3x5)
- Combination Lock
- Small mesh Laundry Bag (Class CA-Hairdressing and Manicuring & Barbering Only)

- All-purpose scissors
- First Aid Kit
- Hand Sanitizer
- Petroleum Jelly in a tube (Class CA-Hairdressing and Manicuring)

COURSE OFFERINGS & LICENSING REQUIREMENTS

Licensing Requirements

To earn a **Class CA-Hairdressing and Manicuring** license in Missouri, students must complete 1500 hours of approved training, graduate from an approved school, and pass the state board exam.

To earn a **Class E-Esthetician** license in Missouri, students must complete 750 hours of approved training, graduate from an approved school, and pass the state board exam.

To earn a **Class MO-Manicurist** license in Missouri, students must complete 400 hours of approved training, graduate from an approved school, and pass the state board exam.

To earn an **Instructor** license in Missouri, students must complete 600 hours of approved training, graduate from an approved school, and pass the state board exam.

To earn a **Barber** license in Missouri, students must complete 1000 hours of approved training, graduate from an approved school, and pass the state board exam.

To earn a **Crossover Barber** license in Missouri, students must complete 45 hours of approved training, graduate from an approved school, and pass the state board exam. These students must already hold a **Class CA-Hairdressing and Manicuring** or a **Class CH Hairdresser** license.

Reciprocity

Licensed cosmetologists, estheticians, and nail technologists from Missouri may apply for licenses in their field of expertise in other states, and must comply with each state's laws and rules to become licensed there. Students are encouraged to review the requirements and guidelines for the specific state they are considering applying for a license in. Renaissance Beauty Academy has made no determination on whether the program meets other states' educational/licensure requirements. We cannot guarantee that any hours received at Renaissance Beauty Academy will transfer to any other school or state. All of our training and activities take place in the state of Missouri. All of our classes are held on campus and we do not offer any classes on distance learning as the Missouri State Board of Cosmetology and Barber Examiners does not allow for distance education.

Licensure FAQ's

When can a graduate start working?

Upon the filing of the application and the payment of the fee, the board shall, upon request, issue to the applicant, if the applicant is qualified to sit for the examination, a temporary license for the practicing of the occupations as provided in this chapter. Any person receiving a temporary license shall be entitled to practice the occupations designated on the temporary license, under the supervision of a person licensed in the occupation, until the expiration of the temporary license. Any person continuing to practice the occupation beyond the expiration of the temporary license without being licensed in that occupation as provided in this chapter is guilty of an infraction.

How long is a temporary license valid?

Any person receiving a temporary license shall be entitled to practice the occupations designated on the temporary license, under the supervision of a person licensed in the occupation, until the expiration of the temporary license.

What happens if a licensure exam is failed?

A temporary permit issued to a student or apprentice will be terminated if the student or apprentice fails to pass an examination or fails to appear for a scheduled examination.

Where can the status of a license be found?

The Board of Cosmetology and Barber Examiners website gives the ability to search active and inactive licenses through a licensee search.

What services can a Licensed Cosmetologist perform?

includes arranging, dressing, curling, singeing, waving, permanent waving, cleansing, cutting, bleaching, tinting, coloring or similar work upon the hair of any person by any means; or removing superfluous hair from the body of any person by means other than electricity, or any other means of arching or tinting eyebrows or tinting eyelashes. Class CH - hairdresser also includes any person who either with the person's hands or with mechanical or electrical apparatuses or appliances, or by the use of cosmetic preparations, antiseptics, tonics, lotions or creams engages for compensation in any one or any combination of the following: massaging, cleaning, stimulating, manipulating, exercising, beautifying or similar work upon the scalp, face, neck, arms or bust; includes cutting, trimming, polishing, coloring, tinting, cleaning or otherwise beautifying a person's fingernails, applying artificial fingernails, massaging, cleaning a person's hands and arms; pedicuring, which includes cutting, trimming, polishing, coloring, tinting, cleaning or otherwise beautifying a person's toenails, applying artificial toenails, massaging and cleaning a person's legs and feet;

What services can a Licensed Esthetician perform?

includes the use of mechanical, electrical apparatuses or appliances, or by the use of cosmetic preparations, antiseptics, tonics, lotions or creams, not to exceed ten percent phenol, engages for compensation, either directly or indirectly, in any one, or any combination, of the following practices: massaging, cleansing, stimulating, manipulating, exercising, beautifying or similar work upon the scalp, face, neck, ears, arms, hands, bust, torso, legs or feet and removing superfluous hair by means other than electric needle or any other means of arching or tinting eyebrows or tinting eyelashes, of any person;

How long does a graduate have to take a licensure exam?

Hours no longer expire therefore they will always be able to use the hours they have received upon termination (graduating and/or withdrawal).

Does shampooing the hair require a license?

Notwithstanding any other provision of law, the division of professional registration shall not require any person who engages solely in shampooing under the supervision of a licensed barber or cosmetologist to be licensed as a barber or cosmetologist. For purposes of this section, "shampooing" means the act of washing or cleansing hair with shampoo for compensation.

It is the intent of Renaissance Beauty Academy to protect the general public, the industry and graduates who have put in the time, effort and discipline to receive their licensure. We will contact the Board of Cosmetology & Barber Examiners with any evidence of unlicensed individuals performing services on the public.

Program Outlines

Class CA-Hairdressing and Manicuring

Class CA-Hairdressing and Manicuring Description

Class CA Hairdressing & Manicuring training at Renaissance includes theory and practical instruction that prepares the student to perform hair, skin and nail services for the public. Renaissance offers a 1500-hour training program in Class CA Hairdressing & Manicuring that meets the Board of Cosmetology & Barber Examiners requirements.

Class CA-Hairdressing and Manicuring Definition

Class CA - Hairdressing and Manicuring includes all practices of cosmetology, includes arranging, dressing, curling, singeing, waving, permanent waving, cleansing, cutting, bleaching, tinting, coloring or similar work upon the hair of any person by any means; or removing superfluous hair from the body of any person by means other than electricity, or any other means of arching or tinting eyebrows or tinting eyelashes; also includes any person who either with the person's hands or with mechanical or electrical apparatuses or appliances, or by the use of cosmetic preparations, antiseptics, tonics, lotions or creams engages for compensation in any one or any combination of the following: massaging, cleaning, stimulating, manipulating, exercising, beautifying or similar work upon the scalp, face, neck, arms or bust; includes cutting, trimming, polishing, coloring, tinting, cleaning or otherwise beautifying a person's fingernails, applying artificial fingernails, massaging, cleaning a person's hands and arms; pedicuring, which includes cutting, trimming, polishing, coloring, tinting, cleaning or otherwise beautifying a person's toenails, applying artificial toenails, massaging and cleaning a person's legs and feet;

Class CA-Hairdressing and Manicuring Goals

Renaissance provides education in all phases of the Class CA Hairdressing & Manicuring profession. The graduate will be a knowledgeable, skilled professional cosmetologist. The graduate will have the background and skills to pass the state board exams, and to work as a cosmetologist.

Class CA-Hairdressing and Manicuring Content

The following is the list of the state of Missouri requirements needed to receive a Class CA Hairdressing & Manicuring license.

Class CA-Hairdressing and Manicuring Course Outline

Shampoo of all kinds	40 hours
Hair coloring, bleaching and rinses	130 hours
Permanent waving & relaxing	125 hours
Hair cutting & shaping	130 hours
Hair setting, pin curls, finger waving, and thermal curling	225 hours
Comb-outs & hair styling techniques	105 hours
Anatomy	20 hours
Scalp treatment & diseases	30 hours
Facials, eyebrows & lash dyes, and arches	40 hours
Manicuring, hand & arm massage, treatment of nails	110 hours
Cosmetic chemistry	25 hours
Sanitation & sterilization	30 hours
Salesmanship & shop management	10 hours
State law	10 hours
Curriculum to be defined by the school	470 hours

Total Hours	**1500 hours**

There will also be instruction on business practices and on Missouri laws regulating those practices and labor relations.

Class CA-Hairdressing and Manicuring Methods of Instruction

Instruction in Class CA Hairdressing & Manicuring at Renaissance uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids including audiotapes, DVDs, and powerpoint presentations will be utilized. Every effort is made to stimulate growth in knowledge and skills for the individual.

Class CA-Hairdressing and Manicuring Grading

Students are evaluated and graded regularly on daily assignments, tests, salon area experience, and a variety of projects specific to different units of instruction.

Class CA-Hairdressing and Manicuring Educators

Licensed cosmetologists/licensed instructors will teach all courses at Renaissance. Guest instructors with expertise in a specific area may be involved in this program.

Class CA-Hairdressing and Manicuring Books and Kit (Subject to change)

Class CA Hairdressing & Manicuring students receive the following books and kit items at the appropriate time in their training:

Books: Salon Fundamentals textbook, and study guide; Summit Salon Over the Top & Fast Track Planner.

Kit: Thermal equipment, haircutting equipment, chemical application implements, hair styling implements, and manicuring implements.

Class CA-Hairdressing and Manicuring References

Professional books, DVDs and website access are provided.

Class CA-Hairdressing and Manicuring Levels of Achievement

An 85% grade point average in written and practical work, as well as 85% attendance, is required to receive a graduation diploma from the academy. The student will be taught a career building system to develop salon readiness skills in client development, client retention, chemical sales performance, add on services and retail performance.

Class CA-Hairdressing and Manicuring Career Opportunities

There are many opportunities open to licensed cosmetologists. Renaissance prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons and destination spas.

Additional industry experience could lead to employment as a manufacturer sales/education person, or a distributor sales consultant. Throughout the program, students will be taught Professionalism, Resume Development, Interview Preparation and Job Search Skills.

Class E- Esthetician

Class E- Esthetician Description

Class E Estheticians training at Renaissance includes theory and practical instruction that prepares the student to perform facials, makeup and other skin related services for the public. Renaissance offers a 750-hour training program in Class E Estheticians that meets the Board of Cosmetology & Barber Examiners requirements.

Class E- Esthetician Definition

Class E - estheticians includes the use of mechanical, electrical apparatuses or appliances, or by the use of cosmetic preparations, antiseptics, tonics, lotions or creams, not to exceed ten percent phenol, engages for compensation, either directly or indirectly, in any one, or any combination, of the following practices: massaging, cleansing, stimulating, manipulating, exercising, beautifying or similar work upon the scalp, face, neck, ears, arms, hands,

bust, torso, legs or feet and removing superfluous hair by means other than electric needle or any other means of arching or tinting eyebrows or tinting eyelashes, of any person.

Class E-Esthetician Goals

Renaissance provides education in all phases of the esthetician profession. The graduate will be a knowledgeable, skilled professional esthetician. The graduate will have the background and skills to pass the state board exams, and to work as an esthetician.

Class E-Esthetician Content

The following is the list of the state of Missouri requirements need to receive an esthetician license:

Class E-Esthetician Course Outline

Facials, cleansing, toning, massaging	120 hours
Makeup application, all phases	100 hours
Hair removal	30 hours
Body treatments, aromatherapy, wraps	120 hours
Reflexology	35 hours
Cosmetic sciences, structure, condition, and disorder	85 hours
Cosmetic chemistry, products and ingredients	75 hours
Salon management and salesmanship	55 hours
Sanitation and sterilization	45 hours
State law	10 hours
Curriculum to be defined by the school	75 hours
Total Hours	**750 hours**

There will also be instruction on business practices, and on Missouri laws regulating those practices and labor relations.

Class E-Esthetician Methods of Instruction

Instruction in Class E Estheticians at Renaissance uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids including audiotapes, DVDs, and powerpoint presentations will be utilized. Every effort is made to stimulate growth in knowledge and skills for the individual.

Class E-Esthetician Grading

Students are evaluated and graded regularly on daily assignments, tests, salon area experience, and a variety of projects specific to different units of instruction.

Class E-Esthetician Educators

Licensed instructors will teach all courses at Renaissance. Guest instructors with expertise in a specific area may be involved in this program.

Class E-Esthetician Materials

Kit and books will be provided to students during orientation and as needed through the program.

Class E- Esthetician Books and Kit (Subject to change)

Class E Esthetician students receive the following books and kit items at the appropriate time in their training:

Books: Salon Fundamentals textbook, and study guide; Summit Salon Over the Top & Fast Track Planner.

Kit: Skin cleanser, skin freshener, foundation, concealer, blush, eye liner pencil, liquid or cream mascara, wedge sponges, powder brush, contour brush, applicators & plastic spatulas.

Class E-Esthetician References

Professional books, DVDs and website access are provided.

Class E-Esthetician Levels of Achievement

An 85% grade point average in written and practical work, as well as 85% attendance, is required to receive a graduation diploma from the academy. The student will be taught a career building system to develop salon readiness skills in client development, client retention, chemical sales performance, add on services and retail performance.

Class E-Esthetician Career Opportunities

There are many opportunities open to licensed estheticians. Renaissance prepares all graduates for the licensing exam and entry-level positions in spa salons, destination spas, medical spas or medical offices such as dermatology. Additional industry experience could lead to employment as a manufacturer sales/education person, a distributor sales consultant. Throughout the program, students will be taught Professionalism, Resume Development, Interview Preparation and Job Search Skills.

Class MO-Manicurist

Class MO- Manicurist Description

Manicuring training at Renaissance includes theory and practical instruction that prepares the student to perform manicures, pedicures and other nail related services for the public. Renaissance offers a 400-hour training program in manicuring that meets the Board of Cosmetology & Barber Examiners requirements.

Class MO – Manicurist Definition

Class MO-Manicurist includes cutting, trimming, polishing, coloring, tinting, cleaning or otherwise beautifying a person's fingernails, applying artificial fingernails, massaging, cleaning a person's hands and arms; pedicuring, which includes cutting, trimming, polishing, coloring, tinting, cleaning or otherwise beautifying a person's toenails, applying artificial toenails, massaging, and cleaning a person's legs and feet.

Class MO- Manicurist Goals

Renaissance provides education in all phases of the manicuring profession. The graduate will be a knowledgeable, skilled professional nail tech. The graduate will have the background and skills to pass the state board exams, and to work as a nail tech.

Class MO- Manicurist Content

The following is the list of the state of Missouri requirements need to receive a manicuring license:

Class MO-Manicurist Course Outline

Manicuring, hand and arm massage and treatment of nails	220 Hours
Salesmanship and shop management	20 Hours
Sanitation and sterilization	20 Hours
Anatomy	10 Hours
State law	10 Hours
Study of the use and application of certain chemicals	40 Hours
Curriculum to be defined by school	80 Hours
Total Hours	**400 Hours**

There will also be instruction on business practices, and on Missouri laws regulating those practices and labor relations.

Class MO- Manicurist Methods

Instruction in manicuring at Renaissance uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids including videotapes, audiotapes, DVDs, and powerpoint presentations will be utilized. Every effort is made to stimulate growth in knowledge and skills for the individual.

Class MO- Manicurist Grading

Students are evaluated and graded regularly on daily assignments, tests, salon area experience, and a variety of projects specific to different units of instruction.

Class MO- Manicurist Educators

Licensed instructors will teach all courses at Renaissance. Guest instructors with expertise in a specific area may be involved in this program.

Class MO- Manicurist Materials

Kit and books will be provided to students during orientation and as needed through the program.

Class MO-Manicurist Books and Kit (Subject to change)

Manicuring students receive the following books and kit items at the appropriate time in their training:

Books: Salon Fundamentals textbook, and study guide; Summit Salon Over the Top & Fast Track Planner.

Kit: Basic manicure, pedicure and artificial nail supplies and implements.

Class MO- Manicurist References

Professional books, DVDs and website access are provided.

Class MO- Manicurist Levels of Achievement

An 85% grade point average in written and practical work, as well as 85% attendance, is required to receive a graduation diploma from the academy. The student will be taught a career building system to develop salon readiness skills in client development, client retention, chemical sales performance, add on services and retail performance.

Class MO- Manicurist Career Opportunities

There are many opportunities open to licensed manicurists. Renaissance prepares all graduates for the licensing exam and entry-level positions in hair studios, spa salons, destination spas and nail salons.

Additional industry experience could lead to employment as a manufacturer sales/education person, a distributor sales consultant. Throughout the program, students will be taught Professionalism, Resume Development, Interview Preparation and Job Search Skills.

Instructor Trainee

Instructor Trainee Description

Instructor training at Renaissance includes theory and practical instruction that prepares the student to lead and teach in a theory or practical setting. Renaissance offers a 600-hour training program that meets the Board of Cosmetology & Barber Examiners requirements.

Instructor Trainee Definition

Instructor is any person who is licensed to teach cosmetology or any practices of cosmetology.

Instructor Trainee Goals

Renaissance provides education in all phases of instructor training. The graduate will be knowledgeable and skilled. The graduate will have the background and skills to pass the state board exams, and to work as an instructor in the Class CA Hairdressing & Manicuring field.

Instructor Trainee Content

The following is the list of the state of Missouri requirements need to receive an Instructor license:

Instructor Trainee Course Outline

Basic Principles of Student Teaching	200 Hours
Psychology	50 Hours
Business Experience & Management	50 Hours
Practice Teaching	300 Hours
Total Hours	**600 Hours**

There will also be instruction on business practices, and on Missouri laws regulating those practices and labor relations.

Instructor Trainee Methods

Instruction in instructor training at Renaissance uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids including audiotapes, DVDs, and powerpoint presentations will be utilized. Every effort is made to stimulate growth in knowledge and skills for the individual.

Instructor Trainee Grading

Students are evaluated and graded regularly on daily assignments, tests, salon area experience, and a variety of projects specific to different units of instruction.

Instructor Trainee Educators

Licensed instructors will teach all courses at Renaissance. Guest instructors with expertise in a specific area may be involved in this program.

Instructor Trainee Materials

Milady Master Educator textbooks will be provided to students during orientation.

Instructor Trainee References

Professional books, DVDs and website access are provided.

Instructor Trainee Levels of Achievement

An 85% grade point average in written and practical work, as well as 85% attendance, is required to receive a graduation diploma from the academy.

Instructor Trainee Career Opportunities

There are many opportunities open to licensed instructors. Renaissance prepares all graduates for the licensing exam and entry-level positions in schools. Additional industry experience could lead to employment as in admissions and financial aid in Class CA Hairdressing & Manicuring schools. Throughout the program, students will be taught Professionalism, Resume Development, Interview Preparation and Job Search Skills.

Barber

Barber Description

Barbering at Renaissance includes theory and practical instruction that prepares the student to perform hair and skin services for the public. Renaissance offers a 1000-hour training program in Barbering that meets the Board of Cosmetology & Barber Examiners requirements.

Barber Definition

Any person who is engaged in the capacity so as to shave the beard or cut and dress the hair for the general public shall be construed as practicing the occupation of “barber”.

Barber Goals

Renaissance provides education in all phases of the Barbering profession. The graduate will be a knowledgeable,

skilled professional barber. The graduate will have the background and skills to pass the state board exams, and to work as a barber.

Barber Content

The following is the list of the state of Missouri requirements needed to receive a Barbering license.

Barber Course Outline

History	5 Hours
Professional Image	5 Hours
Bacteriology	5 Hours
Sterilization, Sanitation and Safe Work Practices	20 Hours
Implements, Tools, and Equipment	15 Hours
Properties and Disorders of the Skin, Scalp and Hair	15 Hours
Treatment of the Hair and Scalp	20 Hours
Facial Massage and Treatments	5 Hours
Shaving	35 Hours
Haircutting	425 Hours
Hairstyling	325 Hours
Mustache and Beard Design	5 Hours
Permanent Waving	30 Hours
Chemical Hair Relaxing and Soft Curl Permanents	30 Hours
Hair Coloring	30 Hours
Hairpieces	5 Hours
Chemistry	5 Hours
Anatomy and Physiology	5 Hours
Salesmanship and Establishment Management	5 Hours
State Law	10 Hours
Total Hours	**1000 Hours**

Note regarding crossover: Any cosmetologist that has been licensed by the board as a cosmetologist for less than one year shall be required to take and successfully pass the written and practical portion of the state barber examination. A cosmetologist who has been actively licensed by the board as a Class CA Cosmetologist for at least one year immediately prior to applying for a crossover barber license shall only be required to pass that portion of the state barber examination that is applicable to shaving.

History	5 Hours
Shaving	40 Hours
Total Hours	**45 Hours**

There will also be instruction on business practices and on Missouri laws regulating those practices and labor relations.

Barber Methods of Instruction

Instruction in Barbering at Renaissance uses a combination of teaching styles and techniques to present the information for maximum student learning. Lecture, discussion, tests, written assignments, practical skills, observation, and instructional games are some of the teaching techniques used. Audio-visual aids including audiotapes, DVDs, and powerpoint presentations will be utilized. Every effort is made to stimulate growth in knowledge and skills for the individual.

Barber Grading

Students are evaluated and graded regularly on daily assignments, tests, salon area experience, and a variety of projects specific to different units of instruction.

Barber Educators

Licensed barber/licensed instructors will teach all courses at Renaissance. Guest instructors with expertise in a specific area may be involved in this program.

Barber Books and Kit (Subject to change)

Barbering students receive the following books and kit items at the appropriate time in their training:

Books: Summit Salon Over the Top & Fast Track Planner.

Kit: Four combs, three brushes, one hair dryer, one straight razor with interchangeable blades, one pair of haircutting shears, one pair of thinning shears, one clipper with interchangeable blades sizes 1 and .000 or an adjustable clipper, two washable smocks, one dozen wave rods, one hair pick and one wig brush.

Barber Crossover Books and Kit (Subject to change)

Barber Crossover students receive the following books and kit items at the appropriate time in their training:

Books: Pivot Point: Shaving & Beard Design

Kit: Foldable Razor, Mannequin Head

Barber References

Professional books, DVDs and website access are provided.

Barber Levels of Achievement

An 85% grade point average in written and practical work, as well as 85% attendance, is required to receive a graduation diploma from the academy. The student will be taught a career building system to develop salon readiness skills in client development, client retention, chemical sales performance, add on services and retail performance.

Barber Career Opportunities

There are many opportunities open to licensed barbers. Renaissance prepares all graduates for the licensing exam and entry-level positions in hair studios, barber shops, spa salons and destination spas.

Additional industry experience could lead to employment as a manufacturer sales/education person, or a distributor sales consultant. Throughout the program, students will be taught Professionalism, Resume Development, Interview Preparation and Job Search Skills.

GRADUATION REQUIREMENTS

Graduation Requirements

A grade point average (GPA) of 85% and an attendance record of at least a cumulative 85% is required to be considered a graduate from any program at Renaissance Beauty Academy. Both theory and practical work are important.

The following are required for graduation from all programs:

- Completion of state required hours
- Completion of all assignments and tests
- Completion of project/grade sheets
- 85% cumulative attendance and 85% GPA
- Payment of all tuition and fees.

To qualify and receive Title IV funds (financial aid), students must meet the minimum attendance % & GPA %. If it becomes mathematically impossible for a student to reach the minimum attendance and GPA standards of 85%, the student must be dropped from the program.

Earning a Diploma

Graduates earn a diploma upon graduation.

CAREER COUNSELING

Employment Assistance

Renaissance will assist students with job placement; however, Renaissance cannot guarantee placement. Employers are encouraged to interview students, and efforts are made to place each graduate.

Students will be prepared during their training at Renaissance, to seek employment. Job opportunities will be posted in designated areas at the Academy.

GENERAL RULES

Student Policies

These policies are important to your success at Renaissance and are a condition of your continued enrollment at the Academy. Your attitude must be positive to attract guests and friends. Students must demonstrate maturity and tolerance in the handling of difficult people and situations. Be pleasant and smile!

First Violation of Any Policy: Verbal discussion about how to correct.
Second Violation of Any Policy: Written Improvement Plan will be created between student and staff.
Third Violation of Any Policy: Could result in suspension or termination for not complying with school rules.

Learning

Subjects being taught are reviewed and built upon constantly. If you don't understand a subject, seek help from an educator. Our goal is to assist your learning. Your goal is to learn as much as you can. Learning and memorizing are not the same. Learning means you take what is covered into your thinking and can use it. Memorizing is short term and will not last.

Appearance

Students are required to follow the Dress Code set forth above on page 5.

Conduct

Choose your words carefully. Swearing and other improper language is not tolerated. A professional does not complain or gossip. Do not gather at the reception desk, in the styling area or around a station where another student is working with a guest. Students will always be under the supervision of educators. Always get an educator's consultation & consent before you proceed with guest services. All work must be checked and signed off on before any guest will be checked out. Students are expected to participate in all classes offered by the academy or a guest speaker actively, and respectfully. Sleeping in class will result in the student being asked to leave for the day and return once they are fully rested. Students are not allowed to bring in visitors (friends, family, children, pets) unless they are actively receiving a service.

Phones and Cell Phones

Students may not use the Renaissance phones for personal calls. Cell phone use is restricted to the breakroom or outside during breaks or lunch periods. Cell phone use in the salon area and classroom is restricted to professional use only.

Students are asked to limit their social media use to professional use only. Social Media can be used for educational purposes and/or business building. We ask that videos and posts made inside of the academy are professional and relevant. Any posts or telecommunication made that are a poor reflection of the academy, staff, students or creates a hostile, offensive or intimidating climate which interferes with the learning environment will be grounds for disciplinary action.

Absences

Absences must be reported (by email (rbaeducators@gmail.com), calling, or via LAB Log In) prior to your scheduled school day. Other absences may be approved if requested at least seven days in advance. (See absence request form.) Students should consider if they are meeting Satisfactory Progress (85% attendance) prior to requesting more time off.

Excused/Unexcused Absences- All absences are considered unexcused. Time off will affect students' attendance percentage. If there are consistent attendance issues, this may put students under 85% attendance and may affect the chances of receiving financial aid and graduating if deemed unsatisfactory (below 85%). The academy recognizes that sickness, funerals, weddings, and other life events will occur during enrollment; however, the academy's attendance policy of 85% allows for occasional absences and unforeseen circumstances.

In compliance with the Board of Cosmetology and Barber Examiners, a student will be terminated if for any two (2)-week period a student fails to attend a single class and fails to communicate with the academy about their absence.

For extended absences of 5 consecutive school days or more, please see the Leave of Absence Policy.

Students may not rely on friends, relatives (unless a minor), or fellow students to convey a message for them. Special and emergency time off can be granted.

If absent on the day of an exam, the student must make up the missed exam. Exams can be taken in advance for an approved absence.

All required clock hours must be met as mandated by the Board of Cosmetology & Barber Examiners.

Breaks

Students in a Theory Class or New Talent will be dismissed for breaks as a group. Students who are working in the student salon area will take breaks as needed on an individual basis. Renaissance Beauty Academy expects students to take breaks responsibly as shifts are only 6 hours long. It is recommended to eat a healthy meal daily before their scheduled shift begins. If a student needs to take an extended break that would prohibit them from being available to accommodate a guest, or from participating in any way, they are expected to clock out.

85% Attendance Required

Each course/program has been scheduled for completion within an allotted time frame that would allow for the student to graduate with a cumulative 85% attendance or higher. If a student can not graduate with a cumulative 85% attendance, the student must be terminated from the program.

Tardiness

Students are expected to be on time every day they are scheduled. Clocking in even one minute late will be considered tardy. A student may receive an improvement plan after the student has been tardy three times. A student may be required to write an essay about tardiness after the student has been tardy six total times. If a student is tardy three more times after the essay, the student will be advised that further tardiness may result in being suspended or terminated from the academy. No disciplinary actions will take place for occurrences of tardiness if a written excuse is provided for instances such as medical appointments, planned travel, funerals, or other life events at the discretion of the Academy Director.
To provide an uninterrupted theory class on Mondays, students must be clocked in and ready for class on time.
To provide an uninterrupted Mock Board exam, students can clock in after the Mock Board exam is completed.

Leaving Early

Students are expected to be in attendance for their full shift every day they are scheduled. As with tardiness, clocking out even one minute early will be considered leaving early. The privilege to clock in 15 minutes early does not allow you to clock out 15 minutes before the end of the scheduled shift. A student may receive an improvement plan after the student has left early three times. A student may be required to write an essay about leaving early after the student has left early six total times. If a student leaves early three more times after the essay, the student will be advised that further early departure may result in being suspended or terminated from the academy. No disciplinary actions will take place for occurrences of leaving early if a written excuse is provided for instances such as medical appointments, planned travel, funerals, or other life events at the discretion of the Academy Director.

Care of Texts, Kits, and Equipment

Digital E-books and kits are provided to students by Renaissance. Students must have digital access to e-books and their kit at school each day. If an item is lost or broken, the student must replace it promptly by contacting an educator. An educator will order replacements for you at cost. Borrowing is not allowed. Lock up your professional tools.

Always Keep your work area (classroom or styling area) clean and neat. Clean up all workspaces after using them. You will be responsible for sanitation duties daily. These duties must be checked by an educator before leaving each day. Renaissance equipment is not to leave the property at any time.

By Missouri State Law, no student shall be permitted to remove his/her training kit from the school or cosmetology establishment while in training. Prizes earned and received throughout the program are considered property of the student and can be taken home.

Books, kits, equipment and personal items will only be held for 30 days after the date the student has graduated or withdrawn from a program.

Hours

Students scheduled hours are assigned based on the program the student is enrolled in. Your schedule is part of your enrollment agreement and is subject to change. A student may be sent home for all or part of a day for misconduct. The time clock keeps your hours recorded in minutes. Even one minute late is considered tardy!

Smoking/Vaping

At the Academy, smoking/vaping is a privilege. Lorimont Place provides, and enforces, a designated smoking/vaping area. Littering in the garage is prohibited and may result in the property into a smoke free campus. Students must be clocked out.

Lockers

Each student will use a locker to store personal items. Students are expected to keep their locker clean.

Food and Beverages

Please keep all food and drinks in the designated classroom or market area. Water in bottles is allowed in the classroom during class. No beverages or food are allowed at styling stations or in esthetics service bays.

Please be present and ready to collect/pay for any deliveries of food to the academy, as this is not the responsibility of the academy staff.

Parking Area

Students may park anywhere in the garage except against the building or in front of Renaissance. This leaves room for our guests to park close by and walk into the Academy.

Interruptions

When a class is being held in any room of the Academy, it is important that class not be interrupted. Please stay in the classroom or area where you are assigned for the day. Do not roam about interrupting other students in training.

Educator in Charge

When you are working on practical skills, either in the classroom or clinical floor area, please work with the educator who has responsibility for that area. Services on each other are only allowed with an educator's permission. Please do not help yourself to services, products or supplies without permission. Doing so could result in disciplinary action.

Illness

If you have had fever, diarrhea or vomiting within the last 24 hours we prefer, and appreciate, if students stay home. Due to the public service we provide, we do not want to pass illness to each other or to our guests. If a student becomes ill at school and cannot accommodate a guest or participate in any way, the student will be asked to clock out and go home to recover. Absences will be excused with a doctor's excuse.

Refusing a Guest

The student agrees not to refuse to perform client services or other program requirements, unless there is a valid religious reason, health reason, or other valid reason, communicated to a School official.

Personal Services/Free Service Voucher

A student maintaining 85% grades and 85% attendance will receive one FREE service appointment each month worth up to $40 in services known as a "Glam Day". A student maintaining 90% grades and 90% attendance will receive one FREE service appointment worth up to $50.

This reward begins after entering the styling area. Students perform all personal services on each other. Students may only perform services they have been trained to do. The services must be done all at one time and approved by a styling area educator.

The student will be given an earned voucher each month they qualify after New Talent. It must be turned in at the desk when the student would normally pay for the service. The staff will schedule student service time. Personal services may not be scheduled on a Thursday, Friday or Saturday unless the staff sees fit. The services must be checked by an educator, as the student having the service is a guest during this time.

Students may select any services. If the ticket exceeds the amount of the voucher, the student pays the remainder of the balance. No other discounts or promotions apply to Glam Day services. The student performing the service will be graded on the work, and it must be done in the time allotted by the computer for that student's level.

For additional services, the student may have them done outside of scheduled hours and will receive 20% off regular price for services provided by another student. Vouchers are not transferable to a different month or another student. The voucher is void if the student is on a leave of absence, has dropped out, has graduated or has been terminated. Rules for these services are those enforced at the time of the service and are subject to change.

Plan personal services early in the month to avoid missing them!

Personal services are a privilege!

Dress Code

Create a Perfect First Impression! If you are not professionally dressed, as determined by Renaissance staff and instructors, you could be sent home. Look the part of a professional and you will feel professional!

Clothing must be neat and clean.

Tops: Tops must be solid black. (no sheer, no logo, no design) Tops must meet bottoms. No bare midriffs or backs. Tops must not be too low cut. No sleeveless tops are allowed. Undergarments should not show through the top. Renaissance tops, purchased at the academy with the company logo, may be worn at any time. No hoodies.

Bottoms: Pants must be solid black. Shorts, skirts and dresses cannot be worn at any time. Capris and crop pants are allowed. Leggings (no logos), if worn, must be black and worn with a longer top that covers the bottom. Leggings must fully cover the skin; no rips or distressing.

Scrubs: Solid Black scrubs may be worn at any time permitting they meet all other dress code guidelines.

Shoes: Must be clean. No flip flops, crocs or any shoes that resemble house shoes. Tennis shoes, if worn, must be neat and clean. Shoes may be any color. Keep in mind, most of the time you will be in a standing position. We recommend choosing shoes that will be comfortable for long periods of time.

Accessories: Be creative. Add colorful jewelry, belts, scarves. No bandannas. Renaissance hats, purchased at the academy, are allowed.

Hair: Clean and finished look.

Makeup: Appropriate for the individual and must be applied prior to clocking in and earning clock hours. Tardies will apply if clocking in late. Exceptions may be made by the educator, ex: practicing facials in class, students recovering from medical issues that require no makeup such as pink eye etc.

Nails: Neat, clean and suitable to provide services without puncturing gloves.

Cleanliness and personal hygiene are of utmost importance as we work with the public. Things to consider are bathing regularly, clean body, clean hair, fresh clothing, fresh breath (after breaks and meals) etc.

Long sleeve, black smocks will be allowed and considered meeting dress code if it covers any clothing that is considered out of dress code but must remain on throughout the day.

Friday/Saturday Dress Code
Scrubs of any color, Renaissance tops, purchased at the academy with the company logo, or solid black tops may be worn with Jeans on Fridays and Saturdays.

Graduation Day Dress Code
On students' last day, we allow them to wear “professional dress” of choice in recognition of their completion.

Failure to follow the dress code will be handled in the following manner:

First Violation: Verbal discussion about how to correct dress code violations. A black smock could be worn or borrowed from the academy.
Second Violation: Students will be asked to clock out until dress code violations are corrected. A black smock could be worn or borrowed from the academy.
Third Violation: Could result in suspension or termination for not complying with school rules.

Suspension

Students may be suspended for poor performance, absence, tardiness or inappropriate behavior or violation of policies. Prior to being suspended, the student will be given a verbal warning and will be advised about the problem and what the student must do to correct the problem. If the problem persists, the student will be suspended.
It is the intent of Renaissance to prepare professionals for a career. If a student has a limited likelihood of success in this career, it is the responsibility of Renaissance to advise the student on how deficiencies can be corrected.

Termination

A student may be terminated for inadequate grades, failure to comply with attendance policies, or any failure to comply with student policies as outlined in this catalog. A student will be terminated if for any two (2)-week period a student fails to attend a single class. If the student is not meeting academic and/or attendance requirements, the student will first receive a warning and be given an opportunity to correct the action. If the problem persists, Renaissance may terminate the student from the program. If a student is allowed to re-enter, they will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left. A $100 re-entry fee will be charged.

POLICIES

Time Clock Policy

Students must use the time clock to clock in and out at the beginning and end of their shift, as well as to clock in and out for lunch and/or dinner breaks when they leave the building. Students should plan to arrive before their scheduled starting time to prepare for their day. Students are considered tardy even if they clock in only one

minute late.

The time clock is how the student records and receives credit for their hours. Time clock entries are considered an electronic signature. The student is responsible for their hours. Students risk being dropped for falsifying time clock records.

Get full credit for all your training and graduate on schedule. Use the time clock to help achieve this goal. Accurate records can affect whether students meet attendance requirements to receive financial aid.
Students may come to the staff with time clock questions. Students may only clock for themselves, and not for others. When students exit the building, they must clock out.

Complaint Policy

If a student has a complaint that cannot be resolved with an educator, the student should complete the following procedure:

1) Submit a signed written complaint using the forms that are made available to students.
2) Upon receipt of the complaint, it will be reviewed.
3) The student will be notified of the complaint's resolution within two weeks.
4) Records of complaints and their resolutions are retained for 6 years.

FERPA Policy- Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
FERPA gives students certain rights with respect to their education records. If the student is not 18 years of age or older, the student and parent or guardian of a dependent minor has these rights to access.
Students have the right to inspect and review their education records maintained by the Academy. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for the student to review the records. Schools may charge a fee for copies.
Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth the student's view about the contested information.
Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest.
2. Other schools to which a student is transferring.
3. Specified officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid to a student.
5. Organizations conducting certain studies for or on behalf of the school.
6. Accrediting organizations.
7. To comply with a judicial order or lawfully issued subpoena.
8. Appropriate officials in cases of health and safety emergencies.
9. State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification (special letter, in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.
For additional information or technical assistance, you may call 1-800-USA-LEARN (1-800-872-5327) (voice).

Individuals who use TDD may call 1-800-437-0833.
It is the policy of the Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees a student's right of access to the student's personal file and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student.

In addition to compliance with FERPA, the Academy has the following policies:

1) Only owners or financial aid personnel may release student information when complying with FERPA.
2) No records are released without a signed and dated release of information form completed by the eligible student or parent.
3) Most of our students are eligible students because they are 18 years of age or older. When a student is not 18 or older written permission must come from the parent.
4) No records are released to other schools unless all tuition or other charges due from the student have been paid in full.
5) We do not publish a directory.
6) Students receive copies of their grades and attendance records on a regular basis and may distribute them as they see fit. We recommend the student provide such information to their parents rather than requiring the parent to go through the financial aid office.
7) Each request for a release of information is good for a single time only. No such request can be a “blanket” or continuing any request.
8) We will conform with any future updates to FERPA.

Non-discrimination Policy

The Academy admits students without regard to race, age, sex, gender, sexual preference, creed, religion, color, citizenship, national origin, or ethnic origin.

Refund Policy-Notice of Cancellation

The following policies will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant, or students, shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the date that:

a) An applicant is not accepted by the School. The applicant shall be entitled to a refund of all monies paid, including the Application Fee.

b) A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing this Enrollment Agreement. In this case, all monies collected by the School shall be refunded, including the Application Fee, regardless of whether the student has actually started classes.

c) A student cancels his/her enrollment more than three business days after signing this Enrollment Agreement, but prior to starting classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less the Application Fee of $100.

d) A student notifies the School of his/her withdrawal in writing, after which the Refund Schedule set forth below shall apply.

e) A student on an approved leave of absence notifies the School that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the School that the student will not be returning.

f) A student is expelled by the School. (Unofficial withdrawals will be determined by the School by monitoring attendance at least every 30 days.

g) For official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the School administrator or owner, in person.

Students are charged tuition by payment period.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing this Enrollment Agreement), the following Refund Schedule shall apply. All refunds are based on scheduled hours:

PERCENTAGE OF SCHEDULED HOURS COMPLETED	**TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN**
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

If the student has completed 50% of the payment period hours, no refund is due and all tuition is due for that payment period.

All refunds will be calculated based on the Students' last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the Students' immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the School will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment and before instruction has begun, the School will either provide a full refund of all monies paid or completion of the course later. If the course is canceled after students have enrolled and instruction has begun, the School shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a refund based on the Refund Schedule set forth above. Students who withdraw or terminate prior to course completion are charged a termination fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g., extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the Catalog and in this Enrollment Agreement.

Return to Title IV

Students using Federal Title IV Funds will follow the above refund policy AFTER the Return of Unearned Title IV Funds Calculation has been made. In most cases, this calculation will result in the student owing tuition and fees to the academy. If the calculation results in a refund being owed, the order in which the Title IV program funds will be refunded is as follows: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct Plus Loans, and Federal Pell Grants. The Federal Return of Title IV Funds Calculation will be used for students who have received financial assistance under the Higher Education Act, including Federal Pell Grants, Direct Loans or Direct PLUS Loans. Any monies due the student shall be refunded as soon as possible, but no later than 45 days after determining the student has withdrawn. If the enrollment is terminated during the first 60% of the scheduled hours of any payment

period the Federal return of Title IV funds calculation will apply. Once 60% of the scheduled payment period has passed, no refund is due as 100% of tuition for that particular payment period is considered earned. The student's last date of attendance will be used to determine scheduled hours, whether they did not return from a Leave of Absence, officially or unofficially withdrew from the academy. The results of the refund, after the Return to Title IV and Institutional Refund Worksheet have been completed, are provided to the students in writing. If a student did not receive all the funds they were entitled to after the Return to Title IV was completed, a post-withdrawal disbursement may be due. The Academy will notify the student and get permission in writing within 30 days, to allow the student at least 14 days to accept or decline to have the loan funds to be disbursed. Grant funds must be disbursed within 45 days. The student may decline some or all the loan funds as it is additional debt. The Academy may use all or a portion of the post-withdrawal grant disbursement for tuition charges. If the student does not give permission for The Academy to use the funds toward tuition charges, the student will be offered the funds. It may be in the best interest of the student to allow The Academy to keep the funds to reduce institutional debt. If this results in a credit balance on the student's account, it will be disbursed as soon as possible but no later than 14 days after the calculation of Return to Title IV. If the Return to Title IV calculation results in an amount to be returned that exceeds the school's portion, the student must repay some funds.

Satisfactory Academic Progress Policy

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

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Program Title	Program Length	Academic Year	Evaluation #1	Evaluation #2	Evaluation #3	Evaluation #4
Class CA-Hairdressing and Manicuring	1500 Hours	900 Hours	450 Actual Hours 15 Weeks	900 Actual Hours 30 Weeks	1200 Actual Hours 40 Weeks	1500 Actual Hours 50 Weeks
Class E-Esthetician	750 Hours	900 Hours	375 Actual Hours 12.5 Weeks	750 Actual Hours 25 Weeks	n/a	n/a
Class MO-Manicurist	400 Hours	900 Hours	200 Actual Hours 8 Weeks	400 Actual Hours 16 Weeks	n/a	n/a
Instructor Trainee	600 Hours	900 Hours	300 Actual Hours 10 Weeks	600 Actual Hours 20 Weeks	n/a	n/a
Barber	1000 Hours	900 Hours	450 Actual Hours 18 Weeks	900 Actual Hours 36 Weeks	1000 Actual Hours 40 Weeks	n/a
Crossover Barber	45 Hours	900 Hours	22.5 Actual Hours 1 Week	45 Actual Hours 2 Weeks	n/a	n/a

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations are kept in the student's file and can be accessed at any time.

The academy has a 900-hour academic year.

Attendance Progress Evaluations

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

Maximum Time Frames

The maximum time (which does not exceed 118% of the course length) allowed for students to complete each missed course at satisfactory academic progress is stated below. Students who exceed the maximum time frame shall be terminated from the program and permitted to re-enroll based on the terms of re-entry outlined in the Admissions Policy.

Class CA- Hairdressing and Manicuring:
Full time: 50 weeks, 30 hrs/wk, 1500 Hours;
Maximum time: 59 Weeks; Scheduled Hours 1770

Class E-Esthetician:
Full time: 25 weeks, 30 hrs/wk, 750 hours;
Maximum time: 29.5 weeks; Scheduled Hours 885

Class MO-Manicurist
Full time: 16 weeks, 25 hrs/wk, 400 hours
Maximum time: 19 weeks; Scheduled Hours 472

Instructor Trainee
Full time: 20 weeks, 30 hrs/wk, 600 hours
Maximum time: 23.6 weeks ;708 Scheduled Hours

Barber
Full Time: 40 weeks, 25 hrs/wk, 1000 hours
Maximum time: 47.2 weeks; 1180 Scheduled Hours

Crossover Barber
Full Time: 1.5 weeks, 30 hrs/week, 45 hours
Maximum time: 1.77 weeks, Scheduled Hours 53.1

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

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory (85%) or better (the computer system will reflect completion of the practical assignment on a 100% scale). At least two practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the Academy. Students must maintain a written grade average of 85% and pass written and practical exams prior to graduation.

Students may retake failed tests only if the overall cumulative grade falls below 85%.
Retake grades will only be taken for grades earned in the current SAP Period.
Refer to the SAP Policy for SAP Period timeframes.

The student is responsible for turning in missed assignments and taking missed tests.

Numerical grades are considered according to the following scale:

85– 100%	Satisfactory
84% and below	Unsatisfactory

Student Grade Report Policy

Each student is provided with at least two written report cards during the program. The report provides feedback on the student's performance in theory, in practical work, and in attendance.

Determination of Progress Status

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

Warning

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

Probation

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

Re-Establishment of Satisfactory Academic Progress

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

Interruptions, Course, Withdrawals

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

Terms of Re-entry with Satisfactory Progress

A student who must withdraw temporarily, and no more than 30 days have lapsed since the student withdrew, may re-enter the program under the following conditions:

1. The student had satisfactory progress academically and in attendance when the temporary

withdrawal began;
2. The student had extraordinary personal circumstances that made academic progress or attendance extremely difficult; and/or
3. The student, or the student's family member, required medical attention that required the student to temporarily withdraw.

Under any one or combination of these conditions, the student will be re-admitted without prejudice.
A $100 re-entry fee will be charged.

Terms of Re-entry without Satisfactory Progress

If the student did not have satisfactory academic or attendance progress at the time of withdrawal, the following are required:

1. A letter from the student explaining why the student should be readmitted, and
2. Three letters from individuals explaining why the student should be readmitted (one of the three may be an adult friend who has known the student for at least five years; two of the letters must be from professionals like a teacher, pastor, counselor, etc., who have known the student for at least two years).
3. A determination will be made by the Academy's directors and reported to the student within two weeks after all documents have been received.
4. A $100 re-entry fee will be charged.

Appeal Procedure

If a student is determined to not be making Satisfactory Academic Progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination are as follows: death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. withdrawal

The student must submit a written appeal to the Academy on the designated form describing why they failed to meet Satisfactory Academic Progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow him/her to achieve Satisfactory Academic Progress by the next evaluation point.

Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed, and federal financial aid will be reinstated, if applicable.

Noncredit, Remedial Courses, Repetitions

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

Transfer Hours

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

Leave of Absence Policy

Reasons for approved Leave of Absence are as follows:

1. Medical/health issues
2. Family Emergencies
3. Financial Hardship
4. Death in Family
5. Unfortunate Instances
6. A trip planned prior to enrollment

All students must follow this policy for requesting a Leave of Absence (LOA).

- All requests must be presented in writing to a lead educator or owner in advance unless unforeseen circumstances prevent the student from doing so.
- In the event of unforeseen circumstances, the academy will document the reason for allowing the LOA and will collect a written request from the student at a later date. The start date of the approved LOA will be the first date the student was unable to attend.
- Students will provide the reason and documentation to support the request for a LOA. All requests must include the student's signature.
- The enrollment agreement will be extended by the same number of calendar days taken in the LOA. The student will not be assessed any additional charges as a result of a requested LOA.
- A student granted a LOA is not considered to have withdrawn and no refund calculation is required.
- Changes to the enrollment agreement will be initiated by both parties or both parties will sign the contract addendum.

Renaissance Beauty Academy reserves the right to deny a LOA based on the facts provided. A LOA will not be granted if the LOA, together with any additional LOAs previously granted exceeds a total of 180 days in any 12 month period. If the student has federal loans, no disbursements will be released while the student is on a LOA.

If the student does not return from the LOA, or the student takes an unapproved LOA, the student will be considered a drop student and termination paperwork will be started. A student's loans will go into repayment. The student's withdrawal date for the purpose of calculating a refund will be the students' last date of attendance.

Drug Prevention Policy

Renaissance Beauty Academy has a zero tolerance policy on drugs and alcohol. Students and staff can not be under the influence of any drugs or alcohol while present at the Academy or at any related events. Renaissance prohibits the possession, use or distribution of illicit drugs and alcohol by students and staff on the property or as part of any of our activities. The Academy will immediately contact law enforcement officials to report these activities.

The health risks of the use of illicit drugs and alcohol abuse require providing education and referral for students and staff. Area drug abuse information, counseling, referral and treatment centers information is made available to students and staff members.

The Academy will expel students and terminate staff involved in possession, use or distribution of illicit drugs and alcohol. The Academy will refer such cases to the proper authorities for prosecution. Students and staff may be reinstated upon completion of an appropriate rehabilitation program.

As a condition of employment, employees must notify the Academy of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

There are serious legal sanctions for illegal use of drugs and/or alcohol. There are serious health risks associated with drug and/or alcohol use. Health risks associated with the use of illicit drugs and the abuse of alcohol: impaired mental and physical health, neurological disease/damage, memory and intellectual performance interference, mental and physical depression, uncontrollable violence, impulsive behavior, convulsive seizures, homicide, suicide, cardiac disease or damage, cardiovascular collapse or heart failure, gastrointestinal disease or damage, ulcers or erosive gastritis, anemia, liver and pancreatic disease, liver failure or pancreatitis, deteriorating relationships, and death.

As a student and/or staff member at the Academy, I understand the Academy's policies as stated above, and recognize their impact on my future at the Academy if I were to be convicted of a drug or alcohol related crime.

Agencies where the student can get assistance are available in this student catalog.

Drug Trafficking Federal Penalties

Federal penalties and sanctions for illegal possession of a controlled substance:

1st conviction: Up to 1 year imprisonment and fined at least $1000 but not more than $100,000, or both;

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2500 but not more than $250,000 or both;

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least

$5000 but not more than $250,000 or both;

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000 or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams
(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams
(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram;
(d) Forfeiture of personal and real property used to possess or to facilitate possessions of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack);
(e) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance;
(f) Civil fine of up to $10,000 (pending adoption of final regulations);
(g) Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses;
(h) Ineligible to receive or purchase firearm;
(i) Miscellaneous - Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional state penalties and sanctions may apply.

Harassment Policy

Harassment is defined as any physical, verbal or nonverbal behaviors that cause another to be uncomfortable. Harassment can also be defined as creating a hostile, offensive or intimidating climate which interferes with the learning environment.

Reporting Guidelines

Renaissance takes any case of harassment very seriously and these guidelines are provided to effectively deal with harassment. If you experience or are a witness to harassment, follow this procedure:

1) Let the person know immediately that you are uncomfortable with the behaviors and you would like them to stop.
2) If you feel the situation is too intimidating or after you ask them to stop the behavior it continues, go immediately to an educator or to the office to report it.

After the suspected harassment has been brought to the attention of administrators or educators of the Academy, the situation will be dealt with through an investigation. You may not know the outcome, but cases of harassment may result in dismissal from the program. An environment conducive to learning is a top priority at the Academy. Retaliation for reporting concerns is prohibited. Students will not be punished for reporting or participating investigations.

Transfer Policy

Students who desire to transfer to Renaissance will be evaluated on an individual basis. Renaissance will carefully review each transfer student's application, including an evaluation of the student's academic records, and a decision will be made after review. The decision whether to admit a transfer student is solely within the discretion of Renaissance and its staff. We do not recruit students already attending or admitted to other schools offering similar programs.

Renaissance Beauty Academy accepts the following transfer hours:

Class CA-Hairdressing and Manicuring	up to 500
Class E-Esthetician	up to 120
Class MO-Manicurist	
Instructor Trainee	up to 180
Barber	up to 330
Crossover Barber	0

The student will begin the program in the exact same manner as a student without transfer hours.
The admissions policy is followed in the exact same manner as a student without transfer hours. Tuition will be calculated at the current hourly rate. The nonrefundable application fee, books and kit fee will be additional.

Scholarships & Waiver Policy

The School may, in its sole discretion, award scholarships to students enrolled in a program at the School. The School will consider each applicant, and all relevant application materials, in making its determination of whether a student qualifies for a scholarship. In the event a student is to receive a scholarship, the School will notify the student in writing. All scholarship money will be applied directly to the balance owed by the Student. In the event the Student, or Student's Sponsor, has already paid costs and fees to the School, the total awarded scholarship will be reduced by that amount so that there is no money owed to the School by the Student, and the School does not owe a refund to the Student. In the event additional expenses are incurred by the Student for extra kits, books, materials, etc., the Student will be responsible for the costs associated with those extra expenses. In accepting a scholarship from the School, the Student agrees that he/she will comply with all academic and attendance requirements. All scholarships are void if the program is not completed or if attendance or academic standards are not met. If the scholarship becomes void, and the student wishes to remain enrolled in the program, the Student shall be responsible for reimbursing the School for the total amount owed as set forth above. Should the Student wish to withdraw his/her enrollment effective on the date that the scholarship is terminated, he/she shall reimburse the School, according to the Refund Schedule, for all costs set forth above in this Enrollment Agreement (i.e., if the Student has completed 25 to 49.9% of the program, the Student shall reimburse 70% of the total costs to the School, and the remaining 30% of the balance will be canceled).

HEALTH & SAFETY RESOURCES

First Aid

A first aid kit is in the dispensary and/or the educators' office.

Cut finger: Educator should immediately check the wound to see how deep the cut is. Small cuts should be washed, dried, and then covered with a bandage. Bandages and first aid kits are kept in the dispensary.
Cut requiring stitches: If possible, a staff member should take the student to the nearest urgent care.
Fainting: Do not move the person; call 911. Give facts as much as possible. Keep calm and notify other staff members for help, if necessary. Make the person comfortable.

Student's Emergency Contacts will be contacted as necessary.

Vaccinations

Proof of vaccinations is not required to attend Renaissance Beauty Academy.

Fire Exit Procedure

If you smell smoke or see fire, report it immediately to an educator. Warning will then be given by the educators. Do not panic!

Proceed as follows:

1. Students in the styling area exit single file out the front doors. If you have a guest at the time, the guest is your responsibility. After exiting the Academy, proceed to safety away from the building.
2. Support staff at the front desk will help guests in the reception area out the front doors. Proceed into the parking lot.
3. Students in the classrooms, breakroom and spa area should exit through the nearest door single file. Locate and join the students and guests from the styling area.

Tornado Warning Procedure

All students, staff and guests will go to the areas without windows. Students should get under a sturdy piece of

furniture with their head against a wall and use their arms to protect their head and neck. Students should remain there until instructed to return to their previous activity.

Campus Security & Crime Awareness

Under the Crime Awareness Campus Security Act, the Academy is required to provide you with the following safety information about our campus.

All criminal actions must be reported to an educator or owner immediately. The authority to which a crime is reported will assist the student or client in reporting a crime to the Cape Girardeau Police Department or other appropriate law enforcement agency.

The facilities are open Monday through Saturday according to assigned class and clinic area schedules.

The building may also be open for educational classes for licensed professionals or to groups securing the use of the facilities through the owner. Only educators and owners shall have keys to the building.

An educator made aware of a crime will notify the rest of the Academy's staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the police be notified immediately.

This information will be provided to every enrolling student prior to signing the Enrollment Agreement. Students also receive a copy of campus security data during orientation.

Staff and students are reminded about security and safety procedures, crime prevention, personal safety, fire safety and dangerous weather procedures.

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According to the Cape Girardeau Police Department, there are no crimes to report on campus property for 2020, 2021, 2022, and 2023.

If there are student organizations meeting off campus, appropriate safety procedures will be explained prior to the meeting. At this time we have no off campus student organizations.

Students and staff will be notified of emergency response and evacuation procedures. Internally, staff will evacuate students and guests through the closest exits if possible. Externally, staff will notify students and staff of emergency response and evacuation procedures using cell phone, telephone, email and text messaging.

The Academy will test the emergency equipment annually.

Safe House of Southeast Missouri
Domestic Violence Treatment
1810 E Plaza Way
Cape Girardeau
MO 63701

Heartland Counseling Center
Depression, Anger Management, Substance Abuse, Crisis Intervention
2909 Independence Street
Cape Girardeau, MO 63703

National Domestic Violence Hotline
www.thehotline.org
1-800-799-7233

United States National Suicide & Crisis Hotline
1-800-784-2433

Southeast Missouri Hospital
1701 Lacey Street
Cape Girardeau, MO 63701
573-334-4822

St. Francis Medical Center
211 St Francis Drive
Cape Girardeau, MO 63703
573-331-3000

Poison Center

1-800-222-1222

Alcohol, Tobacco & Firearms

1-800-800-3855

Child Abuse/Neglect Hotline

1-800-392-3738

Adult Abuse Hotline

1-800-392-0210

Renaissance Beauty Academy reserves the right to make changes to the Catalog at any time.