

STUDENT CATALOG



Dalton Institute of Esthetics & Cosmetology

Life-Changing Beauty Careers Start at Dalton Institute

Dalton Institute of Esthetics and Cosmetology
100 West Walnut Avenue Suite 126
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We are honored that you are considering making Dalton Institute of Esthetics and Cosmetology a part of your education and career as an Esthetician, Master Cosmetologist, Nail Technician or Cosmetology/Esthetics Instructor!

We understand that your choice of school is extremely important to your education, and we hope you will find the following information helpful as you navigate the decision-making process.

Please let us know if we can help answer any further questions that you might have.

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Owner: Brian Reynolds

Licensing:

Dalton Institute of Esthetics and Cosmetology is fully licensed as a Cosmetology School in the State of Georgia through the Georgia Division of Occupational and Professional Licenses. Our license number is COSC000342. This licensure is recognized in all 50 US states.

Financial Aid Information:

You may be eligible for financial aid. To determine your eligibility, fill out an online application for financial aid at <https://fafsa.ed.gov/> using our school code (042423). Once you have done this, please call us so we can review your application and give you the financial information.

Our accreditation is from The National Accrediting Commission of Career Arts & Sciences (NACCAS). National accreditation allows us to participate in US Department of Education Financial Aid programs for those students who qualify.

School Code: 042423

The Georgia Division of Occupational and Professional Licenses may be contacted at:

Georgia State Board of Cosmetology
and Barbering Division of Occupational
Licenses
237 Coliseum Drive
Macon, GA 31217-3858
(478) 207-2440

The National Accrediting Commission of Career Arts & Sciences may be contacted at:

NACCAS
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

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Our Mission

Dalton Institute of Esthetics and Cosmetology, will strive to provide our students a complete educational experience in the fields of Esthetics, Master Cosmetology, Nail Technology, Cosmetology Instructor and Esthetics Instructor. We will continuously improve ourselves in order to give our students the most effective and best education. We are dedicated to prepare students for employment upon graduation. We believe curriculum should be current with the industry, as well as practical training that will encourage students as they excel to their highest potential. We also encourage students to strive for excellence. Students are trained to leave our school with a solid educational background. By striving to maintain this reputation within the industry, we are committed to continue to cultivate relationships with employers, organizations, businesses and alumni that will be mutually beneficial and allow us continued excellence in the exciting fields of Esthetics and Cosmetology. Dalton Institute of Esthetics and Cosmetology will always practice the highest ethical and professional standards.

Admission Policy

A student wishing to enter any program of study must complete an application for admission, submit a 100-word essay which briefly discusses your reasons for pursuing the academic program that you have selected, and must be at least seventeen (17) years of age, a US citizen or in the process of obtaining permanent residency to be completed by exam date, and provide one of the following forms as proof of High School Diploma or its equivalency:

- A high school diploma, or its equivalent, a transcript showing high school completion and graduation date, or evidence that verification of a foreign obtained high school diploma completed by and provided by an outside agency qualified to translate documents into English and confirms the equivalence to a U.S. high school diploma.
- A GED certificate;
- A certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (hiset) the academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- Secondary school credential for homeschoolers in a program that the state law treats as a home or private school. * An ability to benefit exam does not qualify you to enter any program.

*Foreign documents must be translated into English and evaluated for equivalency of high school diploma by an English Translating Agency before admission into the school.

Prospective students are required to submit one of the following forms of identification as proof of age:

- State-issued photo ID
- Government-issued ID
- US Passport

Prospective students are required to submit one of the following forms of identification as proof of citizenship or permanent residence status:

- US Passport
- Birth Certificate
- Social Security Card
- US Permanent Resident Card
- Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph

*Dalton Institute of Esthetics and Cosmetology has no vaccination requirements to enroll in any program.

*All documents will be evaluated for authenticity before admission. High school diplomas will be verified by contacting the high school directly.

Non-Discrimination Statement: Dalton Institute does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students.

*A student who enrolls, but does not show for the first day of class will be considered a No Start. The student must then re-enroll and start on the next available start date.

RE-ENTRY

If a student who discontinued his or her studies at one time or was terminated by the school for lack of progress or violation of school rules, he or she will be allowed to re-enroll at the discretion of the owner and/or Director. This student will return at the exact same status he or she departed. Tuition will be based on a pro-rated schedule.

TRANSFER STUDENT POLICY

Transfer students are accepted into Dalton Institute. The amount of hours contracted are dependent upon previous level of course completion and verification of hours attended. The maximum number of transferrable hours will be determined by the Director of Education. Tuition for transfer students is based on a pro-rated amount for the certified hours of attendance at Dalton Institute. Transfer students are also responsible for the remaining costs of the program, such as textbooks, student kit, and uniforms, as well as a \$125 Transfer Registration Fee. Students wishing to transfer educational hours from another licensed esthetics or cosmetology school may apply for hours transfer by completing and submitting a completed Application for Enrollment. Educational hours from any state in which Georgia State Board of Cosmetology does not accept reciprocity will not be accepted for transfer. The Director of Education will review the transferring hours and make final selections based on the criteria outlined in the Admissions Policy as well as regulations set by the Georgia State Board of Cosmetology. Educational hours of any kind accrued outside of licensed Esthetics or Cosmetology Schools are not certified and are therefore not eligible for transfer to Dalton Institute. Educational hours that are more than two years old are not eligible for transfer to Dalton Institute. The school does not recruit students already attending or admitted to another school offering a similar program of study.

Course Curriculum

All courses taught at Dalton Institute will be offered in the English language. There are 1,000 total hours of coursework required for Esthetics students, 1,500 total hours of coursework required for Master Cosmetology students, 600 total hours of coursework required for Nail Technology students, 600 total hours of coursework required for Esthetics Instructor students, and 750 total hours of coursework required for Cosmetology Instructor students. When coursework has been successfully completed and all fees have been paid, students are now eligible to take the GA State Board Exam. The Georgia State Board evaluates practical work, theory comprehension, and state board rules and laws.

We use the Milady curriculum for each course. The books are as follows:

1. Milady Standard Cosmetology, 14th Edition- ISBN-14: 9780357871492
2. Milady Standard Esthetics Fundamentals, 12th Edition- ISBN-14:9780357263792
3. Milady Standard Nail Technology, 7th Edition- ISBN-13:9781285080475
4. Master Educator, 3rd Edition- ISBN-13: 9781133693697

Teaching Methods: Our School provides many teaching methods to give you the best education no matter what type of learner you are. These methods include Interactive Lecture, Demonstration, Individualized Instruction, Group Discussion, Question and Answer, Role Playing, Field Trips, Guest Speakers, Problem Solving, Assignments, and Stories/Testimonials.

Esthetics

Educational Objectives: The quality education system at Dalton Institute includes a comfortable learning facility, experienced and competent instructors, and a comprehensive curriculum. Our educational objectives for the Esthetics Program are:

- To educate students to be professional, knowledgeable and skilled for employment within the industry.
- To maintain a program that is constantly updated so students will have comprehensive knowledge to compete in the field of Esthetics.
- To promote the educational growth of the students using current teaching methods and techniques.
- To teach students to perform the basic manipulative skills in the areas of facials, body treatments, makeup application, massage techniques, skin analysis, and full body waxing services.
- To teach courtesy and professionalism as the foundation of a successful career.
- To prepare the student to successfully pass the State Licensing Exam for entry level employment.

Grading Procedure: Academic learning is evaluated after each unit of study by a written exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. 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 include Facials (with mask and massage), Makeup Application, and Hair removal (tweezing, soft waxing, and hard waxing). Students must pass with a 75% to be making academic satisfactory progress and to be eligible for graduation. Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed exams. Numerical grades are considered according to the following scale:

- A 90-100%
- B 80-89%
- C 75-79%
- F 74% and Below

The curriculum for students enrolled in the esthetics program will exceed minimums set by the state of Georgia and will include 1,000 hours of theory, practical training and technical instruction covering all aspects of the industry, including advanced treatments

and equipment. The first 250 clocked hours are termed Level I. During this time students are in group theory classes designed to provide them the information needed to pass the written portion of the State Board Exam and begin practical training. The school offers a minimum of four hours of theory training per week for the entire enrollment time of each student. At the conclusion of 250 clocked hours, students must be able to demonstrate the correct procedures of the practical tasks learned in Level I and pass all given written and practical tests with a minimum of 75%. Upon completion, students are moved to the clinic floor. Students may now work with clients and perform learned tasks on customers. Instructors are constantly present to further demonstrate, supervise and inspect students work. We will also participate in monthly field trips to The International Dermal Institute in Atlanta for undergraduate classes on the latest trends in treatments, equipment and career development. Our Esthetics program includes advanced certifications in Laser Technology, Chemical Peels, Spray Tanning, and Microdermabrasion.

The 1,000 hours of continuous instruction shall be distributed as follows:

LEVEL 1 Total Hours: 250

1. Professional practices = 150 — (150 credit/clock hours): bacteriology, sterilization, and sanitation, personal hygiene, public health and safety, epa; osha; infection controls standards; and blood spill procedures, aids; hiv and communicable diseases, methods, facility hygiene; clean-up applications and procedures
2. Professional ethics = 20 — (20 credit/clock hours): personal attitude, personal image,
3. Business practices = 80 — (80 credit/clock hours): state board rules laws and rules, esthetician salon development, business insurance, client records, confidential ethics, medical record keeping, resume preparation, and employment interview.

When the student has successfully completed 250 credit/clock hours in the above curriculum with a minimum passing score of 75%, the student may progress to the clinic floor to perform clinical services on patrons. The curriculum shall be as follows:

LEVEL 2 Total Hours:

1. Sciences – 320: histology of skin, cell, tissue, dermatology and physiology, structure of the skin and glands, functions of the skin and glands, conditions and disorders of the skin, physiology of color, medical terminology, medical charting, clinical sanitation and sterilization, patient psychology, customer service, advanced skin analysis/diseases, camouflage make-up
2. Body Treatment – 75: massage, wraps, aromatherapy
3. Facials – 115: client consultations and skin analysis, manipulations, cleansing, toning, post-op therapy, pre-op therapy, spa facials, European massage, aromatherapy, product therapy, mask therapy, machines
4. Make-up – 90: client consultation and skin analysis, contouring, application, color accent, camouflage make-up
5. Hair Removal – 750

Lip, chin, face, 20 credit hours (40 applications)	Leg 10 credit hours (5 applications)
Bikini 10 credit hours (20 applications)	Brow waxing 15 credit hours (30 applications)
Brow arching 35 credit hours (70 applications)	Brow/ Lash tint 5 credit hours (10 applications)
Brow tweezing 15 credit hours (30 applications)	
6. Spa/Salon Management – 75: front desk, marketing: business, client, product, administration responsibilities, client retention and tracking, business management, business record management, profit and loss statement management

Total Hours =1,000

Full Time Esthetics Syllabus:

Week	Subject		
1	History and Career Opportunities in Esthetics.	13	Skin Care Products: Chemistry, Ingredients, and Selection.
2	Life Skills.	14	The Treatment Room.
3	Your Professional Image.	15	Facial Treatments.
4	Communicating for Success.	16	Facial Massage.
5	Infection Control: Principles and Practices.	17	Facial Machines.
6	General Anatomy and Physiology.	18	Hair Removal.
7	Basics of Chemistry.	19	Advanced Topics and Treatments.
8	Basics of Electricity.	20	The World of Makeup.
9	Basics of Nutrition.	21	Career Planning
10	Physiology and Histology of the Skin.	22	The Skin Care Business.
11	Disorders and Diseases of the Skin.	23	Selling Products and Services/Review and State Board Preparation/State Board Rules and Laws
12	Skin Analysis.		

Master Cosmetology

Educational Objectives: The quality education system at Dalton Institute includes an outstanding learning facility, experienced and competent instructors, and a comprehensive curriculum. Our educational objectives for the Master Cosmetology Program are:

- To educate students to be professional, knowledgeable and skilled for employment within the industry.
- To maintain a program that is constantly updated so students will have comprehensive knowledge to compete in the field of cosmetology.
- To promote the educational growth of the students using current teaching methods and techniques.
- To teach students to perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
- To teach courtesy and professionalism as the foundation of a successful career.
- To prepare the student to successfully pass the State Licensing Exam for entry level employment.

Grading Procedure: Academic learning is evaluated after each unit of study by a written exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. 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. Practical skills are evaluated according to text procedures and include Thermal Curling, Blow drying, Chemical Waving, Roller Placement, Haircutting, Virgin Hair Lightening and Retouch, Basic Facial, Manicuring, and Hair removal (tweezing, soft waxing, and hard waxing). Students must pass with a 75% to be making academic satisfactory progress and to be eligible for graduation. Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed exams. Numerical grades are considered according to the following scale:

- A 90-100%
- B 80-89%
- C 75-79%
- F 74% and Below

The curriculum for students enrolled in the master cosmetology program will exceed minimums set by the state of Georgia and will include 1,500 hours of theory, practical training and technical instruction covering all aspects of the industry. The first 250 clocked hours are termed Level I. During this time students are in group theory classes designed to provide them the information needed to pass the written portion of the State Board Exam. The school offers a minimum of four hours of theory training per week for the entire enrollment time of each student. At the conclusion of 250 clocked hours, students must be able to demonstrate the correct procedures of the practical tasks learned in Level I and pass all given written and practical tests with a minimum of 75%. Upon completion, students are moved to the clinic floor. Students may now work with clients and perform learned tasks on paying customers. Instructors are constantly present to further demonstrate, supervise and inspect students work. See the Hours Requirement Break-down for a specific program for a more detailed description of the remaining hours of coursework. Your education will be complete with instruction from Georgia Licensed Master Cosmetologist Instructors, teaching classes on the latest trends in hair cutting, coloring, and advanced hair services.

The 1,500 hours of instruction required for master cosmetology license shall be apportioned as follows:

Level 1 Total Hours: 250

1. THEORY – 50: CHEMISTRY, INTRODUCTION TO SKIN CARE AND NAIL CARE, BACTERIOLOGY, STERILIZATION, AND SANITATION, PERSONAL HYGIENE, PUBLIC HEALTH AND SAFETY, EPA; OSHA; INFECTION CONTROLS STANDARDS; AND BLOOD SPILL PROCEDURES, AIDS; HIV AND COMMUNICABLE DISEASES, METHODS, FACILITY HYGIENE; CLEAN-UP APPLICATIONS AND PROCEDURES
2. THEORY OF PERMANENT WAVING – 20: THE CHEMISTRY OF PERMANENT WAVE SOLUTION AND ITS REACTION, THE CHEMISTRY OF RELAXERS AND ITS REACTION, THE PRINCIPLES OF PERMANENT WAVE ROD PLACEMENT
3. THEORY OF HAIR COLORING – 45: CHEMISTRY OF COLOR, PRINCIPLES OF COLOR APPLICATION, THE CHEMICAL ACTION OF HAIR COLOR
4. THEORY OF HAIR AND SCALP TREATMENTS AND CONDITIONING – 20: HAIR ANALYSIS, SCALP CONDITION, TREATMENTS, ANALYSIS, CONDITION AND TREATMENTS
5. THEORY OF HAIR CUTTING – 30: HAIR CUTTING AND PROPER HANDLING AND CARE OF INSTRUMENTS
6. THEORY OF SHAMPOOING – 15: PROPER PROCEDURE OF SHAMPOOING, KNOWLEDGE OF SHAMPOO FORMULAS, WATER TEMPERATURE
7. THEORY OF HAIRDRESSING – 45: 20 HOURS TRAINING ON MANNEQUINS, 25 HOURS TRAINING ON LIVE MODELS
8. THEORY OF NAIL CARE AND SKIN CARE – 25: CONCEPTS AND PRINCIPLES OF NAIL CARE PROCEDURES AND CORRECT HANDLING OF INSTRUMENTS- (10 CREDIT HOURS/10 CLOCK HOURS), CONCEPTS AND PRINCIPLES OF SKIN CARE PROCEDURES AND TECHNIQUES — (15 CREDIT HOURS/15CLOCK HOURS)

When student has completed 250 hours in the above curriculum, with a minimum passing score of 75%, the student is prepared to progress to the clinic floor to perform clinical services on patrons. The curriculum shall be as follows:

LEVEL 2 Total Hours: 1250

1. THEORY – 100: STERILIZATION AND SANITATION, PHYSIOLOGY, ELECTRICITY, SAFETY PRECAUTIONS, CHEMISTRY OF BEAUTY PRODUCTS, ACTIONS/REACTIONS, AND THE COMPOSITION OF TINTS, DYES AND BLEACHES, SALESMANSHIP, TELEPHONE

ETIQUETTE AND ETHICS, SALON DEPARTMENT: CONSISTING OF INSTRUCTION IN COURTESY, NEATNESS AND PROFESSIONAL ATTITUDE IN MEETING THE PUBLIC

2. SOCIAL SKILLS, RECEPTION OR DESK WORK, ART AND ETHICS, STATE BOARD OF COSMETOLOGY LAWS AND RULES - 50
3. LABORATORY – 50: PREPARING GERMICIDAL SOLUTIONS, SHAMPOOS, TINT AND BLEACHES, PRACTICAL TRAINING SANITIZING ALL EQUIPMENT
4. HAIRDRESSING, SHAMPOO AND COMB-OUT – 280: SHAMPOOS, COMPRISING DRY, SOAP-LESS OIL AND RE-CONDITIONER, FINGER WAVING, WET CURLS, THERMO-CURLING, BLOW DRYING, HAIR STYLES, COMB-OUTS AND ALL TYPES OF PRESSING; HOT COMBS AND CHEMICALS
5. HAIR CUTTING AND SHAPING - 125 (125 CREDIT HOURS/166 APPLICATIONS)
6. PERMANENT WAVING - 180 (180 CREDIT HOURS/60 APPLICATIONS)
7. CHEMICAL HAIR RELAXING - 100 (100 CREDIT HOURS/50 APPLICATIONS)
8. HAIR COLORING AND HAIR LIGHTENING – 140
 - a. TEMPORARY RINSES AND SEMI-PERMANENT COLOR-(10CREDIT HOURS /12 APPLICATIONS)
 - b. HAIR LIGHTENING-(25 CREDIT HOURS/10 APPLICATIONS)
 - c. VIRGIN TINTS-(40 CREDIT HOURS/20 APPLICATIONS)
 - d. RE-TOUCHES-(60 CREDIT HOURS /30 APPLICATIONS)
 - e. PRE-DISPOSITION TESTS -2 ½ CREDIT HOURS
 - f. DYE AND TINT REMOVAL — 2 ½ CREDIT HOURS
9. SCALP AND HAIR TREATMENT - 50 (50 CREDIT HOURS /66 APPLICATIONS): BRUSHING AND MANIPULATIONS, CORRECTIVE TREATMENTS, RECONDITIONING TREATMENTS
10. FACIAL TREATMENT, MAKE-UP AND HAIR REMOVAL - 55
 - a. FACIAL TREATMENTS — (30 CREDIT HOURS/30 APPLICATIONS)
 - b. MAKE-UP APPLICATIONS— (20 CREDIT HOURS/20 APPLICATIONS)
 - c. BROW AND LASH TINT — (5 CREDIT HOURS/5 APPLICATIONS)
11. HAIR REMOVAL – 30
 - a. LIP, CHIN AND FACE — (10 CREDIT HOURS/20 APPLICATIONS)
 - b. BROW TWEEZING — (10 CREDIT HOURS/20 APPLICATIONS)
 - c. BROW WAXING — (10 CREDIT HOURS/20 APPLICATIONS).
12. MANICURES, PEDICURES AND NAIL SCULPTING – 90
 - a. MANICURES WITH HAND AND FOREARM MASSAGE — (25 CREDIT HOURS/25 APPLICATIONS)
 - b. PEDICURES WITH FOOT AND LEG MASSAGE — (20 CREDIT HOURS/20 APPLICATIONS)
 - c. NAIL SCULPTING — (45 CREDIT HOURS/15 APPLICATIONS)

Total Hours = 1,500

Full Time Master Cosmetology Syllabus

Week	Subject
1	Orientation & History and Opportunities
2	Life Skills & Your Professional Image
3	Communicating for Success & State Board Rules and Laws
4	Infection Control Principles and Practices
5	Anatomy and Physiology
6	Skin Structure, Growth, & Nutrition
7	Skin Disorders and Diseases
8	Nail Structure and Growth
9	Nail Diseases and Disorders
10	Properties of the Hair and Scalp
11-12	Basics of Chemistry
13	Basics of Electricity
14	Principles of Design
15-16	Scalp Care, Shampooing & Conditioning
17	Hairstyling
18	Haircutting

19	Braiding and Braid Extensions & Wigs and Hair Extensions
20	Chemical Texture Services
21	Hair Coloring
22	Hair Removal
23-24	Facials
25	Facial Makeup
26	Manicuring
27	Pedicuring
28	Nail Tips and Wraps
29-30	Monomer Liquid and Polymer Powder Nail Enhancement
31	UV Gels
32 - 33	Acrylic (Methacrylate) Nail Enhancements
34	Seeking Employment & On the Job
35	The Salon Business
36-40	No Theory-Salon Floor only
41 - 46	Review and State Board Preparation

Nail Technology

Educational Objectives: The quality education system at Dalton Institute includes an outstanding learning facility, experienced and competent instructors, and a comprehensive curriculum. Our educational objectives for the Nail Technology Program are:

- To educate students to be professional, knowledgeable and skilled for employment within the industry.
- To maintain a program that is constantly updated so students will have comprehensive knowledge to compete in the field of nail technology.
- To promote the educational growth of the students using current teaching methods and techniques.
- To teach students to perform the basic manipulative skills in the areas of manicuring and pedicuring.
- To teach courtesy and professionalism as the foundation of a successful career.
- To prepare the student to successfully pass the State Licensing Exam for entry level.

Grading Procedure: Academic learning is evaluated after each unit of study by a written exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. 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. Practical skills are evaluated according to text procedures and include Manicuring with polish, Nail Wraps, Sculptured Nails, and Nail Tips. Students must pass with a 75% to be making academic satisfactory progress and to be eligible for graduation. Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed exams. Numerical grades are considered according to the following scale:

- A 90-100%
- B 80-89%
- C 75-79%
- F 74% and Below

The curriculum for students enrolled in the Nail Technology program will exceed minimums set by the state of Georgia and will include 600 hours of practical training and technical instruction covering all aspects of the industry. The first 215 clocked hours are termed Level I. During this time students are in group theory classes designed to provide them the information needed to pass the written portion of the State Board Exam. The school offers a minimum of four hours of theory training per week for the entire enrollment time of each student. At the conclusion of 215 clocked hours, students must be able to demonstrate the correct procedures of the practical tasks learned in Level I and pass all given written tests with a minimum of 75%. Upon completion, students are moved to the clinic floor. Students may now work with clients and perform learned tasks on paying customers. Instructors are constantly present to further demonstrate, supervise and inspect students work. See the Hours Requirement Break-down for a specific program for a more detailed description of the remaining hours of coursework. Students attend day class until the completion of 600 hours.

Level 1 Total Hours: 215

1. THEORY - 215 HOURS: PERSONAL HYGIENE, PROFESSIONAL ETHICS, AND CUSTOMER RELATIONS, SANITATION AND STERILIZATION, PUBLIC HEALTH AND SAFETY, INFECTION CONTROL AND BACTERIOLOGY, AIDS, HIV, AND OTHER COMMUNICABLE DISEASES, EPA, OSHA, OTHER GOVERNMENT STANDARDS; BLOOD SPILL PROCEDURE, PHYSIOLOGY AND ANATOMY, INCLUDING THAT OF THE HANDS, ARMS FEET AND LEGS, THE ART OF MASSAGE AND MASSAGE TECHNIQUES, INTRODUCTION TO REFLEXOLOGY, NAIL COMPOSITION AND STRUCTURE, NAIL DISORDERS AND NAIL DISEASES, CHEMISTRY, INCLUDING PRODUCT KNOWLEDGE, COMPOSITION, USAGE, SAFETY, AND HAZARDOUS MATERIALS, METHODS AND PROCEDURES AND IMPLEMENTS, INCLUDING THEIR USAGE AND SAFETY SALON BUSINESS, SALON DEVELOPMENT AND BUSINESS OPERATIONS, CLIENT CONSULTATIONS, BUSINESS DEVELOPMENT, MARKETING, ADVERTISING AND RETAILING, CAREER/BUSINESS PLANNING, INCLUDING PREPARATION FOR INTERVIEWS, RESUME WRITING, AND GOAL SETTING, GEORGIA STATE BOARD OF COSMETOLOGY LAWS AND RULES

After the student has successfully completed 215 credit/215 clock hours in the above curriculum with a passing score of 75 percent, the student may progress to the clinic floor to perform clinical services on patrons. The curriculum shall be as follows:

LEVEL 2 Total Hours: 385

1. MANICURE WITH HAND AND FOREARM MASSAGE (BASIC, HOT OIL, AND VARIOUS SPA MANICURES) – 70
2. PEDICURE WITH FOOT AND LEG MASSAGE (BASIC AND VARIOUS SPA PEDICURES) - 60
3. NAIL SCULPTING - 90 (90 CREDIT HOURS/30 APPLICATIONS)
4. ARTIFICIAL TIP APPLICATION WITH OVERLAY - 60 (60 CREDIT HOURS/20 APPLICATIONS)
5. NAIL WRAPPING (SILK, LINEN, ETC. ON NATURAL NAILS ONLY) - 20
6. FILL-IN APPLICATION - 30
7. ARTIFICIAL NAIL REMOVAL/NAIL REPAIR - 10 (10 CREDIT HOURS/20 APPLICATIONS)
8. PROFESSIONAL NAIL DRILL USAGE WITH PROFESSIONAL DRILL DESIGNED FOR FINGERNAILS ONLY - 5(5 CREDIT HOURS/10 APPLICATIONS)
9. NAIL ART TECHNIQUES – 10
10. AIRBRUSH NAIL ART – 5
11. PARAFFIN TREATMENTS ON HANDS AND FEET - 5 (5 CREDIT HOURS/10 APPLICATIONS)
12. STUDENT COMPETITION: ADVANCED TECHNIQUES AND RELATED SUBJECTS - 20

Note: Hours and applications are to apply to a full set only.

Total Hours = 600

Nail Technology Syllabus:

Week	Subject
1	Orientation & Life Skills.
2	Your Professional Image & State Board Rules and Laws
3	Communicating for Success & Seeking Employment
4	On the Job & The Salon Business.
5	Infection Control: Principles and Practices.
6	Anatomy and Physiology.
7	Skin Structure and Growth & Nail Structure and Growth.

8	Nail Diseases and Disorders.
9	Chemistry & Nail Product Chemistry.
10	Manicuring & Pedicuring.
11	Electric Filing & Nail Tips and Wraps.
12	Monomer Liquid and Polymer Powder Nail Enhancements.
13	UV Gels.
14	The Creative Touch.
15 - 16	Review and State Board Preparation

Cosmetology Instructor

Educational Objectives: The quality education system at Dalton Institute includes an outstanding learning facility, experienced and competent instructors, and a comprehensive curriculum. Our educational objectives for the Cosmetology Instructor Training Program are:

- To educate students to be professional, knowledgeable and skilled for employment within the industry.
- To maintain a program that is constantly updated so students will have comprehensive knowledge to compete in the field of cosmetology instruction.
- To promote the educational growth of the student instructor using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation of a successful career.
- To prepare the student instructor to successfully pass the State Licensing Exam for entry level employment.

Pre-requisites: Prospective student must hold a High School diploma or GED equivalent, a U.S. citizen or permanent resident, be years old, and must be prior graduates of Dalton Institute's Cosmetology Program.

Grading Procedure: Academic learning is evaluated after each unit of study by a written exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. 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. Practical skills are evaluated according to text procedures and include Theory Lesson Plan and Lecture and Practical Lesson Plan and Demonstration. Students must pass with a 75% to be making academic satisfactory progress and to be eligible for graduation. Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed exams. Numerical grades are considered according to the following scale:

- A 90-100%
- B 80-89%
- C 75-79%
- F 74% and Below

The curriculum for students enrolled in the Cosmetology Instructor Training program will exceed minimums set by the state of Georgia and will include 750 hours of theory and technical instruction. The curriculum for a Cosmetology instructor training course shall be completed within one year and 750 hours of training as stated below. Instructor Training students spend all of their training time under the direct supervision of a licensed instructor.

The 750 hours of instruction required for the Cosmetology Instructor license shall be apportioned as follows:

1. GENERAL EDUCATION – 250: COSMETOLOGY LAWS, RULES AND REGULATIONS, PRINCIPLES OF TEACHING COSMETOLOGY, PRINCIPLES OF TEACHING NAIL CARE, PRINCIPLES OF TEACHING ESTHETICS
2. TEACHING TECHNIQUES AND AUDIO VISUAL AID - 225: CURRICULUM DEVELOPMENT, LESSON PLANS AND PRESENTATIONS, CLASSROOM MANAGEMENT AND DISCIPLINE, DEMONSTRATIONS AND LECTURES, VARIOUS METHODS OF EVALUATION
3. PRACTICE TEACHING – 275

Total Hours = 750

Full Time Cosmetology Instructor Training Syllabus:

Week	Subject
1	The Career Education Instructor
2	The Teaching Plan and Learning Environment
3	Basic Learning Styles and Principles
4	Effective Classroom Management and Supervision
5	Basic Methods of Teaching and Learning
6 - 7	Program Review, Development and Lesson Planning
8	Educational Aids and Technology in the Classroom
9	Effective Presentations
10	Assessing Progress and Advising Students
11	Making the Student Salon an Adventure

12	Career and Employment Preparation
13	Educator Relationships
14	Achieving Learner Results
15	Learning is a Laughing Matter
16	Teaching Study and Testing Skills
17	Teaching Success Strategies for a Winning Career
18	Teams at Work
19	Communicating Confidently
20	The Art of Retaining Students
21	Evaluating Professional Performance
22 - 24	Review and State Board Preparation

Esthetics Instructor

Educational Objectives: The quality education system at Dalton Institute includes an outstanding learning facility, experienced and competent instructors, and a comprehensive curriculum. Our educational objectives for the Esthetics Instructor Training Program are:

- To educate students to be professional, knowledgeable and skilled for employment within the industry.
- To maintain a program that is constantly updated so students will have comprehensive knowledge to compete in the field of esthetics instruction.
- To promote the educational growth of the student instructor using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation of a successful career.
- To prepare the student instructor to successfully pass the State Licensing Exam for entry level employment.
- To train and graduate student instructor while empowering them to become confident and excited to enter a successful career as an esthetics instructor.

Pre-requisites: Prospective student must hold a High School diploma or GED equivalent, a U.S. citizen or permanent resident, be years old, and must be prior graduates of Dalton Institute's Esthetics Program.

Grading Procedure: Academic learning is evaluated after each unit of study by a written exam. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. 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. Practical skills are evaluated according to text procedures and include Theory Lesson Plan and Lecture and Practical Lesson Plan and Demonstration. Students must pass with a 75% to be making academic satisfactory progress and to be eligible for graduation. Students must maintain a grade average of 75%. Students must make up failed or missed exams. Numerical grades are considered according to the following scale:

- A 90-100%
- B 80-89%
- C 75-79%
- F 74% and Below

The curriculum for students enrolled in the Esthetics Instructor Training program will exceed minimums set by the state of Georgia and will include 600 hours of theory and technical instruction. The curriculum for an Esthetics Instructor training course shall be completed within nine months and 600 hours of training as stated below. Esthetics Instructor Training students spend all of their training time under the direct supervision of a licensed instructor.

The 600 hours of instruction required for the Esthetics Instructor license shall be apportioned as follows:

1. The Professional Teacher – 200: Personality, Technical Knowledge, Teacher's Characteristics, Teachers as Professionals, Planning the Course/Curriculum Development, Preparing Lesson Plans, Objectives, Outline, Student Activities, Steps of Teaching, Preparation, Presentation, Application, Testing
2. Student Motivation and Learning – 100: Student Motivation, Student Participation, Student Personalities, Individual Differences, State Board of Cosmetology Requirements and Record Keeping
3. Methods, Management and Material – 115: (Teaching): Methods, Procedures and Techniques of Teaching, Lectures and Discussions, Demonstrations Conducting Practice Activities, Questioning Techniques, Results, Special Situations, Classroom Management, Physical Environment, Administrative Duties, Student Discipline, Class Supervision, Classroom Routine, Corrective Measures, Teaching Materials
4. Methods of Testing and Evaluation – 60: Testing, Evaluation
5. Education (Vocabulary Development) – 125

Total Hours – 600

Full Time Esthetics Instructor Training Syllabus:

Week	Subject
1	The Career Education Instructor/The Teaching Plan & Learning Environment
2	Basic Learning Styles and Principles
3	Effective Classroom Management and Supervision
4	Basic Methods of Teaching and Learning
5	Program Review, Development and Lesson Planning
6	Educational Aids and Technology in the Classroom/Effective Presentations
7	Assessing Progress and Advising Students
8	Making the Student Salon an Adventure

9	Career and Employment Preparation
10	Educator Relationships, Achieving Learner Results
11	Learning is a Laughing Matter, Teaching Study & Testing Skills
12	Teaching Success Strategies for a Winning Career, Teams at Work
13	Communicating Confidently, The Art of Retaining Students
14	Evaluating Professional Performance
15 - 16	Review and State Board Preparation

Industry Information

Job Outlook

Employment trends are expected to vary among the different occupational specialties. Overall employment of hairdressers, and cosmetologists has grown more than 10% percent from 2019-2022, about as fast as the average for all occupations. Growth rates will vary by specialty. Employment of skincare specialists has grown more than 10% percent from 2019-2022, much faster than the average for all occupations. Employment of manicurists and pedicurists has grown more than 10% percent from 2019-2022, faster than the average for all occupations.

Job Prospects

Job opportunities generally should be good, particularly for licensed personal appearance workers seeking entry-level positions. A large number of job openings will come about from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. However, workers can expect keen competition for jobs and clients at higher paying salons and spas, as these positions are relatively few and require applicants to compete with a large pool of licensed and experienced cosmetologists and estheticians. Opportunities will generally be best for those with previous experience and for those licensed to provide a broad range of services. The skin care industry is a fast-growing and exciting industry to be a part of. As the industry matures, the need for highly trained and knowledgeable professionals is at an all-time high. The modern medical practice has also found the skills and abilities of highly-trained professional estheticians to be extremely helpful, making the medical practices of dermatologists and plastic surgeons exciting arenas for a skin care specialist to put his or her talents and abilities to work. Dalton Institute graduates will be trained above and beyond state requirements giving you a step ahead of competition as you will meet and exceed employee requirements in work performance and professionalism.

Work Environment

Skincare specialists usually work in salons, health and beauty spas, and in medical offices. The job may involve a lot of standing. Skincare specialists must evaluate the skin's condition, so good lighting and clean surroundings are important. Protective clothing and good ventilation also may be necessary because skincare specialists often use chemicals on the face and body. Cosmetologists work mostly in a salon, although some work in a spa, hotel, or resort. Some lease booth space in other people's salons. Some manage salons or open their own after several years of experience. Cosmetologists usually work in pleasant surroundings with good lighting. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause irritation, so they might wear protective clothing, such as disposable gloves or aprons. Manicurists and pedicurists usually work in a spa or nail salon. The job involves a lot of sitting. Manicurists and pedicurists sometimes use chemicals when working on fingernails and toenails, so they often wear gloves, masks, and protective clothing.

Work Schedule

All personal care professionals can choose to work full-time or part-time, often depending on the work environment. For example, a full-service salon/spa or a medical spa may require you to work an eight-hour day. A boutique salon or spa, however, may require shorter work hours on a part-time basis. Nights and weekends are often worked to accommodate clients. Those who are self-employed usually determine their own schedules.

Career Opportunities

Esthetician

Educational Instructor
Platform Artist
Resort/Destination Esthetician

Make-up Artist
Product Trainer
Salon Management

Medical Esthetician
Product/Equipment Sales
Spa Director

Master Cosmetologist

Color Stylist
Hair Stylist
Spa Director

Educational Instructor
Platform Artist
Retail Specialist

Make-up Artist
Salon Consultant
Salon Management

Earnings

In 2022, the median hourly wage for hairdressers and cosmetologists was \$14.94. The lowest 10 percent earned less than \$10.50, and the top 10 percent earned more than \$30.00. The median hourly wage for skincare specialists was \$18.00. The lowest 10 percent of skincare specialists earned less than \$10.00 per hour, and the top 10 percent earned more than \$26.00 per hour. The median hourly wage for manicurists and pedicurists was \$15.00. The lowest 10 percent earned less than \$9.47 per hour, and the top 10 percent earned more than \$16.10 per hour. While earnings for entry-level workers usually are low, earnings can be considerably higher for those with experience. A number of factors, such as the size and location of the salon/spa, determine the total income of personal appearance workers. They may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business. For many personal appearance workers, the ability to attract and hold regular clients is a key factor in determining earnings. Although some salons offer paid vacations and medical benefits, many self-employed and part-time workers in this occupation do not enjoy such benefits. Some personal appearance workers receive free trial products from manufacturers in hopes that they will recommend the products to clients. ***Employment is not guaranteed upon graduation and estimated salaries earned are not guaranteed upon employment.**

Hours of Operation

Dalton Institute of Esthetics and Cosmetology operates during the following hours:

Tuesday – Friday: 8:00am - 4:00pm for all courses

10-minute break at 9:30 A.M

45min lunch break at 11:30 A.M

10-minute break at 2:15 P.M.

Tuesday – Friday: 4:00pm – 10:00pm

Dalton Institute is closed on Sunday, and Monday.

In the event of inclement weather, follow Dalton Public School closings. *We will be closed on any Dalton Public School system regularly scheduled break. You can view this calendar online at: [HTTPS://WWW.DALTONPUBLICSCHOOLS.COM/](https://www.daltonpublicschools.com/)

REGISTRATION & INTERVIEWS

Students are able to register for classes by completing an Enrollment Application and interviewing with the Director of Admissions between the hours of 10:30am and 3:30pm, Tuesday - Friday. Interviews will be scheduled by appointment only and are required before enrolling in any program.

Program Start

Classes for each program, except Nail Technician, may begin on the 1st Tuesday of each month, depending on class availability. Nail Technician students may begin anytime.

Orientation

Orientation and classes will be held the 1st Tuesday of each month. Please let the Admissions Director know if you require a special orientation time. Orientation is part of the admissions process and attendance is mandatory. A written copy of this catalog will be given to each student prior to signing the enrollment contract. Students will complete and sign the student enrollment contract prior to orientation, but will receive their student ID cards, and uniforms at orientation. Student Kits will be given when the student reaches the appropriate hours. Dalton Institute policies and procedures will be explained in full during orientation.

Teaching Methods

Dalton Institute provides many teaching methods to give you the best education, no matter which type of learner you are, they may include: Lecture, Demonstration, Individualized Instruction, Group Discussion, Role Playing, Field Trips, Guest Speakers, Assignments, Stories/Testimonials, and outside instruction from The International Dermal Institute, Paul Mitchell, Aesthetic Solutions, OFRA Cosmetics and Skincare.

Student Kits

You will receive your student kit when you reach an appropriate amount of hours. The supplies in this kit are the tools for your success during your time here at Dalton Institute. It is extremely important that you take care of your kit and the supplies, as you should be

using them every day for the duration of your education. The student kit must be kept at the school. We provide you with a student kit so that you may practice your new skills in school. This will be necessary for your academic success in your course of study. If for any reason, your student kit needs to be replaced, this will be the financial responsibility and obligation of you, the student. It is in your best interest as a student to take care of your kit, and all items in it. Students are to use supplies from their kits for practice during all course instruction. Additional scrubs, t-shirts or other Dalton Institute apparel may be available for purchase. Check with your Instructor for a current list of items. **ALL KITS ARE SUBJECT TO CHANGE**

Esthetics Kit

- | | |
|---|-----------------------------------|
| 1. Tweezers | 13. Special Cleansing Gel |
| 2. Comedone extractor | 14. Pre-cleanse |
| 3. Daily Micro exfoliant | 15. Concealing Spot Treatment |
| 4. Ultra-Calming™ Cleanser | 16. Scaling Fluid |
| 5. Active Moist | 17. Post Extraction Solution |
| 6. Colloidal Masque Base | 18. Welcome Pack |
| 7. Massage Cream | 19. Facial Sponges 2-pk |
| 8. Calming Botanical Mixer | 20. Fan Masque Brush |
| 9. Solar Defense Booster SPF30 | 21. Product Wheel |
| 10. Multi-Active Toner | 22. Speed Mapping Pad |
| 11. Oil Free Massage | 23. Professional pencil sharpener |
| 12. Multivitamin Power Recovery® Masque | 24. Make-up kit |

Master Cosmetology Kit

- | | |
|---------------------------------|---------------------------------------|
| 1. Mannequin | 14. Shampoo cape |
| 2. Hair shaper | 15. Spray bottle |
| 3. Stainless steel shaper blade | 16. Spout bottle |
| 4. 1250-watt hair dryer | 17. Steel clips |
| 5. Ice tempered shear, | 18. Curl clips |
| 6. Single blade thinning shear | 19. Magnetic roller flatpak |
| 7. Marcel chrome curl/iron | 20. Manicure kit |
| 8. Vent brush | 21. Shoulder bag |
| 9. Styling brush | 22. Disposable neck strips |
| 10. Haircutting comb | 23. Perm rods and end papers |
| 11. Make-up pallet | 24. Flat iron |
| 12. Fine tooth rattail comb | 25. Consumable supplies for esthetics |
| 13. Nylon bristle brush | |

Nail Technology Kit

- | | |
|-----------------------------|-----------------------|
| 1. Metal cuticle pusher | 11. Orangewood sticks |
| 2. Metal nail file | 12. Cotton balls |
| 3. Manicure scissors | 13. Q-tips |
| 4. Cuticle nippers | 14. Sponges |
| 5. Nail implements | 15. Applicators |
| 6. Fingernail clipper | 16. Wooden spatula |
| 7. Toenail clipper | 17. Foot file |
| 8. Tweezers and metal tongs | 18. Pedicure slippers |
| 9. Emery boards | 19. Toe Separator |
| 10. Nail buffers | |

Instructor Training (Cosmetology and Esthetics)

1. A current copy of the laws and rules of the Georgia State Board of Cosmetology.
2. All teaching demonstration materials will be provided by the school as needed throughout the course

SUPPLIES: All other supplies are furnished by the school. Students are not allowed to bring in supplies from outside the school without the approval of an instructor. At no time shall outside products be used on any of the school clients without prior approval.

Tuition and Other Costs

Program Costs:

Esthetics - \$17,900
Master Cosmetology - \$19,500
Nail Technology - \$8,500
Esthetics Instructor - \$6,000
Cosmetology Instructor - \$7,500

Administrative Fee for all students: Application Fee	\$20.00 (Non-Refundable)
Administrative Fee for all TRANSFER students: Registration Fee	\$125.00 (Non-Refundable)
WITHDRAWAL FEE FOR ALL PROGRAMS: Withdrawal Fee	\$100.00 (Non-Refundable)

ESTHETICS:

Books/Kit	\$4,820
Tuition	\$13,080
TOTAL	\$17,900

MASTER COSMETOLOGY:

Books/Kit	\$3,000
Tuition	\$16,500
TOTAL	\$19,500

COSMETOLOGY INSTRUCTOR TRAINING:

Books/Kit	\$500
Tuition	\$7,000
TOTAL	\$7,500

ESTHETICS INSTRUCTOR TRAINING:

Books/Kit	\$1,700
Tuition	\$4,300
TOTAL	\$6,000

NAIL TECHNOLOGY:

Books/Kit	\$1,700
Tuition	\$6,800
TOTAL	\$8,500

Tuition Breakdown for Financial Aid Disbursement

Esthetics:

900 hours (90% charged/dispursed up front) = Tuition \$11,772; Books/Kit = \$4,820
100 hours (10% charged/dispursed at 900 hours) = Tuition \$1,308
Total Cost \$17,900

Master Cosmetology:

900 hours (60% charged/dispursed up front) = Tuition \$9,900; Books/Kit = \$3,000
600 hours (40% charged/dispursed at 900 hours) = Tuition \$6,600
Total Cost \$19,500

In-House Payment Terms

We offer students monthly payment options that are specified on your school contract. Monthly tuition payments are due on the first school day of each month. Hand payments to the Admissions Director or Campus Director, and a receipt will be issued immediately. Payments may be made by check, cash, money order or credit card.

STUDENTS WILL NOT BE ABLE TO ATTEND OR RETURN TO CLASS IF MONTHLY CONTRACTED PAYMENT IS NOT MADE. Tuition balance must reflect \$0.00 at the end of your CONTRACT END DATE or YOUR GRADUATION DATE. We will not release student hours until then.

ALL TUITION WILL BE CHARGED BY FINANCIAL AID PAYMENT PERIODS

Master Cosmetology:

Payment Period 1: 1-450 Hours
Payment Period 2: 451-900 Hours
Payment Period 3: 901-1200 Hours
Payment Period 4: 1201- 1500 Hours

Cosmetology Instructor Training:

Payment Period 1: 1-375 Hours
Payment Period 2: 376-750 Hours

Esthetics:

Payment Period 1: 1-450 Hours
Payment Period 2: 451-900 Hours
Payment Period 3: 901-1000 Hours

Esthetics Instructor Training:

Payment Period 1: 1-300 Hours
Payment Period 2: 301-600 Hours

Nails Technology:

Payment Period 1: 1-300 Hours
Payment Period 2: 301-600 Hours

Student Dress Code

Maintaining a positive and professional image includes adhering to the following mandatory student dress code:

Dalton Institute Issued Scrub Top
Dalton Institute Issued T-Shirts
Closed-toed shoes

Solid Black Scrub Pant
Solid white, grey or black undershirt (if necessary)
Caps, beanies or hats are not acceptable

Dalton Institute students should always present a neat and well-groomed appearance, especially given the nature of our industry. Hair, nails and make-up should always be well manicured, conservative and in good taste. Long nails and polished nails are inappropriate for Esthetics students. Instructors may ask a student to trim nails deemed too long for Esthetics or massage techniques. Students not receiving practical treatments for any reason will not receive daily participation points as all students are required to receive and perform services on another student while working toward 250 hours. It is expected that students will bathe regularly and that all clothing worn will be laundered on a regular basis. All clothing and shoes worn while at Dalton Institute should be both modest and moderate in nature, and must be in good repair. Closed toe shoes are required. It is the responsibility of the student to adhere to these guidelines. Dress code will be observed any time the student is accruing educational hours unless specified by a member of the administrative staff. It is expected that students will adhere to these guidelines, and maintain a positive outlook regarding this and all policies of Dalton Institute. ***The Campus Director reserves the right to determine what is considered improper or inappropriate attire or grooming, and to require any student improperly dressed or with an unkempt appearance to leave the school.*** Dress code violations by students will not be tolerated.

Satisfactory Academic Progress Policy (SAP)

*****Please read carefully before signing an enrollment agreement.*****

Satisfactory academic progress in attendance and academic performance applies to all students enrolled at Dalton Institute, no matter the program or individual schedule. In order to achieve and maintain SAP, a student must maintain these minimum cumulative requirements (on the Grading Scale below) in theory and practical exams combined; and

- 75% or greater (A, B, C)
- 67% attendance

Students receive academic performance grades by theory exams and practical exams. There is one theory exam for each chapter in the textbook, a final theory exam, and a GA State Board Laws exam. Practical exams are a graduation requirement. There are practical sheets with services that each student must complete before graduation. The only practical graded and weighted into the overall GPA are on the practical skills evaluations listed in each courses grading procedures. Theory exams and practical exams will be graded according to the following percentage scale:

A 90-100%
B 80-89%
C 75-79%
F 74% and Below

GPA is calculated with every payment period.

GPA is determined by the theory and overall attendance for the payment period. Theory and attendance are added to create one total which is divided by two.

Students are tested on theory on the day after the last class taught for any given subject. Practical exams will be periodically scheduled throughout the program, and consist of several specific criteria that the student is graded on. Tests must be completed in class on the day set forth by the instructor. Any absences on theory test days should be pre-arranged with your instructor.

Practical tests and Final Exams cannot be re-taken and attendance is mandatory. The student's SAP standing will be evaluated at the actual hours at the following checkpoints which coincide with our payment periods:

900 Academic Year = 28 weeks

Esthetics 1000 Hour Program= 450 hours (14 weeks), 900 hours (28 weeks)

Master Cosmetology 1500 Hour Program=450 hours (14 weeks), 900 hours (28 weeks), 1200 hours (37 weeks) 1500 hours (46 weeks) is as follow:

0-450hrs PP01

451-900hrs PP02

901-1200hrs PP03

Nail Technology 600 Hour Program= 300 hours (9 weeks)

Esthetics Instructor 600 Hour Program = 300 hours (9 weeks)

Cosmetology Instructor 750 Hour Program = 375 hours (12 weeks)

*Transfer students will be evaluated at the mid-point of the contracted hours or the established evaluation periods, whichever comes first. Transfer students are required to pass all practical exams before receiving a diploma. A progress report will be placed in the student's file and an instructor will tell the student verbally if their progress falls below the school's guideline in any of the three areas evaluated. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed 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.

A student may request results from an SAP evaluation at any time and the instructor will provide a copy of the SAP evaluation within two school days. Students are given the satisfactory progress report which is signed and dated by the student and the Financial Aid Director or appropriate school representative. Once the report has been signed and dated, it is placed in the student's file. A student who meets the minimum requirements for attendance and academic performance is considered making satisfactory academic progress until the next scheduled evaluation. Periods during which a student has formally requested and received a leave of absence will not be considered in calculating this figure, and school-scheduled holidays or bad weather will not count in this calculation. **See Attendance Policies*

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 on the grading scale below. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Refer to the specific grading procedure for each program, beginning on page 6 of this catalog, for a list of the practical skills evaluations that will be conducted for your course of study. Practical skills are evaluated according to text procedures and state board examination requirements. Students must maintain a grade average of 75% prior to graduation. Students must make up failed or missed tests and incomplete assignments and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following scale:

A 90-100%

B 80-89%

C 75-79%

F 74% and Below

Attendance Requirements

Attendance will be tracked by a time sheet. Students must sign in and out. You are responsible for signing in and out each day. All students must clock out if you leave the campus for any reason, no matter the length of time. **Getting caught not on campus but signed in can result in a suspension.** No student may clock another student in or out. Each student has the responsibility to clock in and out each day and during their lunch period. An instructor must be informed if you need to leave earlier than scheduled. Students will receive credit for all hours earned, and hours will not be deducted for any reason. The school reserves the right to hold hours until student has maintained satisfactory progress. Students must maintain a 67% attendance rate (cumulative) in order to be making satisfactory academic progress.

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

***ALL STUDENTS WHO RECEIVE FINANCIAL AID MUST MEET THE MINIMUM ATTENDANCE REQUIREMENTS OF 67%.**

*Students who complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

Additional Attendance Policies

Excused/Unexcused Absences

Absence from class without permission is not permitted. The student shall be required to **report by the school phone or email by 8:30am** and give the reason why they are going to be absent. Otherwise, the absence will automatically be considered unexcused or unauthorized. Excused or Authorized absences occur when a student is prevented from being in attendance because of reasons beyond the student's control, such as personal sickness in the student's immediate family, death, accident, etc. Absence due to sickness must be proven by a doctor's statement. Any other absences will require documentation, otherwise it is unexcused. All students are responsible for making up any work missed while absent. The student is responsible for attaining any information they have missed.

In the event a student has missed 7 consecutive days without notification, that student will be automatically withdrawn and must re-enroll. It is at the discretion of the Campus Director and/or Owner if student can re-enroll.

Tardiness

If a student is going arrive later than 8:00, the student must notify the school by email or phone. Theory will begin at 8:30 every morning. You are expected to be in your seat ready to begin class at that time. Tardiness is as follows: three (3) tardy = 1 unexcused absence, three (3) unexcused absences = one (1) whole day suspension, three (3) suspensions = withdrawal from the program.

Makeup Work

Students who are absent from school are to make up assignments, without penalty, within a reasonable time following their return to school. It is the student's responsibility to ask for the make-up work upon returning to school. The general rule is that a student is allowed one day to make up assignments per day missed. Students who return to school and receive make up work and then are absent again are expected to submit all previous work upon return to school. Students missing a theory or practical exam must be prepared to complete the exam at the start of the next class they attend.

Re-Entry

If a student who discontinued his or her studies at one time or was terminated by the school for lack of progress or violation of school rules, he or she will be allowed to re-enroll at the discretion of the school Owner. This student will return at the exact same status he or she departed. Tuition will be based on a pro-rated schedule.

Leave of Absence (LOA)

For students who have federal aid, a Leave of Absence (LOA) must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring a Title IV return calculation. If a LOA does not meet the conditions required, the student is considered to have ceased attendance and to have withdrawn from the school. Requests for LOA must be submitted to the School Manager or Director in advance in writing, include the reason for the request, the dates requested for the LOA, include the student's signature, and may not exceed 180 days in a 12-month period.

Reasons for which a Leave of Absents may be granted are:

- The birth or adoption of a child or placement of a foster child.
- The care of a sick spouse, child, or parent.
- The student has an injury or health condition preventing them from attending.
- Death of an immediate family member.
- Documented military duty (including National Guard).
- Documented jury duty.
- A Personal hardship or event that requires student to leave for at least 2 weeks.

For an LOA to qualify as an approved leave for Title IV purposes:

The student must follow the school's policy in requesting the LOA;

- There must be a reasonable expectation that the student will return from the LOA;
- The school must approve the student's request for an LOA in accordance with the school's policy;
- The school may not assess the student any additional institutional charges;

- The requested LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period;
- The student must apply in advance for an LOA, unless unforeseen circumstances prevent the student from doing so (i.e. injured in an accident);
- If the student requesting an LOA is a Title IV loan recipient, the school provides information to the student that explains the effects of a failure to return from the LOA may have on the student's loan repayment terms, including the expiration of the student's grace period.

In the case of unforeseen circumstances, the school may grant a LOA without a student's advanced request. If the school grants a LOA for unforeseen circumstances, the school will document the reason for its decision and will collect the request and required signatures from the student at a later date. Documentation of the communication between student and school official must be maintained for any approved leave granted under unforeseen circumstances. A student granted a LOA is not considered to have withdrawn, and no refund calculation is required. The student is expected to return after the LOA expires. A granted LOA will have the start date of the approved leave commence with the 1st day student was unable to attend. The contract end date and the maximum time frame will be extended by the same number of days approved in the LOA. Changes to the student's contracted enrollment period and maximum time frame for completion will be extended by the same number of calendar days provided in the approved leave. These changes must be initialed by all parties or an addendum must be completed and signed by the student and a school official. A student on a leave of absence will return at the same status upon which he or she departed. A student will not be charged extra institutional charges as a result of a LOA. Approval for a LOA will be in accordance to this policy. If a student does not return to school at the expiration of an approved LOA, the student's withdrawal date for the purpose of calculating a refund or monies owed to school is the student's last day attendance. The LOA should be placed in the file folder hanging on the wall next to the administrative office.

Maximum Time Frame

The maximum time frame a student must complete the course is within 150% of the contracted end date. Periods during which a student has formally requested and received a leave of absence will extend the student's contract and maximum time frame by the exact number of days in the leave of absence. Scheduled holidays or bad weather will not count in this calculation. Periods of illness, excused or unexcused absences are counted in this calculation. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP periods are based on scheduled contracted hours at this institution. The 150% maximum timeframe for a 1500 clock hour, 47-week program is 71 weeks (47 weeks x 150% = 70.5 weeks = 71 weeks). This means that a student has a maximum of 71 weeks to complete the 1500 clock hour program. The chart below gives an example of the maximum time allowed for regular full-time and part-time scheduled students:

Esthetics - Full time 32 hours per week: $1000 \text{ hours} \div 32 \text{ hours per week} = 32 \text{ weeks}$. $32 \text{ weeks} \times 150\% = 48 \text{ weeks max}$

Master Cosmetology - Full time 32 hours per week: $1500 \text{ hours} \div 32 \text{ hours per week} = 47 \text{ weeks}$. $47 \text{ weeks} \times 150\% = 71 \text{ weeks max}$

Nail Technology - Part time 16 hours per week: $600 \text{ hours} \div 16 \text{ hours per week} = 38 \text{ weeks}$. $38 \text{ weeks} \times 150\% = 57 \text{ weeks max}$

Cosmetology Instructor - Full time 32 hours per week: $750 \text{ hours} \div 32 \text{ hours per week} = 24 \text{ weeks}$. $24 \text{ weeks} \times 150\% = 36 \text{ weeks max}$

Esthetics Instructor - Full time 32 hours per week: $600 \text{ hours} \div 32 \text{ hours per week} = 19 \text{ weeks}$. $19 \text{ weeks} \times 150\% = 29 \text{ weeks max}$

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

Any student exceeding the maximum time frame will be considered as passing if academic and theory grades are satisfactory. Any student who exceeds the maximum timeframe will be terminated from the program and would thereafter be permitted to reenroll into the same program on a prorated cash-pay basis.

Warning

Students who fail to meet minimum requirements for attendance or academic progress are first placed on warning and are 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.

Probation

Students that fail to make satisfactory academic progress will be ineligible for graduation and Title IV Funding. Students who do not achieve the minimum standards for satisfactory academic progress will no longer be eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. Students will be notified of any evaluation that impacts the eligibility for financial aid. To prevent this from occurring, the student may appeal the negative SAP determination. If the appeal is approved, the student will be placed on probation for the next payment period and will receive Title IV Funding for that payment period. A student is considered making satisfactory progress in attendance while on probation. Students will be notified in writing that they have been placed on probation. Probation notices will be distributed within 10 days of the student evaluation. At the end of the probationary period, the student's progress will be reevaluated. The student can re-establish SAP if the student is meeting the minimum requirements for SAP in both attendance and academics. If the student fails to meet minimum requirements he or she will be terminated from the program. Dalton Institute is required to notify any student of an evaluation that impacts the student's eligibility for financial aid. Students are only permitted one probationary period during their course of study.

Prior to being placed on probation the student will be evaluated and will be found to be failing to meet minimum standards for satisfactory academic progress if:

1. The school evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
2. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
3. The school determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
4. The school develops an academic plan for the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

A student must meet each of the elements listed above prior to being placed on the status of probation. When a student appeals a satisfactory academic progress determination by meeting with the Director of Education to develop a plan as to how they are going to make improvements for reestablishing satisfactory academic progress, this plan will be documented on the Academic Plan of Improvement form. The form is signed and dated by the student and the Director of Education then placed in the student's file.

Appeal Process

Students who have been determined negative SAP may file an appeal to the determination if they disagree with the determination or have extenuating circumstances such as a death of a relative, an injury to the student, etc. Students must submit the following documentation within 5 school days of notification to appeal the decision:

- A letter stating the suggested discrepancy and a request to re-evaluated SAP; or
- A letter of explanation and what has changed in the student's situation that will allow the achievement of SAP at the next schedule evaluation.

The Director of Education will review the documentation and students will receive written notification of the result of their appeal within 5 days from submission of their documentation. The results of the appeal will also be kept in the student's file. If the appeal is granted, the student will re-establish SAP. All results are FINAL.

Withdrawal/Re-entry

If a student is allowed re-entry into a program, the student will return at the same SAP status at which he or she departed. Tuition owed will be based on a pro-rated schedule and the return policy will be based on the last date of attendance. **Students withdrawing will be charged a withdrawal fee of \$100.00.** The procedure for an official withdrawal is to fill out a Withdrawal Request Form located in the Office and turn into a member of the administrative staff. The administrative staff will complete and give to you a Withdrawal Record and Settlement Calculation Worksheet within 3 days of turning in the form. Unofficial withdrawals are determined by the school through monitoring clock hours weekly and will be determined after 7 consecutive absent days.

Incompletes, Repetitions, and Non-Credit Remedial Courses

Course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's SAP standards, as this institution has no such items.

Additional Rules and Regulations

Conduct

Professional conduct is expected from all students enrolled in Dalton Institute. Students should familiarize themselves with these rules before enrolling. Rules and regulations will be reviewed on orientation day. All students must adhere to the following rules and regulations:

- Smoking or vaping is not permitted anywhere in the school. There are no exceptions.
- During special demonstration class, no student will be dismissed from that class. Rudeness during a demonstration will not be tolerated.
- Students must have permission from an instructor BEFORE helping another student who is working on a client. Students will not visit with another student while they are working on a client.
- Clients are to be greeted and handled in a cheerful, professional manner. Refusal to take a client will result in being sent home.
- No borrowing another student items without permission.
- Students are responsible for their own equipment and personal property.
- Silence is to be observed in the classroom. Unnecessary noise or conversation will not be allowed.
- Students are not permitted to cause conflict/bullying. Students will not slander, use foul language, fight, or gossip about other students, faculty, curriculum, facilities or be involved in any criminal activities.
- This also includes ANY off-campus school functions.
- Student that refuses the direction of any instructor/staff or showing disrespect to an instructor/staff may be sent home for the remainder of the day and is subject to termination.
- No phone use during instruction.
- Drug and Alcohol Abuse:

The use, possession, or distribution of illicit drugs and alcohol are strictly prohibited on the campus of Dalton Institute of Esthetics and Cosmetology. Use of any illegal drugs or possession of open containers of alcohol on our campus will be reported to the local police and any and all legal action will be taken as well as possible grounds for termination of enrollment. The medical effects and health risks of Drug and Alcohol abuse include but are not limited to: Cardiovascular disease, Stroke, Cancer, HIV/AIDS, Hepatitis B and C, Lung disease, and mental disorders; as well as effects on unborn children and others around us due to second hand smoke.

Treatment Scheduling

All treatments are by appointment only and scheduled through a school representative. The appointment will be for a specific bed and should be brought to the attention of the Receptionist if desiring to alter the bed choice.

Laundry and Cleanup

Daily cleanup and laundry duties are assigned to students, and students are responsible in helping maintain clean and sanitary conditions in the school. All students are expected to do laundry daily or as needed. Cleanup must be completed and checked by an instructor before leaving each day. Students are also responsible for keeping their own station area clean, sanitary and clutter free at all times. Students must clean their station, including the floor, after each service. Workstations must be cleaned at the end of the day.

Grounds For Termination

A student may be terminated for violation of any rule or regulation of the institution, non-payment of tuition, failure to maintain satisfactory academic progress, or any of the following:

- **DISRESPECT and USE OF PROFANITY:** Any student that refuses direction from instructors, shows disrespect towards any instructor or school representative, or is vulgar and/or uses profanity on school premises towards instructors, staff, or other students may be subjected to disciplinary actions, sent home, or terminated from their program.
- **CHEATING:** Any student caught cheating on course work and/or tests will be terminated from their program.
- **DRUG ABUSE:** The use of, possession of, or selling drugs and/or alcoholic beverages or stealing will be grounds for immediate termination and/or prosecution. We have the right to periodic drug checks. This may involve the use of police if the school feels it is necessary. The medical effects and health risks of Drug and Alcohol abuse include but are not limited to: Cardiovascular disease, Stroke, Cancer, HIV/AIDS, Hepatitis B and C, Lung disease, and Mental disorders.
- **VIOLENCE:** Students involved in any form of violence or threatening the use of physical violence with another student, staff member or a client will be suspended and may be terminated from the school. Weapons of any kind are not permitted on school premises.

- **CRIMINAL ACTIVITY AND VANDALISM:** Any criminal activity will not be tolerated and will result in immediate termination. Any vandalism can result in termination if the property cannot be repaired etc. Pursuant to Section 16-11-127.1(a)(3)(B) & (b) of the State Laws and Published Ordinances of Georgia, it shall be unlawful for any person to carry or to possess or have under such person's control while within a school safety zone. Dalton Institute is defined as a private vocational/technical school and weapons of any kind are not permitted on school premises.
- **If a student fails to adhere to the school policies, the student will be counseled on the 1st incident with written documentation. Upon a 2nd offense, the student will be suspended for 3 days with written documentation. Upon a 3rd offense, that student will be terminated from the program, without refund.**

Notwithstanding the above, the School Owner has the authority to dismiss and terminate any student who does not obey the rules and regulations set forth in this catalog without refund.

Refund and Settlement Policy

Refund policies and rules apply to all terminations for any reason, by either party, including student decision, program cancellation, or school closure. Refund calculations are based on the number of scheduled hours through the date of termination. Any monies due to the applicant or student shall be calculated and refunded within 45 days of cancellation or withdrawal, whether officially or unofficially. The official cancellation or withdrawal date is the earlier of the dates:

- An applicant not selected by the school is entitled to a refund of all monies except the \$20 non-refundable application fee.
- A student or legal guardian cancels the contract and demands his or her money back in writing, within three business days of signing the enrollment agreement, regardless of whether the student has actually started training. All monies collected by the school are refunded.
- A student cancels the contract after 3 business days of signing, but prior to entering classes. In this case, the student is entitled to a refund of all monies paid to the school, less the \$20.00 application fee and a \$125 app for all transfer students.
- A student notifies the institution of his or her withdrawal.
- A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the school.

The official cancellation or withdrawal date will be determined by the postmark on written notification or the date said information is delivered to the Director of Education in person. Unofficial withdrawals are determined by the school through monitoring clock hours weekly and will be determined after 7 consecutive absent days. The refund is based on the scheduled hours on the student's last date of attendance.

For students who enroll in and begin classes, the following schedule of tuition adjustment will be owed to the school:

Percentage Length Completed To	Amount of the Tuition
Total Length of Course	Owed to the School
(Calculated in scheduled clock hours)	
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

All extra cost, such as books, uniforms, student kits, and supplies received by a student are not included in tuition price and are non-refundable at the amount listed in the cost breakdown of this catalog. In case of mitigating circumstances, the school will make a settlement, which is reasonable and fair to both parties and may exceed the Tuition Adjustment chart above. Students receiving VA Education Benefits will be refunded any unused portion of the pre-paid tuition and fees on a pro-rata basis. Any amount in excess of \$10 for an enrollment or registration fee will also be pro-rated.

Extra Instructional Charges

Each program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. The school has reserved space, equipment, and licensed instructors for each student and program. If a student does not graduate within the contract period, additional training will be billed at the rate of

\$20 per hour before the student can graduate. All monies received by the school for extra-instructional charges prior to completion of the student's contract will be refunded if the student terminates. Title IV funding cannot be used to pay for extra-institutional charges.

Financial Aid Disbursement

Federal financial aid funds will be drawn down in payment periods. Four hundred and fifty (450) clock hours represent one payment period for the entire course at or above 900 hours in length. For courses greater than 901 hours, if the remaining portion exceeds 451 hours, the remainder will be disbursed into two equal payments. Available funds to students will be disbursed after the student completes three hundred seventy-five (375) clock hours for the academic year then the remainder will be disbursed when course is completed. Payments are ordered through electronic funds transfers and deposited directly into a holding account owned and managed by this institution. From holding accounts disbursements for each student are deposited into the operating account; the student ledger card is credited with the proper transfer number and the disbursement amount. No student signature is necessary of these funds to be deposited.

Return of Title IV Funds (R2T4)

Title IV eligible students who begin attendance and completely withdraw, or otherwise cease attending must have actually received Title IV or met the conditions for a late disbursement (Post-Withdrawal Disbursement). If student enrolled but never attended any classes all Title IV aid disbursed must be returned. Student earns Title IV aid through attendance. Percentage of aid earned is equal to the percentage of the payment period completed. AFTER the 60% point in a payment period a student has earned 100% of scheduled Title IV funds. School's own refund policy or other outside policies do NOT impact the amount of Title IV aid earned under R2T4 calculation. If school has disbursed more aid than student has earned, money is returned to the programs. If school has disbursed less aid than the student has earned, a post-withdrawal disbursement will be calculated. Student is responsible to repay any loan funds not returned by the school. Loans are repaid in accordance with terms of the promissory note. The refund is based on the scheduled hours on the student's last date of attendance. The school must return unearned aid to the following sources, in order listed below, up to the total net amount disbursed from each source: Unsubsidized Direct Loan, Subsidized Direct Loan, and Pell Grant. Detailed information concerning how to manage student loans can be found at www.studentloans.gov.

Course and/or Program Cancellation Policy

1. 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.
2. 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
Provide completion of the course and/or program; or Participate in a Teach-Out Agreement; or
 - b. Provide a full refund of all monies paid.
3. 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.

Collection Policy

Collection attempts will reflect good taste and sound, ethical business practices. Collection correspondences regarding cancellation and settlement from the institution itself, banks, collections agencies, lawyers, a student is still responsible for any remaining charges assessed to their account or any other third parties representing the institution will clearly acknowledge the existence of the school's Refund Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party will comply with the school's refund policy.

School Closure Policy

If Dalton Institute closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school will refund tuition to each student enrolled at a pro-rated amount.

Institutional Outcomes

As stated in our mission, we are dedicated to the success of our students. Below are the outcome rates of completion, licensing, and placement for all programs in 2021.

Completion/Graduation Rate – 76.19%

Licensing Rate- 96.30%

Placement Rate- 61.29%

State Laws and Regulations

You will receive a Georgia State Board Laws and Rules book at orientation. Study it, as there will be more than one class on topics from this book as well as an exam at the end of the course on the rules and laws of the board. These documents can also be found online at sos.georgia.gov/plb/cosmetology

Licensing

After graduating, students who elect to take Georgia State Board of Cosmetology licensing examinations are required to register for exams at <http://candidate.psiexams.com> or call PSI 24 hours a day at (800) 733-9267. Students are responsible for their state board exam fees as they are not included in tuition.

Esthetician (Practical and Written) - \$109

Master Cosmetologist (Practical and Written) - \$109

Nail Technologist (Practical and Written) - \$109

Master Cosmetologist Instructor (Practical and Written) - \$109

The applicant taking the examination shall be required to pass the practical and written examination with a minimum score of 70% on each section. Failure to achieve a passing score requires the applicant to retake the section failed and the student must repay for the exam. A candidate must then apply for a license online at sos.georgia.gov/plb/cosmetology. License Fees at the Instructor, Master Cosmetologist, Esthetician, and Nail Technician level are established as follows:

Application for license to practice- \$30

Application for license to Instruct- \$30

Application for Salon/Shop License- \$75

Application for License by Reciprocity- \$50

License holders must be 17 years of age, be a US Citizen or permanent resident, and have a high school graduate education level. If you have ever been arrested, convicted of a felony or misdemeanor (other than minor traffic violations) or entered a plea of guilty, nolo contendere or under the "First Offender Act," or been sanctioned by another board or agency, you must also submit to the Board the following:

1. A copy of conviction/sentencing documents from the Court before you were convicted and sentenced, signed by the presiding judge, and showing said conviction and sentence; And, if applicable;
2. A statement (on official letterhead) from your probation/parole officer regarding your current status/completion of any probation/parole.

Licenses shall be renewed biennially. All license fees for renewal and reinstatement shall be established by the GA State Board periodically as set forth on a fee schedule. The fee schedule is available from the website at sos.georgia.gov/plb/cosmetology. Please note that all licenses issued to individuals to practice within the field of cosmetology by the Georgia State Board of Cosmetology expire on by the following dates:

Master Cosmetologists	March 31	of even numbered years
Estheticians	August 31	of odd numbered years
Instructor	June 30	of odd numbered years
Nail Technician	August 31	of odd numbered years
Shop's license	June 30	of odd numbered years

Renewing a license is the licensee's responsibility.

Licensure by Reciprocity

Any person desiring to obtain a certificate of registration to engage in the occupation of cosmetology at the master cosmetologist, hair designer, esthetician or nail technician level, by reciprocity from another state or country, territory of the United States, or the District of Columbia, where similar reciprocity is extended to Georgia and licensure requirements are substantially equal to those in Georgia, must furnish the following:

- An application for a license at the appropriate level using the form furnished by the GA Board
- Copy of current license in state reciprocating from

- Certification of licensure from out-of-state licensing board sent directly to the GA Board by the out-of-state/ out-of-country licensing board
- Verifications of good standing from each state in which applicant has been licensed
- Sent from the out-of-state or out-of-country licensing board to the GA Board
- Proof that the applicant has met all requirements of the law, rules, and requirements of the Board as set forth in the application.
- Required fee (see fee schedule on the previous page)

Graduation Requirements

Once a student successfully completes the required number of clock hours for a specific program (1,500 for Cosmetology, 1,000 for Esthetics, 600 for Nail Technology, 750 for Cosmetology Instructor, and 600 for Esthetics Instructor), passes all written exams and practical exams with a cumulative 75% average, and satisfies all financial obligations to the school (balance is paid in full), the student will be presented with a diploma for the course of study completed, and will be qualified to take the GA state Board Exams. **Dalton Institute reserves the right to withhold an official diploma, certification or State Board educational hours verification until all charges owed to Dalton Institute are paid in full, and any and all Institute property, (including but not limited to, books, implements, linens, product and supplies), that the student may have checked-out during their course of study are returned to Dalton Institute.** A statement of certified hours will be given to each graduate, but the school may charge a \$10 Transcript fee for transcript requests.

Our Facilities

Dalton Institute is located on Walnut Avenue in Dalton, GA. It consists of 4,375 square feet, with two classrooms, three rest rooms, a student break room with 18 lockers, a kitchen with laundry area, a dispensary for supplies and products, 3 administrative offices, reception area, a clinical esthetics rooms each with three work stations, a clinic floor for esthetics with four work stations and two sinks, one clinical nail room with a plumbed in pedicure spa and four manicure stations, two clinical cosmetology areas totaling twenty work stations, seven shampoo bowls, seven dryers, a lighted makeup area, and two classrooms each with a white board, TV, DVD player, VCR player and one shared computer and library collection.

Our Faculty

Brian Reynolds – Owner
 Brook Emerson – Campus Director
 Shannon Herrschaft – Education & Curriculum Director
 Sandra Bernaldes – Financial Director & SCO
 Sarah Meza – Admission Director
 Erika Butler – Administrative Assistant

Amy Garner - Licensed Cosmetology Instructor
 Miriam Gembe - Licensed Esthetics Instructor
 Myriam Elizabeth Moreno - Licensed Esthetics Instructor
 Lenay Kenemer - Licensed Nail Tech Instructor
 Deborah Chambers – Substitute Instructor

Student Support Services

Employment Assistance and Job Placement

Jobs are available for anyone that desires work in the field of cosmetology. There is a list of salons and spas in need of employees posted on the bulletin board. Newspapers (local and out-of-town) have wanted ads available for career opportunities both here and in other cities. There will be networking opportunities such as job fairs, attending local events, and visiting local salons. Dalton Institute teaches all students' professional skills including professionalism, resume development, interview preparation, and job search skills, and will work to assist all students in identifying and securing employment opportunities as they become available. Dalton Institute does not guarantee employment for any student, but assists with professional guidelines and job referral.

Student Advising Policy

Dalton Institute maintains an open-door policy between students and instructional and administrative staff members. Students may sign up to meet with administrative staff or with instructional staff at any time. Dalton Institute is available to the student at all times to provide counseling on progress and positive suggestions for continued improvement. Dalton Institute understands that personal problems and stresses have a direct, negative affect on the performance of the individual and are things that must be dealt with to promote success in the lives of the potential professionals we are training. We feel that it is critical that assistance is provided to those individuals in need whether the problems encountered are marital, financial, psychological, or drug-alcohol dependency related. If a problem arises that our faculty feels it cannot deal with, we will refer our students to a professional. It should be understood that Dalton Institute will not take financial responsibility for these services if they are so needed. Dalton

Institute staff members have been instructed that if a student should require, either by request or instructor observation, professional assistance, the following resources are available:

Georgia Coalition Against Domestic Violence (404) 209-0280
National Sexual Assault Hotline (800) 656- 4673
Suicide Prevention Hotline (800) 273-8255
Substance Abuse Hotline (866) 233-1681

Safety & Crime Handbook

INTRODUCTION:

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, 20 U.S.C. § 1092(F), AS AMENDED (THE “CLERY ACT”) IS A FEDERAL LAW REQUIRING ALL INSTITUTIONS OF HIGHER EDUCATION RECEIVING FEDERAL FINANCIAL ASSISTANCE UNDER THE PROGRAMS AUTHORIZED UNDER TITLE IV OF THE HIGHER EDUCATION ACT OF 1965 TO DISCLOSE CERTAIN TIMELY AND ANNUAL INFORMATION ABOUT CAMPUS CRIME AND SECURITY POLICIES. THE CLERY ACT, NAMED IN MEMORY OF A LEHIGH UNIVERSITY FRESHMAN WHO WAS ASSAULTED AND MURDERED IN HER RESIDENCE HALL ROOM IN 1986, SPECIFICALLY REQUIRES THAT COLLEGES AND UNIVERSITIES HAVE IN PLACE AND DISCLOSE THE FOLLOWING POLICIES, PRACTICES AND PROCEDURES:

- POLICIES REGARDING PROCEDURES AND FACILITIES FOR STUDENTS AND OTHERS TO REPORT CRIMINAL ACTIONS OR OTHER EMERGENCIES ON CAMPUS AND REGARDING THE UNIVERSITY’S RESPONSE TO SUCH REPORTS
- POLICY CONCERNING SECURITY OF AND ACCESS TO CAMPUS FACILITIES, INCLUDING RESIDENCES, AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES
- CAMPUS LAW ENFORCEMENT POLICIES, INCLUDING ENFORCEMENT AUTHORITY, AND POLICIES ENCOURAGING ACCURATE AND PROMPT REPORTING OF CRIMES
- DESCRIPTION OF THE TYPE AND FREQUENCY OF PROGRAMS DESIGNED TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES AND CRIME PREVENTION PROCEDURES AND PRACTICES TO ENCOURAGE STUDENTS AND EMPLOYEES TO BE RESPONSIBLE FOR THEIR OWN SECURITY AND THE SECURITY OF OTHERS
- ANNUAL REPORTING OF STATISTICS CONCERNING THE OCCURRENCE ON CAMPUS, IN OR ON NON-CAMPUS BUILDINGS OR PROPERTY AND ON PUBLIC PROPERTY, THE FOLLOWING CRIMINAL OFFENSES: MURDER, FORCIBLE OR NON-FORCIBLE SEX OFFENSES, ROBBERY, AGGRAVATED ASSAULT, BURGLARY, MOTOR VEHICLE THEFT, MANSLAUGHTER, ARSON, ARRESTS OR PERSONS REFERRED FOR CAMPUS DISCIPLINARY ACTION FOR LIQUOR LAW VIOLATIONS, DRUG-RELATED VIOLATIONS AND WEAPONS POSSESSION, AND CRIMES IN WHICH THE VICTIM IS INTENTIONALLY SELECTED BECAUSE OF ACTUAL OR PERCEIVED RACE, GENDER, RELIGION, SEXUAL ORIENTATION, ETHNICITY OR DISABILITY
- POLICY CONCERNING THE MONITORING AND RECORDING THROUGH LOCAL POLICE AGENCIES OF CRIMINAL ACTIVITY AT OFF-CAMPUS STUDENT ORGANIZATIONS RECOGNIZED BY THE UNIVERSITY THAT ARE ENGAGED IN BY UNIVERSITY STUDENTS, INCLUDING STUDENT ORGANIZATIONS WITH OFF-CAMPUS HOUSING FACILITIES
- POLICY REGARDING POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ENFORCEMENT OF STATE UNDERAGE DRINKING LAWS
- POLICY REGARDING POSSESSION, USE AND SALE OF ILLEGAL DRUGS AND ENFORCEMENT OF FEDERAL AND STATE DRUG LAWS
- DESCRIPTION OF DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS
- CAMPUS SEXUAL ASSAULT PROGRAMS AND PROCEDURES TO PREVENT SEX OFFENSES

Our intent is to inform all students and employees of Dalton Institute of Esthetics and Cosmetology of its safety and security procedures and policies. Our local police department as well as the staff has compiled the statistics used in this report. Our information explains our policy regarding crime, accident prevention, public safety, criminal and accident reporting procedures, and fire safety. Please feel free to ask questions. The safety of our students and employees is important to us. Please be advised that this is an annual disclosure that has been compiled each year.

During orientation for new students or employees, and then again in January of each year. Each student and employee is informed of our security report, procedure and safety practices. We explain the importance of student and employee knowledge of how to protect themselves against crime.

ACCIDENT & CRIME PREVENTION:

Dalton Institute of Esthetics and Cosmetology does not assume liability for stolen property. Each student or employee should always keep their personal property locked in their lockers. We encourage you not to bring large amounts of money or valuable jewelry, this will reduce the opportunity of theft.

Dalton Institute of Esthetics and Cosmetology reserves the right to prosecute anyone, case by case basis, to the full extent of state of Georgia law, as well as the United States federal law for violation. The following criminal violation may include but is not limited to:

- Burglary
- Dating Violence
- Domestic Violence
- Forcible and Non-forcible sex offences
- Hate crime including larceny-theft, simple assault, intimidation, or vandalism
- Larceny
- Murder
- Rape
- Robbery/theft
- Simple or aggravated assault
- Stalking
- Unlawful consumption or possession of alcohol or other controlled or illegal substance

PREVENTATIVE MEASURES INCLUDE:

1. During school hours at Dalton Institute of Esthetics and Cosmetology students or employees shall NOT be permitted to have any illegal or dangerous weapons in their possession on school property. Any violation will result in confiscation of the weapon, possible prosecution as well as possible termination from enrollment or employment.
2. Students and/or employees must keep their property securely locked in their lockers to prevent theft.
3. Students and/or employees must park in their designated areas and should keep cars securely locked.
4. Employees and/or students must never remain alone in the facility after closing without approval from the administration. If approval is given, the outside doors must remain LOCKED at ALL times. Student/employee must not allow any unauthorized person entrance.
5. All employees should make certain all student file cabinets remain locked at all times. When leaving the office, employees should always check to ensure the student file cabinets are locked.
6. Students and/or employees must report hazardous conditions; i.e., faulty or broken equipment, exposed electrical wires, chemical spills or water leaks to the Director immediately.
7. The Director shall handle such hazards with caution and expedience. Proper procedures may require the Director to notify the proper agencies; i.e. the power company, poison control center, the fire department, etc.
8. Students and/or employees should not attempt to repair damaged electrical equipment or exposed wires. Such problems should be reported to the Director immediately.
9. Damaged or dangerous structural conditions should be reported immediately to the Director.
10. Students and/or employees should handle all equipment according to manufacturer's directions. The school will Not be responsible for accidents caused by the inappropriate handling or misuse of equipment.
11. Students and/or employees will not be permitted to use unauthorized equipment. The school will not be responsible for accidents involving unapproved equipment.
12. Students and/or employees with serious or unusual health conditions are encouraged to report such conditions upon admission or employment. Arrangements must be made with his or her physician for appropriate preventative measures. All such information will remain confidential among school management.
13. The school does not have individual security. All crimes are reported to the local police department for further investigation and action. We encourage all students and employees to report all crimes in a timely manner to the Director, who will promptly contact the local authorities. Victims and witnesses are encouraged to report any crimes, but it is solely on a voluntary basis.

PROCEDURES FOR DEALING WITH CRIME:

1. In the event of a burglary or robbery:
 - A. Remain calm and agreeable with the culprit(s).
 - B. Do NOT attempt any heroic measures .
 - C. Report to the local police all burglary or robberies.

D. How to report a burglary or robbery:

- i. Give name of Dalton Institute of Esthetics and Cosmetology.
- ii. Give your name.
- iii. Give date and time of incident.
- iv. Tell of any injuries if known.
- v. Tell the number of suspects involved.
- vi. Give any descriptive information. Be clear about the facts of the problem as you see them.
- vii. Ask individuals to describe their perception of the problem.

2. In the event of larceny:

A. Always remain calm and agreeable with those involved.

B. Never attempt to determine if any person is innocent or guilty.

C. Report to local police for investigation:

- i. Give name of Dalton Institute of Esthetics and Cosmetology.
- ii. Give address: 100 W. Walnut Ave. Suite 126, Dalton, Ga. 30720.
- iii. Give date and time of incident.
- iv. Tell of any injuries if known.
- v. Give name(s) of those involved or any witnesses.
- vi. Give descriptive information.

D. Report to Director of Operations or an Instructor on duty.

E. The School Representative on duty will do the following:

- i. Determine if help is needed, if so person in charge will call 911.
- ii. Complete accident report and include the cause, name or names, time, circumstances and explanation of any witnesses.
- iii. When necessary, contact parents or family of injured student.
- iv. When an emergency on the school premises occurs, notify Director of Operations and remain calm. All school personnel are trained in emergency and evacuation procedures. Director of Operations will determine if an emergency actually exists by evaluating the situation and consulting with local police.

F. Report to Director of Operations or an Instructor on duty.

G. The School Representative on duty will do the following:

- i. Determine if help is needed, if so person in charge will call 911.
- ii. Complete accident report and include the cause, name or names, time, circumstances and explanation of any witnesses.
- iii. When necessary, contact parents or family of injured student.
- iv. When an emergency on the school premises occurs, notify Director of Operations and remain calm. All school personnel are trained in emergency and evacuation procedures. Director of Operations will determine if an emergency actually exists by evaluating the situation and consulting with local police.
 - i. If an actual emergency exists in which student or staff is in danger, make an immediate announcement to Director of Operations who will notify the student body and staff, and steps to follow. DO NOT exit the building unless you have been directed, sometimes it is safer to stay in the school in a lockdown mode. Listen and follow directions and remain calm. Staff will direct you of any changes as they are needed.
 - ii. Safety is the main concern of Dalton Institute of Esthetics and Cosmetology, once all is clear students and staff will be advised.
 - iii. The school always reviews its evacuation procedures during orientation and then again yearly with entire student body. An announced emergency test will be conducted at least once a year in order for the students to clearly understand the procedures. All students and staff are expected to be present for each test. A documented record of the test will be recorded as to the date, time, and whether it was an unannounced test.

A. The Violence Against Women Act (VAWA) is a landmark piece of legislation that sought to improve criminal justice and community-based responses to domestic violence, dating violence, sexual assault and stalking in the United States.

- i. The passage of VAWA in 1994 and its reauthorization in 2000, 2005 and 2013, has changed the landscape for victims who once suffered in silence. Victims of domestic violence, dating violence, sexual assault and stalking have been able to access services, and a new generation of families and justice system professionals has come to understand that domestic violence, dating violence, sexual assault and stalking are crimes that our society will not tolerate.

Due to this piece of legislation, any crime against a student that falls under the VAWA will be reported to the local authorities immediately upon our staff being made aware of the crime as well as the potential for violence being made known to our students within 48 hours with names being withheld for confidentiality. Our students and their safety is of utmost importance to the staff of Dalton Institute of Esthetics and Cosmetology.

EMERGENCY PROCEDURES

Emergency, evacuation of the school, all should proceed as fast and safely as possible.

FIRE

1. Always evacuate the area of the fire.
2. Call 911.
3. Evaluate the situation.
4. When fire department arrives, Director of Operations will be contacted.
5. Call role and make sure all are accounted for in designated area that has been assigned.

ILLNESS OR INJURY

1. MINOR
 - a. Use medical supplies on hand to treat.
 - b. Evaluate to make sure no further medical treatment is needed.
2. MAJOR
 - a. Use first aid techniques as trained, if needed.
 - b. Call 911.
 - c. In the event an illness or injury require a doctor's care and emergency services are not needed, transportation arrangements can be made to the emergency room, clinic, or hospital.

BOMB THREAT

1. Treat all threats as if it was real until proven otherwise.
2. Report unidentified or suspicious objects to the authorities.
3. Evacuate the building as safely as possible to designated area.
4. When law enforcement authorities arrive, the Campus Director, or person designated will assist authorities.

UTILITIES AND MAINTENANCE EMERGENCIES

GAS LEAK

1. If anyone smells an unusual odor, act quickly.
2. Open doors and windows.
3. Call 911.
4. DO NOT turn any electrical switches on or off.
5. Check gas taps and turn off.
6. If necessary, turn off the gas main.
7. If gas odor remains strong, evacuate immediately.
8. No one is to remain in the building until the fire department announces it is safe.

TORNADO/SERVERE WEATHER WATCHES AND WARNING PROCEDURE

1. Go to safe place that has been designated, ALL.
2. Make sure flashlight are in designated area and keep voice contact at all times.
3. Conduct a head count before moving and then after leaving and going to safe designated area.
4. Notify Director of Operations ASAP.

STUDENTS RIGHT TO KNOW POLICY

All criminal activity and accidents that occur on school property must be reported to the Director of Operations. Circumstances surrounding the incident must be kept confidential. The Director of Operations must make such information available, keeping information such as names confidential. The following information shall be made available:

1. During weekly announcements a general account of criminal activity will be announced.
2. All criminal and/or accidents will be posted, omitting any confidential information.
3. During announcement, emphasis will be placed on PREVENTION.
4. A confidential file will be kept on all crimes and accidents in detail.
5. Statistics regarding all incidents of criminal activity or misconduct within the institution will be available upon request.
6. Statistics concerning the number of accidents or criminal activity during the calendar year is posted in this volume.

RESOURCES AVAILABLE

Many resources are available for those having difficulty dealing with substance abuse or addiction. Treatment associated with local hospitals and health clinics are located in most cities and counties. The state of Georgia has treatment resources that may be found in the Internet at the following sites:

www.stopaddiction.com

www.findtreatment.samhsa.gov

www.soberrecovery.com

www.midwayrehab.org

www.communityresources.net

Note: Dalton Institute of Esthetics and Cosmetology does not endorse any particular treatment center or resource. For information on Federal Drug Trafficking Penalties, please follow the following link: [Http://www.justice.gov/dea/agency/penalties/htm](http://www.justice.gov/dea/agency/penalties/htm)

CRIME STATISTICS

In compliance with Public Law 102-26, the following information on campus crime is reported for your view. The following criminal offenses were reported to campus security or local police as having occurred on campus.

Offense	2018	2019	2020	2021
Rape	0	0	0	0
Burglary	0	0	0	0
Assault	0	0	0	0
Robbery	0	0	0	0
MV Theft	0	0	0	0

In addition to the above crime number of arrests was made for these particular violations.

Liquor Law Violations: 0 Drug Abuse Violations: 0 Weapons Possession: 0

This information is updated annually and made available to all students, employees and applicants.

Financial Assistance Policy

We offer students payment options that work best for your specific situation. During registration we can talk in detail about different options and help decide what works best for you and your family. We may also communicate with local banks and finance companies to help students who qualify with financing.

Student Privacy Policy:

Student Records will include the following information: grades, transcripts, attendance, special honors, certificates, any disciplinary actions taken, and Dalton Institute diploma, (upon graduation). Currently enrolled students or eligible parents may request to view records at any time by submitting a written request to the school's Director and/or Owner or Director. The records will be reviewed with you within seven business days of the submitted request. If a student or parent request a copy of the student's records, a \$5 fee will be charged. Students or eligible parents have the right to request that a school correct records which they believe to be inaccurate or misleading. All student records are kept in a locked filing cabinet for safekeeping. Upon graduation and receipt of all monies and properties owed, (including tuition & fees), Dalton Institute provides the graduating student with an official copy of hours verification from the Institute. Dalton Institute does not provide itemized copies of student hours or grades; however the student may request these in writing. If requested, the itemized transcripts will be available for the student within seven business days. Dalton Institute keeps permanent records safeguarded against loss or damage for all enrolled students for a minimum of five years. A student and parents of dependent minors have the right to gain access to their files upon written request. Dalton Institute maintains a strict privacy policy in regards to personal information sharing with third parties. A student's address, social security number, phone number or email address are considered to be personal information and will not be given out unless by specifically released the student in writing. Anyone other than an eligible parent or the student must have written permission from the parent or student in order to release any information from a student's education record each occurrence. The written consent must state the purpose of the disclosure, specify the records that may be disclosed, identify the party or class of parties to whom the disclosure may be made, and be signed and dated. These consent forms can be obtained through the Admissions Director.

Exceptions to this policy:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;

- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Dalton Institute and its staff follow the rules and laws of FERPA, The Family Educational Rights and Privacy Act, when dealing with student privacy issues.

Internal Complaint Policy

Dalton Institute will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the steps of the complaint procedure:

1. The student should register the complaint in writing on the designated form that can be found in the file hanging next to the Administrative office.
2. The complaint should be placed in the file hanging next to the Administrative office within 60 days of the date that the act which is the subject of the grievance occurred. This file is checked weekly.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide the final resolution of the problem but will notify the student of further investigation and/or actions being taken regarding the complaint.
4. If the problem cannot be resolved through management, the complaint will be referred to an appropriate agency if applicable.
5. Depending on the nature and extent of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management 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 officer, another member who may not be employed by the school or owners, and another member who may not be related to any student of the school. The hearing will occur within 90 days of committee appointment. The hearing 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.
7. The complainant will be provided a copy of all records after a final resolution is reached, with a signed copy in complainant's file.

The complainant is required to attempt to resolve the complaint through the school complaint process stated above prior to filing a complaint with the candidate school's accrediting agency. If the complainant wishes to pursue the matter further, a formal complaint may be sent to:

NACCAS (National Accrediting Commission of Career Arts and Sciences) 4401 Ford Avenue, Suite 1300 Alexandria, Virginia 22302-1432

Final resolution of all complaints will be retained in school files.

Voter Registration:

We at Dalton Institute of Esthetics and Cosmetology encourage each of our students to exercise their right to vote. If you have yet to register to vote you can register online at <https://registertovote.sos.ga.gov/> and we encourage you to do so. The voting requirements are as follows:

- Be registered to vote in Georgia.
- Be a US citizen
- Be a resident of the county or municipality where you'll vote
- Be 18 by Election Day
- Not be serving a sentence (including probation or parole) for a felony conviction involving "moral turpitude."
- Not be currently judged incompetent by a court

DALTON INSTITUTE OF ESTHETICS AND COSMETOLOGY 100 WEST WALNUT AVENUE, SUITE 126

DALTON, GA. 30720

706-278-0065

www.daltoninstitute@gmail.com

Disabilities:

Any condition that may prevent full participation must be disclosed fully prior to your enrollment in order to allow Dalton Institute to accommodate you in your education. Please attach a physician's certification describing the condition and how it would affect your ability to fully participate. Prospective students should be aware that full participation in clinical treatments, both giving and receiving, is a requirement for satisfactory progress and course completion at Dalton Institute. It is imperative that prospective students understand that without a physician's certification, failure to participate fully in required clinical treatments and experience will adversely affect their grades and may even affect your ability to complete the course and graduate from Dalton Institute.

Anti-harassment Policy: including Bullying and Sexual harassment

Policy: An environment of mutual respect for the rights of others must prevail if Dalton Institute is to fulfill its educational purposes. Students are encouraged to form, hold, and express their own belief and opinions. However, a student's exercise of free expression must not interfere with the rights of other students, and all students must be able to learn and grow in an atmosphere which is free from any form of harassment.

Harassment for the purposes of this policy shall be defined as verbal, physical or written behavior which:

-intimidates individuals or groups on any basis including race, ethnic background, gender, sexual orientation, ethnic origin, or disability

OR

-involves an expressed or implied threat to personal safety

OR

-has the effect of interfering with an individual's participation in the curricular or extracurricular activities of this school.

Procedure: A student who feels he/she is being harassed by peers or by a staff member of Dalton Institute, or a staff member who feels he/she is being harassed by a student or other staff member, or is aware of the harassment of another student(s) or staff member(s), shall report such incident to a staff member who could be an instructor, the school director, financial aid director, admissions representative or school owner.

The staff member receiving this report, or observing an incident of alleged harassment will examine the circumstances surrounding the alleged incident. If the receiving staff member determines that harassment has occurred, they will take steps to end the harassment. In the event that the nature and magnitude of the incident(s) warrant follow-up measures, staff members will report charges of harassment to the campus director and school owner. One of these two persons will initiate a further investigation of the harassment charges and implement follow-up measures which he/she believes are appropriate.

Follow-up measures may include some or all of the following:

- counseling
- suspension (of at least one day, but no more than 10 days, with no change in student's contracted end date)
- termination

If the person suspected of the alleged harassment denies the charges of which s/he is accused, an informal meeting will be held with that person, the campus director or owner. The campus director or owner will explain the evidence that has been collected and provide the accused with the opportunity to present his/her version of the facts giving rise to the charge.

If the campus director or owner determines that no violation has occurred, records and documentation regarding the incident(s) shall not be placed in the file of the accused person. If the director or school owner determines that a violation has taken place, the accused will be placed on suspension from one to ten days. At the end of the suspension period, the accused may return to the school and resume normal activities.

Should a subsequent incident of harassment be witnessed and proven, the accused will be terminated immediately from his/her program.

If you have questions or need further guidance, please contact the Dalton Institute Campus Director.

Acknowledgement of Receipt of Student Catalog

This Student Catalog has been prepared for your information and understanding of the policies, philosophies, practices and benefits of Dalton Institute of Esthetics & Cosmetology. Please read it carefully and completely. Upon completion of your review of this catalog, sign the statement below, and return it to the Admissions Director.

I, _____, have received and read a copy of the Dalton Institute Student Catalog which outlines the policies, practices and expectations of Dalton Institute, as well as my responsibilities as a student.

I understand that the Owner/Director of Education has the authority to dismiss and terminate any student who does not obey the rules and regulations set forth in this catalog.

I understand that Dalton Institute of Esthetics and Cosmetology reserves the right at any time to alter class schedules, change instructors and the sequence of instruction, change class hours, change the grounds for termination, and change graduation requirements.

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Student Catalog provided to me and I understand I will receive a copy of this signed agreement before signing an enrollment agreement.

Student Signature

Date

Acknowledgement of Documents in File

A student wishing to enter any program of study must fill out an application for admission and must be at least seventeen years of age, a US citizen or in the process of obtaining permanent residency to be completed by exam date, and provide one of the following forms as proof High school diploma or its equivalency:

- A high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma but it will be the financial responsibility of the student to obtain acceptable documentation);
- A GED certificate;
- A certificate or other official completion documentation demonstrating that the student has passed a state- Authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (hiset)
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree
- For a student who enrolls before completing high school, a transcript indicating the student has excelled in high School. The student must no longer be enrolled in high school, must satisfy your school's written policy for admitting such students, and must be starting a program that leads at least to an associate's degree or its equivalent
- Secondary school credential for homeschoolers in a program that the state law treats as a home or private school

***An "ability to benefit exam" does not qualify you to enter any program.**

Prospective students are required to submit one of the following forms of identification as proof of age:

- State-issued photo ID
- Government-issued identification
- US Passport

Prospective students are required to submit one of the following forms of identification as proof of US citizenship or permanent residence status:

- US Passport
- Birth Certificate
- Social Security Card
- US Permanent Resident Card
- Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph

I have familiarized myself with the contents of this Admission Policy. By my signature below, I acknowledge, understand, accept and agree to comply with this and I understand that I will submit the 3 required documents before signing an enrollment agreement and beginning classes.

Student signature

Date