

**CONSUMER INFORMATION FACT SHEET**  
**(\*see the catalog for addition consumer information\*)**

**ACCREDITATION & LICENSING**

Circle of Love Academy is nationally accredited by the **National Accrediting Commission of Career Arts and Sciences (NACCAS)** located at:

3015 Colvin St.  
Alexandria, VA 22314  
Phone: [703-600-7600](tel:703-600-7600)

The **National Accrediting Commission of Career Arts and Sciences (NACCAS)** is recognized by the United States Department of Education as a national accrediting agency. A copy of the accrediting letters may be viewed at the corporate office.

Circle of Love Academy is licensed by the **North Carolina State Board of Cosmetic Arts Examiner** located at:

121 Edinburgh South Drive  
Suite 209  
Cary, NC 27511  
Phone: [919-736-6123](tel:919-736-6123)

**VACCINATION POLICY**

Circle of Love Academy does not require any vaccinations or records for attendance or admission.

**SERVICES TO STUDENTS WITH DISABILITIES**

Circle of Love Academy will provide reasonable accommodations to any student with a disability. The student should discuss the disability with the owner or education team. The student should explain in writing what accommodations are required, and the educator and owner will develop and implement a plan to accommodate the student. All facilities at Circle of Love Academy are handicap accessible.

**NATIONAL AND STATE MEDIAN WAGE INFORMATION**

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

**Cosmetologists**

Number employed nationally: 656,100  
Typical annual salary: \$21,520 - \$37,970

**Cosmetology Instructors**

Number employed nationally: 406,200

Typical annual salary: \$28,840 - \$63,170

### **Estheticians**

Number employed nationally: 78,600

Typical annual salary: \$27,590 - \$48,710

### **Manicurists**

Number employed nationally: 155,300

Typical annual salary: \$24,820 - \$31,890

### **IPED STATISTICS**

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

- Male / Female
- Self-identified members of a major racial or ethnic group
- Federal Pell Grant recipients

The College Navigator website also gives information concerning student services, students with disabilities, career placement during and after enrollment and transfer of credit from other schools, retention, licensure, graduation, and placement rates.

### **CONSTITUTION DAY**

Constitution Day is September 17th of every year commemorating the September 17, 1787 signing of the Constitution. As a school that students receive federal funds, we hold a program each year to recognize this day. If September 17th falls on Saturday, Sunday, or holiday, we will hold our program during the preceding or following week.

## PROGRAMS TUITIONS AND FEES

<b>PROGRAM</b>	<b>TUITION</b>	<b>HOURLY FEE</b>	<b>OVER CONTRACT FEE</b>
Cosmetology	\$7500	\$5/hour	\$10/hour
Cosmetology Instructor Trainee	4800	5/hour	10/hour
Esthetics	3000	5/hour	10/hour
Manicuring	1500	5/hour	10/hour
Natural Haircare	1500	5/hour	10/hour
*Registration Fee for all Programs \$100			

### **SATISFACTORY ACADEMIC PROGRESS POLICY FOR TITLE IV**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Circle of Love Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. It is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).

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:

Cosmetology	450, 900, 1202 (actual) hours
Esthetics	304 clocked (actual) hours
Cosmetology Teacher Trainee	400 clocked (actual) hours

\*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.

### **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**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Cosmetology (Full time, 35 hrs/43 wks) - 1500 Hours	64.5 Weeks	2250
Cosmetology (Part time, 16 hrs/94 wks) – 1500 Hours	141 Weeks	2250
Cosmetology Teacher Trainee (Full time, 35 hrs/ 23 wks) 800 Hours	34.5 Weeks	1200
Cosmetology Teacher Trainee (Part time, 16 hrs/50 wks) 800 Hours	75 Weeks	1200
Esthetics (Full time, 35 hrs/17.5 wks) – 600 Hours	26 Weeks	900
Esthetics (Part time, 16 hrs/37.5wks) – 600 Hours	56.5 Weeks	900
Manicuring (Full time, 30 hrs/10 wks) – 300 Hours	15 Weeks	450
Manicuring (Part time, 16 hrs/19 wks) – 300 Hours	28.5 Weeks	450
Natural Hair Care (Full time, 30 hrs/10 wks) – 300 Hours	15 Weeks	450
Natural Hair Care (Part time, 16 hrs/19 wks) – 300 Hours	28.5 Weeks	450

The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

### **\*MAXIMUM TIME ALLOWED**

SAP evaluation periods are based on actual contracted hours at the institution.

The maximum time allowed for transfer students who need less than the full course requirements or

part-time students will be determined based on 67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis.

### **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 Circle of Love Academy. Students must maintain a written grade average of 70% along with an equivalent GPA of 2.0 and take 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:

90	100	A
80	89	B
70	79	C
BELOW 70		F

### **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 will receive a hard copy of their Satisfactory Academic Progress Determination upon request of the evaluations; however, students not meeting the requirements will be required to sign the evaluations. 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.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. 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 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 while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to 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 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.

### **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.

### **WITHDRAWALS**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **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 include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to Circle of Love 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 them 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 instated, if applicable.

### **RE-ENTRY**

All students re-entering the cosmetic art programs must meet the follow steps:

- Student must be terminated for a period of 90 days before consideration for re-entry.
- Student will submit a written request for re-entry.
- The owner will evaluate student's written request and status; and determine whether the student has sufficient ability and potential to warrant a 2<sup>nd</sup> entry.
- If yes, the owner will provide the student 1) a letter of re-entry and the student will start at the place at the time of departure thus re-entering under the same Satisfactory Academic Progress status, 2) a contract for re-entry specifying hours of pursuit, and 3) Only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation after all steps to gaining probation have been met prior to probation. Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time of departure.
- 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.
- If the student has not obtained standards of progress after re- entering the program, she/he will be terminated and will not receive future consideration for re-entry.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **TRANSFER HOURS**

With regard to 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.