



School Contact Information

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Licensing Board

Illinois Department of Financial and Professional Regulations
W. Randolph, 9th Floor
Chicago, IL 60601
Phone: 312-81-4500
Fax: 312-814-3145
www.idfpr.com

Illinois Department of Financial and Professional Regulations
320 W. Washington
Springfield, IL 62786
Phone: 217-785-0800
Fax 217-782-7645
www.idfpr.com

Accrediting Agency

NACCAS
4401 Ford Ave., Suite 1300
Alexandria, VA 22302
703.600.7600 (phone)
703.379.2200 (fax)
<http://www.naccas.org>
webinfo@naccas.org

To obtain documents describing our accreditation, approval, or licensing please contact:
Kristy Sams at 217-425-9117 or Kristy@shearlearning.com

Catalog Publication and Revision Dates

About Our School

Reflections Academy of Beauty is located in historic Downtown Decatur. Our central location provides convenient access for students and patrons. Our modern facility and state-of-the-art equipment make us one of Decatur's finest facilities in addition to the most affordably priced. The clinic area consists of working stations where the students work on customers under the direct supervision of an instructor. The theory classrooms consist of visual aids such as charts, video library, and chalkboards. All facilities and programs have been designed for the accommodation of all our employees, students, and patrons.

The educational format at Reflections Academy of Beauty is comprised of daily sessions Tuesday through Friday. Creative classroom instruction paired with hands-on training in technique guarantee the most skilled graduates poised for immediate employment.

Owner and Staff

Owner and Cosmetology Instructor – Rebecca Wright riki@shearlearning.com
Financial Aid Officer-Cosmetology Instructor – Kristy Sams kristy@shearlearning.com
Admissions and Reception-Paige Mounts
Cosmetology Instructor – Shannon Hammond shannon@shearlearning.com
Cosmetology Instructor- Sallie Harmon

For general school information, please contact:
217-425-9117.

Our Mission Statement

“Reflections Academy of Beauty is dedicated to positive student success by grooming able-bodied, professional, self-confident, and career oriented graduates prepared with the knowledge and a hands on skill set to meet the prerequisites of the business and customer service of the beauty industry. We will strive daily to accommodate the needs of our student salon client. Bringing multi-cultural talents to our salon floor, making each client feel beautiful from the inside out.”

Philosophy

Career and vocation/technical education must be responsive to the economic needs of the workplace and the individual. By being engaged with employers and business, the management and staff of Reflections Academy of Beauty recognizes that attainment of skills needed for succeeding in the field of cosmetology is best accomplished through an understanding of the unique learning styles that lead to performance and individual student success.

Non-Discrimination Policy

Reflections Academy of Beauty practices no discrimination in its practices of admission, grading, graduation, hiring, placement or services, as it pertains to students, staff and clientele, on the bases of race, religion, sex, age, color, ethnic origin. This institution will not tolerate said discrimination from said students, staff or clientele.

Non-Recruitment Policy

Reflections Academy of Beauty will not knowingly, through their own actions, try to recruit students who are currently enrolled in another academy offering a similar program of study.

Our Courses

Cosmetology

Course Description: The State of Illinois requires 1500 hours of training which takes approximately eleven and a half (11 1/2) months to complete. These hours are broken up into three different skill levels: Freshman, Intermediate and Senior level. All work is monitored by a licensed instructor. The skills learned throughout the program will prepare students to take the State Board Exam and to obtain an entry-level position.

Instructor Training: Cosmetology-1000 Hour

Course Description: The State of Illinois requires Cosmetologists wishing to obtain the Instructor license to take 1000 hours of training, if they do not have a least two years experience, which takes approximately seven months to complete. The course is designed to teach the methods and principles of teaching. Upon completion students will be prepared to take the State Board Exam to acquire the Instructor license.

Cosmetology Course Start Dates 2016-2017

June 21, 2016	February 7, 2016
August 16, 2016	April 4, 2016
October 11, 2016	June 6, 2016
December 6, 2016	

School Holidays/ Closures

May 30, 2016

June 14-18, 2016 Summer Break

August 2016 TBA closed for the Decatur Celebration

November 24-26, 2016 Thanksgiving Break

December 27, 2016 to January 2, 2017 Closed for Christmas and New Year Break

Career Opportunities in the fields of Cosmetology and Instructor

These are just a few of the career options available:

Cosmetology or Instructor

Stylist	Nail Technician
Make-up Technician	Product Representative
Platform Artist	State Board Member
Salon Owner or Manager	State Board Examiner
Skin Care Specialist	Instructor

Admission Requirements

Cosmetology Student

- Must be at least 16 years of age
- Must have obtained a high school diploma or GED certificate

Cosmetology Instructor Student 1000 hour

- Must be at least 18 years of age
- Must have obtained a high school diploma or GED certificate
- Must have a valid Cosmetologist license

Application Process

1. The application process starts with making an initial appointment. During this initial appointment prospective students must do the following:
 - a. Turn in application. The following items must accompany the application before it will be accepted and processed
 - i. copy of driver's license or state id;
 - ii. copy of high school diploma, transcript or GED certificate;
 - iii. Copy of Social Security card
 - iv. an essay stating why you would like to pursue a career in this industry and where you see yourself in five years
 - v. valid Cosmetologist license (if applicable);
 - vi. \$100 registration fee (refundable if student is not accepted)
 - b. Take an entrance exam.
2. After application has been reviewed and processed a staff member will contact the prospective student to schedule a follow-up interview.
3. Once all application requirements are met prospective students will be notified if they are accepted into their desired program or not. Prospective students that are accepted will be scheduled for an enrollment appointment.

**Prospective students are not considered enrolled until an Enrollment Contract has been completed.

Transfer Hours

Prospective students who have hours from an academy and wish to transfer those hours will need to provide the school with the following along with their application:

- An official transcript from previous school
- A breakdown of all grades received
- The most current progress report from the previous school

Prospective students must allow 1-2 weeks before a decision is made on transfer hours. The number of transfer hours accepted by Reflections Academy of Beauty is based on students passed grades, progress reports, what classes were taken and the length of time since the student was enrolled in school. Reflections Academy of Beauty does not guarantee that all transfer hours will be accepted.

Graduation Requirements

Students are eligible for the Illinois State Licensing Exam for their chosen profession after successful completion of the required hours and the required theory and practical tasks as described in the curriculum for the course. All work must be passed with a 75% or better before graduation. Students must also pass a final written exam and a final practical exam with a 75% or better. Students have two (2) tries to pass both final exams. All tuition and fees, including overtime charges, must be paid in full.

Certificate of Completion

Graduates of Reflections Academy of Beauty will receive a Certificate of Completion upon successful completion of their chosen course. This qualifies the student to file to take the State Board Exam.

Employment Assistance/Career Guidance

Our staff prides itself on offering our students career guidance through our curriculum. All students will be provided with career guidance as well as help creating a marketable resume and professional portfolio.

While Reflections Academy of Beauty is prohibited, by law, from guaranteeing employment for graduates, we will provide assistance by giving all students information on job opportunities in the area, along with helping to arrange for students to meet with other potential employers.

State of Illinois Licensing Exam (State Board Exam)

Upon successful completion of the program, Reflections Academy of Beauty, will file for the graduate to take the State Board Exam. To file for the Exam, the school will submit, on behalf of the graduate, the application form and transcript. Graduates must also pay a filing fee that is payable to the testing service by credit card or cashier's check. Graduates will then receive an email from the testing company instructing them on how to schedule the test. *The test must be scheduled and taken within 60 days from when graduate receives email or they will forfeit their testing fee.* Once the testing service has confirmed that the test has been scheduled, graduates are able to work until they take their test. When graduate passes Exam they will have to apply for their license which requires paying the licensing fee. If graduate fails to pass the exam they may reschedule a retake Exam, but will not be able to work until the Exam is passed.

Attendance Policy

1. Students must maintain a 90% attendance average to be considered making satisfactory progress in the program.
2. Students will attend school Tuesday through Friday 8:30am to 4:00pm and Saturday 8:00am to 12:00 noon.
3. Students must be **CLOCKED IN AND IN CLASS AT 8:30AM** on Tuesday through Friday and **CLOCKED IN AND IN CLASS AT 8:00 AM** on Saturday. Students who arrive, clock in or come to class after these times will be sent home for the day.
4. Students will be allowed one (1) late entry a month. Students **MUST** call if they are going to be late and must be **CLOCKED IN AND IN CLASS BY 8:45AM**. Students are not allowed to use late entry on Saturday. Students who fail to call if they are going to be late will be sent home for the day.
5. **Fridays and Saturdays: Students are allowed to miss one (1) Friday and one (1) Saturday during their program. Any other Friday or Saturday missed will result in a \$35 fine per day due when the student returns to school. Failure to pay the fine will result in suspension until the fee is paid. The fee will be waived for a student who has a valid doctors excuse.**
6. All absences must be called in. Absences must be called in before 845am or it is considered a no call/no show. Absences not called in will be considered a no call/no show. Students leaving a message on the school answering machine must state their name and the time and day they are calling. Messages will not be accepted without the time and date.
7. **STUDENTS MUST CALL THEMSELVES IN. STUDENTS ARE CONSIDERED A NO CALL/NO SHOW IF THEY DO NOT CALL THEMSELVES IN.**
8. Students who are a no call/no show will be suspended two days for every day they are a no call/no show.
9. Students who must arrive late or leave early for a medical appointment must let administration know they will be late or leaving early and must provide the school with a physician's excuse. Arriving late or leaving early does not count as long as the student provides a physician's excuse.

Make-up Classwork, Assignments, Tests and Hours Policy

When a student is absent, they are responsible for making up any classwork, assignments or test that has been missed.

1. It is the student's responsibility to get any notes that were taken in class. Ask your instructor how to obtain the notes for the day missed.
2. It is the student's responsibility to get any assignments that were handed out during their absence and to confirm due dates.
3. Any assignments that were due during student's absence will be due the morning they return to school. It is the student's responsibility to turn in work. Students will have a zero recorded for that assignment on the day of absence. Assignments that are not turned in upon return from an absence will receive a zero in the student's permanent record.
4. Students are required to make up any test that was missed during an absence upon return to school. In most cases the instructor will arrange for the test to be taken on the day the student returns. It is the responsibility of the student to arrange for the test to be taken. Students will have a zero recorded for that test on the day of absence. Tests not taken upon return from an absence will receive a zero in the student's permanent record.
5. Students are responsible for making up the mark-offs that were missed during an absence. Mark-offs are considered assignments and therefore need to be made up before the end of the month the absence occurred.
6. Reflections Academy of Beauty does not offer make-up hours. Nor does it recognize an absence as excused or unexcused. Any hours a student misses will go against their contracted time.

Leave of Absence Policy

Reflections Academy of Beauty understands that life events may require a student to modify class enrollment. The leave of absence policy is designed to allow the student flexibility in his/her program enrollment to adjust to these life events. The leave of absence policy also extends to students the ability to make up any courses missed during the approved leave.

A student on an approved leave of absence will be considered enrolled at Reflections Academy of Beauty and would be eligible for an in-school deferment for student aid loans. Federal financial aid and in-school deferment may be negatively impacted if a student fails to apply for the leave of absence or if the application is denied. *This impacts students who receive Title IV federal financial aid (Federal Pell Grants, Federal Direct Subsidized or Unsubsidized Loans, Federal Parent Plus Loans) or who want to have a federal student loan deferred from payment while in school.*

Who needs to request a leave of absence? Students who will be out of attendance for a period of one (1) week or more consecutive days should request a leave of absence. Students out of class for scheduled class breaks do not need to apply for a leave of absence. Students out of class for less than one week are not eligible for a leave of absence, and a recalculation on current financial aid will be done. Leave of Absence cannot be requested because of poor attendance or academics.

How does a student request the leave? Students needing to make a change in their enrollment status should speak to Financial Aid Advisor/School Coordinator to fill out a leave of absence request.

When should the leave be requested? The request should be made prior to the date the leave is to start.

What are the criteria for a request to be approved? An approved leave of absence must meet the following criteria: the request cannot be made during the first 11 weeks or while student is still considered in freshman level; the request must be made prior to the start of the leave; the reason for the request must be one approved by Reflections Academy of Beauty's Administrator (military, medical, jury duty, loss of job, family emergency, employment emergency, or other reasons as approved by the Administrator); appropriate documentation must be submitted if the request is submitted after leave has started; and, the student has not accrued 180 days of leave during current enrollment.

When is documentation required? What kind of documentation is required? Documentation is required for all leave of absence requests and needs to address the nature of the reason for the request. Documentation for each circumstance will vary; the student is required to provide whatever paperwork from a third party will attest to the circumstance outlined on the application form. Examples would include physicians' statements, letters from employers, letters from pastors or counselors, court documents, etc.

How long may a leave be? The leave of absence must not exceed 180 days during enrollment. Time in excess of 180 days will not be approved. *Exception* Military Personnel and Reservists may be granted temporary Leave of Absence for Active Duty or training. This means the student may take more than one Leave of Absence, as long as it is Military related, and they do not exceed more than 180 days in a 12-month period.

What if the leave needs to be extended? A student may request an extension to a leave providing the request is made before the end of the leave, there are unforeseen circumstances which prevent the return from the leave, and the total number of days of approved leave do not exceed 180 during enrollment.

Leave of Absence Policy cont...

What if a student fails to return from a leave of absence? Failure to return from an approved leave of absence may have an impact on student loan repayment terms as well as the grace period. The first day of the leave will be reported as the beginning of the grace period.

What if a student returns early from a leave of absence? Students may return early from an approved leave of absence prior to the leave end date. The leave will be shortened according to the student's return date.

What about disbursements and payments during the leave of absence? Students will not receive disbursements of Title IV student loan financial aid funds during the leave. Students are not deferred from making regularly scheduled payments (your portion of tuition) to Reflections Academy of Beauty for normal fees incurred. While on an approved Leave of Absence, student's enrollment status will be reported to their lender(s) as Leave of Absence.

If a lender contacts a student on Leave of Absence, it is their responsibility to request a Hardship Forbearance or Economic Hardship Deferment.

Will I be charged extra if I am on a Leave of Absence?

Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

Appearance Policy

1. All students must wear their stylist jacket/smock/apron when on the clinic floor. Students will be sent home for the day if they do not have their jacket/smock/apron.
2. Students should wear sensible shoes every day because of the amount of time they spend on their feet. Shoe's must have a closed toe and back on them. Heels cannot be higher than 2 inches. Shoes must be clean on top and bottom.
3. Clothing guidelines:
 - a. Jeans are allowed to be worn on Saturdays only. They must not have any holes.
 - b. Black bottom and black top must be worn at all times.
 - c. Appropriate undergarments will be worn at ALL TIMES. Undergarments should remain hidden.
 - d. Clothing must fit properly. This means that body parts should not "spill out". Student's complete bottom remains hidden.
 - e. Clothing must be laundered and pressed.
 - f. No offensive sayings or pictures on clothing.
 - g. No tank tops may be worn in warm weather.
 - h. Skirts and dress shorts must be at least 2 inches below finger tips when hands are held at sides. This includes long sweaters or shirts worn over tights or leggings.
 - i. **YOGA PANTS ARE NOT APPROPRIATE TO WEAR UNLESS YOU ARE GOING TO WORK-OUT. THEY ARE UNPROFESSIONAL! DO NOT WEAR THEM.**
4. Appropriate hygiene must be followed daily. Hair and body washed. No offensive odors (body odor, smoke, heavy perfume, etc.).
5. Jewelry is to be tasteful and not hampering to the student's ability to work in theory or clinic.
6. Hair and/or make-up must be done every day before the start of class.
7. Body art that is offensive or distracting must be covered up.

Safety Requirements

Students in the cosmetology program and cosmetology instructor programs will be taught the ways to protect both themselves and their clients/students through proper sanitation and sterilization practices. Students will be responsible for proper sanitation of all tools and implements. Gloves must be worn during any chemical services and when there is possible contact with bodily fluids. All students will share the responsibility of keeping all areas of the school neat and clean and keeping it clear of safety and health hazards.

Vaccinations

Currently, Reflections Academy of Beauty does not require students to have vaccinations.

COSMETOLOGY COURSE BREAKDOWN

- a) Basic Training – 150 hours of classroom instruction in general theory and practical application shall be provided that shall include a minimum of the following subject areas:
 - tools and their use
 - shampoo
 - understanding chemicals and use
 - types of hair
 - sanitation
 - hygiene
 - skin diseases and conditions
 - anatomy and physiology
 - electricity
 - ethics
 - nail technology
 - esthetics
- b) Practical Chemical Application/Hair Treatment – 500 hours of instruction, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:
 - chemical safety
 - permanent waving
 - hair coloring, tinting and bleaching
 - hair relaxing
 - hair and scalp conditioning
 - shampooing, toning and rinsing
- c) Hair Styling/Hair Dressing – 475 hours of instruction in hair styling, which shall be a combination of classroom instruction and hands on experience, shall be provided in the following subject areas:
 - cutting
 - thinning
 - Shaping
 - trimming
 - application of electrical/mechanical equipment
 - curling
 - hair treatments
 - marcelling
- d) Shop Management, Sanitation and Interpersonal Relations – 200 hours of classroom instruction shall be provided in the following subject areas:
 - labor law
 - workers' compensation
 - client relations
 - bookkeeping
 - marketing and merchandising
 - emergency first aid
 - right-to-know laws
 - pertinent State and local laws and rules
 - business ethics
 - sanitation
 - electrical devices
 - personal grooming and hygiene
- e) Esthetics – 85 hours of instruction shall be provided
- f) Nail Technology – 55 hours of instruction shall be provided
- g) Electives – 35 hours

COSMETOLOGY INSTRUCTOR COURSE BREAKDOWN

- 1) 500 hours of Post-Graduate School Training that includes all subjects in the basic cosmetology curriculum in Section 1175.530, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education.
- 2) 20 hours of Educational Psychology that shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Educational Psychology at an accredited college or university.
- 3) 20 hours of Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate. These hours shall be waived on behalf of cosmetology teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.
- 4) 150 hours of Application of Teaching Methods that include preparation and organization of subject matter to be presented on a unit by unit basis and presentation of subject matter through application of varied methods (lecture, demonstration, testing and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.
- 5) 50 hours of Business Methods that include inventory, recordkeeping, interviewing, supplies, the Illinois Barber, Cosmetology, Esthetics, and Nail Technology Act of 1985 and 68 Ill. Adm. Code 1175.
- 6) 260 hours of Student Teaching under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.
- 7) The approved program for a 500-hour Teacher Training Course shall be based on 2 years of practical experience and shall consist of the Teacher Training Curriculum outlined in subsection (a) of this Section with the exception of the 500 hours of post-graduate training.

Tuition

Cosmetology Program

Registration Fee	\$100.00
Uniform Shirts (2)	\$40.00
Equipment and Books	\$1,750.00
<u>Tuition</u>	<u>\$16,500.00</u>
Total Education Expense	\$18,390.00

Payment Method

Reflections Academy of Beauty accepts, as payment for tuition and fees, cash, Visa, Master Card, Discover Card, Money Order, Cashiers' Check, personal check and Title IV.

Late Payment Policy

All payments are due on the 15th of every month. Late payments will be assessed a fee of \$5.00 for every day payment is late. If payment has not been received one week after due date students will be put on suspension until payment is received. For extenuating circumstances please call to make an appointment with the Administrator.

Overtime Policy

1. Overtime is based on student's enrollment agreement, charging additional monies if a student goes beyond the time allowed on their agreement. All regular tuition and fees must be paid before a student begins overtime attendance.
2. The cost of overtime is \$20.00 an hour.
3. Overtime is to be paid weekly in advance starting the first day after contract expires.
4. A student must pay weekly charges before they will be permitted to attend. The payment is due at the office when the student arrives at school, on the day over-time charges start. No postdated checks are acceptable.

5. Once a student begins overtime, attendance and payments must be continuous until graduation. A student may not skip weeks. A student who begins overtime and then misses one full week will be considered to have dropped from school.
6. Overtime charges will continue to accrue until student has completed the course with 1500 hours. Students will continue to pay overtime until program completion.
7. A student may not receive a certificate of completion or transcript of hours until all tuition and fees, including overtime charges, are paid in full.

Institution Refund Policy

- a. Students, or in the case of a minor his/her parent or guardian, will have a five business day grace period in which to changed their mind and cancel the enrollment contract. Cancellation and request for a refund must be submitted to the school within the five-day grace period, in writing. Submission date will be considered the postmark on the written notification or the date the Administrator receives request, in writing, from the student personally.
- b. If a student cancels enrollment after the five-day grace period, but prior to the end of the first day of class, he/she will be entitled to a refund of all monies paid. Cancellation and request for a refund must be submitted to the school, in writing. Submission date will be considered the postmark on the written notification or the date the Administrator receives request, in writing, from the student personally.
- c. If a student terminates enrollment after the first day of class attendance, but prior to completing 5% of the program, the school shall retain or receive the registration fee, the cost of books and equipment which have been provided and 10% of the **total** tuition amount, not the apportioned amount of tuition that has been charged.
- d. Refund schedule for refunds after student has attended class. Refund amount does not include the registration fee or cost of books and equipment and is based on the **total** tuition amount, not the apportioned amount of tuition that has been charged:

Percentage of Attendance Time	Amount of Tuition School shall Retain or Receive
0.01% to 4.99%	10% tuition retained/received
5.00% to 9.99%	30% tuition retained/received
10.00% to 14.99%	40% tuition retained/received
15.00% to 24.99%	45% tuition retained/received
25.00% to 49.99%	70% tuition retained/received
50.00% or more	100% tuition retained/received

- e. Attendance time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school.
- f. Refunds to students who cancel their enrollment contract will be made within thirty (30) days of receiving written request. Students who are formally terminated by the school shall receive refunds no more than thirty (30) days from the date student is formally cancelled or in the case of a leave of absence, the specified date of return.
- g. The equipment and books are the property of the student at the time of cancellation, *if they have been paid for*. The cost of equipment and books are itemized separately and are not included in the refund calculation.
- h. If the school is permanently closed and no longer offering instruction, after the student has enrolled, the student shall be entitled to a prorated refund of tuition.
- i. 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.

Withdrawal Procedures

Students wishing to officially withdraw from Reflections Academy of Beauty must provide the office with notification of their intent to withdraw. Initial notification can be made in person, writing, fax or telephone. Any student who withdraws from his or her contracted course or fails to complete his or her training will have a notice placed in his or her student file as to the progress as of the official withdrawal date. For information on the Student's Withdrawal Date, please see the information provided below. The student will also be required to complete Exit Counseling if the student received any student loans. Please see "Exit Counseling" later in this catalog.

Determining the Student's Withdrawal Date

A student's withdrawal date is determined based on the following:

- For official withdrawal a student's withdrawal is the date the school received notice from the student that they are withdrawing
- For unofficial withdrawals a student's withdrawal date is their last day of physical attendance.
- The school's determination that a student is no longer in school for unofficial withdrawal is determined after 14 days of non-attendance.

Financial Aid and Consumer Information

Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is a requirement for all students of Reflections Academy of Beauty and is consistently applied to all enrolled. It is printed in our catalog to ensure that all students receive a copy prior to enrollment and another copy is given to students during orientation. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods

Evaluations will be conducted at 150 actual hour intervals.

*Transfer Students – Midpoint of contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance Progress Evaluations

Students are required to attend a minimum of 90% of the hour's possible attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least a 90% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Pace of Progression/Attendance

The maximum time frame is 111% of the length of the course. What does this mean? It means that all students must maintain at least a 90% attendance average in order to be considered making satisfactory progress.

Student Academic Progress

Theory and Practical work will be graded according to the following scale:

A	Excellent	100-93%
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B	Good	92-85%
C	Satisfactory	84-75%
D	Unsatisfactory	74-70%
F	Failing	69% and below

Students must maintain an average grade of 75% in theory and practical work in order to be considered making satisfactory progress. Theory work includes homework, quizzes, tests and a Final Written Test. Practical work is all work students perform on manikins, other students or clients and is based on criteria that is converted into a percentage. Practical work is factored into the GPA via the mark-off sheets. The student is required to complete a set amount of skills each day. If all skills are completed, the grade is 100%. If any skills are missed, the percentage is converted based on how many skills completed versus how many were required. Students are also required to pass a Manicure/Pedicure Practical, Freshman Practical and Senior Practical.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Report at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

NON-COMPLIANCE WITH SATISFACTORY ACADEMIC PROGRESS POLICY

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who continue to fail to meet minimum requirements for attendance or academic progress **MAY** be put on probation under the following conditions:

1. A negative progress determination must be appealed, by the student, at the beginning of the probationary period and prevail upon the appeal.
2. Shear Learning Academy of Cosmetology, Inc determines that the student can meet satisfactory academic progress standards by the end of the probation period.

Students who fail to prevail upon their appeal at the beginning of the probation period or students who fail to meet satisfactory academic progress standards at the end of a probation period will be terminated from the program and deemed ineligible for Title IV funds.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student or a special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed.

This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Termination

Students who do not meet Satisfactory Academic Progress requirements after exhausting the warning/probation/appeal process will be terminated from the program and lose financial aid, if applicable. In addition, a student who fails to meet the Satisfactory Academic Progress requirements for 3 non-consecutive evaluation periods will be terminated from the program.

Interruptions, Course Incompletes, Withdrawals

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

Noncredit, Remedial Courses, Repetitions

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

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Academic Year Definition

All Reflections Academy of Beauty Courses are clock hour based programs.

Cosmetology is a 1500-hour clock hour program. The first academic year is considered the student's first 900 hours and 28 weeks and the second academic year consists of the remaining 600 hours and 22 weeks until course completion.

There are two Cosmetology Instructor Programs. One is a 1000-hour clock hour program. The first academic year is considered the student's first 900 hours and 28 weeks, and the second academic year consists of the remaining 100 hours and remaining 4 weeks. The other Cosmetology Instructor program is 500 hours, and therefore only has 1 academic year.

Contact Information for Financial Aid Assistance

Reflections Academy of Beauty makes institutional information readily available upon request to prospective and current students in electronic or hard copy format. Institutional information includes, but is not limited to:

- Cost of Attendance
- Tuition and Fees
- Institutional Refund Policy
- Withdrawal Information
- Academic Programs
- Accreditation and Licensure Information

To request additional copies or if you have questions concerning Financial Aid assistance please contact Kristy Sams 217-425-9117.

How to Apply for Financial Aid

Step 1: Go to www.FAFSA.ed.gov to complete your Free Application for Federal Student Aid (FAFSA)

Step 2: Make any necessary corrections to the Student Aid Report (SAR). Once you have filed your FAFSA, your information will be processed by Federal Student Aid, and a Student Aid Report (SAR) will be generated – typically within one week of your online FAFSA having been submitted. The SAR is a summary of the information you entered on the FAFSA; be

sure to review the SAR for any errors. You can make any necessary corrections online via the FAFSA website. If no corrections are needed, keep a printed copy of your SAR for reference.

- Step 3: Submit any additional documentation requested.** Once you have filed your FAFSA, you will be notified if you are selected for a process called “Verification.” For more information on Verification, please see “Title IV Verification Policy” later in this catalog.
- Step 5: Review your Financial Aid Award Notice.** During the first initial appointment with the Financial Aid Advisor, you will be provided a Financial Aid Award Letter. This letter provides the **estimated** amount of financial aid you are eligible for. The financial aid advisor will meet with you and discuss any questionable items from for FAFSA.
- Step 6: Accept/Decline your awards.** A student must sign their award letter verifying the amount of financial aid they wish to receive.

Documents needed to complete FAFSA

To correctly fill out the application, you may need certain records. The most important record is your base year (usually the prior year) tax return. You will need your tax return, your parents’ tax return (if you are dependent), and your spouse’s tax return (if you are married). You may also need copies of your W-2’s, mortgage information, social security benefits statements and other agency benefit records.

IRS Retrieval Tool

The IRS Data Retrieval Tool is available for online FAFSA submittals and is accessible through the FAFSA web site www.fafsa.gov. The retrieval tool allows FAFSA applicants and parents with the ability to transfer their income information from the IRS to the FAFSA. Therefore, the student and/or parents may not need to collect tax records, but can automatically transfer their tax information to their FAFSA.

For the 2015-2016 award year **ALL** FAFSA on the Web (FOTW) applicants and parents of dependent applicants who indicate they *have filed* or *will file* a 2014 federal tax return will be directed to use the IRS Data Retrieval Tool to report and/or update their income information on the FAFSA.

Who is ineligible to use the IRS Retrieval Tool

Most students and parents can use the DRT. However, those that are ineligible to use the IRS Retrieval tool are students and parents who are married but filed separate tax returns, those that filed within 2 weeks of filling out the FAFSA, those filing as Head of Household, filing an amended return; and if you are filing a Puerto Rican or foreign returns.

Title IV Verification Policy

If a student’s Free Application for Federal Student Aid (FAFSA) is selected for review in a process called verification, the school is required to collect certain documents and adhere to deadlines for processing the application. If a student/parent was unable or chooses not to use the IRS Direct Retrieval Tool, then additional documents must be collected. Once the student has submitted the required documentation to the Financial Aid department, the financial aid counselor will advise the student of appropriate corrections needed to be made to their FAFSA. If, as a result of verification, the applicant’s Title IV eligibility changes, the financial aid counselor will notify the student via a new award letter.

A student's FAFSA record can be selected based on:

- verification selection criteria determined by Reflections Academy of Beauty
- irregularities of data
- random selection

Reflections Academy of Beauty may require the following items from an applicant selected for verification:

Dependent applicants:

- Dependent Verification Worksheet
- Parent's tax transcript*
- Student's tax transcript*
- W-2 forms (if separation of income is necessary)
- Other information may be required, based on student's FASFA

Independent applicants:

- Independent Verification Worksheet
- Student's (and spouse's) tax transcript*
- W-2 forms (if separation of income is necessary)
- Other information may be required, based on student's FASFA

*Tax Transcripts can be obtained at www.irs.gov and are free of charge. Online transcripts take 5-10 days to receive.

General Student Eligibility Requirements for Financial Aid. Students must:

- Not been convicted of a drug-related offense that occurred while enrolled in school and receiving Title IV aid.
- Be a U.S. citizen or an *eligible noncitizen*
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- Be registered with Selective Service, if you're a male (you must register between the ages of 18 and 25);
- Be enrolled or accepted for enrollment as a *regular student* in an eligible degree or certificate program;
- Be enrolled at least half-time to be eligible for *Direct Loan* Program funds
- Maintain *satisfactory academic progress* 1
- Have a high school diploma or a recognized equivalent such as a GED certificate or have completed a high school education in a *homeschool* setting approved under state law.
- Not be in default on a Title IV loan, does not owe an overpayment on a Title IV grant or loan, has not borrowed in excess of annual or aggregate loan limits.
- Verification must have been completed, if required.
- Neither is not incarcerated (loans) nor incarcerated in a Federal or state penal institution (all programs).

Drug Law Violations for Financial Aid Students

A federal or state drug conviction can disqualify a student from federal financial aid funds. Convictions apply if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV federal financial aid. The Higher Education Opportunity Act (HEOA) established the requirement for schools to provide each student who becomes ineligible for Title IV aid due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he/she can become eligible again. At the time of enrollment, all financial aid students will receive a written notice with information associated with the drug-related offenses and ways to regain eligibility.

Financial Aid Options

Federal Pell Grant

Federal Pell Grants are awarded to students based on financial need. Unlike a loan, does not have to be repaid. Generally, Pell Grants are awarded only to undergraduate students who have not earned a Bachelor's or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

Direct Subsidized Loans

A subsidized loan is awarded on the basis of financial need. You will not be charged interest while you are enrolled as a full-time student. The federal government "subsidizes" the interest during this period. Subsidized Federal Direct Loans carry a fixed interest rate of 3.86%. Repayment on subsidized loans begins six months after graduation or withdrawal.

Direct Unsubsidized Loans

An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized – that is, the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount. Unsubsidized Federal Direct Loans carry a fixed interest rate of 3.86%. Repayment on unsubsidized loans begins six months after graduation or withdrawal.

Federal Parent Plus Loans

Parents of dependent students can borrow from the PLUS Loan program. A parent may borrow up to the cost of education minus any estimated financial aid per year. The repayment period that begins on the date of the last disbursement of the loan and a fixed interest rate of 6.41% for the Direct Loan.

Generally, your loan will be paid out in two disbursements payable to your parents, for example, at the beginning of your academic year for payment period (0-450 Hours) and halfway through the student's academic year (451-900 hours).

Eligibility Requirements for the Parent Plus Loan include:

- Parent must be the student's biological or adoptive parent or
- Be the student's stepparent, if the biological or adoptive parent has remarried at the time of application
- Student must be a dependent of the parent. For financial aid purposes, a student is considered "dependent" if he or she is under 24, unmarried, and has no legal
- dependents at the time the Free Application for Federal Student Aid (FAFSA) is submitted
- Student must enroll in and maintain at least half-time at a school that participates in the Direct Loan Program
- Parent must have a favorable credit history (a credit check will be done)
- Both parent & student must be U.S. citizens or be eligible noncitizens
- Both parent & student must not be in default on any federal education loans and/or owe an overpayment on a federal education grant

PELL Disbursements and Books and Supplies

Students who are PELL eligible may request to delay payment on books and fees until the first PELL disbursement is made at 0 hours. Once the first payment is received, the money will be allocated accordingly.

Expected Family Contribution (EFC)

The Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. The formula produces an Expected Family Contribution (EFC). Your Student Aid Report (SAR) contains this number and will tell you whether you are eligible for a Federal Pell Grant. The award for a full academic year ranges up to \$5,645 for 2013-2014 Award Year.

Eligibility is determined in accordance with information provided by student and/or parents if student is dependent. The combination of what parents can contribute and what the student can contribute is called the expected family contribution (EFC). School officials do NOT play a role in making a student eligible for federal funds. Eligibility is determined in accordance with information provided by student and/or parents if student is dependent. The EFC does not represent the amount of money you will need to pay the school. It determines the aid programs and amount of aid for which a student is eligible.

How Aid is Determined

To determine the amount of aid you will receive, the amount of money that your family can be expected to contribute towards education needs to be estimated. It is necessary to request confidential financial facts about your family's income and assets, the size of your family, the number of persons attending postsecondary education, and any unusual circumstances or expenses in order to estimate this amount of family contribution.

This "needs analysis" is conducted through the completion of the Free Application for Federal Student Aid (FAFSA). Eligibility is determined in accordance with information provided by student and/or parents if student is dependent.

The goal of financial aid programs is to bridge the gap between the amount you and your family are reasonably able to contribute and your educational expenses. It is very important to realize that aid is available to make education accessible, not to make it free of cost to you or your family.

You do not have to be from a low-income family to qualify for financial aid, but you do have to have “financial need.” Your “need” is the difference between what it costs to attend a particular school and what you and your family can contribute.

Here’s how it works:

COST OF GOING TO SCHOOL (Tuition, fees, books, supplies, room and board, personal expenses, transportation) (–) YOUR EXPECTED FAMILY CONTRIBUTION AND GRANT FUNDS AWARDED (The amount that you and your parents should be able to contribute)
 (=) YOUR FINANCIAL NEED

It is important to note that your aid is determined by the concrete values listed above. The aid offered at this institution is not calculated by any other means. You are not in competition with any other student for funds. **Your financial situation determines your financial assistance.**

Cost of Attendance Budgets

Listed below are Cost of Attendance budgets for our two financial aid eligible programs, Cosmetology and the Cosmetology Instructor 1000 hour program.

Please note – the costs listed below for Room and Board, Transportation, and Personal are **estimated costs, and are not direct costs to you**. They are for budget purposes only.

2013-2014	Academic Year 1 (0-900 Hours)		Academic Year 2 (901-1500 Hours)	
	Dependent Students/ Living w/parents	All Others	Dependent Students/ Living w/parents	All Others
Tuition	\$8,550	\$8,550	\$5,700	\$5,700
Books/Supplies	\$1,275	\$1,275	\$0	\$0
Fees	\$125	\$125	\$0	\$0
Room and Board*	\$3,206	\$4,410	\$1,832	\$2,520
Transportation*	\$2,611	\$3,220	\$1,492	\$1,840
Personal*	\$1,099	\$1,379	\$628	\$788
Cost of Attendance	\$16,866	\$18,959	\$9,652	\$10,848

2013-2014	Academic Year 1 (0-900 Hours)		Academic Year 2 (901-1000 Hours)	
	Dependent Students/ Living w/parents	All Others	Dependent Students/ Living w/parents	All Others
Tuition	\$6,300	\$6,300	\$700	\$700
Books/Supplies	\$250	\$250	\$0	\$0
Fees	\$125	\$125	\$0	\$0
Room and Board	\$3,206	\$4,410	\$458	\$630
Transportation	\$2,611	\$3,220	\$373	\$460
Personal	\$1,099	\$1,379	\$157	\$179

Cost of Attendance	\$13,591	\$15,684	\$1,688	\$1,987
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2013-2014 Cosmetology Instructor 1000 hours (Half-Time)	Academic Year 1 (0-900 Hours)		Academic Year 2 (901-1000 Hours)	
	Dependent Students/ Living w/parents	All Others	Dependent Students/ Living w/parents	All Others
Tuition	\$6,300	\$6,300	\$700	\$700
Books/Supplies	\$250	\$250	\$0	\$0
Fees	\$125	\$125	\$0	\$0
Room and Board	\$5,496	\$7,560	\$916	\$1,260
Transportation	\$4,476	\$5,520	\$746	\$920
Personal	\$1,884	\$2,364	\$314	\$394
Cost of Attendance	\$18,351	\$22,119	\$2,676	\$3,274

In House Payment Plan after Financial Aid

There are cases when Title IV Financial Aid will not cover the entire cost of education. If this should occur, students will have the opportunity to apply for a payment plan to satisfy the remaining balance. The terms of the payment plan depend on the length of program. Remaining balances can be spread evenly amongst the months within the program length. All remaining balance must be paid in full on the contracted graduation date.

Financial Aid Disbursements

A student's financial aid disbursement **will be released directly** to Reflections Academy of Beauty and will be credited to your school account to pay (tuition and fees and other authorized charges).

Financial aid is disbursed in four increments for a 1500-hour clock program and in three disbursements for the 1000 Hour Instructor Course. Disbursements are made once the student reaches the following clock hours:

<u>Cosmetology</u>	<u>Cosmetology Instructor 1000 Hr. Course</u>
0 Hours	0 Hours
451 Hours	451 Hours
901 Hours	901 Hours
1201 Hours	

All Federal financial aid funds will be drawn down in payment periods, which are linked to the student's progression through his/her course. Four hundred fifty (450) hours represents one payment period for all courses at or above 900 hours in length.

For courses greater than 900 hours (Cosmetology), if the remaining portion exceeds 450 hours (one pay period), funds will be disbursed in two equal payments. If less than 450 hours (Cosmetology 1000-hour program), it will be disbursed in one payment.

The number of financial aid disbursements a student receives is based on the course length, start date, and attendance. Award years run from July 1 to June 30. Therefore, a student's attendance -must cross over July 1st in order to cross over into the next award year. If there is a break in attendance, the remaining proceeds are not received by the college.

Financial Aid Refunds/ Loan money for Living Expenses

Reflections Academy of Beauty will disburse your loan money by crediting it to your school account to pay (tuition and fees and other authorized charges). If the loan disbursement amount exceeds your school charges, the school will pay you the remaining balance of the disbursement directly by check. **However, a student will not receive a refund until their ledger shows a balance of 0.**

You may use the loan money you receive only to pay for your education expenses at the school that is giving you the loan. Education expenses include school charges such as tuition, room and board, fees and indirect expenses such as books, supplies, equipment, dependent child care expenses, transportation and rental or purchase of a personal computer.

Title IV Refunds

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the aid is awarded. When a student withdraws or is terminated, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive or may have received. Therefore, the amount of federal funds earned by the student must be determined.

Amount Earned by Student

The amount of Title IV funds earned by the student is based upon the length of time the student is scheduled to complete in the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before 60% of the payment period has been completed. The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period.

Therefore, if a student was scheduled to complete 30% of the hours in that payment period, then the student has earned 30% of those funds. After 60% of the payment period has been scheduled to be completed, 100% of the Title IV funds are earned.

Calculation for Title IV Funds earned:

$$\frac{\text{Clock hours' student is **scheduled** to complete in payment period}}{\text{Total number of clock hours in the payment period}}$$

The percentage of aid that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

Calculation for funds not earned:

$$100\% \text{ minus Percentage (\%)} \text{ of Title IV aid earned} = \text{Percentage of aid not earned}$$

Return of Title IV Refund

Unearned Title IV funds are returned to Title IV programs based on a federally mandated formula. Under this formula, Reflections Academy of Beauty is obligated to return unearned funds collected for institutional charges to the US Department of Education and/or the student loan lender. **Students** are obligated to return unearned funds beyond the institutional charges to the Department of Education.

If Reflections Academy of Beauty has to return unearned Title IV funds from institutional charges, the money is returned to programs in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loans, Pell Grant.

The student also will be billed for any amount due to Reflections Academy of Beauty resulting from the return of federal aid funds that were used to cover tuition and fees. For example, if Reflections Academy of Beauty is required to pay back to the government federal funds used to pay a portion of a student's tuition, the student then must pay Reflections Academy of Beauty for that unpaid portion of their tuition

It is important to note that the Return of Title IV Funds policy is separate from Reflections Academy of Beauty refund policy. Please see Reflections Academy of Beauty Institution Refund Policy listed in this catalog.

Post Withdrawal Disbursement

If a student has earned more Title IV funds than have been disbursed, Reflections Academy of Beauty must offer the amount of earned funds as a post-withdrawal disbursement. Post-withdrawal disbursements may be offered from Pell Grant funds first if eligible. If there are current educational costs due to Reflections Academy of Beauty at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any Pell Grant funds in excess of current educational costs may be offered to the student if eligible. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student. Reflections Academy of Beauty must receive the student's permission before crediting their account.

Master Promissory Note

All loans require that you sign a promissory note. This note is signed by the borrower when taking out a loan. By signing the promissory note, the borrower promises to repay the loan. The promissory note also includes important language about your rights and responsibilities as a borrower. You sign the MPN once, the first time you borrow. This will allow you to borrow more from the same loan source while you are in school, without having to sign a promissory note each year. The Master Promissory Note can be completed at www.studentloans.gov

Entrance Counseling

If you decide to take out a Federal Direct Loan as a part of your educational investment, managing the debt you incur is a major responsibility. To ensure that you understand this responsibility and the obligation you are assuming, the Federal Government requires you to participate in loan counseling, called “Entrance Counseling.”

You will conduct your Entrance Counseling session online at www.studentloans.gov. You must have a student FSA ID to complete the process. Entrance counseling is required before your loan can be disbursed.

Exit Counseling

All student loan borrowers are required to complete Exit Counseling regarding their student loans. A student must complete Exit Counseling when they graduate, drop below half-time enrollment, or withdraw from Shear Learning. The exit counseling provides information regarding the rights and responsibilities of the student. It is quite important that students who have borrowed student loans know what to do if there are problems with making payments and what will happen if payments are not made on the student loans. Specific elements that will be included in the Exit Counseling are as follows:

- the terms and conditions of the loan
- an example or actual monthly payments available repayment plans
- deferment and forbearance options
- loan forgiveness and cancellation provisions
- the ability to accelerate repayment without a prepayment penalty
- the pros and cons of consolidation, such as the impact on minimum monthly payments, loan terms and loan benefits (e.g., the loss of the grace period and forgiveness options)
- the consequences of default, including ruined credit, litigation, referral to collection agency, wage garnishment, offset of income tax refunds, the deduction of collection charges of up to 25% from payments, nonrenewal of professional licenses, and the loss of deferment and forbearance options
- availability of tax benefits, such as the student loan interest deduction
- The following information will be collected during this time: Name, Address, Social Security Number, References, Driver’s license number and state, Expected permanent address, Name and address of next-of-kin.

Also, understanding the payment options, interest rates and other terms of the student loans will allow students to maintain their loans in good standing for future credit purposes. You can complete the exit counseling at www.nsls.ed.gov

Students receiving aid have the right to know:

1. The names of the organizations which accredit and authorize the school to operate;
2. about the programs, the faculty, and the physical facilities at the school;
3. The cost of attending the school;
4. The school’s policy on refunds for students who drop prior to completion of the programs;
5. About the financial aid available from federal, state, local, private, and institutional financial aid programs;
6. The procedures and deadlines for submitting applications for each available financial aid program;
7. The criteria used to select financial aid recipients;
8. How your financial need is determined;
9. The type and amount of assistance in your financial aid package;
10. How and when the aid will be disbursed;
11. How the school determines whether you are making satisfactory progress and what happens if you are not;
12. The school’s policy regarding your right to:
 - a. Review and inspect your education records;
 - b. Seek amendment of your educational record that you or your parent believes to be inaccurate, misleading, or otherwise in violation of your privacy rights;

- c. Your consent, under certain, for the disclosure of personally identifiable information contained in your educational records; and
- d. File a complaint with the Education Department concerning alleged failures by the school to comply with statutory and regulatory student and family privacy rights.

Student Responsibilities for Financial Aid:

1. You must complete all application forms accurately and submit them on time to the right place;
2. You must provide correct information;
3. You must provide all additional documentation, verifications, corrections and/or other information requested by either the student financial aid officer or the agency to which you submitted your application;
4. You are responsible for reading and understanding all forms that you are asked to sign and for retaining your copies;
5. You must accept responsibility for all agreements that you sign;
6. You must be aware of and comply with the deadlines for application or re-application for student financial aid;
7. You should be aware of your school’s refund policies and procedures;
8. You are responsible for reporting name and address changes directly to the financial aid office;
9. You are responsible to bring or send any supporting documentation that is necessary to verify information in time to complete the verification process; you will be responsible to pay any overpayment that is discovered during verification.

NSLDS (National Student Loan Data System)

All federal student loans obtained by a student or parent are reported to and tracked on the National Student Loan Data System (NSLDS). NSLDS loan records are accessible to all authorized NSLDS users, including schools, student loan guaranty agencies, lenders, federal agencies, and other authorized users. Alternative and private education loan information is not reported to NSLDS. Student and parent loan borrowers may view their federal loan information at NSLDS.ed.gov. Borrowers access the system using their federal PIN. Students can also access prior federal grant information at NSLDS.ed.gov.

Sample Loan Repayment Schedules (Based on 3.9% Interest)

	Standard			Graduated			Pay as You Earn			Income Based Repayment		
	Months	Monthly Payment	Total Repaid	Months	Monthly Payment	Total Repaid	Months	Monthly Payment	Total Repaid	Months	Monthly Payment	Total Repaid
\$3,500	80	\$50	\$3,978	120	\$20-\$59	\$4,413	N/A			N/A		
\$5,500	120	\$55	\$6,651	120	\$31-\$93	\$6,935	N/A			N/A		
\$9,500	120	\$96	\$11,488	120	\$54-\$161	\$11,979	137	\$65-\$96	\$11,957	190	\$57-\$82	\$12,998
\$16,500	120	\$166	\$19,953	120	\$93-\$279	\$20,806	197	\$97-\$166	\$23,643	149	\$97-\$166	\$21,340

Consequences of Loan Default

1. You will be required to immediately repay the entire unpaid amount of your loan.

2. You may be sued, have all or part of your federal and state tax refunds and other federal or state payments taken, and/or garnish your wages so that your employer is required to send part of your salary to pay off your loan.
3. You may be required to pay reasonable collection fees and costs, plus court costs and attorney fees.
4. You may be denied a professional license.
5. You will lose eligibility for other federal student aid and assistance under most federal benefit programs.
6. You will lose eligibility for loan deferments.
7. Your default will be given to national consumer reporting agencies (credit bureaus).

Loan Deferment

If you won't be able to repay your loan for a while for, for instance, because you are going back to school or have a very low income, a deferment lets you postpone paying your loan. The conditions for deferment are listed on your Master Promissory Note (MPN).

If you have an unsubsidized loan, you will be responsible for paying the interest that accrues during a period of deferment. You can continue to make interest payments during the deferment period, or you can ask your lender to capitalize the interest.

It is important to note that you cannot be granted a deferment on a loan that is already in default.

Students Right to Privacy

Reflections Academy of Beauty has adopted The Family Educational Rights and Privacy Act (FERPA) as it pertains to student records and information. FERPA gives parents of dependent students certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of the request. Parents or eligible students should submit to the school a written request that identifies the record(s) they wish to inspect. The administration will make arrangements for access and review and notify the parent or eligible student of the time and place where the records may be inspected. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Reflections Academy of Beauty may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest (A school official is defined as a person employed by Shear Learning Academy of Cosmetology, Inc in an administrative, supervisory, academic or support staff position)
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law

Reflections Academy of Beauty does not disclose "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance without the written consent of the students' legal guardian or the eligible student.

Voter Registration

Reflections Academy of Beauty encourages its students to be registered voters and to exercise their right to vote. Students can register to vote at <http://www.elections.il.gov/>. You may also register to vote at local public libraries, city and village offices, and the County Clerk's Office. The state of Illinois also implements the Motor Voter Law, and therefore you may register to vote at the local State Driver's License Facility.

Students with Disabilities

Reflections Academy of Beauty far exceeds the minimum space requirements as set forth by the governing rules of the State Board. The facility consists of a reception area, clinic floor, offices, classrooms, restroom, and break room.

The clinic area consists of working stations where the students work on customers under the direct supervision of an instructor. The theory classrooms consist of visual aids such as charts, video library, and chalkboards.

All facilities and programs have been designed for the accommodation of all our employees, students, and patrons. Reflections Academy of Beauty has restroom and classroom facilities to accommodate handicapped persons. Entrance into the facility is also handicapped accessible. We do realize, however, that all needs may not be met for those who are disabled. If there is an unmet need that we can remedy, please contact the Administrator during regular business hours to discuss measures to make our schools a more comfortable environment for all people.

Students with learning disabilities are responsible for contacting admissions at the school to request assistance. Prior planning is the key to insuring the proper delivery of training. On your visit an office staff member will meet with you to discuss the services you may need and the procedures for setting up those services. Your disability information is maintained separate from your academic record in compliance with federal and state data practice laws. You are responsible for providing the admission office with current documentation, such as an IEP (Individual Education Plan), as it relates to your disability and the services you are requesting.

Schools are restricted from seeking out students with disabilities due to privacy laws. Therefore, please make a request for the services you believe you need.

Copyright Infringement and Computer Use Policy

Reflections Academy of Beauty does not allow the unauthorized use of copyrighted material. Peer-to-peer (P2P) file sharing programs are not permitted on premises for users of Shear Learning's computer network. A peer-to-peer file sharing program is any computer application that alters a personal computer into a storage server that can distribute data to other computers simultaneously.

Copyrighted materials cannot be shared by any means, including network file shares, the internet, illegal upload/download, and is not limited to just peer-to-peer programs. Copyright infringement, according to the U.S. Copyright Office, is when "a copyrighted work is reproduced, performed, publicly displayed, or made without the permission of the copyright owner." This pertains to a portion or all of a copyright work. Unauthorized peer-to-peer file sharing and unauthorized distribution of any copyrighted material may be subject to civil and criminal liabilities.

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 infringed. A court can, in its discretion, also assess costs and attorneys' 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.

Internet access is prohibited for students on Reflections Academy of Beauty computer systems. If an individual is found to be illegally distributing copyrighted material (Peer-to-peer sharing) using any university computing resources disciplinary action will be taken as outlined below.

1st Offense: Students will be put on Continuous Probation. This means the student will be put on probation for the remainder of their program. If the student violates any rules again they will be terminated from the program.

Fire Safety Report

Reflections Academy of Beauty does not provide on-campus housing therefore no fire safety report is necessary.

Drug and Alcohol Policy and Abuse Prevention Program

Reflections Academy of Beauty has developed a program to prevent the illicit use of drugs and abuse of alcohol by students and employees. The program provides services related to drug use and alcohol abuse including referrals to local service providers and facilities, the annual distribution to students and employees of the policy Reflections Academy of Beauty standards of conduct regarding drugs and alcohol, health risks associated with the use of drugs and abuse of alcohol, and school disciplinary actions. The admission staff will provide an overall coordination of the drug- free school policies during orientation.

The Annual Disclosure of Crime Statistics

The CSA's at Reflections Academy of Beauty prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The full report is located in our administrative offices and will be distributed to anyone who may make a request at any time. The students and staff of Shear Learning will be notified annually of the availability of an updated report via email or memo. This report is prepared in cooperation with the local law enforcement agency surrounding our campus as well as the Campus Security Authorities. These statistics are also submitted to the Department of Ed through their web-based data collection site. All requests for the report can be emailed or in person to:

Kristy Sams 217-425-9117 kristy@shearlearning.com

Student Body Diversity

The demographic data provided below are for students who were enrolled between July 1, 2012 to June 30, 2013. The numbers for sex and race and ethnicity are collected in the IPEDS Fall Survey.

Male: 8%

Women: 92%

Nonresident aliens: 0%

Hispanic: 5%

Black or African American, non-Hispanic: 5%

White, non-Hispanic: 82%

American Indian or Alaska Native, non-Hispanic: 0%

Asian, non-Hispanic: 0%

Native Hawaiian or other Pacific Islander, non-Hispanic: 0%

Two or more races, non-Hispanic: 3%

Race and Ethnicity Unknown: 5%

Federal Pell Grant Recipients: 94%

Outcome Rates

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Completion Rate:	93%	81%	87%	75%	100%
Licensing Rate:	92%	95%	93%	100%	100%
Placement Rate:	85%	96%	93%	100%	83%
Transfer-Out Rates	0%	0%	Less than 1%	0%	0%
Retention Rate	N/A	N/A	N/A	100%*	100%

All outcome rates above were determined using the NACCAS methodology.

*Numbers have been reported to IPEDS

Disaggregated Completion/Graduation Rates for students graduating between 7/1/2012 and 6/30/2013. These numbers are submitted to IPEDS in the Fall 2013 survey.

Female	First time, full time degree seeking	All Other	Total
Nonresident aliens	0%	0%	0%
Hispanic	0%	0%	0%
Black or African American, non-Hispanic	0%	7%	7%
White, non-Hispanic	64%	21%	81%
American Indian or Alaska Native, non-Hispanic	0%	0%	0%
Asian, non-Hispanic	0%	0%	0%
Native Hawaiian or other Pacific Islander, non-Hispanic	0%	0%	0%
Two or more races, non-Hispanic	7%	0%	7%
Unknown	0%	0%	0%

Male	First time, full time degree seeking	All Other	Total
Nonresident aliens	0%	0%	0%
Hispanic	0%	0%	0%
Black or African American, non-Hispanic	0%	0%	0%
White, non-Hispanic	100%	0%	100%
American Indian or Alaska Native, non-Hispanic	0%	0%	0%
Asian, non-Hispanic	0%	0%	0%
Native Hawaiian or other Pacific Islander, non-Hispanic	0%	0%	0%
Two or more races, non-Hispanic	0%	0%	0%
Unknown	0%	0%	0%

Percentage of first time, full time graduates that received a Federal Pell Grant: 82%

Percentage of first time, full time graduates that received a subsidized Stafford Loan who did not receive a Pell Grant: 0%

Percentage of graduates who did not receive either a Pell Grant or Subsidized Staff Loan: 20%

Industry Information All Prospective Students Should Know

Earning Potential

For Cosmetology students, the earning potential in this area is as follows:

25K-30K for first 5 years
35K after 5 years

For Instructors, the earning potential is between \$8.00 and \$12.00 per hour.

Physical Demands of the Profession

Prospective students need to be aware of the physical demands in the field of Cosmetology. The main areas of stress for a cosmetologist are to the back, neck, shoulders, wrists, feet and legs. The main areas of stress for a nail technologist are to the back, neck, shoulders, and especially the hands and wrists. Students should be in good physical condition and maintain a healthy, active lifestyle this will help to alleviate any problems. For Instructors, the physical demands are they may have to stand for long periods of time, work long hours and work an atypical workweek (i.e., Tuesday-Saturday).

Prospective Employer Requirements

Prospective students need to be aware that the requirements for employment differ for every employer. However, a survey of area employers' show they are all looking for the same qualities in their employees.

The following is a list of qualities potential employers will be looking for:

- Must be energetic and have a positive attitude about working and the work to be done.
- Be a team player, be open to new ideas and changes
- Work hard and take the initiative to build clientele. They want to see that you have started this process while in school.
- Expect to work long hours, including nights and weekends.
- Be professional at all times.
- Understand that to sell themselves in the Beauty Industry a stylist must look the part with professional attire. Also, stylists should have hair and make-up that is maintained, current and worn to work every day.
- Most important... BE ON TIME.

Illinois Cosmetology Laws

The following are Articles of the Barber, Cosmetology, Esthetics, Hair Braiding and Nail Technology Act of 1985. These Articles contain the rules and regulations that all cosmetologists are required to follow. To help prospective students make an educated decision about entering the field of Cosmetology we have included Article I – General Provisions, Article III – Cosmetologists, Article III - Salon and Shops and Article IV - Administration & Enforcement. These are the rules that all professionals must comply with to keep their license current and in good standing. Any prospective student should read carefully what will be required after successfully completing the program and passing the State Board Exam.

If you have further questions you may contact Kristy Sams, Administrator or Paige Mounts, Admissions.

PROFESSIONS AND OCCUPATIONS (225 ILCS 410/)
BARBER, COSMETOLOGY, ESTHETICS, HAIR BRAIDING AND NAIL
TECHNOLOGY ACT OF 1985

PROFESSIONS AND OCCUPATIONS (225 ILCS 410/) Barber, Cosmetology, Esthetics, Hair
Braiding, and Nail Technology Act of 1985.

(225 ILCS 410/Art. I heading)

ARTICLE I GENERAL PROVISIONS

(225 ILCS 410/1-1) (from Ch. 111, par. 1701-1)

(Section scheduled to be repealed on January 1, 2016)

Sec. 1-1. Title of Act. This Act may be cited as the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Act of 1985.

(Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/1-2) (from Ch. 111, par. 1701-2)

(Section scheduled to be repealed on January 1, 2016)

Sec. 1-2. Public Policy. The practices of barbering and cosmetology in the State of Illinois are hereby declared to affect the public health, safety and welfare and to be subject to regulation and control in the public interest. It is further declared to be a matter of public interest and concern that the professions merit and receive the confidence of the public and that only qualified persons be permitted to practice said professions in the State of Illinois. This Act shall be liberally construed to carry out these objects and purposes.

(Source: P.A. 84-657.)

(225 ILCS 410/1-3) (from Ch. 111, par. 1701-3)

(Section scheduled to be repealed on January 1, 2016)

Sec. 1-3. Exclusive State power. It is declared to be the public policy of this State, pursuant to paragraphs (h) and (i) of Section 6 of Article VII of the Illinois Constitution of 1970, that any power or function set forth in this Act to be exercised by the State is an exclusive State power or function. Such power or function shall not be exercised concurrently, either directly or indirectly, by any unit of local government, including home rule units, except as otherwise provided in this Act.

(Source: P.A. 84-657.)

(225 ILCS 410/1-4)

(Section scheduled to be repealed on January 1, 2016)

Sec. 1-4. Definitions. In this Act the following words shall have the following meanings:

"Board" means the Barber, Cosmetology, Esthetics, and Nail Technology Board.

"Department" means the Department of Financial and Professional Regulation.

"Licensed barber" means an individual licensed by the Department to practice barbering as defined in this Act and whose license is in good standing.

"Licensed barber clinic teacher" means an individual licensed by the Department to practice barbering, as defined in this Act, and to provide clinical instruction in the practice of barbering in an approved school of barbering.

"Licensed cosmetologist" means an individual licensed by the Department to practice cosmetology, nail technology, and esthetics as defined in this Act and whose license is in good standing.

"Licensed esthetician" means an individual licensed by the Department to practice esthetics as defined in this Act and whose license is in good standing.

"Licensed nail technician" means any individual licensed by the Department to practice nail technology as defined in this Act and whose license is in good standing.

"Licensed barber teacher" means an individual licensed by the Department to practice barbering as defined in this Act and to provide instruction in the theory and practice of barbering to students in an approved barber school.

"Licensed cosmetology teacher" means an individual licensed by the Department to practice cosmetology, esthetics, and nail technology as defined in this Act and to provide instruction in the theory and practice of cosmetology, esthetics, and nail technology to students in an approved cosmetology, esthetics, or nail technology school.

"Licensed cosmetology clinic teacher" means an individual licensed by the Department to practice cosmetology, esthetics, and nail technology as defined in this Act and to provide clinical instruction in the practice of cosmetology, esthetics, and nail technology in an approved school of cosmetology, esthetics, or nail technology.

"Licensed esthetics teacher" means an individual licensed by the Department to practice esthetics as defined in this Act and to provide instruction in the theory and practice of esthetics to students in an approved cosmetology or esthetics school.

"Licensed esthetics clinic teacher" means an individual licensed by the Department to practice esthetics as defined in this Act and to provide clinical instruction in the practice of esthetics in an approved school of cosmetology or an approved school of esthetics.

"Licensed hair braider" means any individual licensed by the Department to practice hair braiding as defined in Section 3E-1 and whose license is in good standing.

"Licensed hair braiding teacher" means an individual licensed by the Department to practice hair braiding and to provide instruction in the theory and practice of hair braiding to students in an approved cosmetology school.

"Licensed nail technology teacher" means an individual licensed by the Department to practice nail technology and to

(225 ILCS 410/1-5) (from Ch. 111, par. 1701-5)
(Section scheduled to be repealed on January 1, 2016)
Sec. 1-5. Severability. If any provision of this Act or application thereof to any person or circumstances is held invalid, such invalidity does not affect other provisions or applications of this Act which can be given effect without the invalid application or provision, and to this end the provisions of this Act are declared to be severable.
(Source: P.A. 84-657.)

(225 ILCS 410/1-6) (from Ch. 111, par. 1701-6)
(Section scheduled to be repealed on January 1, 2016)
Sec. 1-6. Administrative Procedure Act. The Illinois Administrative Procedure Act is hereby expressly adopted and incorporated herein as if all of the provisions of that Act were included in this Act, except that the provision of subsection (d) of Section 10-65 of the Illinois Administrative Procedure Act that provides that at hearings the licensee has the right to show compliance with all lawful requirements for retention, continuation or renewal of the license is specifically excluded. For the purpose of this Act the notice required under Section 10-25 of the Administrative Procedure Act is deemed sufficient when mailed to the last known address of a party.
(Source: P.A. 88-45.)

(225 ILCS 410/1-7) (from Ch. 111, par. 1701-7)
(Section scheduled to be repealed on January 1, 2016)
Sec. 1-7. Licensure required; renewal.

(a) It is unlawful for any person to practice, or to hold himself or herself out to be a cosmetologist, esthetician, nail technician, hair braider, or barber without a license as a cosmetologist, esthetician, nail technician, hair braider or barber issued by the Department of Financial and Professional Regulation pursuant to the provisions of this Act and of the Civil Administrative Code of Illinois. It is also unlawful for any person, firm, partnership, or corporation to own, operate, or conduct a cosmetology, esthetics, nail technology, hair braiding salon, or barber school without a license issued by the Department or to own or operate a cosmetology, esthetics, nail technology, or hair braiding salon or barber shop without a certificate of registration issued by the Department. It is further unlawful for any person to teach in any cosmetology, esthetics, nail technology, hair braiding, or barber college or school approved by the Department or hold himself or herself out as a cosmetology, esthetics, hair braiding, nail technology, or barber teacher without a license as a teacher, issued by the Department or as a barber clinic teacher or cosmetology, esthetics, hair braiding, or nail technology clinic teacher without a license as a clinic teacher issued by the Department.

(b) Notwithstanding any other provision of this Act, a person licensed as a cosmetologist may hold himself or herself out as an esthetician and may engage in the practice of esthetics, as defined in this Act, without being licensed as an esthetician. A person licensed as a cosmetology teacher may teach esthetics or hold himself or herself out as an esthetics teacher without being licensed as an esthetics teacher. A person licensed as a cosmetologist may hold himself or herself out as a nail technician and may engage in the practice of nail technology, as defined in this Act, without being licensed as a nail technician. A person licensed as a cosmetology teacher may teach nail technology and hold himself or herself out as a nail technology teacher without being licensed as a nail technology teacher. A person licensed as a cosmetologist may hold himself or herself out as a hair braider and may engage in the practice of hair braiding, as defined in this Act, without being licensed as a hair braider. A person licensed as a cosmetology teacher may teach hair braiding and hold himself or herself out as a hair braiding teacher without being licensed as a hair braiding teacher.

(c) A person licensed as a barber teacher may hold himself or herself out as a barber and may practice barbering without a license as a barber. A person licensed as a cosmetology teacher may hold himself or herself out as a cosmetologist, esthetician, hair braider, and nail technologist and may practice cosmetology, esthetics, hair braiding, and nail technology without a license as a cosmetologist, esthetician, hair braider, or nail technologist. A person licensed as an esthetics teacher may hold himself or herself out as an esthetician without being licensed as an esthetician and may practice esthetics. A person licensed as a nail technician teacher may practice nail technology and may hold himself or herself out as a nail technologist without being licensed as a nail technologist.

(225 ILCS 410/1-7.5)

(Section scheduled to be repealed on January 1, 2016)

Sec. 1-7.5. Unlicensed practice; violation; civil penalty.

(a) Any person who practices, offers to practice, attempts to practice, or holds himself or herself out to practice barbering, cosmetology, esthetics, hair braiding, or nail technology without being licensed under this Act shall, in addition to any other penalty provided by law, pay a civil penalty to the Department in an amount not to exceed \$5,000 for each offense as determined by the Department. The civil penalty shall be assessed by the Department after a hearing is held in accordance with the provisions set forth in this Act regarding disciplining a licensee.

(b) The Department has the authority and power to investigate any and all unlicensed activity.

(c) The civil penalty shall be paid within 60 days after the effective date of the order imposing the civil penalty. The order shall constitute a judgment and may be filed and execution had thereon in the same manner as any judgment from any court of record.

(Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/1-8) (from Ch. 111, par. 1701-8)

Sec. 1-8. (Repealed).

(Source: P.A. 84-1117. Repealed by P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/1-9) (from Ch. 111, par. 1701-9)

(Section scheduled to be repealed on January 1, 2016)

Sec. 1-9. Rosters. The Department shall maintain a roster of the names and addresses of all persons whose licenses or certificates of registration have been suspended or revoked within the previous year. This roster shall be available upon written request and payment of the required fee.

(Source: P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/1-10) (from Ch. 111, par. 1701-10)

(Section scheduled to be repealed on January 1, 2016)

Sec. 1-10. Display. Every holder of a license shall display it in a place in the holder's principal office, place of business or place of employment. Whenever a licensed cosmetologist, esthetician, nail technician, hair braider, or barber practices cosmetology, esthetics, nail technology, hair braiding, or barbering outside of or away from the cosmetologist's, esthetician's, nail technician's, hair braider's, or barber's principal office, place of business, or place of employment, the cosmetologist, esthetician, nail technician, hair braider, or barber shall deliver to each person served a certificate of identification in a form specified by the Department.

Every registered shop shall display its certificate of registration at the location of the shop. Each shop where barber, cosmetology, esthetics, hair braiding, or nail technology services are provided shall have a certificate of registration.

(Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/1-11) (from Ch. 111, par. 1701-11)
(Section scheduled to be repealed on January 1, 2016)
Sec. 1-11. Exceptions to Act.

(a) Nothing in this Act shall be construed to apply to the educational activities conducted in connection with any monthly, annual or other special educational program of any bona fide association of licensed cosmetologists, estheticians, nail technicians, hair braiders, or barbers, or licensed cosmetology, esthetics, nail technology, hair braiding, or barber schools from which the general public is excluded.

(b) Nothing in this Act shall be construed to apply to the activities and services of registered nurses or licensed practical nurses, as defined in the Nurse Practice Act, or to personal care or health care services provided by individuals in the performance of their duties as employed or authorized by facilities or programs licensed or certified by State agencies. As used in this subsection (b), "personal care" means assistance with meals, dressing, movement, bathing, or other personal needs or maintenance or general supervision and oversight of the physical and mental well-being of an individual who is incapable of maintaining a private, independent residence or who is incapable of managing his or her person whether or not a guardian has been appointed for that individual. The definition of "personal care" as used in this subsection (b) shall not otherwise be construed to negate the requirements of this Act or its rules.

(c) Nothing in this Act shall be deemed to require licensure of individuals employed by the motion picture, film, television, stage play or related industry for the purpose of providing cosmetology or esthetics services to actors of that industry while engaged in the practice of cosmetology or esthetics as a part of that person's employment.

(Source: P.A. 95-639, eff. 10-5-07; 96-1246, eff. 1-1-11.)

(225 ILCS 410/Art. III heading)

ARTICLE III COSMETOLOGISTS

(225 ILCS 410/3-1) (from Ch. 111, par. 1703-1)
(Section scheduled to be repealed on January 1, 2016)
Sec. 3-1. Cosmetology defined. Any one or any combination of the following practices constitutes the practice of cosmetology when done for cosmetic or beautifying purposes and not for the treatment of disease or of muscular or nervous disorder: arranging, braiding, dressing, cutting, trimming, curling, waving, chemical restructuring, shaping, singeing, bleaching, coloring or similar work, upon the hair of the head or any cranial prosthesis; cutting or trimming facial hair of any person; any practice of manicuring, pedicuring, decorating nails, applying sculptured nails or otherwise artificial nails by hand or with mechanical or electrical apparatus or appliances, or in any way caring for the nails or the skin of the hands or feet including massaging the hands, arms, elbows, feet, lower legs, and knees of another person for other than the treatment of medical disorders; any practice of epilation or depilation of any person; any practice for the purpose of cleansing, massaging or toning the skin of the scalp; beautifying, massaging, cleansing, exfoliating, or stimulating the stratum corneum of the epidermis by the use of cosmetic preparations, body treatments, body wraps, the use of hydrotherapy, or any device, electrical, mechanical, or otherwise; applying make-up or eyelashes to any person or lightening hair on the body and removing superfluous hair from the body of any person by the use of depilatories, waxing, threading, or tweezers. The term "cosmetology" does not include the services provided by an electrologist. Nail technology is the practice and the study of cosmetology only to the extent of manicuring, pedicuring, decorating, and applying sculptured or otherwise artificial nails, or in any way caring for the nail or the skin of the hands or feet including massaging the hands, arms, elbows, feet, lower legs, and knees. Cosmetologists are prohibited from using any technique, product, or practice intended to affect the living layers of the skin. The term cosmetology includes rendering advice on what is cosmetically appealing, but no person licensed under this Act shall render advice on what is appropriate medical treatment for diseases of the skin. Purveyors of cosmetics may demonstrate such cosmetic products in conjunction with any sales promotion and shall not be required to hold a license under this Act. Nothing in this Act shall be construed to prohibit the shampooing of hair by persons employed for that purpose and who perform that task under the direct supervision of a licensed cosmetologist or licensed cosmetology teacher.
(Source: P.A. 96-1076, eff. 7-16-10.)

(225 ILCS 410/3-2) (from Ch. 111, par. 1703-2)
(Section scheduled to be repealed on January 1, 2016)
Sec. 3-2. Licensure; qualifications.
(1) A person is qualified to receive a license as a cosmetologist who has filed an application on forms provided by the Department, pays the required fees, and:
a. Is at least 16 years of age; and
b. Is beyond the age of compulsory school attendance

or has received a certificate of graduation from a school providing secondary education, or the recognized equivalent of that certificate; and

c. Has graduated from a school of cosmetology

approved by the Department, having completed a program of 1500 hours in the study of cosmetology extending over a period of not less than 8 months nor more than 7 consecutive years. A school of cosmetology may, at its discretion, consistent with the rules of the Department, accept up to 500 hours of barber school training at a recognized barber school toward the 1500 hour program requirement of cosmetology. Time spent in such study under the laws of another state or territory of the United States or of a foreign country or province shall be credited toward the period of study required by the provisions of this paragraph; and

d. Has passed an examination authorized by the

Department to determine eligibility to receive a license as a cosmetologist; and

e. Has met any other requirements of this Act.

(2) (Blank).

(Source: P.A. 93-253, eff. 7-22-03; 94-451, eff. 12-31-05.)

(225 ILCS 410/3-3) (from Ch. 111, par. 1703-3)

(Section scheduled to be repealed on January 1, 2016)

Sec. 3-3. Licensure as a cosmetologist by a barber school graduate. A person is qualified to receive a license as a cosmetologist if that person has filed an application on forms provided by the Department, has paid the required fees, and:

a. Is at least 16 years of age; and

b. Has a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate, or is beyond the age of compulsory school attendance; and

c. Has graduated from a school of barbering approved by the Department having completed 1500 hours in the study of barbering, and a minimum of 1000 additional hours in the study of cosmetology extending over a period of no less than 6 months nor more than 2 years. Time spent in such study under the laws of another state or territory of the United States or of a foreign country or province shall be credited toward the period of study required by the provisions of this paragraph; and

d. Has passed an examination authorized by the Department to determine fitness to receive a license as a cosmetologist; and

e. Has met any other requirements of this Act.

(Source: P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/3-4) (from Ch. 111, par. 1703-4)
(Section scheduled to be repealed on January 1, 2016)
Sec. 3-4. Licensure as cosmetology teacher or cosmetology
clinic teacher; qualifications.

(a) A person is qualified to receive license as a cosmetology
teacher if that person has applied in writing on forms
provided by the Department, has paid the required fees, and:

- (1) is at least 18 years of age;
- (2) has graduated from high school or its equivalent;
- (3) has a current license as a cosmetologist;
- (4) has either: (i) completed a program of 500 hours

of teacher training in a licensed school of cosmetology
and had 2 years of practical experience as a licensed
cosmetologist within 5 years preceding the examination; or
(ii) completed a program of 1,000 hours of teacher training
in a licensed school of cosmetology;

- (5) has passed an examination authorized by the

Department to determine eligibility to receive a
license as a cosmetology teacher; and

- (6) has met any other requirements of this Act.

An individual who receives a license as a cosmetology teacher
shall not be required to maintain an active cosmetology
license in order to practice cosmetology as defined in this
Act.

(b) A person is qualified to receive a license as a
cosmetology clinic teacher if he or she has applied in
writing on forms provided by the Department, has paid the
required fees, and:

- (1) is at least 18 years of age;
- (2) has graduated from high school or its equivalent;
- (3) has a current license as a cosmetologist;
- (4) has (i) completed a program of 250 hours of

clinic teacher training in a licensed school of
cosmetology or (ii) within 5 years preceding the examination,
has obtained a minimum of 2 years of practical experience
working at least 30 full-time hours per week as a licensed
cosmetologist and has completed an instructor's institute of
20 hours, as prescribed by the Department, prior to
submitting an application for examination;

- (5) has passed an examination authorized by the

Department to determine eligibility to receive a
license as a cosmetology teacher; and

(6) has met any other requirements of this Act.
The Department shall not issue any new cosmetology clinic teacher licenses after January 1, 2009. Any person issued a license as a cosmetology clinic teacher before January 1, 2009, may renew the license after that date under this Act and that person may continue to renew the license or have the license restored during his or her lifetime, subject only to the renewal or restoration requirements for the license under this Act; however, such licensee and license shall remain subject to the provisions of this Act, including, but not limited to, provisions concerning renewal, restoration, fees, continuing education, discipline, administration, and enforcement.

(Source: P.A. 94-451, eff. 12-31-05.)

(225 ILCS 410/3-5) (from Ch. 111, par. 1703-5)

Sec. 3-5. (Repealed).

(Source: P.A. 88-483. Repealed by P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/3-5A) (from Ch. 111, par. 1703-5A)

Sec. 3-5A. (Repealed).

(Source: P.A. 85-1382. Repealed by P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/3-5B) (from Ch. 111, par. 1703-5B)

Sec. 3-5B. (Repealed).

(Source: P.A. 85-1382. Repealed by P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/3-5C) (from Ch. 111, par. 1703-5C)

Sec. 3-5C. (Repealed).

(Source: P.A. 86-1356. Repealed by P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/3-5D) (from Ch. 111, par. 1703.5D)

Sec. 3-5D. (Repealed).

(Source: P.A. 85-1382. Repealed by P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/3-5E) (from Ch. 111, par. 1703-5E)

Sec. 3-5E. (Repealed).

(Source: P.A. 85-1382. Repealed by P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/3-6) (from Ch. 111, par. 1703-6)

(Section scheduled to be repealed on January 1, 2016)

Sec. 3-6. Examination. The Department shall authorize examinations of applicants for licensure as cosmetologists and teachers of cosmetology at the times and places it may determine. If an applicant for licensure as a cosmetologist fails to pass 3 examinations conducted by the Department, the applicant shall, before taking a subsequent examination, furnish evidence of not less than 250 hours of additional study of cosmetology in an approved school of cosmetology since the applicant last took the examination. If an applicant for licensure as a cosmetology teacher fails to pass 3 examinations conducted by the Department, the applicant shall, before taking a subsequent examination, furnish evidence of not less than 80 hours of additional study in teaching methodology and educational psychology in an approved school of cosmetology since the applicant last took the examination. An applicant who fails to pass the fourth examination shall not again be admitted to an examination unless: (i) in the case of an applicant for licensure as a cosmetologist, the applicant again takes and completes a program of 1500 hours in the study of cosmetology in an approved school of cosmetology extending over a period that commences after the applicant fails to pass the fourth examination and that is not less than 8 months nor more than 7 consecutive years in duration; (ii) in the case of an applicant for licensure as a cosmetology teacher, the applicant again takes and completes a program of 1000 hours of teacher training in an approved school of cosmetology, except that if the applicant had 2 years of practical experience as a licensed cosmetologist within the 5 years preceding the initial examination taken by the applicant, the applicant must again take and complete a program of 500 hours of teacher training in an approved school of cosmetology, esthetics, or nail technology; or (iii) in the case of an applicant for licensure as a cosmetology clinic teacher, the applicant again takes and completes a program of 250 hours of clinic teacher training in a licensed school of cosmetology or an instructor's institute of 20 hours. The requirements for remedial training set forth in this Section may be waived in whole or in part by the Department upon proof to the Department that the applicant has demonstrated competence to again sit for the examination. The Department shall adopt rules establishing the standards by which this determination shall be made. Each cosmetology applicant shall be given a written examination testing both theoretical and practical knowledge, which shall include, but not be limited to, questions that determine the applicant's knowledge of product chemistry, sanitary rules, sanitary procedures, chemical service procedures, hazardous chemicals and exposure minimization, knowledge of the anatomy of the skin, scalp, hair, and nails as they relate to applicable services under this Act and labor and compensation laws.

The examination of applicants for licensure as a cosmetology, esthetics, or nail technology teacher may include all of the elements of the exam for licensure as a cosmetologist, esthetician, or nail technician and also include teaching methodology, classroom management, record keeping, and any other related subjects that the Department in its discretion may deem necessary to insure competent performance.

This Act does not prohibit the practice of cosmetology by one

(225 ILCS 410/3-7) (from Ch. 111, par. 1703-7)

(Section scheduled to be repealed on January 1, 2016)

Sec. 3-7. Licensure; renewal; continuing education; military service. The holder of a license issued under this Article III may renew that license during the month preceding the expiration date thereof by paying the required fee, giving such evidence as the Department may prescribe of completing not less than 14 hours of continuing education for a cosmetologist, and 24 hours of continuing education for a cosmetology teacher or cosmetology clinic teacher, within the 2 years prior to renewal. The training shall be in subjects approved by the Department as prescribed by rule upon recommendation of the Committee.

A license that has been expired for more than 5 years may be restored by payment of the restoration fee and submitting evidence satisfactory to the Department of the current qualifications and fitness of the licensee, which shall include completion of continuing education hours for the period subsequent to expiration.

The Department shall establish by rule a means for the verification of completion of the continuing education required by this Section. This verification may be accomplished through audits of records maintained by registrants, by requiring the filing of continuing education certificates with the Department, or by other means established by the Department.

A license issued under the provisions of this Act that has expired while the holder of the license was engaged (1) in federal service on active duty with the Army of the United States, the United States Navy, the Marine Corps, the Air Force, the Coast Guard, or any Women's Auxiliary thereof, or the State Militia called into the service or training of the United States of America, or (2) in training or education under the supervision of the United States preliminary to induction into the military service, may be reinstated or restored without the payment of any lapsed renewal fees, reinstatement fee, or restoration fee if within 2 years after the termination of such service, training, or education other than by dishonorable discharge, the holder furnishes the Department with an affidavit to the effect that he or she has been so engaged and that his or her service, training, or education has been so terminated.

The Department, in its discretion, may waive enforcement of the continuing education requirement in this Section and shall adopt rules defining the standards and criteria for that waiver under the following circumstances:

(a) the licensee resides in a locality where it is

demonstrated that the absence of opportunities for such education would interfere with the ability of the licensee to provide service to the public;

(b) that to comply with the continuing education

requirements would cause a substantial financial hardship on the licensee;

(c) that the licensee is serving in the United States

Armed Forces; or

(d) that the licensee is incapacitated due to illness. The continuing education requirements of this Section do not apply to a licensee who (i) is at least 62 years of age or (ii) has been licensed as a cosmetologist, cosmetology teacher, or cosmetology clinic teacher for at least 25 years. (Source: P.A. 94-451, eff. 12-31-05.)

(225 ILCS 410/3-7.1) (from Ch. 111, par. 1703-7.1)

(Section scheduled to be repealed on January 1, 2016)

Sec. 3-7.1. Inactive Status. Any cosmetologist, cosmetology teacher, or cosmetology clinic teacher who notifies the Department in writing on forms prescribed by the Department, may elect to place his or her license on an inactive status and shall, subject to rules of the Department, be excused from payment of renewal fees until he or she notifies the Department in writing of his or her desire to resume active status.

Any cosmetologist, cosmetology teacher, or cosmetology clinic teacher requesting restoration from inactive status shall be required to pay the current renewal fee and to qualify for the restoration of his or her license, subject to rules of the Department. A license shall not be restored from inactive status unless the cosmetologist, cosmetology teacher, or cosmetology clinic teacher requesting the restoration completes the number of hours of continuing education required for renewal of a license under Section 3-7.

Any cosmetologist, cosmetology teacher, or cosmetology clinic teacher whose license is in an inactive status shall not practice in the State of Illinois.

(Source: P.A. 89-387, eff. 1-1-96; 90-302, eff. 8-1-97.)

(225 ILCS 410/3-8) (from Ch. 111, par. 1703-8)

(Section scheduled to be repealed on January 1, 2016)

Sec. 3-8. Cosmetologists, cosmetology teachers, and cosmetology clinic teachers registered or licensed elsewhere.

(a) Except as otherwise provided in this Act, upon payment of the required fee, an applicant who is a cosmetologist, cosmetology teacher, or cosmetology clinic teacher registered or licensed under the laws of a foreign country or province may be granted a license as a licensed cosmetologist, cosmetology teacher, or cosmetology clinic teacher by the Department in its discretion upon the following conditions:

(1) The cosmetologist applicant is at least 16 years

of age and the cosmetology teacher or cosmetology clinic teacher applicant is at least 18 years of age; and

(2) The requirements for the registration or

licensing of cosmetologists, cosmetology teachers, or cosmetology clinic teachers in the particular country or province were, at the date of the license, substantially equivalent to the requirements then in force for cosmetologists, cosmetology teachers, or cosmetology clinic teachers in this State; or the applicant has established proof of legal practice as a cosmetologist, cosmetology teacher, or cosmetology clinic teacher in another jurisdiction for at least 3 years; and

(3) If the Department, in its discretion and in

accordance with the rules, deems it necessary, then the applicant has passed an examination as required by this Act; and

(4) The applicant has met any other requirements of

this Act.

The Department shall prescribe reasonable rules governing the recognition of and the credit to be given to the study of cosmetology under a cosmetologist registered or licensed under the laws of a foreign country or province by an applicant for a license as a cosmetologist, and for the recognition of legal practice in another jurisdiction towards the education required under this Act.

(b) Except as otherwise provided in this Act, upon payment of the required fee, an applicant who is a cosmetologist, cosmetology teacher, or cosmetology clinic teacher registered or licensed under the laws of another state or territory of the United States shall, without examination, be granted a license as a licensed cosmetologist, cosmetology teacher, or cosmetology clinic teacher, whichever is applicable, by the Department upon the following conditions:

(1) The cosmetologist applicant is at least 16 years

of age and the cosmetology teacher or cosmetology clinic teacher applicant is at least 18 years of age; and

(2) The applicant submits to the Department

satisfactory evidence that the applicant is registered or licensed in another state or territory as a cosmetologist, cosmetology teacher, or cosmetology clinic teacher; and

(3) The applicant has met any other requirements of

this Act.

(Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/3-8a) (from Ch. 111, par. 1703-8a)
Sec. 3-8a. (Repealed).

(Source: P.A. 85-981. Repealed by P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/Art. IIID heading)

**ARTICLE IIID. COSMETOLOGY, ESTHETICS, HAIR BRAIDING,
AND NAIL TECHNOLOGY SALONS AND BARBER SHOPS**

(Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/3D-5)

(Section scheduled to be repealed on January 1, 2016)

Sec. 3D-5. Requisites for ownership or operation of cosmetology, esthetics, hair braiding, and nail technology salons and barber shops.

- (a) No person, firm, partnership, limited liability company, or corporation shall own or operate a cosmetology, esthetics, hair braiding, or nail technology salon or barber shop or employ, rent space to, or independently contract with any licensee under this Act without applying on forms provided by the Department for a certificate of registration.
- (b) The application for a certificate of registration under this Section shall set forth the name, address, and telephone number of the proposed cosmetology, esthetics, hair braiding, or nail technology salon or barber shop; the name, address, and telephone number of the person, firm, partnership, or corporation that is to own or operate the salon or shop; and, if the salon or shop is to be owned or operated by an entity other than an individual, the name, address, and telephone number of the managing partner or the chief executive officer of the corporation or other entity that owns or operates the salon or shop.
- (c) The Department shall be notified by the owner or operator of a salon or shop that is moved to a new location. If there is a change in the ownership or operation of a salon or shop, the new owner or operator shall report that change to the Department along with completion of any additional requirements set forth by rule.
- (d) If a person, firm, partnership, limited liability company, or corporation owns or operates more than one shop or salon, a separate certificate of registration must be obtained for each salon or shop.
- (e) A certificate of registration granted under this Section may be revoked in accordance with the provisions of Article IV and the holder of the certificate may be otherwise disciplined by the Department in accordance with rules adopted under this Act.
- (f) The Department may promulgate rules to establish additional requirements for owning or operating a salon or shop.

(Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/Art. IV heading)

ARTICLE IV ADMINISTRATION & ENFORCEMENT

(225 ILCS 410/4-1)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-1. Powers and duties of Department. The Department shall exercise, subject to the provisions of this Act, the following functions, powers and duties:

- (1) To cause to be conducted examinations to ascertain the qualifications and fitness of applicants for licensure as cosmetologists, estheticians, nail technicians, hair braiders, or barbers and as cosmetology, esthetics, nail technology, hair braiding, or barber teachers.

(2) To determine the qualifications for licensure as (i) a cosmetologist, esthetician, nail technician, hair braider, or barber, or (ii) a cosmetology, esthetics, nail technology, hair braiding, or barber teacher, or (iii) a cosmetology, esthetics, hair braiding, or nail technology clinic teacher for persons currently holding similar licenses outside the State of Illinois or the continental U.S.

(3) To prescribe rules for:

(i) The method of examination of candidates for licensure as a cosmetologist, esthetician, nail technician, esthetics, nail technology, hair braiding, or barber, hair braider, or barber or cosmetology teacher.

(ii) Minimum standards as to what constitutes an approved cosmetology, esthetics, nail technology, hair braiding, or barber school.

(4) To conduct investigations or hearings on proceedings to determine disciplinary action.

(5) To prescribe reasonable rules governing the sanitary regulation and inspection of cosmetology, esthetics, nail technology, hair braiding, or barber schools, salons, or shops.

(6) To prescribe reasonable rules for the method of renewal for each license as a cosmetologist, esthetician, nail technician, hair braider, or barber or cosmetology, esthetics, nail technology, hair braiding, or barber teacher or cosmetology, esthetics, hair braiding, or nail technology clinic teacher.

(7) To prescribe reasonable rules for the method of registration, the issuance, fees, renewal and discipline of a operation certificate of cosmetology, of registration esthetics, for hair the braiding, and ownership or nail technology salons and barber shops.

(8) To adopt rules concerning sanitation requirements, requirements for education on sanitation, and any other health concerns associated with threading.

(Source: P.A. 96-1076, eff. 7-16-10; 96-1246, eff. 1-1-11; 97-333, eff. 8-12-11.)

(225 ILCS 410/4-1.5)

Sec. 4-1.5. (Repealed).

(Source: P.A. 89-706. eff. 1-31-97. Repealed by P.A. 94-451, eff. 12-31-05.)

(225 ILCS 410/4-2) (from Ch. 111, par. 1704-2)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-2. The Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Board. There is established within the Department the Barber, Cosmetology, Esthetics, Hair Braiding, and Nail Technology Board, composed of 11 persons, which shall serve in an advisory capacity to the Secretary in all matters related to the practice of barbering, cosmetology, esthetics, hair braiding, and nail technology.

The 11 members of the Board shall be appointed as follows: 6 licensed cosmetologists, all of whom hold a current license as a cosmetologist or cosmetology teacher and, for appointments made after the effective date of this amendatory Act of 1996, at least 2 of whom shall be an owner of or a major stockholder in a school of cosmetology, 2 of whom shall be representatives of either a franchiser or an owner operating salons in 2 or more locations within the State, one of whom shall be an independent salon owner, and no one of the cosmetologist members shall be a manufacturer, jobber, or stockholder in a factory of cosmetology articles or an immediate family member of any of the above; one of whom shall be a barber holding a current license; one member who shall be a licensed esthetician or esthetics teacher; one member who shall be a licensed nail technician or nail technology teacher; one member who shall be a licensed hair braider or hair braiding teacher; and one public member who holds no licenses issued by the Department. The Secretary shall give due consideration for membership to recommendations by members of the professions and by their professional organizations. Members shall serve 4 year terms and until their successors are appointed and qualified. No member shall be reappointed to the Board for more than 2 terms. Appointments to fill vacancies shall be made in the same manner as original appointments for the unexpired portion of the vacated term. Members of the Board in office on the effective date of this amendatory Act of 1996 shall continue to serve for the duration of the terms to which they have been appointed, but beginning on that effective date all appointments of licensed cosmetologists and barbers to serve

as members of the Board shall be made in a manner that will effect at the earliest possible date the changes made by this amendatory Act of 1996 in the representative composition of the Board.

For the initial appointment of a member who shall be a hair braider or hair braiding teacher to the Board, such individual shall not be required to possess a license at the time of appointment, but shall have at least 5 years active practice in the field of hair braiding and shall obtain a license as a hair braider or a hair braiding teacher within 18 months after appointment to the Board.

Six members of the Board shall constitute a quorum. A majority is required for Board decisions.

Whenever the Secretary is satisfied that substantial justice has not been done in an examination, the Secretary may order a reexamination by the same or other examiners. (Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-3) (from Ch. 111, par. 1704-3)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-3. Applications. Every person who desires to obtain a license shall apply therefor to the Department in writing, on forms prepared and furnished by the Department. Each application shall contain proof of the particular qualifications required of the applicant, shall be verified by the applicant under oath, and shall be accompanied by the required fee. (Source: P.A. 89-387, eff. 1-1-96; 89-706, eff. 1-31-97.)

(225 ILCS 410/4-4) (from Ch. 111, par. 1704-4)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-4. Issuance of license. Whenever the provisions of this Act have been complied with, the Department shall issue a license as a cosmetologist, esthetician, nail technician, hair braider, or barber, a license as a cosmetology, esthetics, nail technology, hair braiding, or barber teacher, or a license as a cosmetology, esthetics, hair braiding, or nail technology clinic teacher as the case may be. (Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-4a) (from Ch. 111, par. 1704-4a)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-4a. Renewal of license. The expiration date and renewal period for each license issued under this Act shall be set by rule. (Source: P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/4-5) (from Ch. 111, par. 1704-5)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-5. Fees.

- (a) Except as provided in paragraph (b) below, the fees for the administration and enforcement of this Act, including but not limited to fees for original licensure, renewal, and restoration shall be set by the Department by rule. The fees shall not be refundable.
- (b) Applicants for examination shall be required to pay, either to the Department or the designated testing service, a fee covering the cost of initial screening to determine eligibility and providing the examination. Failure to appear for the examination on the scheduled date at the time and place specified, after the applicant's application for examination has been received and acknowledged by the Department or the designated testing service, shall result in the forfeiture of the examination fee.
- (c) If an applicant fails to pass an examination for licensure under this Act within 3 years after filing his application, the application shall be denied. However, such applicant may thereafter make a new application for examination accompanied by the required fee.
- (d) An individual applying on the basis of endorsement or restoration of licensure has 3 years from the date of application to complete the application process. If the process has not been completed in 3 years, the application shall be denied, the fee forfeited. The applicant may reapply, but shall meet the requirements in effect at the time of reapplication.
- (e) An applicant has one year from the date of notification of successful completion of the examination to apply to the Department for a license. If an applicant fails to apply within one year the applicant shall be required to take and pass the examination again. (Source: P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/4-5.1)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-5.1. Deposit of fees and fines. Beginning July 1, 1995, all of the fees and fines collected under this Act shall be deposited into the General Professions Dedicated Fund.

The funds deposited under this Act into the General Professions Dedicated Fund, may be used by the Department to publish and distribute a newsletter to all persons licensed under this Act; such a newsletter should contain information about any changes in the Act or administrative rules concerning cosmetologists, cosmetology teachers, or cosmetology clinic teachers. If appropriate funding is available, the Department may also distribute to all persons licensed under this Act copies of this Act and the appropriate administrative rules that apply, during the renewal process.

(Source: P.A. 90-602, eff. 1-1-99.)

(225 ILCS 410/4-6) (from Ch. 111, par. 1704-6)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-6. Payments; penalty for insufficient funds. Any person who delivers a check or other payment to the Department that is returned to the Department unpaid by the financial institution upon which it is drawn shall pay to the Department, in addition to the amount already owed to the Department, a fine of \$50. The fines imposed by this Section are in addition to any other discipline provided under this Act for unlicensed practice or practice on a nonrenewed license. The Department shall notify the person that payment of fees and fines shall be paid to the Department by certified check or money order within 30 calendar days of the notification. If, after the expiration of 30 days from the date of the notification, the person has failed to submit the necessary remittance, the Department shall automatically terminate the license or certificate or deny the application, without hearing. If, after termination or denial, the person seeks a license or certificate, he or she shall apply to the Department for restoration or issuance of the license or certificate and pay all fees and fines due to the Department. The Department may establish a fee for the processing of an application for restoration of a license or certificate to pay all expenses of processing this application. The Secretary may waive the fines due under this Section in individual cases where the Secretary finds that the fines would be unreasonable or unnecessarily burdensome.

(Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-7) (from Ch. 111, par. 1704-7)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-7. Refusal, suspension and revocation of licenses; causes; disciplinary action.

- (1) The Department may refuse to issue or renew, and may suspend, revoke, place on probation, reprimand or take any other disciplinary action as the Department may deem proper, including civil penalties not to exceed \$500 for each violation, with regard to any license for any one, or any combination, of the following causes:
 - a. Conviction of any crime under the laws of the United States or any state or territory thereof that is (i) a felony, (ii) a misdemeanor, an essential element of which is dishonesty, or (iii) a crime which is related to the practice of the profession.
 - b. Conviction of any of the violations listed in Section 4-20.
 - c. Material misstatement in furnishing information to the Department.
 - d. Making any misrepresentation for the purpose of obtaining a license or violating any provision of this Act or its rules.
 - e. Aiding or assisting another person in violating any provision of this Act or its rules.
 - f. Failing, within 60 days, to provide information in response to a written request made by the Department.
 - g. Discipline by another state, territory, or country if at least one of the grounds for the discipline is the same as or substantially equivalent to those set forth in this Act.
 - h. Practice in the barber, nail technology, esthetics, hair braiding, or cosmetology profession, or an attempt to practice in those professions, by fraudulent misrepresentation.
 - i. Gross malpractice or gross incompetency.

- j. Continued practice by a person knowingly having an infectious or contagious disease.
 - k. Solicitation of professional services by using false or misleading advertising.
 - l. A finding by the Department that the licensee, after status, has violated the terms of probation having his or her license placed on probationary
 - m. Directly or indirectly giving to or receiving from any person, firm, corporation, partnership or association any fee, commission, rebate, or other form of compensation for any professional services not actually or personally rendered.
 - n. Violating any of the provisions of this Act or rules adopted pursuant to this Act.
 - o. Willfully making or filing false records or reports relating to a licensee's practice, including but not limited to, false records filed with State agencies or departments.
 - p. Habitual or excessive use addiction to alcohol, narcotics, stimulants, or any other chemical agent or drug that results in the inability to practice with reasonable judgment, skill or safety.
 - q. Engaging in dishonorable, unethical or unprofessional conduct of a character likely to deceive, defraud, or harm the public as may be defined by rules of the Department, or violating the rules of professional conduct which may be adopted by the Department.
 - r. Permitting any person to use for any unlawful or fraudulent purpose one's diploma or license or certificate of registration as a cosmetologist, nail technician, esthetician, hair braider, or barber or cosmetology, nail technology, esthetics, hair braiding, or barber teacher or salon or shop or cosmetology, esthetics, hair braiding, or nail technology clinic teacher.
 - s. Being named as a perpetrator in an indicated report by the Department of Children and Family Services under the Abused and Neglected Child Reporting Act and upon licensee proof has by caused clear a and child convincing to be an evidence abused that the child or neglected child as defined in the Abused and Neglected Child Reporting Act.
- (2) In rendering an order, the Secretary shall take into, consideration the facts and circumstances involving the type of acts or omissions in paragraph (1) of this Section including, but not limited to:
- a. the extent to which public confidence in the cosmetology, nail technology, esthetics, hair braiding, or barbering profession was, might have been, or may be, injured;
 - b. the degree of trust and dependence among the involved parties;
 - c. the character and degree of harm which did result or might have resulted;
 - d. the intent or mental state of the licensee at the time of the acts or omissions.
- (3) The Department shall reissue the license or registration upon certification by the Committee that the disciplined licensee or registrant has complied with all of the terms and conditions set forth in the final order or has been sufficiently rehabilitated to warrant the public trust.
- (4) The Department may refuse to issue or may suspend the license or certificate of registration of any person who fails to file a return, or to pay the tax, penalty or interest shown in a filed return, or to pay any final assessment of tax, penalty or interest, as required by any tax Act administered by the Illinois Department of Revenue, until such time as the requirements of any such tax Act are satisfied.
- (5) The Department shall deny without hearing any application for a license or renewal of a license under this Act by a person who has defaulted on an educational loan guaranteed by the Illinois Student Assistance Commission; however, the Department may issue

or renew a license if the person in default has established a satisfactory repayment record as determined by the Illinois Student Assistance Commission.

(Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-8) (from Ch. 111, par. 1704-8)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-8. Persons in need of mental treatment. The determination by a circuit court that a licensee is subject to involuntary admission or judicial admission as provided in the Mental Health and Developmental Disabilities Code operates as an automatic suspension. Such suspension shall end only upon a finding by a court that the patient is no longer subject to involuntary admission or judicial admission and issues an order so finding and discharging the patient; and upon the recommendation of the Committee to the Secretary that the licensee be allowed to resume his practice.

(Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-9) (from Ch. 111, par. 1704-9)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-9. Practice without a license or after suspension or revocation thereof.

(a) If any person violates the provisions of this Act, the Secretary may, in the name of the People of the State of Illinois, through the Attorney General of the State of Illinois, petition, for an order enjoining such violation or for an order enforcing compliance with this Act. Upon the filing of a verified petition in such court, the court may issue a temporary restraining order, without notice or bond, and may preliminarily and permanently enjoin such violation, and if it is established that such person has violated or is violating the injunction, the Court may punish the offender for contempt of court. Proceedings under this Section shall be in addition to, and not in lieu of, all other remedies and penalties provided by this Act.

(b) If any person shall practice as a barber, cosmetologist, nail technician, hair braider, or esthetician, or teacher thereof or cosmetology, esthetics, hair braiding, or nail technology clinic teacher or hold himself or herself out as such without being licensed under the provisions of this Act, any licensee, any interested party, or any person injured thereby may, in addition to the Secretary, petition for relief as provided in subsection (a) of this Section.

(c) Whenever in the opinion of the Department any person violates any provision of this Act, the Department may issue a rule to show cause why an order to cease and desist should not be entered against him. The rule shall clearly set forth the grounds relied upon by the Department and shall provide a period of 7 days from the date of the rule to file an answer to the satisfaction of the Department. Failure to answer to the satisfaction of the Department shall cause an order to cease and desist to be issued immediately. (Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-10) (from Ch. 111, par. 1704-10)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-10. Refusal, suspension and revocation of licenses; investigations and hearing. The Department may upon its own motion and shall, upon the verified complaint in writing of any person setting forth the facts which if proven would constitute grounds for disciplinary action as set forth in Section 4-7, investigate the actions of any person holding or claiming to hold a license. The Department shall, at least 30 days prior to the date set for the hearing, notify in writing the applicant or the holder of that license of any charges made and shall afford the accused person an opportunity to be heard in person or by counsel in reference thereto. The Department shall direct the applicant or licensee to file a written answer to the Board under oath within 20 days after the service of the notice and inform the applicant or licensee that failure to file an answer will result in default being taken against the applicant or licensee and that the license may be suspended, revoked, placed on probationary status, or other disciplinary action may be taken, including limiting the scope, nature or extent of practice, as the Secretary may deem proper. The written notice may be served by the delivery of the notice personally to the accused person, or by mailing the notice by registered or certified mail to the place of business last specified by the accused person in his last notification to the Department. In case the person fails to file an answer after receiving notice, his or her license or certificate may, in the discretion of the Department be suspended, revoked, or placed on probationary status, or the Department, may take whatever disciplinary action deemed proper, including limiting the

scope, nature, or extent of the person's practice or the imposition of a fine, without a hearing, if the act or acts charged constitute sufficient grounds for such action under this Act. At the time and place fixed in the notice, the Committee designated by the Secretary, as provided in this Act, shall proceed to hearing of the charges and both the accused person and the complainant shall be accorded ample opportunity to present in person or by counsel, any statements, testimony, evidence and arguments as may be pertinent to the charges or their defense. The Committee may continue a hearing from time to time. If the Committee is not sitting at the time and place fixed in the notice or at the time and place to which hearing has been continued, the Department shall continue the hearing for not more than 30 days. (Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-11) (from Ch. 111, par. 1704-11)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-11. Record of proceedings. The Department, at its expense, shall provide a stenographer to take down the testimony and preserve a record of all proceedings at the hearing of any case wherein a license is revoked or suspended. The notice of hearing, complaint and all other documents in the nature of pleadings and written motions filed in the proceedings, the transcript of testimony, the report of the Committee and the orders of the Department shall be the record of such proceedings. (Source: P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/4-12) (from Ch. 111, par. 1704-12)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-12. Department may take testimony - oaths. The Department shall have power to subpoena and bring before it any person in this State and to take testimony either orally or by deposition, or both, with the same fees and mileage and in the same manner as prescribed by law in judicial procedure in civil cases in courts of this State.

The Secretary and any member of the Committee shall each have power to administer oaths to witnesses at any hearing which the Department is authorized by law to conduct, and any other oaths required or authorized in any Act administered by the Department. (Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-13) (from Ch. 111, par. 1704-13)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-13. Attendance of witnesses and production of documents. Any circuit court or any judge thereof, upon the application of the accused person or complainant or of the Department, may by order duly entered, require the attendance of witnesses and the production of relevant books and papers before the Department in any hearing relative to the application for or refusal, recall, suspension or revocation of license, and the court or judge may compel obedience to its or his order by proceedings for contempt. (Source: P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/4-14) (from Ch. 111, par. 1704-14)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-14. Report of committee; rehearing. The Committee shall present to the Secretary its written report of its findings and recommendations. A copy of such report shall be served upon the accused person, either personally or by registered mail as provided in this Section for the service of the citation. Within 20 days after such service, said accused person may present to the Department his or her motion in writing for rehearing, which written motion shall specify the particular grounds therefor. If said accused person shall order and pay for a transcript of the record as provided in this Section, the time elapsing thereafter and before such transcript is ready for delivery to him or her shall not be counted as part of such 20 days. Whenever the Secretary is satisfied that substantial justice has not been done, he or she may order a rehearing by the same or a special committee. At the expiration of the time specified for filing a motion or a rehearing the Secretary shall have the right to take the action recommended by the Committee. Upon the suspension or revocation of his or her license a licensee shall be required to surrender his or her license to the Department, and upon his or her failure or refusal so to do, the Department shall have the right to seize the same. (Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-15) (from Ch. 111, par. 1704-15)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-15. Hearing officer. Notwithstanding the provisions of Section 4-10, the Secretary shall have the authority to appoint any attorney duly licensed to practice law in the State of Illinois to serve as the hearing officer in any action for refusal to issue or renew, or discipline of a license. The hearing officer shall have full authority

to conduct the hearing. The hearing officer shall report his or her findings and recommendations to the Committee and the Secretary. The Committee shall have 60 days from receipt of the report to review the report of the hearing officer and present their findings of fact, conclusions of law, and recommendations to the Secretary. If the Committee fails to present its report within the 60 day period, then the Secretary shall issue an order based on the report of the hearing officer. If the Secretary determines that the Committee's report is contrary to the manifest weight of the evidence, then he or she may issue an order in contravention of the Committee's report. (Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-16) (from Ch. 111, par. 1704-16)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-16. Order or certified copy; prima facie proof. An order of revocation or suspension or a certified copy thereof, over the seal of the Department and purporting to be signed by the Secretary, shall be prima facie proof that:

- 1.the signature is the genuine signature of the Secretary;
- 2.the Secretary is duly appointed and qualified; and
3. the Committee and the members thereof are qualified to act. Such proof may be rebutted.

(Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-17) (from Ch. 111, par. 1704-17)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-17. Restoration of license. At any time after the suspension or revocation of any certificate, the Department may restore it to the accused person without examination, upon the written recommendation of the Committee. (Source: P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/4-18) (from Ch. 111, par. 1704-18)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-18. Revocation or suspension; right to seize. Upon the revocation or suspension of any license, the licensee shall forthwith surrender the license to the Department and if the licensee fails to do so, the Department shall have the right to seize the license. (Source: P.A. 89-387, eff. 1-1-96.)

(225 ILCS 410/4-19) (from Ch. 111, par. 1704-19)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-19. Emergency suspension. The Secretary may temporarily suspend the license of a barber, cosmetologist, nail technician, hair braider, esthetician or teacher thereof or of a cosmetology, esthetics, hair braiding, or nail technology clinic teacher without a hearing, simultaneously with the institution of proceedings for a hearing provided for in Section 4-10 of this Act, if the Secretary finds that evidence in his possession indicates that the licensee's continuation in practice would constitute an imminent danger to the public. In the event that the Secretary suspends, temporarily, this license without a hearing, a hearing must be held within 30 days after such suspension has occurred. (Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-20) (from Ch. 111, par. 1704-20)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-20. Violations; penalties. Whoever violates any of the following shall, for the first offense, be guilty of a Class B misdemeanor; for the second offense, shall be guilty of a Class A misdemeanor; and for all subsequent offenses, shall be guilty of a Class 4 felony and be fined not less than \$1,000 or more than \$5,000.

- (1) The practice of cosmetology, nail technology, esthetics, hair braiding, or barbering or an attempt to practice cosmetology, nail technology, esthetics, hair braiding, or barbering without a license as a cosmetologist, nail technician, esthetician, hair braider, or barber; or the practice or attempt to practice as a cosmetology, nail technology, esthetics, hair braiding, or barber teacher without a license as a cosmetology, nail technology, esthetics, hair braiding, or barber teacher; or the practice or attempt to practice as a cosmetology, esthetics, hair braiding, or nail technology clinic teacher without a proper license.
- (2) The obtaining of or an attempt to obtain a license or money or any other thing of value by fraudulent misrepresentation.
- (3) Practice in the barber, nail technology, cosmetology, hair braiding, or esthetic profession, or an attempt to practice in those professions, by fraudulent misrepresentation.

(4) Willfully making any false oath or affirmation whenever an oath or affirmation is required by this Act.

(5) The violation of any of the provisions of this Act. (Source: P.A. 96-1246, eff. 1-1-11.)

(225 ILCS 410/4-21) (from Ch. 111, par. 1704-21)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-21. Review under Administrative Review Law - venue. All final administrative decisions of the Department are subject to judicial review pursuant to the provisions of the Administrative Review Law, and all rules adopted pursuant thereto. The term "administrative decision" is defined in Section 3-101 of the Code of Civil Procedure.

Proceedings for judicial review shall be commenced in the circuit court of the county in which the party applying for review resides; except, that if the party is not a resident of this State, the venue shall be Sangamon County.

(Source: P.A. 84-657.)

(225 ILCS 410/4-22) (from Ch. 111, par. 1704-22)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-22. Certifications of record; costs. The Department shall not be required to certify any record to the Court or file any answer in court or otherwise appear in any Court in a judicial review proceeding, unless there is filed in the Court, with the complaint, a receipt from the Department acknowledging payment of the costs of furnishing and certifying the record. Failure on the part of the plaintiff to file a receipt in Court shall be grounds for dismissal of the action.

(Source: P.A. 87-1031.)

(225 ILCS 410/4-23)

(Section scheduled to be repealed on January 1, 2016)

Sec. 4-23. Penalties for failure to receive required continuing education credits.

(a) In the first 2-year cycle in which a licensee does not obtain his or her continuing education hours, the Department shall place him or her on probation. If the licensee does obtain his or her continuing education hours prior to his or her next renewal, the Department shall restore his or her license to good standing.

(b) In the second consecutive 2-year cycle in which a licensee does not obtain his or her continuing education hours, he or she shall be placed or continued on probation, be fined, and be issued notice by the Department that license revocation will occur if he or she does not receive the continuing education hours required prior to his or her next renewal. If the licensee does obtain his or her continuing education hours prior to his or her next renewal, he or she shall remain on probation but shall not be fined pursuant to subsection (a).

(c) In the third consecutive 2-year cycle in which a licensee does not obtain his or her continuing education hours, his or her license shall be revoked. The Department shall promulgate rules and regulations governing the reissuance of a license that has been revoked. These rules and regulations shall take into account that the licensee already has been licensed and received the training necessary for such a license.

(d) This Section shall not apply to any person who has applied for a waiver of the continuing education requirements under Section 3-7, 3A-6, or 3C-8 of this Act.

(Source: P.A. 91-863, eff. 7-1-00.)