



STUDENT GUIDELINES FOR SUCCESS

The following guidelines are used as Bellus Academy's best practices to assist students in the completion of their programs. These guidelines are implemented to instill professional behaviors and good habits to ensure student success and to maximize the effectiveness of students' education in preparation for licensing and salon readiness. Violations of any of the Guidelines for Success may result in disciplinary action.

PROFESSIONAL APPEARANCE

Professional appearance and acceptable grooming are an important standard within the industry. They are an essential part of building your brand and setting yourself apart as an industry professional. Students are required to be always well-groomed and present a professional appearance.

- Hair and makeup must meet acceptable standards of good taste per management.
- Beards and moustaches must be maintained in a neat, well-trimmed fashion.
- All garments, leg wear, and shoes must be clean and in good repair.

All Program Dress Code:

- Solid black bottoms. No shorts, sweatpants, yoga pants, or workout style pants. Solid black denim pants are the only form of denim allowable. Leggings are permitted only if the accompanying top/dress falls below mid-thigh length.
- Bellus Academy T-Shirts or solid black tops. Bellus Academy T-Shirts may not be modified in any manner. This includes knotting them, tying them, rolling up the sleeves, embellishing them, etc. Solid tops may not be embellished, sleeveless or strapless. Additionally, they must cover underarms and expose no excessive/inappropriate cleavage or midriffs. Solid black sweaters, jackets, or coats are permitted, including solid black hoodies. No logos, additional colors, embellishments, distress, "shades of black," or other markings.
- No hats or hair coverings.
- Colored neck scarves and jewelry are permitted.
- Close-toed black shoes. No more than 25% white or embellishments is allowable. All-black tennis shoes are acceptable.
- Student ID Badge must be always worn.

Program Specific Dress Code Requirements:

Note the following individual program adjustments are in addition to the above stated dress code

Barbering: Issued Barbering jacket with black pants or Bellus scrubs must be always worn.

Cosmetology: Solid black dresses or skirts are allowed. Dresses or skirts must not be any shorter than mid-thigh. Dresses/skirts must be worn with solid black leggings or opaque tights. Issued smock to be worn when performing services on guests.

Esthetics: Issued black scrubs or solid black tops and pants must be always worn. No skirts or dresses may be worn.

Massage: Issued black scrubs must be always worn.

Nail Technology: Issued Smock over solid black bottoms as detailed.

Field Trip and Off-Site Event Attire: Bellus Academy T-Shirts are the required uniform for all authorized field trips or sanctioned off-site events.

PROFESSIONAL DEMEANOR

Professional conduct is the only level of conduct we expect from our students. Students are required to treat clients, educators and fellow students with professional courtesy and awareness.

- You are a student attending the academy. You are not considered an employee of the academy.
- Bellus Academy does not tolerate any unprofessional behavior. Such behavior includes lack of professional demeanor; stealing; willful destruction of academy property; refusal of clinic work; disobedience or disrespect towards another student, an administrator, faculty, or staff member.
- Bellus Academy does not tolerate unethical conduct including cheating, plagiarism, copyright infringement, falsification, or misrepresentation of material information in any records, financial documents, or sign-in sheets, whether inadvertent or deliberate.
- Any student who refuses a client will be sent home for the remainder of the day.
- Unauthorized use of recording devices is not permitted. No audio or video recordings may be made without the expressed permission of the Academy Director.
- No smoking will be allowed in the buildings at any time. Smoking is permitted in designated areas only. This includes, but is not limited to; tobacco, e-cigarettes and vaporizers of all sorts. This policy is for the health and safety of all students and staff. Smoking is not allowed within 20 feet of a building entrance or in front of any of our fellow businesses. Your cooperation is requested. In Kansas this policy must be rigidly enforced to comply with Manhattan City Ordinance No. 6737. You can view the entire law at <http://www.ci.manhattan.ks.us/>.
- Profanity and inappropriate or overly forceful language will not be tolerated.
- Bellus Academy has a Zero Tolerance Policy regarding activities creating a safety hazard to other persons at the academies including, but not limited to, bullying, cyber-bullying, verbal abuse, sexual harassment, threats of violence, possession and/or use of drugs, alcohol or weapons, including mace or pepper spray, on academy premises or at academy-related events.

- Students are not allowed to be under the influence of or have in their possession, drugs and/or alcohol. Any student buying, trading, or selling illegal substances on or around academy premises or at academy-related events, will be expelled. Information regarding drug and alcohol abuse prevention is presented to students and staff annually. Additional information is updated regularly and is available in the student resource binder in the Academy Director's office.
- Any student guilty of stealing from another student, the academy, or of willful destruction to academy property, will be expelled.
- If you are expelled for violating a school policy, you will be required to sign a Separation Agreement and then immediately accompanied by a staff member to clear out your locker and escorted off the academy premises.
- If you have been expelled for violating a Zero Tolerance policy and return to the campus, you could be charged with unlawful entry and/or trespassing.

Fraternization:

- It is against academy policy for any employee to fraternize with any currently enrolled student of the academy. Relationships outside the academy with students are to be restricted to academy related functions while the students are enrolled at any of the locations.
- Employees are not permitted to interact with students via social media/networking sites, including, but not limited to, Facebook, Instagram, and Twitter. It is against academy policy for any employee to add a currently enrolled student as a "Friend" to their profile or send personal messages to students over Facebook, Instagram, Twitter or any other social media/networking site.

Confidentiality:

- Students need to be aware that personal confidential information of their own, other students, and/or clients should not be disclosed. Confidential information includes, but is not limited to the following:
- Personal Information: Full Legal Name, Social Security Number, Birth Date, Home Address, Home Phone Numbers, Private E-mail Address, Family Members' Information.
- Academic Information: Financial Obligations, Class Schedule, Grades in Class, Grade Point Average (GPA), Absence or Attending, Student Status (withdrawn, dropped, Leave of Absence, etc.)
- Other Information: Conversations with Clients, Medical History, Salary, Age, Gender, Race, Ethnicity and/or Nationality, Marital Status.

Violation of rules and regulations can result in disciplinary consequences including suspension and/or termination/expulsion from the program. Suspended hours will be deducted from student's allowable absence hours. Student is responsible for either making up suspended hours to complete the program or for any resulting overtime charges at program completion.

ATTENDANCE GUIDELINES

Good attendance habits and a responsible work ethic are important qualities for students to develop in preparation for the workplace. Accurate attendance records must be kept in order to comply with State, Federal and accrediting agency regulations. Students must closely monitor their clock-in and clock-out procedures so earned hours and credits may be accurately applied to the student's account.

- Proper clock-in and clock-out procedures must be followed to ensure accurate recording of earned hours. No credit is given for undocumented time.
- Altering, falsifying or tampering with time records may result in disciplinary action, up to and including termination from the program.
- Students are required to clock in when arriving for class, out for lunch, in when returning from lunch, and out at the end of the day.
- Students must clock out for any breaks that take them off campus. Students must be on campus when clocked in.
- All students are expected to be clocked in and ready to begin class and remain in the classrooms and/or on the campus until their regularly scheduled ending time, except when clocked out for lunch breaks.
- Corrections to time sheets are made only for the previous week. Questions concerning hours must be directed to Student Services.
- Student attendance is monitored closely so that students maintain Satisfactory Progress. Failure to maintain the assigned class schedule may cause a student to be placed on Warning and/or Probation and, if applicable, may be deemed ineligible to receive Title IV Federal Financial Aid funds.
- A 90% attendance percentage may be required to participate in extracurricular activities or to receive additional academy benefits.
- Bellus Academy requires 75% attendance and a 75% academic standing in order to remain in school. In addition, the government's regulatory guidelines mandate that students must maintain satisfactory progress which equates to 75% attendance and a 75% academic standing to be eligible to receive Title IV Federal Financial Aid funding. Students not meeting Satisfactory Progress are placed on Warning and are at risk of being terminated from the school, in addition to losing Title IV Federal Financial Aid funding, if applicable, as well as other academy privileges. (Complete terms of the academies' Satisfactory Progress Policy are found in the academies' Catalogs.)
- Students are encouraged to monitor attendance via the Bellus Academy Student App. Please direct any questions or challenges to the campus Student Services Coordinator.
- Students are required to adhere to their contracted schedules. Any changes must be approved by the Academy Director.

Absences, Tardiness, and Leaving Early:

- All absences, tardiness, and when leaving early must be reported.
- All vacations and scheduled time off requests must be submitted a minimum of 24 hours in advance by filling out a Student Absent Request. Requests can be made via email, Bellus App to Student Services, or the student portal at www.bellusattendance.com.
- Students are urged to make personal appointments in off-scheduled time or near the beginning or end of your scheduled school hours. If appointments must be scheduled during academy hours, a minimum of 24-hour notification must be provided. With proper and verifiable documentation, the student will be allowed to return to classroom participation and receive credit for the remainder of the hours for the day. Documentation must be provided at the time they return to class or admittance will not be honored.
- All absences will result in accrued absent hours unless the student is on an approved Leave of Absence on file with the Financial Aid Office.
- Students unable to attend school, must notify the school via the absence hotline, calling the front desk, or e-mailing their educator or Student Services. Students must provide their full name, student ID number, program, the reason for absence and expected date/time of absences.
- All tardy hours are calculated into the total allowable absence hours. Frequent tardiness may result in overtime charges.
- All early departure hours are calculated into the total allowable absence hours. Frequent loss of hours due to early departures may result in overtime charges.
- Without proper documentation, AM students arriving after 9:00 a.m. may not clock in until 10:30 a.m., and PM students arriving after 5:00 pm may not clock in until 5:30 pm (6:00 pm for Kansas). Proper documentation is also required to clock in after the 10:30 am or 5:30 pm (6:00 pm for Kansas) late clock-in times. The documentation is given to the educator for verification before student will be admitted back to class, and the educator will then forward the documentation to Student Services.

Absent Hotline or Front Desk Phone Numbers to each Bellus Academy Campus:

- Poway: (858) 346-2199 (Hotline)
- El Cajon: (619) 442-3407 – Dial 0 to leave a message (Front Desk)
- Chula Vista: (619) 474-6607 (Front Desk)
- Manhattan: (785) 370-7005 (Hotline)

Holidays:

- Bellus Academy is closed on certain legal holidays. Students are notified of any additional holiday closures in advance of the holiday.
- The academies are closed on the following legal holidays: New Year's Day (or observed); Memorial Day; Fourth of July; Labor Day; Thanksgiving Day; Day after Thanksgiving Day; Christmas Day (or observed)

Leave of Absence (LOA):

- A Leave of Absence (LOA) is an approved break in enrollment granted to a student for Medical Emergencies, Family Emergency, Military or Legal matters only. It must be requested in writing, submitted to Student Services and approved.
- All Leave of Absence request forms must be submitted to Student Services in writing prior to the start of the LOA, along with acceptable and valid documentation. This form must be signed and dated by the student and must contain the start and end dates of the requested leave.
- Incomplete forms will not be approved. See Withdrawal policy in the academy catalog.
- All LOA requests must be approved by Student Services. It should not be assumed that the LOA is approved unless advised.
- Hours missed while on an approved LOA are not deducted from allowable absent hours.
- Student lockers must be cleared upon administrative approval of LOA.

Overtime Charges:

Overtime occurs when a student has not completed their program of study by the scheduled completion date stated on their Enrollment Agreement. Students can attend beyond their scheduled completion date to complete their program, at no additional charge, up to 7.5% of their total program hours. If training is not completed by the prescribed time limit, and the allowable absence hours have been exhausted, additional tuition charges will accrue at the hourly rate stated on the student's contract at the time of enrollment until the time the student meets the graduation requirements. Absence hours, whether allowable or overtime, always extend the student's graduation date from the date scheduled on the Enrollment Agreement.

Violation of attendance policies can result in disciplinary consequences including suspension and/or termination/expulsion from the program.

STUDENT PARKING

Bellus Academy's goal is to provide an organized parking policy and comply with parking regulations of the shopping centers. Bellus Academy is not responsible for theft or damage to vehicles or their contents while parked in the centers' parking lots. Note: Students are encouraged to allow appropriate travel time to class, so parking is not a challenge. Students are not to park their cars near the entrances of the academies to clock-in and then move their car. Once students' clock in, they should be prepared for class.

EL CAJON, CA

- Students may use the outermost rows closest to Main Street and First Street in the front parking lot of the main building. Street parking is available both in front of and behind the main building.
- Students may not park directly behind the main building; that section is reserved for faculty and administrative staff.

CHULA VISTA, CA

- Students may park in the rear lot of the academy or in available street parking.
- Students are not allowed to park in spaces designated “No Student Parking.”

POWAY, CA

- Students must first park in the designated area behind the academy. In the event that the back area is full, students are then allowed to park in the last three rows of the front parking lot closest to the car wash.
- Parking is not allowed in the designated 2-hour spaces.
- Refer to the parking map issued to you by the academy for specific information.

MANHATTAN, KS

- Students are not allowed to park in designated staff or client parking.
- Students must first park in the designated parking area in front of the academy.
- Parking is not allowed in the restaurant spaces at the front of the building. Refer to the parking map issued to you by the academy for specific information.
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CLASSROOM AND SALON/SPA CLINIC EXPECTATIONS

The Academies have established mandatory requirements to maintain uniformity and assure a neat, orderly, and professional appearance of the classrooms and clinic floor. Bellus Academy’s goal is to ensure that students’ equipment and supplies are maintained and used to supplement the learning process. Bellus Academy has Emergency Response and Evacuation Procedures in place. Evacuation routes are posted throughout the facilities.

- All chair hydraulics levers must face opposite the mirror.
- All stations must be clear of purses, bags, and all personal items.
- Absolutely no food or drinks allowed on the clinic floor.
- Mirrors must be clean. No writing allowed on mirrors.
- Personal grooming is not permitted on the clinic floor.
- Lounging, visiting, or reading magazines or personal books is not allowed on clinic floor.
- Your station must be kept clean and organized while you are working.
- Spills such as water, color, or chemicals, must be cleaned immediately.
- Cell phones may not be used in the classroom or clinic floor. Cell phone usage is only permitted in designated areas.

Sanitation / Clean-up:

- Proper sanitation is a standard regulated by the State Board of Barbering and Cosmetology and provides infection control standards to protect the health and safety of staff, students and guests.
- Personal equipment must be maintained in a sanitary condition.
- All electrical equipment must be maintained in proper working order.

- Per state regulations, each student must maintain separate containers for soiled and clean implements.
- Vanities, mirrors and chairs must be cleaned each day. Students using academy equipment, i.e., shampoo bowls, chairs, treatment beds, manicure tables, etc., are responsible to maintain them in a sanitary condition.
- A student lounge is provided for lunch breaks, etc. Students are required to keep the refrigerator, microwave, tables, chairs, etc. clean and organized.

Equipment and Supplies:

- Students must always have all their equipment and textbooks with them to be prepared for class and practical assignments. Students will not be allowed in class without their materials. Students who come to class without their materials will be required to clock out to gather their materials and supplies before returning to class.
- Students will be supplied a lock for their assigned locker (Chula Vista and El Cajon only). Students use the lockers at their own risk. Bellus Academy is not responsible for students' property if it is lost, stolen, or damaged.
- Students must mark their equipment and belongings with their name and student number. Containers must be labeled clean and soiled according to Board of Cosmetology standards.
- Bottles must be labeled according to their contents. Equipment caddies must be covered and labeled clean. Sanitary maintenance areas (SMA's) must be properly set up and always maintained.
- Students are financially responsible for equipment, i.e., books, irons, etc., borrowed from the academy.
- Personal equipment and belongings must be removed from lockers when a student goes on a Leave of Absence, graduates or withdraws from the academy.
- Student lockers are subject to inspections without prior notice. State Board inspectors may ask to have personal lockers opened during a State Board inspection of the premises. Failure to provide access to state inspectors is grounds for citation.

Client Services:

- The Experience Coordinators are responsible for the efficient operation of the front desk.
- Loitering is not permitted at the front desk. Only assigned students are allowed behind the desk.
- All services performed by a student must be accompanied by a sales slip from the front desk. Only services circled on the sales slip are to be performed. Any client 'up-services' or add-on services must be verified by an educator.
- Students are required to perform all operations assigned to them, including any assignments or client work.
- Any changes on the appointment book must be made by the educator or the Experience Coordinators.
- Students are allowed to have their children in the academies only if the child is having paid services performed. The child must be accompanied by another adult.

Personal Services:

- Students are given a professional discount for retail products purchased for personal use.
- Students are given a professional discount for personal services received
- All services performed BY a student FOR a student must be accompanied by a pre-paid receipt from the front desk.
- Students may receive services as a guest of the Salon Clinic outside of their normally scheduled hours.
- Students may receive personal services during school hours by obtaining pre-approval from the educator. Students must be maintaining SAP and be current with all exams, procedures, and theory hours to qualify for personal services.
- Students must be meeting 90% Satisfactory Progress in both academics and attendance to be eligible for personal services.

Last Day Personal Services:

- The student must present their final progress report which reflects a COMPLETE status prior to booking and redeeming services.
- Students may choose one service of choice, except: teeth whitening, spray tanning, hair straightening treatment or eyelash extensions
- Services may be redeemed up to 14 days after graduation date.

ACADEMIC GUIDELINES

Student progress in technical and practical subject areas is reported on a regular basis. It is important that students written, and technical abilities meet acceptable percentages in preparation for the State Board exam. Students are required to maintain an academic GPA of 75% or above to maintain Satisfactory Progress. Failure to maintain an GPA above 75% may cause a student to be placed on Warning and/or Probation and, if applicable, may be deemed ineligible to receive Title IV Federal Financial Aid funds.

- Students receive progress reports that must be signed and kept in their file at least two (2) times during their program.
- Informal progress reports are distributed monthly so students can monitor their progress.
- Additional progress reports may be issued to students as requested or on an as needed basis determined by the educator.
- Progress reports indicate total hours, performed as well as remaining clinic services and practical operations, accumulated as well as remaining theory hours, along with grade point averages in written and practical assessments.
- Advisory services to meet individual student needs are available through staff members and/or to referral agencies.
- A test is given after each chapter or lesson is completed. Missed tests must be made up within one week of original assessment date for maximum credit. Missed tests will count as a '0' and can drop the GPA dramatically unless they are made up.
- The academies conduct a final exam to help students realize strengths and deficiencies as students begin preparation for the licensing exam.
- Students are given ample notice of the scheduled date for the exam.

- If a student is unable to attend on the scheduled date or a technical evaluation, the student is responsible for rescheduling on the next available date.

INSTRUCTIONAL LANGUAGE

Bellus Academy's goal is to provide a common language for staff, students and clients of the academy and fosters better communication. The academies are English-speaking facilities, and all instruction is conducted in the English language.

STUDENT FINANCIAL RESPONSIBILITY

Bellus Academy provides a financial plan for students which will allow them to meet their tuition obligation during their course of training.

- Tuition must be paid promptly when due according to the student's Enrollment Agreement.
- Financial questions should be directed only to the financial aid office for current and relevant information.
- The academies reserve the right to interrupt training if a student is behind in tuition payments.
- Tuition must be paid in full before final paperwork is released.
- Students are financially responsible for any equipment or supplies not paid for at the time of departure from the academies.

STATE EXAM INFORMATION

California:

- To legally practice cosmetology, barbering, esthetics, or nail technology in California a person must complete a program at a Board approved school and pass the California Board of Barbering and Cosmetology examination.
- Candidates must complete all hours required for their field of study to apply for the State Board exam.
- Applicants need to pass a written exam to become licensed. Once an examination application is approved by the Board, a PSI handbook will be sent to the candidate. The candidate will schedule the written exam at a time and PSI location of their choice.
- The exam is available in English, Korean, Spanish, and Vietnamese. If a candidate cannot read, speak, or write in English at a 10th grade-level and the examination is not available in their native language, the candidate may request approval to use an interpreter for one or both parts of the examination.
- The written examinations, excluding barbers, have 100 questions and candidates are allowed 120 minutes to complete; the barber written examination has 50 questions and candidates are allowed 90 minutes to complete. Note: The written examinations for all

license types may contain 10 additional pretest items. These items are placed randomly throughout the examination and will not count towards or against the candidate's score.

Kansas:

- To legally practice cosmetology, esthetics, or nail technology in Kansas a person must complete and pass all portions of the Kansas Board of Cosmetology examination, must be at least 17 years old and have successfully completed an accredited high school "or the equivalent thereof."
- A separate fee is charged for state examination and licensing. Failure of the exam or subsequent exams (retakes) will result in additional fees.
- Licensing and testing fees are included in the Equipment costs charged at the time of enrollment (unless the student opts out of this charge).
- Cosmetology students are permitted to apply for the state written examination upon the completion of 1,000 hours of training. A practical test may be administered prior to licensure.
- Currently there are no licensing requirements to practice massage therapy in the state of Kansas; however, it is highly recommended that each student take the Massage and Bodywork Licensing Exam (MBLEx) upon completion of the course. The application fee for the (MBLEx) is included in Fee costs charged at the time of enrollment (unless the student opts out of this charge). Additional fingerprinting and background investigation fees may apply. Application and exam fees will be paid by the academy upon completion of the 500-hour minimum. Please see your academy Career Services representative for more information regarding licensing requirements in Kansas.

FERPA GUIDELINES

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Educators, administrators, or staff are NOT allowed to release the following information without written consent from the student and/or graduate:

Full Legal Name, Social Security Numbers, Student Identification Numbers, Date of Birth, Race, Ethnicity and/or Nationality, Residency Status, Gender, Phone Numbers, E-Mail Addresses, Home Addresses, Financial Aid Recipient, Balance on Account, Program, Course Enrolled in, Class Schedule, Grades in Courses, Grade Point Average (GPA), Types of Procedures/Exams Completed, Number of Hours Completed, Transcripts, Progress Reports, Photos, Student Status (Currently Attending, Withdrawn, Dropped, LOA, etc.), Absences, Attendance Status, Parent, Guardian, or Next of Kin.

STUDENT ADVISORY SERVICES:

Additional services are available for students who need outside advisory services. Students have access to community resource binders that are maintained in the Student Services Offices at each campus. For the San Diego area schools, the binders show the link to the San Diego Health and Human Services website that provides a list of local agencies that offer professional assistance in the areas of, among other items, drug and alcohol abuse prevention. Information regarding the agencies can be accessed from the SDHHS home page at:

<https://www.sandiegocounty.gov/content/sdc/hhsa/services/>

For the Manhattan, Kansas, location, links are provided to the following resources: Kansas State University School of Family Studies and Human Services www.ksu.edu/fshs

Riley County Health Department – www.rileycountyks.gov/286/Health-Department Kansas Welfare Department – www.welfareinfo.org/manhattan.ks

Because the access is web based, the students are assured that the information is always current.

Student Assistance Program (EAP):

Bellus Academy provides The Student Assistance Program through Morneau Shepell at no cost for all students. This program provides in-person, on-line and telephone counseling and information for issues as varied as:

- Resolve personal and emotional difficulties
- Address marital and relationship issues
- Strengthen relationships and improve communication
- Deal with stress, anxiety and depression
- Understand grief and bereavement
- Find solutions for school-related issues
- Work towards life goals
- Find resources for your family in the community
- Address alcohol and drug misuse
- Access crisis and trauma support
- Find solutions relating to Legal or Financial issues
- Obtain support for Child/Elder care.

The EAP offers timely, professional assistance and support to help manage all of life's complexities. The EAP can be contacted toll-free, 24 hours per day, 7 days per week so that you can access support when you need it. Enjoy the convenience and privacy of speaking to a counselor over the phone or online.

For immediate confidential assistance, contact the EAP at 1.800.272.2727 or visit workhealthlife.com/us.

STUDENT SIGNATURE SHEET

My signature below indicates that I have attended a mandatory Orientation and received a copy of Bellus Academy's Guidelines for Success.

My signature also indicates that these guidelines have been explained to me during my Orientation and that I fully understand each guideline and agree to comply with all regulations. Furthermore, I understand that failure to comply with these policies or procedures may result in disciplinary actions.

Student Name (Please Print)

Student Number

Student Signature

Date