



Design your future

2026

Fayetteville
4310 W. Martin Luther King Jr
Blvd.
Fayetteville, AR 72701
479-300-6155

Fort Smith
1000 Phoenix Ave.
Fort Smith, AR 72901
479-222-6225

Rogers
2100 W. Hudson Rd.
Rogers, AR 72756
479-986-0775

Siloam Springs
821 S. Mt. Olive
Siloam Springs, AR 72764
479-238-0440

Springdale
346 E. Robinson Ave.
Springdale, AR 72764

BEAUTYNWA.COM





Design your future

COURSES OFFERED:

Cosmetology

Aesthetics

Manicure

Instructor

2026 Classes Begin:

January 6, February 3 , March 3, April 7 , May 5, June 2, July 7, August 4, September 1, October 6 , November 3, December 1

Accredited on Probation by:



National Accrediting Commission of Career Arts & Sciences, Inc.
3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600

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STAFF

FORT SMITH CAMPUS INSTRUCTIONAL STAFF

School Director Jaylene Borst
Instructor Kelley McAdams
Instructor Karen Carlson
Instructor Wanda King
More information about instructor upon request

ROGERS CAMPUS INSTRUCTIONAL STAFF

School Director Emily Kincy
Instructor Tara Wheeler
Instructor Sandy Lazzuri
Instructor Tatum Jones
Instructor Devyn Candelaria
More information about instructor upon request

SILOAM SPRINGS CAMPUS INSTRUCTIONAL STAFF

Assistant School Director Robynn Measles
Instructor Talore Fetter
Instructor Sheyenne McDonald
Instructor Hailey Stanek
More information about instructor upon request

FAYETTEVILLE CAMPUS INSTRUCTIONAL STAFF

School Director Shannon Rhein
Instructor Shareena Ross
Instructor Stephenee Crum
Instructor Kelly Hodge
More information about instructor upon request

SPRINGDALE CAMPUS INSTRUCTIONAL STAFF

School Director Jackie Pinkley
Supervisor/Instructor Morgan Blythe
Supervisor/Instructor Saretta Stewart
Supervisor/Instructor Julia Pinkley
More information about instructor upon request

ADMINISTRATIVE STAFF

CEO/Director of Education	Marcia Livesay
COO/Director of Admissions	Tammy Sisemore
Director of Financial Aid	Roxann Maish
Director of Compliance	Elizabeth Webb
Executive Assistant	Britt Campbell
Admissions Coordinator – Rogers	Makenzie Shirley
Admissions Coordinator – Fayetteville	Melissa Bentley
Admissions Coordinator – Fort Smith	Yalandra Lee
Admissions Coordinator – Springdale	Veronica Hernandez
Admissions Coordinator – Siloam Springs	Lyrick Robertson

GENERAL INFORMATION

Career Academy of Hair Design (CAHD) is owned by Arkansas Beauty Institute, LLC, and licensed by the Arkansas Department of Health/Cosmetology Section, 4815 West Markham, Slot 8, Little Rock, AR 72201, (501) 682-2168. Copies of documents related to licensure are on file in the school's administrative offices and may be reviewed by students upon request during regular business hours. In Arkansas, the Cosmetology course requires 1500 clock hours of training, the Aesthetics, Manicure and Instructor courses require 600 hours and all are offered at the Rogers, Fayetteville, Siloam Springs, Fort Smith and Springdale campuses. The Aesthetics course requires 600 hours and is offered at the Rogers, Fort Smith and Siloam Springs Campuses.

ACCREDITATION

Career Academy of Hair Design is accredited on probation by the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), 3015 Colvin Street, Alexandria VA 22314 (703) 600-7600.

FACILITIES

The schools are owned by Arkansas Beauty Institute, LLC, an Arkansas Company. Career Academy of Hair Design has been in continuous operation for over 30 years (DBA as Leon's Inc. and Trans Corp.) All campuses are located within the immediate vicinity of several banks, stores, and restaurants. Each school building consists of a large clinic area, multiple classrooms, facial room, manicure room, administrative office, supply room/dispensary, restrooms, and a large break room for breaks and lunch. The schools are furnished with equipment for practical training in the field of Cosmetology, Aesthetics, and Manicure (see course outline for program availability). All training is done under the supervision of Instructors. All of our classrooms are equipped for both theory and practical classes. Classrooms have tables with chairs, worktables, and styling chairs, Instructor's desks, whiteboards, dryers, visual aids, large screen TV, and a library for the study and practice of Cosmetology, Aesthetics and Manicure. A private office is provided for the purpose of advising and interviewing with a separate business administration office located at the Rogers campus. All of our Instructors are highly trained and skilled in the fields of Cosmetology Science, Aesthetics, Manicure and related subjects. They all have extensive backgrounds in their fields that allow them to communicate effectively and relate to the students they are training. All instructors are trained and or qualified to be full time and or substitute instructors. Each year, all Instructors receive a minimum 12 hours of continuing education.

MISSION STATEMENT

Career Academy of Hair Design equips students with the skills needed to gain employment in the field of Cosmetology Arts and Sciences and other related fields. The school assesses its performance against its stated objectives, documents the results of the assessment, and uses the assessment to maintain or improve institutional performance.

PHILOSOPHY

At Career Academy of Hair Design, 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 Cosmetology, Aesthetics and Manicure. 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

Career Academy of Hair Design 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, 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

Career Academy of Hair Design maintains honest and fair relations with our staff, students, patrons, the Arkansas Department of Health/Cosmetology Section, 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 Arkansas Department of Health/Cosmetology Section and keep our Instructors current of the latest styles and teaching methods. We will allow no discrimination on the basis of 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 Northwest Arkansas 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, 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 Arkansas Department of Health/Cosmetology Section no additional review will be conducted unless an error needs to be corrected.

STUDENT DIRECTORY/INFORMATION RELEASE

Career Academy of Hair Design 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%. If a student graduates on or before the "Contract Ends" date or by the 20% with holiday dates, then the student will receive a scholarship of \$78. All student accounts are maintained in accordance with Federal and Arkansas laws.

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 CAHD campus/program to another page 5) 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

Career Academy of Hair Design receives notice of scholarships and outside funding agencies that are available, please refer to the school website at www.beautynwa.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 wanting to enroll in the Instructor Course must provide a copy of a current Cosmetology license and must be 21 years of age. Career Academy of Hair Design 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 \$170 and a permit fee of \$20 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 \$170. 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 \$170 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 sign a legally binding promissory note for the student previous contractual obligation at which time all hours will be released as "certified" with ADH-Cosmetology section. Students will re-enter under the same satisfactory progress status that they left under.

CHANGING CAMPUS OR PROGRAM

Students wishing to change from one CAHD campus to another will only be allowed to do so if they meet one of the following criteria: Student must complete the current payment period that they are in. (i.e.; student is at 548 hours, which places them in payment period 450-900. Student must complete full 900 hours before they can change to another campus/program.

CREDIT FOR PREVIOUS TRAINING

All hours must be presented before signing a contract. The school will verify the certified clock hours provided by ADH-Cosmetology section and the campus instructor/manager will conduct a skills assessment test to determine whether or not the student's skill level is in accordance to the certified hours recorded by ADH-Cosmetology section. The student will receive credit for the determined hours. In some cases this may increase the hours or no credit hours may be granted per CAHD.

GRADING SYSTEM

Each student must maintain 81% average while in training. Grading in both practical and theory are scored by letter grades.

(See SAP policy on pages 15 & 16)

All grades will be recorded using the following scale:

A	=	95-100	Excellent	Any requirement not completed will be graded incomplete (I) and entered into the school's computer system as zero (0) until completed as required by the Instructor.
B	=	88-94	Good	
C	=	81-87	Passing	
D	=	75-80	Failing	
F	=	74-0	Failing	

CLASS SCHEDULES

AESTHETICS DAY CLASS SCHEDULE: All Campuses

35 hours scheduled per week (1-hour lunch)
Monday 8:30 AM – 12:30 PM Theory
Monday through Friday 8:30 AM – 9:30 AM Theory
Tuesday through Friday 8:30 AM – 4:30 PM Supervised Clinic
(Theory Class varies per campus with a total of 7 theory hours per week)

MANICURE DAY CLASS SCHEDULE: All Campuses

35 hours scheduled per week (1-hour lunch)
Monday 8:30 AM – 12:30 PM Theory
Monday through Friday 8:30 AM – 9:30 AM Theory
Tuesday through Friday 8:30 AM – 4:30 PM Supervised Clinic
(Theory Class varies per campus – with a total of 5 theory hours per week)

COSMETOLOGY DAY CLASS SCHEDULE: All Campuses

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
(Theory Class varies per campus – with a total of 5 theory hours per week)

COSMETOLOGY PART-TIME SCHEDULE: All Campuses

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)

COSMETOLOGY NIGHT CLASS SCHEDULE: Rogers Campus Only

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: All Campuses

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.
All students are required to clock out for lunch.**

ANY TIME A STUDENT LEAVES THE CAMPUS THEY MUST CLOCK OUT

HOLIDAY SCHEDULE

We are closed the following days -

2026: January 1st & 2nd, May 25th, July 3rd & 4th, September 7th, November 25th-27th, December 24th-25th

INCLEMENT WEATHER

When the school is to be closed for inclement weather, the announcement will be available on the school Facebook page as well as the local television channel 40/29. We will try to have the closing decision prior to 10:00 PM the evening before.

GRADUATION REQUIREMENTS

Students must complete:

- 1500 clock hour Cosmetology course.
- 600 clock hour Aesthetics, Manicure, and Instructor courses.
- State required theory hours for each program.
- Clock hours may include clock hours' previously acquired and approved by the Arkansas Department of Health/Cosmetology Section and meet the requirements under Credit for Previous Training.
- Completion of all academic and practical requirements while maintaining at least a cumulative grade point of 81%.
- Failure to attain an 81% average or pass the senior final exam will require additional training.
- Upon completion of all clock hour and academic requirements, the student will receive a diploma of graduation stating that all phases of study, required tests, practical assignments, passing of final comprehensive written and practical examination has been met.
- **ALL graduates must meet with Administration to make financial arrangements or have balance paid in full prior to certification of hours.**

STATE EXAMINATION

The practical examination is held at the Career Academy of Hair Design campus you attend. Students are eligible for the licensure examination after the student completes graduation requirements and has paid all remaining charges to the student's accounts. The practical examination fee is \$78.00 for all students wanting to retest due to failing the first time. The written examination can be scheduled at the Laser Grade facility near you and the testing fee is \$78.00. After successfully passing the state board examination (all parts), a Cosmetology license is issued by the Arkansas Department of Health/ Cosmetology Section.

CONTINUING EDUCATION

Our graduates will receive many opportunities to continue their education in the field of Cosmetology through trade shows as well as local and state educational events. To find out dates, students can contact the local supply house, vendors, or professional Cosmetology organizations.



COSMETOLOGY COURSE (1500 HOURS)

(Standard Occupational Classification (SOC) 39-5012.00)

Offered on all campuses

Instructors

Rogers: Emily Kincy, Sandy Lazzuri, Tatum Jones, Devyn Canelaria

Siloam Springs: Robynn Measles, Talore Fettters, Sheyenne McDonald, Hailey Stanek

Springdale: Jackie Pinkley, Saretta Stewart, Julia Pinkley

Fayetteville: Shannon Rhein, Shareena Ross, Kelly Hodge

Fort Smith: Jaylene Borst, Kelley McAdams, Wanda King

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 Arkansas Department of Health/Cosmetology Section. The many job opportunities available include stylist, platform artist, salon owner, school owner, or representative to companies serving the manicure and cosmetology field. Our Cosmetology day course of study can be completed in (43 weeks), although scheduled normal course completion time is 11 months. Our Cosmetology night course of study can be completed in (64 weeks), although scheduled normal course completion time is 15 months.

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 Arkansas Department of Health, Cosmetology Section.

References and Textbooks

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

Basic Arkansas Cosmetology Curriculum- 1500

- 1) **Hygiene & Sanitation – 80 hours** – Instruction in sanitation, sterilization, hygiene, lighting and ventilation. General sanitation duties performed by students shall not exceed more than fifteen (15) minutes per day. Students are required to maintain their stations as warranted and are responsible for their actions or mishaps.
- 2) **Related Science – 120 hours** – Physiotherapy or cosmeticity (pertaining to electricity used in cosmetology), Physiology & Histology, Anatomy, Neurology, Myology and Osteology.
- 3) **Hairdressing – 1000 hours** – A course in cleaning hair, shampooing, haircutting, clipping, singeing, dying, tinting, bleaching, scalp massage, brushing and combing, curling, permanent waving, and reconditioning hair, wiggery, thermal pressing, iron curling, chemical relaxing, etc.
- 4) **Manicure – 100 hours** – A course in the construction, filing and shaping of the fingernails, loosening and removing the dead cuticle and the art of hand and arm massage.
- 5) **Aesthetics – 100 hours** – A course in the skin, various kinds of facial massage, cosmetics, the area of makeup, eyebrow and eyelash dying.
- 6) **Salesmanship and Shop Management – 50 hours** – Instruction in how to keep records, knowledge of business law, cosmetology law, rules and regulations, booking appointments, retailing, etc.
- 7) **Shop Department – 50 hours** – Courtesy, neatness and professional attitude in meeting the public.

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 81% average while in training.

Quarterly grades combining practical work, test grades, homework, etc.

All grades will be recorded using the following scale:

A	=	95-100	Excellent	Any requirement not completed will be graded incomplete (I) and entered into the school's computer system as zero (0) until completed as required by the Instructor.
B	=	88-94	Good	
C	=	81-87	Passing	
D	=	75-80	Failing	
F	=	74-0	Failing	

COSMETOLOGY COURSE (1500 HOURS) Continued

(Standard Occupational Classification (SOC) 39-5012.00)

Offered on all campuses

Boot Camp: 0-150 hours (5 Weeks)

Orientation	Basic Chemical & Texture Services
Basic Haircutting & Tools	Color Theory & Color Law
Sanitation	Professionalism & Client Consultations

2025 Charges

Fee Schedule

Total Tuition	\$18,000.00	Tuition is subject to change.
Kit	\$ 702.00	Eligible students are also assisted in applying for United States
Books	\$ 549.00	Department of Education Title IV Federal Student Aid in the form
Registration fee	\$ 170.00	of Pell Grants, Direct Federal Loans and Veterans Administration
Permit	<u>\$ 20.00</u>	
Total	\$ 19,441.00	

Total kit = (AY 1 \$423.00, AY 2 \$279.00) AY – Academic Year

Total Books (AY 1 \$333.00, AY 2 \$216.00) AY1 – 0-900 Hours

Total tuition = (AY 1 \$10,800 AY 2 \$7,200) AY2 – 901-1500 Hours

CAHD is not responsible for lost or stolen items

Students should NOT bring large amounts of cash to school.

AESTHETICS COURSE (600 HOURS)

(Standard Occupational Classification (SOC) 39-5094.00)

Offered on all campuses

Instructors

Rogers: Tara Wheeler

Fort Smith: Karen Carlson

Siloam Springs: Sheyenne McDonald

Fayetteville: Shareena Ross

Springdale: Morgan Blythe

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 Arkansas Department of Health/Cosmetology Section. We aim to project a well-organized yet flexible program for the student Aesthetician and teach the importance of safety in the daily use of Aesthetics 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 Aesthetician course can be completed in 18 Weeks. Aestheticians are given 5 months to complete the training.

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 Arkansas Department of Health, Cosmetology Section.

References and Text Books

Milady's Standard Fundamentals for Aestheticians in English only.

Curriculum

1) Chemistry	40 Hrs.	9) Safety Precautions	20 Hrs.
2) Physiology	35 Hrs.	10) Professional & Personal Development	20 Hrs.
3) Bacteriology & Sanitation	35 Hrs.	11) Management	20 Hrs.
4) Introduction of Skin Care	45 Hrs.	12) Salesmanship	15 Hrs.
5) Skin Care	150 Hrs.	13) State Laws, Rules, & Regulations	10 Hrs.
6) Makeup & Corrective Makeup	50 Hrs.	14) Testing Evaluations	15 Hrs.
7) Eyebrows & Lashes	40 Hrs.	15) Instructors Discretion	65 Hrs.
8) Hair Removal	40 Hrs.		

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 81% average while in training.

Monthly grades combining practical work, test grades, homework, etc.

All grades will be recorded using the following scale:

A	=	95-100	Excellent	Any requirement not completed will be graded incomplete (I) and entered into the school's computer system as zero (0) until completed as required by the Instructor.
B	=	88-94	Good	
C	=	81-87	Passing	
D	=	75-80	Failing	
F	=	74-0	Failing	

AESTHETICS COURSE (600 HOURS) Continued

(Standard Occupational Classification (SOC) 39-5094.00)

Offered on all campuses

Boot Camp Syllabus: 0-80 hours

<u>Week 1 Orientation</u>	<u>Week 2 Theory</u>
Sanitation	Waxing Procedures & Safety, Give & Get a Wax
Facial Demo & Review	Continued Waxing Practice
Give & Receive a Facial	State Law & State Practice
Microderm & Chemical Peels	Review All Basic Procedures
Product & Ingredient Knowledge	Review Sanitation & Safety

2025 Charges	Fee Schedule	
Total Tuition	\$ 6,600.00	Tuition is subject to change.
Kit	\$ 1,505.00	Eligible students are also assisted in applying for United States
Books	\$ 500.00	Department of Education Title IV Federal Student Aid in the form of Pell
Registration Fee	\$ 170.00	Grants, Direct Federal Loans and Veterans Administration.
Permit Fee	\$ 20.00	
Total	<u>\$ 8,795.00</u>	

CAHD is not responsible for lost or stolen items

Students should NOT bring large amounts of cash to school.

MANICURE COURSE (600 HOURS)

(Standard Occupational Classification (SOC) 39-5092.00)

Offered on all campuses

Instructors

Rogers: Emily Kincy

Springdale: Jackie Pinkley

Siloam Springs: Talore Fettters

Fort Smith: Kelley McAdams

Fayetteville: Stephenee Crum

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 Arkansas Department of Health/Cosmetology Section. The many job opportunities available include Manicure Technician, Platform Artist, School Owner, or Representative to companies serving the Manicure and Cosmetology fields. The Manicure course can be completed in 18 Weeks. Manicure Technicians are allowed 5 months to complete the training.

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 Arkansas Department of Health, Cosmetology Section.

BASIC ARKANSAS MANICURE CURRICULUM-600 HOURS:

(1)	Health, Sanitation & Infection Control	75 Hrs.
(2)	Related Sciences	75 Hrs.
(3)	Manicure & Pedicure	200 Hrs.
(4)	Advanced Nail Technology	200 Hrs.
(5)	Career Development	50 Hrs.

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 81% average while in training.

Monthly grades combining practical work, test grades, homework, etc.

All grades will be recorded using the following scale:

A	=	95-100	Excellent	Any requirement not completed will be graded incomplete (I) and entered into the school's computer system as zero (0) until completed as required by the Instructor.
B	=	88-94	Good	
C	=	81-87	Passing	
D	=	75-80	Failing	
F	=	74-0	Failing	

Boot Camp Syllabus 0-80 Hours

Week 1	Orientation	Week 2	Theory
	Sanitation		Continued Sculpting & Forms
	Manicure & Pedicure Cards		Full Set Enhancements with Tips
	Demo & Practice of Enhancements		Give Manicure & Pedicure Review
	Tip Blending & Filling Enhancements		Acrylic Practice Continued
	Polishing		
	Acrylic Overlays		
	Sculpting & Forming Enhancements		

MANICURE COURSE (600 HOURS) Continued

(Standard Occupational Classification (SOC) 39-5092.00)

Offered on all campuses

2025 Charges

	Fee Schedule
Total Tuition	\$ 6,600.00
Kit	\$ 1,505.00
Books	\$ 500.00
Registration Fee	\$ 170.00
Permit Fee	\$ 20.00
Total	\$ 8,795.00

Tuition is subject to change.

Eligible students are also assisted in applying for United States Department of Education Title IV Federal Student Aid in the form of Pell Grants, Direct Federal Loans and Veterans Administration.

CAHD is not responsible for lost or stolen items

Students should NOT bring large amounts of cash to school.

INSTRUCTOR COURSE (600 HOURS)

(Standard Occupational Classification Code (SOC) 25-2032.00)

Offered on all campuses

Instructor: Tammy Sisemore, Robynn Measles, Shannon Rhein, Jaylene Borst, Emily Kincy

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 Arkansas Department of Health/Cosmetology Section. 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 Arkansas Department of Health, Cosmetology Section.

BASIC ARKANSAS INSTRUCTOR CURRICULUM

(1)	Preparatory Training	50 Hrs.
(2)	Class Attendance	100 Hrs.
(3)	Conducting Theory Class	50 Hrs.
(4)	Conducting Practical Class	300 Hrs.
(5)	Maintaining Student Records	100 Hrs.

Course Syllabus:

Week 1 – The Career Education – Chapter 1

Week 2 – The Teaching Plan & Learning Environment – Chapter 2

Week 3 – Basic Learning Styles & Principles – Chapter 3

Week 4 – Effective Classroom Management & Supervision – Chapter 4

Week 5 – Basic Methods of Teaching & Learning – Chapter 5

Week 6 – Program Review, Development & Lesson Plans – Chapter 6

Week 7 – Educational Aids & Technology in the Classroom – Chapter 7

Week 8 – Effective Presentations – Chapter 8

Week 9 – Assessing Progress & Advising – Chapter 9

Week 10 – Making the Student Salon Adventure – Chapter 10

Week 11 – Career & Employment Preparation – Chapter 11

Week 12-17 – Teaching in subject in which individual trainee may be deficient or in practical class. Helping with assignments, evaluating students and learning how students may have different learning needs and how to help them. Instructor program includes the following: conducting theory class & practical class, creating lesson plans, effectively using visual aids during teaching, and recording grades.

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 Arkansas Department of Health, Cosmetology Section.

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

Each student must maintain 81% average while in training.

Monthly grades combining practical work, test grades, homework, etc.

All grades will be recorded using the following scale:

A	=	95-100	Excellent	Any requirement not completed will be graded incomplete (I) and entered into the school's computer system as zero (0) until completed as required by the Instructor.
B	=	88-94	Good	
C	=	81-87	Passing	
D	=	75-80	Failing	
F	=	74-0	Failing	

2025 Charges

	Fee Schedule
Total Tuition	\$ 5,700.00
Books	\$ 300.00
Registration Fee (\$95)	\$ Waived
Permit Fee (\$20)	\$ Waived
Total	\$ 6,000.00

School Administrator & Director of Education will approve selected candidates for a work scholarship as payment for the course.

RULES AND REGULATIONS

ATTENDANCE POLICY

BOOT CAMP ATTENDANCE: Boot Camp is our required basic training for all students entering the Cosmetology, Aesthetics or Manicure programs. This is the first step to prepare our students to be able to work on the clinic floor with clients. Cosmetology students are required to attend 150 clock hours of training, 7 hours a day, Monday to Friday. Aesthetics and Manicure students are required to attend 80 clock hours of training, 8 hours a day, Monday to Friday. Boot Camp Instructors will designate a lunch period for students. **Any Aesthetics or Manicure student who misses 2 days or (16 clock hours) in the first 2 weeks of class or any Cosmetology student who misses 3 days or (21 clock hours) in the first 3 weeks of class will be given a written advisory report, will be dropped, and can apply to re-enroll at the next scheduled class date unless extenuating circumstances are approved by the school manager.**

ATTENDANCE BEYOND BOOT CAMP: Developing and maintaining a good attendance record is an important part of each student's professional development. **All students are expected to attend all classes, be on time, and remain in class for the scheduled duration. Should the student be ill or late, they are expected to call the school before the onset of school hours and report their absence or tardiness to an Instructor. If a student arrives 10 minutes late on their scheduled "Theory Day", the student is tardy and not allowed to clock in until end of the scheduled theory class.** Attendance records are maintained on each student and all absences and partial days are recorded based on Schools Computer Clock System (Genesis) data. Class cuts, tardiness, and partial days of absence will only delay your opportunity to graduate and can develop into poor job performance habits. Absence from class will incur additional tuition costs in accordance with the student enrollment agreement.

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 so as 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 have the opportunity to review their attendance records and academic grades monthly for accuracy.
3. Recorded hours are submitted to the Arkansas Department of Health/Cosmetology Section monthly.
4. Once hours have been submitted to Arkansas Department of Health/Cosmetology Section, no additional review of clock hours will occur unless a time clock error was found.
5. Cosmetology student's practical and academic grades are averaged to provide a quarterly evaluation used to calculate satisfactory academic progress. Manicure and Esthetics student's practical and academic grades are graded monthly to calculate satisfactory academic progress.

Day students are scheduled to attend at least 140 hours per month to graduate on time within the students contracted time frame. Night students are scheduled to attend at least 104 hours per month to graduate on time within the students contracted time frame.

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 in order 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:

A	=	95-100	Excellent	Any requirement not completed will be graded incomplete (I) and entered into the school's computer system as zero (0) until completed as required by the Instructor.
B	=	88-94	Good	
C	=	81-87	Passing	
D	=	75-80	Failing	
F	=	74-0	Failing	

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:

Cosmetology (1500 Clock Hours, 35 Hours weekly)		AY1 = 0-900 Hours, AY2 = 901-1500 Hours
1 st Evaluation Period Ends		450 Clock Hours and 13 Weeks
2 nd Evaluation Period Ends		900 Clock Hours and 26 Weeks
3 rd Evaluation Period Ends		1200 Clock Hours and 34 Weeks
Instructor (600 Clock Hours, 40 Hours Weekly)		
1 st Evaluation Period Ends		300 Clock Hours and 7.5 Weeks
Aesthetics & Manicure (600 Clock Hours, 35 Hours Weekly)		
1 st Evaluation Period Ends		300 Clock Hours and 9 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 considered to be making satisfactory progress until the next scheduled evaluation. In order 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 have the ability to 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 placed 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-ENTERING PROGRAM: 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/NON-CREDIT REMEDIAL

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

LEAVE OF ABSENCE: Effective 2/19/2019 we no longer offer LOA's

WITHDRAWALS: Any student who withdraws from their contracted course or fails to complete their training will have the current 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 considered to be making satisfactory progress at the point of re-entry.

TRANSCRIPT: 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.

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. Because of continuing health and legal reasons, 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. Students are required to come to school with their hair and nails in clean, neat, up-to-date fashion. Students are provided a set of CAHD scrubs to be worn during their enrollment along with a lanyard/nametag that must be worn to school.

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 does not have a school T-shirt/smock/lab coat on.
 - a) Clock out and go home. Student may return wearing school T-Shirt/smock/lab coat.
- 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) **WITHDRAWAL POLICY (Cont.):**

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) CAHD 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 returned 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. CAHD participates in Title IV programs such as Pell Grant and Direct Student loans. We encourage students to connect with us at our Fayetteville, Fort Smith, Rogers, Siloam Springs and Springdale campuses where you will receive one on one attention to address your specific needs.

When completing your Free Application for Federal Student Aid (FAFSA) please include the corresponding school code for the campus you would like to attend:

- Fayetteville: E02161
- Fort Smith: E40413
- Rogers: E01654
- Siloam Springs: E01766
- Springdale: 016596

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.beautynwa.com, for further information.

Career Academy of Hair Design Return to Title IV (R2T4) Policy

In accordance with federal regulations, Career Academy of Hair Design 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 CAHD's Determination that Student Withdraw

- 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:

Roxann Maish
Financial Aid Director
(479) 986-0775 option 6
finadmin@beautynwa.com

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 Career Academy of Hair Design 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.
3/4 Time:	16 through 21 clock hours per week.
1/2 Time:	11 through 15 clock hours per week.
1/2 – 1/4 Time:	6 through 10 clock hours per week.
1/4 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 in order 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.

ADH RULE 10 COMPLAINT POLICY

(A) Complaints against a person, establishment, school of cosmetology or postsecondary school of cosmetology:

1. Any person may file a complaint against any of the following: against a person, establishment, school of cosmetology or postsecondary school of cosmetology licensed by the board on any grounds for disciplinary action provided in 17-26-105 of the Cosmetology Act.
2. Official complaints must be made in writing within (90) days from the date of the infraction. In the event of a complaint from a student concerning the hours accrued or issues relevant to the complaint of the course the student may submit a complaint against the school of cosmetology or post-secondary school of cosmetology within (90) days after the Certificate of Training form is submitted to the department by the school.
3. Complaints against a board licensee will be provided a hearing by the Cosmetology Technical Advisory Committee. The Cosmetology Technical Advisory Committee will hold hearings by monthly. Appeals of the Committee findings may be heard by the State Board of Health.

INTERNAL SCHOOL COMPLAINT PROCEDURE GUIDELINES

It has always been in the best interest of Career Academy of Hair Design and our students to maintain a friendly and professional environment for our students and employees. Occasionally a situation may occur when a student feels his/her problem has not been taken care of properly. Staff and Students are requested to make every effort to resolve disputes informally. In the event it is not solved satisfactorily the following procedures must be followed for filing a complaint.

1. If a student, teacher, or interested party wishes to file a complaint against the school, the complaint must be in writing to the school Administrator and must detail the allegation or nature of the complaint and describe what attempts were made to resolve the complaint. The complaint should also provide a recommended resolution of the problem. Three copies of the complaint must be submitted.
2. Upon receipt of the complaint the school representative will date and sign the first page and a copy is given to the complainant.
3. A school representative will meet with the complainant within ten (10) days of receipt of the complaint. If after careful evaluation, the problem cannot be resolved through discussion; the complaint will be referred to the school complaint committee, which shall be composed of the School Administrator, the School Manager/Instructor, and one student who has completed at least 800 hours.
4. The Complaint Committee will review all allegations within 10 calendar days of receipt of the complaint. If additional information is required, a letter will be written outlining the additional requirements and sent to the appropriate individual.
5. Within fourteen (14) calendar days following receipt of all pertinent information required by the committee, the complaint committee will act on the allegations and a letter will be sent to the complainant stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact,
6. The complainant has three (3) school days to accept or reject the decision. The complainant must write a letter accepting the decision or appealing the decision.
7. Records of complaints and their resolution, as applicable, are retained according to the school's record keeping policy for review by the NACCAS on-site visit team.
8. If the complainant does not accept the committees' decision and wishes to continue to pursue the complaint, a letter of appeal must be submitted to the School Administrator. The appeal must include a copy of the original complaint, a copy of the Complaint Committee letter, and a written statement describing why the complainant disagrees with the recommended resolution of the problem.
9. The School Administrator will review the appeal and investigate any additional information. The school Administrator will make a written determination and deliver the response to the complainant by registered mail. The Administrators written response to the appeal is the schools final determination. No further appeals will be considered. Complaints must first be submitted to the school but if the complainant wishes to pursue the matter further a complaint form is available from, and must be submitted to:

National Accrediting Commission of Career Arts & Sciences, Inc.

3015 Colvin Street
Alexandria, VA 22314
Phone (703) 600-7600
Naccas@naccas.org

CONSUMER INFORMATION

To help you make a good decision about whether to sign up for your selected course, Career Academy of Hair Design wants you aware of the following information and rates. Included are copies of the Drug Prevention Program, Campus Security Crime Program and the Satisfactory Academic Progress Policy. Additional school policies are available for student review in the School Policy and Procedures Manual located in the School Library.

Area salons overwhelmingly prefer to hire our graduates due to our sales training and business course that is integrated within our program. This training makes our graduates "salon ready" and marketable in the field of Cosmetology and related areas. Successful graduates can expect employment in the field of Cosmetology because of the current shortage of Cosmetology professionals as reported in local and national publications. Pay will be commensurate with the abilities and personality of the student, ranging anywhere from minimum wage and up. One method is a guaranteed minimum wage plus a commission on services over a set level. Another is a flat commission, usually 50% of services rendered but we are recently hearing reports of 60% being offered. Generally, tips will be a good secondary source of income. We recommend against chair or booth rental until you have had time to become established in your field.

Your workdays may require extended periods of time standing so comfortable shoes and generally good health is required of an individual in the Cosmetology profession.

The profession has a minimal exposure to damaging chemicals other than items such as hot wax and common solvents and acrylic manicure liquids. You will be trained in the use of most readily available products.

An Arkansas license is required in the state of Arkansas prior to working as a Cosmetologist, Manicure, Aesthetics or Instructor. The licensure requirement is to successfully complete the required clock hours including theory or classroom hours and successful completion of both the practical examination scoring 75% or above as well as the written examination which requires a 70% score or above; the written examination also includes a small state law test. All testing must be successfully completed before a license is issued by the Arkansas Department of Health/Cosmetology Section.

2023 COMPLETION, EMPLOYMENT, & LICENSURE RATE

87% of students enrolled and scheduled to graduate in 2023 went on to graduate within 150% of their scheduled period of enrollment.

77% of the total number of students who graduated in 2023 went on to find jobs in the field of Cosmetology.

89% of students taking the Cosmetology License Examination administered by the Department of Health Cosmetology Section in 2023 passed that examination.

Rogers Campus	Cosmetology	Aesthetics	Manicure	Instructor
Graduation Rate	79%	95%	100%	100%
Placement Rate	60%	50%	33%	100%
Licensure Rate	91%	75%	100%	100%
Fayetteville Campus	Cosmetology	Aesthetics	Manicure	Instructor
Graduation Rate	73%	0%	100%	0%
Placement Rate	89%	0%	89%	0%
Licensure Rate	90%	0%	90%	0%
Siloam Springs Campus	Cosmetology	Aesthetics	Manicure	Instructor
Graduation Rate	69%	77%	100%	100%
Placement Rate	100%	33%	0%	100%
Licensure Rate	78%	67%	0%	100%
Springdale Campus	Cosmetology	Aesthetics	Manicure	Instructor
Graduation Rate	88%	0%	100%	0%
Placement Rate	100%	0%	89%	0%
Licensure Rate	92%	0%	90%	0%
Fort Smith Campus	Cosmetology	Aesthetics	Manicure	Instructor
Graduation Rate	74%	100%	0%	100%
Placement Rate	83%	81%	0%	100%
Licensure Rate	100%	91%	0%	100%

DRUG-FREE WORK PLACE STATEMENT

FOR STAFF AND STUDENTS

July 1, 2015

In an effort to prevent unlawful use or distribution of illicit drugs and alcohol by students and employees, CAREER ACADEMY OF HAIR DESIGN complies with the Drug-Free Workplace Act of 1988, U.S.C.A. title 41, Section 701 Et seq, and the State of Arkansas *E0-89-2. CAREER ACADEMY OF HAIR DESIGN enforcement of the Drug-Free Work Place finds it unlawful to manufacture, distribute, dispense, be in possession of or use a controlled substance on campus premises. The CAREER ACADEMY OF HAIR DESIGN Alcohol and Drug Policy is consistent with the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). The term "controlled substance" includes any drug listed in 21 U.S.C.A. Section 352 (d) and 812 and other federal or state regulations. Generally these are drugs which have a high potential for abuse.

STANDARDS OF CONDUCT

The Rules and Regulations of the academy clearly prohibit the use of or distribution of any intoxicating drugs and/or alcohol while on the school premises.

APPLICABLE LEGAL SANCTIONS: Legal sanctions (city/state/federal) may result in fine and/or imprisonment. Appendix "A" shows a breakdown of possible Federal trafficking penalties. Statistics were provided by the U. S. Department of Justice/Drug Enforcement Administration issued the chart.

HEALTH RISKS: The illicit use of drugs and prolonged use of alcohol causes and inevitable deterioration both physically and the mentally. Symptoms may range from nausea, anxiety or mental disorientation to possible convulsions and even death.

ALCOHOL POLICY STATEMENT

Under the Arkansas criminal code, it is illegal for a person under the age of 21 years to use or possess alcohol. Possession of alcohol in Arkansas by anyone less than 21 years of age is a class C misdemeanor which carries a maximum penalty of one year in jail and a \$1,000 fine. A person can serve up to 30 days in jail and pay a \$100 fine for the crime of public intoxication. For furnishing an alcoholic beverage to a minor, the penalty can be as high as \$500 and a one-year jail term (which can be increased to five years in the state penitentiary upon a second conviction). Various other offenses, such as minor-in-possession, furnishing alcohol to alcoholics or intoxicated persons, and possession or sale of untaxed liquor can carry fines up to \$500 or six months in jail, or both. Under the federal law of the United States, whoever transports alcohol into any district in which the sale of alcohol is prohibited "shall be fined not more than \$1,000 or imprisoned not more than one year, or both."

COUNSELING AGENCIES: The following centers are available for counseling:

Decision Point, Inc. and Harbor House, Inc. are a non-profit alcohol and drug recovery centers located in the Northwest Arkansas communities of Bentonville, Springdale and Berryville and Fort Smith. Decision Point is licensed by the Arkansas Department of Health and Human Services Division of Behavioral Health, Office of Alcohol and Drug Abuse Prevention. Harbor House is working thru United Way of Fort Smith to provide comprehensive substance abuse treatment to citizens and provide technical assistance to communities in implementing prevention strategies.

Decision Point –Springdale
479.464.1060

Harbor House – Fort Smith
479-782-4083

DISCIPLINARY ACTION

If a student should violate these regulations he/she will be terminated from classes and the violation or violations will be referred to the City Police Department. Severity of the offense and any action needed will be determined by and enforced by the Police Department.

Reinstatement after termination resulting from violation of this regulation will require demonstration that all violations have been corrected. The school will work closely with the Police Department and any state approved counseling or rehabilitation agency. The school will follow the professional judgment of the organization involved.

Any employee in violation of this regulation will be permanently terminated. The violation or violations will be referred to the City Police Department for whatever action they deem applicable.

Higher Education Center for Alcohol and other Drug Abuse and Violence Prevention World Wide Website: www.edc.org/hec/

DRUG & ALCOHOL ABUSE PREVENTION: CAHD campus has been designated "Drug free" and the consumption of alcohol is not permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to CAHD disciplinary action, criminal prosecution, fine and imprisonment.

EMERGENCY INFORMATION

FIRE SAFETY: In case of a fire, an alarm will sound. This will be a signal to leave the building. Evacuation routes are posted throughout the building. Students/staff should familiarize themselves with the routes so they may leave the building in an orderly manner and re-assemble in a designated area. Location of Fire Extinguishers: On clinic floor, in the break room and in front of the storage room as you are going to exit the building.

TORNADO ALERT: Tornado alert information will be passed by intercom system and word of mouth to classes if a tornado is in the area and action to take at that time if a tornado danger is imminent.

EMERGENCY RESPONSE PROCEDURES: Instructors/staff will alert students of Career Academy of Hair Design's Emergency Response Plan during orientation. Evacuation routes are posted throughout the building.

WATER LEAKS: The water cut off is located beneath each sink, beneath each toilet tank and behind the washing machine. In the event that a leak develops at any of these locations, please turn the water off at the cut off, then immediately notify the director or instructor in charge of the school.

ILLNESS: If a student or customer becomes ill or has an accident on the school campus, notify an instructor or school manager immediately. They will call the police if required. It is the decision of the school manager or the injured person to call an ambulance. Students are not to call for an ambulance without the permission of the patient or school staff member.

IMPAIRMENT: Because we are not medically trained and for the safety of the student and clients, the school administrator, Marcia Livesay, has advised that in the event any student appears physically or mentally impaired the instructor will remove the student from the clinic floor and immediately call for police or family assistance to safely return the student to their home or the hospital for proper care.

EMERGENCY TELEPHONE NUMBERS

EMERGENCY 911

Fayetteville Campus:

Fayetteville Fire Department & Ambulance (NON Emergency)	(479) 575-8365
Fayetteville Water Utilities	(479) 521-1258
Source Gas	(800) 563-0012
Electric SWEPCO	(800) 218-3919

Rogers Campus:

Rogers Fire Department & Ambulance (NON Emergency)	(479) 621-1117
Rogers Water Utilities	(479) 621-1142
Arkansas Western Gas Corp.	(479) 636-1750
Southwest Electric Power Co.	(479) 636-1650

Siloam Springs Campus:

Siloam Springs Fire Department & Ambulance (NON Emergency)	(479) 524-0062
Siloam Springs Water Utilities	(479) 524-5136
Arkansas Western Gas Corp.	(479) 524-4165
Southwest Electric Power Co.	(479) 524-3289

Springdale Campus:

Springdale Fire Department & Ambulance (NON Emergency)	(479) 751-4510
Springdale Water Office	(479) 751-5751
Arkansas Western Gas Corp.	(800) 563-0012
Ozark Electric Co-op	(479) 751-2342

Fort Smith Campus:

Fort Smith Fire Department & Ambulance (NON Emergency)	(479) 783-4052
Fort Smith Water Office	(479) 784-2231
Ozark Gas & Electric	(800) 272-9741

CAMPUS SECURITY INFORMATION

This information is issued in compliance with disclosure requirements of Higher Education Opportunity Act (Public law 110-315), which re-authorized and expanded the Higher Education Act of 1965, as amended. This document is also issued to all new students and new employees during their entrance interviews or orientation sessions. A copy of the full Campus Security Report is, posted in each campus, available per request and published online at beautynwa.com.

ACCESS TO CAMPUS: During business hours, CAHD will be open to students, employees, guests, and invitees. During non-business hours access to all CAHD facilities is by key, if issued. In the case of periods of extended closing, CAHD will administer only those with prior written approval to all facilities.

The school manager is responsible for reviewing security requirements as related to facility maintenance based on student surveys and other student inputs. Additionally, issues of pressing concern are discussed at the leadership meeting.

SECURITY WARNING SYSTEM: In the events that a situation arises, either on or off campus, that, in the judgment of the Campus Security Coordinator or campus manager, constitutes an ongoing or continuing threat, a campus wide warning will be issued through the college phone/e-mail system to all students, faculty, staff. Notices may also be posted at the front and back doors of the building and the bulletin board. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the paging system may be used, if available. In addition, warnings can be posted by Tammy Sisemore on the CAHD website/FB/Instagram accounts, which is accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should also report the circumstances to the campus security coordinator or school manager.

CRIME REPORTING: To report a crime, please contact the campus security coordinator or school manager in person or by phone (non-emergencies), or dial 9-1-1 (emergencies only). Any crime or suspicious activity in progress, or any person seen in the parking lots or loitering around vehicles, or inside buildings should be reported following the following procedure. Remember: Preserving evidence for proof of a crime offense is very important.

Notify:

Marcia Livesay, CEO	(479) 986-0775	Fayetteville Police Department	(479) 587-3555
Fayetteville Campus	(479) 935-4550	Rogers Police Department	(479) 636-4141
Rogers Campus	(479) 986-0775	Siloam Springs Police Department	(479) 524-4118
Siloam Springs Campus	(479) 238-0440	Springdale Police Department	(479) 751-4542
Springdale Campus	(479) 756-6060	Fort Smith Police Department	(479) 709-5000
Fort Smith Campus	(479) 222-6225		

If a crime occurs during non-school hours and no staff members are available, notify the local police and any school official as soon as possible during normal business hours.

All crime victims and witnesses are strongly encouraged to immediately report the crime to Campus Security Coordinator and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

To ensure the accurate and prompt reporting of all crimes, authorized administrative personnel will take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report and such statements may be used by campus security personnel and local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents may also be reviewed by the institution's administrative staff for the purpose of disciplinary action.

DISCLOSURE OF CRIMES TO ALLEGED VICTIMS: CAHD will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, CAHD will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

SAFETY PRECAUTIONS: Remember that personal safety begins with each individual.

The following should be considered:

- When walking on campus, be aware of whom and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleyways.
- Do not wear headphones or use other electronic devices that distract you when walking.
- Do not carry large amounts of cash.
- Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any large valuables. Try to park in a well-lighted area.
- Do not leave personal property unattended in the classroom, student lounge or library