

116 N. Wood St.
Neosho, MO 64850

2025 Student Catalog

Neoshobeautycollege.com

COURSES OFFERED:

Cosmetology

Aesthetics

Manicure

Instructor

2025 Start Dates:

October 7th, November 11th, December 9th

Accredited by:

National Accrediting Commission of Career Arts & Sciences, Inc.

3015 Colvin Street

Alexandria, VA 22314

(703) 600-7600

Published 09/24/2025

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STAFF

Instructional Staff		Administrative Staff	
School Director	Randi Wright	President/Owner	Duane Sells
Instructor	Tisha Savage	Dean of Schools	Marcia Livesay
Instructor	Rebecca Delvecchio	Executive Director of Financial Aid	Roxann Maish
Substitute Instructor		Executive Director of Compliance	Elizabeth Foster
		Executive Director of Admissions	Tammy Sizemore
		Admissions	
		Financial Aid	

GENERAL INFORMATION

Neosho Beauty and Barber College is owned by **Neosho Beauty College, LLC**, licensed by the **Missouri State Board of Cosmetology and Barber Examiners**, 3605 Missouri Blvd., Suite 420, Jefferson City, MO 65109, and accredited by the **National Accrediting Commission of Career Arts & Sciences (NACCAS)**, 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600.

Copies of licensure and accreditation documents are maintained in the school's administrative offices and are available for student review during regular business hours.

In Missouri, program requirements are as follows:

- **Cosmetology** – 1,500 clock hours
- **Esthetics** – 750 clock hours
- **Aesthetics** – 600 clock hours
- **Manicuring** – 400 clock hours
- **Instructor Training** – 600 clock hours

FACILITIES

Neosho Beauty and Barber College occupies a modern 5,900-square-foot facility in downtown Neosho, Missouri. The school features a main classroom, freshman room, senior and junior clinic floors, manikin work area, shampoo area, reception, manicure/pedicure/waxing area, five esthetics treatment rooms, three restrooms, two offices, a lunchroom, and a dispensary. The clinic floors are equipped with 30 stations, 10 dryers, 6 shampoo bowls, 5 manicure tables, 5 pedicure stations, and 7 facial/massage tables with chairs, providing students with a professional training environment.

MISSION STATEMENT

Neosho Beauty and Barber **College** is dedicated to providing quality education through proven instructional methods and sound business practices. Our curriculum builds a strong foundation, guided by experienced and motivated instructors who challenge students to achieve their fullest potential. We prepare graduates to succeed in all areas of their profession and to become leaders who bring credit to the cosmetology and barbering industries.

PHILOSOPHY

At Neosho Beauty and Barber College, we believe education and training are the keys to success. Every student has talent. Our responsibility is to discover and develop that talent. Students are encouraged to develop creativity in their clinical practice while reinforcing their knowledge of the basics of their chosen field of study. We strive to keep a professional, enjoyable atmosphere in our school so graduates will have pride and confidence in the profession they have chosen.

OBJECTIVES

Neosho Beauty and Barber College strives to provide a well-organized, yet flexible, program that meets the needs of the student. We train men and women in the ethical practices of Cosmetology, Barber, Aesthetics, and Manicure. Our school prepares them for the State Board Examination. Most importantly, we prepare them for employment in their chosen profession. We also teach the importance of safety by the proper use of chemicals, cosmetics, and all equipment and materials associated with the profession. Students learn the importance of effective public relations and are prepared for the business world.

CODE OF ETHICS

Neosho Beauty and Barber College maintains honest and fair relations with our staff, students, patrons, the Missouri State Board of Cosmetology and Barber Examiners, and other schools. We will utilize only quality equipment, supplies, and chemicals for use by our students and staff. We will advertise truthfully and are honest with our students and patrons. We will refrain from criticism, which reflects unfavorably towards other schools in our profession. We will not attempt to recruit students already admitted to another school. We will observe all rules and regulation by the Missouri State Board of Cosmetology and Barber Examiners and keep our Instructors current of the latest styles and teaching methods. We will allow no discrimination based on race, color, creed, age, religion, sex, financial status, disability, or country of ethnic origin. We will provide accommodations on a case by case basis.

SERVICES TO STUDENTS

Students coming to the Neosho area are provided advice in finding living quarters if required. The school will also try to assist finding employment when necessary. Administrative advice is available to students with personal problems that may affect their studies. Instructors will advise on attendance, grades, and professionalism at the scheduled review.

PREREQUISITES FOR EMPLOYMENT

No person shall practice any phase of cosmetology and its related occupation with the intent of receiving compensation when the person does not hold a current and valid license issued by the Board, nor can any licensed cosmetologist practice any phase of cosmetology and its related occupations other than in a licensed cosmetology establishment except when services rendered involve a special event in which the cosmetology service is to be performed for an on-site participant of the event.

PLACEMENT SERVICE

The school maintains placement information that is available to the students. We will do our best to assist the student finding work in the Cosmetology, Barber, Aesthetics and Manicure fields in the area where the student would prefer to locate. The school provides training on professional appearance guidelines, resume writing, goal setting and monitoring, job referrals and follow-up training. We will then attempt to locate Salon Owners in that area in need of Cosmetologists, Aestheticians and Manicurists; however, the school does not guarantee placement.

SECURITY

The school and staff are not responsible for lost equipment or personal belongings. Students are responsible for the security of their school-issued equipment and personal property. Valuables such as jewelry and excessive cash should not be brought to school. When clocking out of school for any reason, each student should secure their property at their station, in their locker, or in their vehicle.

STUDENT HOURS

Hours are recorded by the school's computer time clock system (Genesis) scanner and students are required to scan in when arriving for training and scan out when leaving the school for lunch or personal reasons. A monthly attendance report is available for review by the student once a month; with the student's Instructor, at the beginning of the month after paperwork is handed out. Once monthly hours are reported to the Missouri State Board of Cosmetology and Barber Examiners no additional review will be conducted unless an error needs to be corrected.

STUDENT DIRECTORY/INFORMATION RELEASE

Neosho Beauty and Barber College maintains a student directory phone list that includes current student names and phone numbers. Periodically we receive requests from local salons and employers for directory information on its students. If you do not wish to have that information made public, it is your right under federal law, the Family Educational Rights and Privacy Act (FERPA) 20 U. S. -1232, to request the school to withhold the release of this information. The designation must be made on your Registration Form. The school will comply with "The Freedom of Information Act" if a request is received and will provide students name, address, and telephone number. The school will notify the student of such requests.

STUDENT ACCESS TO RECORDS

A student's academic or administrative school record is available for review upon written request by the student or the parent/guardian of dependent minor students. The request must be made to a school staff member or administrator during normal school hours. The staff member or administrator and the student will review the record at the earliest time convenient to both. All files are in a fireproof cabinet in a locked room for safety of personal information, and student records may not leave the school Administrative Office. Individual student administrative and/or academic information is released to a third party only with a written request from the student. The school provides and permits access to school and student records to authorized State, Federal, and Accrediting Agencies or their agents in accordance with current law.

INSTITUTIONAL CHARGES

Students are advised that all school fees and additional charges are the responsibility of the student in accordance with the student's contract. For Student Aid, U.S. Dept. of Education has additional requirements to meet, which includes the Title IV Satisfactory Progress Policy (page 15 & 16). I understand that if I have not completed my course by the "Contract Ends" date listed on my contract, that I will be responsible to pay "additional" institutional charges. Students pay $15 per hour ($120 per day) for every hour required to reach the 1500 hours including 180 "Theory" or classroom hours past the "Contract Ends" date which cannot exceed maximum time frame of 150%.

ADDITIONAL FEES

After initial enrollment, contract changes will only be allowed in accordance with school policy in effect at the time of the change. must meet the criteria specified (see Changing from one campus/program to another) Students who withdraw prior to completion of the course will be required to pay a withdrawal fee of $150 in addition to their normal costs computed in accordance with the school's withdrawal/refund policy, page 19.

SCHOLARSHIPS

Neosho Beauty and Barber College receives notice of scholarships and outside funding agencies that are available, please refer to the school website at www.neoshobeautycollege.com, or contact an admissions representative to find out more.

ADMISSIONS POLICY

ADMISSIONS REQUIREMENTS

Applicants must be at least sixteen years of age. A birth certificate is required for all applicants under the age of 18. A high school diploma, a homeschool diploma and transcript, or GED is required; if the high school diploma is foreign we will require an outside agency to notarize a translation of the document and a confirmation that it is academically equivalent to a U.S. high school diploma and a copy of the student's driver's license or other form of identification verifying the student's age and legal residency. Students must complete the Missouri Board of Cosmetology and Barber Examiners Student Enrollment Application online at https://mopro.mo.gov/license/s/login/ . This can be completed by the student at the school

or on their own.

Students wanting to enroll in the Instructor Course must provide a copy of a current Cosmetology license and must be 21 years of age.

To apply as a secondary student (still attending high school) the student must meet the above requirements, except they must have a minimum of 10th grade education documented by high school transcript. The student must also obtain permission in writing from the secondary school in which they are enrolled and successfully complete a pre-enrolment evaluation. Neosho Beauty and Barber College can only enroll a limited number of secondary students. Secondary students are not eligible for Title IV Funding.

Neosho Beauty and Barber Academy does not admit Ability to Benefit students.

CONTRACT COSTS AND PAYMENT TERMS

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. The school will charge a registration fee of $50 and a permit fee of $32 for students enrolling or transferring to the school. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of $50. Students who are re-entering the program within 1 year from the drop date will be contracted for the previous balance, registration fee, permit fee any reissued kit/books fees, and students re-entering the program after one year will pay the current tuition rate per hour unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee and permit paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

RE-ENTRY TO SCHOOL

All students re-entering school will be charged a Registration fee of $50 unless mitigating circumstances apply. All students re-entering the program within 12 months will be contracted for the current balance plus credited tuition in addition to the registration fee, permit fee, badge fee and for any reissued kit/books. Students, who are re-entering the program after 12 months, will be contracted for the current tuition rate per hour plus a registration fee; permit fee, and any reissued kit/books fees. The student returning will also be required to pay any balance due to the school or collections agency for their previous enrollment before they are eligible to re-enroll.

CHANGING PROGRAMS

Students wishing to change from one program to another will only be allowed to do so if the balance due for their current program is paid in full.

CREDIT FOR PREVIOUS TRAINING

All hours must be presented before signing a contract. The school will verify the certified clock hours provided by Missouri State Board and the campus instructor/manager will conduct a skills assessment test to determine whether the student's skill level is in accordance to the certified hours recorded by Missouri State Board. The student will receive credit for the determined hours.

GRADING SYSTEM

Each student must maintain 80% average while in training.
All grades will be recorded using the following scale:

100%-95%	A	Excellent
94%-86%	B	Very Good
85%-80%	C	Satisfactory
79% and below	D	Unsatisfactory

HOLIDAY SCHEDULE

We are closed the following days –

2025: January 1st, May 26th, July 4th, September 1st, November 26th - 28th, December 24th - 26th

INCLEMENT WEATHER

When the school is to be closed for inclement weather, the announcement will be available on the school Facebook page. We will try to have the closing decision prior to 10:00 PM the evening before.

CLASS SCHEDULES

DAY CLASS SCHEDULE

35 hours scheduled per week (1-hour lunch)

Monday	8:30 AM – 12:30 PM or 12:30 PM – 04:30 PM Theory
Tuesday through Friday	8:30 AM – 4:30 PM Supervised
Clinic	

PART-TIME SCHEDULE

25 hours scheduled per week

Monday	9:00 AM – 2:00 PM Theory
Tuesday through Friday	9:00 AM – 2:00 PM Supervised
Clinic (Theory Class varies per campus – with a total of 5 theory hours per week)	

NIGHT CLASS SCHEDULE

25 hours scheduled per week

Monday	5:00 PM – 10:00 PM Theory
Tuesday through Friday	5:00 PM – 10:00 PM Supervised
Clinic (Theory Class varies per campus – with a total of 5 theory hours per week)	

INSTRUCTOR CLASS SCHEDULE

Student Instructors are normally scheduled, Monday through Friday 8 hours training per day, which may occur on a flexible schedule each day from 8:30 a.m. to 4:30 p.m.

An assigned lunch break is schedule for students between 11:00 am & 1:00 pm. <u>All students are required to clock out for lunch.</u>

ANY TIME A STUDENT LEAVES THE CAMPUS THEY MUST CLOCK OUT

COSMETOLOGY COURSE (1500 HOURS)

Goals and Objectives

The objective of this course is to train men and women in the field of cosmetology to prepare them for licensing by the Missouri State Board of Cosmetology and Barber Examiners. The many job opportunities available include stylist, platform artist, salon owner, school owner, or representative to companies serving the manicure and cosmetology field. The full-time program can be completed in 43 weeks, the part-time program can be completed in 60 weeks.

Instructional Techniques

Classroom, theory and laboratory practical training utilizing Milady Publishing Co. textbooks, and various other books and materials provided in our library. The Cosmetology course is written and taught only in English in accordance with the Missouri State Board of Cosmetology and Barber Examiners.

References and Textbooks

Milady's Standard Cosmetology Textbook, Milady Study Guide, and Daily Journal. Additional books, magazines, and computer training programs are available in the school library.

Basic Missouri Cosmetology Curriculum Class CA 1500

Shampooing of all kinds	40
Hair Coloring, Bleaching, Rinses	130
Haircutting and Shaping	130
Permanent Waiving, Relaxing	125
Hair Setting, Pin Curls, Fingerwaves, Thermal Curling	225
Combouts and Hairstyling	105
Scalp Treatment, Scalp Diseases	30
Facials, Eyebrows, Arches	40
Manicuring, Hand/Arm Massage, Nail Treatments	110
Salesmanship and Salon Management	10
Sanitation and Sterilization	30
Anatomy	20
Cosmetic Chemistry	25
State Law	10
Miscellaneous Lectures, Test Reviews	470

Basic Missouri Cosmetology Curriculum Class CH 1500

Shampooing of all kinds	40
Hair Coloring, Bleaching, Rinses	130
Haircutting and Shaping	130
Permanent Waiving, Relaxing	125
Hair Setting, Pin Curls, Fingerwaves, Thermal Curling	225
Combouts and Hairstyling	105
Scalp Treatment, Scalp Diseases	30
Facials, Eyebrows, Arches	40
Salesmanship and Salon Management	10
Sanitation and Sterilization	30
Anatomy	20
Cosmetic Chemistry	25
State Law	10
Miscellaneous Lectures, Test Reviews	580

Theory of approximately 5 hours per week is included in the curriculum. Theory classes are scheduled to begin at 8:30 a.m., or 12:30 p.m.

Students must be clocked in and seated by 8:40 for a.m. theory or 12:40 for p.m. theory.

Each student must maintain 80% average while in training.

Quarterly grades combining practical work, test grades,

homework, etc. All grades will be recorded using the following

scale:

100%-95%	A	Excellent
94%-86%	B	Very Good
85%-80%	C	Satisfactory
79% and below	D	Unsatisfactory

2025 Charges	**Fee Schedule**	
Total Tuition	$12,750.00	Tuition is subject to change.
Kit	$ 870.80	Eligible students are also assisted in applying for United States
Books	$ 550.00	Department of Education Title IV Federal Student Aid in the form
Registration fee	$ 50.00	of Pell Grants, Direct Federal Loans and Veterans Administration
Permit	$ 32.00	
Application Fee	$ 50.00	
Total	$ 14,302.80	

Neosho Beauty and Barber College is not responsible for lost or stolen items

Students should NOT bring large amounts of cash to school.

ESTHETICS COURSE (750 HOURS)

(Standard Occupational Classification (SOC) 39-5094.00)

Goals and Objectives

The objective of this course is to train men and women in the field of Aesthetics and prepare them for licensure by the Missouri State Board of Cosmetology and Barber Examiners. We aim to project a well-organized yet flexible program for the student Estheticians and teach the importance of safety in the daily use of Esthetics materials and equipment. We will also develop the individual student's technical and communication skills to instill confidence in their abilities that will ultimately lead to a successful career in this branch of Cosmetology. The many job opportunities available include spa owner, theatrical, TV, or movie make-up artist, a skin care assistant in the field of Dermatology, a sales representative for a Cosmetic company, and educator. The full-time course can be completed in 22 weeks, the part-time course can be completed in 30 weeks.

Instructional Techniques

Classroom, theory and laboratory practical training utilizing Milady Publishing Co. textbooks, and various other books and materials provided in our library. The Aesthetician course is written and taught only in English in accordance with the Missouri State Board of Cosmetology and Barber Examiners.

References and Text Books

Milady's Standard Fundamentals for Aestheticians in English only.

Basic Missouri Esthetics Curriculum – 750

Facials, Cleansing, Toning and Massage	120
Makup Application – All Phases	100
Hair Removal	30
Body Treatments, Aroma Therapy, Wraps	120
Reflexology	35
Cosmetic Sciences, Structure, Condition, Disorder	85
Cosmetic Chemistry, Products, Ingredients	75
Salon Management and Salesmanship	55
Sanitation and Sterilization, Safety	45
State Law	10
Miscellaneous Lectures, Test Reviews	75

7 hours of theory is held weekly. Monday 5 hours theory and 1 hour hands on second theory day 2 hours. Class is scheduled to begin at 8:30 a.m., **students must be clocked in and seated by 8:40 a.m.**

Each student must maintain 80% average while in training.

Monthly grades combining practical work, test grades,

homework, etc. All grades will be recorded using the following

scale:

100%-95%	A	Excellent
94%-86%	B	Very Good
85%-80%	C	Satisfactory
79% and below	D	Unsatisfactory

ESTHETICS COURSE (750 HOURS) Continued

(Standard Occupational Classification (SOC) 39-5094.00)

2025 Charges	**Fee Schedule**	
Total Tuition	$ 8,250.00	Tuition is subject to change.
Kit	$ 816.38	Eligible students are also assisted in applying for United States
Books	$ 550.00	Department of Education Title IV Federal Student Aid in the form of Pell Grants, Direct Federal Loans and Veterans Administration.
Registration Fee	$ 50.00	
Permit Fee	$ 32.00	
Application Fee	$ 50.00	
Total	$ 9,748.38	

Neosho Beauty and Barber College is not responsible for lost or stolen items

Students should NOT bring large amounts of cash to school.

INSTRUCTOR COURSE (600 HOURS)

Goals & Objectives

The objective of the course is to train men and women who are licensed in the fields of cosmetology to become Instructors and prepare them for licensing by the Missouri State Board of Cosmetology and Barber Examiners. The many job opportunities available include school Instructor, platform artist, school owner, or representative to companies serving the cosmetology field.

Instructional Techniques

Classroom, theory and laboratory practical training utilizing Milady Publishing Co. textbooks, and various other books and materials provided in our library. The Instructor course is written and taught only in English in accordance with the Missouri State Board of Cosmetology and Barber Examiners.

Training in subjects in which the individual Teacher Trainee may be deficient will be included in the course as the Trainee progresses.

The Instructor course is written and taught only in English in accordance with the Missouri State Board of Cosmetology and Barber Examiners.

Theory is taught Tuesday's from 8:30 a.m. – 12:30 p.m.

Basic Missouri Instructor Curriculum - 600

Basic principles of student teaching that includes teaching principles, lesson planning, curriculum planning, class outlines, teaching methods, teaching aids, testing and evaluation.	200
Psychology as applied to Cosmetology, personality and teaching, teacher evaluation, counseling, theories of learning and speech.	50
Business experience or management, including classroom management, record keeping, buying and inventorying supplies, and state law.	50
Practice teaching in both theory and practical application.	300

Each student must maintain 80% average while in training.

Monthly grades combining practical work, test grades,

homework, etc. All grades will be recorded using the following

scale:

100%-95%	A	Excellent
94%-86%	B	Very Good
85%-80%	C	Satisfactory
79% and below	D	Unsatisfactory

2025 Charges	**Fee Schedule**	
Total Tuition	$ 3,300.00	Tuition is subject to change.
Books	$ 250.00	Eligible students are also assisted in applying for United States
Registration Fee	$ 50.00	Department of Education Title IV Federal Student Aid in the form of Pell Grants, Direct Federal Loans and Veterans Administration.
Application Fee	$ 50.00	
Total	$ 3,650.00	

Neosho Beauty and Barber College is not responsible for lost or stolen items

Students should NOT bring large amounts of cash to school.

MANICURE COURSE (400 HOURS)

(Standard Occupational Classification (SOC) 39-5092.00)

Goals & Objectives

The objective of the course is to train men and women in the field of Cosmetology to become Manicure Technicians and prepare them for licensing by the Missouri State Board of Cosmetology and Barber Examiners. The many job opportunities available include Manicure Technician, Platform Artist, School Owner, or Representative to companies serving the Manicure and Cosmetology fields. The full-time course can be completed in 12 weeks, the part-time course can be completed in 16 weeks.

Instructional Techniques

Classroom, theory and laboratory practical training utilizing Milady Publishing Co. textbooks, and various other books and materials provided in our library. The Manicure course is written and taught only in English in accordance with the Missouri State Board of Cosmetology and Barber Examiners.

Basic Missouri Manicure Curriculum - 400

Manicuring, Hand and Arm Massage, and Treatment of Nails	220
Study of the Use and Application of Certain Chemicals	40
Anatomy	10
Sanitation and Sterilization	20
State Law	10
Salesmanship and Salon Management	20
Miscellaneous Lectures, Test Reviews	80

Theory class is held Monday (5) hours 4 hours in theory and 1 hour hands on.
Class is scheduled to begin at 8:30 a.m., **students must be clocked in and seated by 8:40 a.m.**

Each student must maintain 80% average while in training.

Monthly grades combining practical work, test grades,

homework, etc. All grades will be recorded using the following

scale:

100%-95%	A	Excellent
94%-86%	B	Very Good
85%-80%	C	Satisfactory
79% and below	D	Unsatisfactory

Neosho Beauty and Barber College is not responsible for lost or stolen items

Students should NOT bring large amounts of cash to school.

MANICURE COURSE (400 HOURS) Continued

(Standard Occupational Classification (SOC) 39-5092.00)

2025 Charges	**Fee Schedule**	
Total Tuition	$ 2,400.00	Tuition is subject to change.
Kit	$ 489.83	Eligible students are also assisted in applying for United States
Books	$ 300.00	Department of Education Title IV Federal Student Aid in the form of Pell
Registration Fee	$ 50.00	Grants, Direct Federal Loans and Veterans Administration.
Permit Fee	$ 32.00	
Application Fee	$ 50.00	
Total	$ 3,321.83	

Neosho Beauty and Barber College is not responsible for lost or stolen items

Students should NOT bring large amounts of cash to school.

GRADUATION REQUIREMENTS

Students must complete:

- The state required clock hours for the specific course they are enrolled in, or the remainder of the hours needed to complete the course if transferring in.
- Take and pass all written tests with minimum scores of 80% on each.
- Complete all final written tests, with a minimum passing score of 80% on each.
- Take Missouri state law test with a minimum passing score of 80%.
- Take mock board test with a minimum passing score of 80% (Mock boards consist of a practice state test following the requirements, criteria, and procedures of actual state testing. The student will be counseled about their weak areas, as well as their strong areas to be sure they are prepared for the actual test)

A student who has completed the requirements of their course will be given a school diploma.

ALL CONTRACTUAL FINANCIAL OBLIGATIONS TO THE SCHOOL MUST BE PAID BEFORE MISSOURI STATE BOARD WILL ALLOW APPLICANTS TO TAKE THE STATE EXAMINATIONS.

LICENSURE

Any person is eligible to receive a license as a Cosmetologist, Barber, Esthetician, Manicurist or Instructor, who submit proof that they:

- Are at least 17 years of age.
- Have an education equivalent to the completion of at least 10th grade.
- Have completed the required clock hours and academic requirements in an approved school for applicable courses.
- Have paid the required fees.
- Have passed the examination conducted by the Missouri State Board of Cosmetology and barber Examiners to determine their fitness to receive a license.

NOTE: There are certain criminal offenses that would prohibit a person from obtaining a license in Missouri that would be subject for review by the Missouri State Board of Cosmetology and Barber Examiners.

ATTENDANCE POLICY

Our school has a monthly clock hour schedule, students are scheduled for 20 days average per month; your enrollment agreement includes 20% hours of makeup time for total enrollment. It is very important to attend the scheduled hours to avoid additional charges. You must maintain at least minimum satisfactory attendance as included in your contract to avoid being dropped from the course.

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in any of our courses. NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. This policy complies with regulations applicable to the school. (See Satisfactory Academic Progress Policy)

ACCOUNTABILITY FOR STUDENT ATTENDANCE: (there are no excused absences unless approved by manager)

1. Students are required to scan in and out of the Schools Time Clock System (Genesis), which records the school time each day.
2. Students can review their attendance records and academic grades monthly for accuracy.
3. Recorded hours are submitted to the Missouri State Board of Cosmetology and Barber Examiners monthly.
4. Once hours have been submitted to state board, no additional review of clock hours will occur unless a time clock error was found.
5. Cosmetology and Barber student's practical and academic grades are averaged to provide a quarterly evaluation used to calculate satisfactory academic progress. Manicure, Esthetics and Instructor student's practical and academic grades are graded monthly to calculate satisfactory academic progress.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory progress, a mandatory policy provided to all students before enrollment & required by the HEA, in attendance and academic work is a requirement for all students enrolled in this school. NOTE: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress to continue eligibility for such funds. DOE requires students be enrolled a minimum of 30 days to disburse federal loan proceeds. DOE also requires SAP to be checked prior to any disbursements. This mandatory policy complies with regulations applicable to the school. Evaluation of progress will be conducted by the administration office and put into the student's permanent file with all supporting documents.

ATTENDANCE PROGRESS: MAXIMUM TIME: The maximum time a student has to complete is 150% of the program length or contracted hours. Students who exceed the maximum time frame may be dismissed from classes. All students will be given the opportunity to put in writing why they should be allowed to stay enrolled in classes. The owner and the school manager as well as the Financial Aid Director will meet to evaluate if the student will be allowed to complete the course based on attendance and grades.

ACADEMIC PROGRESS: The following factors will be measured to determine academic progress:

Grades combine practical work, test grades, homework, etc. All grades will be recorded using the following scale:

100%-95%	A Excellent
94%-86%	B Very Good
85%-80%	C Satisfactory
79% and below	D Unsatisfactory

DETERMINATION OF PROGRESS: Evaluation of progress will be conducted by the administration office. SAP evaluations periods are based on actual contracted hours at the institution, and put into the student's permanent file with all supporting documents at the following actual hours or as noted:

Program	Schedule	Evaluation Point 1	Evaluation Point 2	Evaluation Point 3
Cosmetology (1,500Hours)	Full-Time (35 hrs/wk)	450 Hours / 13 Weeks	900 Hours / 26 Weeks	1,200 Hours / 35 Weeks
	Part-Time (25 hrs/wk)	450 Hours / 18 Weeks	900 Hours / 36 Weeks	1,200 Hours / 48 Weeks
Barber (1,000 Hours)	Full-Time (35 hrs/wk)	450 Hours / 13 Weeks	900 Hours / 26 Weeks	—
	Part-Time (25 hrs/wk)	450 Hours / 18 Weeks	900 Hours / 36 Weeks	—
Esthetics (750 Hours)	Full-Time (35 hrs/wk)	375 Hours / 11 Weeks	—	—
	Part-Time (25 hrs/wk)	375 Hours / 15 Weeks	—	—
Manicuring (400 Hours)	Full-Time (35 hrs/wk)	200 Hours / 6 Weeks	—	—
	Part-Time (25 hrs/wk)	200 Hours / 8 Weeks	—	—
Instructor Training (600 Hours)	Full-Time (35 hrs/wk)	300 Hours / 8.5 Weeks	—	—
	Part-Time (25 hrs/wk)	300 Hours / 12 Weeks	—	—

SATISFACTORY: Students with a minimum of 81% cumulative GPA and 67% attendance. A quarterly grade combining (practical work, test grades, homework, etc.) is used to evaluate the student's academic progress. Students meeting

minimum requirements at evaluation will be making satisfactory progress until the next scheduled evaluation. For a student to be considered making satisfactory progress, he or she must meet both the attendance and academic minimum requirements on each evaluation point. Students are notified of Title IV changes in eligibility under the SAP policy. All satisfactory academic progress evaluations are a permanent part of the student file and are accessible to the student upon request.

WARNING STATUS: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. 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, HEA funds.

PROBATION STATUS: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV, HEA funds.

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 any other allowable 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, HEA will be reinstated, if applicable.

UNSATISFACTORY STATUS: If the student does not meet the minimum standards and the student is on warning or has prevailed upon appeal, the student will be place on probation if while on probation the student does not meet the minimum standard they are no longer eligible for any Title IV funds or HEA.

RE-ENTRY

Should a student leave while being placed under either Warning or Probation, they will remain in that status upon re-entering the same program.

INCOMPLETES, REPETITIONS, REMEDIAL COURSES

Incompletes, repetitions, or non-credit remedial courses are not applicable to our institution.

WITHDRAWALS

Any student who withdraws from their contracted course or fails to complete their training will have their status as to progress at the point of withdrawal listed on the file folder under the drop date. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be making satisfactory progress at the point of re-entry.

TRANSCRIPTS

Transcripts are available upon request.

TRANSFER HOURS

All transfer hours reported before signing a contract are at the schools discretion to accept (VA Students get full credit for all transfer hours), they are counted as both attended and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at our institution.

RE-ESTABLISHING ELIGIBILITY

The student whose financial aid has been terminated for unsatisfactory academic progress will not be eligible for any additional financial aid until they have completed the hours previously paid for and are back in satisfactory academic process as described above.

INCOMPLETE WORK

Will be graded incomplete (I) and entered in the schools computer system as a zero (0) until completed in a time frame required by the Instructor. For satisfactory progress, incomplete is graded as failing. Students who are found cheating on any examination may face termination provided viable proof is available.

ACADEMIC CHEATING

If a student is caught cheating on a test or academic grade of any kind, the student will be suspended for three (3) school days and may face termination.

FOOD,DRINK & SMOKING

Food, drink and gum are not allowed on the clinic floor at any time. Food and drink are only allowed in the break area. Smoking and e-cigarette use is not permitted in any area of the school building.

LUNCH BREAKS

A mandatory assigned lunch break is schedule for students between the hours 11:00 am. & 1:00 pm. Lunch break is 1 hour. Students who fail to clock out for lunch will have their lunch break recorded by an Instructor. Students not found on the campus grounds will be clocked out as of the last time the student was known to be in the school.

PARKING

All students are encouraged to carpool. Students are required to park in designated areas. NO parking directly in front of the building. The school is not responsible for stolen articles or damaged cars.

TELEPHONE COURTESY

Cell phones are allowed for school activities only. Personal use of cell phones is allowed on breaks and lunch. Cell phones are not allowed for personal use on clinic floor or in the class room at any time. The use of I-Pod, Bluetooth ear pieces and headphones is also not allowed while on the clinic floor, in the manicure or aesthetics room, or classroom/library. Campus phones are reserved for emergency and school business only.

SANITATION

Proper hygiene and sanitation must be practiced each day in school. Students wearing dirty or improper uniforms or footwear or who have an obvious body odor will not be allowed to attend class.

COURTESY

Proper decorum is to be observed in the classroom and on the clinic floor at all times. Student misconduct causing disruption of class, refusing an Instructor requirement, arguing or verbally attacking another student, staff member, or school will result in a written advisory and if necessary student will be removed from school grounds. Students are not to have visitors while involved with clinical or classroom activity, and no visitors in school break room.

UNIFORM/DRESS CODE

All students are expected to be clean, properly groomed and in uniform at all times in accordance with the uniform/dress code. All black clothing is required. Skirts or shorts must be no shorter than the width of a dollar bill from the top of the knee. No clothing that exposes or leaves the mid-drift bare. Comfortable shoes suitable for standing for long periods is recommended. No hats or caps of any kind.

Students whom the Instructor deems to be not presentable to the public may be clocked out by the Instructor and sent home for the proper uniform. During the time it takes to go home and change, the student will not earn hours. The Instructor is the final authority as to what is acceptable.

All students must remember that this is a people business and cleanliness and proper appearance are very important to your career and future earnings potential.

CLINIC FLOOR RULES

1) Student is not following dress code.
   a) Clock out and go home. Student may return in uniform.

2) Student using foul language or inappropriate conversation.
   a) Student will receive a write up (advisory report).

3) Student who does not do cleanup will not receive a stamp in their journal and will receive a write up.

4) Students are not allowed in the dispensary unless appointed by an Instructor.

5) Client appointments must be on the school appointment book.

6) Student refuses ticket, passes ticket off to another student or student takes too long to acknowledge client (5 Min limit), this will be considered a refusal of ticket and is a violation of contract and they will receive a write up.
   a) Student is in violation of his/her contract; therefore, must clock out and go home for 24 hours

7) If student does hair, nails or makeup without an approved service they will receive a write up.
   a) Student is in violation of his/her contract; therefore, must clock out and go home for 24 hours

8) Student refuses to obey school rules (insubordination) or comply with directive from instructor or school administrator.
   a) Student will receive a write up and be sent home.

9) If a student has a communicable disease/condition or has a fever they will be sent home and may not return until they have been fever free for 24-hours.

10) Students must sign in at the front desk when they arrive at school.

11) Students may check hours with an instructor at the beginning of the month after paperwork is handed out.

12) Student must get client services checked by an instructor.

13) If a student is not clocked in they must leave the school grounds.

14) If a student is caught on their cell phone they will receive a write up and be clocked out and sent home for 24 hours.

VIOLATIONS, SUSPENSION AND TERMINATION

Any student terminated for violation of school policy will be considered to have voluntarily withdrawn due to failure to correct the deficiency which caused the termination. The termination will cause student to incur a $150 withdrawal fee in addition to any other normal costs which are due in accordance with the school's withdrawal/refund policy.

AUTOMATIC TERMINATION *with no warning:* (by Instructor/School Administration.)

1. Possession of fire arms or weapons of any kind (student may have pepper spray as long as it is not visible) If pepper spray is used out of anger automatic termination will result.
2. Consuming or distributing any alcoholic beverage or illicit drug on the school premises.
3. Stealing.
4. Making verbal threats of physical harm to another student or school employee. This includes threats by the student or a member of the student's family or by any person acting on behalf of the student with the student's consent.
5. Having physical contact with the intent to restrain or harm any school employee or another student.
6. Malicious destruction of school property.
7. If a school account goes "delinquent" for more than 30 days the student may be suspended until payment is made. Upon paying the outstanding balance, bringing the account to a "current" status, the student may resume under the same contract pursuant to the provisions of the withdrawal policy within this catalog.

ADVISORY REPORT: (by Instructor/School Administration)

Any student who commits the following acts will be written up on an advisory report and will be sent home for the day forfeiting the remaining clock hours for that school day.

1. Refusing to obey school rules as published in the school catalog
2. Insubordination or refusing to comply with a directive by an Instructor/School Administration.
3. Foul language or swearing.
4. Inappropriate clothing or uniform violations.
5. Disruption of class affecting the schools ability to accomplish its mission.
6. Any student that is incapacitated or unable to perform services for any reason (IE: illness, drug use, etc.)
7. (Per our drug policy, we are a drug free work place.)

SUSPENSION AFTER TWO (2) ADVISORY REPORTS: (by Instructor/School Administration). That student may be subject to a one (1) week suspension with no clock hours for the week.

TERMINATION AFTER THREE (3) ADVISORY REPORTS: (by Instructor/School Administration). After the third warning, the student may be terminated and will be subject to all charges per the refund policy.

WITHDRAWAL POLICY

****"Official Withdrawal" is the date the school Admissions Office or Director of Education is notified in writing that the student is withdrawing from the course in which (s)he is enrolled.** An "Official Withdrawal" can be rescinded by the student with a written statement that they are continuing to participate in academically-related activities and intend to complete the payment period or period of enrollment. If the student fails to contact a school official about their absence, the school will determine that the student has "Unofficially Withdrawn." An "Unofficial Withdrawal" may occur on the day that the student failed to attend school for 14 (fourteen) continuous calendar days. The date of withdrawal determination for students is on the date the student notifies the institution that the student will not be returning. Students who withdraw voluntarily or are terminated by the school will have a one hundred and fifty dollar ($150) withdrawal/termination fee charged to their account in accordance with the catalog "additional fees". Students who are suspended for non-payment and who are dropped as an "unofficial withdrawal" will be able to enroll again under the same contract price. (Example: Student was on contract for $10,000. They were classified as an "unofficial withdrawal" after making payments totaling $2,000. Student can return to school owing $8,000)

1) If the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the student shall be entitled to a pro-rata refund. A list of all students who were enrolled at the time of the school closure including the amount of each pro-rata refund is submitted to the school accrediting agency.
2) If a course and or program is canceled subsequent to a student's enrollment and before instruction in the course and or program has begun, the school shall at its option:
   a) Provide a full refund of all monies paid, or
   b) Provide completion of the course and or program
3) If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
   a) Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
   b) Provide completion of the course and/or program; or
   c) Provide a full refund of all monies paid.
4) For students who enroll and begin classes but withdraw prior to course completion (after 3 business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	**TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN**
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

5) Enrollment time is defined as the time elapsed between the scheduled starting date and the students' last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student to the school that (s)he is not returning, or formal termination by the school, which may occur at 14 days from the last day of physical attendance or unofficial withdrawal as determined by the monthly institution attendance records.

6) When situations or mitigating circumstances are in evidence, the school will make a settlement that is fair to both parties.

7) Upon completion of the course, with a paid in full contract, all kits, books and materials will become property of the student. If early termination does occur, in addition to the earned tuition, the institution retains all fees paid for enrollment, kits, books and materials. Once issued, the kits, books and equipment are non-refundable.

8) Collection procedures reflect good taste and sound, ethical business practices.

9) The school may on a case by case instance as it benefits the student, forgive the student of partial tuition earned due to extenuating circumstances.

All students who withdraw while receiving Federal Student Aid will have their total tuition owed and any amounts due to be re turned computed in accordance with the U.S. Department of Education regulations and policies in effect on the date of withdrawal. Refunding of Federal or State Student Aid will not relieve you of your obligation to satisfy your account in accordance with paragraph (D)

INSTITUTIONAL REFUND POLICY- NOTICE OF CANCELLATION:

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing, within three (3) business days of the signing of this contract all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $170 for all courses.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
6. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date of said notification is delivered to the school administrator or owner in person.

FINANCIAL AID

Our team can help you find solutions and provide detailed information about financial aid options available. The school participates in Title IV programs such as Pell Grant and Direct Student loans.

When completing your Free Application for Federal Student Aid (FAFSA) please use the following school code: **001936**

COST OF ATTENDANCE

The cost of attendance is the cornerstone of establishing a student's financial need, as it sets a limit on the total aid that a student may receive for purposes of the *ACG/National SMART Grant programs, *Campus-Based Programs and Direct loans, and is one of the basic components of the Pell Grant calculation. Noted programs with an asterisk* are not available at this institution.

The following list is known as allowable costs that are determined by the school, and taking into account in the cost of attendance:

- Tuition and fees
- Books, course materials, supplies, and equipment
- Transportation
- Food and housing
- Miscellaneous personal expenses
- Loan fees

COST OF ATTENDANCE PER COURSE:

Cosmetology: $31,346 to
$37,846 Aesthetics

$12,500 to $14,500
Manicure: $13,400 to
$15,900 Instructor: $10,500
to $12,500

Students may pursue an adjustment based on special or unusual circumstances. Please refer to our website, www.neoshobeautycollege.com, for further information.

RETURN TO TITLE FOUR (R2T4) POLICY

In accordance with federal regulations, Neosho Beauty and Barber College is responsible for determining the withdrawal date of federal financial aid recipients and calculating the amount of Title IV funds the student has earned. This policy outlines the procedures for calculating and returning Title IV funds when a student withdraws from a program.

1. Withdrawal Date

The withdrawal date for a student is determined as follows:

- **Official Withdrawal Notification:** If the student provides official notification of their withdrawal, the date of this notification is considered the withdrawal date.
- **Unofficial Withdrawal:** If the student ceases attendance without providing official notification, the withdrawal date will be the 14th consecutive day after the last date of attendance, this will include weekends and holidays.

2. Calculation of Title IV Aid

a. R2T4 Determination Worksheet

- **Completion and Review:** An R2T4 Determination worksheet is completed to calculate the amount of Title IV funds earned and unearned.
- Information Included:
  - Student's Name
  - Social Security Number
  - Date Form Completed
  - Date of Determination that Student Withdrew
  - Payment Period
  - Title IV Grant Programs and Title IV Loan Programs columns for Amount Disbursed and Amount that Could Have Been Disbursed

b. Calculation Procedure

- The worksheet calculates the percentage of Title IV aid earned using the Begin Date of the Payment Period, Last Date of Attendance, Hours Scheduled to Complete, and Total Hours in Period.
- If the percentage of Title IV aid earned is over 60%, a refund of Title IV funds to the department of education is not required.
- If the percentage is less than 60%, institutional charges are entered, and the worksheet calculates the amount of Title IV funds that will need to be returned to the department of education.

3. Return of Title IV Funds

Funds are returned to the Title IV programs in the following order:

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

For questions or further information regarding this policy or the R2T4 process, please contact the financial aid office.

VETERANS INFORMATION

VETERANS ATTENDANCE AND SCHEDULE:

Special note concerning attendance and daily schedule.

While the school has a policy, which defines full-time, and part time enrollment, Veterans Administration (VA) benefits are administered according to the provisions of Law and Veterans Administration Regulations.

* **First,** when you enroll, you and the school will mutually agree to a regular weekly schedule. The school will monitor the schedule. The schedule will include the days of the week you agree to attend and the beginning and ending time for each day. You are expected to adhere to the schedule until you have met with school officials and mutually agree to a change. You are not allowed to drop in and out, or substitute hours or days without the prior written permission of the school. Records of your schedule will be maintained for examination by Veterans Administration and the SAA and must agree with the attendance records.

* **Second,** the rate of payment of VA benefits will be based on your total hours of attendance per week. Cosmetology courses at Neosho Beauty and Barber College are approved as accredited trade or technical courses where shop/clinical practice predominate.

Therefore, your benefits are subject to the following attendance requirements:
Full Time – 22 or more clock hours per week
¾ Time – 16 through 21 clock hours per week
½ Time – 11 through 15 clock hours per week
½ - ¼ Time – 6 through 10 clock hours per week
¼ Time – 1 through 5 clock hours per week

* **Third,** since rate of payment is governed by weekly attendance, the school will report the hours on line 12. CLOCK HOUR COURSES,

V.A. Form 22-1999, ENROLLMENT CERTIFICATION, when you first enroll. Each time you make a change, the school is required to report the change to V.A., using V.A. Form 22-1999b, NOTICE OF CHANGE IN STUDENT STATUS. Since changes require special record keeping and paperwork, you should give careful consideration to your schedule when you enroll and do not expect the school to agree to many, or frequent, changes.

* **Fourth,** since all students are expected to complete the course in 150 % of the contract period, the same policy will be applied to Veterans.

VETERANS STANDARDS OF PROGRESS:

A Veteran, or eligible recipient must maintain a minimum of 88 clock hours to receive full time VA benefits. If this minimum is not met, then the school official will reduce the benefits according to the schedule listed above. The student will be advised of the attendance requirement, and benefits may be terminated by the school official until attendance has consistently met the full-time requirement. All Veterans Benefits cease upon completion of the course enrolled in or last day of attendance if withdrawing. All student account overpayments are made directly to the student, and the student is responsible for returning funds to the VA in accordance with the Department of Veterans Affairs.

INTERNAL COMPLAINT PROCEDURE GUIDELINES

Neosho Beauty and Barber College is committed to providing a professional, fair, and respectful learning environment. Students, staff, and faculty are encouraged to resolve concerns informally whenever possible. If a concern cannot be resolved informally, the following complaint procedure must be followed.

Step 1 – Filing a Complaint

- Complaints must be submitted in writing to the School Administrator.
- The written complaint must include:
  - A clear description of the issue,
  - Documentation of any efforts made to resolve the concern informally, and

    - A suggested resolution.
- Three (3) signed copies must be submitted.

Step 2 – Acknowledgement of Complaint

- The Administrator (or designee) will date and sign the complaint upon receipt.
- A copy will be provided to the complainant.

Step 3 – Initial Review

- Within 10 calendar days, the Administrator (or designee) will meet with the complainant.
- If the matter is not resolved, it will be forwarded to the Complaint Committee.

Step 4 – Complaint Committee

The Committee will consist of:

- The School Administrator
- A faculty member (Manager/Instructor)
- The Committee will review the complaint within 10 calendar days.
- If more information is needed, the complainant will receive a written request.

Step 5 – Committee Decision

- Within 14 calendar days of receiving all required information, the Committee will issue a written decision.
- The decision will either:
    - Outline corrective actions, or
    - Document why the allegations are not substantiated.
- A copy of the decision will be provided to the complainant.

Step 6 – Acceptance or Appeal

- The complainant has 3 school days to either accept or reject the decision.
- If rejected, the complainant must submit a written appeal to the Administrator, including:
    - The original complaint,
    - The Committee's decision letter, and
    - A written explanation of why the resolution is not acceptable.

Step 7 – Final Determination

- The Administrator will review the appeal, investigate further if necessary, and issue a final written decision.
- This decision will be sent by registered mail.
- The Administrator's decision is the final determination at the school level.

Step 8 – External Complaint Options

If the complainant has followed the school's complaint procedure and is not satisfied with the resolution, they may contact:

National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS)
3015 Colvin Street
Alexandria, VA 22314
Phone: (703) 600-7600
Email: naccas@naccas.org

Missouri State Board of Cosmetology and Barber Examiners
3605 Missouri Boulevard
P.O. Box 1062

Jefferson City, MO 65102
Phone: (573) 751-1052
Website: pr.mo.gov/cosbar.asp

Record Retention

All complaints and resolutions will be retained in accordance with the school's record-keeping policy and are available for review by regulatory and accrediting agencies.

CONSUMER INFORMATION

The following information can be found on the school's website, www.neoshobeautycollege.com. For those who do not have internet access or would like a printed copy of this information, contact the school's admin office.

- Neosho Beauty and Barber College Catalog
- Net Price Calculator for Neosho Beauty and Barber College
- Campus Safety and Security Report

2023 COMPLETION, EMPLOYMENT, & LICENSURE RATE

86% of students enrolled and scheduled to graduate in 2023 went on to graduate within 150% of their scheduled period of enrollment. 72% of the total number of students who graduated in 2023 went on to find jobs in the field of Cosmetology.

96% of students taking the Cosmetology License Examination in 2023 passed that examination.

	Cosmetology	**Esthetics**	**Manicure**	**Instructor**
Graduation Rate	84%	93%	86%	75%
Placement Rate	75%	72%	50%	100%
Licensure Rate	91%	100%	100%	100%

DRUG FREE SCHOOL AND WORKPLACE POLICY

Neosho Beauty and Barber College is committed to providing a safe, healthy, and drug-free environment for all students and employees. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226, 34 CFR Part 86), the College strictly prohibits the unlawful possession, use, distribution, manufacture, or sale of drugs or alcohol by students or employees on school property, while conducting school business, or during any school-sponsored activity. Students and employees are also prohibited from reporting to class or work under the influence of drugs or alcohol. Any violation of this policy will result in disciplinary action, up to and including suspension, expulsion, termination of employment, and/or referral to appropriate law enforcement authorities.

Violations of this policy may also result in criminal penalties under federal, state, and local law. Under federal law (21 U.S.C. 841, 844), penalties for the possession, use, or distribution of controlled substances may include imprisonment and significant fines. Missouri law (RSMo 195) provides penalties for possession, distribution, or manufacture of controlled substances and may also include the suspension of driving privileges. In addition, under Missouri alcohol laws (RSMo 311), it is illegal for individuals under the age of 21 to purchase, possess, or consume alcohol.

The abuse of alcohol and drugs presents a wide range of serious health risks. These include damage to vital organs such as the liver, brain, and heart; impaired judgment, coordination, and reaction time that increases the risk of accidents; the development of physical or psychological dependency; and withdrawal symptoms. Substance abuse is also strongly linked to mental health issues such as depression, anxiety, and other disorders that may negatively impact academic performance, professional conduct, and overall well-being.

Neosho Beauty and Barber College strongly encourages students and employees who may be experiencing substance-related problems to seek help. Information about available counseling, treatment, and rehabilitation

programs is maintained in the administration office. Local resources include Southwest Missouri Alcohol & Drug Recovery Centers and the Ozark Center Behavioral Health Services in Joplin, Missouri. National resources include the Substance Abuse and Mental Health Services Administration (SAMHSA) Helpline at 1-800-662-HELP, available 24/7, and local chapters of Alcoholics Anonymous (AA) and Narcotics Anonymous (NA).

Students or employees who violate this policy are subject to disciplinary sanctions which may include immediate suspension or termination from the program or employment. As appropriate, violators may also be required to complete counseling or rehabilitation programs as a condition of continued enrollment or employment. The College may also refer violations to local or federal authorities for prosecution. Sanctions will be applied consistently and fairly in accordance with institutional policies and the standards of our accrediting agency.

This Drug-Free School and Workplace Policy will be distributed annually to all students and employees through the school catalog, handbook, or other official communication methods. In addition, the College will conduct a biennial review of this program to determine its effectiveness, ensure consistent enforcement of sanctions, and identify areas for improvement. Records of these reviews will be maintained for inspection by the U.S. Department of Education and the National Accrediting Commission of Career Arts & Sciences (NACCAS).

COUNSELING

Students will be counseled on an individual basis at the completion of each month. Counseling may also be obtained through faculty referrals or by request of the student.

CAMPUS SAFETY AND SECURITY

*Neosho Beauty and Barber College is committed to providing a safe, secure, and supportive environment for all students, employees, and guests. In compliance with the **Clery Act**, the **Violence Against Women Act (VAWA)**, and all applicable state and federal regulations, the College has developed policies and procedures regarding campus security, crime prevention, emergency response, and reporting of criminal activity.*

The College does not employ sworn security officers; however, all faculty, staff, and administrators share responsibility for maintaining campus security. Any student or employee who witnesses a crime or suspicious activity on or near school property is encouraged to immediately report it to the School Director or a designated campus authority. If an immediate threat exists, individuals should dial **911** without delay. The College will maintain a log of all reported incidents and, when required, will issue timely warnings to the campus community if a reported crime may pose a continuing threat.

In accordance with federal law, the College prepares and distributes an **Annual Security Report (ASR)** which includes campus crime statistics for the previous three years, policy statements regarding crime prevention, and procedures for reporting and responding to criminal incidents. This report is available to all students, employees, and prospective students upon request and is published annually by October 1.

Neosho Beauty and Barber College prohibits all forms of **violence, harassment, stalking, domestic violence, dating violence, and sexual assault**. Victims are encouraged to report incidents immediately to school officials and/or local law enforcement. The College will provide referrals to local crisis centers, counseling services, and medical resources. Disciplinary action, up to and including suspension or termination, may be imposed on individuals who violate these policies. Retaliation against any individual who reports a crime or participates in an investigation is strictly prohibited.

The College has developed an **Emergency Response and Evacuation Plan** to ensure the safety of the campus community in the event of fire, natural disaster, medical emergency, or other crisis. Students and staff are instructed on evacuation procedures during orientation and drills are conducted on a regular basis. Emergency contact numbers and procedures are posted throughout the campus.

In compliance with the **Drug-Free Schools and Communities Act**, the unlawful possession, use, or distribution of drugs and alcohol on campus property or during school-sponsored activities is strictly prohibited. Students and employees found in violation are subject to disciplinary action, referral to law enforcement, and/or referral to substance abuse treatment resources.

Neosho Beauty and Barber College encourages all students and employees to take an active role in maintaining a safe campus. Educational programs and informational materials on crime prevention, personal safety, substance abuse, and sexual assault awareness are made available regularly.

Emergency Contact Numbers

In the event of an emergency, students and employees are encouraged to dial **911 immediately**. For non-emergency situations or additional assistance, the following local and national resources are available:

Local Law Enforcement

- **Neosho Police Department (Non-Emergency):** 417-451-8012
- **Newton County Sheriff's Office (Non-Emergency):** 417-451-8300

Fire and Rescue

- **Neosho Fire Department (Non-Emergency):** 417-451-8050

Medical Services

- **Freeman Neosho Hospital (Emergency Room):** 417-451-1234
- **Mercy Hospital Joplin (Regional Trauma Center):** 417-556-2000

Crisis Hotlines

- **National Suicide & Crisis Lifeline:** 988
- **Ozark Center Crisis Line (Joplin):** 417-347-7720
- **Domestic Violence Hotline (Lafayette House, Joplin):** 1-800-416-1772
- **National Sexual Assault Hotline (RAINN):** 1-800-656-HOPE (4673)

Substance Abuse & Mental Health

- **SAMHSA National Helpline:** 1-800-662-HELP (4357)
- **Alcoholics Anonymous (Southwest Missouri District):** 417-823-7125