



**SCHOOL CATALOG  
AND  
HANDBOOK  
2020**

**Cosmetology | Esthetics**

**8516 Park Drive | Omaha, NE 68127  
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[www.xenonacademy.net](http://www.xenonacademy.net)**

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This handbook/catalog is also available at <https://www.xenonacademy.net/resources/>

For more information on our On-Time Completion Rates and our Median Loan Debt for Completers please visit [www.xenonacademy.net](http://www.xenonacademy.net)

## PHILOSOPHY

Xenon Academy is dedicated to the belief that everyone should have the opportunity to acquire the education and technical skills that will allow them to attain fulfilling and productive careers in the field of cosmetology or esthetics.

Xenon Academy is committed to providing programs that deliver quality training within a convenient time frame. We are very interested in the success of our students and strive to maintain a reputation for quality training by providing an array of modern equipment and curriculum, which reflects current industry standards.

Xenon Academy feels deep responsibility to the students, parents, and business community, which we serve. The school attempts to instill a similar sense of responsibility in our faculty, staff, students and alumni.

Accredited by NACCAS-The National Accrediting Commission of Career Arts and Sciences is recognized by the Department of Education as a national accrediting agency for post-secondary schools and programs of cosmetology and sciences.

Xenon Academy is used throughout the handbook in the place of Xenon International Academy II Inc.

## MISSION STATEMENT *TO OUR STUDENTS:*

*To provide quality education which empowers our students to become career oriented professionals in Cosmetology & Esthetics.*

## PROGRAMS OF STUDY

### COSMETOLOGY PROGRAM-1800 Hours

**DESCRIPTION OF COURSE:** The Cosmetology program is designed to prepare the student to become licensed in cosmetology. The program begins with the basic principles and ends with advanced units of instruction. The school has a prepared curriculum and learning system based on clock hours and the integration of theory with practical application. To meet the state practical skill requirements students are scheduled on the student salon floor to perform salon services on clients. The Xenon Academy Cosmetology curriculum sets forth clearly stated learning objectives, resulting in learning outcomes that are measurable. Language this program is taught in is; English.

**OBJECTIVES:** Students completing the program are able to capably perform and meet the challenges set forth within the professional salon. The student will be able to: Demonstrate general salon services, perform fundamental design techniques, have the skills and knowledge to use tools for the cosmetology industry. Demonstrate the knowledge to formulate hair color to achieve satisfactory results. Have the ability to analyze hair and skin and make appropriate recommendations for care. Upon completion of the program the graduate will take a state board exam for the Nebraska Department of Health and Human Services.

**TEACHING AIDS:** Xenon Academy utilizes many types of teaching aids. The Pivot Point curriculum is a web based curriculum, students can access the textbooks, videos, quizzes, tests and study materials online 24/7. The school provides paper study guides and state board review books to supplement the online access to the materials. The classrooms have T.V. or projectors to use to present materials. Educators utilize manikins and live models to demonstrate the practical skills. Students receive the necessary items for the classes in the student kit. A library of resources are utilized to supplement the Pivot Point curriculum to prepare lessons. Professional products are provided in the classroom and clinic floor to teach students practical skills. Students wishing to receive services, or practice on each other pay a small fee to cover products. Students are not required to receive/pay for personal services.

<u>COURSE OUTLINE</u>	<u>Hours</u>
<b>Freshman Curriculum:</b>	200 minimum
<b>Advanced Theory:</b>	200
<b>Advanced Clinical &amp; Practical:</b>	
Chemical Texture	200
Haircutting	300
Hairstyling	200
Haircolor	300
Facial/Body Services	60
Hair Removal	30
Nail Services	50
Infection Control & Sanitation	20
Conditioning/Scalp Treatments	5
Flexible Hours	135
Optional Hours	100
<hr/>	
Total	1800

Safety, sanitation and sterilization will also be taught in each subject area as it pertains to that specific topic. Students must complete a minimum of 200 hours of training before the school can assign them to paying customers and charge for any services rendered.

**COURSE FORMAT:** Scheduled class time contains theory lectures, demonstrations and practical work. Student's first application of services is performed on mannequins guided by an instructor's step-by-step supervision, before services are performed on clients. Occasionally it is necessary to adjust classes due to guest speakers and/or educator schedules. Students are assigned Independent self-study for certain theory subjects. Check for updates and class schedule changes on the monthly calendar posted on the "Announcement" bulletin board.

\* Students are required to execute 55 retail sales, 39 pre-books & 25 add-on services to meet salesmanship requirements. Dispensary: Light housekeeping & salon laundry is required while earning hours.

# Xenon Academy Cosmetology Curriculum

Class times are Tuesday-Friday 8:45-4:30, Practical testing on 3 Mondays no Saturdays

## PHASE I

29 hours a week

Class:	AM	MANI/PEDI	PM	ECOLOGY/DESIGN
Class:	AM	SKIN	PM	TRICOLOGY/DESIGN
Class:	AM	COLOR	PM	COLOR
Class:	AM	COLOR	PM	DESIGN
Class:	AM	SCULPT	PM	SCULPT
Class:	AM	SCULPT	PM	MEN'S
Class:	AM	PERMING/TEXTURE	PM	PERMING/TEXTURE
Class:	AM	CERTIFICATION	PM	STATE LAW/FLOOR TRAINING
OPTIONAL-FLEXIBLE-CLINIC WEEK			OPTIONAL-FLEXIBLE-CLINIC WEEK	

## PHASE II

Class times are 9:00-12:00 Wed-Fri

## PHASE III

35 hours a week

Class: Men's 1	Class: Hair Removal/Body Treatments
Class: Men's 2	Class: Make-up
Class: Color 1	Class: Texture
Class: Color 2	Class: Relaxing
Class: Color 3	Class: Long Hair
Class: Jr Business 1	Class: Wigs & Hair Additions
Class: Jr Business 2	Class: Advanced Styling 1/Wet Skills
Class: Floor/Certification	Class: Floor/Certification
OPTIONAL-FLEXIBLE-CLINIC WEEK	OPTIONAL-FLEXIBLE-CLINIC WEEK

## PHASE IV

Class times are 9:00-4:00 Tues

## PHASE V

35 hours a week

Class: Design Forum 1	Class: Color 4
Class: Design Forum 2	Class: Color 5
Class: Design Forum 3	Class: Color 6
Class: Women's Cutting	Class: Men's 3
Class: Salon Tours	Class: Men's 4
Class: Cutting Concepts	Class: Sr. Business 3
Class: Advance Styling 2	Class: Sr. Business 4
Class: Mid-term Break/Certification	Class: Mid-term Break/Certification
OPTIONAL-FLEXIBLE-CLINIC WEEK	OPTIONAL-FLEXIBLE-CLINIC WEEK

- Occasionally an educator's schedule makes it necessary to adjust the order in which classes are taught in a certain Phase.
- Check for updates and class schedule changes on the monthly calendar posted by State Regulations located in Student Café.

### **SCALP AND HAIR CARE**

This course teaches the importance of and treatment for proper scalp and hair care. Recognizing hair/scalp disorders and the corrective treatments, shampooing and massage skills; product knowledge and proper application techniques. Students will learn through discussions and demonstrations of related theory and by actual practical application of product and treatments Public safety and sanitation are covered.

### **HAIR COLORING**

This course instructs the student in the proper technique of color application, chemistry of products and chemical reactions. We also focus on all aspects of corrective hair coloring and creative fashion trend techniques most popular in the salon. Safety, sanitation and customer welfare will also be covered.

## **WOMEN'S AND MEN'S HAIR SCULPTURE**

This is a study of the forms of hair sculpture for both female and male clients. These forms include solid form, graduated form, increased layers and uniform layers. With mastering these core concepts the student will be able to create, or recreate any hair sculpture.

## **HAIR DESIGN**

This course introduces the student to the history of hair styling and its relationship to present day trends and techniques. The student will gain knowledge and proficiency in the areas of quick service, molding techniques, thermal styling, roller placement, press and curl services.

## **PERMANENT WAVING DESIGN AND CHEMICAL RELAXING**

This is a study of the artistic and scientific principles of hair chemistry. Applications of texture perming, form perming, design perming and combination structure perming are subjects covered in the program. Chemical relaxing product chemistry & proper application are taught in this program. Professional recommendations and competency will be the result of this well-studied module.

## **FACIALS, MASSAGE, MAKE-UP & HAIR REMOVAL**

This course introduces the student to facial shapes and structures, law of color and types of illumination, make-up application techniques, the techniques of superfluous hair removal, for the face and body. Body treatments and specialty facial procedures will be covered, safety and sanitation measures and product manufacturer and ingredient knowledge as well.

## **MANICURES AND PEDICURES/NAIL ENHANCEMENTS**

This course provides the fundamental knowledge required for proficiency in the art of manicuring and pedicuring. Students will learn the techniques required for nail care and hand & arm massage, recognize nail disorders and suggest corrective or maintenance options, to learn the application & care of nail extensions. The safety and preventative measures required to perform these services. Students may opt to participate in extracurricular nail enhancement classes offered at Xenon to expand their skills with these techniques.

## **RULES/REGULATIONS/LAW/INFECTION CONTROL PRACTICES**

This course provides the student with a basic understanding of the laws, rules, and regulations as set forth by the state of Nebraska for infection control practices and safety measures. The specific state laws are also interwoven throughout every course of governance and operational standards.

## **ANATOMY AND CHEMISTRY**

Knowledge of the structure and functions of the human form is the scientific basis for the proper application of cosmetic services. Through the advances in the science of chemistry, new and better products constantly are being developed, for the benefit of both cosmetologist and the client. It is, therefore, important that the professional technician understand these products and learn how to use them for the maximum benefit of the client.

## **BUSINESS: CAREER PREP**

These classes include how to develop and personalize a resume, prepare for an interview that will increase your potential to land your dream job. The paths to locating career opportunities in the beauty business, and how to market yourself to stand out to salon owners. Regular salon recruiting visits, mock interviewing, salon owner guest speakers and social media marketing are a few of the activities utilized.

## **BUSINESS: SALON SUCCESS**

One way to maximize your earning power is by developing your chair side manner. This intense program deals with all aspects of client relations. The course teaches the students how to manage a clientele to build financial success through proper pre-booking, adding-on of services and the sale of retail products

## **BUSINESS: PROFESSIONAL ETHICS/CLIENT SERVICES**

This prepares students with the skills needed once entering the job market. The emphasis is on proper ethics of the industry and good personal care skills that salon owners will expect from employees along with communication skills utilized in the salon. It also includes developing proper personal and professional ethics necessary for insuring success within the field of cosmetology.

## **BUSINESS: MANAGEMENT, AND SALESMANSHIP**

This course offers knowledge of business principles; bookkeeping, inventory, business laws, insurance, and marketing as an introduction to being an independent contractor, a salon suite renter as well as pursuing salon ownership as a career path.

## **CERTIFICATION**

Students are tested on their knowledge of information taught throughout the previous weeks to attain the student's ability and readiness to progress to the next phase or graduation.

## **SALON FLOOR CLASSROOM**

Students are assigned to perform services on the public, while under the direct supervision of licensed instructors. The salon floor classroom is a "live" environment where the educators work with the students to master the basic skills and assist them while performing advanced techniques on the paying public. This helps refine the skills that are necessary for them to perform in a salon. The students must complete all the required practice skills in order to earn the hours necessary to receive a diploma.

## **OPTIONAL HOURS**

Xenon Academy allows students to earn up to 50 optional hours in the advanced classes. Training Requirements: (a) Licensed Salon or Department Licensed Facility: Direct supervision is required by a licensed instructor, student instructor or licensed cosmetologist and the student may only observe services (s/he cannot perform any services on a person). (b) Theatrical presentation, fashion/style show, charitable event, photo shoots, career show, or similar activities (advanced students only): Direct supervision is required by a licensed instructor, student instructor or licensed cosmetologist and the student may provide the following services: make-up; nail polishing; or hairstyling. (c) Continuing competency programs, a licensed instructor is responsible for overseeing the activity, but is not required to be on-site. The student must have a passing Mid-term certification practical score, and current minimum written GPA of 85%, meet minimum attendance requirements, must complete all the required application paperwork and have the outside training approved by the Campus Director **prior to attending** the outside training. Only pre-authorized training with completed documentation will earn hours.

## **GRADING**

A minimum grade point average of 85% is to be maintained at all times. GPA is based upon computer tracked accumulative theory and practical assignment grades. Students are given their original tests on Tuesdays. A progress report is available to each student monthly. Areas of improvement are individually discussed at that time.

EXCELLENT	(95-100) A
ABOVE AVERAGE	(90-94) B
AVERAGE	(85-89) C
BELOW AVERAGE	(84 & below) D-Not meeting minimum requirements

## **GRADUATION REQUIREMENTS**

- ✓ Achieve a minimum grade point average of 85%
- ✓ Achieve a minimum of 80% accumulative attendance record
- ✓ Satisfy all financial obligations
- ✓ Complete all academic requirements and state credit requirements in each area of course
- ✓ Abide by all school rules and regulations

A diploma will be issued to students completing all graduation requirements.

## **2020 COSMETOLOGY CLASS STARTING DATES:**

- ❖ Start: January 21, 2020      End: February 23, 2021
- ❖ Start: April 21, 2020      End: May 22, 2021
- ❖ Start: July 21, 2020      End: August 19, 2021
- ❖ Start: September 15, 2020      End: October 14, 2021
- ❖ Start: November 10, 2020      End: December 9, 2021

## **COSMETOLOGY TUITION**

Tuition	\$ 17,500.00
Books/Equipment non-refundable	\$ 1,950 + tax. Add a tablet for \$208.65 (includes tax)
Application fee	\$ 100.00

All kit fees are non-refundable after 3 business days of signing contract.

An interest free payment plan is available while in attendance. Payments are due to the business office on the 15<sup>th</sup> of each month. Forms of payment include; cash, money order, checks & Title IV funds. Credit cards are accepted for Application fees and payment for the student kit if pre-authorized by the corporate business office. ACH payment method is available. Financial Aid is available for those who qualify.

## **JOB OPPORTUNITIES FOR COSMETOLOGY GRADUATES**

SOC CODE 39-5012 Hairdressers, Hairstylists and Cosmetologist

Cosmetologist

Specialized Trade

- Hair Cutting
- Colorist
- Skin Care Technician

Salon Manager/Owner

Independent Salon Suites Owner

Educator

Director/Owner

Sales Consultant

Sales Manager

Platform Artist

Manufacturer Representative



## ESTHETICS PROGRAM-600 Hours

**DESCRIPTION OF COURSE:** Xenon Academy Esthetics program is designed to prepare the student to become a licensed Esthetician. The school has a prepared curriculum and learning system based on clock hours and the integration of theory with practical application. Scheduled class time contains theory, lectures and demonstrations along with practical work. To meet the state practical skill requirements students are scheduled on the student salon floor to perform spa services on clients. The Xenon Academy Esthetic curriculum sets forth clearly stated learning objectives, resulting in learning outcomes that are measurable. Language this program is taught in is: English.

**OBJECTIVES:** Students completing the Esthetics program are capable to perform and meet challenges set forth in the field of Esthetics. The student will be able to: Demonstrate general spa services, perform fundamental facial techniques, have the skills and knowledge to use machines for the Esthetics industry. Have the ability to analyze skin and make appropriate recommendations of products for home care. Upon completion of the Esthetics curriculum graduates will take a state board exam from Nebraska Department of Health and Human Services.

**TEACHING AIDS:** Xenon Academy utilizes many types of teaching aids. The Pivot Point curriculum is a web-based curriculum, students can access the textbooks, videos, quizzes, tests and study materials online 24/7. The school provides paper study guides and state board review books to supplement the online access to the materials. The classrooms have T.V. or projectors to use to present materials. Educators utilize manikins and live models to demonstrate the practical skills. Students receive the necessary items for the classes in the student kit. A library of resources are utilized to supplement the Pivot Point curriculum to prepare lessons. Professional products are provided in the classroom and clinic floor to teach students practical skills. Students wishing to receive services, or practice on each other pay a small fee to cover products. Students are not required to receive/pay for personal services.

<u>COURSE OUTLINE</u>	<u>Hours</u>
<b>Freshman Curriculum:</b>	140
<b>Advanced Theory &amp; Practical:</b>	60
<b>Clinical &amp; Practical:</b>	
Facial Treatments	145
Clinical/Manual Exfoliants	40
Machine Exfoliation	40
Body Treatments, Skin Analysis	15
Hair Removal, Waxing/Tweezing	50
Contouring/Make Up Applications	20
Infection Control Practices	10
Optional Hours	40
Flexible Hours	40
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Total	600

**COURSE FORMAT:** Scheduled class time contains theory lectures, demonstrations and practical work. Student's first application of services are performed on each other and models guided by an instructor's step-by-step supervision, before services are performed on clients. Occasionally it is necessary to adjust classes due to guest speakers and/or educator schedules. Students are assigned Independent Online self-study for certain theory classes; please refer to the syllabus for the class listing.

\* Students are required to execute 13 retail sales, 13 pre-books & 13 add-on services to meet salesmanship requirements.  
Dispensary: Light housekeeping & salon laundry is required while earning credits.

# Xenon Academy Esthetics Curriculum

Class times are Tuesday-Friday 8:45-4:30, No Mondays or Saturdays

## PHASE I

29 hours a week

<b>Class:</b>	<b>AM</b>	<b>Skin Analysis/Anatomy</b>	<b>PM</b>	<b>Facials/Facial Massage</b>
<b>Class:</b>	<b>AM</b>	<b>Hair Removal</b>	<b>PM</b>	<b>Body Treatments</b>
<b>Class:</b>	<b>AM</b>	<b>Exfoliation /Chemistry</b>	<b>PM</b>	<b>Exfoliation Treatments</b>
<b>Class:</b>	<b>AM</b>	<b>Microbiology/ First Aid</b>	<b>PM</b>	<b>Skin Sciences</b>
<b>Class:</b>	<b>AM</b>	<b>State Law, Rules &amp; Regs</b>	<b>PM</b>	<b>Certification</b>

## PHASE II

Class times are 9am-11:30am Tues-Thurs

<b>Class:</b>	<b>Physiology/Facials</b>
<b>Class:</b>	<b>Skin Diseases &amp; Disorders/Infection Control</b>
<b>Class:</b>	<b>Airbrush Make-up</b>
<b>Class:</b>	<b>Professional Development/Business</b>
<b>Class:</b>	<b>Chemistry/Exfoliants</b>
<b>Class:</b>	<b>Electricity</b>

## PHASE III

35 hours a week

<b>Class:</b>	<b>Advanced Makeup</b>
<b>Class:</b>	<b>Esthetics in the Medical Field</b>
<b>Class:</b>	<b>Anatomy/Body Treatments</b>
<b>Class:</b>	<b>Anatomy/Nutrition</b>
<b>Class:</b>	<b>Final Certification/Statutes, Rules, Regs</b>
	<b>Salon floor classroom</b>

- Occasionally an educator's schedule makes it necessary to adjust the order in which classes are taught in a certain Phase.
- Check for updates and class schedule changes on the monthly calendar posted by State Regulations located in Student Café.

**CLASS HOURS 214, RELATED THEORY 386:** Freshman Curriculum is 140 hours long. Classes are Tuesday-Fri 8:45am-4:30pm during Freshmen Curriculum. After completion of Freshman Curriculum, hours are, Tuesday-Thursday 8:45am-4:30pm, Friday & Saturday 8:45am-4:00pm. Class is held for one half day Tuesday-Thursday 9:00am-11:30am. Friday & Saturday students will be on the salon floor classroom completing required credits. Sequence of classes may vary due to guest speakers & equipment availability. Check for updates and class schedule changes on the monthly calendar posted on the "Announcement" bulletin board located outside the Esthetics classroom.

### OPTIONAL HOURS

Xenon Academy allows students to earn up to 40 optional hours in the advanced classes. Training Requirements: (a) Licensed Salon or Department Licensed Facility: Direct supervision is required by a licensed instructor; student instructor or licensed cosmetologist or esthetician and the student may only observe services (s/he cannot perform any services on a person). (b) Theatrical presentation, fashion/style show, charitable event, photo shoots, career show, or similar activities (advanced students only): Direct supervision is required by a licensed instructor/esthetician, student instructor or licensed cosmetologist or esthetician and the student may provide the following services: make-up; nail polishing; or hairstyling. (c) Continuing competency programs, a licensed instructor is responsible for overseeing the activity, but is not required to be on-site. The student must have a passing Mid-term certification practical score, and current minimum written GPA of 85%, meet minimum attendance requirements, must complete all the required application paperwork and have the outside training approved by the Campus Director **prior to attending** the outside training. Only pre-authorized training with completed documentation will earn hours.

## **GRADING**

A minimum grade point average of 85% is to be maintained at all times. GPA is based upon computer tracked accumulative theory and practical assignment grades. Students are given their original tests on Tuesdays. A progress report is available to each student monthly. Areas of improvement are individually discussed at that time.

EXCELLENT	(95-100) A
ABOVE AVERAGE	(90-94) B
AVERAGE	(85-89) C
BELOW AVERAGE	(84 & below) D-Not meeting minimum requirements

## **GRADUATION REQUIREMENTS**

- ✓ Achieve a minimum grade point average of 85%
- ✓ Achieve a minimum of 80% accumulative attendance record
- ✓ Satisfy all financial obligations
- ✓ Complete all academic requirements and state credit requirements in each area of course
- ✓ Abide by all school rules and regulations

A diploma will be issued to students completing all graduation requirements

## **2020 ESTHETICS CLASS STARTING DATES:**

- ❖ Start: January 21, 2020      End: May 29, 2020
- ❖ Start: May 19, 2020      End: September 23, 2020
- ❖ Start: September 15, 2020      End: January 29, 2021

## **ESTHETICS TUITION**

Tuition:	\$ 9,500.00
Lab Fee	\$ 75.00
Books/Equipment non-refundable	\$ 1,000.00 + tax Add a tablet for \$208.65 (includes tax)
Application Fee	\$ 100.00

All kit fees are non-refundable after 3 business days of signing contract.

An interest free payment plan is available while in attendance. Payments are due to the business office on the 15<sup>th</sup> of each month. Forms of payment include; cash, money order, checks & Title IV funds. Credit cards are accepted for Application fees and payment for the student kit if pre-authorized by the corporate business office. ACH payment method is available. Financial Aid is available for those who qualify.

## **JOB OPPORTUNITIES FOR ESTHETIC GRADUATES**

SOC CODE 39-5094 Skin Care Specialists

Skin Care Specialist  
Make-up Artist  
Manufacturer Technician  
Platform Artist/Educator  
Salon Consultant  
Sales

## **COSMETOLOGY STUDENT INSTRUCTOR PROGRAM-600 Hours**

The program follows the course outline; classes are scheduled according to the students scheduled attendance. See page 19 for student attendance.

**DESCRIPTION OF COURSE:** Cosmetology student instructor program is designed to prepare the student to become a licensed cosmetology instructor. The school has prepared a curriculum and learning system based on clock hours and the integration of theory with practical application. The Xenon Academy Cosmetology Student Instructor curriculum sets forth clearly stated learning objectives, resulting in learning outcomes that are measurable. Language this program is taught in is; English.

**OBJECTIVES:** Students completing the cosmetology student instructor program are prepared to perform and meet challenges set forth in this field. Students completing the Cosmetology Instructor program will demonstrate competence and ability to apply teaching principles. Upon completion of the Cosmetology Instructor curriculum, our Xenon Academy graduates will take a state board exam from the Nebraska Department of Health and Human Services.

### **COURSE CURRICULUM:**

<b><u>Student Instructor Orientation</u></b>	100
1) Introduction to faculty, staff and students	
2) State statues, regulations, sanitation and infection control practices	
3) School policy	
4) Overview of student instructor training program	
5) Teaching techniques and educational tools	
6) Student and Instructor relations/advising	
<b><u>Development of Cosmetology Program</u></b>	140
1) Overview of student cosmetology curriculum as required by the state and school	
2) Program outline development	
3) Preparing and creating lesson plans	
<b><u>Theory and Clinical Techniques</u></b>	200
1) The student learning experience and student motivation	
2) Classroom management and supervision	
3) Clinic training	
4) Student/client relations	
5) Clinic activities	
<b><u>Evaluation of Student Progress</u></b>	100
1) Performance assessments	
2) Evaluation standards	
3) Academic/clinic performance	
4) Written/practical rubrics	
<b><u>Administrative Policies</u></b>	60
1) Office management	
2) Salon management	

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**Total 600 hours**

### **COURSE FORMAT**

Scheduled class time contains theory, lectures and demonstrations along with practical work. Student instructors are scheduled to observe and participate in classroom activities with licensed instructors. Student Instructor's daily schedules will be posted monthly. Individualized 600 hour curriculum calendar is provided during orientation.

### **GRADING**

A minimum grade point average of 85% is to be maintained at all times. GPA is based upon computer tracked accumulative theory and practical assignments grades.

A progress report is available to each student monthly. Areas of improvement are individually discussed at that time.

EXCELLENT	(95-100) A
ABOVE AVERAGE	(90-94) B
AVERAGE	(85-89) C
BELOW AVERAGE	(84 & below) D-Not meeting minimum requirements



## **ADMISSION PROCEDURE FOR ALL PROGRAMS**

Admissions procedures are designed to assist the applicant in selecting the most appropriate program based on the student's ability and interest.

Xenon Academy reserves the right to deny admission to any applicant who Xenon Academy, on the basis of background, record, statements and conduct during the admissions process, determines to not be qualified to succeed in or benefit from the academic program for which admission is requested.

### **ADMISSION REQUIREMENTS**

- 1) Must have a high school diploma, G.E.D. or a college academic transcript that demonstrates the student has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- 2) Must be 17 years of age
- 3) Pass Assessment Test

### **REQUIRED BEFORE FIRST DAY OF ATTENDANCE**

- 1) Copy of High School Diploma, G.E.D. or qualifying college academic transcript. \*Foreign high school diplomas must be translated to English, be verified for validity and equivalence at the students expense.
- 2) Copy of Birth Certificate / Verification of birth
- 3) Copy of Photo ID or Photo
- 4) Application Fee
- 5) Assessment Test
- 6) Completed admissions application and signed tour sheet

No applicant will be denied admission on the basis of race, sex, age, color, religious preference, ethnic origin, marital status, or handicap. Enrollments are accepted year-round. Classes start several times within a year. Cosmetology Student Instructor applicants are required to have a current Cosmetology license.

### **TRANSFER HOURS**

Students transferring in will be required to meet the above listed Admissions requirements as well as provide a transcript from their prior school. Xenon Academy at its sole discretion will determine the hours that are transferrable. Student skills will be assessed by the educational team and consist of practical evaluations utilized at Xenon Academy as well as a written assessment to determine the appropriate curriculum placement. Transfer students will be charged the current hourly rate multiplied by the number of hours needed to complete the program. Students will be required to purchase any hair goods necessary for classroom work, as well as provide comparable professional tools required to perform clinic services. A graduate who has completed training at a cosmetology school in another state, who is required by the state of Nebraska to obtain additional hours to meet Nebraska requirements may be allowed to complete only the hours needed to meet these state requirements. A Xenon Academy diploma will not be issued to the prior school graduate. Xenon Academy cannot guarantee the transferability of hours to another institution unless there is a written agreement with that other institution.

### **RE-ENROLLING**

Students discharged for any reason will be readmitted only upon evidence provided to the school that the problem associated with their dismissal has been removed and they have demonstrated an ability to succeed in their program.

Students who have withdrawn may be readmitted when they feel circumstances will allow them to successfully continue their education.

Students re-entering the same program will enroll with existing grade point average and percent of attendance and credits as at the time of their withdrawal. That status will remain until the next scheduled evaluation point. \*\*No Title IV Funds shall be disbursed until the student meets all satisfactory policy requirements.

There will be a \$ 100.00 re-admittance fee; the student kit will be the responsibility of the student, tuition will be charged for the number of hours the student has left to complete at the time of re-enrollment. The current tuition rate will be used.

### **NEBRASKA COSMETOLOGY, ESTHETICS, STUDENT INSTRUCTOR LICENSING REQUIREMENTS**

**38-1062. Licensure by examination; requirements.** In order to be licensed by the department by examination, an individual shall meet, and present to the department evidence of meeting, the following requirements:

(1) Has attained the age of seventeen years on or before the beginning date of the exam; official state issued birth certificate is required.

**TO APPLY FOR A DUPLICATE BIRTH CERTIFICATE GO TO THIS WEBSITE:** [http://dhhs.ne.gov/publichealth/pages/ced\\_bicert.aspx](http://dhhs.ne.gov/publichealth/pages/ced_bicert.aspx)

(2) Has completed formal education equivalent to a United States high school education and received a diploma.

(3) Possesses a minimum competency in the knowledge and skills necessary to perform the practices for which licensure is sought, as evidenced by successful completion of an examination in the appropriate practices approved by the board and administered by the department;

(4) Possesses sufficient ability to read the English language to permit the applicant to practice in a safe manner, as evidenced by successful completion of the written examination; and

(5) Has graduated from a school of cosmetology, esthetics, student instructor or an apprentice salon in or outside of Nebraska, upon completion of a program of studies appropriate to the practices for which licensure is being sought, as evidenced by a diploma or certificate from the school or apprentice salon to the effect that the applicant has complied with the following:

(a) For licensure as a cosmetologist the program of studies shall consist of a minimum of one thousand eight hundred hours. For licensure as an esthetician the program of studies shall consist of a minimum of six hundred hours. For licensure as a student instructor the program of studies shall consist of a minimum of six hundred hours. Pass state written test with minimum 75%.

**38-129. Issuance of credential; qualifications.** No individual shall be issued a credential under the Uniform Credentialing Act until he or she has furnished satisfactory evidence to the department that he or she is of good character and has attained the age of nineteen years except as otherwise specifically provided by statute, rule, or regulation. A credential may only be issued to a citizen of the United States, an alien lawfully admitted into the United States who is eligible for a credential under the Uniform Credentialing Act, or a nonimmigrant lawfully present in the United States who is eligible for a credential under the Uniform Credentialing Act.

### **POLICIES GOVERN ALL STUDENTS**

Those students not receiving Financial Aid will follow the same policies and procedures for Satisfactory Progress. All students, Pell Grant eligible, student loan borrowers, or self-financed; Kits, books and supplies are dispersed on the 1<sup>st</sup> day of school, notwithstanding back order items. Back order items will be distributed, as they are available from the suppliers.

### **SCHOLARSHIPS**

Xenon Academy Scholarships will be disbursed guided by the following criteria:

- 1) The scholarship will be awarded to student (s) at the completion of their program.
- 2) In order to be considered to be maintaining satisfactory progress toward a scholarship a student must follow the institutions Satisfactory Progress Policy as stated in the student handbook.
- 3) If a student is placed on Probationary status, the scholarship will be revoked.
- 4) All financial obligations must be current at the time of the scholarship award.
- 5) If a student withdraws from school, the scholarship will terminate

### **FINANCIAL AID ELIGIBILITY/REQUIREMENTS**

The most basic eligibility requirements are that you must:

- ✓ Demonstrate financial need (for most programs) to learn more visit [www.studentaid.ed.gov/funding](http://www.studentaid.ed.gov/funding)
- ✓ Be a U.S. citizen or an eligible noncitizen.
- ✓ Have a valid Social Security number.
- ✓ Register (if you have not already) with Selective Service, if you are a male between the ages of 18 and 25.
- ✓ Maintain satisfactory academic progress in postsecondary education.
- ✓ Show you're qualified to obtain a postsecondary education;  
\*Having a high school diploma or General Education Development (GED)  
*\*Completing a high school education in a home school setting must be approved under state law*

### **Xenon Academy offers the following types of aid for those that qualify:**

Loans: Must be repaid with interest

Grants: Financial aid you do not have to pay back

VA: Veterans benefits

### **LOANS**

The following loans are offered at Xenon Academy:

Direct Federal Subsidized Loans are available to students who have established a financial need. Repayment begins six months after a student ceases to attend at least half time. Interest is paid by the government until the student ceases to attend at least half time. Interest rate for this type of loan is capped at 8.25%. A maximum for this loan is \$3,500-\$5,500 depending upon the grade level. Aggregate maximum total \$23,000.

Direct Federal Unsubsidized Loans are available for undergraduate and graduate students. The borrower is responsible for all interest. The interest rate for this type of loan is capped at 8.25%. Maximum for this loan is \$5,500-\$20,500 depending on grade level and dependency status. Aggregated maximum total \$34,500.

Direct Federal PLUS Loans are available for parents to borrow on behalf of dependent students. PLUS loan borrowers cannot have an adverse credit history (credit checks will be done). Repayment begins sixty (60) days after the last disbursement is made; you may be able to defer payments for up to six months after the student graduates. Maximum amount is cost of attendance minus any other aid the student receives; no minimum amount. Borrower is responsible for all interest. The interest rate for this loan is capped at 10.50%.

In addition to interest you pay a loan origination fee that is a percentage of the principle amount of each loan you receive. This fee helps reduce the cost of making these low-interest loans. They deduct the fee before you receive any loan funds, so the loan amount you actually receive will be less than the amount you have to repay.

To take out a Direct Loan for the first time, you must complete a master promissory note (MPN). The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department of Education. It also explains the terms and conditions of your loan(s). You can complete an MPN online at [StudentLoans.gov](http://StudentLoans.gov) website.

**Standard Repayment Plan**

Initial Debt	Per Month	Total
3,500	\$50.00	\$4,471.00
\$5,000.00	\$58.00	\$6,905.00
\$5,500.00	\$63.00	\$7,595.00
\$7,500.00	\$86.00	\$10,357.00
\$10,500.00	\$121.00	\$14,500.00
\$15,000.00	\$173.00	\$20,714.00
\$18,500.00	\$213.00	\$25,548.00
\$23,000.00	\$265.00	\$31,762.00
\$30,000.00	\$345.00	\$41,429.00
\$40,000.00	\$460.00	\$55,239.00
\$46,000.00	\$529.00	\$63,524.00
\$50,000.00	\$575.00	\$69,048.00

**GRANTS**

The following grants are available at Xenon Academy:

Federal Pell Grants provide a foundation of assistance to which other forms of aid may be added. A distinguishing feature of this program is the concept which guarantees that students who demonstrate need will receive a grant. Pell Grants must be applied for each award year to determine if a student is eligible to receive Pell Grants. The student must make satisfactory progress toward his/her certificate to remain eligible. Annual award amount, up to \$6,195.

After completion of the Free Application for Federal Student Aid the student will receive a Student Aid Report. If corrections need to be made to the information, please notify the Business Office.

**VETERANS BENEFITS**

For those students that are eligible for Veterans Benefits, they will need to provide Xenon Academy with their Certificate of Eligibility for entitlement of educational assistance.

The covered individual will be permitted to begin their program during the period beginning on the date on which the individual provides Xenon Academy the COE for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE. Xenon Academy will not impose any penalty, including assessment of late fees, the denial of access to classes, educational materials, or other institutional facilities, programs or events. Xenon will not require a covered individual to borrow additional funds to meet their financial obligation to Xenon due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.

**STUDENT RIGHTS**

- 1) Students have the right to be assured that information provided by them to determine their eligibility for student aid will be held in confidence within the parameters of the Privacy Act of 1974.
- 2) Students have the right to equal consideration in the awarding process with other students in the same stage of process.
- 3) Students have the right to know the school's disbursement procedure regarding student aid.
- 4) Students have the right to know the current satisfactory progress policy. The policy in its entirety is available in the Student Handbook.
- 5) Students have the right to review their file, including, but not limited to, aid, computations, awards, etc. The financial Aid Office (Business Office) has the right to set the time and date of the file review, no later than ten (10) days from the requested date. Requests must be in writing by the student only.
- 6) If the student has questions or concerns about the treatment of their FSA Student Loan they can contact the FSA Student Loan Ombudsman Group via telephone: 877-557-2575 or FSA Ombudsman Group, PO Box 1843, Monticello, KY 42633.

**NOTICE TO APPLICANTS OF TUITION AID**

The Financial Aid Office (Business Office) reserves the right to revise offers of aid at any time during the academic year based on availability of funds and procedures mandated by the state or federal authorities.

Pursuant to Section 7 of the Privacy Act of 1974, applicants for financial aid are hereby notified that mandatory disclosure of their Social Security Number is required by Xenon Academy to verify the identity of each applicant.

**SATISFACTORY ACADEMIC PROGRESS POLICY**

All students must maintain a cumulative minimum 85% academic and 80% attendance rate to be considered satisfactory. All students in attendance at Xenon Academy are required to meet the following Satisfactory Academic Progress Policy whether Title IV Federal Aid recipient or not. These policies are provided to all students prior to enrollment, applicable to all students enrolled at Xenon Academy and are consistent in all programs and schedules.



## **GRADING**

A minimum grade point average of 85% is to be maintained. Grade point average is based upon computer tracked accumulative theory and practical assignment grades. Students are tested in written and practical throughout the program. A progress report is made available to students monthly to monitor their work.

EXCELLENT	(95-100) A
ABOVE AVERAGE	(90-94) B
AVERAGE	(85-89) C
BELOW AVERAGE	(84 & below) D-Not meeting minimum requirements

## **UNIT OF CREDIT**

Xenon Academy courses are based on clock hour system of instruction. Every hour in theory or related theory class is equal to one hour. To receive salesmanship credits, the student's documents need to be signed at the time of the client purchase.

## **TRANSFER HOURS AND SAP**

Satisfactory Progress Evaluation Periods are based on actual contracted hours at Xenon Academy. Hours earned and accepted by Xenon Academy from another institution will be counted as attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

## **AWARDING OF CREDITS**

Students receive credit for the assigned tasks completed with an 85%. Each student is graded and evaluated on the assigned tasks. Each student must have all the tasks in each area of study completed and passed with a satisfactory grade in order to receive credit in the subject. Course incompletes and repetitions; original failing grades will continue to affect the students satisfactory progress until the course/or class is retaken and the new score is recorded. Non-credit remedial courses have no effect upon the institutions Satisfactory Academic Progress Policy.

## **EVALUATIONS**

Students are evaluated by theory and practical testing in each academic phase as follows: Cosmetology week 8, week 26 and week 45, Esthetics week 4 and week 16 & Cosmetology Instructor week 4 and week 16. Students must have completed all required skill sheets to be eligible for certification. If a student fails to complete the required skill sheet and is ineligible to sit for certification they will be considered not progressing through the program and may not continue on until all requirements have been completed. A student's status will be suspended until all required work is completed and submitted for credit.

## **COURSE LENGTH**

### **Attending 35 hours per week**

### **\*Maximum completion time**

Cosmetology-1800 hrs.	54 weeks (29 hrs/week, weeks 1-8. 35 hrs/week, weeks 9-54)	2250 hrs./67 weeks
Esthetics-600 hrs.	18 weeks (29 hrs/week, weeks 1-5. 35 hrs/week, weeks 5-18)	750 hrs/21.75 weeks
Cosmetology Student Instructor-600 hrs.	18 weeks (29 hrs/week, weeks 1-4. 35 hrs/week, weeks 5-18)	750 hrs/21.75 weeks

~Xenon Academy defines an academic year as 900 hours for all programs.

*\*The status of students who exceed the maximum time frame will be considered: warning or probation status, Title IV ineligible.*

*\*The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours.*

*\*The maximum completion time is the maximum time frame the student has to complete the course and remain eligible for Title IV funds. Title IV funds cease once the student has exceeded the maximum time allowed.*

## **PROGRESS CHECK**

Student's satisfactory progress evaluations are posted by student account number in the café weekly so the students have access to their progress evaluation results. Students will be notified in writing of any evaluation that may impact their eligibility for Title IV funds.

Student's progress is checked when they have completed:

Cosmetology-450 hours/14 weeks, 900 hours/27 weeks, 1350 hours/40 weeks, 1800 hours/54 weeks

Esthetics-150 hours/4.5 weeks/300 hours/9 weeks, 450 hours/14 weeks/600 hours/18 weeks

Cosmetology Instructor-150 hours/4.5 weeks/300 hours/9 weeks, 450 hours/14 weeks/600 hours/18 weeks

All students must maintain a cumulative minimum 85% academic and 80% attendance rate to be considered satisfactory. Satisfactory academic progress is evaluated at the progress check points listed above. Students not maintaining a minimum 85% rate of academic and/ or 80% attendance will be notified that they will be placed on Warning status. Students meeting the 85% & 80% requirement will remain on satisfactory status. The student's status will remain until the next scheduled progress checkpoint. An individual attendance and /or academic plan will be prepared for a student placed on Warning status. The student must successfully complete the plan to regain satisfactory status. During this warning period, the student is still eligible to receive Title IV funds.

If the student does not achieve a minimum of 85% rate of academic and/or 80% attendance by the end of the Warning period, the student will be notified that they will lose their Title IV Aid unless they successfully appeal the unsatisfactory progress determination and are placed on Probation.

The institution must determine that SAP standards can be met by the next progress check point. The institution will develop an academic and /or attendance plan that, if followed, will ensure that the student is able to meet the SAP requirements by the next check point, not to exceed the maximum time frame for the student.

The student must satisfy the requirements of their attendance and /or academic plan to raise their attendance and/or academics to a minimum of 85% & 80% by the next progress check to have the probation status lifted. If at the end of the Probationary period, the student has not achieved the minimum 85% & 80% rate of attendance/academics attempted the student will lose Title IV Aid eligibility and your enrollment may be terminated.

### **APPEAL**

The student must appeal the determination of unsatisfactory progress within 15 days with good cause such as family emergency, medical conditions or financial hardship that has prohibited the student from completing their attendance and/or academic plan during the Warning period. Students will be required to submit medical documentation, funeral notices and/or other applicable documentation to support their appeal. The student will be required to demonstrate that the circumstances have been resolved and they have the ability to complete their attendance and/or academic plan and can achieve satisfactory status by the next progress check.

This appeal must be in writing and document the circumstances which have affected his/her ability to complete their action plan with sufficient reason why the appeal should be approved; if approved the student will be allowed to remain enrolled on a Probation status until the next satisfactory progress check. The student must complete projects, retake failed / missed exams and/or attend extra make-up hours to achieve the 85% minimum academic and/ or 80% attendance requirement.

An appeal will be resolved within 15 days, in which time the Executive or Business Office Director will review the circumstances and documentation to determine whether the cause has truly been eliminated. The student will receive a response letter stating if the appeal has been accepted or denied. If the appeal is accepted, the student will remain on Probation status until the next progress check, and will be eligible to receive Title IV funds. The student must achieve minimum SAP standards by the next check point or they are no longer eligible for Title IV HEA funds. If the appeal is denied the student will lose Title IV eligibility and may be terminated. The appeal letter and all supporting documentation will be kept in the student's administrative file.

### **TEMPORARY INTERRUPTIONS**

If there are temporary interruptions to the regular scheduled classes, i.e., a Leave-of-Absence, suspension, or requested time off, students will need to be rescheduled for missed classes.

Students on an approved (LOA) Leave of Absence will be excused from class and it will be treated as if the class was not attempted. The student's contract and maximum time frame to complete the program will be extended for the same period of time as the Leave of Absence. Students out absent or who have requested time off, are responsible for assignments and/or missed tests and the adverse grades will be recorded. The classes will be recorded as attempted but not achieved. The student is responsible for rescheduling missed classes, and to make arrangements to complete any missed assignments.

### **CONTINUED ABSENCE**

If contact has not been made between school and student for fourteen consecutive days, the school will assume the student has withdrawn from their program and the student will be terminated.

### **WITHDRAWAL~RE-ENROLLMENT**

Students wishing to withdraw from their program need to schedule an appointment with the campus Director to complete necessary paperwork, and be advised of their rights and responsibilities concerning hours earned and or balances owed.

Students discharged for any reason will be readmitted only upon evidence provided to the school that the problem associated with their dismissal has been removed and they have demonstrated an ability to succeed in their program.

Students who have withdrawn may be readmitted when they feel circumstances will allow them to successfully continue their education.

Students re-entering the same program will enroll with existing grade point average and percent of attendance as at the time of their withdrawal. That status will remain until the next scheduled evaluation point. \*\*No Title IV Funds shall be disbursed until the student meets all satisfactory policy requirements.

There will be a \$ 100.00 re-admittance fee; the student kit will be the responsibility of the student, tuition will be charged for the number of hours the student has left to complete at the time of re-enrollment. The current tuition rate will be used.

### **End of Satisfactory Academic Progress Policy**

### **ACADEMIC AND ATTENDANCE POLICY**

It is Xenon Academy's objective to help students realize the importance of regular attendance. Each student is expected to be in class and on time every day. A record of attendance is maintained for each student and is available for authorized personnel to review at any time. Attendance reports will be furnished to agency sponsored students with student's authorization.

### **TIME CARDS/SKILL SHEETS**

The time keep system is the documentation of hours. **NO STUDENT MAY CLOCK IN OR OUT ANOTHER STUDENT.** Should a student need to leave after he/she has clocked in, a request for time off form must be filled out. If hours are not recorded properly on the time keep system, the student will not receive credit. Replacement cards are available for \$ 10.00. It is recommended the students leave cards in the designated numbered slot area. If skill sheets are lost, they are available at a replacement cost of \$10.00.



Midterm Break-students are allowed one week. This time is scheduled off & has been accounted for in the student enrollment agreement/contract. No absent hours will be assessed. Students may sign up for make-up hours during this time to improve their attendance.

- Any other holidays taken will be decided upon by the school administrative staff.

\*\* In-service staff training is conducted the 1<sup>st</sup> Tuesday of most months. Students are scheduled to arrive at 12:30PM. "Notice of Change" will be posted on main student bulletin board if the date or time needs to be changed and/or cancelled.

**LEAVE-OF-ABSENCE**

Leave of Absence Policy

A student may be granted a leave of absence for good cause such as family emergency, medical condition or financial hardship. The leave of absence must be requested in writing prior to a leave of absence occurring.

A Leave of Absence may be no less than 30 days in length and is advisable when a student must be absent for an extended period of time, or in excess of the number of excused absences allowed in the contract. A one-time Leave of Absence may be granted for good cause. To be eligible for a LOA the student is required to follow the policy in regards to submitting a signed, written request including the reason for the LOA, prior to the start of a LOA unless unforeseen circumstances prevent. In this circumstance the school may grant a LOA; the institution will collect the required documents at a later date. The institution will establish the start date of the approved LOA as the first date that the student was unable to attend. The school will document the reason for accepting or denying any LOA request. A Leave of Absence must be approved by the school's Director because it affects the student's graduation date and program schedule. There must be a reasonable expectation that the student will return before a L.O.A. will be approved. For circumstances covered under Family & Medical Leave Act of 1993 the Leave of Absence may be extended past 30 days; not to exceed a 92 day maximum leave. This request must be accompanied by the proper documentation. A maximum of 92 days is allowed for LOA's during a student's enrollment period. The student's contract will be extended by the number of days taken in LOA (s), no additional fees will be charged and the student's contract will be amended or an addendum will be made that will be signed by the student and a school official. The student's contract and maximum time frame to complete the program will be extended for the same period of time as the Leave of Absence. During a LOA the student's status, warning or probation will not be affected. A LOA may be extended up to two days when the students return date lands on an unscheduled school day ie-Sunday, Monday.

Student's granted a LOA in accordance with this policy are not considered to have withdrawn and no refund calculation will be required to be performed. A student who takes an unapproved LOA will be withdrawn from the program. Shall the student fail to return by the expiration date of an excused Leave of Absence the student will be withdrawn. Refunds must be calculated from the last date of recorded attendance based on the hours the student was scheduled to complete as of their last day attended. Our policy of the granting of credit for previous training shall not impact the refund policy.

Students who do not return by the expiration date of a Leave of Absence will exhaust part, or all of their grace period if they are a Title IV HEA program loan borrower. 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. Any monies due to the student are refunded within 30 days of formal cancellation or termination. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

1. A request for Leave-of-absence must originate in writing from the student.
2. Left to the Director's discretion. There must be a reasonable expectation that the student will return.
3. During a leave-of-absence, locker must be vacated and roll-a-about taken home. The school assumes no responsibility for property left in building.
4. Maximum time frame for LOA is 92 days.
5. Students end contract date will be extended to reflect the length of LOA
6. Student services are at full price during LOA
7. During a LOA the student's status, warning or probation will not be affected.

❖ **STUDENT ATTENDANCE**

Attendance Hours-Weeks 9-18 new Juniors arrive @ 8:30am for sanitation credits

Day	Student "Café" door opens	Testing / Enter @ classroom A door	Required Attendance Time Appointments
Monday	11:45am	NA	11:45am-8:00pm
Tuesday	8:35am	NA	8:45am-4:30pm
Wednesday	7:50am Testing 8:35am Student Body	Student testing @ 8:00am	8:45am-4:30pm
Thursday	8:35am	NA	8:45am-4:30pm
Friday	8:35am	NA	8:45am-4:00pm
Saturday	8:30am	NA	8:45am-4:00pm

**REGULATIONS GOVERNING MONDAY/SATURDAY SCHEDULE**

1. Any alternative schedule, or the benefit of signing up for extra hours is offered to students who have the ability to conduct themselves in a professional manner and possess the technical abilities to perform services in the allotted time frame set by the Academy. Students not demonstrating these abilities will be limited to or returned to the standard Tues-Sat schedule.
2. Each student may work one Monday and/or evenings schedule a month, and in turn, are scheduled Friday and Saturday off that week. A student calling in on the Monday of their late week, are required to be at school on Saturday of that same week. EX: Friday off, Saturday here (Holidays & Advanced Education days excluded).
3. Monthly calendars will be posted on the student bulletin board. Check here to verify and/or correct conflicts with outside obligations. (Most employers require a 2 week notice if you need that week off).
4. Students wishing to work on Mondays or evenings to make up missed hours may do so, (upon availability) but only the students for "late week" will receive Friday/Saturday off.
5. Students scheduled to work and those working to make up hours MUST work a full day. No doctor's appointments or other appointments will be excused on Mondays. If the school notices a pattern developing on Mondays, where there are frequent call ins, the student will be advised on the matter. If it continues, the student will be unable to benefit from extra hours on Mondays for the remainder of their contract.
6. Students not calling in because of illness or late arrival may be removed from an alternate schedule. They will not have the opportunity to make up the missed hours on Mondays.
  - Each student is eligible to work the Monday/Evening late schedule once the PHASE I class has been successfully completed. Students will follow the Tuesday through Saturday schedule on a regular basis and may be scheduled for the Monday/Evenings late schedule 2 months in advance so students may ask their employers for the schedule change and parents may work out childcare arrangements. This allows you to plan for future events. Upon completion of Phase I, students will be eligible for additional hours after being on the salon floor classroom for 4 weeks, subject to availability:
    - ❖ Monday- 11:45am-8:00pm \*36 hours each "late week"
    - ❖ Tuesday- 8:45am-8:00pm
    - ❖ Wednesday- 8:45am-8:00pm
    - ❖ Thursday- 8:45am-8:00pm
    - ❖ Friday- OFF
    - ❖ Saturday- OFF

**RETAKES**

ORIGINAL TESTING TUESDAY DURING SCHEDULED CLASS TIME

**In the event a weekly test is failed or missed, the following guidelines apply:**

1. Retakes are offered Wednesday mornings at 8:00 AM. The doors will be open at 7:50am; *after 8:00am you will not be allowed to start a test.* Students *choosing* to test off the clock due to arriving too close to 8:00am may do so.
2. All students absent on Tuesday, either ill or a requested day off, or coming in after testing time starts or leaving early will be scheduled for a retake with a maximum grade of 86% possible.
3. All students are allowed an original test and two retakes on Tuesday. A retake that is taken and failed is considered 1-retake, a scheduled retake that the student does not show up for is considered 1-retake, a requested day off or illness still counts as 1-missed retake. **\*\*Basic & Mid-term Certification Tests are 1 take only, no retakes available.**
4. When a student misses or fails the 2 retake opportunities, he/she will be rescheduled to retake the entire class. The failing grade will be posted until the class is retaken. Students failing to completely satisfy any required subject before their contracted training end date will be charged \$50.00 per class to retake each class, plus the cost of any additional hair goods and/or class supplies. If the class is taken during the students enrollment period there is no additional tuition, the cost of supplies is the student's responsibility. Leave-of-Absence are exempt from this policy.
5. Certification tests are given three times during your enrollment; Certification 1 & the Mid-Term test may not be retaken. The Final Exam must be passed to graduate & receive a diploma.
6. All work MUST be completely caught up before a student will be allowed to take their final certification. This includes; skill sheets, and all class requirements.

The first scheduled retake will be the following WEDNESDAY.

**EXAMPLE:**

Tuesday	Wednesday	Thursday	Friday
Original tests during scheduled class time			Grades posted
Review of test 8:45am-9:00am	1st Retake 8:00 A.M.		Retake grades posted by 3 P.M.
Review of test 8:45am-9:00am	2nd Retake 8:00 A.M.		

\*Review of tests need to be pre-arranged with educator.

## **CERTIFICATION TEST OUT**

Students may be eligible to "Test Out" of a class if circumstances arose that kept them from satisfying the standard testing policy. The "Test Out" opportunity is only available the Monday prior to certification and the student must sign up in advance to take advantage. No additional review will be scheduled prior to the test out.

## **ADDITIONAL COSTS**

Training past the contract end date results in additional charges of \$9.56 an hour for cosmetology, \$15.00 an hour for Esthetics & \$5.83 an hour for Cosmetology Instructors. These days will be calculated using school days-excluding holidays and unscheduled days. No charge will be made to students until after training is completed. Please refer to #5 above for retake class charges. The student is responsible for purchasing any required hair goods needed for a retake class or classes. It is required that all tests, written and practical, as well as classes, are completed before diploma is issued.

Lab fees or additional fees may be charged for extracurricular classes that are offered that are not included in the full program. Student's participation in these optional programs is voluntary and is not required to meet state requirements, nor are they necessary to receive a diploma. A \$10.00 fee is charged if requesting a copy of transcripts for Xenon Academy. Replacement charge for lost or damaged timecards is \$10.00 each. If skill sheets are lost, they are available at a replacement cost of \$10.00. Students will be assessed overtime charges if hours lost due to suspension are not made up, unless successful on appeal. Replacement charge for lost name tags is \$10.00. Each student is provided 200 chemical service gloves. If the student uses all of these they will need to purchase more at approximately \$3.99 per 100 gloves.

## **CANCELLATION AND REFUND POLICY**

1. An application not accepted by the school will be entitled to a refund of all monies paid.
2. If a student (or in case of a student under legal age, his/her parent or guardian) cancels their enrollment, regardless of whether the student has actually started training, **within** three business days of the signing of an enrollment agreement, all monies collected by the school shall be refunded within 45 days. **After** three business days, and before beginning classes, all monies shall be refunded within 45 days, less the \$100.00 Application fee.
3. Equipment fees will be refunded if the student cancels his/her enrollment agreement/contract within three business days of signing the contract. After three business days kit fees are pro-rated over the length of the program. All additional equipment used by the student must meet all school safety guidelines. I authorize Xenon Academy to utilize Title IV Federal Funds I am eligible for to cover the costs of my books, equipment and supplies while in attendance at Xenon Academy.
4. Enrollment time is defined as time elapsed between the actual starting date and the date on which the student's last day of physical attendance. Formal termination shall occur a) when a student notifies the institution of his/her withdrawal, b) within 14 days of a determination by the institution that the student has withdrawn without notifying the institution or c) actual date of expulsion by this institution. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator in person. Official & unofficial withdrawals are determined by the school by clock hour attendance monitoring at least every 30 days. The last day of physical attendance on the time clock will be used as the student's last day attended. All refunds are calculated on hours the student was scheduled to complete as of their last day of physical attendance.
5. For all students who enroll in and begin classes, the following schedule of tuition adjustment is authorized whether the student withdraws or is expelled from Xenon Academy. Tuition refunds are calculated using the length of the billing period. Kit charges are pro-rated over the length of the program. All monies due the student shall be refunded within 45 days. The policy of the granting of credit for previous training shall not impact the refund policy.

Percentage of hours scheduled to complete to Hours in billing period		Amount of Total Tuition Owed to the School
0.01%	to 4.99%	20%
5%	to 9.99%	30%
10%	to 14.99%	40%
15%	to 24.99%	45%
25%	to 49.99%	70%
50%	and over	100%

A student, who owes the school a balance due as the result of withdrawal or termination, must make satisfactory repayment arrangements. The school reserves the right to accrue interest on the unpaid balance.

## **6. TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Loans & Direct PLUS Loans. Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, the percentage of the period completed is determined by, the number of clock hours the student was scheduled to complete in the period as of the day the student withdrew, divided by the total number of clock hours in the period. Once you were scheduled to complete more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a Post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your Post-withdrawal disbursement of grant funds for tuition, fees and room and board charges (as contracted with the school). The school needs your permission to use the Post-withdrawal grant disbursement for all other school charge. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. The school must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew, and disburse any loan funds a student accepts within 180 days of that date.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct loan funds that you would have received had you remained enrolled past the 30<sup>th</sup> day. If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- 1) Your institutional charges multiplied by the unearned percentage of your funds, or
- 2) The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for the Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. Please refer to the school's refund policy listed above. Check in the business office & you will be provided the requirements & procedures for officially withdrawing from school. If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

Enrollment time is defined as time elapsed between the actual starting date and the date on which the student's last day of physical attendance. Formal termination shall occur a) when a student notifies the institution of his/her withdrawal, b) within 14 days of a determination by the institution that the student has withdrawn without notifying the institution or c) actual date of expulsion by this institution. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator in person. Official & unofficial withdrawals are determined by the school by clock hour attendance monitoring at least every 30 days. The last day of physical attendance on the time clock will be used as the students last day attended. All refunds are calculated on hours the student was scheduled to complete as of their last day of physical attendance. Any required refunds will be made within 30 days of the date of determination of withdrawal.

#### **ORDER OF REFUND**-Prescribed by Law and Regulation

Unsubsidized Direct Stafford Loan

Subsidized Direct Stafford Loan

Direct plus Loan (Parent)

Pell Grant

7. If a program or course is canceled, or Xenon Academy closes, subsequent to a student's enrollment, and *before* instruction in the program or course has begun, the school at its option will; A) Provide a full refund of all monies paid. B) Provide completion of the program course.

8. If a program or course is canceled subsequent to a student's enrollment, and *after* instruction in the program or course has begun, the school will provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school. Provide completion of the course or program or provide a full refund of monies paid. If the school closes permanently, the school at its option will provide a pro-rata refund or participate in a Teach-Out Agreement. Xenon Academy may have funds available to students through the Nebraska Department of Education Private Postsecondary Career Schools Tuition Recovery Cash Fund if Xenon Academy were to terminate its operation.

When situations of extreme mitigating circumstances are in evidence, Xenon Academy, at its discretion can refund to the student in excess of its cancellation and refund policy. The order in which monies are refunded can be found in the student handbook.

9. Absenteeism over-Cosmetology 49 hours, Esthetic 28 hours & Cosmetology Student Instructor 8 hours, past training end date results in additional charges, see contract for specific per hour rate. Students will be notified and no charge will be made to students account until after training is completed. Students failing to completely satisfy any required subject before their contracted training end date will be charged \$50.00 per class to retake each class, plus the cost of any additional hair goods and/or class supplies. Leave of Absences are exempt from this policy. Title IV funds may not be used for overtime tuition.

#### 10. Leave of Absence Policy

A student may be granted a leave of absence for good cause such as family emergency, medical condition or financial hardship. The leave of absence must be requested in writing prior to a leave of absence occurring.

A Leave of Absence may be no less than 30 days in length and is advisable when a student must be absent for an extended period of time, or in excess of the number of excused absences allowed in the contract. A one-time Leave of Absence may be granted for good cause. To be eligible for a LOA the student is required to follow the policy in regards to submitting a signed, written request including the reason for the LOA, prior to the start of a LOA unless unforeseen circumstances prevent. In this circumstance the school may grant a LOA; the institution will collect the required documents at a later date. The institution will establish the start date of the approved LOA as the first date that the student was unable to attend. The school will document the reason for accepting or denying any LOA request. A Leave of Absence must be approved by the school's Director because it affects the student's graduation date and program schedule. There must be a reasonable expectation that the student will return before a L.O.A. will be approved. For circumstances covered under Family & Medical Leave Act of 1993 the Leave of Absence may be extended past 30 days; not to exceed a 92 day maximum leave. This request must be accompanied by the proper documentation. A maximum of 92 days is allowed for LOA's during a student's enrollment period. The student's contract will be extended by the number of days taken in LOA (s), no additional fees will be charged and the student's contract will be amended or an addendum will be made that will be signed by the student and a school official. The student's contract and maximum time frame to complete the program will be extended for the same period of time as the Leave of Absence. During a LOA the student's status, warning or probation will not be affected. A LOA may be extended up to two days when the students return date lands on an unscheduled school day ie-Sunday, Monday.

Student's granted a LOA in accordance with this policy are not considered to have withdrawn and no refund calculation will be required to be performed. A student who takes an unapproved LOA will be withdrawn from the program. Shall the student fail to return by the expiration date of an excused Leave of Absence the student will be withdrawn. Refunds must be calculated from the last date of recorded attendance based on the hours the student was scheduled to complete as of their last day attended. Our policy of the granting of credit for previous training shall not impact the refund policy.

Students who do not return by the expiration date of a Leave of Absence will exhaust part, or all of their grace period if they are a Title IV HEA program loan borrower. 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. Any monies due to the student are refunded within 30 days of formal cancellation or termination. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

### **DISMISSAL AND RE-ENTRANCE**

Attendance, behavior and academic records are regularly evaluated and students may be dismissed under the following conditions:

1. Unsatisfactory academic progress.
2. Unsatisfactory attendance or punctuality.
3. Violation of school rules, regulations or Code of Ethics.
4. Unsatisfactory behavior, which interferes with the work or progress of other students.

Xenon Academy reserves the right to suspend or dismiss any student if, at any time, the student's action is deemed inappropriate or detrimental to the school or community, should suspension or dismissal occur, the school will follow traditional disciplinary and due process procedures. The student must vacate their locker/roll-about at this time. The school assumes no responsibility for property left in locker/roll-about. Students discharged for any reason will be re-admitted only upon evidence provided to school that the problem associated with their dismissal has been removed and they have demonstrated an ability to succeed in their program. Students who have withdrawn may be re-admitted when they feel circumstances will allow them to successfully continue their education. Students re-entering the same program will enroll with existing grade point average and percent of attendance as at time of withdrawal, that status will remain until the next scheduled evaluation point. No Title IV Funds may be disbursed until the student meets all satisfactory policy requirements.

\*\*There will be a \$ 100.00 re-admittance fee; the student kit will be the responsibility of the student, tuition will be charged for the number of hours the student has left to complete at the time of re-enrollment. The current tuition rate will be used.

### **FACILITY**

Xenon Academy encompasses 20,200 square feet of space with three classrooms, a large clinic area, nail room, Day Spa, client service center, and communications center. Xenon Academy is handicap accessible. Xenon Academy is within walking distance of public transportation system, restaurants, and numerous apartment complexes.

### **PRODUCTS**

Xenon Academy selects the products used to perform all services. Students are not allowed to bring product into the facility to use on themselves or clients. The school provides a substantial amount of different products to be used by the students.

### **PARKING**

Student parking is available in the stalls to the rear of the parking lot (Closest to 84<sup>th</sup> St) refer to the map in the orientation packet for specific student parking places. **\*\*\*Students parked in unauthorized parking stalls may be towed, without notice, at the student's expense.**

### **EQUIPMENT AND SUPPLIES**

All equipment required while in attendance will be provided by the school. Any additional tools or product must be pre-approved by the campus director. Students are provided with a locker/roll-a-bout. Equipment should be stored in the lockers/roll-a-bout. Equipment should have name or initials marked on it. No other markings on the outside are allowed. Pictures are allowed on the **inside** of the student locker/roll-a-bout. They must be in good taste and easily removed. Students are not permitted to leave their equipment or books on top of their units, in the classroom or break room area unattended. The school is not responsible for lost or stolen articles. Have your own equipment at school; do not expect to borrow



another student's. Students are expected to have the necessary equipment to perform client services and perform in the classroom. Anytime a student takes their kit home, including the last day, it could be inspected to insure you have only the equipment that belongs to you. All items/products used while performing client services are to be returned to the dispensary at the completion of every service. Personal belongings may not be placed on styling stations (example: pictures, notes, etc.).

### **FURNITURE**

Xenon Academy prides itself in having and maintaining high quality salon furniture. We are privileged to have 4 pedicure spas, 6 pedicure stations & 4 table manicure stations in our Nail Spa. The client service area has 50 stations, 12 shampoo bowls & 3 make-up stations. The Men's Groom Room has 6 barber stations. Special care has been taken to create a salon and shop atmosphere for our students while they are in training. Vandalism to school property is ground for suspension/termination.

### **LIBRARY**

The library is available for students to check out industry materials by an educator and is to be returned by end of day. A deposit may be required to remove items from the building.

### **STUDENT CAFÉ**

Our café has a refrigerator and microwaves for students who wish to bring their lunch. The café is for the use of enrolled students, guests are to be directed to the client service area. Students are not to leave personal items unattended in the café.

The areas utilized for practical work are to be cleared between 11:15am and 1:00pm to allow room during the lunch periods. Cell phone use is permitted in the café. Refrigerator and cupboards are emptied daily; all items will be discarded.

### **RETAIL CENTER**

To expand the student's experience in prescribing professional products, we carry some of the industry's top professional products. We use these products on our clients while performing their services, and give our students the necessary experience required by most salons to develop and acquire the skill of retailing/sales. Cosmetology students are required to successfully complete 55 retail transactions, Esthetics 13, to meet the salesmanship credit requirement to earn a diploma from Xenon Academy.

### **DAY SPA**

In our Day Spa, we are able to offer treatments in 6 rooms and 3 waxing rooms. The equipment available in the spa includes; 2 Microdermabrasion machines, 1 Photo-bio-stimulation machine (light therapy), electrotherapy devices, 1 Cellulite reduction machines, 4 galvanic and 4 high frequency machines, 1 Norvell Spray Tanning machine and 1 Dinair airbrush makeup machine.

### **PERSONAL TELEPHONE USAGE**

Our phones are for business use; therefore, personal phone calls will not be accepted for students. Students will be paged for emergency calls only. Cell phone use on the salon floor is prohibited. Personal cell phone use is allowed in the student café only.

### **TIPPING**

Students are allowed to receive tips, but it is the prerogative of the client. A student cannot bait client for tips (example: Jar of coins, piggy bank etc.). Staff members will not handle tips.

### **MISCELLANEOUS**

- ❖ Students and boyfriends/girlfriends will show no public display of affection while on school property.
- ❖ The use of profanity and vulgarity is prohibited on school premises and is cause for disciplinary action.
- ❖ Students are responsible to check ALL bulletin boards in the café for announcements, updates, grade postings and schedule changes.
- ❖ Marketing items are provided for student use. All reproductions of school logo or use of name must be authorized in writing by the Campus Director. No privately made business cards will be allowed.
- ❖ Each student is responsible for the condition of his or her assigned roll-a-bout and locker. Should this equipment be damaged, due to carelessness, neglect or vandalism, (inside or outside of locker), that student will be held responsible for repairs.
- ❖ Visitors are to use the main entrance, and remain in the client service area unless receiving a service. The café is reserved for the use of enrolled students.

### **CAREER ADVISING/JOB PLACEMENT ASSISTANCE**

- 1) Upon satisfactory completion of the prescribed course, the school will grant a diploma to the student. Placement assistance, such as resume writing class, salon/shop tours, career fairs held at the school, job postings board & a career opportunity reference book are available to the students, but we cannot guarantee employment.
- 2) Students may consult with the admissions advisors or campus director for assistance with job placement.
- 3) Xenon Academy places heavy emphasis on job placement for its graduates. Although the school cannot guarantee any student a job, past successful placement of students indicates Xenon Academy has a high success rate in this area. Xenon Academy maintains contact with area salons/shops and industry professionals that has created a network of business partners to assist with the job placement process.
- 4) Xenon Academy cannot guarantee employment. Current state laws and/or regulation prohibit any school from guaranteeing job placement as an enticement to enroll students.

## **SPECIAL EVENTS**

Special field trips and guest speakers/artists are scheduled. Students may participate in these events at no additional charge; transportation is the student's responsibility. These events are a practical extension of the training and serve as a link between education and the work environment.

## **EXTERNAL TRAINING OPPORTUNITIES**

Students may be eligible to participate in Advanced Training classes, volunteer opportunities or train in a licensed salon or day spa for up to 100 hours for Cosmetology and 35 hours for Esthetics during their program. All externship hours must be pre-approved and meet Nebraska state and Xenon Academy requirements. Application forms are available from the Campus Director.

## **DRESS CODE**

Students are required to practice the highest standards of personal hygiene daily. All students must come to school appropriately attired with make-up, manicured nails, clean and pressed clothes and uniform apron or smock and name tag. Students are required to maintain an appearance that is in keeping with the beauty and fashion industry image. A check-in may be done in the morning to assure students are properly attired. **A student may be sent home if they do not meet dress and hygiene requirements. The campus director has full discretion to determine if the students clothing meets the requirements listed below.** All students must wear professional dress, laundered, free of stains and in good repair.

### **Option A)**

- ✓ An approved apron or smock must be worn at all times, along with a Xenon Academy name tag. Apron or smock must be maintained in good repair and kept clean.
- ✓ Clothes must conservatively cover all areas of the body while standing and/or sitting.
- ✓ Pants and skirts must be professional in appearance and in good repair, properly hemmed and must not drag on the floor. They must also be free of stains or bleach/color spots. The fabric of the pants may NOT consist of the following: terry cloth, sweat pant material, jean fabric, lycra. If form fitting pants are worn they must be accompanied by a skirt or shirt that covers the bottom. All skirts must be appropriate length, no shorter than 2" from center of knee. All pants and skirts must be worn no lower than the hips, no sagging. Undergarments must be covered.
- ✓ Shirts must be professional in appearance. Any shirt or blouse worn should completely cover the back and stomach. The only form of t-shirt that is acceptable are Xenon logoed t-shirts. Mid-driffs must be covered at all times. Half-Shirts, tube tops, crop tops and spaghetti straps are unacceptable. Any top that allows the midriff, cleavage and undergarments to be exposed is unacceptable. No see-through fabric. Fabric may not consist of "work out" or thermal/sweat suit material. Hoodie/sweat shirts are not permitted, and coats/jackets are not allowed while performing services and/or in class.
- ✓ Shoes: Sandals that go between the toe must have a strap around the heel or ankle. Open toed shoes may be worn. Tennis shoes of any form, canvas boat shoes and Birkenstocks are not permitted. Professional shoes designed to assist with foot and ankle conditions are required in lieu of tennis shoes. Feet and toes must be properly groomed.
- ✓ Seasonal Shoes: Boots must be of professional dress (no work type boots), winter boots are not considered dress boots.
- ✓ Casual hats and bandannas are not permitted.

### **Option B)**

- ✓ If a student is unable to comply with Option A, then he/she will be required to do Option B which is, black slacks, red, white or black top and black shoes for the duration of their enrollment at Xenon Academy.

**Esthetics**—Dress code is all black for clothes attire & your esthetic coat must be white without stains. If it gets dirty or stained then you will need to purchase a new one. You must have all of your hair pulled back off your face. A minimum of mascara, blush and lipstick is required. Shoes must have a rubber sole and must be black.

We expect students to look professional at all times. There is no better way of introducing your services, than by using them yourself. Students are to have their hair styled and make-up on before their scheduled start time. The appropriateness of student's dress shall be determined by the Campus Director.

## **STUDENT SERVICES**

- ❖ Assistance with locating housing and/or roommate placement.
- ❖ Reduced prices for selected professional educational programs.
- ❖ Provide students with information and referrals concerning issues that are beyond our professional capabilities.
- ❖ Job placement assistance is available to all students. Employment is not guaranteed.

## **CLINIC SERVICES**

- ❖ All services performed on the salon/shop floor classroom are to be checked by an educator prior to beginning the service, then throughout to completion.
- ❖ All services are to be done according to procedure.
- ❖ At NO time are you to leave a client during a chemical service.
- ❖ All State of Nebraska Rules of Sanitation must be followed at all times.
- ❖ At NO time will a student accompany a client outside to smoke during a service.
- ❖ Students must maintain a professional appearance while performing services.
- ❖ Students must conduct themselves with high professional ethics while working on clients.
- ❖ Unprofessional conduct or language will not be tolerated while in the presence of our clientele.

## **STUDENT CLINIC SERVICES**

- ❖ Students may receive services, on Tuesdays, Wednesdays, and Thursdays, with proper authorization. Personal services are not allowed if the student is assigned to dispensary or client service duties. All services will be marked off on the appointment book. All student services will be moved or cancelled for a client. Services can be scheduled no earlier than 9:30am.
- ❖ Any student not maintaining satisfactory progress may not receive student services. Students on suspension/L.O.A. will be charged full client prices.
- ❖ All Services must be paid in advance of the service or full price will be charged.
- ❖ Evenings, Fridays, and Saturdays students will be charged full price for student services.
- ❖ Availability of student clinic services is up to the discretion of the salon/shop floor classroom educators/may be moved or cancelled for a client.
- ❖ Only freshman students, **up to 5**, may receive personal services on Mondays.

## **DUTIES**

- 1) Daily housekeeping is to be done before students leave each day.
- 2) Each student is scheduled on the sanitation team for 9 weeks. During this time light housekeeping duties are performed to be credited toward the sanitation credits required to graduate from Xenon Academy. \*Not attending your scheduled rotation will result in repeating the 9 week assignment.
- 3) The styling station and mirror are to be thoroughly cleaned and sanitized each day. Everything is to be stored in an assigned locker or roll-a-bout, all appliances are to be unplugged and put away before leaving. The school is not responsible for lost or stolen articles.
- 4) It is the student's responsibility to take care of personal belongings. All personal belongings must be stored in an assigned locker or roll-a-bout. No personal belongings are allowed in the client services areas or left in the student café.
- 5) Students are responsible for keeping their work area clean while serving clients. Each student is responsible to keep their roll-a-bout and all its contents sanitary, and in a condition that meets state sanitation regulations. Food and beverages are to be enjoyed in the student café only. Chewing gum is not allowed in the facility. Smoking of any kind is not permitted in any area within the school. Smoking and vaping is allowed in the designated area behind the facility ONLY.

## **STUDENT LIGHT HOUSEKEEPING DUTIES**

As part of enrollment at Xenon Academy each student will be required to perform light housekeeping duties. All Cosmetology and Esthetics salons, day spas and schools are governed by the; STATUTES RELATING TO COSMETOLOGY, ELECTROLOGY, ESTHETICS, NAIL TECHNOLOGY, AND BODY ART PRACTICE ACT, INDOOR TANNING FACILITY ACT. To review the sanitation requirements please see; TITLE 172 PROFESSIONAL AND OCCUPATIONAL LICENSURE CHAPTER 43 SANITATION AND SAFETY RELATING TO COSMETOLOGY AND ESTHETICS.

Xenon Academy also utilizes NIC, The National-Interstate Council of State Boards of Cosmetology, Inc. as a resource for best practices in sanitation and infection control practices. Students will be taught the safety and sanitation protocols in the classroom and they will be required to follow these practices and procedures while in attendance at Xenon Academy. Each student is required to maintain all their equipment, roll-about, locker, work station and person following the requirements listed in NE statutes and regulations.

The Academy facility is a working salon and spa classroom providing services to the public. Each student will be called upon to do their part, as they will be called to do when employed in a salon or spa. Following is a sample list of light housekeeping duties our students will be required to perform while in attendance at Xenon:

Cleaning and sanitizing shampoo bowls, sweeping of hair and debris off the floor, wiping down stations to remove hair, dirt and debris, washing station mirrors, vacuuming areas to remove hair and debris, washing and folding towels spa sheets used during hair and skin services, picking up the student café to maintain a sanitary eating environment, cleaning up after classroom activities leaving the room as it was found, removal of trash liners on the clinic floor, manicure and pedicure unit sanitation, facial beds and room sanitation, sanitation protocol followed in wax rooms on chairs, counters and wax units.

## **NON-DISCRIMINATION STATEMENT**

Xenon Academy does not discriminate on the base of race, color, ethnic origin, sex, age, religion or handicap/disability in its educational programs or activities. Inquiries concerning Xenon Academy compliance with Title IX contact the schools designated Title IX coordinator: Lori Overgaard, 8456 Park Drive, Omaha, NE 68127 (402) 697-2398 ext #102 lori@xenonacademy.net. Inquiries concerning Title IV or Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact the Campus Director.

Any person wishing to file a grievance concerning discrimination on the base of race, color, ethnic origin, sex, sexual orientation, age, religion, citizenship status, Veteran status, handicap/disability or other protected groups defined by law, will follow the guidelines of the following grievance policy.

- ❖ The grievance procedure is available to any student who believes that a school decision or action has adversely affected his/her status, rights or privileges. The purpose of the procedure is to provide a prompt and equitable process of resolving student grievances.
- ❖ A grievance must be submitted in writing to the Title IX Coordinator outlining the nature of the complaint.
- ❖ The coordinator will meet with the complainant after an investigating and gathering pertinent information no later than 10 days after receipt of written grievance. The coordinators goal is to find a positive resolution for the complainant. The coordinator has 15 days from meeting with complainant to act on the allegations and respond in writing to the complainant. If the complainant is not satisfied with the resolution and wishes to pursue the matter further, after above required steps have been taken, further correspondence should be made to:

Office for Civil Rights, Kansas City Office  
U.S. Department of Health & Human Services  
601 East 12<sup>th</sup> Street-Room 248  
Kansas City, MO 64106  
Voice Phone- (816) 426-7278  
Fax- (816) 426-3686  
TDD- (816) 426-7065

## **CODE OF ETHICS**

Xenon Academy expects students to behave ethically. The code outlines Xenon's expectations regarding the ethics of your behavior while you are enrolled at Xenon Academy. Students who violate our ethical standards will be subject to disciplinary actions, up to and including termination. The examples below are intended to be illustrative only; they cannot cover every possible ethics situation or scenario.

Building Trust and Credibility--We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching academic goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions. Ultimately we will be judged on what we do.

### **Respect for the individual**

We expect all students to work together in a respectful manner. In this way we will maintain a culture of loyalty, trust and solidarity throughout your enrollment at Xenon. We should all aim to give credit to other people's ideas and recognize the contributions of others.

### **Respect on campus**

Misunderstandings or conflicts can arise in any organization and should be resolved before serious problems develop. Most incidents will resolve themselves naturally. Should a situation persist that you feel is detrimental to you, or the Academy, we encourage you to discuss with your Director as soon as possible. If the problem is still not resolved or is awkward or sensitive, circumstances that prevent you from discussing with your Director, you may contact the Executive Director.

### **Prohibited conduct**

The conduct prohibited by this policy includes unwelcome conduct, whether verbal, physical or visual, that is based upon a characteristic protected by law, such as sex, race, color, religion, ancestry or national origin, ethnicity, age, disability, marital status, sexual orientation, gender, gender identity, Veteran status, citizenship status or other protected group status defined by law. Xenon will not tolerate harassing conduct that affects the educational environment, that interferes unreasonably with an individual's Academy experience or that creates an intimidating, hostile or offensive environment. Such harassment may include, for example, jokes or epithets about another person's protected status, or teasing or practical jokes directed at a person based on his/her protected status. It may also include the display or circulation of written materials, social media posts, or pictures that are degrading to a person or group described above or verbal abuse or insults about, directed at or made, in the presence of an individual or group of individuals in a protected class or other person. Conduct of this sort is prohibited by this policy without regard to whether the conduct would violate applicable laws.

Xenon Academy prohibits the following: domestic violence, dating and/or sexual violence, sexual assault, stalking.

## **SEXUAL HARASSMENT**

Sexual harassment is illegal and Xenon simply will not tolerate it in any form whatsoever.

Sexually harassing behavior can include unwelcome sexual advances, requests or demands for sexual favors or other verbal or physical behaviors, which are implicitly sexual in nature. Moreover, federal and state law prohibits discrimination based upon sex when the submission to such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creates an intimidating, hostile or offensive work environment.

Examples of sexual harassment include propositions, repeated requests for dates, dirty jokes, sexually provocative pictures and other verbal, physical and visual harassment.

Any student sexually harassing another student may be subject to discipline including termination.

Any student who believes he or she has been subjected to sexual harassment should immediately report the matter to a student advocate. Please refer to the Campus Crime Report for details on reporting, academy policies as well as rights of victims and accused.

### **Definition of Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when either:

- The conduct is made as a term or condition of an individual's employment, education, living environment or participation in a University community.
- The acceptance or refusal of such conduct is used as the basis or a factor in decisions affecting an individual's employment, education, living environment, or participation in a University community.
- The conduct unreasonably impacts an individual's employment or academic performance or creates an intimidating, hostile or offensive environment for that individual's employment, education, living environment, or participation in a University community.

Sexual harassment is defined by law and includes requests for sexual favors, sexual advances or other sexual conduct when (1) submission is either explicitly or implicitly a condition affecting academic or employment decisions; (2) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile or repugnant environment; or (3) the behavior persists despite objection by the person to whom the conduct is directed. The University considers such behavior, whether physical or verbal, to be a breach of its standards of conduct and will seek to prevent such incidents and take corrective action when sexual harassment occurs.

### **Types of Sexual Harassment**

Generally speaking, there are two types of sexual harassment, “*quid pro quo*” and *hostile environment*.

*Quid pro quo* (meaning “this for that”) sexual harassment occurs when it is stated or implied that an academic or employment decision about a student or employee depends upon whether the student or employee submits to conduct of a sexual nature. *Quid pro quo* sexual harassment also occurs when it is stated or implied that an individual must submit to conduct of a sexual nature in order to participate in an academy activity. So, for example, if a student is made to believe that a grade may be changed if the student goes on a date with an academy employee, the student is possibly being subjected to “*quid pro quo*” sexual harassment.

*Hostile environment* sexual harassment occurs when unwelcome conduct of a sexual nature creates an intimidating, threatening or abusive working or learning environment or is so severe, persistent or pervasive that it affects a person’s ability to participate in or benefit from an academy program or activity. While a person engaging in harassing behavior most often has some form of power or authority over the person being harassed, that is not always the case. The harasser can be a peer of the person being harassed. Sometimes the harasser is harassing a person who has power over them. For example, a supervisee can sexually harass a supervisor or a student can sexually harass a faculty member.

### **Examples of Sexual Harassment**

The following descriptions, while not all-inclusive, will help you understand the types of behavior that are considered “conduct of a sexual nature” and that, if unwelcome, may constitute sexual harassment:

*Unwanted sexual statements:* Sexual or “dirty” jokes, comments on physical attributes, spreading rumors about or rating others as to sexual activity or performance, talking about one’s sexual activity in front of others and displaying or distributing sexually explicit drawings, pictures and/or written material. Unwanted sexual statements can be made in person, in writing, electronically (email, instant messaging, blogs, web pages, etc.) and otherwise.

*Unwanted personal attention:* Letters, telephone calls, visits, pressure for sexual favors, pressure for unnecessary personal interaction and pressure for dates where a sexual/romantic intent appears evident but remains unwanted.

*Unwanted physical or sexual advances:* Touching, hugging, kissing, fondling, touching oneself sexually for others to view, sexual assault, intercourse or other sexual activity.

All Xenon Academy students must conform to Federal, State and local laws.

### **RULES OF CONDUCT ON SCHOOL PROPERTY & AT SCHOOL FUNCTIONS**

Students must conduct themselves in a manner conducive to the educational purposes of the school. The school will suspend or dismiss any student who violates safety regulations, code of ethics, interferes with other student’s work, is boisterous, obscene, violent or intimidating or under the influence or possession of alcohol or illegal drugs.

Any student found stealing from another student or school property may be dismissed immediately. Xenon Academy maintains the right to inspect student lockers and bags at the discretion of the educator for security and sanitary purposes. Any act of vandalism on school property may result in immediate termination. No gum chewing or smoking of any kind is permitted at any time, in any area of the school. Smoking is only permitted in the **BACK** of the building, at least 15 feet from any door. NO cigarettes in dumpster due to fire hazard. *Personal* use of cell phones is limited to the designated areas, such as student café. The magazines purchased by the school are for client use only, and not allowed in the café. The Campus Director will investigate all incidences of conduct violation and retains full discretion at assigning consequences for infractions. Students should use the campus Grievance policy to appeal any findings.

### **INTERNET ACCESS**

Xenon Academy provides wireless internet access on campus. The students are expected to use good judgment when choosing what to view online. Disciplinary action will be taken for student’s misusing this opportunity or subjecting other student’s to inappropriate material.

### **COPYRIGHT INFRINGEMENT**

Xenon Academy prohibits the unauthorized distribution of copyright materials, as well as peer to peer file sharing using the schools on-line learning system. Students found violating this policy will face suspension or termination of enrollment.

### **Summary of Civil and Criminal Penalties for Violation of Federal copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyright work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringement. A court can, at its discretion, also assess costs and attorney’s fees. For details, see Title 17, United States Code, Sections 504,505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

## **DRUG POLICY**

Xenon Academy prohibits the unlawful possession, use or distribution, of illicit drugs and alcohol by students, on its property or as part of any of its activities. Any student found in violation of this rule may be immediately terminated.

Students are not permitted to distribute any form of medication to any student or client at Xenon Academy.

## **FAMILY EDUCATIONAL RIGHTS/PRIVACY ACT/STUDENT FILE ACCESS**

The Xenon Academy fully complies with the Family Educational Rights and Privacy Act of 1974. This act provides that students and former students may inspect and review their educational records maintained by the school. All students are guaranteed the right access to their grades and records accumulated in their student file (a parent/guardian would be afforded the same rights if the student were still a dependent minor). At the time of such access and review, an Instructor shall be present for the interpretation of records. A student, parent/guardian must request in writing that the school Director make the file available for such inspection. Students are advised that state and government agencies will have access to the student's files to conduct program reviews and inspections. Xenon Academy will not release information without a written consent form each time. Student records will be maintained for a minimum of five years from the date the student discontinues training.

For more information about this policy please go to the following website: [www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

## **DISCLOSURE OF INFORMATION TO PERSONS OUTSIDE THE SCHOOL**

The school will disclose personally identifiable information from the student's record without written consent if the disclosure is:

- 1) To Federal and State authorities as listed in the Family Educational rights and Privacy Act of 1974.
- 2) To accreditation organization in order to carry out their accreditation, function.
- 3) To comply with judicial order or subpoena if the school makes reasonable effort to notify the student of the order of subpoena prior to the release of the information.

The school will not disclose information to any third party without the written consent of the student, (parent/guardian if the student is a dependent minor) unless otherwise required by law. Each request must specify the person/organization to whom the disclosure may be made and information that may be disclosed.

## **RECORD MAINTENANCE POLICY**

- 1) Xenon Academy shall maintain and make available for inspection by the Department of Education student records in the Director's office.
- 2) Xenon Academy enrollment agreement, student body progress reports, plus the exit interview all provided the department with the necessary information listed in Title 92, Chapter 41,004.15.
- 3) The corporate business office is responsible for student records if/when the school ceases to exist.

## **STUDENT GRIEVANCE POLICY**

- 1) The grievance procedure is available to any student who believes that a school decision or action has adversely affected his/her status, rights or privileges as a student. The purpose of the procedure is to provide a prompt and equitable process of resolving student grievances.
- 2) Students with grievances must first make a reasonable effort to resolve the issue on an informal basis with the Instructor or administrative personnel. If the issue is not resolved satisfactorily, the complaint should be submitted in writing to the Director and outline the nature of the complaint.
- 3) The Director will meet with the complainant within 10 days to try to resolve the issue. If the issue cannot be resolved, the schools committee, consisting of the School Director, Business Office Representative and Student Representative will meet within 21 days of the receipt of the written complaint to resolve the situation. The complaint committee has 15 days to act on the allegation and respond in writing to the complainant. If the complainant wishes to pursue the matter further, after the above-required steps have been taken, complaint forms are available through our accrediting agency. NACCAS, 3015 Colvin St, Alexandria, VA 22314, or the student may contact the Program Director of Nebraska Private Postsecondary Career Schools <http://www.ccpe.state.ne.us/PublicDoc/Ccpe/Complaint.asp>

**Emergency Evacuation/Lockdown Procedures:** Xenon Academy has implemented and trained our staff on procedures should an emergency event happen at the campus. Students are to listen carefully to the faculty and follow instructions during such an event.

## **CRIME AWARENESS AND CAMPUS SECURITY**

Xenon Academy's Campus Security Report and Statistics are available in the administrative offices. Our report and statistics are updated annually and distributed to staff and students as well as distributed at new student orientation.

- 1) The school does not employ private security personnel. Therefore, all incidents of a criminal or emergency nature are reported to the local agency of jurisdiction. 911 should always be used in emergency situations.
- 2) Any employee witnessing any form of criminal action or other emergency should report it to a Campus official on duty. The official on duty will investigate the incident and report it to the local police department. The official will prepare a memorandum regarding the incident and submit to the Campus Director.
- 3) All facilities are locked during non-business hours. During non-business hours, only authorized personnel are permitted on the premises.
- 4) During orientation, student gatherings and staff meetings, students and employees are reminded that they can assist in crime prevention by ensuring that all doors are locked; that they do not walk alone to automobiles or public transportation facilities and that they report any suspicious situations to the school official.

- 5) The sale/use of alcohol and illegal drugs are not permitted in this school or its adjacent parking facilities. Anyone observed using illegal drugs and any underage alcoholic consumption will be referred to local police authorities. The school has in place a Drug and Alcohol Abuse Prevention Program as required under Public Law 101-226.
- 6) Students and faculty are encouraged to be knowledgeable about their surroundings. Information regarding registered sex offenders can be obtained at the following site: <http://statepatrol.nebraska.gov/>
- 7) Firearms of any kind are prohibited on campus property. Reports of individuals in possession of any type of dangerous weapon should be made to a campus official immediately.
- 8) The campus will post Notices/Warnings on the student and faculty bulletin boards, make public announcements; send-e-mail notifications (text message when available) when information on a situation that may be dangerous to students, faculty or clients is made known to us so they may take appropriate precautions.
- 9) The full Campus Security Report is available in student orientation material & can also be found in the administrative offices.

**STATEMENT OF OWNERSHIP**

Xenon Academy is owned by a corporation-Xenon International Academy II Inc.

Xenon Academy assumes full responsibility for the agreement between the school and the student. The school does not discriminate in its academic programs, or in any of its employment practices because of race, color, ethnic origin, sex, religion or handicap/disability.

**BOARD OF DIRECTORS:**

- ❖ Jackie Hornig      President
- ❖ William C. Peel      Vice President
- ❖ Steve Schrader      Treasurer
- ❖ Linda Melia      Secretary
- ❖ Clyde Meis      Board Member

**FACULTY**

In an effort to ensure the highest quality of training possible, the Xenon Academy teaching staff is selected on the basis of academic and technical training and practical professional experience. The teaching staff is drawn from qualified persons in the educational community and from professional organizations. Xenon Academy’s rigorous faculty selection process ensures that its faculty represents a blend of theory and practical experience essential to meeting the learning needs of students preparing for careers in cosmetology and or esthetics. Our faculty members receive many hours of advanced education a year, to keep them well versed on the constant changes in the industry.

**ADMINISTRATION:**

Curriculum development campus management and compliance

- ❖ Carol Dawson      Director of Client Services~licensed educator
- ❖ Linda Pochop      Director of Education~licensed educator

**STUDENT SERVICES**

- ❖ Christine Lustgraaf Business Officer
- ❖ Carol Dawson      Admissions Advisor~licensed Cosmetologist

**COSMETOLOGY EDUCATORS**

- ❖ Dina Tippery
- ❖ Sonjia Schuurmans
- ❖ Brooklyn Davis
- ❖ Lisa Novak

**ESTHETIC EDUCATORS**

- ❖ Jamey Mease

**Affiliations and Licensing Commission**

For more information on Xenon Academy, accreditation or licensing visit the organization websites listed below.

**State of Nebraska Dept. of Health**

**Human Services/Credentialing Division**

301 Centennial Mall S, PO Box 95007

Lincoln, NE 68509

(402) 471-2115

[http://dhhs.ne.gov/publichealth/Pages/crl\\_mhcs\\_cosi\\_cosindex.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_mhcs_cosi_cosindex.aspx)

**Nebraska Department of Education  
Private Postsecondary Career Schools**

301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE68509.4987  
(402) 471-2295  
[www.education.ne.gov](http://www.education.ne.gov)

**National Accrediting Commission of Career Arts & Sciences**

3015 Colvin St  
Alexandria, VA 22314  
(703) 600-7600  
[www.naccas.org](http://www.naccas.org)