



# STUDENT CONSUMER REPORT

## A. Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974 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 parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

## B. Cost of Attendance-COA

### Award Year 2019 Localized COA Budget

Program Name: Cosmetology 0-900 Hrs \$11,030 Eff. 5/2018  
 Total Hours: 1200 Academic Year Length: 900  
 Total: 40 Weeks In Academic Year: 30  
 Period: Weeks

Survey Items Per Month		
	Living With Parents 0 Dependents	All Others
Room And Board:	\$188.00	\$770.00
Personal:	\$96.00	\$190.00
Transportation:	\$338.00	\$117.00
<b>Total</b>	<b>\$622.00</b>	<b>\$1,077.00</b>

Living With Parents 0 Dependents				
	Full Time 7 Months	3/4 Time 14 Months	Half Time 17 Months	< Half
Tuition:	\$7,875.00	\$7,875.00	\$7,875.00	
Fees:	\$565.00	\$565.00	\$565.00	
Books / Supplies:	\$2,590.00	\$2,590.00	\$2,590.00	
Other Costs:				
Loan Fees:	\$56.00	\$56.00	\$56.00	
Allowance:				
Room And Board:	\$1,316.00	\$2,632.00	\$3,196.00	
Personal:	\$672.00	\$1,344.00	\$1,632.00	
Transportation:	\$2,366.00	\$4,732.00	\$5,746.00	
<b>Total</b>	<b>\$15,440.00</b>	<b>\$19,794.00</b>	<b>\$21,660.00</b>	<b>\$0.00</b>

All Others				
	Full Time 7 Months	3/4 Time 14 Months	Half Time 17 Months	< Half
Tuition:	\$7,875.00	\$7,875.00	\$7,875.00	
Fees:	\$565.00	\$565.00	\$565.00	
Books / Supplies:	\$2,590.00	\$2,590.00	\$2,590.00	
Other Costs:				
Loan Fees:	\$98.00	\$98.00	\$98.00	
Allowance:				
Room And Board:	\$5,390.00	\$10,780.00	\$13,090.00	
Personal:	\$1,330.00	\$2,660.00	\$3,230.00	
Transportation:	\$819.00	\$1,638.00	\$1,989.00	
<b>Total</b>	<b>\$18,667.00</b>	<b>\$26,206.00</b>	<b>\$29,437.00</b>	<b>\$0.00</b>

Program Name: Cosmetology 901-1200 Hrs \$2,625 Eff. 5/2018  
 Total Hours: 1200 Academic Year Length: 900  
 Total: 40 Weeks In Academic Year: 30  
 Period: Weeks

Survey Items Per Month		
	Living With Parents 0 Dependents	All Others
Room And Board:	\$188.00	\$770.00
Personal:	\$96.00	\$190.00
Transportation:	\$338.00	\$117.00
<b>Total</b>	<b>\$622.00</b>	<b>\$1,077.00</b>

Living With Parents 0 Dependents				
	Full Time 2 Months	3/4 Time 5 Months	Half Time 6 Months	< Half
Tuition:	\$2,625.00	\$2,625.00	\$2,625.00	
Fees:	\$0.00	\$0.00	\$0.00	
Books / Supplies:	\$0.00	\$0.00	\$0.00	
Other Costs:				
Loan Fees:	\$22.00	\$22.00	\$22.00	
Allowance:				
Room And Board:	\$376.00	\$940.00	\$1,128.00	
Personal:	\$192.00	\$480.00	\$576.00	
Transportation:	\$676.00	\$1,690.00	\$2,028.00	
<b>Total</b>	<b>\$3,891.00</b>	<b>\$5,757.00</b>	<b>\$6,379.00</b>	<b>\$0.00</b>

All Others				
	Full Time 2 Months	3/4 Time 5 Months	Half Time 6 Months	< Half
Tuition:	\$2,625.00	\$2,625.00	\$2,625.00	
Fees:	\$0.00	\$0.00	\$0.00	
Books / Supplies:	\$0.00	\$0.00	\$0.00	
Other Costs:				
Loan Fees:	\$36.00	\$36.00	\$36.00	
Allowance:				
Room And Board:	\$1,540.00	\$3,850.00	\$4,620.00	
Personal:	\$380.00	\$950.00	\$1,140.00	
Transportation:	\$234.00	\$585.00	\$702.00	
<b>Total</b>	<b>\$4,815.00</b>	<b>\$8,046.00</b>	<b>\$9,123.00</b>	<b>\$0.00</b>

## C. Refund/Withdrawal Policies

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

2. Cancellation of any obligation, other than book, supplies, kit, and uniform fees are not refundable because of use, all monies will be refunded within 3 business days from the student's signing an enrollment agreement or contract, regardless of whether the student has actually started training.

3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee of \$100 (not to exceed \$150.00).

4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on scheduled hours completed to the total program hours.

Percentage Length Completed to Total Length of Course and/or Program, Semester, Term, or Billing Period, Per Contract	Amount of Tuition Owed to the School
0.01% to 40%	20% Pro-Rata
40.1% to 49.9%	70%
50% and over	100%

5. Cancellation after completing more than 40% of the program will result in no refund.

6. **Termination Date:** In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

- a. Official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.
- b. Students on leave of absence shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning

7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

8. If a program is canceled **subsequent to a student's enrollment, and before instruction has begun**, the school shall at its option provide a full refund of all monies paid within thirty (30) business days.

9. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option provide a full refund of all monies paid within thirty (30) business days.

10. If school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students to transfer to another institution or the school has at its option to provide a pro rata refund.

11. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days.

12. An application not accepted by the institution is entitled to a refund of all monies paid except a non-refundable registration fee.

## D. R2T4 Regulations

If a Title IV grant or loan recipient withdraws from school after beginning attendance, the amount of Title IV funds earned by the student must be determined through the completion of a Return to Title IV (R2T4) calculation.

### ***SCHOOL RESPONSIBILITIES***

- Determine when a student withdraws from school after beginning attendance.
- Log onto NSLDS and update the student's enrollment status to withdrawn.
- Complete the R2T4 worksheet in FASLine.
- Retain copy of the R2T4 calculation performed by FAS in student's file.
- Perform actions dictated by the R2T4 calculation performed by FAS.
- For official withdrawals, complete and document exit counseling with the student. (Loan recipient only)
- For loan recipients that don't complete the formal withdrawal process, send an "exit packet" and keep documentation the packet was sent in the student's file. Examples may include email confirmations, certified return receipts, etc.)

### ***FAS RESPONSIBILITIES***

- FAS processes the R2T4 worksheet submitted by the school.
- Returns the calculation via the school's EDGE portal.
- Notifies the school via email the calculation was completed.

### ***Return to Title IV Calculation***

The Return to Title IV calculation determines the amount of earned funds for the time period of the student's enrollment.

***The Dept. of ED has defined timeframes and deadlines for completing R2T4 calculations and resultant actions that must be met to ensure compliance with regulation.***

For a student who withdraws after the 60% mark in the time period, there are no unearned funds.

- If the calculation determines the amount of funds disbursed to the student is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement (PWD) if conditions for a late disbursement are satisfied.
- If the calculation determines the amount of funds disbursed to the student is greater than the amount earned by the student, the unearned funds must be returned to the Dept. of ED.

***Upon withdrawal, a student is not eligible for an in-school status or in-school deferment.***

***Report the student's enrollment as withdrawn ASAP on NSLDS.***

<https://www.nslsdfap.ed.gov/nsls FAP/>

### ***Post Withdrawal Disbursements***

When the R2T4 calculation determines the amount of funds disbursed to the student is less than the amount the student earned, the student is eligible for a post-withdrawal (PWD) if the conditions for a late disbursement are satisfied. (See next section)

## ***Conditions for Late Disbursement of Title IV Funds***

A late disbursement of Title IV funds is a disbursement made to a student after the date the student became ineligible. Specific conditions must be satisfied in order for the school to process the late disbursement.

A student becomes ineligible for Title IV funds on the date the student:

- Drops below half-time enrollment for Direct Loans.
- Is no longer enrolled (withdraws or graduates) during the award year.

***If the conditions are satisfied, the school must offer the student the late disbursement of Title IV funds.***

### ***PRIMARY CONDITIONS – FOR ALL TITLE IV PROGRAMS***

***#1 The Dept. of ED processed a SAR/ISIR with an official EFC before the student became ineligible. Use the process date on the SAR/ISIR as the reference.***

***#2 For the withdrawn student, the late disbursement is made no later than 180 days after the school determined date of withdrawal. For the student that did not withdraw, the late disbursement is made no later than 180 days after the student became ineligible.***

### ***SECONDARY CONDITIONS – BY PROGRAM***

<b><i>PROGRAM</i></b>	<b><i>ADDITIONAL LIMITATIONS</i></b>
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<b><i>PELL</i></b>	None
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<b><i>FSEOG</i></b>	Student was awarded before becoming ineligible.
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<b><i>DIRECT LOANS</i></b>	
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- |  |  |
|--|--|
|  | <input type="checkbox"/> The loan was originated prior to the student becoming ineligible.   |
|  | <input type="checkbox"/> The MPN was completed before the R2T4 calculation was done (for a withdrawn student) OR the MPN was completed before the student became ineligible. |
|  | <input type="checkbox"/> For a first-time, first-year borrower, student completed 30 days of the program unless the school meets the waiver based on low default rates.      |
|  | <input type="checkbox"/> For a second disbursement, student graduated or completed the period for which the loan was certified.  |

***PWD's must be made from available grant funds before loan funds in the following order:***

***FSEOG ➤ Pell ➤ Direct PLUS Loan ➤ Subsidized Direct Loan ➤ Unsubsidized Direct Loan***

## **E. Leave of Absence Policy**

For various reasons, students sometimes find it necessary or desirable to interrupt their enrollment at UR Beauty & Barber Academy. The reasons for a leave of absence include, but are not limited to the following:

- Financial Hardship
- Externship
- A serious medical condition of the student's spouse, domestic partner, sibling, parent, child or step-child
- Employment obligations
- Incarcerated
- Military Leave

A student on a Leave of Absence cannot exceed 180 days (6 months) within the 12 months period. Students who are contemplating a leave of absence are encouraged to speak with their Administrator prior to submitting a Leave of Absence Request Form. An Administrator can provide information about the effect of a leave of absence on such issues as graduation date and Financial Aid. After meeting with an Administrator, in order to apply for a leave of absence, the following are requirements that all students must met:

- Students are required that all requests for leave of absence be submitted in advance in writing, including the reason for the request, and include the student's signature.
  - A student is required to submit in advance in writing to request for LOA unless unforeseen circumstances prevent the student from doing so. (*i.e. If a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance*)
- An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. (*i.e. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident*)
- The institution will extend the student's contract period by the same number of days taken in the LOA. Changes will be made to the contract period on the enrollment agreement must be initialed by all parties or an addendum will be completed and must be signed and dated by all parties
- A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. In addition, during a student's Leave of Absence, the institution may not assess the student any additional institutional charges as a result of the LOA.

Under certain circumstances, however, a leave of absence due to a serious medical condition of the student's spouse, domestic partner, sibling, parent, child or step-child may be extended. Under such circumstances, and following the same procedure set forth above, the student may request an extension of the Leave of Absence. In order to be eligible for an extension, the student must provide documentation that UR Beauty & Barber Academy may require concerning the reason for the extension.

Student must stay in communication with the institution during LOA regarding the status. The student must inform the institution of any changes of their status regarding returning from LOA. Student's are expected to return on the expected date noted on the request form. **There must be a reasonable expectation that the student will return from the LOA.**

Upon returning from a leave of absence, the student must complete a Readmission of Leave of Absence. Student is responsible to communicate with the school prior to returning to meet with the Administrator and to complete the Readmission process.

Failure to return from Leave of Absence on the date indicated by the school, will be grounds for dismissal from the program. In addition, Financial obligations must be met. (*Please see Financial Cancellation Policy*)

- The student's withdrawal date is the date the student began the LOA. At an institution required to take attendance, the withdrawal date for the purpose of calculating a refund is always student's last day of attendance.

### **Leave of Absence on Financial Aid**

A Leave of Absence (LOA) is granted by the school in which the student is enrolled. A LOA is a temporary interruption in a student's program of study during which the student is considered to be enrolled. An LOA cannot exceed 180 days in any 12 month period and may have a serious impact on a student's financial aid. Any student considering requesting a leave of absence should consult with the Financial Aid Office to determine how their financial aid will be affected. Schools may neither credit a student's account nor deliver loan proceeds to the student borrower while the student is on an approved leave of absence. A student who is approved for a leave of absence after receiving financial aid for the clock hour program may be required to return a portion of the aid previously received.

Federal educational loan regulations state that when a student borrower ceases to be enrolled at least half-time for 180 days (6 months) in any 12-month period, the borrower will be considered as withdrawn from school for loan repayment purposes. At that point, the school is required to calculate the amount of financial aid the student earned and the amount of financial aid that must be returned. These calculations are based on the time the student

was enrolled. The percentage of the clock hours the student completed is the percentage of aid the student can keep. The percentage of the semester the student did not complete is the percentage of aid that must be returned. Once a student completes more than 60% of the clock hours, the student has earned 100% of the aid they received for that time frame.

Student borrowers are given a six months grace period on most types of federal loans starting at the date enrollment ceases. During this time, lenders will treat the borrower's loans as if the borrower were still enrolled in school full-time. Once a grace period is used on a specific loan, it will not be given again. At the end of this six months grace period, the student will be required to enter repayment on their federal educational loans until they return to school; however, deferment or forbearance options are available if the student makes a request to their lender.

### **Policy for Returning Federal Student Financial Aid**

Students who are granted a leave of absence (that is expected to last 180 days or more) after paying for the clock hours tuition will be treated as withdrawn. The following federal policies will apply:

*If a student received federal student aid before withdrawing, being dismissed, or being granted a leave of absence, any tuition refund calculated will be returned to the federal aid programs first. Federal regulations mandate that the percentage of the clock hours the student did not complete will be the percentage of available federal aid the student did not earn. If the student received more federal student aid than they earned, the school must return the unearned funds to the student's lender in a specified order. Once the student has completed more than 60% of the clock hours, the student has earned 100% of their aid, and no federal refund is required. When a refund is required, the amount of the student's aid that the school is required to return to the student's lender is determined by multiplying the amount of the student's tuition and fees by the percentage of the clock hours the student did not complete. Once institutional and federal refunds are complete, the student will be required to pay any remaining balance due the school within 30 days.*

## **F. Satisfactory Academic Progress-SAP**

The Satisfactory Progress Policy is consistently applied to all students enrolled at UR Beauty & Barber Academy and it is provided to applicants prior to enrollment. The policy complies with the guidelines established by the Commission for Independent Education and the federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Progress as follows:

Barbering	450, 900, 1050 clocked (actual) hours
Cosmetology	450, 900, 1050 clocked (actual) hours
Nail Technician	120 clocked (actual) hours

\* Nail Technology Program is ONLY available at the Sebring Location.

**\*\*Transfer Students – The SAP evaluation periods are based on the actual contracted hours at UR Beauty & Barber Academy.**

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. At each evaluation period, staff will go over the report with the student prior to it being placed in their file. Student may also request to review the SAP report that is in their academic file. In addition, a student has access to the Genesis system where their grades and attendance may be checked at any time.

Students receiving Financial Aid will be notified if SAP is not being met according to the requirements and how it will impact their eligibility for Financial Aid.

## **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **MAXIMUM TIME FRAME**

In addition to meeting the following criteria, to make Satisfactory Academic Progress, students must complete the total clock hours of their program within 150% of the normal duration of the program. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
(Full time, 30 hrs.) - 1200 Hours	60 Weeks	1800 Hours
(Part time, 20 hrs.) - 1200 Hours	90 Weeks	1800 Hours
(Full time, 32 hrs.) - 240 Hours	12 Weeks	360 Hours
(Part time, 20 hrs.) - 240 Hours	18 Weeks	360 Hours

*\*Transfer Students – Transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.*

Student who exhaust their maximum time frame may be charged up to \$250 per week required to complete the program. Payment must be made prior to attending additional days.

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and must pass a Final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>90 - 100%</b>	<b>EXCELLENT</b>
<b>80 - 89%</b>	<b>VERY GOOD</b>
<b>70 - 79%</b>	<b>SATISFACTORY</b>
<b>69 - BELOW</b>	<b>UNSATISFACTORY</b>

## **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. Each student is provided with a hard-copy of their Satisfactory Academic Progress Determination at the time of each evaluation. Students who have been determined as not meeting 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 that may potentially impact the student's eligibility for financial aid.

### **WARNING**

Students who are not considered meeting minimum standards 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 not met both the attendance and academic standards, he/she may be placed on probation and, if applicable, may be deemed ineligible for Title IV Funds.

### **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

Students may re-establish satisfactory progress by meeting minimum attendance and academic requirements by the end of the probationary period.

### **PROBATION**

Students who are not considered meeting minimum standards for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the probationary period if;

- The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning evaluation period
- The student prevails upon appeal of a negative progress determination prior to being placed on probation
- The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

### **APPEAL PROCESS (as it pertains to academic and attendance progress)**

Students, who may have been terminated after failing to achieve minimum requirements, may appeal this determination.

- The student must submit a written appeal to the Administrative Offices, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for a re-evaluation of progress. The reasons for which a student may appeal such as the death of a relative, an injury or illness of the student, or other allowable special circumstances
- The student needs to provide sufficient evidence as to why they failed to meet satisfactory academic progress standards, and how the situation has changed, and will stay changed, in order to meet Satisfactory Academic Progress by the next evaluation period.
- This appeal must be received in the Administrative Offices within five (5) business days of termination.
  - Should a student fail to appeal this decision, the decision to terminate will stand.
  - An appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor), the student's instructor, and a school Administrative Staff Member.



- A decision on the student's appeal will be made within three (3) business days by the attending Administrative Staff Member and will be communicated to the student in writing. This decision will be final.
- All results, communications, etc., regarding this Appeal will become a permanent part of the student's file.
- Should a student prevail upon his/her appeal, the student will be automatically re-entered in the program and financial aid funds will be re-instated to the eligible student.

## **INCOMPLETES / REPETITION OR NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses do not apply to this institution and have no effect upon the institution's satisfactory academic progress standards.

## **WITHDRAWALS/RE-ENTERING**

Any student who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal. (See Institutional Cancellation and Refund Policy.) A cancellation fee of \$150.00 will be applied. A student may apply for re-enrollment at the school up to or within 12 months from the date of interruption and will be re-admitted under the same Satisfactory Academic Progress status held at the time of interruption or departure. Student re-entering the program will be charged \$100.00 registration fee, and any other fees applicable at the time of re-entering. (See Re-admission Policy.)

## **G. Voter Registration**

In Florida, you must register to vote through the Florida Division of Elections to be able to vote on Election Day.

You can also register to vote at a Florida Department of Highway Safety and Motor Vehicles (FLHSMV) office when you make any driver's license transactions.

<https://dos.myflorida.com/elections/for-voters/voter-registration/>

## **H. Copyright Law Information**

A copyright protects the creator of a work, such as a writers, artists or musicians, from having their work reprinted or reused without their permission. However, there are some important exceptions in copyright law that allow portions of a copyrighted work to be used without the copyright owner's permission. Some of these exceptions allow the use of copyrighted work for academic purposes, like research or teaching. It is important for students to understand these exceptions, as violating a copyright can result in an expensive legal battle.

### **Facts**

Ideas and facts cannot be copyright protected. This means that students can use any facts they find in another article or book in their own work. For example, if a story in the New York Times reports on teen pregnancy, the wording used in the article is protected by copyright. However, any facts reported in the article, like the rate of teen pregnancy, can be used as a source in a student report. Similarly, the results of scientific research and theories cannot be copyrighted, although the exact wording of the theory or research report can be copyrighted. This allows students to reuse data and information in their own work.

### **Fair Use**

Fair use is an important exception to the copyright law for students. The Fair Use Doctrine in copyright law allows people to use parts of a copyrighted work without permission if it is considered "fair use". Examples of fair use include quoting another author's work in a paper; using an excerpt from a movie in an academic presentation or reprinting a map in a school report. There is no hard and fast rule for what constitutes fair use. In a dispute, courts

examine a variety of factors, such as how much of the work was used and whether the copyright owner lost money by the use, to determine if use of a copyrighted work is fair use or not.

### **Plagiarism**

Students must keep in mind that copyright is not the same as plagiarism. The doctrine of fair use allows students to use someone else's data or ideas in their own work. However, if the student does not state where the data or idea came from or implies the idea or data was his own work, he may have committed plagiarism. Plagiarism in a school paper or project is not a criminal or civil offence, but it may violate your school's code of ethics and can lead to a failing grade or even expulsion.

## **I. Gainful Employment**

UR Beauty & Barber Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

## **J. Constitution Day**

UR Beauty & Barber Academy observes the Constitution Day. Constitution Day is an American federal observance that recognizes the adoption of the United States Constitution and those who have become U.S. citizens. It is normally observed on September 17, the day in 1787 that delegates to the Constitutional Convention signed the document in Philadelphia.

