School Catalog
And
Handbook
2026

XENON

A STEPHANIE MOSS ACADEMY

Cosmetology
Cosmetology Student Instructor
Esthetics
Esthetic Student Instructor

Branch Campus

804 North Webb Rd | Grand Island, NE 68803

308-395-8600

www.xenonacademy.net

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The handbook/catalog is available at https://www.xenonacademy.net under "Xenon Academy Policies & Documents"

Xenon Academy normal hours of operation:
Tuesday 8:30am to 8:00pm
Wednesday 8:30am to 8:00pm
Thursday 8:30am to 8:00pm
Friday 8:30am to 4:00pm
Saturday 8:30am to 4:00pm

Doors open for students at 8:30am. Classes are held Tuesday, Wednesday and Thursday from 9:00am to 4:30pm & Friday from 9:00am to 4:00pm
Clinic floor classroom services are provided Tuesday-Thursday from 9:00am to 8:00pm and Friday and Saturday from 9:00am t0 4:00pm

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 a fulfilling and productive career in the fields of Cosmetology, Cosmetology Instructing, Esthetics & Esthetic Instructing.

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 the National Accrediting Commission of Career Arts & Sciences Inc. The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of Cosmetology arts and sciences, and massage therapy, including those offered via Distance Education.

Xenon Academy is used throughout the handbook in the place of Xenon A Stephanie Moss Academy.

MISSION STATEMENT

TO OUR STUDENTS:

To provide quality education which empowers our students to become successful professionals in the careers of Cosmetology, Esthetics, Cosmetology & Esthetic Instructing

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 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 is 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.

COURSE OUTLINE	**Hours**
Freshman Curriculum:	200 minimum
Advanced Theory:	200
Advanced Clinical & Practical:	
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
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. 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.
To receive salesmanship credits, the student's documents need to be signed at the time of the client purchase.

1800 Hour Cosmetology Curriculum

Class times are Tuesday-Thursday 9:00-4:30 and Friday 9:00-4:00, Practical testing on Saturdays

PHASE 1 29 hours a week

Class:	**AM**	**ECOLOGY/DESIGN**	**PM**	**MANI/PEDI**
Class:	**AM**	**TRICOLOGY/DESIGN**	**PM**	**SKIN**
Class:	**AM**	**DESIGN**	**PM**	**DESIGN**
Class:	**AM**	**COLOR**	**PM**	**COLOR**
Class:	**AM**	**COLOR**	**PM**	**SCULPT**
Class:	**AM**	**SCULPT**	**PM**	**SCULPT**
Class:	**AM**	**MENS**	**PM**	**MENS**
Class:	**AM**	**TEXTURE**	**PM**	**TEXTURE**
Class:	**AM**	**MANI MODELS/STATE LAW/CERT**	**PM**	**HAIR EXTENSIONS**

PHASE II **Class times are 9:00am-4pm Thurs** **PHASE III** 35 hours a week

Class:	**Men's 1**	**Class:**	**Hair Removal**
Class:	**Men's 2**	**Class:**	**Make-up**
Class:	**Color 1**	**Class:**	**Skin Disorders/Body Treatments**
Class:	**Color 2**	**Class:**	**Texture**
Class:	**Color 3**	**Class:**	**Relaxing**
Class:	**Jr Business 1**	**Class:**	**Long Hair**
Class:	**Artificial Nails**	**Class:**	**Wigs & Hair Additions**
Class:	**Nail Diseases**	**Class:**	**Advanced Styling 1/Wet Skills**
	Floor/Certification		**Floor/Certification**
	Rising Star/Floor		**Rising Star/floor**

PHASE IV **Class times are 9:00am-4pm Tues** **PHASE V** 35 hours a week

Class:	**Highly Textured Hair**	**Class:**	**Color 4**
Class:	**Anatomy**	**Class:**	**Color 5**
Class:	**Design Forum**	**Class:**	**Color 6**
Class:	**Make Up**	**Class:**	**Men's 3**
Class:	**Women's Haircutting**	**Class:**	**Men's 4**
Class:	**Salon Tours**	**Class:**	**Sr. Business 3**
Class:	**Cutting Concepts**	**Class:**	**Sr. Business 4**
Class:	**Advanced Styling**	**Class:**	**Electricity**
	Mid-term Break/Certification		**Mid-term Break/Certification**
	Rising Star/Floor		**Rising Star/Floor**

· 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 long and short hair 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 EXTENSIONS/WIGS
This course is designed to learn the art and science of hair extensions. The student will learn extension techniques and placement. Students will be trained in selecting the right materials, achieving seamless applications, maintaining extensions, and ensuring the health of natural hair. Students will learn about the different types of wigs, as well as how to care and maintain them.

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 Academy to expand their skills with these techniques.

RULES – REGULATIONS- STATE 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 which includes infection control practices and safety measures. Specific regulations and laws are also interwoven throughout each 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; Cosmetology 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, Cosmetology 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 basics certification practical score and 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 FOR COSMETOLOGY

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. 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

CAREER OUTLOOK 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.

COURSE OUTLINE	**Hours**
Freshman Curriculum:	140
Advanced Theory & Practical: Facials, Electricity, Hair Removal, General Sciences, Contouring, Anatomy, Diseases & Disorders, Chemistry, Body Treatments, Advanced Topics, Exfoliants, Advanced Facial Contouring, Nebraska Statues, Rules & Regulations	60
Clinical & Practical:	
Facial Treatments	145
Chemical/Manual Exfoliants	40
Machine Exfoliation	40
Body Treatments, Skin Analysis	15
Hair Removal, Waxing	50
Contouring Applications	20
Infection Control Practices	10
Flexible Hours	40
Optional Hours	40
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 & 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 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.
To receive salesmanship credits, the student's documents need to be signed at the time of the client purchase.

600 Hour Esthetics Curriculum

Class times are Tuesday-Thursday 9:00-4:30, Friday 9:00-4:00, No Mondays or Saturdays

PHASE 1 29 hours a week

Class:	**AM**	**Skin Analysis/Anatomy**	**PM**	**Facials/Facial Massage**
Class:	**AM**	**Hair Removal**	**PM**	**Body Treatments**
Class:	**AM**	**Exfoliation /Chemistry**	**PM**	**Exfoliation Treatments**
Class:	**AM**	**Microbiology/ First Aid**	**PM**	**Skin Sciences**
Class:	**AM**	**Eyelash Extensions/State Law, Rules & Regs**	**PM**	**Certification**

PHASE II **Class times are 9am-4:00pm Friday** 35 hrs a week

Class:	**Physiology/Facials**
Class:	**Skin Diseases & Disorders/Infection Control**
Class:	**Airbrush Make-up**
Class:	**Professional Development/Business**
Class:	**Chemistry/Exfoliants**
Class:	**Electricity**
Class:	**Mid-term**

PHASE III **Class times are 9am-4pm Friday** 35 hrs a week

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

· 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.

SKIN AND SKIN ANALYSIS

The foundation of the Esthetics program is the understanding of the largest organ of the body, the skin. The students learn the layers of the skin and the importance of proper analysis of the skin before beginning any skin treatment or service.

SKIN DISEASES-DISORDERS

The ability to recognize skin conditions and the ability to determine if the condition is one that can be treated by the Esthetician or needs to be referred to a physician is vital as a spa professional. Once determined the condition can be treated in the spa, the Esthetician then must be knowledgeable on what products and treatments will be used. This is an intense portion of the program that will require much commitment to studying.

FACIALS/FACIAL MASSAGE

The cornerstone service in any spa is the facial. Proper techniques, speed & pressure must be mastered to be successful by the Estheticians. Multiple types of facials treating many skin concerns will be demonstrated and practiced throughout the course. Facial massage techniques from multiple disciplines will be practiced while in attendance. Machine aided facials, steam, Galvanic current, chemical peels, microdermabrasion and Dermaplaning our taught in the facial portions of the program.

BODY TREATMENTS

It's not just a facial for your body! Many areas of the body require specific types of products and techniques to either correct a condition, maintain quality skin or to assist in repair. Students learn multiple types of body treatments to prepare them for their spa career. This program does not teach massage therapy. Nebraska requires a separate license to perform massage.

HAIR REMOVAL
Tweezing, hot wax & cold wax will be taught and practiced in this program. All areas of the face and body hair removal will be taught. Students are required to learn extreme waxing techniques and may request clients to book appointments to perform services on the clinic floor. Students are not required to perform extreme hair removal services on the general public. Threading, laser and Electrology techniques are discussed in class. These services are not performed at the campus on the clinic floor.

LASH EXTENTSIONS
This hands-on course teaches the fundamentals of lash anatomy, safety protocols, lash mapping, selecting the right materials, proper isolation and adhesive use to ensure long lasting natural results. Students will also learn about teaching proper after care.

MAKE-UP AND SPRAY TANNING
Traditional make-up techniques are taught; daytime, evening & special occasion, as well as theatre and special effects. Airbrush make-up and spray tanning are taught and practiced on the clinic floor

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 the Esthetician 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 spa owners. Salon recruiting visits, mock interviewing, spa owner guest speakers and social media marketing are a few of the activities utilized.

PROFESSIONAL DEVELOPMENT
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/ spa owners will expect from employees along with communication skills utilized in the salon/spa. . It also includes developing proper personal and professional ethics necessary for insuring success within the field Esthetics.

BUSINESS
One way to maximize your earning power is by developing your professional communication
n skills. 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

RULES – REGULATIONS- STATE 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 which includes infection control practices and safety measures. Specific regulations and laws are also interwoven throughout each course of governance and operational standards.

CERTIFICATION
Students are tested on their theory knowledge and practical skills on the f 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 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/Spa. The students must complete all the required practice skills in order to earn the hours necessary to receive a diploma.

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 day Wednesday 9:00am-4:00pm 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 in the Student Café.

OPTIONAL HOURS
Xenon Academy allows students to earn up to 35 optional hours in the advanced classes. Training Requirements: (a) Licensed Salon/Spa or Department Licensed Facility: Direct supervision is required by a licensed instructor, Cosmetology 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, Cosmetology 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 certification practical score and 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 FOR ESTHETICS

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. 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

CAREER OUTLOOK 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.

DESCRIPTION OF COURSE: Cosmetology Student Instructor program is designed to prepare the student to become a licensed cosmetology instructor. The Academy 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 Student Instructor program will demonstrate competence and ability to apply teaching principles. Upon completion of this curriculum, our Xenon Academy graduates will take a state board exam from the Nebraska Department of Health and Human Services.

COURSE CURRICULUM:

Cosmetology Student Instructor Orientation 30 hours

1) Introduction to faculty, staff and students
2) State statues, regulations, sanitation and infection control practices
3) School policy
4) Overview of cosmetology student instructor training program
5) Teaching techniques and educational tools
6) Student and Instructor relations/advising

Development of Cosmetology Program 180 hours

1) Overview of student cosmetology curriculum as required by the state and school
2) Program outline development
3) Preparing and creating lesson plans

Theory and Clinical Techniques 210 hours

1) The student learning experience and student motivation
2) Classroom management and supervision
3) Clinic training/activities
4) Student/client relations/professionalisms
5) Resume development/interview preparation & job search skills

Evaluation of Student Progress 150 hours

1) Performance assessments
2) Evaluation standards
3) Academic/clinic performance
4) Written/practical rubrics

Administrative Policies 30 hours

1) Office management
2) Salon management

Total 600 hours

COURSE FORMAT

Scheduled class time contains theory, lectures and demonstrations along with practical work. Cosmetology Student Instructors are scheduled to observe and participate in classroom activities with licensed instructors. Cosmetology student instructor's daily schedules will be posted monthly Individualized 600-hour curriculum calendar is provided during orientation attendance. The number of hours a week will be determined at the time of enrollment.

GRADING FOR COSMETOLOGY STUDENT INSTRUCTORS

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. 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

CAREER OUTLOOK FOR COSMETOLOGY STUDENT INSTRUCTOR GRADUATES

SOC CODE 25-1194-Vocation Education Teachers, Postsecondary
Cosmetology School Educator
Cosmetology School Owner/Director
Platform Artist/Educator
Manufacturer Technician

ESTHETIC STUDENT INSTRUCTOR PROGRAM-300 Hours

The program follows the course outline; classes are scheduled according to the students scheduled attendance.

DESCRIPTION OF COURSE: Esthetic Student Instructor program is designed to prepare the student to become a licensed esthetic instructor. Xenon Academy has prepared a curriculum and learning system based on clock hours and the integration of theory with practical application. The Xenon Academy Esthetic 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 Esthetic Student Instructor program are prepared to perform and meet challenges set forth in this field. Students completing the Esthetic Student Instructor program will demonstrate competence and ability to apply teaching principles. Upon completion of this curriculum, our Xenon Academy graduates will take a state board exam from the Nebraska Department of Health and Human Services.

COURSE CURRICULUM:

Esthetic Student Instructor Orientation 15 hours

7) Introduction to faculty, staff and students
8) State statues, regulations, sanitation, and infection control practices
9) School policy
10) Overview of esthetic student instructor training program
11) Teaching techniques and educational tools
12) Student and Instructor relations/advising

Development of Esthetic Program

4) Overview of student esthetic curriculum as required by the state and school 90 hours
5) Program outline development
6) Preparing and creating lesson plans

Theory and Clinical Techniques 105 hours

6) The student learning experience and student motivation
7) Classroom management and supervision
8) Clinic training/activities
9) Student/client relations/professionalisms
10) Resume development/interview preparation & job search skills

Evaluation of Student Progress 75 hours

5) Performance assessments
6) Evaluation standards
7) Academic/clinic performance
8) Written/practical rubrics

Administrative Policies 15 hours

2) Office management
2) Salon management

Total 300 hours

COURSE FORMAT

Scheduled class time contains theory, lectures and demonstrations along with practical work. Esthetic Student Instructors are scheduled to observe and participate in classroom activities with licensed instructors. Esthetic student instructor's daily schedules will be posted monthly. Individualized 300-hour curriculum calendar is provided during orientation attendance. The number of hours a week will be determined at the time of enrollment.

GRADING FOR ESTHETIC STUDENT INSTRUCTORS

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. 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

CAREER OUTLOOK FOR ESTHETIC STUDENT INSTRUCTOR GRADUATES

SOC CODE 25-1194-Vocation Education Teachers, Postsecondary
Esthetic School Educator
Esthetic School Owner/Director
Platform Artist/Educator
Manufacturer Technician

GRADUATION REQUIREMENTS FOR COSMETOLOGY, ESTHETICS, COSMETOLOGY STUDENT INSTRUCTORS & ESTHETIC STUDENT INSTRUCTORS

- ✓ Achieve a minimum grade point average of 85%
- ✓ Achieve a minimum of 85% 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.

STARTING DATES

2026/2027 COSMETOLOGY CLASS STARTING DATES:

- ❖ Start: October 20, 2026 End: November 12, 2027
- ❖ Start: January 19, 2027 End: February 18, 2028
- ❖ Start: March 30, 2027 End: April 26, 2028
- ❖ Start: June 8, 2027 End: July 6, 2028
- ❖ Start: August 17, 2027 End: September 13, 2028
- ❖ Start: October 26, 2027 End: November 22, 2028

2027 ESTHETICS CLASS STARTING DATES:

- ❖ Start: January 26, 2027 End: June 3, 2027
- ❖ Start: May 25, 2027 End: September 30, 2027
- ❖ Start: September 21, 2027 End: February 2, 2028

2026 COSMETOLOGY STUDENT INSTRUCTOR CLASS STARTING DATES

Classes are scheduled on an individual basis
Schedule:
Weeks 1-18 35hrs/week
Individual weekly schedules are created for each cosmetology student instructor

2026 ESTHETIC STUDENT INSTRUCTOR CLASS STARTING DATES

Classes are scheduled on an individual basis
Schedule:
Weeks 1-9 35hrs/week
Individual weekly schedules are created for each esthetic student instructor

TUITION

COSMETOLOGY TUITION

Tuition	2026-$19,250.00	2027-$19,850.00
Books/Equipment non-refundable	2026-$3,624.00 (includes tax)	2027-$3,664.00 (includes tax)
Registration fee	$100.00	

ESTHETICS TUITION

Tuition	2027-$10,750.00
Books/Equipment non-refundable	$2,956.00 (includes tax)
Registration fee	$100.00

COSMETOLOGY STUDENT INSTRUCTOR TUITION

Tuition	2026-3,500.00 2027-$5,000.00
Books/Equipment non-refundable	$150.00 (includes tax)
Registration fee	$100.00

ESTHETIC STUDENT INSTRUCTOR TUITION

Tuition	2026-$1,750.00 2027-$2,500.00
Books/Equipment non-refundable	$150.00 (includes tax)
Registration fee	$100.00

TERMS OF PAYMENT

An interest free payment plan is available while in attendance. Payments are due to the business office on the 15th of each month. Forms of payment include; cash, credit card, money order, checks & Title IV funds. Credit and Debit cards are accepted, and additional fees will be applied. ACH payment method is available. Financial Aid is available for those who qualify. Any student who directly receives federal funds for their education is required to report these funds to Xenon Academy.

ADMISSION POLICY 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. All programs are taught in English. Xenon Academy doesn't require vaccinations before enrollment.

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.

Students enrolling in the Cosmetology Student Instructor Program and the Esthetic Student Instructor Program will be required to complete a background check prior to enrollment due to having access to private student information as part of their instructor program.

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. Minimum score of 13 for Cosmetology, Cosmetology Instructor and Esthetics Instructor. Esthetics students must have a minimum of 16.
4) Based on popularity of some programs an interview with the Campus Director or Executive Director may occur.

REQUIRED BEFORE ENROLLMENT

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 student's expense.
2) Copy of Birth Certificate / Verification of birth
3) Copy of Photo ID or Photo
4) Registration 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. Vaccinations are not required for enrollment at Xenon Academy. Enrollments are accepted year-round. Classes start several times within a year. Cosmetology Student Instructor & Esthetic Student Instructor applicants are required to have a current NE Cosmetology/Esthetics 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. Credit will only be given for training obtained at a licensed, accredited Cosmetology or Esthetics program. Prior paid or unpaid work experience, armed forces experience or other competency or learning experience cannot be accepted for credit.
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, COSMETOLOGY STUDENT INSTRUCTOR, ESTHETIC 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
(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, cosmetology 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 a esthetician the program of studies shall consist of a minimum of six hundred hours. For licensure as a cosmetology 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 during basics or when needed in the curriculum, notwithstanding back-order items. Back-order items will be distributed, as they are available from the suppliers. During enrollment students are expected to perform and receive services as part of their education. Students are not permitted to wear headphones or earbuds during class time or on the clinic floor.

SCHOLARSHIPS
Xenon Academy Scholarships will be disbursed guided by the following criteria:
1) The scholarship will be awarded at the student's successful completion of the program.
2) In order to be considered to be maintaining satisfactory progress toward a scholarship a student must achieve a minimum 95% attendance and minimum 95% GPA at the time of graduation.
3) If a student is placed on Probationary status, the scholarship will be revoked, unless successful upon appeal.
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
6) Other scholarships may be available. See scholarship award letter for details.

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
- ✓ Be a U.S. citizen or an eligible noncitizen.
- ✓ Have a valid Social Security number.
- ✓ Maintain satisfactory academic progress in postsecondary education.
- ✓ Show you're qualified to obtain a postsecondary education by;
  *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 10.5%.
In addition to interest, you pay a loan origination fee that is a percentage of the principal 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 entrance loan counseling and 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 StudentAid.gov website.

REPAYMENT

The Standard Repayment Plan is the basic repayment plan for loans from the William D. Ford Federal Direct Loan (direct Loan) Program. Payments are fixed and made for up to 10 years.

On the Standard Plan, your monthly payments are a fixed amount of at least $50 each month. The exact payment amount is calculated so that you pay off the entire loan amount (including the interest that accrues) before the end of our repayment period.

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 $7,395.
After completion of the Free Application for Federal Student Aid the student will receive a FAFSA submission summary. 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 Academy will not require a covered individual to borrow additional funds to meet their financial obligation to Xenon Academy 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 discloser of their Social Security Number is required by Xenon Academy to verify the identity of each applicant.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Xenon Academy, all programs, all schedules. All students in attendance at Xenon Academy are required to meet the following satisfactory academic progress requirements whether Title IV Federal Aid recipient or not. Satisfactory Progress Evaluation Periods are based on actual contracted hours at Xenon Academy. These policies are printed in the student handbook to ensure that all students receive a copy prior to enrollment.

GRADING

All students must maintain a minimum cumulative 85% academic and attendance rate to be considered making satisfactory progress. Grade point average is based upon computer tracked accumulative theory tests and practical assignments throughout the program as well as certification testing.

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

CERTIFICATIONS

Certifications are comprehensive written and practical skill evaluations. Three certifications are required; end of Freshman classes to demonstrate the skills necessary to work on the public, mid-term and final certification that meets Nebraska's final exam requirements.

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. Credit is only given for skills meeting the minimum 85% grade requirement.

AWARDING OF CREDITS

Students receive credit for assigned tasks completed with a minimum 85%. 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

EVALUATION PERIODS

Student's progress is evaluated within 7 school business days when they have completed:

Cosmetology	450 hours/14 weeks	900 hours/27 weeks	1350 hours/40 weeks	1800 hours/54 weeks
Esthetics	300 hours/9 weeks	600 hours/18 weeks		
Cosmetology Student Instructor	300 hours/9 weeks	600 hours/18 weeks		
Esthetic Student Instructor	150 hours/4.5 weeks	300 hours/9 weeks		

Student's academic and attendance are posted by student account number on the LAB platform weekly so the students have access to monitor their progress at each checkpoint. Students will be notified of any evaluation that may impact their eligibility for financial aid.

A progress report is made available to students quarterly so they have a hard copy of all written and practical assessments affecting their progress.

UNIT OF CREDIT

Xenon Academy courses are based on clock hour system of instruction. Every hour in theory, related theory class or clinical lab is equal to one hour. Xenon Academy defines an academic year as 900 hours and 27 weeks.

Course Length	**Attending**		***Maximum completion time**
**Cosmetology-1800 hrs.	54 weeks (29 hrs./week, weeks 1-9	35 hrs./week, weeks 10-54)	2118 hrs./63 weeks
Esthetics-600 hrs.	18 weeks (29 hrs./week, weeks 1-5	35 hrs./week, weeks 6-18)	706 hrs./21 weeks
Cosmetology Student Instructor-600 hrs.	18 weeks (35 hrs./week, weeks 1-18)		706 hrs./21 weeks
Esthetic Student Instructor-300 hrs.	9 weeks (35 hrs./week, weeks 1-9)		353 hrs./11 weeks

**The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 118% 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. *Students who exceed the maximum time frame will be terminated from the program. Students are eligible to reenroll on a cash pay basis if the student meets the re-entrance criteria listed on page 26.*

***54-week course length includes a 5-day mid-term break for these programs.*

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.

All students must maintain a cumulative minimum 85% academic and attendance rate to be considered satisfactory. Satisfactory academic progress is evaluated at the progress check points listed above. Students meeting the 85% requirement are considered to be making satisfactory progress. Students not maintaining a minimum 85% rate of academic and/ or attendance will be notified that they will be placed on Warning status. The student's status (satisfactory or unsatisfactory) 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 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 academic and /or attendance plan to raise their academics and/or attendance to a minimum of 85% 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% rate of academics/attendance 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 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 that choose to withdraw or are terminated from the program are responsible for payment of kit items they have received.

Students terminated for any reason will be readmitted only upon evidence provided to the school that the problem associated with their dismissal has been resolved and they have demonstrated an ability to succeed in their program. Re-admission is not guaranteed.

Students who have withdrawn may contact the admissions office if interested in re-enrolling. Re-admission is not guaranteed.

Students re-entering the same program will re-enroll under the same student progress status as when they withdrew, with existing academic 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.

STANDARDS OF PROGRESS POLICY

A veteran and/or eligible person must make satisfactory progress toward an approved educational objective leading to employment. Veteran and/or eligible person Standard of Progress will be determined utilizing the Satisfactory Academic Progress policy as listed in the college school consisting of overall grade point average, pace, program length, maximum time for completion, attendance and/or conduct.

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. Students are expected to maintain a minimum of 85% academic performance. A record of attendance is maintained for each student and is available for authorized personnel to review at any time. Attendance for all programs is a minimum of 85%. Attendance reports will be furnished to

agency sponsored students with student's authorization. Academic and Attendance expectations are checked regularly and is different than SAP policy Academic and Attendance that is checked based on actual hour completion.

ATTENDANCE

The school will be open at approximately 8:30am for students to enter and clock in. The scheduled start time is 8:45am. If clocking in after 8:45am you will be considered tardy. Class and the clinic floor services start at 9:00am. Students not in the building and clocked in by 9:00am will be considered absent and will not be permitted to be in the school to clock hours that day. Incidents such as inclement weather or traffic delays that staff can verify may permit the student to be tardy beyond 9:00am and attend that day. The Campus Director will be the only one to give approval to attend in these situations.

Students are expected to follow the procedures for calling in by notifying the school a minimum of one hour prior to the scheduled start time if they are not going to be in attendance that day. Students are to notify the school a minimum of one school day prior for any personal appointments to be approved if a student is going to be late.

Students are expected to maintain a minimum 85% attendance. Failing to meet 85% attendance at any time may result in an individual action plan or termination from the program. If a student shows a pattern of tardies or unplanned absences (i.e. missing Saturdays) the student may be placed on an individual action plan or be terminated from the program.

During basics all cosmetology and esthetic students are scheduled Tuesday-Friday days for 29 hours per week.
After basics, students are scheduled Tuesday-Saturday days for 35 hours per week with an evening rotation once per month.
Alternative evening schedules are available with approval of the campus director.

RULES FOR ALTERNATIVE SCHEDULES

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. Students wishing to work on evenings to make up missed hours may do so, (upon availability) but only the students for "late week" will receive Saturday off.
3. Students scheduled to work and those working to make up hours MUST work a full evening. If the school notices a pattern developing 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 evenings for the remainder of their contract.
4. 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 evenings.

- Each student is eligible to work the 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 Evenings late. Advanced notice will be provided 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, subject to availability:

INDIVIDUAL ACTION PLANS

Individual Action Plans may be established by the Campus Director or designee for students that are not meeting attendance expectations or having regular tardies or absences. Individual Action Plans may include by not limited to an alternative schedule to increase hours attended, suspension from school or other plans to address the student's attendance performance. If a student is not meeting expectations of the Individual Action Plan this may result in termination from the program.

TIME KEEP

The time keep system is the documentation of hours. 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. If a student has a missed punch on the time clock they are to notify the campus director or designee immediately.

HOURS

1) The clock-in system requires that all students must clock in when entering the school and they must clock out upon leaving the campus.
2) Students clocking in when not in actual attendance will not receive credit for these hours. Disciplinary action will occur for fraudulent actions.
3) One fifteen-minute break is allowed in the morning and one in the afternoon. Morning breaks are to be taken between 9:00am & 11am, afternoon breaks, between 2:00pm & 4:00pm. Students working on the clinic floor are to sign in/out with the front desk for their break. Staff will dismiss the students from the classroom for scheduled breaks and lunch.
4) Students are required to attend a full scheduled day on their last day of attendance, upon completion of their course.

TARDINESS

Students are scheduled to start at 8:45am to allow time to prepare for guest appointments and class that starts at 9:00am. Students who are displaying habitual tardy practices will be advised on an individual basis and may be placed on an individual attendance plan; the student's attendance will be closely monitored during the review period. An Advisor will determine the disciplinary action to be taken to discourage future

tardiness. If the requirements are not met during the review period, suspension or termination may occur. Students will not be allowed into testing if tardy.

- Students failing to notify the school if going to be tardy may be placed on an individual action plan.

ABSENCE POLICY

Students must notify the school one hour prior to their start time if going to be absent for the day. It is preferred that a student completes a request for time off if this is a planned absence. Students failing to notify the school that they will be absent by 8:00am (11:00am on in-service days) will be considered a no/call no/show for the day and result in suspension or possible termination. Students not in the building and clocked in by 9:00am will be considered absent and will not be permitted to be in the school to clock hours that day. If a student should be absent in excess of the hours allowed for their enrolled course, without exercising the leave-of-absence option, one will have to attend school beyond one's contract expiration date in order to make up hours lost, thus incurring charges for additional days. Refer to student's enrollment agreement for the hourly rate. Refer to "Temporary interruptions" section for missed classes. All absences will affect the students attendance. Xenon Academy does not recognize excused absences.

- Students failing to notify the school of absences as listed will be considered a NO CALL / NO SHOW
- A student who is absent from school, and gives no notice of absences, will be considered withdrawn after 14 days. The student's last day of physical attendance will be used as the withdrawal date.
- When a student is suspended for academic, attendance or policy violations the student is classified as absent and therefore the hours must be made up, or the additional charges past the contract end date will apply.

PROCEDURES FOR CALLING IN ABSENCES

- ✓ Students are to notify the school by one hour prior to their start time if they are going to be absent for the day.
- ✓ Dial 308-395-8600 to speak to a communication center employee to report absence. Please press 2 for students and notify the staff that answers or leave a voicemail with your name and student I.D. Number.
- ✓ Send an e-mail to: attendance@xenonacademy.net. Put in the subject line only these 2 letters: GI. In the body of the e-mail please type your name, ID# and that you will not be in attendance for the day. If you do not receive the auto-respond, SEND AGAIN! We did not receive your e-mail. Call or re-send e-mail.
- ✓ Failure to notify the campus before 8:00am (11:00am on in-service days) is considered a NO CALL/ NO SHOW and will carry the following consequences:

NO CALL/ NO SHOW'S

1st Offense-Suspended for the day=1 school day
2nd Offense-3-day Suspension=3 school days
3rd offense – 5-day Suspension =5 school days
4th offense – termination from the program

When students are scheduled to perform Clinic Services on the student salon floor, they are required to be available for clients when they are clocked in earning hours. Students who leave the building while clocked in, or are not available when paged to start a client on the salon floor are considered "absent without notice". This is considered a no call/no show and the above consequences will apply.
Students on attendance probation will be held to the terms of that probation in lieu of the above policy. **All of the above-mentioned situations are calculated using school days Tuesday through Saturday Schedule.

HOLIDAYS

Xenon Academy operates continuously throughout the year except for the following holidays:

- ✓ New Year's Day-January 1
- ✓ Memorial Day
- ✓ July 4th
- Labor Day
- Thanksgiving Day, day after Thanksgiving, Saturday after Thanksgiving
- Christmas Eve, Christmas Day, day after Christmas

Students enrolled in 1800-hour programs are scheduled a Midterm Break for 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 for 2026 on 2/11, 3/11, 4/8, 6/10, 8/12, 10/14. Students are scheduled to arrive at 12:00PM. "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 POLICY

A student may be granted a leave of absence for good cause such as family emergency, medical condition, financial hardship, natural disasters & public emergencies. 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 the LOA prior to the start of the LOA, unless unforeseen circumstances prevent. In this circumstance the school may grant a LOA. The

school will collect the request and required documents at a later date and document the reason for its decision. The start date of the LOA will be the first date the student was unable to attend.

A Leave of Absence may be no less than 30 days, unless approved by the Executive Director, and will be assessed on an individual basis. This is advisable when a student must be absent for an extended period of time, or in excess of the number of absences allowed in the contract. 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 an LOA will be approved. For circumstances covered under Family & Medical Leave Act of 1993, public emergencies or natural disaster a Leave of Absence may be granted past 30 days; not to exceed 92 days maximum leave during the student's enrollment. This request must be accompanied by the proper documentation. A student will not be granted an LOA if the LOA together with any additional LOA's previously granted, or planned to be taken, exceeds a total of 92 days in any 12-month period.

Xenon Academy will allow enrolled members of the Armed Forces, including reserve components and National Guard to be readmitted if such members are temporarily unavailable or must suspend enrollment by reason of serving in the Armed Forces. Xenon Academy will accommodate short absences for such services in the Armed Forces.

No additional fees will be charged for a LOA. The student's contract will be amended with all changes initialed by both parties or an addendum will be made that will be signed by the student and a school official, extending the contract for the same number of calendar days as the LOA. During a LOA the student's status, warning or probation will not be affected

Students 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 45 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.

During a LOA, the student's locker must be vacated and roll-a-about taken home. The school assumes no responsibility for property left in the building. Student services are at full price during LOA. Family discounts are suspended during LOA

TEST 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.*
2. Alternative retake times may be available depending on staff scheduling.
3. 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.
4. All students are allowed an original test and two retakes. 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.
5. When a student misses or fails the 2 retake opportunities, he/she will be scheduled 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 student's enrollment period there is no additional tuition, the cost of supplies is the student's responsibility. Leave-of-Absence are exempt from this policy.
6. 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.
7. 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.

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

Overtime is calculated using the students scheduled hours. They will be allowed the following hours in addition to their scheduled program hours before earning overtime at the rate listed per program-Cosmetology 49 hours/$11.03 per hour, Esthetic 28 hours/$17.92 per hour, Cosmetology Student Instructor 8 hours/$8.33 per hour, & Esthetic Student Instructor 4 hours/$8.33 per hour. Please refer to Student Contract. 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. Students are expected to complete their entire scheduled shift on their last day. Leave of Absences are exempt from this policy. Title IV funds may not be used for overtime tuition. 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. 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. Students will be assessed overtime charges if hours lost due to suspension are not made up, unless successful on appeal.

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 Registration 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 and prior to beginning classes, all equipment fees will be refunded. 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. If a student begins classes the registration fee and kit downpayment will not be refunded. If a student withdraws or is terminated prior to the kit being fully paid for the student may be responsible for the remaining balance. If kit items have not been opened or used this may be removed from the total amount a student may be responsible for. Students are not permitted to take the kit or its items unless paid for in full.
5. 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 c) actual date of expulsion by the institution d) a student on an approved LOA notifies the school they will not be returning, the date of determination will be the earlier of the scheduled date for return from LOA or the date the student notified the school they will not be returning. 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.
6. For all students who enroll in and begin classes, the following schedule of tuition adjustment is authorized whether the student withdraws or is expelled, a program or course is cancelled or school closure. 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 of determination that the student has withdrawn, whether officially or unofficially. 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. 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 school reserves the right to accrue interest on the unpaid balance.

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 shall at its option: Provide completion of the course or program. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school. Participate in a Teach Out Agreement. Provide a full refund of monies paid. If the school closes permanently, after students have enrolled and instruction has begun, 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. The order in which monies are refunded can be found below.

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWLS

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 30th 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.

ORDER OF REFUND-Prescribed by Law and Regulation

1. Direct Unsubsidized Loan 2. Direct Subsidized Loan 3. Direct PLUS Loan (Parent) 4. Pell Grant

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, on the basis of background, record, statements and conduct 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 12,724 square feet of space with three classrooms, a large clinic area, nail room, day spa & client service center. Xenon Academy is handicap accessible. Xenon Academy is within walking distance to a day care facility, 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 number of different products to be used by the students.

PARKING
Student parking is available in the stalls in the back of the building. ***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, 3 pedicure stations & 4 table manicure stations in our Nail Area. The clinic floor area has 35 stations, 6 shampoo bowls, 3 hooded dryers, 1 hot towel caddy, 1 wax bed, 1 wax pot, 4 lash beds and 1 Dinair Airbrush machine and light.
Special care has been taken to create a salon atmosphere for our students while they are in training. Vandalism to school property is grounds 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 multiple microwaves for students who wish to bring their lunch.

RETAIL CENTER
To expand the student's experience in prescribing products, we carry many professional products in our retail area. We use these products on our clients while performing services to 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 have 4 spa beds, 2 wax beds, multiple wax pots, 1 Microdermabrasion machines, 1 Silhouette Tone light therapy machine, 1 Luma lift machine, 1 hot towel caddy.

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.). Students are responsible for meeting all regulations in regards to 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.

- ❖ 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 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 and industry professionals and 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 prohibits any school from guaranteeing job placement as an enticement to enroll students.

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 50 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.

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.

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. **All Students are expected to wear black pants, skirts, dresses or Black jeans that are not faded, worn or with a distressed look. Shirts are to be black, white, gray, off-white, or cream in color. Shorts of any kind are never permitted.**

- ✓ 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/skirts may NOT consist of the following: terry cloth, sweat pant material, lycra or athletic/work out clothing. All skirts must be appropriate length, no shorter than 2" from center of knee. Slits in dresses or skirts are not to exceed two inches above the 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 t-shirts that are acceptable are Xenon Academy logoed t-shirts or solid color t-shirts with no print or graphics. The only Crewneck sweatshirts that are acceptable are the Xenon Academy crewneck or solid color with no print or graphics. Mid-drifts 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. Hooded sweatshirts 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. Feet and toes must be properly groomed. Casual shoe styles like Hey Dude, Ugg, canvas, boat shoes, crocs or foam shoes are not permitted.
- ✓ All footwear is to be clean and in good condition.
- ✓ Seasonal Shoes: Boots must be of professional dress (no work type boots), winter boots or Ugg style boots are not considered dress boots.
- ✓ Casual hats and bandannas are not permitted.

Esthetics Only–Students are required to wear fitted black scrubs and assigned smock. Your esthetic coat must be clean 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 students' dress shall be determined by the Campus Director. Students failing to meet the Dress Code expectations may receive disciplinary action including termination, or be assigned an alternative dress code. Alternative Dress Code will consist of a Xenon A Stephanie Moss Academy shirt and black pants.

STUDENT SERVICES

- 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.
- Information on local housing available upon request.

CLINIC SERVICES

- All services performed on the salon 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.
- If a student refuses a service, they will be instructed to clock out and will be absent the remainder of the day.

STUDENT CLINIC SERVICES

- Students may not receive services while absent or suspended for a regularly scheduled day.
- All skill sheets and certifications need to be up to date to receive student services.
- All student services must be approved by and started by an educator.
- Students will complete a service ticket for the service being provided and have educator signature.
- Students may receive services, Monday-Friday days only, no evenings. 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.
- Any student not maintaining satisfactory progress may not receive student services. 85% attendance and academic standing.
- All Services must be paid for at the end of a service.
- Availability of student clinic services is up to the discretion of the educators and may be moved or cancelled for a client.

DUTIES

1) Daily housekeeping is to be done before students leave each day.
2) 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.
3) 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 student cafe.
4) 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.

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 Academy:

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 and 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: Ashley Sheckler, 804 N

Webb Road, Grand Island, NE 68803 (308) 395-8600 ashley@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 12th 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 Academy's expectations regarding the ethics of your behavior while you are enrolled. 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 Academy. 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 Academy 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 Academy 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. Please refer to the Annual Security Report for details on reporting, academy policies as well as rights of victims and accused.

Definition of Sexual Harassment

Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- An employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct; or
- Sexual assault, as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in VAWA.

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 smoking or vaping of any kind is permitted at any time, in any area of the school. Smoking and vaping is only permitted in the **BACK** of the building, at least 15 feet from any door. NO cigarettes in dumpster due to fire hazard. Taking photos, recording video or audio, or using any device to capture images or recordings in the classroom or on the clinic floor is prohibited to protect the privacy of students and guests, unless prior approval has been obtained from Xenon Academy. This prohibition includes the use of Meta smart glasses, cell phones, smartwatches, tablets, cameras and any other digital recording devices. *Personal* use of cell phones is limited to the designated areas, such as student 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.
Students that refuse to participate in class or skills on the clinic floor will be instructed to clock out and will be absent the remainder of the day.

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 students 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 access 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.

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, accrediting agency and government agencies will have access to the student's files to conduct reviews, accreditation functions and inspections, in addition to independent auditors hired by Xenon Academy to perform annual compliance audits as required by the US Department of Education. Student records will be maintained for a minimum of six 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

DISCLOSURE OF INFORMATION TO PERSONS OUTSIDE THE SCHOOL

The school will disclose personally identifiable information from the student's and institutional records 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 state, accrediting agency and government agencies to conduct reviews, accreditation functions and inspections, in addition to independent auditors hired by Xenon Academy to perform annual compliance audits as required by the US Department of Education.
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 as listed above. Each request must specify the person/organization to whom the disclosure may be made and information that may be disclosed. Xenon Academy will not release information without a written consent form each time.

RECORD MAINTENANCE POLICY

1) Xenon Academy shall maintain and make available for inspection by the Nebraska Department of Education student records in the Director's office.
2) The student enrollment agreement, transcripts and ledgers, plus the exit interview or withdraw/termination report 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. A copy of academic and financial records will be filed with the Nebraska Department of Education Title 92, Chapter 41,011.07.
4) Records of individuals who are not enrolled in Xenon Academy will be destroyed to protect their privacy.

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. Grievance forms are available in the administrative offices, instructors' offices or can be printed off from LAB.
   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

   https://www.education.ne.gov/ppcs/contact-us/

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-Stephanie Moss Academy 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:

- Stephanie Moss President
- Ryan Moss Vice President
- Vicky Robinson Treasurer
- Ryan Moss Secretary

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:

Campus management and compliance

- Ryan Moss Executive Director

Curriculum Development

- Ashley Sheckler Director

STUDENT SERVICES

- Mary Prado
- Julie Raridon

COSMETOLOGY EDUCATORS

- Carol Engel
- Julie Raridon
- Morgan Sheckler
- Keelie Campbell
- Paige Wooters

ESTHETIC EDUCATOR

- Sady Gorecki

Accreditation and Licensing Agencies

For more information on the 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

Nebraska Department of Education
Private Postsecondary Career Schools
P.O. Box 94987
Lincoln, NE68509.4987
www.education.ne.gov

National Accrediting Commission of Career Arts & Sciences
3015 Colvin St
Alexandria, VA 22314
(703) 600-7600
www.naccas.org