



STUDENT CATALOG

This Catalog is written clearly and concisely in the English language. All programs offered at Empire Beauty Schools are taught in English.

This Catalog is reviewed during the interview process, prior to signing the Enrollment Agreement/Contract, however, students have access to the Catalog at any time by visiting the schools website at:

[empirebeautyschools.com](https://www.empirebeautyschools.com)

and/or requesting a printed copy from the admissions office.

Revised 4.3.2024



In Loving Memory of Norman
Langlois

MISSION STATEMENT

The primary goal of Empire Beauty Schools is to develop in our students the highest possible degree of technical and professional competence. We train each of our students in the principles and practices of Cosmetology, Esthetics, Esthetics Premium, 900-Hour Esthetics, Barbering & Student Instructors. Empire Beauty Schools is continually trying to provide each of our students with marketable skills and professional attitudes. These attitudes emphasize responsibility and commitment to self, employers, colleagues, clients and community.

Our objective is to prepare our graduates for employment by providing the technical and social skills necessary to be a successful, competent Cosmetologist, Estheticians, Barbers or Student Instructor. Instruction takes place through a combination of theory, practical work, clinical experience, group and individual activities. At the completion of our program, students are prepared to enter the beauty profession and continue to grow and develop their skills while contributing to the profession.



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School Locations

Corporate Office	1328 Hooksett Rd. Unit #10 Hooksett, NH 03106 (603) 746-2224
Hooksett Campus	1328 Hooksett Rd. Hooksett, NH 03106 (603) 792-1400
Somersworth Campus	456 High St. Somersworth, NH 03878 (603) 692-1515
Laconia Campus	556 Main St. Laconia, NH 03246 (603) 524-8777 http://www.empirebeautyschools.com

License, Accreditation & Ownership

Licensed by:	Office of Professional Licensure & Certification 7 Eagle Square Concord, NH 03301 (603) 271-3632 http://www.nh.gov/cosmet E: cosmetolgy@oplcnh.gov
Accredited by:	National Accrediting Commission of Career Arts & Sciences 3015 Colvin St. Alexandria, VA 22314 (703) 600-7600 http://naccas.org E: webinfor@naccas.org
Owned by:	Empire Beauty Schools, Inc. John Langlois (50% shareholder) Donna Demers (50% shareholder) P.O. Box 16309 Hooksett, NH 03106 (603) 746-2224 http://www.empirebeautyschools.com

Empire Beauty Schools strives to ensure all facilities are equipped with the latest technologies and products offered in the industry. Every student receives a kit specific to their program that contains all the necessary

Hooksett Campus

14552 sq ft² (one Level)

Cosmetology	It encompasses 8,484 sq ft ² , with a large modern clinic area containing 41 workstations, hydraulic chairs, dryers, a pedicure area, a manicure area, a facial area, a dispensary, bathrooms, and a break area with vending machines: shampoo sinks and chairs. Hooksett has three spacious classrooms with plenty of counter space for practical time.
Barbering	It encompasses 2,984 sq ft ² offering a spacious modern clinic with 12 workstations, reclining barber hydraulic chairs, a break area, a laundry room, a dispensary, a waiting area, and a reception desk. Barbering has one spacious classroom for theory and practicals.
Esthetics	It encompasses 2,984 sq ft ² offering a spacious modern clinic with 8 esthetic beds, skin care stations, a dispensary, bath-rooms, a break area, and laundry facilities. Esthetics has one classroom for all theory and practical needs.
Esthetics Premium	It has all the same facilities as the Esthetics program with the exception of an additional classroom for all the makeup. The makeup room offers state-of-the-art makeup chairs, 8 workspaces, special lighting, and lamps.
900-Hour Esthetics	It has all the same facilities of the Esthetics & Esthetics Premium program.
Student Instructor	utilizes all the same facilities as the Cosmetology, Barbering, Esthetics and Esthetics Premium Programs with the added use of educational offices.

Somersworth Campus

9,300 sq ft² (one level)

Cosmetology	It encompasses 3,172 sq ft ² offering a large clinic area with 18 workstations, hydraulic chairs, dryers, pedicure area, manicure area, facial area, dispensary, bathrooms and break area, shampoo sinks and chairs. Somersworth has three spacious classrooms with plenty of counter space for practical time.
Barbering	It encompasses 3,064 sq ft ² , offering a spacious modern clinic with 10 workstations, reclining barber hydraulic chairs, a break area, a laundry room, a dispensary, a waiting area, and a reception desk. Barbering has one spacious classroom for theory and practicals.
Esthetics	It encompasses 3,064 sq ft ² , offering a spacious modern clinic with 8 esthetic beds, skin care stations, a dispensary, bathrooms, a break area, and laundry facilities. Esthetics has one classroom for all theory and practical needs.
Esthetics Premium	It has all the same facilities as the Esthetics program with the exception of an additional classroom for all the makeup. The makeup room offers state-of-the-art makeup chairs, workspaces, special lighting, and lamps.
900-Hour Esthetics	It has all the same facilities of the Esthetics & Esthetics Premium program.
Student Instructor	utilizes all the same facilities as the Cosmetology, Barbering, Esthetics and Esthetics Premium Programs with the added use of educational offices.

Laconia Campus

8,750 sq ft² consisting of 2 floors (Note: stairs only to second floor of building)

Cosmetology	It encompasses 5,566 sq ft ² of spacious clinic and classroom space. The clinic offers 16 workstations, hydraulic chairs, dryers, bathrooms, a dispensary, laundry facilities, a manicure area, a pedicure area, a facial room, shampoo sinks, and chairs. Two spacious classrooms are located on the 2nd floor as well as a break area.
Barbering	Barbering is currently not offered at the Laconia Campus
Esthetics	The Esthetics classroom is located on the first and second floor offering a 3,184 sq ft ² space with ample space and equipment including; esthetic beds, skin care stations, makeup area, pedicure area, bathrooms, private bathroom with shower, laundry facilities, dispensary. Break area is shared with Cosmetology on the 2nd floor. The Esthetics clinic area is located on the first floor.
Esthetics Premium	It has all the same facilities as the Esthetics program with the exception of an additional classroom for all the makeup. The makeup room offers state-of-the-art makeup chairs, workspaces, special lighting, and lamps.
900-Hour Esthetics	It has all the same facilities of the Esthetics & Esthetics Premium program.
Student Instructor	utilizes all the same facilities as the Cosmetology, Barbering, Esthetics and Esthetics Premium Programs with the added use of educational offices.

Statement of Non-Discrimination:

Empire Beauty Schools does not discriminate on the basis of age, race, sex, color, creed, religion, financial status, nationality, ethnic origin or area of residence in any of its practices and policies on Admissions, Instruction or Graduation. The School does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort.

Application and Admission Requirements:

Empire Beauty Schools does not recruit students already attending or admitted to another school offering similar programs of study. Federal and state laws require that applicants enrolling in the Cosmetology, Esthetics, Esthetics Premium, 900-Hour Esthetics-hours, Barbering & Student Instructor programs must provide:

- Complete an application for enrollment.
- This institution does not accept students under Ability to Benefit.
- Provide proof of secondary education such as a high school transcript showing high school completion or HSET transcript, if home schooled; documentation proving intent to home school within the school district.
- Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. **This documentation must come from a qualified outside agency.**
- Applications for admissions and information regarding financial aid may be obtained from the School Director or the Admissions Office. Empire Beauty Schools does not recruit students attending or admitted to other schools offering similar programs of study. Students wishing to transfer from another school offering a similar program, must wait a minimum of three (3) business days after their termination before enrolling.

(Student Instructor Program Students)

The same information listed above is required for enrollment plus must possess a valid Barber, Cosmetology, or Esthetics State of New Hampshire License. Proof of licensure is required.

Transfer Students:

Empire Beauty Schools will evaluate all prior credit for students but not guaranteed to accept them. We reserve the right to grant prior credit based on transcripts. Copies of student's transcripts are required in order to accept any prior hours or academics from a previous institution. Exceptions from previously attended institutions may be granted with the approval of the School Director and the New Hampshire Office of Professional Licensure & Certification.

Student Orientation:

All incoming Students must attend Orientation which will be held prior to or at the start of the program. During orientation, the Student will learn about responsibilities and standards, the format of the program, the progression of the program, and how performance will be measured.

Re-Admission Policy:

A student must wait a minimum of 90 calendar days prior to applying for re-enrollment. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment at Empire Beauty Schools and will be considered as making satisfactory progress at the point of re-entry. If a student re-starts their training during "Warning" or "Probation," they will re-start their training in the warning/probation status and must be able to achieve satisfactory progress by the next evaluation period. The New Hampshire Office of Professional Licensure & Certification, does not require that a student who drops from Cosmetology, Esthetics, Esthetics Premium, Barbering & *Student Instructor* programs; resume their program prior to one year from their last date of attendance or the student will lose half of their earned hours. After a period of two years, all prior earned hours will be lost.

- If the student re-enters the program within 6 months of their last date of attendance, they will enter at the exact same point the student dropped out with no loss of hours without any additional costs incurred. However, a re-application fee of \$50.00 will be charged to the New Hampshire Office of Professional Licensure & Certification, plus upgrades in equipment, textbooks, etc., that took place after the student dropped out.

Re-Admission Policy Cont.:

- If the student re-enters the program within 6 months to 1 year of their last date of attendance, they will re-enter with the same number of attended hours prior to separation from the school. All students re-enrolling at this point will be required to purchase additional hours necessary to graduate at the current tuition rate, a re-application fee of \$50.00 for the New Hampshire Office of Professional Licensure and Certification.
- Charges may be accrued from the Office of Professional Licensure & Certification and any accrued upgrades in equipment, textbooks, etc., that took place after the student dropped out.
- If the student re-enters the program between 1 to 2 years of their last date of attendance, the student may re-enter with half the number of attended hours from which they dropped out at. The student would be required to purchase additional hours required to graduate at the current tuition rate, re-application fee of \$50.00 to the Office of Professional Licensure and Certification, and pay accrued up-grades in equipment, textbooks, etc., that took place after the student, dropped out.
- If the student re-enters the program after 2 years of their last date of attendance, they would need to enroll for the entire program as a new student.
- A student will not have an opportunity to re-enroll after three terminations or no-starts from any program or any of it's campuses.

Instructional Methods:

Empire Beauty Schools is a Pivot Point Member School that provides educational materials, including textbooks, tablets, and web-based modules used in conjunction with kit components for hands-on training in the Cosmetology, Esthetics, Esthetics Premium, 900-Hour Esthetics program, Barbering & Student Instructor programs. All curriculums are designed to foster skill improvement, including salon entry, by developing resumes and improving interviewing skills and mock board applications and evaluations. Students will be trained with a combination of learning methods, including step-by-step videos, text support, web-based modules, theory classes, and hands-on practice. Student Instructors are trained in preparing lesson plans based on the curriculum needs, classroom and clinical management techniques.

Graduation & Licensing Requirements:

- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has completed all phases of the study, meets minimum grade requirements of 75% in academics and 67% attendance, completed all practical assignments, passed all final written and practical examinations with an overall passing average of 75%; completed the program of study according to Empire Beauty Schools 1500 Cosmetology, 600 Esthetics, 750 Esthetics Premium, 900; 900-Hour Esthetics, 900 Barbering, 800 Student Instructor; pass two mock board practical & written exams with a minimum grade of 75%; completed all exit paperwork; attended an exit interview and payment of all debts owed to the school.
- Each student must fill out an application for Temporary Licensing through the Office of Professional Licensure & Certification. Suppose the applicant has been convicted of a felony or misdemeanor other than a traffic violation, which the court has not annulled. In that case, they will be expected to provide the Office of Professional Licensure & Certification with a copy of a case summary from the courts and a statement by the applicant explaining the charges. If the applicant is currently on probation, they will need to provide the probation officer's name, mailing address, phone number, and letter from the probation officer stating the applicant is in compliance. If the applicant has completed probation or parole, a letter is required indicating all requirements have been met and the applicant is no longer on probation or parole.
- Applicants wishing to apply for the Instructor Training Program must be currently licensed as a barber, cosmetologist, esthetician, or master barber and have completed one of the following:
 - Under 12 months of actual employment in a shop:
 - 800 hours of instructor training in a school for cosmetology
 - 700 hours of instructor training in a school for esthetics or barbering
 - 12 months of actual employment in a shop
 - 500 hours of instructor training in a school for cosmetology
 - 400 hours of instructor training in a school for esthetics or barbering
 - At least eight years of actual employment in a shop.

State Board Licensing:

Completing a State and Federal approved curriculum and meeting the required hours of training with passing grades is the first step in becoming a licensed cosmetologist, esthetician and/or barber. Upon completion of a program, Empire Beauty Schools will guide graduates on how to apply for the State Examination online through DL Roope Administrations LLC website. The student is responsible for paying \$119.00 for the practical examination and \$74.00 for a written test. Upon passing both practical and written examinations, the student must apply for a permanent license issued by the Office of Professional Licensure & Certification, costing \$40.00. Instructors \$55.00. DL Roope Administrations LLC. will notify you by mail or email as to the date of your exam.

DL ROOPE Administrations LLC
PO Box 631
Hampden, ME 04444
1-888-375-2020

CLASS STARTS 2024

		<i>Cosmetology-Full Time</i>				<i>Cosmetology -Evenings</i>	
Hooksett	1/22/2024	3/18/2024	7/22/2024	9/16/2024	11/18/2024	1/22/2024	
Laconia	1/22/2024	3/18/2024	7/22/2024	9/16/2024	11/18/2024	Laconia & Somersworth do not offer evening Cosmetology Programs	
Somersworth	1/22/2024	3/18/2024	7/22/2024	9/16/2024	11/18/2024		
		<i>Esthetics- Full Time</i>				<i>Esthetics-Evenings</i>	
Hooksett	2/26/2024	5/6/2024	7/22/2024	9/30/2024		12/9/2024	9/15/2024
Laconia	1/22/2024		6/3/2024			10/21/2024	
Somersworth	1/9/2024	5/21/2024				10/15/2021	9/23/2024
		<i>Esthetics Premium- Full Time</i>				<i>Esthetics Premium- Evenings</i>	
Hooksett	2/26/2024	5/6/2024	7/22/2024	9/30/2024		12/9/2024	9/15/2024
Laconia	1/22/2024		6/3/2024			10/21/2024	Laconia does not offer evening Esthetics
Somersworth	1/9/2024	5/21/2024				10/15/2021	9/23/2024
		<i>900-Hour Esthetics Full Time</i>				<i>900-Hour Esthetics- Evening</i>	
Hooksett	2/26/2024	5/6/2024	7/22/2024	9/30/2024		12/9/2024	9/15/2024
Laconia	1/22/2024		6/3/2024			10/21/2024	Laconia does not offer evening Esthetics
Somersworth	1/9/2024	5/21/2024				10/15/2021	9/23/2024
		<i>Barbering- Full Time</i>				<i>Barbering- Evening</i>	
Hooksett	1/8/2024		3/15/2024			10/1/2024	TBD
Laconia	TBD						Laconia & Somersworth do not offer evening Barbering Programs
Somersworth		2/20/2024			9/17/2024		
		<i>Student Instructor- Full Time (Days Only)</i>					
Hooksett							
Laconia						TBD	
Somersworth							

STAFF EDUCATION
1/30/2024
3/26/2024
6/4/2024
8/20/2024
1/29/2024
1/28/2025
3/25/2025
6/3/2025
8/26/2025
10/28/2025

HOLIDAYS & VACATIONS
July 4th Week
Labor Day Weekend
Veterans day
Memorial Day Weekend
Indigenous Peoples Day
Thanksgiving Day
Native American Heritage Day
Christmas Eve through New Years Day

Financial Aid Programs & Qualifications

Empire Beauty Schools is accredited by NACCAS and approved for use of Federal Government Loan and Grant Programs, GI BILL[®] programs and various state agencies. Students seeking financial aid assistance should consider the various programs available to qualified applicants. For more information on student loans, visit: <https://studentaid.ed.gov>

Federal Pell Grant:

The government has supplied money for post high school education, which does not have to be repaid. Grants are based on financial need and available to qualified students.

William D. Ford Subsidized Direct Student Loan Program:

If you qualify, the Federal Government pays the interest on these loans while the student is in school. You are not obligated to start payment until 6 months after your last date of attendance. This loan may be borrowed for tuition and fees. The Department of Education determines the repayment schedule.

William D. Ford Unsubsidized Direct Loan:

Eligibility for Federal Direct Unsubsidized Loans must first be determined. You are not obligated to start payment until 6 months after your last date of attendance. The principal can be deferred during the period of enrollment, but the student is responsible for the interest that accrues while in school. The Dept. of Education determines the repayment schedule.

Parent Loan for Undergraduate Student (P.L.U.S.):

If a parent qualifies, the loan is taken out in the parent(s) name to be used for the educational expenses of the student. Approval for this loan is credit-based and is used for dependent students only. Payment begins 60 days after the last disbursement of the loan. Like all Direct Loans, they can be obtained with the school's help or by applying directly by visiting www.studentloans.gov

Please Note:

All students are encouraged to complete a FAFSA by visiting- <https://fafsa.ed.gov>. You may also contact the schools Financial Aid Coordinator for assistance, answer any questions or visit; www.empirebeautyschools.com

Loan Counseling:

All students applying for Federal Aid must complete loan counseling prior to receiving funds. Entrance counseling ensures you understand the terms and conditions of your loan and your rights and responsibilities. You'll learn what a loan is, how interest works, your options for repayment, and how to avoid delinquency and default. Once you are finished, a record of completion will be sent to the school you selected.

Please visit; <https://studentaid.gov/entrance-counseling/>

School Codes:

Somersworth Campus- 015403

Laconia/Hooksett Campus- 014177

Title IV Eligibility:

All eligible students will be notified of the maximum Direct Loan Eligibility awarded them for each award year applied. Students will be notified each time an award letter has been issued by (email, verbal, written, mail). All students financial aid is processed using the maximum financial aid available to the student. Empire Beauty Schools works in conjunction with Boston Educational Network (BEN) to ensure each student receives the maximum amount of aid available to them. Upon processing a Student Aid Report (SAR), the Department of Education determines eligibility while BEN generates the award letter. Students are then notified regarding the final determination on their maximum aid eligibility.

GI BILL[®] is a registered trademark of the United States of Veterans Affairs (VA). The absences of the registration symbol[®] does not constitute a waiver of VA's trademark rights in that phrase. More information about education benefits offered by the VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill.>

Veterans Notification

Veterans Benefits are to be used to cover the cost of tuition only. Students utilizing Veteran Benefits are responsible to cover the cost of Application fees, kits and books and are payable by cash, check, credit card and if qualified, financial aid. All Veteran student accounts will be settled within seven (7) days of withdrawing or graduating from Empire Beauty Schools. Please be advised that terminating from a program, prior to completion may result in a debt generated by the VA. If left unresolved, the student may be subject to VA benefits being withheld including disability, housing, tax refunds, etc. Veteran students that change their weekly schedule or take a leave of absence may result in a reduction of benefits.

Veterans should present their certificate of eligibility prior to starting at Empire Beauty Schools to ensure accurate and timely processing of benefits. For more information on how Veterans Benefits work, please visit: <http://benefits.va.gov/BENEFITS/factsheets.asv>

Veterans Education Benefits

If you served on active duty, you may be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill[®] provide financial support for educational and housing expensed to individual with at least 90-days of aggregate service after september 10, 2001, or if you served on active duty, you from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career. If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill[®] benefits to might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill[®] provides Financial support for educational f you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling by visiting <https://www.va.gov/>. If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance you.

Return of Tuition Assistance (TA) Funds:

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the period for which the assistance is awarded. If a student withdraws, the student may not be eligible for the full amount of TA funds awarded. In order to comply with the new Department of Defense Policy, Empire Beauty Schools will return any unearned TA funds on a proportional basis through the 60% portion of the period for which the funds were provided. Unearned funds will be returned based upon when a student stops attending during an enrollment period. When service members are required to stop attending due to a military service obligation, Empire Beauty Schools will work with the service member to identify solutions that will not result in a student debt for the returned portion.

Calculation:

The date the student "officially" withdraws from a program, is considered the last date of attendance for return of tuition assistance. If a student is reported by faculty as not attending a program of the equivalent of two consecutive weeks without notifying the faculty, the student will be administratively withdrawn. Empire Beauty Schools will determine the last date of attendance (LDA) by determining the last date of activity within a program.

Empire Beauty Schools will recalculate the TA eligibility based on the following formula:

$$\frac{\text{Number of hours completed}}{\text{Total hours of the course (start to end date)}} = \text{percent earned}$$

Return of TA Funds:

Determining eligibility for TA is specific. The program start and end date will be used to determine eligibility. Using the formula above, Empire Beauty Schools will determine the amount of TA awarded that must be returned when a service member does not complete at least 60% of each program, which could result in creating a balance on Empire Beauty Schools student account.

Please note: 900 Hour Esthetics Program & Student Instructors program are not approved for funding through the VA.

*Total Time Enrolled to Total Course/Program
Total Tuition School Receives/Retains*

Cosmetology Program (1500 Hours)			Esthetics Premium Program (750 Hours)		
Before Class Begins	100%	Return	Before Class Begins	100%	Return
1-375 Hours	75%	Return	1-187 Hours	75%	Return
376-750 Hours	50%	Return	188-375 Hours	50%	Return
751-900 Hours	25%	Return	376-450 Hours	25%	Return
901-1500 Hours	0%	Return	450-750 Hours	0%	Return
		60% of course is completed			60% of course is completed

Barbering Program (900 Hours)			Esthetics Program (600 Hours)		
Before Class Begins	100%	Return	Before Class Begins	100%	Return
1-225 Hours	75%	Return	1-150Hours	75%	Return
226-450 Hours	50%	Return	151-300 Hours	50%	Return
451-540 Hours	25%	Return	301-360 Hours	25%	Return
541-900 Hours	0%	Return	361-600 Hours	0%	Return
		60% of course is completed			60% of course is completed

VA Facility Codes

28023629 EMPIRE BEAUTY SCHOOL-HOOKSETT
 28020529 EMPIRE BEAUTY SCHOOL-SOMERSWORTH
 28009329 EMPIRE BEAUTY SCHOOL-LACONIA

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CONTRACT COSTS & PAYMENT TERMS



Kit, Books/ Tablet, and Application fees are non-refundable)

The student and/or guardian acknowledge that tuition must be paid in full by the class start date, or appropriate financing arrangements must be made and approved. **Payments may be made by cash, check, money order, credit card**, or through a non-federal agency, Title IV programs, and loans. Students are responsible for paying the total tuition and fees and repaying applicable loans plus interest. All outstanding tuition and fee balances must be paid before 1200 attended hours for Cosmetology, 500 hours Esthetics, 600 hours Esthetics Premium, 800 hours; 900-Hour Esthetics Program, 800 hours Barbering & 700 hours Student Instructor Program. Empire Beauty Schools has the right to hold state applications for licensure, copies of transcripts, and completion of hours until all balances are paid in full. In addition, students may receive scholarships from different venues to be credited towards the cost of tuition. Check the school website for available scholarship opportunities. Empire Beauty Schools scholarships are applied towards the balance once the student has completed the program. (Jacket, scrubs, and/or apron) and the New Hampshire Student Apprentice License fee is included in the kit cost)

Cost of Educational Programs

COST OF PROGRAM	COSMETOLOGY 1500 HOURS	BARBERING 900 HOURS	ESTHETICS 600 HOURS	ESTHETICS PREMIUM 750 HOURS	900-HOUR ESTHETICS PROGRAM 900 HOURS	STUDENT INSTRUCTOR PROGRAM 800 HOURS
Tuition	\$ 21,480.00	\$ 14,400.00	\$ 12,900.00	\$ 16,125.00	\$ 19,350.00	\$ 7,200.00
Kit, Books/Tablet	\$ 2,400.00	\$ 1,920.00	\$ 1,900.00	\$ 3,095.00	\$ 3,895.00	\$ 900.00
Application Fee	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Total	\$ 23,980.00	\$ 16,490.00	\$ 14,900.00	\$ 19,320.00	\$ 23,345.00	\$ 8,200.00

Contract Costs and Payment Terms

Student and guardian (if applicable) agree to pay the school the total tuition and fees for the program selected according to the signed estimated tuition financing plan. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance or payments are satisfied. Each student must complete the total number of hours in the maximum allotted time. Within any program at Empire Beauty Schools, there is an allowance of 5% of the contracted time that can be missed due to absenteeism, tardiness, etc. before additional tuition charges are applied. Once the allowance has been exceeded, the following additional per-hour charges will be applied according to the enrolled program:

Cosmetology- \$14.32	Esthetics- \$21.50	Esthetics Premium- \$21.50
900 Hour Esthetics- \$21.50	Barbering- \$16.00	Student Instructor- \$9.00

All charges may be payable in advance until graduation unless other arrangements are made.

Empire Beauty Schools charges the additional fees as follows:

Transcript fee for transcript requests	\$5.00
Copies of files	\$1.00 per page
Name tag replacement	\$5.00
Application Fee-applicable to all programs	\$100.00
Re-entry/Transfer Fee-applicable to all programs (applies to all students who have withdrawn over 30 days)	\$50.00
Returned Check Fee- insufficient funds	\$40.00
Late Payment Fee	\$25.00

The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 180 days after the formal withdrawal date unless mitigating circumstances apply. Students are responsible for paying the total tuition, fees, applicable loans, and interest. All outstanding tuition and fee balances must be paid prior to the completion of program hours. Empire Beauty Schools reserves the right to hold state applications for licensure, copies of transcripts, and completion of hours until all balances are paid in full.

GENERAL TERMS OF AGREEMENT

School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials, or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of the study, meets minimum grade requirements of 75% in academics and 67% attendance, complete all practical assignments; passed all final written and practical examinations with an overall passing average of 75%; completed the program of study according to Empire Beauty Schools 1500 Cosmetology, 600 Esthetics, 750 Esthetics Premium, 900;900-Hour Esthetics, 900 Barbering, 800 Student Instructor; pass two mock board practical & written exams with a minimum grade of 75%; completed all exit paperwork; attended an exit interview and payment of all debts owed to the school.
- Each student will be required to fill out an application for Temporary Licensing through the Office of Professional Licensure & Certification the applicant has been convicted of a felony or misdemeanor, other than a traffic violation, which has not been annulled by the court, they will be expected to provide the Office of Professional Licensure & Certification with a copy of a case summary from the courts and a statement by the applicant explaining charges. If the applicant is currently on probation, they will need to provide the probation officers name, mailing address, phone number, and letter from the probation officer stating the applicant is in compliance. If the applicant has completed probation or parole, a letter is required indicating all requirements have been met and the applicant is no longer on probation or parole.
- Upon completion of a program, Empire Beauty Schools will guide graduates on how to apply for the State Examination and/or assistance on how to apply online through DL Roope Administrations LLC website. The student is responsible to pay for a practical examination (Cosmetologist, Barber, Esthetician- \$119.00); (Instructors- \$190.00) and \$74.00 for a written examination (all programs). Upon passing both practical and written examinations, the student must apply for a permanent license, issued by the Office of Professional Licensure & Certification for an additional fee of \$40.00 (Cosmetology, Barbers, Esthetics), \$55.00 (Instructors) paid directly to the Office of Professional Licensure & Certification . Instructors \$55.00.
- Any withdrawn or dropped students that does not attend an exit interview in person may receive exit paperwork by certified return receipt mail or secure electronic email correspondence.
- Issue an Official Transcript to students who withdraw before program completion when the student has successfully completed the required exit paperwork or attended an exit interview and has met all of the school's financial obligations. Official transcripts will not be released to any student who withdraws or completes hours that incur a balance.
- Will assist graduates in finding suitable employment by posting to the Job Board located on our website and providing Job Readiness classes. Empire Beauty Schools does not guarantee employment.
- **This institution does not accept students under Ability to Benefit.**

Student:

- Agrees to pay applicable school and state fees and provide all required application paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements, including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code and project a professional image representative of the cosmetology and image beauty industry.
- Agrees to comply with the assigned schedule for the applicable program of study, which may change from time to time at the school's discretion.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if they are a Title IV financial aid recipient or Veteran Assistance Programs, minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policies found in the student catalog.
- Understands that all students must maintain minimum attendance and grade requirements for satisfactory academic progress. Failure to comply may result in termination from Empire Beauty Schools.
- Understands that they are responsible for the state licensing exam fee and other examination or licensing-related expenses.
- Understands that a student under the legal age will require a guarantor who will be liable to the school for the fees in this agreement.
- Understands completion scholarships are credited to the student's account upon completing required program hours. A student that terminates the contract at any time will not be eligible to receive credit on their account in the amount of the completion scholarship.
- Understands by not following the policies outlined within the Student Catalog, it may be grounds for termination and charged a termination fee of \$100.00.

Professionalism

In training to be a professional Cosmetologist, Esthetician Barber or Instructor, you must be willing to use your training and knowledge to satisfy the wants and needs of every client. Communication is key in order to be successful and required the ability to listen, observe, consult and suggest ideas, services and products to colleagues, instructors, management and clients. Professionalism can be seen and felt in a school, salon, spa or any technical business. It is a balanced combination of choice words, tone of voice, physical actions, education, technical training, determination, honesty, good judgement, decision making, cleanliness, sharp appearance and talent.

Guidelines to Professionalism:

- Listen and smile often.
 - Service all clients to the best of your ability. Treat every person in your environment with the respect they deserve.
 - Consult with each client/instructor prior to their service. This establishes good communications and avoids service errors.
- Teamwork and cooperation with colleagues, Instructors and staff makes all goals easier to attain. Help colleagues and instructors when possible. An atmosphere of teamwork is easily noticed and appreciated. Gossip has no place in a professional environment. Support the efforts of all colleagues and instructors. Personal conversations with other students/instructors while in the classroom and on the clinic floor are not permitted. Full attention and focus regarding your education and the services you are performed on clientele must be maintained at all times.

Attendance & Absenteeism

Empire Beauty Schools attendance policy aims to help students develop a self-directed, professional attitude toward their studies and maximize their educational opportunities. Regular class attendance provides fundamental educational value and offers the most effective means to gain command of the course concepts and materials. Students are expected to attend all classes, arrive on time, remain for the entire class period, and report to class fully prepared with all required materials.

Students must minimize conflict with other commitments, including personal or work, to meet these expectations. When students encounter difficulty meeting these requirements, they must actively speak with their School Director to discuss the concern and plans for correcting the absenteeism. Excessive absences may result in withdrawal from the school at the School Directors' discretion. Students should consult with the Director on attendance and make-up hours. Students missing over 50% of any given theory class may be required to repeat the course and be prevented from moving on to the next learning phase.

- The student should be aware that absenteeism for more than 14 consecutive days without contacting the school may result in the student being terminated from the program.
- Time is calculated on the quarter hour. The contracted date of graduation may be changed throughout your program due to unexpected school closures.
- School may charge additional tuition for hours remaining after the scheduled graduation date at the rate of \$14.32 per hour for Cosmetology, \$21.50 per hour for Esthetics, \$21.50 per hour for Esthetics Premium, \$21.50 per hour for 900-Hour Esthetics program, \$16.00 per hour for Barbering, \$9.00 Student Instructor or any part thereof, payable in advance until graduation unless other arrangements are made.
- All students should be in the school 10-minutes before starting their day. At this time, the student should be completely prepared for class – all materials needed in hand, hair and make-up done, and completely dressed for the school day. Students are required to sign in and/or punch in to receive hours for attending.
- Students are required to call in; if not attending school for the day, you must speak with a School Official. Medical and court documents may or may not excuse the student from incurring additional charges.

Note: (Barbering, Esthetics, Esthetics Premium & 900-Hour Esthetics program)

Leaves and missed time may cause an unintentional interruption in your current enrollment, resulting in termination from the program and having to re-enroll in the next class at approximately the same period.

Esthetics, Premium Esthetics & 900-Hour Esthetics-Hour students, may not be allowed to change programs once they have attended half of their enrolled program hours.

Snow Days

In inclement weather, the school may be canceled or delayed where the campus resides. Students will need to look for their school's location on WMUR news, the school's message machine, website, and Facebook. ...

Tardiness

The school allows five (5) unexcused lates per month. A courtesy to call the school is required if you are going to be late. Over five (5) unexcused lates per month will result in being sent home on the 6th late per month. Schools practice a closed-door policy after 10:00 am and 6:00 pm unless pre-approved by the School Director for doctors' appointments, court, etc.; time is calculated on the quarter hour.

Make Up Hours

Make-up hours may change your revised graduation date. 5% of your contract time for scheduled hours is allowed for absenteeism and tardiness. A student will be allowed to make-up hours a maximum of their number of scheduled hours for one day per week. See the chart below:

Weekly Schedule	Make up Hours
34.5 Hrs	7 Hrs.
25 Hrs	5 Hrs
20 Hrs	7 Hrs
16 Hrs	4 Hrs

Make-up Exams

Make-up will be scheduled at the discretion of the Instructor.

Personal Belongings & Kits

You are required to work as neatly as possible. After each work assignment, you are expected to clean and tidy up. Your personal belongings should be stored in your locker or locked vehicle. Students are responsible to purchase their own lock when obtaining a locker. Kits are to be neatly placed by your workstation. When not in use, kits should be closed and put away. The school is not responsible for missing items or belongings. Please do not leave personal belongings unattended. Kit items that are misplaced, broken or malfunction after 30 days are the responsibility of the student to replace.

Kit Supplies & Services

Students wishing to purchase supplies or services must first get permission from their Instructor and all supplies for services must be paid for. If a service is performed free of charge the service must be performed at the student's primary campus.

Student Services

No student is to do another student's hair, nails, etc. without first getting permission from their Instructor. Students must be in SAP progress, up to date with practical and written requirements and completed written exams prior to receiving a student service. Once completed, an Instructor may give you permission. If a student is sent home for any reason, they will be prohibited from receiving same day clinic services.

Client Services

Students are never to leave a client unattended as it could be dangerous to the client and is very unprofessional. Any student refusing to service a client will be immediately sent home and receive no hours from the time of dismissal. Students who are physically unable to service a client cannot be in attendance or receive hours.

Family Clinic Services

Immediate family members including spouse, children, parents, step-parents, siblings and grandparents, may have any clinic services completed at the schools for half price. Retail products are not discounted to the student's family members.

Clinic/Classroom Duties

A daily duty roster is posted for all classroom/clinic duties. This will be done on a rotating basis for fairness to all students. Your duties are an assignment as part of your training. Instructors will check all duties at the end of the day.

Dispensary & Supply Room

Students are responsible for the proper up-keep of the clients' chemical service files and for all supplies. Towels must be clean and ready for use both day and night.

Breaks & Lunches

Your Instructors schedule breaks & lunches. Students are responsible for returning to classes on time or the late policy will be applied. Food and Drinks is only permitted in the school's designated break/lunch area and are not permitted anywhere else in the school. No breaks are to be taken in front of the buildings. All drinks must be in a closed spill proof container.

Parking & Break Area Policy

- **Hooksett** - Students may park behind the school or four rows back in the front parking lot.
- **Laconia** – Students are not allowed to park behind or in front of the school. Laconia has a strict 2-hour parking policy. Laconia students must park in the garage located directly across the front entrance of the school.
- **Somersworth** – Students must park away from the building and refrain from parking in front rows.

Phone Calls

No personal calls on the school business phones without express permission from the School Director. Cell phones and all other electronic devices must be turned off during school hours unless utilized in the classroom setting for educational purposes.

Safety & First Aid

First Aid kits are provided in the dispensary and each classroom. Emergency evacuation plans are posted in each classroom. Exit signs and fire extinguishers are located through the building. Empire Beauty Schools VAWA (Violence against Women's Act) and Campus Security and Report and Policy is available on our website at www.empirebeautyschools.com.

Voter Registration Acknowledgment

Everyone has the right to vote in local elections. In NH in order to register to vote you either must go to your city/town hall of your legal residence prior to the election or you may also register to vote on election-day at any location within your city/town of legal residency that provides a voting booth. You must have 2 forms of picture id.

The Constitution of the United States of America Acknowledgment

Effective May 25, 2005 Empire Beauty Schools recognizes the signing of the constitution, which took place on September 17, 1787, in September of each year. For more information regarding the constitution, visit www.usconstitution.net/const.html.

Student Grievance Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a grievance at any time. Evidence of final resolution of all grievances will be retained by the school in order to determine the frequency, nature, and patterns of grievances for the institution. The following procedure outlines the specific steps of the grievance process.

1. Prior to filing a formal grievance, the student should notify any staff member of the situation. If the staff member is unable to resolve the grievance, the student shall notify the School Director. If the School Director is unable to resolve the grievance, the student should then file a formal grievance as stated below.
2. The student should register the grievance in writing on the designated form provided by the institution within 15 days of the date that the act which is the subject of the grievance occurred.
3. The grievance form will be given to the school Director.
4. The grievance will be reviewed by school officials and a response will be sent in writing to the student within 30 days of receiving the grievance. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the grievance.
5. If the grievance is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
6. Depending on the extent and nature of the grievance, interviews with appropriate staff and other students may be necessary to reach a final resolution of the grievance.
7. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the grievance. If necessary, the school manager will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate employee, another member who may not be related to the student filing the grievance or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

Bullying

Empire Beauty Schools will not tolerate any harassment of any kind, cyber-bullying, slanderous, physical or mental abuse behavior to any student or staff member in any form on school premises, on school grounds or at any school related activity. If this behavior occurs, it may result in a suspension or termination. For a list of state anti-bullying laws and policies, please go to: www.stopbullying.gov

For a list of federal anti-discrimination laws and policies, please go to; <https://www.ftc.gov/site-information/no-fear-act/protections-against-discrimination>

Weapons in School

Weapons of any type are strictly forbidden in school. Students caught with a weapon in school will be sent home immediately and local authorities will be called. A decision will be made as to whether the student will be allowed to return to school. Violation of the above rules and standards may result in disciplinary action up to and including termination from school. The school reserves the right to terminate any student whose personal conduct towards school staff or fellow students is deemed unsatisfactory.

Theft

If a student is caught stealing from Empire Beauty Schools, another student, or staff member it may result in immediate expulsion.

Cheating

Students caught cheating may be subject to suspension or possible termination from the program.

Termination Policy

Termination may include, but not limited to, unsatisfactory attendance and breaking school policies as outlined in the School Catalog.

Smoking

Smoking and vaping is permitted on lunch and breaks outside the building within designated smoke areas only. Smokers should dispose of their cigarette butts in designated containers. Vaping is not permitted inside any campus. Violation of this policy may result in a written warning, probation, suspension or immediate termination. The School Director and the General Manager will be involved in any final decision pending an investigation.

Social Media Guidelines for Students

Empire Beauty Schools students are responsible for what they post on social networking sites (including but not limited to Facebook, Instagram, Pinterest, Twitter, YouTube, blogs, wikis, file-sharing and user generated video and audio). Empire Beauty Schools does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in Empire Beauty Schools or on any of Empire Beauty Schools social media sites. Empire Beauty Schools reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of Empire Beauty Schools to protect itself from undue harm related to information that is shared on social networking sites.

Student Access to Records:

Each student and parent or guardian of dependent minors has the right to view any items in their files and may do so by request. This request will be granted within a reasonable amount of time to accommodate the office's schedule. A student may not remove any items/articles from their file. The School Director is the official custodian of the records. All institutional records related to accreditation must be maintained from the effective date of the most recent grant or renewal of accreditation and in accordance with state and federal law. The School Director may request other school personnel to assist in answering any questions students may have regarding interpreting the records. In all cases where access to student education information is requested, except as provided in this policy, a written request to see the files must be made by the student/ parents or guardians of dependent minors. Upon receipt of this request, the School Director will provide access to review the records at a date and time no more than three working days after the request has been made. The student (parents or guardians of dependent minors) or anyone the student duly authorizes shall examine the file in the presence of the School Director and another person(s) designated by them. The record itself may not be taken from the school premises. However, upon request, one copy of the records shall be provided within a reasonable time at no charge. Additional copies may be obtained at the cost of \$1.00 per page.

* Academic & Financial records are maintained for five(5) years from the date of last attendance.

Privacy Policy:13

Suppose a request from an outside agency for information regarding a student is received. In that case, the school will not release any information without express permission from the student (parents or guardians of dependent minors). The request must be made in writing, clearly stating the agency requesting the information, and include the student's signature each time a request for information is made. Only the School Director or his/her designee will be allowed to release information. The school may charge a \$5.00 transcript fee for transcript requests. Documentation of the FERPA form will be placed in the student's file. The school will disclose personal, identifiable information from the records of a student without the written consent of the student to the following parties:

- School employees who have a "need to know."
- Schools to which a student is transferring.
- School provides access to student and other school records to its accrediting agency.
- Appropriate parties in connection with financial aid.
- Organizations doing authorized studies or reports for the school.
- Individuals who have obtained court orders or subpoenas or in case of health and safety emergencies.
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Academic Advising

Students are advised monthly during a one-on-one with their instructor. At this time, the instructor reviews the student's academic and practical learning while going over their progress reports. This is a time for both instructor and student to reflect on what has been learned and achieved and place emphasis on areas that may need improvement.

Appearance

Proper attire in the school is compulsory. Appearance should be neat, clean, well-groomed with clothing properly fastened and pressed. No soiled, torn or inappropriate dress for a professional environment will be permitted. Hats, caps/other headgears are not permitted. No sleeveless, backless, or low-cut tops can be worn, no shorts or miniskirts/dresses. Violations of the above -described dress code may result in the student being sent home to correct his/her attire. Personal hygiene and sanitation are the daily responsibility of each student. We are in close proximity to many people daily. It is imperative that each student be keenly aware of personal breath and body odor. We strongly suggest showering/bathing before coming to school, the frequent use of mouthwash, deodorant and body sprays during the day. At no time during the day (unless designated by the curriculum) are students allowed to work on themselves. Hair, nails, and make-up are to be done before arriving at school. A professional appearance in these areas is essential to the overall image of today's Cosmetologist, Esthetician, Barber or Instructor.

School Dress Code

Cosmetology, Esthetics, Esthetics Premium & 900-Hour Esthetics students are required to wear issued scrub tops and bottoms. Barbering students are required to wear black pants and issued barber jackets. For all programs, any colored, closed-toe shoe may be worn, except for crocs, as they are not allowed as acceptable footwear. Students may wear any long sleeve, a plain black shirt under the smock shirt, or a black cardigan over it. Hoodies are not permitted. Only mentioned uniform allowances are permitted. A name tag will be given with the kit (if it's lost, there is a \$ 5.00 replacement fee). The faculty or administrative staff will decide on any questionable dress code or appearance violations. Any student violating the dress code will be sent home and will accumulate missed time.

Physical Demands & Safety Requirements

As with all other industries, good health and hygiene are required to be successful in the cosmetology industry. In keeping with this profession, you should be an example of good health and hygiene. This is especially important because you work in very close proximity of your clients. It is also important to practice good body mechanics as you are generally standing for long periods of time while working on your clients. Safety precautions should be taken at all times when working with implements such as shears, razors, hot implements and chemicals.

SCHOOL STAFF



Empire Beauty Schools Staff

The School Director:

The School Director is in charge of the school the staff and oversees your training. If any problems are related to your theory or practical training, you should first see your instructor. All other issues and requests should be brought to the School Directors attention.

The Instructors:

The Instructional Staff are professional individuals carefully selected for their ability to convey information, knowledge of the craft, and professionalism to each student. They are trained in a certain method and follow lesson plans. It is important to realize that you are the most important Instructor in your education. The staff will teach and train you, but you must concentrate on developing physical dexterity and the development of the ability to see balance and form. This skill is developed through constant study, practice, Observation of class demonstrations, repetition and critiquing of skills, etc. Physical dexterity is a skill that cannot be taught. It is achieved only through continuous practice. Only you can help yourself achieve this by being in daily attendance, observing school regulations, continual practice and observation, following daily assignments, and developing good study/work habits. The staff is here to help you achieve your goals.

- Things to Remember
- If you have any questions, do not be afraid to ask.
- If you need help, let your Instructor know.
- We're always open to suggestions and constructive criticism.
- We must all work hard to maintain the school's objectives. There is a time for fun and your training should be an enjoyable experience.

CORPORATE OFFICE

President	John Langlois
General Manager	Matt Lambert
Assistant Manager	Tara Melillo
Secretary & Treasurer	Donna Demers
Financial Aid Director	Brenda Brown
Financial Aid Coordinator	Katie Wantuck
Financial Aid Coordinator	Chaisson Boren
Sales Director	Meigra Jenkins
Compliance Specialist	Carolyn Taylor
Floating Educational Leader	Danielle Boisvert

SOMERSWORTH CAMPUS

Campus Director	Kim Walch
Admissions Representative	Alissa Hoy
Instructor	April McCarn
Instructor	Susan Rawley
Instructor	Charmaine Coleman
Instructor	Leigh Garafano
Instructor	Patricia Adams-Leach
Instructor	Maria Reynolds
Instructor	Kirsten Dumont

LACONIA CAMPUS

Campus Director	Katy Maleski
Admissions Representative	Jessica Spillane
Instructor	Donna Woodsom
Instructor	Aleahya Jewell
Instructor	Darlene Byron

HOOKSETT CAMPUS

Campus Director	Tirra Rozen
Admissions Representative	Jessica Peltonovich
Admissions Representative	Channing Rienart
Instructor	Amanda Bonafacio
Instructor	Andrea Dubuque
Instructor	Katelyn Upton
Instructor	KellieMarie Cross
Instructor	Alicia Babb
Instructor	Caitlin Bishop-Timpson
Instructor	Rickey Shepard
Instructor	Emily Bolduc
Instructor	Kettia Fenestor
Instructor	Erin Jordan
Instructor	Daniel Mcready
Instructor	Pam Tibbetts
Instructor	Heather Reynolds
Instructor	Kristen Simone
Instructor	Amelia Woodman

Empire Beauty Schools recognizes that balancing the demands of school, family and work can be overwhelming. Often Students experience stress and tension while juggling these demands. The School Director will give Students access to resources and support, allowing them to feel that their school is determined to give them as many tools as possible to cope with challenges.

Career Placement Assistance

While Empire Beauty Schools 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 participate in the learning experience as guest speakers and provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

Career Opportunities

The following career opportunities exist:

Salon/Barber Shop	Spa	Product	Industry
Nail Artist/Manicurist	Spa Esthetician	Product Distributor	School Educator
Cosmetologist	Day Spa Manager	Sales Consultant	School Owner
Barber	Day Spa Owner	Sales Representative	School Director
Hair Color Specialist	Dermatologist Assistant	Product Trainer/Educator	Freelance Makeup Artist
Esthetician	Make-up Artist		Image Consultant
Salon Owner			Magazine Writer/Editor
Chemical Texturizing Specialist			Admissions Representative
Salon Manager			Salon Division Managers
Platform Artist			

COSMETOLOGY PROGRAM -1500 HOURS

Description: The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

Objectives: Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Cosmetologist. All phases practice becoming a professional Cosmetologist by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins followed by clinical applications.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching & Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio- visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 75%. All students must pass two Mock Board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%-Below	Unsatisfactory

Written Exams- The number of correct answers is divided by the total number of questions to determine the grade

Practical/Clinical- Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

Evenings are not offered at the Laconia & Somersworth Campus)

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed	Academic Year
Cosmetology	Full-Time	34.5 hours/weekly	1500	49	74	2250	26.4
Cosmetology	Part-Time	25 hours/weekly	1500	67	101	2250	26.4
Cosmetology	Evenings	16 hours/weekly	1500	107	161	2250	26.4

COURSE OUTLINES



COSMETOLOGY CURRICULUM OUTLINE -1500 HOURS	
PHASE I SUBJECT-UNIT	1-279 HOURS
Theory- Classroom Instruction, Orientation, Design decisions, Professional Development, First Aid	25
Trichology/ Salon Ecology, Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use, Life Skills and safety	35
Hair Design. Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Braiding, Prod-	40
Hair Sculpting. Principles and Techniques of Sectioning, Removing length or bulk with razor, scissors, clippers, shears	100
Instructor Discretion. To be applied by the Instructor to strengthen student performance; supervised field trips; or other relat-	42
Shampooing, Rinses, Scalp Treatments, Shampooing, Rinsing, and Conditioning, Principles and Techniques of Treatments and Disorders of the Hair and Scalp and Related Chemistry; Product Knowledge, use and safety	35
Phase I Course Exam	2
Total	279
PHASE II SUBJECT-UNIT	279-1108 HOURS
Theory/ Classroom Instruction, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and	210
Hair Coloring/Hair Lightening, Principles and Techniques of Temporary, Semi-Permanent, Permanent Color, Bleaching, Tinting,	255
Permanent Waving/ Chemical Texturizing, Principles and Techniques of Sectioning, Wrapping, Processing, Curling, Relaxing	140
Manicuring/Pedicuring/Nail Extensions, Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicur-	50
Facials, Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Mas-	60
sage, Facial Treatments, Cosmetic Application, Removal of Unwanted Hair, Lash/Brow Tinting, Reflexology & massage	36
Desk/Telephone & Computer Skills, Utilizing computer software, People Skills, Booking Appointments	75
Instructor Discretion. To be applied by the Instructor to strengthen student performance; supervised field trips; or other relat-	3
Phase II Course Exam	829
Total	1108-1500 HOURS
PHASE III SUBJECT-UNIT	1108-1500 HOURS
Theory/ Classroom Instruction, Career Opportunities, Life Skills Management, Communicating for Success, State Laws and	73
Electricity, Product Knowledge, Anatomy & Physiology	15
Salon Business/Retail sales/Career and Employment Information, Fundamentals of Business Management, opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Com-	76
ensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insur-	20
ance, Salon Safety; Seeking Employment, On the Job, and Professional Ethics, salon & industry field trips	100
Wigs & Hair Additions, Principles and Techniques of Hair Extensions, Enhancements, and Wigs; Product Knowledge, use and	106
Office of Professional Licensure and Certification Rules & Regulations/Mock Board Exams, New Hampshire State Rules, Regu-	2
lations, state practical exam application, review, practice, preparing for boards, packing bags, labeling content	392
Instructor Discretion: To be applied by the Instructor to strengthen student performance; supervised field trips; or other relat-	2
Phase III Course Exam	392
Total	392

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

ESTHETICS PROGRAM—600 HOURS

Description: The Esthetics Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics or a related career field.

Objectives: Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Estheticians. All phases practice becoming a professional Esthetician by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins (when applicable) followed by clinical applications.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching & Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio- visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 75%. All students must pass two Mock board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%-Below	Unsatisfactory

Written Exams- The number of correct answers is divided by the total number of questions to determine the grade

Practical/Clinical- Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

(Evenings are not offered at the Laconia Campus)

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed	Academic Year
Esthetics	Full-Time	34.5 hours/weekly	600	20	30	900	26.4
Esthetics	Evenings	16 hours/weekly	600	42	63	900	26.4

ESTHETICS CURRICULUM OUTLINE—600 HOURS

SUBJECT-UNIT 1-600 HOURS

Theory/ Classroom Instruction: Career Opportunities, Life Skills Management, Makeup, Communicating for Success, State Laws and Regulations, Cosmetic Chemistry, Product Knowledge, Skin Physiology, Client Care, Anatomy, Microbiology, Professional/Personal Development	80
Facials: Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy, Extractions, Aromatherapy	200
Treatments: High Frequency, Galvanic, Brush Machine, Suction	50
Specialized Treatments: Derasound, Microdermabrasion, Chemical Exfoliation, Fitzpatrick Scale, Lash & Brow Tinting, Reflexology & massage	140
Salon Business/Retail sales/Career and Employment Information: Fundamentals of Business Management, opening a Spa, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Spa Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Spa Safety; Seeking Employment, On the Job, and Professional Ethics, spa & industry field trips	50
Manicuring/Pedicuring: Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring	25
Office of Professional Licensure and Certification Rules & Regulations/Mock Board Exams, New Hampshire State Rules, Regulations, state practical exam application, review, practice, preparing for boards, packing bags, labeling content	20
Instructor Discretion: To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training	35
Total	600

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

ESTHETICS PREMIUM PROGRAM– 750 Hours

Description: The Esthetics Premium Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, makeup techniques and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics or a related career field. The 750-hour program allows for MUD makeup certifications in Bridal, Beauty Essentials and Airbrush makeup techniques.

Objectives: Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Estheticians. All phases practice becoming a professional Esthetician by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins (when applicable) followed by clinical applications.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching & Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 75%. All students must pass two Mock board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%-Below	Unsatisfactory

Written Exams- The number of correct answers is divided by the total number of questions to determine the grade

Practical/Clinical- Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed	Academic Year
Esthetics Premium	Full-Time	34.5 hours/weekly	750	24	36	1125	26.4
Esthetics Premium	Evenings	16 hours/weekly	750	54	81	1125	26.4

ESTHETICS PREMIUM CURRICULUM OUTLINE- 750 Hours	
SUBJECT-UNIT 1-750 HOURS	HOURS
Theory/ Classroom Instruction: Career Opportunities, Life Skills Management, Makeup, Communicating for Success, State Laws and Regulations, Cosmetic Chemistry, Product Knowledge, Skin Physiology, Client Care, Anatomy, Microbiology, Professional/ Personal Development	80
Facials: Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy, Extractions, Aromatherapy	200
Treatments: High Frequency, Galvanic, Brush Machine, Suction	50
Specialized Treatments: Dermasound, Microdermabrasion, Chemical Exfoliation, Fitzpatrick Scale, Lash & Brow Tinting, Reflexology & massage	140
Salon Business/Retail sales/Career and Employment Information: Fundamentals of Business Management, opening a Spa, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Spa Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Spa Safety; Seeking Employment, On the Job, and Professional Ethics, spa & industry field trips	50
Manicuring/Pedicuring: Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring	25
Office of Professional Licensure and Certification Rules & Regulations/Mock Board Exams, New Hampshire State Rules, Regulations, state practical exam application, review, practice, preparing for boards, packing bags, labeling content	20
Instructor Discretion: To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training	35
MUD Beauty Essentials: Makeup facial analysis, base matching and application, correction, contours, and highlights, and focus on eyes and lips	94
Airbrush: Airbrush techniques to do beautiful, flawless beauty make-up	35
Bridal Make-up: Wedding make-up and what is required to successfully run a bridal make-up business	21
Total:	750

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in

- The Office of Professional Licensure & Certification requires 600 hours of training to receive a license in Esthetics. The additional 150 hours is necessary to develop advanced skills in MUD makeup techniques and receive certification in Bridal, Airbrush and Beauty Essentials makeup.

900-HOUR ESTHETICS PROGRAM– 900 Hours

Description: The 900-Hour Esthetics Course is designed to train the student in an understanding of the skin, basic manipulative skills, safety judgments, make-up application and specialized facial, hand, skin and body treatments. Students will learn advanced eyelash extensions techniques, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics and/or a related career field.

Objectives: Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Estheticians. All phases practice becoming a professional Esthetician by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins (when applicable) followed by clinical applications.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching & Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 75%. All students must pass two Mock board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%-Below	Unsatisfactory

Written Exams- The number of correct answers is divided by the total number of questions to determine the grade

Practical/Clinical- Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame	Academic Year
900-hour Es-	Full-Time	34.5 hours/	900	29	40	1350	26.4
900-hour Es- thetics	Evenings	16 hours/	900	49	68	1350	26.4

900-HOUR ESTHETICS PROGRAM CURRICULUM OUTLINE– 900 Hours

SUBJECT-UNIT 1-900 HOURS	HOURS
Theory/ Classroom Instruction: Career Opportunities, Life Skills Management, Makeup, Communicating for Success, State Laws and Regulations, Cosmetic Chemistry, Product Knowledge, Skin Physiology, Client Care, Anatomy, Microbiology, Professional/Personal Development	80
Facials: Principles and Techniques of Skin Care Treatment and Application of Cosmetics, Histology of the Skin, Theory of Massage, Facial Treatments, Cosmetic Application, Removal of Unwanted Hair, Lash/Brow Tinting, Light Therapy, Extractions, Aromatherapy	200
Treatments: High Frequency, Galvanic, Brush Machine, Suction	50
Specialized Treatments: Dermasound, Microdermabrasion, Chemical Exfoliation, Fitzpatrick Scale, Lash & Brow Tinting, Reflexology & massage	140
Salon Business/Retail sales/Career and Employment Information: Fundamentals of Business Management, opening a Spa, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Spa Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Spa Safety; Seeking Employment, On the Job, and Professional Ethics, spa & industry field trips	50
Manicuring/Pedicuring: Nail Structure and Growth, Principles and Techniques of Theory of Massage, Manicuring, Pedicuring	25
Office of Professional Licensure and Certification Rules & Regulations/Mock Board Exams, New Hampshire State Rules, Regulations, state practical exam application, review, practice, preparing for boards, packing bags, labeling content	20
Instructor Discretion: To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training	35
MUD Beauty Essentials: Makeup facial analysis, base matching and application, correction, contours, and highlights, and focus on eyes and lips	94
Airbrush: Airbrush techniques to do beautiful, flawless beauty make-up	35
Bridal Make-up: Wedding make-up and what is required to successfully run a bridal make-up business	21
Eyelash extension theory, application, practical, safety, sanitation, techniques, glazing techniques, eye safety, eye health & conditions	150
Total:	900

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

- The Office of Professional Licensure & Certification requires 600 hours of training to receive a license in Esthetics. The additional 300 hours are dedicated to is necessary to develop advanced skills in MUD makeup techniques receiving certification in Bridal, Airbrush, and Beauty Essentials makeup, and advanced eyelash extensions techniques.

BARBERING PROGRAM– 900 HOURS

Description: The Barbering Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

Objectives: Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Barber. All students practice becoming a professional Barber by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins (when applicable) followed by clinical applications.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching & Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 75%. All students must pass two Mock board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%-Below	Unsatisfactory

Written Exams- The number of correct answers is divided by the total number of questions to determine the grade

Practical/Clinical- Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed	Academic Year
Barbering	Full-Time	34.5 hours/weekly	900	29	44	1350	26.4
Barbering	Part-Time	20 hours/weekly	900	49	74	1350	26.4
Barbering	Evenings	16 hours/weekly	900	64	96	1350	26.4

BARBERING CURRICULUM– 900 HOURS	
SUBJECT-UNIT 1-900 HOURS	HOURS
Theory/ Classroom Instruction: Career Opportunities, Life Skills Management, Communicating for Success, State Laws and Regulations, Professional Image, Electricity, History of Barbering, Disorders of the Hair & Scalp	140
Bacteriology: Health, Public Sanitation, Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment use, Life Skills and safety	30
Men’s Facial Massage and Treatments: Principles and Techniques of Skin Care Treatment, Theory of Massage, Facial Treatments, Light Therapy, Properties and disorders of the skin	100
Barber Shop Business/Retail sales/Career and Employment Information: Fundamentals of Business Management, opening a Barber Shop, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Barber Shop Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/human Relations, Insurance, Barber Shop Safety; Seeking Employment, On the Job, and Professional Ethics, Barber Shop & industry field trips	50
Men’s Hair Pieces: Principles and Techniques of men’s hair pieces, Enhancements, Product Knowledge, use and safety	25
Men’s and Ladies Hair Sculpting: Principles and Techniques of Sectioning, removing length or bulk with razor, scissors, clippers, shears, Men’s shaving	250
Men’s and Ladies Hair Design: Principles and Techniques of Men’s Facial hair design, Wet Styling, Blow Drying and Waving, Finger Waving, Hair Dressing, Product Knowledge, use and safety	120
Instructor Discretion: To be applied by the Instructor to strengthen student performance; supervised field trips; or other related training	122
Office of Professional Licensure and Certification Rules & Regulations/Mock Board Exams: New Hampshire State Rules, Regulations, state practical exam application, review, practice, preparing for boards, packing bags, labeling content	60
Final Exam	3
Total	900

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if the student desires to specialize in a specific area.

- The Office of Professional Licensure & Certification , require 800 hours of training to receive a license in Barbering. The additional 100 hours is necessary to develop advanced skills in clipper cutting, straight edge razors and close shaves.

STUDENT INSTRUCTOR PROGRAM- 800 HOURS

The Student instructor Program is designed for instruction in basic teaching methods and techniques which can be applied to any of the above listed programs in which the student holds a valid license

Description: A study of teaching the basic principles of cosmetology, Esthetics & Barbering that includes a basic understanding of the skin, hair, products, teaching techniques, observation theory, student retention, testing, lesson planning and Mindful Teaching techniques

Course Goals:

- Effectively teach the fundamentals of Cosmetology, Esthetics and/or Barbering
- Demonstrate effective classroom management and supervision
- Create lesson plans, create ways to engage learners and proficiently use technology in the classroom
- Assess progress reports and advise students on academics, attendance attitude
- Effectively manage classroom and student clinics during theory and hands-on practical application.
- Successfully prepare students for the salon, spa or barbershop experience
- Successfully mitigate student concerns and issues
- Demonstrate clear communication and listening skills

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Course Format: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for the Office of Professional Licensure & Certification preparation, graduation and job entry level skills. Classroom time is dedicated to teach you how to develop and use educational aids, presentation techniques and evaluation methods. Hands-on activities allow you to put your knowledge to use in the classroom, work with students on the clinic floor and run meaningful workshops.

Grading Procedures: Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. A final course exam is administered near the end of required hours. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Student must pass the final exam with a minimum grade of 75%. All students must pass one Mock board Practical and written Examinations with a minimum grade of 75% prior to graduating. All student who successfully complete graduation requirements are issued a Diploma. The following is a guideline for Student Instructors to follow when calculating/determining the grade. Numerical grades are considered according to the following:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%-Below	Unsatisfactory

Course Materials:

All student instructors receive:

- Milady Master Educator, 3rd Edition Textbook & Exam prep Workbook
- Access to student handbook online
- Employee handbook

Additional Materials vary pending the Student Instructor Program applied for:

Cosmetology:

- Pivot Point Designer’s Approach to Hair Designing
- Pivot Point’s LAB (Online learning platform) for Mindful Teaching Material
- Tablet w/access to books

Esthetics:

- Pivot Point Salon Fundamentals: Esthetics
- Pivot Point’s LAB (Online learning platform) for Mindful Teaching Material
- Tablet w/access to books

Barbering:

- Pivot Point Barbering
- Pivot Point’s LAB (Online learning platform) for Mindful Teaching Material
- Tablet w/access to books

Course	Schedule	Hours	Total Hours	Minimum Weeks	Maximum Weeks	Maximum Time Frame Allowed	Academic Year
Student Instructor	Full-Time	34.5 hours/weekly	800	24	35	1200	26.4

STUDENT INSTRUCTOR PROGRAM- 800 HOURS	
NH rules & regulations	20
The student registration process, forms, temporary permit, time reports, examination application process, financial aid process, Clinic floor observation, clinic operations observation, dispensary set up, Classroom observation (to include observation of demonstration and lecture in all 3 phases of learning)	150
Co-Teaching (under the direction and observation of a licensed instructor) may include presentation of visual aids, assisting in answering questions, classroom management, assisting with practical exams, lectures, demonstrations, clinic floor management, practical assignment grading and may include tasks assigned by the licensed instructor	34
Familiarizing student software system, entering grades, practical's, attendance	34
Milady's Master Educator:	
The Career Education Instructor, The Teaching Plan and Learning Environment, Teaching Study and Testing Skills, Basic Learning Styles and Principles, Basic Methods of Teaching and Learning, Communicating Confidently, Effective Presentations, Effective Classroom Management and Supervision, Achieving Learner Results, Program Review, Development, and Lesson Planning, Educational Aids and Technology in the Classroom, Assessing Progress and Advising Students, Making the Student Salon an Adventure, Career and Employment Preparation, The Art of Retaining Students, Educator Relationships, Learning Is a Laughing Matter, eaching Success Strategies for a Winning Career, Teams at Work, Evaluating Professional Performance.	40
Lesson Plan Development	
Advantages of Lesson Planning, Lesson Objectives D. Materials, Implements and Equipment, Educational Aids (visual aids), Facility, Time Allotment, Prior Student Assignments, Educator References, Motivation or Introduction, Presentation Outline, Activities for Lesson, Summary/Review, Evaluation/Question and Answer, Follow-up Assignment	140
Teaching Methodology	
Interactive Lecture, Demonstration and Practice, Group Discussion and Discovery, Role-playing and Visualization, Field Trips, Guest Speakers, Projects, Games, and Competitions, Experiments	120
Evaluation Techniques	
Multiple choice exams, Clinic floor rubrics, Practical rubrics, Makeup exams	70
Classroom Management	
Promoting a Positive Environment, Professionalism in the Classroom, Managing Learner Behavior, Managing Difficult Learner Behavior, Interruptions, Tardiness, Non-participation, Sleeping/Inattentiveness, Conflict Management, Mindful Teaching concepts	40
Use of Visual Aids	
Why use Visual Aids, Advantages of Using Visual Aids, Things to Consider, Concepts to Consider, Print Materials, Flip-charts, Audiovisual Materials, Power point, Social Media, White boards	40
Cosmetology Theory:	
Professional Development, Salon Ecology, Trichology, Salon Business, Hair Sculpture & Design, Wigs & Hair Additions, Texture, Color, Skin, Nails, Chemistry	
or	
Esthetics Theory:	
Life Skills, Science, Salon/Spa business, Anatomy & Physiology, Skin, Facial Treatments, Facial treatment devices, Hair Removal, Body Treatments, Makeup	140
or	
Barbering Theory:	
Life Skills, Science, Business, Client-Centered Design, Foundational Cuts, Tapered Cuts & Fades, Style, Shaving & Beards, Hair Replacement	
Testing	6
Total	800

Leave of Absence Policy

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student's reason for the LOA; and
- The request must include the student's signature

The reasons for which a leave of absence may be approved include:

- Medical issues
- Death in the family
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request before the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student could not attend.

Leaves of Absence may be granted for a minimum of five (5) days. The Leave of Absence and any other approved leaves of absence may not exceed 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA, and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. Suppose the student is a Title IV loan recipient. In that case, the student will be informed of the effects that the student's failure to return from leave may have on the loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the applicable number of days.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn, and no refund calculation is required at this time.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The student's withdrawal date for calculating a refund will be the student's last date of attendance.

Should a student fail to meet the above-listed criteria, the LOA will not be approved; the student will be considered absent should they cease attendance –after 14 consecutive days of non-attendance, a termination will result. This may have the following consequences:

- Effect loan obligations
- Possible revisions in the financial aid package
- Notification to lending institutions
- VA benefits may be affected
- Consequences of not returning to school at the expiration of the leave

Satisfactory Academic Progress Policy (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. 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.

Students are evaluated for Satisfactory Academic Progress at the conclusion of each evaluation period as follows:

Cosmetology (1500 Clock Hours)		
1st Evaluation Period Ends:	450	Clock Hours & 13 weeks
2nd Evaluation Period Ends:	900	Clock Hours & 26 weeks
3rd Evaluation Period Ends:	1200	Clock Hours & 34 weeks
Barbering (900 Clock Hours)		
1st Evaluation Period Ends:	450	Clock Hours & 13 weeks
Esthetics (600 Clock Hours)		
1st Evaluation Period Ends:	300	Clock Hours & 8 weeks
Esthetics Premium (750 Clock Hours)		
1st Evaluation Period Ends:	375	Clock Hours & 10 weeks
900-Hour Esthetics (900 Clock Hours)		
1st Evaluation Period Ends:	450	Clock Hours & 13 weeks
Student Instructor (800 Clock Hours)		
1st Evaluation Period Ends:	400	Clock Hours & 11 weeks

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. Empire Beauty Schools evaluates students' academic and attendance Satisfactory Academic Progress at the conclusion of each evaluation period. 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.

Transfer Students

The frequency of evaluations is dependent on the number of hours the student has accepted in the program. Empire Beauty Schools evaluates students' academic and attendance Satisfactory Academic Progress at the conclusion of each evaluation period.

Maximum Time Frame for Course Completion: (varies per campus)

The maximum time (which does not exceed 150% of the course length) allowed for students to completed each course at satisfactory academic progress is stated below: Evenings are not offered at the Laconia Campus. Cosmetology & Barbering Evening Programs are not offered at the Somersworth Campus.

Course	Schedule	Hours	Total Hours	Minimum	Maximum	Maximum	Academic
Cosmetology	Full-Time	34.5 hours/weekly	1500	49	66	2250	26.4
Cosmetology	Part-Time	25 hours/weekly	1500	67	90	2250	26.4
Cosmetology	Evenings	16 hours/weekly	1500	107	141	2250	26.4
Esthetics	Full-Time	34.5 hours/weekly	600	20	27	900	26.4
Esthetics	Evenings	16 hours/weekly	600	42	57	900	26.4
Esthetics Premium	Full-Time	34.5 hours/weekly	750	24	33	1125	26.4
Esthetics Premium	Evenings	16 hours/weekly	750	54	57	1125	26.4
900-hour Esthetics	Full-Time	34.5 hours/weekly	900	29	40	1350	26.4
900-hour Esthetics	Evenings	16 hours/weekly	900	49	68	1350	26.4
Barbering	Full-Time	34.5 hours/weekly	900	29	40	1350	26.4
Barbering	Part-Time	20 hours/weekly	900	49	68	1350	26.4
Barbering	Evenings	16 hours/weekly	900	64	85	1350	26.4
Student Instructor	Full-Time	34.5 hours/weekly	800	24	35	1200	26.4

The institution operates all programs according to a schedule of 900 hours per academic year of instruction. 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. The maximum time frame for a transfer student is based on 150% of the actual contracted hours at the institution. Additionally, the maximum time-frame for a part-time student is based on 150% of the total program length. Schedule changes may affect the completion time frame of programs including schedule changes, leaves of absences and absenteeism. **Students who have not completed the course within the maximum time-frame will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution's admission's policy.**

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 75% and 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:

Grading	Description
100%-93%	Excellent
92%-85%	Very Good
84%-75%	Satisfactory
74%-Below	Unsatisfactory

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 at the time of each of 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 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, they 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, they 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.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

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

Withdrawal Policy– Refund Policy– Notice of Cancellation

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$100.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded except a non-refundable application fee of \$100, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but before starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. 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 institution that the student will not be returning.
6. A student is expelled by the school. (The institution will determine unofficial withdrawals by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4, or 5, 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.
8. For students who enroll and begin classes but withdraw before course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<i>% Of Scheduled Time Enrolled to Total Course/Program</i>	<i>Total Tuition School Shall Receive/Retain</i>
<i>0.01% to 04.9%</i>	20%
<i>5% to 09.9%</i>	30%
<i>10% to 14.9%</i>	40%
<i>15% to 24.9%</i>	45%
<i>25% to 49.9%</i>	70%
<i>50% and over</i>	100%

9. All refunds will be calculated based on the student’s last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
10. Students who withdraw or terminate before course completion are charged a termination fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG, 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 the enrollment agreement.
11. Kit and books will be retained by the student for health and sanitation reasons and considered non-refundable by the school except for instances outlined above in 1, 2 & 3.
12. Upon termination, graduation, or withdrawal, any unsettled account balances may be subject to third-party collections after 90 days.

Program Cancellation Policy

- If a course and/or program is canceled subsequent to a student’s enrollment, and before instruction in the course and/or program has begun, the school shall at its option:
 - (a) Provide a full refund of all monies paid; or
 - (b) Provide completion of the course and/or program.
- 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:
 - (a) Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - (b) Provide completion of the course and/or program; or
 - (c) Participate in a Teach-Out Agreement; or
 - (d) Provide a full refund of all monies paid.
- If a school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for students. The school has at its option:
 - (a) Provide a pro-rata refund; or
 - (b) Participate in a Teach-Out Agreement.

Return of Title IV Funds Policy

Return of title IV Funds: Section 484B of the H.E.A.

The return of Title IV funds as prescribed in Section 484B of the HEA Amendments determines the amount of Title IV aid a student has earned at the time a student withdraws. The amount of the Title IV aid a student has not earned is then returned to the Title IV programs. It is a proportional calculation based on the date of withdrawal through sixty-percent (60%) of the payment period. The formula in brief is as follows:

- The institution will determine the date of withdrawal and then determine the percentage of the payment period attended by the student.
- The institution will determine the amount of Title IV aid for which the student was eligible by the percentage of the time enrolled.
- The institution will compare the amount earned to the amount disbursed. If the amount of aid disbursed exceeds the amount earned, this amount of Title IV aid must be returned.
- The institution allocates the responsibility for returned unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
- The institution must then distribute the unearned Title IV aid back to the Title IV programs. After this process has been completed, the institution will then perform the calculation of the institutional refund.

Title IV Aid to be Disbursed or Returned Policy

If the student receives less federal student aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. If the student receives more Title IV Aid than the amount earned, the school, the student, or both must return the unearned funds in a specified order.

Order of Return of Title IV Funds

First, unearned funds returned by Empire Beauty Schools or the student, as appropriate must be credited to outstanding balances on title IV on behalf of the student for the payment period for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period for which a return of funds is required in the following order:

1. Unsubsidized Federal Direct Stafford loans.
2. Subsidized Federal Direct Stafford loans.
3. Federal Direct PLUS received on behalf of the student

Then, if unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period for which a return of funds is required in the following order:

1. Federal Pell Grants.
2. Other federal, state, private and/or institutional sources of aid; and
3. The student.

Post-withdrawal disbursements

Summary of actions a school must take before making a post-withdrawal disbursement

The actions a school must take before it may disburse funds from a post-withdrawal disbursement vary depending on the source of the funds. A school must obtain confirmation from a student, or parent for a Direct Parent PLUS Loan, before making any disbursement of loan funds from a post-withdrawal disbursement. Without obtaining a student's permission, Title IV grant funds from a post-withdrawal disbursement are credited to a student's account to pay for tuition, fees, and room and board (if the student contracts with the school) or disbursed directly to a student. A school must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges.

Post-withdrawal disbursement of Title IV grant funds

Empire Beauty Schools is permitted to credit a student's account with the post-withdrawal disbursement of Title IV grant funds without the student's permission for current tuition, fees, and room and board (if the student contracts with the school) up to the amount of outstanding charges. A school must obtain a student's authorization to credit a student's account with Title IV grant funds for charges other than current charges.

Empire Beauty Schools is permitted to use a student's or parent's authorization for crediting the student's account for educationally related expenses that the school obtained before the student's withdrawal date so long as that authorization meets the cash management requirements for student or parent authorizations. If the school did not obtain authorization prior to the student's withdrawal, the school would have to get authorization in accordance with the cash management requirements before the school could credit the student's account for other current charges or educationally related activities. Empire Beauty Schools must credit the student's account with the post-withdrawal disbursement for current charges within 180 days of the determination date. A school must disburse any amount of a post-withdrawal disbursement of grant funds that are not credited to the student's account. Moreover, the school must make the disbursement as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew.

A post-withdrawal disbursement of Title IV loan funds

Empire Beauty Schools must notify a student, or parent of a Direct Parent PLUS Loan, in writing before making any post-withdrawal disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). The information provided in this notice must include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and must be provided within 30 days of the date of a school's determination that a student has withdrawn. In addition, the notice must request confirmation of any post-withdrawal disbursement that the student or parent wishes the school to make, as applicable.

The notice must identify the type and amount of the loan funds it wishes to credit to the student's account or disburse directly to the student or parent, explain that a student, or parent for a Direct Parent PLUS Loan, may accept or decline all or a portion of the funds. The notice must also explain to the student or parent for a Direct Parent PLUS Loan the obligation to repay the loan funds whether they are disbursed to the student's account or directly to the borrower.

The notice must also make clear that a student, or parent for a Direct Parent PLUS Loan, may not receive as a direct disbursement loan funds that the institution wishes to credit to the student's account unless the institution agrees to do so. If the student, or parent for a Direct Parent PLUS Loan, does not wish to accept some or all of the loan funds that the institution wishes to credit to the student's account, the institution must not disburse those funds.

In the information a school provides to a student when the school informs the student that they are due a post-withdrawal disbursement of loan funds, the school should include information about the advantages of keeping loan debt to a minimum. If a post-withdrawal disbursement includes loan proceeds, Empire Beauty Schools suggests that the student cancel the loan unless the recipient needs the funds to pay educational costs. With a student's permission, Title IV grant funds due a student in a post-withdrawal disbursement may be used to pay down a Title IV loan, thereby reducing any post-withdrawal disbursement made directly to the student.

The school must document the result of the notification process and the final determination made concerning the disbursement and maintain that documentation in the student's file. For example, suppose a school has completed a post-withdrawal loan notification and confirmed a student's desire for any Direct Loan funds included in the post-withdrawal disbursement. In that case, the school is permitted to credit a student's account with the post-withdrawal disbursement without additional permission from the student (or parent, in the case of a Direct PLUS Loan) for current charges. A school may combine providing loan counseling, obtaining authorization to credit loan funds to a student's account for outstanding charges, and obtaining authorization to disburse the student directly.

Once a school has received confirmation from a student, or parent in case of a Direct PLUS Loan that they want to receive the post-withdrawal disbursement of loan funds, a school must make the post-withdrawal disbursement of Title IV loan proceeds as soon as possible but no later than 180 days after the date of the school's determination that the student withdrew.

Crediting a student's account

Empire Beauty Schools will only request Title IV funds for a post-withdrawal disbursement if and when it has determined that it can disburse any post-withdrawal disbursement within three business days of receiving the funds.

When a student withdraws, the requirements for treating Title IV funds reflect the cash management requirements for disbursing Title IV funds. An institution must obtain a student's authorization to credit a student's account with Title IV funds for charges other than current charges for tuition and fees. Outstanding charges on a student's account are charges for which the institution will hold the student liable after applying any applicable refund policy. After any adjustment, these are the institutional charges that reflect what the student will owe for the current term after their withdrawal, any other current charges, plus any permitted minor prior year charges.

Notice to a student offering post-withdrawal disbursement flexibility in notifying students

To avoid having to contact a student multiple times, a school may use one contact to:

- Notify a borrower about their loan repayment obligations;
- Obtain permission to credit loan funds to a student's account to cover unpaid institutional charges;
- Obtain permission to make a post-withdrawal disbursement of grant or loan funds for other than institutional charges; and
- Obtain permission to make a post-withdrawal disbursement of loan funds directly to a student.

Empire Beauty Schools will send the notification as soon as possible, by 30 calendar days after the school determines the student withdrawal date.

In the notification, the school must advise the student or parent that an institution may set a deadline of 14 days or more. Any deadline must apply to both confirmation of loan disbursements to the student's account and direct disbursements of a post-withdrawal disbursement. In addition, the notification must make it clear that if the student or parent does not respond to the notification within the time frame, the school is not required to complete the post-withdrawal disbursement. However, a school may choose to make a post-withdrawal disbursement based on an acceptance from a student or parent after the deadline.

A school that chooses to honor a late response must disburse all the funds accepted by the student or parent as applicable. For example, the school cannot credit the student's account per the student's request but declines to disburse post-withdrawal funds accepted as a direct disbursement. Suppose a response is not received from the student or parent within the permitted time frame or the student declines the funds. In that case, the school must return (or, in the case of grant funds, re-disburse to another eligible student) any earned funds that the school was holding to the Title IV programs. Suppose a student or parent submits a timely response accepting all or a portion of a post-withdrawal disbursement per the student's or parent's instructions. In that case, the school must disburse the loan funds within 180 days of the date of the institution's determination that the student withdrew. (For additional information, see the discussion under the Date of the institution's determination that the student withdrew earlier in this chapter.) Note that the date of the institution's determination that the student withdrew is the exact date that triggers the 30-day period that the school has for notifying the student or parent of any post-withdrawal disbursement available for direct disbursement. Consequently, the sooner a school sends the notification to a student or parent, the more time the school has to make any accepted post-withdrawal disbursement.

Suppose authorization from a student (or parent for a Direct PLUS Loan) is received after the deadline, and the school chooses not to make a post-withdrawal disbursement of loan funds. In that case, the school must notify the student (or parent) that the post-withdrawal disbursement will not be made and why. This notification must be made in writing. However, if authorization from the student (or parent for a Direct PLUS Loan) is never received, or if the school chooses to make a post-withdrawal disbursement of loan funds per the recipient's instructions on an authorization received after the deadline, the school does not need to notify the student.

Example of the Post-Withdrawal Disbursement Requirements

Michael dropped out of school on November 5. On November 10, the school became aware that Michael had ceased attending. The school determines that because Michael has earned \$900 in Title IV Program assistance that he has yet to receive, he is due a post-withdrawal disbursement of \$900. When Michael withdrew, only \$600 of the \$1,000 in Federal Pell Grant funds that could have been disbursed had been disbursed. Of the \$500 in Direct Loan funds that could have been disbursed, they had yet to be disbursed. The school determines that Michael has \$50 in outstanding tuition charges and \$100 in outstanding library fines for the payment period. The school obtained permission from Michael at the beginning of the term (before his withdrawal) to credit his account for educationally related charges other than tuition, fees, and room and board. Because available grant funds must be used before available loan funds to make a post-withdrawal disbursement, the school credits Michael's account with \$150 of his Federal Pell Grant funds. On November 12 (the last date school could have sent the funds was December 24th— 45 days after the date of the school's determination that the student withdrew), the school sent the remaining \$250 in Pell Grant funds to Michael. On the same day (the last date the school could have sent the notification was December 9th— 30 days after the school's determination that the student withdrew), the school sends a notification to Michael stating that:

- He is due a post-withdrawal disbursement of \$500 in Direct Loan funds to be disbursed directly to him.
- Michael may accept all, a portion, or none of the \$500 in Direct Loan funds.
- However, any Direct Loan funds Michael takes will have to be repaid.
- The school must make a post-withdrawal disbursement of loan funds only if Michael accepts the funds by November 25, 14 days after the school sends the notification. Note that a school may allow more than 14 days for a response. For example, Michael responded on November 19 and informed the school that he was accepting \$250 of the \$500 in Direct Loan funds. The school has until June 9 (180 days after November 10— the date the school determined that the student withdrew) to make the disbursement (34 CFR 668.22(a)(6)(iii)(C)). The school must document the notification and the final determination pursuant to it (whether the student accepts a partial or full).

Verification Policy

Verification is the process by which the Financial Aid Office compares the information on the Free Application for Federal Student Aid (FAFSA) with source documents provided by the student to verify the accuracy of the application information. These policies are to be used in conjunction with the Department of Education's Verification Guidelines. Federal student aid will not be awarded to those students selected for verification until all requested documentation is submitted and the verification process is complete. If a student withdraws from all classes before verification is completed, the student must provide the necessary documents for verification within 45 days of the withdrawal date in order to receive a post-withdrawal disbursement.

Verification Deadlines:

The deadline for a student to submit the required verification or other documentation will be 60 days from the date of the first email request. No student will be awarded or disbursed federal student aid until all documents have been reviewed and the data in question has been resolved.

Consequences:

It is the student's responsibility to provide requested information so that the verification process can be completed. The school is unable to disburse federal student financial aid until the verification process is complete. Failure to complete the verification process may result in a student not being eligible for federal aid and will need other means to pay for classes. Failure to adhere to a new payment schedule within 60 days, may result in the student being dropped from contracted class.

Notification of Award Change:

- The Financial Aid Office will notify a student of the results of verification of an Award Letter or a revised Award Letter. The Student will be expected to come into the office to view the award and sign prior to disbursement of federal funds. If changes have been sent electronically to the U.S. Department of Education, the student is notified by receiving a new Student Aid Report (SAR) from the federal processor.

Overpayment cases to the Department of Education:

- Overpayments of federal and state aid, if they occur, are resolved with subsequent adjustments to the student's account. If an adjustment cannot be made, Empire Beauty Schools will refer the overpayment to the appropriate federal agency.

Required correction procedures for students:

Upon receipt of the SAR, the student should review all information listed on the SAR and submit for processing any errors reported on the original FAFSA to the Central Processing System (CPS). In addition, customized Verification Worksheets will be sent via email, mailed to the home address of students or meet with Financial Aid Office, selected for federal verification. The student and parent(s) should complete the documentation upon receipt and return it to the Financial Aid Office by U.S. mail, email, or drop off to financial aid office. All verification documents must be received by the School within 60 days of notice; to avoid the cancellation of the student's financial aid award. An electronic summary of a student's original FAFSA and any corrected FAFSA information will be sent from the CPS to the School. Once received, all FAFSA data, The Institution's Verification Worksheets, and any supplemental verification documents will then be reviewed by the School to verify the accuracy of the student's FAFSA information and to calculate his/her eligibility for need-based financial aid.

If a student's FAFSA information changes as a result of the School's verification process, the School will:

submit for processing changes to the FAFSA information determined to be in error*;
recalculate the student's Federal Pell Grant on the basis of the recalculated EFC;
adjust the student's financial aid package on the basis of the recalculated EFC; and notify the student in writing (by U.S. mail, email or in-person) of any change to his/her financial aid package.

***Note:** Although the School will be able to submit most changes to FAFSA information, on occasion it may be necessary for the student to submit changes directly to the CPS. In such cases, the School will notify the student in writing (by U.S. mail, email or in-person) as to which data items must be corrected by the student and submitted for processing to the CPS.

Standard procedures for referring a student to the Office of Inspector General:

Students and parents are advised that the School must and will refer to the Office of Inspector General (OIG) any credible information indicating that an applicant for Federal Student Aid may have engaged in fraud or other criminal misconduct in connection with FAFSA applications. Common misconduct includes false claims of independent status, false claims of citizenship, use of false identities, forgery of signatures of certifications, and false statements of income. Note that fraud is the intent to deceive as opposed to a mistake on an application.

Federal Student Aid Credit Balances

Federal Student Aid (FSA) credit balance is created when the total of all FSA funds credited to a student's account exceeds the total of tuition, fees, room, board and other eligible institutional and educational charges on a student's account. Any FSA credit balances are created by funds from the Federal Pell Grant and Federal Direct Loan Programs. Title IV, HEA funds will not be used to cover overtime charges. All students are counseled on their maximum loan eligibility and required to either accept or deny any credit balance remaining on their account.

Unless a student or parent (in the case of a Parent PLUS Loan) authorizes a school to hold a credit balance, the credit balance must be paid to the student or parent as soon as possible but no later than fourteen (14) calendar days after the balance is created (or 14 days after the first day of class if the credit balance was created before the first day of class).

By signing the Authorization to Hold a Federal Student Aid Credit Balance form, you authorize Empire Beauty Schools to retain and FSA credit balance until the end of a payment period in the award year for which those funds were awarded. At which time, Empire Beauty schools will refund excess funds to you (the student or parent, as applicable). Empire Beauty Schools will pay credit balances by check or electronic transfer of funds.

A student or parent has the right to withhold agreement from all or part of this authorization. If you elect not to authorize Empire Beauty Schools to hold your FSA credit balance, the funds will be paid to you (the student or parent as applicable) within the fourteen 14-day period noted above. Note that if you elect not to sign this form or, if later cancel your authorization, you will be required to pay any outstanding charges to the school. A copy of this agreement will be held at the corporate office to ensure funds are not withheld.

This authorization will remain in effect for each subsequent payment period unless you withdraw it. However, in no case will Empire Beauty Schools hold an FSA credit balance of loan funds beyond the end of the loan period, nor an FSA credit balance of other funds beyond the end of the last payment period in the award year for which the funds were awarded.

This authorization may be withdrawn at any time providing a written request to the following address:

Empire Beauty Schools Corporate Office
P.O. Box 16309
Hooksett, NH 03106

If you withdraw your authorization, Empire Beauty Schools will deliver any remaining credit balance to you within 14 days. (Note that your cancellation is not retroactive).

Alcohol & Drug Free Policy

Empire Beauty Schools believes that it is very important to provide a safe environment for all of its students and employees. Substance abuse, while at work, school or otherwise, seriously endangers the safety of students and employees, as well as the general public, and creates a variety of problems including increased theft, decreased morale, decreased productivity, and a decline in the quality of services provided. It is also our Policy to prevent the use and/or presence of these substances in the school. Empire Beauty Schools will strive to provide an environment conducive to making conscientious and healthy decisions when students are faced with difficult choices associated with the use of legal and illegal drugs.

- It is a violation of school policy for any student to:
- Use illegal drugs or misuse prescription drugs;
- Misuse alcohol;
- Possess, trade, manufacture, distribute, dispense, buy or offer for sale alcohol, illegal and/or prescription drugs while on duty, during break periods, or on school property;
- Arrive or return to school intoxicated from use of illegal drugs, misused prescription drugs or alcohol;
- Engage in the use of illegal drugs, misuse of prescription drugs or alcohol during school hours or while on school property (including parking lots);
- Use prescription drugs or non-prescription drugs that may affect the safety of the student or fellow students, and members of the public;
- Have tampered or attempted to alter or attempt to interfere with the testing procedure.

Any student who is taking any prescription or non-prescription drug which might impair safety, performance, or any motor functions must advise his/her instructor or the School Director before providing services under such medication. Students are individually responsible for being aware of applicable laws, regulations, ordinances, and the Empire Beauty Schools policy for complying with them. The Empire Beauty Schools will assist in that endeavor by providing current information on an ongoing basis to all students.

Student Assistance:

The Empire Beauty Schools hold all students accountable in terms of substance use but also supports getting help for students. Students who come forward voluntarily to identify that they have a substance problem will not be reprimanded. It is important for the student to come to an understanding regarding the extent of the problem in order to correct the problem and be able to avoid future usage in violation of the Empire Beauty Schools Policy. This is required in order to correct the problem and be able to avoid violating the school's Policy in the future. If the student is willing to actively engage in resolving the substance use problem, the Empire Beauty Schools will refer the student to a Substance Abuse Professional for an assessment and possible outpatient counseling at the student's expense. This leave will be conditioned upon receipt of reports from the treatment providers that the student is cooperating and making reasonable progress in the treatment program. The student will be permitted to return to school only if they pass a drug /alcohol test and has satisfactory medical evidence that they are fit for attendance. This protection does not cover a student who confesses a problem after an incident or accident that requires a substance use test, or after being notified that a reasonable suspicion test is required.

Disciplinary Action:

Violation of this Policy may result in the student's immediate termination. Re-admittance may be considered after 60 days. To be considered for re-admittance, the student must provide proof of having satisfactorily attended treatment that is provided by a Substance Abuse Professional (SAP) and/or prescribed by a SAP and completed a drug and/or alcohol test, determined by which test was previously positive, with a negative test result. If the student is re-admitted, they must complete the prescribed follow-up testing by the SAP or by law, as applicable, to continue attending the Empire Beauty Schools. Treatment and follow-up testing will be at the expense of the student. The Empire Beauty Schools may terminate a student who has entered a rehabilitation program for violations of the Drug Free School Policy or any other school policy in accordance with the procedures set forth in the Student Catalog.

Confidentiality:

All information, interviews, reports, statement memoranda and drug test results, written or otherwise, received by the Empire Beauty Schools as part of this drug testing program are confidential communications. Unless authorized by state laws, rules or regulations, Empire Beauty Schools will not release such information without a written consent form signed voluntarily by the person tested. Information on drug testing results will not be released unless such information or records are compelled by a court or a professional or occupational licensing board.

Biennial Review:

Empire Beauty Schools will review the drug and alcohol prevention program every two years. Any recommendations/data and or assistance available to substance abusers will be updated and distributed to all students and staff of the schools.

Notice of Federal Student Aid (FSA) Penalties for Drug Law Violations:

The Higher Education Opportunity Act requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate clear, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless the student was tried as an adult.

SCHOOL POLICIES



The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) to complete the "Student Aid Eligibility Worksheet" to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

By completing the FAFSA, you may be eligible for nonfederal aid from states and private institutions even if ineligible for Federal Aid. If you regain eligibility during the award year, notify your financial aid office immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you may be liable for returning any financial aid you received during a period of ineligibility.

School Flexibility:

The Empire Beauty Schools reserve the right to alter or amend any portion of this policy at any time without prior notice. The schools reserve the right to alter or modify this policy in a given situation depending on the totality of the circumstances. Time periods stated herein for the performance of any act or provision of any notice by the schools are for guidance only and failure of the Empire Beauty Schools to strictly meet any time frame provided herein shall not preclude the schools from taking any action provided herein. Under no circumstances shall failure to perform any act within the time frames herein excuse or relieve any student from his or her obligations, act to nullify any positive test, or relieve any student from the consequences of any positive test, or any other violation of this Policy.

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. The use or possession of alcohol, drugs, or any drug paraphernalia in any form on school premises, on school grounds, or at any school related activity would result in immediate expulsion.

Students seeking additional services may contact the following agencies:

The Doorway www.thedoorway.nh.gov	Greater Manchester 303 Belmont Street Manchester, NH 03103 Dial (2-1-1)	AVH Professional Ctr. 7 Page Hill Rd. Berlin, NH 03570 Dial (2-1-1)
	Concord Hospital 40 Pleasant Street Concord, NH 03301 Dial (2-1-1)	LRH 11 Riverglen Lane Suite 100 Littleton NH 03561 Dial (2-1-1)
	Wentworth-Douglass Hospital 798 Central Ave Dover, NH 03820 Dial (2-1-1)	Greater Nashua 268 Main St Nashua NH 03064 Dial (2-1-1)
	Concord Hospital- Laconia 80 Highland Street Laconia, NH 03246 (603)934-8905	
State Funded Programs	Bridge Street Recovery LLC 608 Francestown Rd Bennington NH 03442 (603) 255-7070	Willows Treatment Ctr 293 Wilson St, 2nd Floor Manchester NH 03103 (603) 641-9441 ext. 401
	Serenity Place 101 Manchester Street Man- chester, NH 03101 603-625-6980	Hope on Haven Hill 361 Rout 108 #2 Somersworth, NH 03878 603-841-5353
	(Dial) 211 NH 24 hr. Multilingual assistance & TDD access referral specialist	

CAMPUS SEXUAL MISCONDUCT POLICIES

1. Introduction

The Empire Beauty Schools are committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the Empire Beauty Schools community should be aware that the schools are strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

As part of Empire Beauty Schools commitment to providing a working and learning environment free from sexual misconduct, this Policy shall be disseminated widely to the school community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Empire Beauty Schools provides training to key staff members to enable the school to handle any allegations of sexual misconduct promptly and effectively. Empire Beauty Schools will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

2. Scope of the Policy

This Policy governs sexual misconduct involving students that occurs on any Empire Beauty Schools property or in connection with any school-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with Empire Beauty Schools, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. Empire Beauty Schools encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in this Policy, Empire Beauty Schools will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

3. Prohibited Conduct

Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under this Policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct. The definitions for specific acts of sexual misconduct can be found in the Definitions of Key Terms at the end of this Policy statement.

Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. This Policy prohibits all forms of sexual misconduct.

4. Options for Assistance Following an Incident of Sexual Misconduct

Empire Beauty Schools strongly encourages any victim of sexual misconduct to seek immediate assistance. Seeking prompt assistance may be important to ensure a victim's physical safety or to obtain medical care. Empire Beauty Schools strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Reporting Incidents of Sexual Misconduct:

Victims of sexual misconduct may file a report with the local police department. Victims may also file a report with the Title IX Coordinator for their respective school. More information about reporting an incident of sexual misconduct can be found in Section 6 of this Policy, below.

The victim of the sexual assault may choose for the investigation to be pursued through the criminal justice system and Empire Beauty Schools disciplinary procedures. The school and the criminal justice system work independently from each other. Law enforcement officers do not determine whether a violation of this Policy has occurred. The school Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision.

Support Services Available:

Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the school's disciplinary or criminal process. Empire Beauty Schools does not provide counseling or health care services. Personal counseling offered by Empire Beauty Schools will be limited to initial crisis assessment and referral.

if a student is victimized off school property, the student may certainly talk to someone at the school for guidance, however, the school cannot investigate this type of incident as the perpetrator is not a student and outside the scope of this policy.

Local Resources:		
<p>Bridges 28 Concord St Nashua NH 03064 (603) 889-0858 bridgesnh.org</p>	<p>Voices Against Violence 300 Main St Plymouth, NH 03264 (603) 536-5999 www.voicesagainstviolence.org</p>	<p>Monadnock Center for Violence Prevention, Inc 12 Court St #103 Keene NH 03431 (603) 352-3782 www.mcvprevention.org</p>
<p>REACH Crisis Services at YWCA 72 Concord St Concord NH 03301 (603) 625-5785 www.ywcan.org</p>	<p>Starting Point P.O. Box 1972 Conway NH 03818 (603) 447-2494 www.startingpointnh.org</p>	<p>Turning Points Network 231 Broad St Claremont NH 03743 (603)543-0155 www.turningpointnetwork.org</p>
<p>Thrive 287 S Main St #3 Concord NH 03301 (603) 225-7376 www.cccnh.org</p>	<p>SHARPP 2 Pettee Brook Lane Durham NH 03824 (603) 862-3494 www.unh.edu</p>	<p>WISE 38 Bank St Lebanon NH 03766 1-866-348-9473 www.wiseuv.org</p>
<p>New Beginnings Women's Crisis P.O. Box 622 Laconia, NH 03247 1-866-841-6247 www.newbeginningsnh.org</p>	<p>Haven 20 International Dr #300 Ports- mouth NH 03801 (603)994-7233 www.havennh.org</p>	<p>Response 54 Willow St Berlin NH 03570 (603) 752-5679</p>
National Resources		
National Sexual Assault Hotline		1-800-656-4673
Violence Hotline		1-800-799-7233

The school Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their wellbeing. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring). Empire Beauty Schools may be able to provide additional interim measures to victims while an investigation is pending, such as no contact orders and changing the alleged perpetrator’s class schedule.

Evidence Preservation:

Victims of sexual assault, domestic violence or dating violence should consider seeking medical attention as soon as possible. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen where they were assaulted so that evidence necessary to prove criminal activity may be preserved. In circumstances where the victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address health concerns. Victims of sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful in connection with a school or police investigation.

5. Title IX Coordinator

The school Title IX Coordinator is responsible for monitoring and overseeing Empire Beauty Schools compliance with Title IX and the prevention of sex harassment, sexual misconduct and discrimination. The Title IX Coordinator is:

- Knowledgeable and trained in Empire Beauty Schools policies and procedures and relevant state and federal laws;
- Available to advise any individual, including a complainant, respondent, or a third party, about Empire Beauty Schools and community resources and reporting options;
- Available to provide assistance to any Empire Beauty Schools employee regarding how to respond appropriately to a report of Title IX-related prohibited conduct and related retaliation;
- Participates in ensuring the effective implementation of this Policy, including monitoring compliance with all procedural requirements, record keeping, and timeframes; and
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture.

Inquiries or concerns about Title IX may be referred to the school Title IX Coordinator:

Hooksett	Somersworth	Laconia
<p>Tirra Rozen 1328 Hooksett Road Hooksett, NH 03106 603-792-1400 tro- zen@empirebeautyschools.com</p>	<p>Kim Walch 456 High Street Somersworth, NH 03878 603-692-1515 kwalch@empirebeautyschools.com</p>	<p>Katey Maleski 556 Main Street Laconia, NH 03246 603-524-8777 kmaleski@empirebeautyschools.com</p>

6. Reporting Policies and Protocols

Empire Beauty Schools strongly encourage all members of the school community to report information about any incident of sexual misconduct as soon as possible, whether the incident occurred on or off campus. Reports can be made either to the school and/or to law enforcement.

Reporting to the Institute

An incident of sexual misconduct may be reported directly to the school Title IX Coordinator. If the school Title IX Coordinator is the alleged perpetrator of the sexual misconduct, the report should be submitted to the Empire Beauty Schools President. Filing a report with a school official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

An individual who has experienced an incident of sexual misconduct may report the incident at any time, regardless of how much time has elapsed since the incident occurred. Empire Beauty Schools is committed to supporting the rights of a person reporting an incident of sexual misconduct to make an informed choice among options and services available. Empire Beauty Schools will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

Reporting to Law Enforcement

An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911. At the complainant's request, Empire Beauty Schools will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault

Reporting of Crimes & Annual Security Reports

Campus safety and security are important issues at the Empire Beauty Schools. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this Policy.

Each year Empire Beauty Schools prepares this report to comply with the Clery Act. The full text of this report can be located on the schools web site at www.empirebeautyschools.com. This report is prepared in cooperation with the local law enforcement agencies around our campus. Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from or by calling the School Director. All prospective employees may obtain a copy from the School Director.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the School Director constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. The warning will be issued through the most effective and efficient means available and may include instant messaging to students and Empire Beauty Schools employees. Notices may also be posted in the common areas throughout the school. Anyone with information warranting a timely warning should report the circumstances to the School Director by phone or in person at the school.

Third-Party and Anonymous Reporting

In cases where sexual misconduct is reported to the Title IX Coordinator by someone other than the complainant (by an instructor, classmate or friend, for example), the Title IX Coordinator will promptly notify the complainant that a report has been received. This Policy and the Procedures will apply in the same manner as if the complainant had made the initial report. The Title IX Coordinator will make every effort to meet with the complainant to discuss available options and resources. Reports from an anonymous source will be treated in a similar fashion.

No Retaliation

Empire Beauty Schools prohibit retaliation against those who file a complaint or third-party report, or otherwise participate in the investigative and/or disciplinary process (e.g., as a witness). The school will take strong responsive action if retaliation occurs. Any incident of retaliation should be promptly reported to the Title IX Coordinator or the President of Empire Beauty Schools.

Coordination With Drug Free School Policy

Students may be reluctant to report instances of sexual misconduct because they fear being disciplined pursuant to the Empire Beauty Schools alcohol or drug policies. The Empire Beauty Schools encourage students to report all instances of sexual misconduct and will take into consideration the importance of reporting sexual misconduct in addressing violations of the school's alcohol and drug policies. This means that, whenever possible, the Empire Beauty Schools will respond educationally rather than punitively to student alcohol or drug policy violations associated with reported sexual misconduct.

7. School Policy on Confidentiality

Empire Beauty Schools encourages victims of sexual misconduct to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual misconduct. Empire Beauty Schools encourage victims to talk to someone identified in one or more of these groups.

Privileged and Confidential Communications – Professional & Pastoral Counselors

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. Empire Beauty Schools do not provide professional or pastoral counseling, but can assist a victim of sexual misconduct in obtaining support services from these groups or agencies. Contact information for these support organizations is listed in Section 4 of this Policy.

A victim who at first requests confidentiality may later decide to file a complaint with Empire Beauty Schools or report the incident to local law enforcement, and thus have the incident fully investigated.

NOTE: While these professional and pastoral counselors and advocates may maintain a victim's confidentiality vis-à-vis Empire Beauty Schools, they may have reporting or other obligations under state law.

ALSO NOTE: If Empire Beauty Schools determine that the alleged perpetrator(s) pose a serious and immediate threat to the school community, the School Director may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

Reporting to Title IX Coordinator

When a victim tells the Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect Empire Beauty Schools to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the schools response to the report. The Title IX Coordinator should not share information with law enforcement without the victims consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinators reporting obligations and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that Empire Beauty Schools will consider the request, but cannot guarantee that the school will be able to honor it.

The Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victims wishes, including for Empire Beauty Schools to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a victim to make a full report if the victim is not ready to.

Requesting Confidentiality: How the School Will Weigh the Request and Respond

If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Empire Beauty Schools must weigh that request against the schools obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If Empire Beauty Schools honor the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when Empire Beauty Schools may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:
 - ⇒ whether there have been other sexual misconduct complaints about the same alleged perpetrator;
 - ⇒ whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - ⇒ whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;
 - ⇒ whether the sexual misconduct was committed by multiple perpetrators;
 - ⇒ Whether the sexual misconduct was perpetrated with a weapon;
 - ⇒ Whether the victim is a minor;
 - ⇒ Whether Empire Beauty Schools possess other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead Empire Beauty Schools to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

If Empire Beauty Schools determine that it cannot maintain a victim's confidentiality, the school will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the school's response. Empire Beauty Schools will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or school employees, will not be tolerated. Empire Beauty Schools will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance;
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to local law enforcement – and provide the victim with assistance if the victim wishes to do so.

Empire Beauty Schools may not require a victim to participate in any investigation or disciplinary proceeding.

Because Empire Beauty Schools is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the school to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.

If Empire Beauty Schools determines that it can respect a victim's request for confidentiality, the school will also take immediate action as necessary to protect and assist the victim.

Miscellaneous

Take Back the Night and other public awareness events. Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents of sexual violence, are not considered notice to Empire Beauty Schools of sexual misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts.

Off-campus Counselors and Advocates. Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with Empire Beauty Schools unless the victim requests the disclosure and signs a consent or waiver form. Contact information for these off-campus resources can be found in Section 4 of this Policy.

8. Investigation Procedures and Protocols

The Title IX Coordinator oversees the Institute's investigation, response to, and resolution of all reports of prohibited sexual misconduct, and of related retaliation, involving students, faculty, and staff. The Title IX Coordinator will designate a specially trained investigator (or team of investigators) to interview the complainant, respondent and any witnesses. The investigator will also gather pertinent documentary materials (if any) and other information.

Notice of Investigation

The Title IX Coordinator will inform the complainant before starting an investigation. The complainant may request that an investigation not be undertaken. The Title IX Coordinator will consider such a request in light of Empire Beauty Schools commitment to provide a safe and non-discriminatory environment for all students. If the Title IX Coordinator determines not to investigate, she will notify the complainant in writing, including that the determination was made at the complainant's request. At the complainant's request, the Title IX Coordinator will also notify the respondent in writing, including that the complainant asked Empire Beauty Schools not to investigate. The investigator will direct the complainant, respondent, witnesses and other interested individuals to preserve any relevant evidence.

If an investigation proceeds, Empire Beauty Schools will notify the respondent in writing that a report has been filed. The notice will describe the allegations in the report. The complainant and respondent will be given the opportunity to meet separately with the Title IX Coordinator to review the Policy and these Procedures.

Investigation Process

Empire Beauty Schools process for responding to, investigating and adjudicating sexual misconduct reports will continue during any law enforcement proceeding. The investigator may need to temporarily delay an investigation while the police are gathering evidence but will resume the investigation after learning that the police department has completed its evidence-gathering and will generally not wait for the conclusion of any related criminal proceeding.

The investigator will interview the complainant, respondent and any witnesses. They will also gather pertinent documentary materials (if any) and other information.

Investigation Report

The investigator will prepare a report detailing the relevant content from the interviews and the documentation gathered. The report will include the assessment of individual credibility and recommended findings of responsibility.

The respondent and complainant will each have the opportunity to review a copy of the investigative report and any other information that will be used during the disciplinary proceedings. The names and other identifying information of other students will be redacted from such materials in accordance with the Family Educational Rights and Privacy Act (FERPA), except to the extent that doing so would interfere with the purpose of Title IX to eliminate sex-based discrimination. The Title IX Coordinator will supervise this review and ensure that reasonable time is afforded for review prior to the hearing.

Time Frame for Investigation

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator seeks to resolve all reports in a timely manner. In general, an investigation may last up to 30 days, from receipt of written notice from the complainant of the intent to proceed with an investigation. Adjudication will generally take up to 30 days from the date the investigative report is provided to both the complainant and the respondent. The Title IX Coordinator may set reasonable time frames for required actions under the Policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for school breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Where necessary, Empire Beauty Schools will take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures. These steps may include the ability to change class schedules; withdraw from/retake a class without penalty; access academic support such as tutoring; issue no contact orders; and change the alleged perpetrator's class schedule.

Impact of Victim's Confidentiality Request

A victim's request for confidentiality will likely limit Empire Beauty Schools ability to investigate a particular matter. The school may take steps to limit the effects of the alleged sexual misconduct and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the student complainant. Examples include: providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; revising and publicizing Empire Beauty Schools policies on sexual misconduct; and conducting climate surveys regarding sexual misconduct.

Voluntary Resolution

Voluntary resolution, when selected by the complainant and deemed appropriate by the Title IX Coordinator, is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the Empire Beauty Schools community. Voluntary resolution is not appropriate for all forms of conduct under the Policy.

Empire Beauty Schools retains the discretion to determine, when selected by the complainant, which cases are appropriate for voluntary resolution. If a complainant requests voluntary resolution, and the Title IX Coordinator concludes that voluntary resolution is appropriate, then the Title IX Coordinator will take appropriate action by imposing remedies designed to maximize the complainant's access to all employment, educational, and extracurricular opportunities and benefits at the school and to eliminate a potential hostile environment. A complainant may request and decide to pursue voluntary resolution at any time. In those cases, in which the voluntary resolution involves either the notification to or participation by the respondent, it is the respondent's decision whether to accept voluntary resolution.

Voluntary resolution may include: conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting with the respondent with the complainant present (in cases that do not involve sexual assault); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of voluntary resolution, the remedies imposed will focus on supporting the complainant with no participation or involvement by the respondent. In other forms of voluntary resolution, the respondent may agree to participate. Depending on the type of remedy used, it may be possible for a complainant to maintain anonymity.

Voluntary resolution may also include restorative principles that are designed to allow a respondent to accept responsibility for misconduct and acknowledge harm to the complainant or to the Empire Beauty Schools community. Restorative models will be used only with the consent of both parties, and following a determination by the Title IX Coordinator that the matter is appropriate for a restorative approach.

Empire Beauty Schools will not compel a complainant to engage in mediation, to confront directly the respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, is never appropriate in sexual misconduct cases and will not be used in such cases. As the title implies, participation in voluntary resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation and adjudication at any time, including if voluntary resolution is unsuccessful at resolving the report. Similarly, a complainant can request to end an investigation and pursue voluntary resolution at any time.

The time frame for completion of voluntary resolution may vary, but Empire Beauty Schools will seek to complete the process within 15 days of the complainant's request.

9. Grievance/Adjudication Procedures

Hearing Panel

If voluntary resolution is not available, Empire Beauty Schools will convene a hearing panel following the end of the investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage.

The hearing panel will generally include the Title IX Coordinator and two additional members who will be individuals associated with Empire Beauty Schools. These additional hearing panel members may include administrators, officers, lawyers or other individuals with relevant experience and special training. Panel members may participate remotely so long as the hearing room is equipped with telephone equipment that allows the panel member to hear all the participants and to be heard by all the participants throughout the hearing proceedings. All panelists will receive training from experts in the field at least once a year.

In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct. The complainant and respondent will be informed of the panel's membership before the hearing process begins.

Advisors

Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled.

Written Submissions

Both the complainant and respondent will have the opportunity to submit written responses to the investigation report and other relevant information to the hearing panel. Each of the complainant and respondent will have the opportunity to review any written submissions by the other. The hearing panel may set reasonable parameters for these written submissions. The hearing panel will review the investigation report and written submissions.

Hearing Procedures

The Title IX Coordinator will, whenever possible, give the complainant and respondent at least five days' advance notice of the hearing. The Title IX Coordinator will arrange to hold the hearing at an off-campus location. The hearing is a closed proceeding, meaning that no one other than the panel members, the complainant and respondent, their respective advisors, witnesses (when called), and necessary Empire Beauty Schools personnel may be present during the proceeding. The School Director will work with school staff so that any student whose presence is required may participate in the hearing.

In general, hearings will proceed as follows:

- The Title IX Coordinator may set reasonable time limits for any part of the hearing. Each of the complainant and respondent will have the opportunity to present witnesses and other information consistent with the Policy and these Procedures. The panel may determine the relevance of, place restrictions on, or exclude any witnesses or information. When the complainant and respondent are not able to be present for the hearing panel, arrangements will be made for participation via alternate means.
- In cases where either the complainant or respondent opts not to participate in the hearing, the panel may still hear from the other.
- Additional hearing rules include:
- Questioning. Only the panel may ask questions of the complainant and respondent and any witnesses. Both the complainant and respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the panel in writing. The panel may revise or not ask any or all submitted questions.
- Information Regarding Romantic or Sexual History. The panel will not consider the romantic or sexual history of either the complainant or respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant's and respondent's shared sexual history that the panel deems relevant. If such information is offered by the complainant or respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual misconduct.
- Prior Conduct Violations. The hearing panel will not consider the respondents prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.

Empire Beauty Schools will keep an audio recording of the hearing for the use of the panel, for sanctioning, and for purposes of appeal. The panelists may request a transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance.

Panel Determinations/Standard of Proof

The panel will use "preponderance of the evidence" as the standard of proof to determine whether a violation of the Policy occurred. Preponderance of the evidence means that a panel must be convinced based on the information it considers that the respondent was more likely than not to have engaged in the conduct at issue in order to find the respondent responsible for violating the Policy. The panel will find a student responsible, or not responsible, based on a majority vote. The panel will generally render a decision within 10 days after the conclusion of a hearing. The panel's decision will include an explanation of the basis for the decision. If the panel finds the respondent responsible, the matter will proceed to the sanctions stage.

10. Sanctions and Other Remedies

The Title IX Coordinator, with the advice and counsel of the other hearing panel members, shall be responsible for imposing sanctions that are:

- Fair and appropriate given the facts of the particular case;
- Consistent with Empire Beauty Schools handling of similar cases;
- Adequate to protect the safety of the campus community; and
- Reflective of the seriousness of sexual misconduct.

The Title IX Coordinator will consider relevant factors, including if applicable: (1) the specific sexual misconduct at issue (such as penetration, touching under clothing, touching over clothing, unauthorized recording, etc.); (2) the circumstances accompanying the lack of consent (such as force, threat, coercion, intentional incapacitation, etc.); (3) the respondent's state of mind (intentional, knowing, bias-motivated, reckless, negligent, etc.); (4) the impact of the offense on the complainant; (5) the respondent's prior disciplinary history; (6) the safety of the Empire Beauty Schools community; and (7) the respondent's conduct during the disciplinary process.

The Title IX Coordinator will render a sanctioning decision within five days following the receipt of the panel's determination. The sanctioning decision will be communicated in writing to the complainant and the respondent.

Empire Beauty Schools may impose any one or more of the following sanctions on a student determined to have violated the Policy:

- a. Reprimand/warning
 - Changing the respondent's academic schedule
- b. Disciplinary probation
 - Restricting access to Empire Beauty Schools facilities or activities
 - Community service
 - Issuing a "no contact" order to the respondent or requiring that such an order remain in place
 - Dismissal or restriction from Empire Beauty Schools employment
 - Suspension (limited time or indefinite)
 - Expulsion

In addition to any other sanction (except where the sanction is expulsion), Empire Beauty Schools may require any student determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the sexual misconduct violation at issue. Empire Beauty Schools may also recommend counseling or other support services for the student.

Whatever the outcome of the hearing process, a complainant may request ongoing or additional accommodations and the Title IX Coordinator will determine whether such measures are appropriate. Potential ongoing accommodations include:

- Providing an escort for the complainant
- Changing the complainant's academic schedule
- Allowing the complainant to withdraw from or retake a class without penalty
- Providing access to tutoring or other academic support, such as extra time to complete or re-take a class

11. Appeals

Either the respondent or the complainant or both may appeal the determination of the hearing panel and/or the sanctions. Appeals are decided by the President of Empire Beauty Schools. The three grounds for appeal are:

1. A procedural error affecting the determination or sanction;
2. New information that was not available at the time of the investigation or hearing and that may change the determination or sanction; and
3. Excessiveness or insufficiency of the sanction.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals.

The appealing student must submit the appeal in writing to the President of Empire Beauty Schools within five days after receiving the sanctioning notice. If either the complainant or respondent submits an appeal, the Title IX Coordinator will notify the other that an appeal has been filed and the grounds of the appeal. The non-appealing student may submit a written response within five days after notice of an appeal.

If the President concludes that a change in the hearing panel's determination is warranted, the President may enter a revised determination, reconvene the panel to reconsider the determination, or return the matter for additional investigation. After consultation with the Title IX Coordinator, the President may also change the sanction. If both the complainant and respondent appeal, the appeals will be considered concurrently.

The President will notify the complainant and respondent of the final decision in writing. Appeals decisions will be rendered within 15 days after the receipt of the written appeal. All appeal decisions are final.

Records Disclosure

Disciplinary proceedings conducted by Empire Beauty Schools are subject to the Family Educational Records and Privacy Act (FERPA), a federal law governing the privacy of student information. FERPA generally limits disclosure of student information outside Empire Beauty Schools without the student's consent, but it does provide for release of student disciplinary information without a student's consent in certain circumstances.

Any information gathered in the course of an investigation may be subpoenaed by law enforcement authorities as part of a parallel investigation into the same conduct, or required to be produced through other compulsory legal process.

Additional information about FERPA can be found on the Empire Beauty Schools website at www.empirebeautyschools.com.

13. Education and Prevention Programs

As set forth in Section 3 of this Policy statement, Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking are all forms of Prohibited Conduct.

Empire Beauty Schools is committed to offering educational programs to promote awareness and prevention of Prohibited Conduct. Educational programs include an overview of Empire Beauty Schools policies and procedures; relevant definitions, including prohibited conduct; discussion of the impact of alcohol and illegal drug use; consent; safe and positive options for bystander intervention; review of resources and reporting options available for students, faculty, and staff; and information about risk reduction. Incoming students and new employees will receive primary prevention and awareness programming as part of their orientation. The Title IX Coordinator maintains an education and prevention calendar and tailors programming to campus needs and climate.

As part of Empire Beauty Schools commitment to provide an educational and work environment free from Prohibited Conduct, this Policy will be disseminated widely to the school community through e-mail communication, publications, websites, new employee orientations, student orientations, and other appropriate channels of communication.

The Title IX Coordinator, hearing panel members, and anyone else who is involved in responding to, investigating, or adjudicating sexual misconduct will receive annual training from experts in the field. In addition to training on how the adjudicatory process works, the training will include specific instruction about how to approach students about sensitive issues that may arise in the context of sexual misconduct.

Bystander Intervention

Empire Beauty Schools primary prevention and awareness program includes a description of safe and positive options for bystander intervention. Active bystanders take the initiative to help someone who may be targeted for a sexual assault. They do this in ways that are intended to avoid verbal or physical conflict. Active bystanders also take the initiative to help friends, who are not thinking clearly, from becoming offenders of crime. Intervention does not mean that you directly intervene to stop a crime in progress; rather, these steps are "early intervention" – before a crime begins to occur. There are three important components to consider before taking action that we refer to as the ABCs:

- Assess for safety. Ensure that all parties are safe, and whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
- Be with others. If it is safe to intervene, you are likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.
- Care for the person. Ask if the target of the unwanted sexual advance/attention/behavior is okay – does he or she need medical care? Ask if someone they trust can help them get safely home.

Information on Bystander Intervention was provided by the Department of Defense Sexual Assault Prevention and Response Office from: www.sapr.mil

Risk Reduction

Empire Beauty Schools primary prevention and awareness program includes information on risk reduction. This includes: Avoiding Dangerous Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.

- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.

Safety Planning. Things to think about:

- How to get away if there is an emergency? Be conscious of exits or other escape routes. Think about options for transportation (car, bus, subway, etc.).
- Who can help? Friends and/or family, or support centers in your area. Please see Section 4 of this Policy for a list of support organizations.
- Where to go? Options may include a friend's house or relative's house, or you may consider going to a domestic violence or homeless shelter. You may also go to the police. Important Safety Note: If the dangerous situation involves a partner, go to the police or a shelter first.
- What to bring? This may include important papers and documents such birth certificate, social security card, license, passport, medical records, lease, bills, etc. This will also include house keys, car keys, cash, credit cards, medicine, important numbers, and your cell phone. If you are bringing children with you, remember to bring their important papers and legal documents. You can keep all of these things in an emergency bag. You should hide the bag—it is best if it is not in your house or car. If the bag is discovered, you can call it a "tornado" or "fire" bag.

Protecting Your Friends. You have a crucial role to play in keeping your friends safe. No matter what the setting, if you see something that doesn't feel quite right or see someone who might be in trouble, there are some simple things you can do to help out a friend.

- **Distract.** If you see a friend in a situation that doesn't feel quite right, create a distraction to get your friend to safety. This can be as simple as joining or redirecting the conversation: suggest to your friend that you leave the party, or ask them to walk you home. Try asking questions like: Do you want to head to the bathroom with me? or Do you want to head to another party or grab pizza
- **Step in.** If you see someone who looks uncomfortable or is at risk, step in. If you feel safe, find a way to de-escalate the situation and separate all parties involved. Don't be shy about directly asking the person if they need help or if they feel uncomfortable.
- **Enlist others.** You don't have to go it alone. Call in friends or other people in the area as reinforcements to help defuse a dangerous situation and get the at-risk person home safely. There is safety in numbers.
- **Keep an eye out.** Use your eyes and ears to observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place. Enlist friends to help you. Even if you weren't around when the assault occurred, you can still support a friend in the aftermath.

Social Situations. While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Information on Risk Reduction was provided by RAINN: Rape, Abuse & Incest National Network:
www.rainn.org.

14. Amendments

Empire Beauty Schools may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of Empire Beauty Schools to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the school community.

Definitions of Sexual Misconduct under New Hampshire Law

Sexual Assault is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely. Non-consensual sexual intercourse is any form of sexual intercourse (vaginal, anal or oral) with any object without consent. Non-consensual sexual contact is any intentional sexual touching, however slight, with any object without a person's consent.

New Hampshire law provides the following definitions with respect to incidents of sexual assault:

632-A:2 Aggravated Felonious Sexual Assault. –

- I. A person is guilty of the felony of aggravated felonious sexual assault if such person engages in sexual penetration with another person under any of the following circumstances:
- (a) When the actor overcomes the victim through the actual application of physical force, physical violence or superior physical strength
 - (b) When the victim is physically helpless to resist.
 - (c) When the actor coerces the victim to submit by threatening to use physical violence or superior physical strength on the victim, and the victim believes that the actor has the present ability to execute these threats.
 - (d) When the actor coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim believes that the actor has the ability to execute these threats in the future.
 - (e) When the victim submits under circumstances involving false imprisonment, kidnapping or extortion.
 - (f) When the actor, without the prior knowledge or consent of the victim, administers or has knowledge of another person administering to the victim any intoxicating substance which mentally incapacitates the victim.
 - (g) When the actor provides therapy, medical treatment or examination of the victim and in the course of that therapeutic or treating relationship or within one year of termination of that therapeutic or treating relationship:
 - (1) Acts in a manner or for purposes which are not professionally recognized as ethical or acceptable; or
 - (2) Uses this position as such provider to coerce the victim to submit.
 - (h) When, except as between legally married spouses, the victim has a disability that renders him or her incapable of freely arriving at an independent choice as to whether or not to engage in sexual conduct, and the actor knows or has reason to know that the victim has such a disability.
 - (i) When the actor through concealment or by the element of surprise is able to cause sexual penetration with the victim before the victim has an adequate chance to flee or resist.
 - (j) When, except as between legally married spouses, the victim is 13 years of age or older and under 16 years of age and:
 - (1) the actor is a member of the same household as the victim; or
 - (2) the actor is related by blood or affinity to the victim.
 - (k) When, except as between legally married spouses, the victim is 13 years of age or older and under 18 years of age and the actor is in a position of authority over the victim and uses this authority to coerce the victim to submit.
 - (l) When the victim is less than 13 years of age.
 - (m) When at the time of the sexual assault, the victim indicates by speech or conduct that there is not freely given consent to performance of the sexual act.
 - (n) When the actor is in a position of authority over the victim and uses this authority to coerce the victim to submit under any of the following circumstances:
 - (1) When the actor has direct supervisory or disciplinary authority over the victim by virtue of the victim being incarcerated in a correctional institution, the secure psychiatric unit, or juvenile detention facility where the actor is employed; or
 - (2) When the actor is a probation or parole officer or a juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation. Consent of the victim under any of the circumstances set forth in subparagraph (n) shall not be considered a defense.
- II. A person is guilty of aggravated felonious sexual assault without penetration when he intentionally touches whether directly, through clothing, or otherwise, the genitalia of a person under the age of 13 under circumstances that can be reasonably construed as being for the purpose of sexual arousal or gratification.

III. A person is guilty of aggravated felonious sexual assault when such person engages in a pattern of sexual assault against another person, not the actor's legal spouse, who is less than 16 years of age. The mental state applicable to the underlying acts of sexual assault need not be shown with respect to the element of engaging in a pattern of sexual assault.

IV. A person is guilty of aggravated felonious sexual assault when such person engages in sexual penetration as defined in RSA 632-A:1, V with another person under 18 years of age whom such person knows to be his or her ancestor, descendant, brother or sister of the whole or half blood, uncle, aunt, nephew, or niece. The relationships referred to herein include blood relationships without regard to legitimacy, stepchildren, and relationships of parent and child by adoption.

V. Upon proof that the victim and defendant were intimate partners or family or household members, as those terms are defined in RSA 631:2-b, III, a conviction under this section shall be recorded as "Aggravated Felonious Sexual Assault--Domestic Violence."

632-A:3 Felonious Sexual Assault. A person is guilty of a class B felony if such person:

- I. Subjects a person to sexual contact and causes serious personal injury to the victim under any of the circumstances named in RSA 632-A:2; or
- II. Engages in sexual penetration with a person, other than his legal spouse, who is 13 years of age or older and under 16 years of age where the age difference between the actor and the other person is 4 years or more; or
- III. Engages in sexual contact with a person other than his legal spouse who is under 13 years of age.
- IV. Engages in sexual contact with the person, or causes the person to engage in sexual contact on himself or herself in the presence of the actor, when the actor is in a position of authority over the person and uses that authority to coerce the victim to submit under any of the following circumstances:

- (1) When the actor has direct supervisory or disciplinary authority over the victim by virtue of the victim being incarcerated in a correctional institution, the secure psychiatric unit, or juvenile detention facility where the actor is employed; or
 - (2) When the actor is a probation or parole officer or a juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation.
- (b) Consent of the victim under any of the circumstances set forth in this paragraph shall not be considered a defense.
- (c) For the purpose of this paragraph, "sexual contact" means the intentional touching of the person's sexual or intimate parts, including genitalia, anus, breasts, and buttocks, where such contact, or the causing of such contact, can reasonably be construed as being for the purpose of sexual arousal or gratification of the person in the position of authority, or the humiliation of the person being touched.

V. Upon proof that the victim and defendant were intimate partners or family or household members, as those terms are defined in RSA 631:2-b, III, a conviction under this section shall be recorded as "Felonious Sexual Assault--Domestic Violence."

632-A:4 Sexual Assault

I. A person is guilty of a class A misdemeanor under any of the following circumstances:

- (a) When the actor subjects another person who is 13 years of age or older to sexual contact under any of the circumstances
- (b) When the actor subjects another person, other than the actor's legal spouse, who is 13 years of age or older and under 16 years of age to sexual contact where the age difference between the actor and the other person is 5 years or more.
- (c) In the absence of any of the circumstances set forth in RSA 632-A:2, when the actor engages in sexual penetration with a person, other than the actor's legal spouse, who is 13 years of age or older and under 16 years of age where the age difference between the actor and the other person is 4 years or less.

II. A person found guilty under subparagraph (c) of this section shall not be required to register as a sexual offender under RSA 651-B.

III. A person is guilty of a misdemeanor if such person engages in sexual contact or sexual penetration with another person, or causes the person to engage in sexual contact on himself or herself in the presence of the actor, when the actor is in a position of authority over the person under any of the following circumstances:

- (1) When the actor has direct supervisory or disciplinary authority over the victim by virtue of the victim being incarcerated in a correctional institution, the secure psychiatric unit, or juvenile detention facility where the actor is employed; or
- (2) When the actor is a probation or parole officer or a juvenile probation and parole officer who has direct supervisory or disciplinary authority over the victim while the victim is on parole or probation or under juvenile probation.
- (3) Consent of the victim under any of the circumstances set forth in this paragraph shall not be considered a defense.

(1) For the purpose of this paragraph, "sexual contact" means the intentional touching of the person's sexual or intimate parts, including genitalia, anus, breasts, and buttocks, where such contact, or the causing of such contact, can reasonably be construed as being for the purpose of sexual arousal or gratification of the person in the position of authority, or the humiliation of the person being touched.

IV. Upon proof that the victim and defendant were intimate partners or family or household members, as those terms are defined in RSA 631:2-b, III, a conviction under this section shall be recorded as "Sexual Assault--Domestic Violence."

(2) New Hampshire law provides the following definitions with respect to Stalking:

633:3-a Stalking. –

I. A person commits the offense of stalking if such person:

- (a) Purposely, knowingly, or recklessly engages in a course of conduct targeted at a specific person which would cause a Reasonable person to fear for his or her personal safety or the safety of a member of that person's immediate family, and the person is actually placed in such fear;
- (b) Purposely or knowingly engages in a course of conduct targeted at a specific individual, which the actor knows will place that individual in fear for his or her personal safety or the safety of a member of that individual's immediate family; or
- (c) After being served with, or otherwise provided notice of, a protective order pursuant to RSA 173-B, RSA 458:16, or paragraph III-a of this section, or an order pursuant to RSA 597:2 that prohibits contact with a specific individual, purposely, knowingly, or recklessly engages in a single act of conduct that both violates the provisions of the order and is listed in paragraph II(a).

II. As used in this section:

- (a) "Course of conduct" means 2 or more acts over a period of time, however short, which evidences a continuity of purpose. A Course of conduct shall not include constitutionally protected activity, nor shall it include conduct that was necessary to accomplish a legitimate purpose independent of making contact with the targeted person. A course of conduct may include, but not be limited to, any of the following acts or a combination thereof:
 - (1) Threatening the safety of the targeted person or an immediate family member.
 - (2) Following, approaching, or confronting that person, or a member of that person's immediate family.
 - (3) Appearing in close proximity to, or entering the person's residence, place of employment, school, or other place where the person can be found, or the residence, place of employment or school of a member of that person's immediate family.
 - (4) Causing damage to the person's residence or property or that of a member of the person's immediate family.
 - (5) Placing an object on the person's property, either directly or through a third person, or that of an immediate family member.
 - (6) Causing injury to that person's pet, or to a pet belonging to a member of that person's immediate family.
 - (7) Any act of communication, as defined in RSA 644:4, II.

(b) Immediate family" means father, mother, stepparent, child, stepchild, sibling, spouse, or grandparent of the targeted person, any person residing in the household of the targeted person, or any person involved in an intimate relationship with the targeted person.

New Hampshire law provides the following definitions with respect to Domestic Violence:

631:2-b Domestic Violence. –

I. A person is guilty of domestic violence if the person commits any of the following against a family or household member or intimate partner:

- (a) Purposely or knowingly causes bodily injury or unprivileged physical contact against another by use of physical force;
- (b) Recklessly causes bodily injury to another by use of physical force;
- (c) Negligently causes bodily injury to another by means of a deadly weapon;
- (d) Uses or attempts to use physical force, or by physical conduct threatens to use a deadly weapon for the purpose of placing Another in fear of imminent bodily injury;
- (e) Threatens to use a deadly weapon against another person for the purpose to terrorize that person;
- (f) Coerces or forces another to submit to sexual contact by using physical force or physical violence;
- (g) Threatens to use physical force or physical violence to cause another to submit to sexual contact and the victim believes the actor has the present ability to execute the threat;
- (h) Threatens to use a deadly weapon to cause another to submit to sexual contact and the victim believes the actor has the present ability to carry out the threat;

- (i) Confines another unlawfully, as defined in RSA 633:2, by means of physical force or the threatened use of a deadly weapon, so as to interfere substantially with his or her physical movement;
- (j) Knowingly violates a term of a protective order issued pursuant to RSA 173-B:4, I by means of the use or attempted use of physical force or the threatened use of a deadly weapon;
- (k) Uses physical force or the threatened use of a deadly weapon against another to block that person's access to any cell phone, telephone, or electronic communication device with the purpose of preventing, obstructing, or interfering with:
 - (1) The report of any criminal offense, bodily injury, or property damage to a law enforcement agency; or
 - (2) A request for an ambulance or emergency medical assistance to any law enforcement agency or emergency medical provider.

II. Domestic violence is a class A misdemeanor unless the person uses or threatens to use a deadly weapon as defined in RSA25:11, V, in the commission of an offense, in which case it is a class B felony.

III. For purposes of this section:

- (a) "Family or household member" means:
 - (1) The actor's spouse or former spouse;
 - (2) A person with whom the actor is cohabiting as a spouse, parent, or guardian;
 - (3) A person with whom the actor cohabited as a spouse, parent, or guardian but no longer shares the same residence;
 - (4) An adult with whom the actor is related by blood or marriage; or
 - (5) A person with whom the actor shares a child in common.
 - (6) "Intimate partner" means a person with whom the actor is currently or was formerly involved in a romantic relationship, Regardless of whether or not the relationship was sexually consummated.

New Hampshire law does not provide a separate definition with respect to Dating Violence.

Definitions of Key Terms

- ⇒ Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment, (ii) submission to or rejection of such conduct by an individual is used as the basis for education or employment decisions affecting such individuals, or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance or creating an intimidating, hostile, or offensive educational or working environment.
 - Hostile Environment Caused By Sexual Harassment - refers to a situation where students and/or employees are subject to a pattern of exposure to unwanted sexual behavior that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a school program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not amount to a hostile environment caused by sexual harassment.
 - Quid Pro Quo Harassment – refers to a situation where students and/or employees are subject to unwanted sexual behavior where submission or rejection of such conduct is used, explicitly or implicitly, as the basis for decisions affecting an individual's education, employment, or participation in a school program or activity.
 - Sexual Assault - is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely. Non-consensual sexual intercourse is any form of sexual intercourse (vaginal, anal or oral) with any object without consent. Non-consensual sexual contact is any intentional sexual touching, however slight, with any object without a person's consent.
- ⇒ Domestic Violence - A felony or misdemeanor crime of violence committed (i) by a current or former spouse or intimate partner of the victim; (ii) by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- ⇒ Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
 - Prohibited Conduct Empire Beauty Schools prohibit the crimes of Sexual Assault, Sexual Harassment, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking as defined in these Definitions of Key Terms.
- ⇒ Sexual Exploitation - Sexual misconduct that occurs when a person takes unjust or abusive sexual advantage of another for his or her own advantage or benefit or for the benefit or advantage of anyone other than the exploited party; and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to, videotaping or photographing of any type (web-cam, camera, Internet exposure, etc.) without knowledge and consent of all persons; prostituting another person; knowingly transmitting HIV or a sexually transmitted disease to an unknowing person or to a person who has not consented to the risk; or inducing incapacitation with the intent to commit sexual assault, without regard to whether sexual activity actually takes place.
- Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

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- Retaliation - means any adverse action, or attempted adverse action, against an individual or group of individuals because of their participation in any manner in an investigation, proceeding, or hearing under this Policy.
- Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Consent is a voluntary agreement to engage in sexual activity.
 - Past consent does not imply future consent.
 - Silence or an absence of resistance does not imply consent.
 - Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
 - Consent can be withdrawn at any time.
 - Coercion, force, or threat of either invalidates consent.

Someone who is incapacitated cannot consent. Incapacitation refers to a situation in which a person is not capable of providing consent because the person lacks the ability to understand her or his decision. This situation may occur due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the student from having the capacity to give consent.

- Complainant means the person making the allegation(s) of sexual misconduct.
- Respondent means the person alleged to have committed sexual misconduct.

EMPIRE BEAUTY SCHOOLS Campus Crime Report

The School Directors prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with the local law enforcement agencies surrounding our campuses. Campus crime, arrest, and referral statistics include those reported to the School Directors and local law enforcement agencies. Copies of the report may be obtained from the School Directors at each school location or by calling:

Laconia
(603) 524-8777

Somersworth
(603) 692-1515

Hooksett
(603) 792-1400

Three years of crime statistics for incidents occurring on campus, non-campus and public property for each school location are attached to this report.

To Report A Crime

Contact the School Director at the numbers published above (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the school buildings should be reported to the School Director.

Safety & Security Information

Campus Security Procedures

Campus safety and security are important issues at the Empire Beauty Schools. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to provide students and families with the information they need to make informed decisions. The following policies and procedures are established to comply with the Clery Act.

A. Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the School Director constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The School Director will immediately notify the school community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring at the school, unless issuing a notification will compromise efforts to contain the emergency. The warning will be issued through the most effective and efficient means available and may include instant messaging to students and school employees. Notices may also be posted in the common areas throughout the school. Anyone with information warranting a timely warning should report the circumstances to the School Director by phone at the phone numbers published on Page 1 of this report or in person at the school. In the event a situation arises and the School Director was unable to be reached please see the Assistant Director and then any Instructor

B. Reporting the Annual Disclosure of Crime Statistics

Empire Beauty Schools prepare this report to comply with the Clery Act. The full text of this report can be located on our web site at: www.empirebeautyschools.com. This report is prepared in cooperation with the local law enforcement agencies around our campuses.

Campus crime, arrest and referral statistics include those reported to the local police, designated campus officials (including but not limited to the School Director), and other law enforcement agencies.

Each year notification is made to all enrolled students and employees that provides the web site to access this report. Copies of the report may also be obtained in person from the School Director or by calling phone numbers published on Page 1, above. All prospective employees may obtain a copy from the Director in-person or by calling the phone numbers published on Page 1, above.

C. Reporting of Criminal Offenses

The Empire Beauty Schools encourage anyone who is the victim or witness to any crime or other emergency to report the incident as soon as possible. Contact the School Director for your school at the phone number published on Page 1, above, (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the school buildings should be reported to the School Director.

For off campus options you may contact the local police department for non-emergencies:

Laconia Police Department
(603) 524-5252

Somersworth Police Department
(603) 692-3131

Hooksett Police Department
(603) 624-1560

You should always dial 9-1-1 for emergency situations.

The Empire Beauty Schools encourage anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, your local police department cannot hold reports of crime in confidence.

D. Confidential Reporting

The Empire Beauty Schools encourage anyone who is the victim or witness to any crime to report the incident as soon as possible. All reports will be investigated. The school does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to the local police department. When a potentially dangerous threat to the school community arises, timely reports or warnings will be issued through email messages, text messages, the posting of flyers in the school buildings, in-class announcements, or other appropriate means.

E. Access Policy

During business hours, the school will be open to students, employees, contractors, guests, and invitees. During non-business hours' access to all school facilities is by key and security code, if issued, or by admittance via the School Director. Emergencies may necessitate changes or alterations to any posted schedules.

F. Campus Security Authority and Jurisdiction

The schools' administration attempts to provide a safe, secure educational environment for all students and employees. The schools do not provide security guards on its campus premises. The ultimate authority for law enforcement at the schools is the local police department. The schools do not have any written agreements with local police departments for the investigation of alleged criminal offenses. School officials have the authority to contact the local police to request assistance in preventing or reacting to crime within or in the immediate vicinity of school facilities. The School Director is each school's coordinator of security issues. The individuals mentioned above are not authorized to arrest individuals but do have the authority to detain suspected criminal offenders if it is deemed safe to do so. The administration at the Empire Beauty Schools has a strong, working relationship with the local police and work in partnership to offer students and employees the safest possible environment.

G. Security Awareness Programs

All new enrolled students participate in a general school orientation class. During the orientation class, the need and procedure of reporting emergencies and criminal activities, campus security measures and crime prevention is discussed. Similar information is presented to new employees. In addition, information is disseminated to students and employees through tips posted in the school buildings, in-class announcements, and announcements through social media.

H. Criminal Activity Off Campus

The Empire Beauty Schools do not provide law enforcement services to off-campus activities on behalf of the schools.

I. Emergency Response Preparation and Evacuation

The School Director has overall responsibility for coordinating and implementing the Emergency and Response Evacuation Plan. The School Director will ensure that the school's emergency evacuation procedures have been informed to the students and staff. The School Director will conduct fire drills annually which may be both announced and unannounced. Feedback from these drills will be used to determine the modifications necessary to the evacuation plans.

Evacuation Procedure. Evacuation should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder) and staff, students and visitors can safely reach the evacuation location without danger.

The School Director will call or designate another to immediately call public safety (911) (police, fire and emergency responders) to give notice the school has been evacuated. The School Director will communicate the need to evacuate the building to the occupants by activating the fire alarm or by in-class announcements. The School Director will determine evacuation routes based on location of the incident and type of emergency, and communicate changes in evacuation routes based on location and type of emergency. The School Director will communicate when it is safe to re-enter the building.

School team member responsibilities:

- Instruct students and guests to exit the building using the designated emergency exit routes or as directed by the School Director. Emergency exit routes should be diagramed on the school floor plan drawing posted near the light switch inside each room.
- Use a secondary route if the primary route is blocked or hazardous.
- Help those needing special assistance.
- Do not lock classroom doors when leaving, close door and turn off lights.
- Do not stop for student or staff belongings.
- Take class roster, phone lists, first-aid kit and other emergency supplies with you. Check the bathrooms, hallways and common areas for visitors, staff or students while exiting.

- Go to designated evacuation assembly area (minimum of 50 feet from building is required in fire evacuation and 300 feet from building for bomb threat, chemical spill inside building, or other directed evacuations).
- When outside the building, check for injuries.
- Account for all students. Immediately report any missing or injured students to the Director.
- Wait for additional instructions.

Lockdown Procedure. Lockdown is the initial physical response to provide a time barrier during an active shooter/intruder event. Lockdown is not a stand-alone defensive strategy. When securing in place, this procedure should involve barricading the door and readying a plan of evacuation or counter tactics should the need arise.

The School Director will make an announcement that the school is experiencing an emergency situation and that it is now under lockdown. The School Director will designate staff to call 9-1-1, identify the name and address of the school, describe the emergency, state the school is locking down, and provide intruder description and weapon(s) if known. The School Director will instruct staff to stay on the phone to provide updates and additional information.

School team member responsibilities:

- Clear the hallway and bathrooms by your room, moving everyone into the classroom.
- Lock your doors.
- Move any large objects in front of the door to barricade door. All moveable items such as chairs should be used as well.
- Take attendance and be prepared to notify the School Director or local law enforcement of missing students or additional students, staff or guests sheltered in your classroom.
- Do not place students in one location within the room. In the event that entry is gained by a shooter or intruder, students should consider exiting by running past the shooter/intruder.
- Staff and students may utilize methods to distract the shooter/intruders ability to accurately shoot or cause harm, such as loud noises or aiming and throwing objects at the shooter/intruder's face or person.
- Allow no one outside of the classroom until the School Director or local law enforcement gives the All Clear signal unless a life-threatening situation exists and a means to safe exit is available (through a window or other safe passage).
- If students and school personnel are outside of the school building at the time of a lockdown, school personnel will move students to the designated off-site assembly location.

Shelter-In-Place Procedure. The shelter-in-place procedure provides a refuge for students, staff and the public inside the school building during an emergency. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

The School Director will announce that the school is experiencing an emergency situation and needs to implement shelter-in-place procedures. Students, guests and staff will be directed to move to the designated shelter locations in the school. All students, guests and staff outside will be directed to immediately move to an inside room.

The School Director and school staff will instruct school staff to close all windows and doors and, if warranted, order the shut-off of heating, ventilation and air conditioning systems to stop the inflow of outside air into the building. The School Director will also designate staff to monitor radio, Internet, and other media for information on incident conditions that caused the shelter-in-place. The School Director will contact and consult with public safety officials as appropriate, and be prepared to announce additional procedures due to changing conditions of the incident, or to announce an "All Clear".

School team member responsibilities:

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets or hallways without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris, if appropriate.
- All persons must remain in the shelter until notified by the School Director or public safety official that it is safe to exit.

Bomb Threat Procedure. The school has developed these procedures to protect staff, students, guests and school property in the event of a communicated threat regarding the presence of destructive devices on school property. This may include any explosive device of an incendiary, chemical, biological, or radioactive nature. A bomb threat will result in law enforcement and other safety and emergency services responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, the law enforcement officers who will have jurisdiction over the scene. The school is a crime scene and will require a thorough search and processing.

Staff who received a message that a bomb has been placed in the school should:

- Make a record of the exact wording of the threat.

- Ask in a clear and calm voice: Where the bomb is located; What does it look like; What materials are in the bomb (type of bomb); How is it activated; When will the bomb explode; Who is calling, name and address; Did you place the bomb; Why are you doing this.
- If the threat is made by phone, listen closely to caller's voice and speech patterns and to noises in background. Make a record of that information.
- If the threat is made by phone and the caller hangs up, immediately dial *57 to trace the call.
- Notify the School Director and/or call 911.

The School Director will notify law enforcement, fire and emergency services by calling 911 if not already notified. The School Director will assign staff to meet and brief emergency responder agencies. The School Director will notify staff and students that a building emergency is in effect, and that all staff and students should remain in their rooms until advised otherwise. If a suspicious item is located, the School Director will determine if evacuation procedures should be activated, selecting routes and assembly areas away from the suspicious item. THE SCHOOLDIRECTOR WILL NOT ACTIVATE THE FIRE ALARM. The School Director should determine if further response should await arrival of law enforcement and other emergency services.

Once emergency responders are on scene, decisions must be made to:

- Evacuate immediately, if this has not already occurred and if warranted, selecting routes and assembly areas away from the suspicious item. DO NOT ACTIVATE THE FIRE ALARM.
- Speak to staff who received the threat and obtain information.
- Search the building.
- If a search is to be conducted, assemble and brief a search team at the interior command post. Assign search areas within the building, the emergency exit routes and the outside assembly areas.
- If a suspicious item is located, order an evacuation, if that has not already occurred.
- No one may re-enter the building(s) until fire or police personnel declare it is safe to do so.
- After consulting with local law enforcement, the School Director shall determine if staff and students should be relocated to an alternative safe site.
- If danger is over, the School Director will notify staff, students and guests of the termination of the emergency and to resume normal operations.

If an evacuation occurs, students, guests and staff must be evacuated to a safe distance outside of school building(s). School team member responsibilities:

- Check classrooms, offices and work area for suspicious items and report any findings to the School Director. If a suspicious item is found-DO NOT TOUCH IT. Secure the area where the item is located.
- Account for students and be prepared to evacuate if ordered.
- Evacuate using standard procedures and exit routes to assembly area. Open classroom windows and leave classroom doors open when exiting. Take roll after being evacuated. Be prepared to report the names of any missing persons to school administration.
- Keep students together at the assembly area until given further instructions. Be prepared to go to off-site relocation if ordered.
- If given the "All Clear" signal, return to the building and resume normal operations.

Fire Response Procedure. The school has a policy and procedures governing fire drills and conducts fire drills as required by law. All staff are trained on how to respond in the event of a fire.

Any staff discovering fire or smoke will activate the fire alarm, and report the fire to the School Director, or call 911 if conditions require and/or injured are in need of medical assistance. Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the assembly areas.

No one may re-enter building(s) until it is declared safe by the fire department.

Once the fire department arrives, it is critical to follow the instructions of, and cooperate with, the fire department personnel who have jurisdiction at the scene.

The School Director will call or direct staff to call 911 to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, if any staff or students are injured, and state the building is being evacuated. The School Director will ensure that staff, students and visitors immediately evacuate the building using prescribed routes or alternate routes due to building debris to the assembly areas. Assembly areas may need to be relocated because of the building collapse or unsafe areas from the fire. The School Director will designate staff to obtain student roll from instructors and identify any missing students.

The School Director will not allow staff, students or guests to return to the building until the fire department with jurisdiction over the scene has determined that it is safe to do so and given the "All Clear".

School team member responsibilities:

- Take the class roster and first-aid kit and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building to the designated assembly area.
- Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Assist or designate others to assist students with functional needs.
- Close the classroom door and turn out the lights upon exiting and confirm all students and personnel are out of the classroom.
- Take attendance at the assembly area. Report any missing students or staff members and/or any injuries to the School Director or the emergency response personnel at the scene.
- Keep class together and wait for further instructions.
- Remain in safe area until the “All Clear” signal has been issued.
- No one may re-enter building(s) until it is declared safe by the fire department.

Medical Emergency Procedure. These procedures are in place to assist staff, students and guests in the event of a medical emergency.

The school’s staff should:

Quickly assess the situation. Make sure the situation is safe for you to approach (i.e., live electric wires, gas leak, building damage, etc.).

Immediately notify the School Director.

Assess the seriousness of the injury or illness.

Call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).

Protect yourself against contact with body fluids (blood borne pathogens).

Administer appropriate first-aid according to your level of training until help arrives.

Comfort and reassure the injured person. Do Not Move an injured person unless the scene is unsafe.

The School Director will direct staff to call 9-1-1, if necessary, and provide appropriate information to emergency responders.

The School Director will send school staff with first responder/ first-aid training to the scene if this has not already occurred. The School Director will assign a staff member to meet emergency medical service responders and lead them to the injured person, and assign a staff member to remain with the injured person if they are transported to the hospital. If the injured person is a member of school personnel or a student, the School Director will notify parent, guardian, or other appropriate family member of the situation, include type of injury or illness, medical care given and location where the injured person has been transported. The School Director will ensure that student or staff medical information from administrative records is sent to the hospital. The School Director will develop and maintain written documentation of the incident.

J. Fire Prevention and Workplace Hazards

It is the responsibility of all faculty and staff to alert the School Director of any and all conditions that could potentially pose a fire hazard or other unsafe condition in or around the building. No smoking is permitted in the building and flammable chemicals are confined and stored in a locked area, meeting all OSHA requirements. Good housekeeping practices will be the responsibility of all faculty, staff and students. Waste materials are to be discarded in their proper places and all aisles, doorways, hallways and exit doors are to be kept clear at all times.

K. Alcoholic Beverages or Controlled Substances

It is the policy of the Empire Beauty Schools that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on school premises, or as part of any school sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy can be found in the Drug Free School Policy.

Alcohol and Substance Abuse Education

The Empire Beauty Schools have developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of information materials, referrals, and school disciplinary actions.

A violation of any law regarding drugs or alcohol is also a violation of the schools Drug Free School Policy and will be treated as a separate disciplinary matter by the school.

Local mental health and substance abuse services are available at:

The Doorway www.thedoorway.nh.gov	Greater Manchester 303 Belmont Street Manchester, NH 03103 Dial (2-1-1)	AVH Professional Ctr. 7 Page Hill Rd. Berlin, NH 03570 Dial (2-1-1)
	Concord Hospital 40 Pleasant Street Concord, NH 03301 Dial (2-1-1)	LRH 11 Riverglen Lane Suite 100 Littleton NH 03561 Dial (2-1-1)
	Wentworth-Douglass Hospital 798 Central Ave Dover, NH 03820 Dial (2-1-1)	Greater Nashua 268 Main St Nashua NH 03064 Dial (2-1-1)
	Concord Hospital- Laconia 80 Highland Street Laconia, NH 03246 (603)934-8905	
State Funded Programs	Bridge Street Recovery LLC 608 Francestown Rd Bennington NH 03442 (603) 255-7070	Willows Treatment Ctr 293 Wilson St, 2nd Floor Manchester NH 03103 (603) 641-9441 ext 401
	Serenity Place 101 Manchester Street Man- chester, NH 03101 603-625-6980	Hope on Haven Hill 361 Rout 108 #2 Somersworth, NH 03878 603-841-5353
	(Dial) 211 NH 24 hr. Multilingual assistance & TDD access referral specialist	

Additional information about drug and alcohol abuse, health risks, addiction and prevention can be accessed at the National Academy on Alcohol Abuse and Alcoholism (www.collegedrinkingprevention.gov) as well as the National Academy on Drug Abuse (www.drugabuse.gov/Drug/Pages/DrugsofAbuse.html).

M. Sexual Misconduct Policies & Procedures

The Empire Beauty Schools are committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Sexual misconduct includes sexual assault, sexual harassment and exploitation, domestic violence, dating violence and stalking. Every member of the Empire Beauty Schools community should be aware that the schools are strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

The Empire Beauty Schools Sexual Misconduct Policy describes the schools’ programs to prevent sexual misconduct, and the procedures that the schools will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the Empire Beauty Schools community through publications, the school website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the School Director in-person or by calling the phone number published on Page 1, above, or downloading from the schools’ website at www.empirebeautyschools.com. Empire Beauty Schools provide training to key staff members to enable the schools to handle any allegations of sexual misconduct promptly and effectively.

Empire Beauty Schools will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The Empire Beauty Schools Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any school property or in connection with any school-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the school, regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The schools encourage victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the school can respond appropriately. As further described in the Policy, Empire Beauty Schools will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

Counseling, advocacy and support services are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the Empire Beauty Schools disciplinary or criminal process. Personal counseling offered by the schools will be limited to initial crisis assessment and referral.

Sexual misconduct crisis and counseling options are available locally and nationally through a number of agencies. Contact information for these agencies is included in the Empire Beauty Schools Sexual Misconduct Policies and Procedures

The School Title IX Coordinator will work with all students affected by sexual misconduct to ensure their safety and support their wellbeing. This assistance may include providing accommodations to support or protect a student after an incident of sexual misconduct and while an investigation or disciplinary proceeding is pending. Such accommodations may include the ability to alter class schedules, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring). Empire Beauty Schools may be able to provide additional interim measures to victims while an investigation is pending, such as no contact orders and changing the alleged perpetrator's class schedule.

N. Sexual Offender Registration

In accordance to the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Rights and Privacy Act of 1974, Empire Beauty Schools are providing information for where students and employees may obtain information regarding registered sex offenders. The New Hampshire Sex Offenders Registry may be found at: <http://business.nh.gov/nsor/>

The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained.

SCHOOL POLICIES



Offense	LACONIA CAMPUS								
	On Campus			Non Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses- Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violation Referred for Disciplinary Actions	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrest Referred for Disciplinary action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violation Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes- No reported hate crimes for the years 2021-2023									

SCHOOL POLICIES



Offense	HOOKSETT CAMPUS								
	On Campus			Non Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses- Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violation Referred for Disciplinary Actions	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrest Referred for Disciplinary action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violation Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes- No reported hate crimes for the years 2021-2023									

Offense	SOMERSWORTH CAMPUS								
	On Campus			Non Campus			Public Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses-Forcible	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Sex Offenses- Non-Forcible	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violation Referred for Disciplinary Actions	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrest Referred for Disciplinary action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violation Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Hate Crimes- No reported hate crimes for the years 2021-2023									