Formations Institute

SCHOOL CATALOG

WOODWARD	ENID
502 TEXAS ST WOODWARD, OK 73801 580-256-7520	3905 S LA MESA DR ENID, OK 73703 580-237-6677

EFFECTIVE DATE: OCTOBER 1 , 2026

https://formationsinstitute.edu

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Woodward - Formations Institute was first licensed by the Oklahoma State Board of Cosmetology & Barbering, 2401 NW 23rd, Suite 84, Oklahoma City, Oklahoma, 405-521-2441, under the name of Northwestern Beauty Academy in Woodward, June of 1964, under the ownership of Sue Gallaway. The school was later purchased by Don & Lilly Neill and later transferred to Sherri Jo Yauk in January 2002, and ownership transferred to Northwestern Beauty Academy Corporation, doing business as Woodward Beauty College. On June 1, 2012, it was purchased by Jane & George Nowlin. Jane Nowlin was the President until the college was purchased by Linda and Ricky Freeman in June of 2019. Linda was named the Chief Executive Officer and the school's name was then changed to Formations Institute of Cosmetology & Barbering. In 2021 the esthetician program began, and the school officially updated its name to Formations Institute. In June 1987 the College was accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314, 703-600-7600. Formations Institute consistently keeps a highly qualified staff of dedicated instructors. They are required to attend seminars, clinics, etc. keeping current in knowledge and skills of the industry.

Enid – Formations Institute was established in 1963 as Enid Beauty College under the ownership of Lois Record, and later named Formations Institute in 2022 upon a change in ownership to Linda & Ricky Freeman.

The Institutes are both accredited by:
National Accrediting Commission of Career Arts and Sciences (NACCAS)

The school is accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria VA.22314, phone (703)600-7600.
The school is licensed and authorized to operate as a private post-secondary cosmetology school in the state by the Oklahoma State Board of Cosmetology and Barbering, 2401 NW 23rd, suite g4, Oklahoma City, OK. 73107, phone (405)521-2441.
The NACCAS certificate of accreditation and the Oklahoma state Board of Cosmetology and Barbering licenses are on display in the reception area. Any person, upon request, will be shown these documents

FACILITIES

Woodward- Formations Institute is an educational facility located at 502 Texas Ave, Woodward, Oklahoma, with approximately 7128 square feet of floor space which includes:

Classrooms	Clinic Floors
Spa Room	Office
Dispensary	Library
Break Room	Reception

The entire building is air conditioned and heated for complete comfort throughout the year. The office is centrally located and is used as a focal point for student advising sessions as well as the registration office. The facility has limited accessibility, special facilities, and services available for disabled students.

Enid- Located at 3905 S. La Mesa Dr., Enid, Oklahoma. The school's facility has approximately 9000 square feet of floor space, which includes two spacious student salon areas, a large classroom with a practice area, a multipurpose classroom and kitchen, dispensary, supply room, a manicure area, facial and pedicure rooms, our offices, reception area, student locker area, two rest rooms and a storage room. The building is easily accessible to the handicapped for services. It is on one level without steps and direct entry to the front door.

Admin STAFF

Linda Freeman	Owner/CEO- Chief Executive Officer/Master Instructor	580-216-4025
Ricky Freeman	Owner/CIO-Chief Information Officer	580-290-0525
Autumn Overton	Director/NACCAS Liaison/Admissions Counselor /Financial Aid Administrator/Master Instructor	580-334-4805

Instructors:

Jenn Couture	Master Instructor
Patricia Lawson	Master Instructor
Keaton Freeman	Master Instructor
Sarah Burr	Master Instructor
Jennifer Moreno	Master Instructor

MISSION STATEMENT

Provide students with a positive learning experience that will promote the skills needed to acquire licensure and gain the competencies necessary to compete as professional leaders in the industry. We lead students to fly in formation so they can position themselves to take full advantage of the updraft created by the learning and education they have received to soar ahead in this Industry and lead them to flap their wings at just the right time to maximize an updraft and minimize any downdraft!

Program Objectives:

The Institution's educational objective is to train individuals to be qualified in their prospective field of study and meet the current requirements of today's industry. Our educational objective pertains to Basic Cosmetology, Barber, Master Instructor, Manicure and /or Esthetician. We strive continuously to improve our training techniques and keep abreast of new trends. We are dedicated to maintaining honest, ethical, fair relationships with staff, students, customers, state boards, and other schools.

Program Outlines & Descriptions:

BASIC COSMETOLOGY

In the Basic Cosmetology Course, training is provided in all phases of Cosmetology to prepare students to pass the state board licensure examination and for entry level employment in beauty salons and in various areas of cosmetology such as competition stylists, platform artist, field technicians, salon manager or owner, color analyst, manicurist, facialist or make-up artist. Cosmetology is the art and science of beautifying hair, nails, and skin.

Our curriculum consists of 1250 hours over a period of approximately 39 weeks. The introduction period consists of the first 125 hours to be spent on theory and practical training before graduating to the clinic floor. Students must have demonstrated competence in both theory and practicality before being allowed to participate in practical clinic work. The remainder of the course is practical clinic work and additional theory. This course is taught in English.

The 1250 clock hour curriculum is prescribed as follows:

(1) Theory (must be coordinated with each practical practice subject as is appropriate throughout the course of training) 125 clock hours (2) Manicuring and pedicuring (including sculptured nails and tips and other artificial nail application procedures and care) 70 clock hours (3) Facials (skin care training includes make-up, arching, waxing and/or other methods for nonpermanent hair removal) 130 clock hours (4) Scalp treatments and shampooing/conditioning rinses 25 clock hours (5) Hairstyling,

including finger waving, the dressing of wigs, thermal and blow drying 250 clock hours (6) Hair color tints and bleaching and other color treatments 140 clock hours (7) Hair cutting and hair shaping with shears and thinning shears (scissors) razor and clipper (includes beard) 160 clock hours (8) Professional development, Establishment management and unassigned hours for review, examinations, etc. 150 clock hours (9) Hair restructuring/permanent waving and chemical hair relaxing 200 clock hours (10) Total cosmetology hours 1250 hours

The grading system is as follows:

90-100 -	A Excellent
80-89 -	B Good
75-79 -	C Satisfactory
60-74 -	D Unsatisfactory
59-0 -	F Failure

EQUIPMENT, TEXTBOOKS & INSTRUCTIONAL METHODS:

Instructional methods may include but are not limited to studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids.

BASIC COSMETOLOGY (1250 hours)

The following equipment and textbooks are furnished to all students during the introduction period: Milady's Standard Textbook of Cosmetology, Milady's Standard Foundations textbook, Exam Review (digital), Workbooks, 2 jackets, 4 mannequins and 1 holder. 1 pair each hair cutting shears and thinning shears, 1 clipper/trimmer set,1 flat iron, 2 curling irons, razor blades and a razor, mani/pedi set to include 1 cuticle nipper, 1 cuticle scissors, 1 toenail clippers, 1 fingernail clippers, 1 cuticle pusher, 1 nail brush, 1 tweezers, 7 assorted hair brushes, , 10 hard rubber combs, 4 plastic rat tail combs, 4 metal rattail comb, 1 color comb,1 flat top comb,1 taper comb, 1 teasing pick comb, 12 butterfly clamps,1 shampoo cape, 1 blow dryer, 2 spray bottles, 3 acrylic nail brushes

The kit is property of the school, and no items shall leave the campus until such time the student has graduated from the course and the kit is paid in full. Kit costs are charged in increments for each registered unit of instruction. This is a prorated charge for the time used. For withdrawn/dropped students who do not complete the course, the used kit items will be retained by the school. Any personal items left at the school beyond graduation will become property of the school.

BARBER

In the Barber course, training is provided to prepare students to pass the state board licensure examination and for entry level employment, exhibit proper work habits, practice the most contemporary techniques to ensure success in school and employment on the job, and display competency in entry-level employment as a Barber. Barbering is the art and science of maintaining the hair, through the art of cutting and shaving, including techniques for shampooing and conditioning, performing plain manicures, and skin care techniques. Our curriculum consists of 1250 hours over a period of approximately 39 weeks. The introduction period consists of the first 125 hours which is to be spent in theory and practical training before graduating to the clinic floor. This includes studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids. Students must have demonstrated competence in both theory and practical before being allowed to participate in practical clinic work. The remainder of the course is practical clinic work and additional theory. This course is taught in English.

The 1250 clock hour curriculum for the barber course is prescribed as follows:
(1) Safe work practices, infection control, bacteriology, implements, tools, equipment, sterilization, disinfection and safety 155 clock hours (2) Salesmanship, job search, shop management, history of barbering and professional image 175 clock hours (3) Anatomy, physiology, chemistry, electricity and light therapy, properties and disorders of skin, scalp and hair, hair and scalp treatments 155 clock hours (4) Advanced Barbering, Chemical texture, haircoloring, application practice 250 Clock Hours (5)The Practice of Barbering,

haircutting, basic fundamentals, shaving & Facial hair design, men's hair replacement, and facial massage and treatment 475 Clock Hours (6) Board rules, prep and licensing 40 clock hours (7) Total hours 1250 hours.

The grading system is as follows:

90-100 -	A Excellent
80-89 -	B Good
75-79 -	C Satisfactory
60-74 -	D Unsatisfactory
59-0 -	F Failure

EQUIPMENT, TEXTBOOKS & INSTRUCTIONAL METHODS:

Instructional methods may include but not limited to studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids.

BARBER (1250 hours)

The following equipment and textbooks are furnished to all students during the introduction period: Milady's Standard Professional Barbering Textbook, , Milady's Standard Foundations textbook, Exam Review (digital), Workbooks, 4 Mannequins, Professional Hair Dryer, Razors, Barber Razor, Barber Razor Replacement Blades, 6 Assorted Hair Brushes, , Combs, Rake Handle Comb (Color), 2 Fine-Tooth Rattail Comb, Professional Barber Comb, Styler With Inch Marks (Regular), Large Comb-Out Comb, Hair Lifting Pick 2 1/2", Angled Styling Comb, Tweezers , Spray Bottle - 8 oz., Spray Bottle - 16 oz., 2 Student Jackets, Professional Barber Shear Set and Shears. 2 curling irons, flat iron

The kit is property of the school, and no items shall leave the campus until such time the student has graduated from the course and the kit is paid in full. Kit costs are charged in increments for each registered unit of instruction. This is a prorated charge for the time used. For **withdrawn/dropped students who do not complete the course, the used kit items will be retained by the school. Any personal items left at the school beyond graduation will become property of the school.**

MASTER INSTRUCTOR

In the Master Instructor Course, training is provided to prepare students to pass the state board licensure examination and to prepare the student for entry level employment as an instructor in a school of cosmetology or such areas as: Manufacturer's representative, research technician, school administrator/manager or school instructor trainer. Master Instructors learn to sharpen their skills while effectively teaching, guiding, and assisting students. Our curriculum consists of 600 hours over a period of approximately 19 weeks. This program is designed to train Student Instructors to teach theory and practice of cosmetology, using various teaching aids, such as textbooks, audio-visual aids, tests, etc... In addition, students are taught professional competencies as a teacher and the personal characteristics that contribute to success in teaching. This course is taught in English.

The 600 clock hour Master Cosmetology Instructor course curriculum is prescribed as follow: (1) Orientation 55 clock hours (2) Introduction to teaching and curriculum 85 clock hours (3) Course outlining and development; lesson planning; teaching techniques; teaching aids; developing and administering and grading examinations 165 clock hours (4) Cosmetology Law, cosmetology school management and record keeping 70 clock hours (5) Teaching - assisting in the classroom and clinic 100 clock hours (6) Practice teaching - classroom and clinic 125 clock hours (7) Total hours 600 hours

The grading system is as follows:

90-100 -	A Excellent
80-89 -	B Good
75-79 -	C Satisfactory
60-74 -	D Unsatisfactory
59-0 -	F Failure

EQUIPMENT, TEXTBOOKS & INSTRUCTIONAL METHODS:
Instructional methods may include but not limited to studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids.

MASTER INSTRUCTOR (1000 hours)
The following is furnished to all master instructor students: Oklahoma State Board Rules and Regulation Book, Milady's 4th edition Master Educator Student Course Book, and Exam Review (digital option), and a smock.

The kit is property of the school, and no items shall leave the campus until such time the student has graduated from the course and the kit is paid in full. Kit costs are charged in increments for each registered unit of instruction. This is a prorated charge for the time used. For withdrawn/dropped students who do not complete the course, the used kit items will be retained by the school. Any personal items left at the school beyond graduation will become property of the school.

MANICURE
The Manicure program is currently closed to new applications for enrollment. Prospective students interested in nail care and related services may consider enrolling in the Cosmetology program. A licensed cosmetologist may perform services included within the scope of manicure as permitted by applicable Oklahoma laws and licensing regulations.
In the Manicure Course, training is provided to prepare students to pass the state board licensure examination and for entry level employment, to prepare the student in ethics and professional attitudes needed to work in the beauty profession. This course is designed to enable the student to compete in the nail industry in various areas such as: a manicurist, nail technician, salon manager, salon owner, platform artist, or competition nail technician. Manicuring is the use of basic manipulative skills, safety judgements, and proper work habits while performing manicuring, pedicuring, gel polish, hard nails, nail wraps and waxing procedures. Our curriculum consists of 600 hours over a period of approximately 19 weeks. The introduction period consists of the first 80 hours, or the first 3 weeks spent in theory and practical training. This includes studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids. The remainder of the course is divided between practical clinic work and review class. This course is taught in English.

The 600-clock hour curriculum is prescribed as follows:
(1) Bacteriology, disinfection and sanitation 40 clock hours (2) Nail structure, composition, disorders and diseases 60 clock hours (3) Manicuring and pedicuring (includes waxing or other non-permanent hair removal) 160 clock hours (4) Artificial nails 160 clock hours (5) Nail art 60 clock hours (6) Establishment development (includes business administration and law; insurance; professional ethics; record keeping; business telephone techniques; salesmanship; displays and advertising; hygiene and public health) 80 clock hours (7) Board rules, regulations and statutes 40 clock hours (8) Total hours 600 hours.

The grading system is as follows:

90-100 -	A Excellent
80-89 -	B Good
75-79 -	C Satisfactory
60-74 -	D Unsatisfactory
59-0 -	F Failure

EQUIPMENT, TEXTBOOKS & INSTRUCTIONAL METHODS:
Instructional methods may include but not limited to studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids.

MANICURE (600 hours)
The following equipment and textbooks are furnished to all students during the introduction period: Milady's Standard Nail Technology, Milady's Standard Nail Technology Workbook, Milady's Standard Foundations

textbook and workbook, Exam Review (digital), 2 jackets, nail trainer kit, toe & nail clippers, tweezers, cuticle nipper, 1 spray bottle, 6 nail brushes, triple cutter, pusher, scissors, curette, case with wheels, nail drill.

The kit is property of the school, and no items shall leave the campus until such time the student has graduated from the course and the kit is paid in full. Kit costs are charged in increments for each registered unit of instruction. This is a prorated charge for the time used. For withdrawn/dropped students who do not complete the course, the used kit items will be retained by the school. Any personal items left at the school beyond graduation will become property of the school.

ESTHETICIAN

The Esthetician program is currently closed to new applications for enrollment. Prospective students interested in skin care and related services may consider enrolling in the Cosmetology program. A licensed cosmetologist may perform services included within the scope of esthetics as permitted by applicable Oklahoma laws and licensing regulations.

In the Esthetician course, training is provided to prepare students to pass the state licensure exam, exhibit proper work habits and for entry level employment in salons and spas. This program is designed to enable students to compete in the skin care profession. Esthetician students gain skills in skin analysis, light therapy, facials and cosmetic applications, body services for the treatment of skin and waxing. Our curriculum consists of 600 hours over a period of approximately 19 weeks. The introduction period consists of the first 80 hours spent in theory and practical training. This includes studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids. The remainder of the course is divided between practical clinic work and review class. This course is taught in English.

The 600-clock hour curriculum is prescribed as follows:
(1) Bacteriology, disinfection, sanitation and safety 80 clock hours (2) Sciences: Histology, dermatology and physiology of the skin (includes structure and function of skin and glands; color and morphology) 180 clock hours (3) Facials: (includes draping, manipulations, cleaning and toning; chemistry and light therapy and make-up 200 clock hours (4) Non-permanent hair removal: (includes methods and procedures and arching) 40 clock hours (5) Salon development: (includes business administration and law; insurance; professional ethics; record keeping; business telephone techniques; salesmanship; displays and advertising; hygiene and public health) 60 clock hours (6) Board rules, regulations and statutes 40 hours (7) Total hours 600 hours

The grading system is as follows:

90-100 -	A Excellent
80-89 -	B Good
75-79 -	C Satisfactory
60-74 -	D Unsatisfactory
59-0 -	F Failure

EQUIPMENT, TEXTBOOKS & INSTRUCTIONAL METHODS:

Instructional methods may include but not limited to studies and tests taken from textbooks, demonstrations, lectures, mannequin work and visual aids.

ESTHETICIAN (600 hours)

The following equipment and textbooks are furnished to all students during the introduction period: Milady's Standard Esthetics Textbook, Milady's Standard Esthetics Workbook, Milady's Standard Foundations textbook and workbook, make-up kit with disposable applicators, one (1) set of five (5) make-up brushes, one (1) comb-out cape, one (1) tweezer, facial product kit, 2 jackets.

The kit is property of the school, and no items shall leave the campus until such time the student has graduated from the course and the kit is paid in full. Kit costs are charged in increments for each registered unit of instruction. This is a prorated charge for the time used. For withdrawn/dropped students who do not complete the course, the used kit items will be retained by the school. Any personal items left at the school beyond graduation will become property of the school.

DISADVANTAGES OF BASIC COSMETOLOGY, BARBER, MASTER INSTRUCTOR, MANICURE OR ESTHETICIAN CAREERS

These are physically and mentally demanding professions that require dexterity and patience. There is always the possibility of chemical allergies, foot, hand, leg, and back problems. Long and unusual hours may be required while building a clientele. In addition, income structure can vary with combinations of salary, salary and commission, self-employment, and booth rental.

EARNINGS

Basic Cosmetology/Barber/Manicure/Esthetician earn income from commissions or wages and from tips. Those who are not salon owners receive a percentage of the money they take in, usually 60 percent; however, a few are paid straight salaries. See http://formationsinstitute.edu for additional information on 'Gainful Employment Disclosures'.

Weekly earnings (including tips) of beginning cosmetologists/barbers/manicurists/estheticians generally range between $300 and $500 according to limited information available. Experienced cosmetologists/barbers usually earn between $1200 and $1500 a week.

Earnings also depend on the size and location of the salon, patrons' tipping habits, competition from other beauty salons, and the individual cosmetologist/barbers/manicurists/esthetician's ability to attract and hold regular patrons.

STEPS TO ENROLL

Fill out fafsa application at studentaid.gov
Tour the campus and fill out a school application, or apply online at formationsinstitute.edu
Once the financial and school applications have been processed, you may be required to provide additional documentation. The school will reach out to let you know what documents, if any, are needed.
After any applicable documents have been submitted, approved and processed, the school will contact you to set up an enrollment/admissions appointment.

ADMISSION REQUIREMENTS

Admissions Policy:
The institute will ensure that each student meets one of the following criteria in accordance with NACCAS guidelines.

At the time of admission, the student shall provide proof of the following:
a. Have successfully completed high school or in equivalent as evidenced by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, or a transcript showing high school completion. Information for the GED can be obtained by calling the Oklahoma Department of Education Toll Free (800) 405-0355
b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential, or
c. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. Translation of documents are at student cost. The institution will bear no cost for translation of
documents, or:
d. The institute does not participate in the ability to benefit.
e. The institute does not participate in a training agreement.
f. A valid ID (all applicants)
g. A $10 Non- Refundable Money order payable to OSBCB
h. If the administration has reason to believe the High School Diploma, GED, transcript, or home school

completion is not valid, the administration will take steps to ensure the validity of the document. May include but not limited to:

a. Contact the institute that issued the document.
b. Research the institution to verify it is a credible institution.
c. Review any websites or lists that might be provided by auditors, federal government, and state government showing schools that they consider to be questionable.

Foreign Documents: Oklahoma State Board of Cosmetology & Barbering will only accept foreign documents that have been verified through evalcompany.com Any fees or costs are to be paid for by the student. The student needs to send proof of verification to admin@formationsinstitute.edu

Reasonable Accommodation Requests: Formations Institute is committed to providing reasonable accommodation for qualified students in accordance with applicable laws. Students are encouraged to disclose any accommodation needs at or before the time of enrollment so that appropriate arrangements can be discussed and implemented prior to the start of training. However, accommodation requests may be submitted at any time during enrollment. Requests will be evaluated on an individual basis, and reasonable accommodation will be provided when appropriate and when they do not fundamentally alter the educational program or create an undue hardship.

The institute provides all written materials, i.e.: enrollment agreements, catalog, etc., to students at admissions. The institute does not discriminate based on sex, age, race, color, religion, or ethnic origin in admitting students.

BASIC COSMETOLOGY, BARBER, MANICURE, ESTHETICIAN

The applicant must be 16 years old with proof of age, proof of high school diploma or equivalent such as GED, or copy of a transcript showing high school completion, proof of completed homeschooling (state credentialed) at the secondary level. Foreign High School Diplomas must be obtained by applicant and subject to being checked for verification with an outside agency who is qualified to translate documents into English and confirm the academic equivalence to a High School Diploma. Foreign diploma translation costs will be billed to the student.

MASTER INSTRUCTOR

The applicant must have an Oklahoma License in Basic Cosmetology, Barbering, Manicure, or Esthetician and proof of age, proof of high school diploma or equivalent such as GED, or proof of completed homeschooling (state credentialed) at the secondary level. Foreign High School Diplomas must be obtained by applicant and subject to being checked for verification with an outside agency who is qualified to translate documents into English and confirm the academic equivalence to a High School Diploma. Foreign diploma translation costs will be billed to the student.

GRANTING CREDIT FROM OTHER SCHOOLS/TRANSFERS

Upon approval from the Oklahoma State Board of Cosmetology and Barbering, any clock hours earned at another institution are subject to be accepted by Formations Institute. The school does not guarantee the acceptance of transfer students. All transfer students will be evaluated and accepted on their individual merits. The maximum number of credit hours transferable is not to exceed 50% of the total course hours, unless ALL a student's transfer hours were earned at another Formations institute. The hours earned at one Formations Institute campus are not available to a student to be applied at another campus until such time a drop calculation is completed, the balance is paid in full, and the State Board is made aware that balance is paid in full, and hours are transferable. There will be a new contract which clearly defines how many transfer hours are being accepted. When a student transfers to any other school in the middle of an academic year, this will affect the estimated award for financial aid based upon what was already paid out in the academic year to a previous school. Formations Institute does not recruit students already attending or being admitted to another school offering a similar program of study.

RE-ENTRY STUDENTS

A student in good standing who has temporarily withdrawn may re-enter a course of study, within 180

calendar days, with no loss of credit upon, and no change in tuition fees, upon the approval of the Oklahoma State Board of Cosmetology and Barbering. For students beyond 180 calendar days, tuition rates current at the time of re-entry will apply to the balance of training hours needed. Students will re-enter in the same satisfactory academic progress status as at the time of withdrawal regardless of the amount of time that elapsed or the status in which they left, until the next scheduled evaluation.

SCHOOL SCHEDULE:

The school is operated year-round. We currently offer only an AM Schedule. The minimum number of hours per week required for each schedule offered toward completion of the program is 26 hours per week. Formations Institute will be closed the following days: New Year's Day, Memorial Day, Independence Day Observance (July 4 & 5), Labor Day, Thanksgiving (Thursday- Sunday), and Christmas Break (December 23-January 1). Classes start as the schedule allows. We are an open enrollment school and may choose to start classes any time we see fit Enrollment can occur anytime a vacancy exists. Formations Institute reserves the right to adjust start dates, schedules or school closures as seen fit. Weather closures will follow the same as the Public Schools cancellation days, these days will not adversely affect your attendance. Woodward will be closed for the weather when Woodward Public Schools are cancelled. Enid will close for the weather when End Public Schools cancel. Students will be notified of unexpected school closings due to unusual circumstances or inclement weather closures in our Facebook group for staff and students.

- The school day is **6.5 hours** in length. (Maximum earned per day)

THEORY AND TRAINING SCHEDULE

- **Monday through Friday:**
- **8:30-9:30 Theory Classes – ALL students**
- **9:30-12:00 Slideshow/Practical or Clinic Floor Appointments**
- **12:00-12:30 Lunch (May fluctuate based on Appointments/Desk Schedule)**
- **12:30-2:00 State Board or Clinic Floor Appointments**
- **2:00-3:00 Workbooks/Study Hall or Clinic Floor Appointments**
- **3:00-3:30 Sanitation Practices – ALL students**

***Administration or instructors may adjust the daily plan as they see fit. ***

TUITION

BASIC COSMETOLOGY (1250 HOURS)

Registration Fee	$ 150.00
Kit & Textbooks	$ 2,050.00
Tuition	$ 18,12500
Total Cost	$ 20,325.00

BARBER (1250 HOURS)

Registration Fee	$ 150.00
Kit & Textbooks	$ 2,050.00
Tuition	$ 18,125.00
Total Cost	$ 20,325.00

MASTER INSTRUCTOR (600 HOURS)

Registration Fee	$ 150.00
Kit & Textbooks	$ 700.00
Tuition	$ 8,700.00
Total Cost	$ 9,550.00

ESTHETICIAN (600 HOURS)

Registration Fee	$ 150.00
Kit & Textbooks	$ 1,650.00
Tuition	$ 8,100.00
Total Cost	$ 9,900.00

MANICURE (600 HOURS)

Registration Fee	$ 150.00
Kit & Textbooks	$ 1,150.00
Tuition	$ 6,900.00
Total Cost	$ 8,200.00

OTHER COSTS: AS APPLICABLE

Additional Instructional Hours **– Refer to page 1 of enrollment agreement.**
Additional Transcript – $10.50 per copy (Digital or Paper Copy)

FINANCIAL AID

There are several sources of financial aid for students. Applicants may be eligible for Title IV Federal Financial Aid. The Federal Pell Grant Program makes funds available to eligible students. A grant is a gift and does not have to be repaid. Federal Direct Loans are made to students through the Department of Education Loan Program. Loans are borrowed money that must be repaid with interest. Students eligible for receiving Title IV funds must be enrolled as a regular student in an eligible program, cannot also be enrolled in elementary or secondary school, must have a high school diploma or equivalent or have been home-schooled at the secondary level, must make satisfactory academic progress (see Satisfactory Academic Progress-page 7), must meet enrollment status requirements, and must have resolved any drug conviction issue. The following agencies provide educational funds to qualifying students:

- U.S. Department of Education
- U.S. Department of Veteran Affairs

U.S. Bureau of Indian Affairs

All students requesting financial aid must complete the Free Application for Federal Student Aid (FAFSA) either online at **www.studentaid.gov** or with the Financial Aid Administrator. Complete the Verification process, if required, within 45 days. Additionally, the Institution may request verification for any other application items. Students are made aware of their estimated eligibility from an analysis performed through FA Solutions Systems, if the application is submitted electronically. Students are advised of their eligibility and awards only from a processed record generated from the U.S. Department of Education. Financial need is determined by an assessment of the student's spouse and/or parent/legal guardian's income and assets. The Expected Family Contribution (EFC) is determined through the level 8 needs analysis. See https://formationsinstitute.edu for more information on Financial Aid or Consumer Information or visit **www.studentaid.ed.gov**.

For general information or information regarding financial aid, contact the administrative office Tuesday through Friday, 9:30 am to 5:00 pm. Or email to enroll@formationsinstitute.edu

VETERANS BENEFITS have been withdrawn by the school as of Nov 3, 2022,
See Scholarship section on pg. 22

Other Resources for Tuition/ Aid:

Students may also qualify for Vocational Rehab Services / Bureau of Indian Affairs Benefits / or other Scholarships
Beautychangeslives.org

Net Price Calculator

The school's net price calculator can be found at www.formationsinstitute.edu

Cost of Attendance

https://nces.ed.gov/collegenavigator/?q=Formations+Institute&s=OK&zc=73801&zd=0&of=3&id=208044

COLLECTION POLICY

Any Title IV assistance will first apply against fees, supplies, books, and tuition amount owed to the school. Any remaining monies will be given to the student for living purposes. If the student does not qualify for Title IV assistance, the student will be placed on a payment plan. The school accepts cash, money orders, credit cards, debit cards, scholarships, checks and Title IV or loan money. Terms of payment is listed on the Enrollment Agreement. Students' course hours will be turned in to the State Board, and a student will be considered graduated, however the school will not send in a release of hours until tuition is paid in full. A student cannot sit for the state board examination until hours are released. When a student graduates, withdraws, or is expelled, the school can pursue the remaining balance. Formations Institute may utilize internal collections or sell the debt to a third-party collection agency. In some cases, schools may file a lawsuit against students who

fail to pay their tuition. In this case, legal fees will be assessed to the student's ledger.

UNIFORMS/DRESS CODE

Students are required to wear freshly laundered, zipped smocks included in the kit, clean and wrinkle free clothing, and fully enclosed supportive shoes. Trendy jeans are allowed, but the hole in the jeans is at Administration discretion. Holes in jeans are to be trendy but not excessive to the point where half a leg is hanging out. Shorts may also be worn from Spring Break for the Public-School calendar to Labor Day, (ONLY cargo, business casual, or denim material will be allowed - length must be dollar bill width from top of knee, this means a dollar bill must lay horizontally and touch the top of the knee and the hem of the shorts). Dresses are NOT allowed. Students are required to come to school ready for the day with full make-up preferred, at the very least mascara and lipstick, unless there is a documented reason such as an allergy note from your physician. Students are required to have their hair always styled (you can dress up in a messy bun without looking like you just crawled out of bed) All students must adhere to this code, otherwise they will be sent home due to misconduct until they can come back with proper uniform. Students will be sent home and will NOT receive credit for hours in which they are not adhering to the school dress code.

GRADUATION REQUIREMENTS-LICENSING REQUIREMENTS

The school will grant a Certificate of Completion and Official Transcript of Hours for the course applicable to students when the student has successfully completed the required number of hours in the enrolled course, all exit paperwork, and paid the school in full or establish a payment plan to pay the balance owed. The school will issue an Official Transcript of Hours for the applicable course to students who withdraw prior to the program completion when the student has successfully **completed the required exit paperwork, attended an exit interview, and paid all debts to the school.** At such a time of your withdrawal the school will notify the board of any unpaid balance on the student affidavit of withdrawal form. Accumulated hours with an unpaid balance shall not constitute completed hours for the purpose of transferring or sitting for the examination. For the hours to be released a student must pay the balance in full. At such a time a balance is paid in full, the school will notify the board of the release of hours.

TRANSCRIPT REQUESTS

The school may charge a $10.50 transcript fee for additional transcripts requested.

EXAM REGISTRATION

A license may then be obtained by successfully completing the state board examinations. The Oklahoma State Board of Cosmetology and Barbering (OSBCB) examinations are held regularly at their testing facility in Oklahoma City. As of July 2025, the written portion is to be taken at a ProV testing facility. To obtain licensure both a written test and a practical skills test will need to be passed with a 75% or better. Upon satisfactorily completing the required number of hours in the enrolled course, the student will then be eligible to register for the examination. Students are responsible for obtaining the exam registration form online, registering for exams, and paying any associated registration fees to the OSBCB or any other outside testing facility, such as ProV.

Oklahoma State Board of Cosmetology Exam Registration Forms can be found here:
https://oklahoma.gov/cosmo/resources/forms.html

COPYRIGHT INFRINGEMENT

Summary of civil and criminal penalties for violation of federal copyright laws: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of The Copyright Act, Title 17 of the United States code. These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority. Penalties for copyright infringement include civil and criminal penalties. Anyone found liable may be ordered to pay actual and/or statutory damages of 750-30.000 per copyright. For willful infringement a court may charge up to 150,000 per copyright. A court may also assess other fees and costs. For more info visit: www.copyright.gov

ATTENDANCE, BREAKS, LUNCH BREAKS, ABSENCES AND LEAVE OF ABSENCES
BREAKS & LUNCH:

- Any student who attends **6 or more hours a day** is required to take a **minimum of 30 total minutes** for breaks and/or lunch, which may be split into smaller segments throughout the day.
- Students must **clock out any time they are on break**, including:
    - When stepping away from class or clinic for personal time
    - When exiting the building for any reason
- All time spent **on break or off campus** will be considered **off the clock**.
- When not on break students shall be working on clients or practical downtime, state board, workbooks/study hall, sanitation, or assigned tasks per instructor.

CLIENT SERVICES AND FRONT DESK COVERAGE:

- Students may **not step away from a client in service** or while **assigned to the front desk** without instructor approval.
- Any request to step away during these times must be **communicated to and approved by an instructor**, to ensure another student or staff member can provide proper coverage.

THEORY CLASS:

- Theory requires a **full, uninterrupted one-hour session daily**.
- **No breaks are permitted during theory.**
- If a student exits the classroom during theory, their **attendance time will not begin until 9:30 a.m.**

ATTENDANCE AND ABSENCE POLICY:

Students must attend the total hours for their enrolled course. Students are expected to be on time for classes. School starts at 8:30 am. The student has agreed to attend classes as required and when unable to attend will provide a reasonable and acceptable excuse. Students who will be absent or late for any reason must notify the school prior to 8:45 am by emailing admin@formationsinstitute.edu Students who do not notify the school prior to 8:45 am are suspended for the entire day. They will not be permitted to clock in at all on that day. Theory class is from 8:30 am to 9:30 am. **Under no circumstance will a student be allowed to enter theory class after 8:30 am.** They must wait until the completion of theory class at 9:30 am to start school. Refer to school catalog for Attendance Progress Evaluations and Satisfactory Academic Progress policies on acceptable attendance percentages. **Every minute students are not clocked in on a scheduled school day, it will negatively affect their attendance percentage and could affect their SAP's resulting in a loss of financial aid**. Absences: There are no excused absences and students are encouraged to mark themselves out in the scheduling system to avoid online bookings during lunch breaks.

FRESHMEN ATTENDANCE POLICY:

Attendance during your first cycle of training is extremely important. The school expects perfect attendance during this period of your training. Different subjects are taught daily, and you will miss an important part of your training if you are absent.

14 CALENDAR DAYS OF NON-ATTENDANCE:

Any student who misses 14 consecutive calendar days of school will be dropped from enrollment on the 15th calendar day. Refer to school catalog. Exemption: Approved LOA Students

LEAVE OF ABSENCES (LOA)/TEMPORARY INTERRUPTIONS/COURSE INCOMPLETIONS

If an issue arises and student cannot attend due to an illness, death, loss of daycare, maternity leave, medical or other unforeseen issue, a student can request a leave of absence. The leave may or may not be approved by the school administration. If an LOA is approved, the time missed will not count against scheduled hours and will not affect attendance percentage. Homework assigned during the LOA period will not be counted as due or graded during a LOA period. The chapters missed will need to be self-reviewed because the information will be on comp tests and on the state board exam.

Formations Institute may allow a LOA as a temporary interruption in a student's program of study. All students are required to follow this policy when requesting a LOA. Leave of Absences will be validated on an

individual basis, but no LOA's shall be granted within the 1st training cycle. LOA Request forms are available from the administration. LOA Requests must be submitted and approved prior to the first day of an LOA. LOA Requests must be submitted in writing on the LOA Request form. LOA's require students to provide a written, signed, and dated request, that includes the reason for the request along with any documentation used to make the determination. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision on an Unforeseen Circumstance Letter provided to our 3rd Party processor and collects the written request upon students return from LOA.

Maximum time frame for LOA's: A student will not be granted an LOA if the LOA, together with any additional previous LOA's, exceeds a total of 180 calendar days in any 12-month period.

The student must have within reason, an issue that will cause them to be absent for a minimum of a 2-week period. (Examples may include but are not limited to, a death in the family, an illness, childcare, homelessness, or family situations, etc.).

The institution may grant a LOA, due to an unforeseen circumstance, to a student who did not provide the request prior to the LOA due to the unforeseen circumstances if:

- The institution collects the student signature and any supporting documentation upon return; and
- The institution documents the reason for its decision to grant an LOA request based upon unforeseen circumstances.
- The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

A student who is granted an LOA in accordance with the institution's policy is not considered to have withdrawn and no refund calculation is required at the time the LOA is approved. A student will not be assessed for any additional charges because of a requested LOA. If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the leave of absence. If approved, no loss of credit or change in satisfactory progress will occur due to the temporary interruption. No assignments will be due during the temporary interruption.

If the student is approved for the LOA, the LOA will extend the student's contract period, and the maximum graduation date by the same number calendar of days taken in the LOA. There are no scheduled hours to the student during LOA, therefore LOA lapsed time will not be included in the student's cumulative attendance percentage calculation. An addendum to the enrollment agreement must be signed by all parties when a LOA is approved.

If the student is a Title IV loan recipient, the institution will explain to the student, prior to granting the LOA, the effects that the student's failure to return from a LOA may be on the student's loan repayment terms. If a student withdraws or does not return from LOA, or takes an unapproved LOA, the student's withdraw date for the purpose of calculating a refund will be the student's last date of attendance.

No additional institutional charges will be assessed because of LOA. If a student does not return from a LOA, they will be withdrawn/terminated from the course. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.
Students who fail to return from a leave of absence and withdrawal prior to completion of the course, but wish to re-enroll within 180 calendar days, will be treated as an unapproved LOA, and will return in the same satisfactory academic progress status as at the time of withdrawal.

MANICURE AND ESTHETICIAN PROGRAM LEAVE OF ABSENCE LIMITATION

Due to the scheduled closure of the Manicure and Esthetician programs, a leave of absence will not be approved if the leave would prevent the student from completing all program requirements and graduating on or before January 31, 2027. Students enrolled in these programs must maintain sufficient attendance and academic progress to meet the required completion deadline.

GROUNDS FOR TERMINATION/CONDUCT

Administration has the right to suspend or expel/dismiss for conduct that disrupts the school program or negatively reflects in any way upon the school. Students dismissed because of misconduct may not be reinstated until the school is assured that reasons for such action will be corrected. This conduct may include but is not limited to causing a scene on the clinic floor, insubordination toward staff, disrespect of staff, foul language, inappropriate behavior, disregarding the dress code policy, refusal of services, absenteeism, or excessive breaks. It will be at the School Administrations discretion per occurrence. You may be suspended until the situation is rectified, whether it be 1 hour or 1 day, it may be the remainder of the day plus 1 day, or a week. The school may terminate a student's enrollment for immoral or improper conduct, any actions that could cause bodily harm to a client, student or employee, willful destruction of school property, cheating, theft, illegal acts, failure to make scheduled payments, failure to return from a leave of absence, receiving 3 suspensions, noncompliance with catalog policies, general policies, educational requirements, enrollment agreement terms, state laws and regulations or school rules. The student will be charged the administrative cancellation fee outlined in the Withdrawal/Settlement/Refund/R2T4 section of this catalog.

WITHDRAWAL/SETTLEMENT/REFUND/R2T4:

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 to 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 who is not accepted by the institution is entitled to a refund of all monies paid including the registration fee.
2. If a student or legal guardian cancels the contract in writing, within three days of signing the enrollment agreement, but prior to the first day of class, is entitled to a refund of all monies paid including the registration fee.
3. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be earlier than the date of expiration of the leave of absence or the date the student notifies the institution that they will not be returning.
4. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days)
5. In type 2,3,4 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

- For students who enroll and begin classes but withdraw prior to course completion (after three 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 0.4.9%	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.
- There are no refunds calculated for textbook or kit charges applied per unit of registration for students who enroll after June 1, 2023.

- Students who withdraw or terminate prior to course completion are charged a drop administrative fee of $150. All fees are identified in the catalog and in the enrollment agreement.

- If a Title IV financial aid recipient (TIV) withdrawals prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to Unsubsidized Federal Direct Loan Program; second to Subsidized Federal Direct Loan Program, third to Direct Parent PLUS Loans; fourth to Federal Pell Grant Program, and fifth to the Iraq and Afghanistan Service Grant (IASG) or TEACH grants, and final to the student. A calculation on the amount of TIV funds is the percentage of the period completed as determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the day the student withdrew, by the total number of hours in the same period. A student withdrawing from a clock hour program earns 100% of the aid if the student's withdrawal date occurs after the point that he/she was scheduled to complete 60% of the scheduled hours in the payment period. This TIV return will then be calculated per the refund policy as defined. All refunds will be applied within 45 days from the date of determination of the students withdraw. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program. Examples of Return to Title IV Funds are available upon request from the School Administrator.

- Post-withdrawal disbursements that a student has earned but have yet to be disbursed to the student will be disbursed as follows: Grants will be disbursed within 45 days, Loans will be offered to the student within 30 days, and students have 14 days to respond if the student accepts or denies the loans. All post-withdrawal disbursements will be applied to the student's account first, and any resulting credit balance will be given to the student within 14 days of the R2T4 (Return to Title IV) calculation is completed.

HOLDING CREDIT BALANCES:

The school has adopted and implemented a policy whereby they obtain authorization from the student to hold Title IV funds (funds that exceed allowable charges). This policy states that a student may rescind the agreement. In the event the student wishes to rescind the agreement, the decision to change is presented to the School Administrator in written form. Upon receipt of a written notification form from a student rescinding the authorization to hold Title IV funds exceeding allowable charges, the account is reviewed and if a credit balance is reflected, the account is immediately adjusted, and credit balances are dispersed according to Federal regulations.

TEACH OUT POLICY:

If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student. If the course is canceled after a student's enrollment, and before instruction has begun, the school will either provide a full refund of all the money paid or completion of

the course later. If the course is cancelled after students have enrolled, and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR provide a full refund of all monies paid. The institution will satisfy any outstanding financial obligations the institution has to Local, State, or Federal providers of financial aid. The institution will notify NACCAS of closing. The institution will provide NACCAS with a list of all students that are enrolled at the time of closing and the arrangements for each of those students. The institution will maintain all relevant information of the closing on their website and all social media. The institution will comply with applicable State and/or Federal laws regarding record maintenance. The institution will provide all enrolled students with a Copy of NACCAS "How to Locate an Accredited Institution Within Your Field of Study" document.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY & EVALUATION PERIODS

The Satisfactory Academic Progress Policy is consistently applied to all students (Title IV recipients and non-Title IV recipients regardless of if they are part-time or full-time) enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Formations Institute defines its academic year as 900 Clock Hours completed over a minimum of 28 weeks of instruction. Students are evaluated for SAP, quantitatively and qualitatively, when actual hours are met, for students who receive Title IV, the next payment is disbursed when both actual hours and academic weeks have been met as follows.:

Basic Cosmetology/Barber-1250 Clock Hours
1st Evaluation Period Ends: 450 actual hours and 14-weeks
2nd Evaluations Period Ends: 900 actual hours and 28-weeks

Master Instructor/Manicure/Esthetician -600 Clock Hours
1st Evaluation Period Ends: 300 actual hours and 9.25-weeks

*SAP is based on a 900-hour academic year for ALL programs.
*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.
*Course Completions- Formations Institute does NOT evaluate students for the purpose of SAP upon completion of a course.
*Course incompletions, withdrawals, or repetitions do not apply to the institution for the purpose of SAP determination. SAP is evaluated on a student's contracted hours with the current enrollment at this institution.
*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.
*Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. School Administration has 7 calendar days to complete the report for each period. The report will include grade/hours from the first day of school through the designated number of clocked hours which correlates to the report.

SAP evaluates a student's Quantitative/Attendance, and Qualitative/Academic scores.

ATTENDANCE PROGRESS EVALUATIONS

Quantitative/Attendance:
Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule to be considered, maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours

scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. The students will sign off on their attendance/scheduled hours for each month of the program. Students must maintain an average of 80% or higher for the purpose of determining Satisfactory Academic Progress.

80 – 100	SATISFACTORY
79-0	UNSATISFACTORY

MAXIMUM GRADUATION DATE & MAXIMUM TIME FRAME

The maximum time (which does not exceed 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:
(If on LOA, the LOA extends the contract period and maximum time frame by the same number of days taken on the LOA)
For Example: Hours Need to Graduate x 125% = Maximum schedule allowed
This 125% rate also pertains to a maximum graduation date for transfer students.
A student shall attend, at a minimum, an average of 26 hrs. per week to guarantee they will graduate within the maximum time allowed for their enrolled course.

MAXIMUM GRADUATION DATE

COURSE	**Maximum Contracted Hours**
(For students who attend at an 80% rate / 26 Hours per wk on average)	
Basic Cosmetology - 26 hrs. per week - 1250 Hours	1563
Barber - 26 hrs. per week - 1250 Hours	1563
Master Instructor- 26 hrs. per week - 600 Hours	750
Manicure – 26 hrs. per week - 600 Hours	750
Esthetician-26 hrs. per week -600 Hours	750

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 80% of the scheduled contracted hours. After this number of hours has been scheduled, the student will then pay for going Beyond Contract End Date as outline on enrollment agreement. (See Below).

BEYOND CONTRACT END DATE/ ADDITIONAL HOURS OF INSTRUCTION

If a student falls below the 80% attendance and will not be able to make up their time within the maximum graduation date, before their contract end date, they will need additional instruction beyond that date and they will be required to pay for additional hours of instruction needed. Refer to page 1 of your enrollment agreement for the hourly rate that will be charged. This rate will be in effect from 125% to 150% of the scheduled hours. This rate will double after a student exceeds 150%. See the maximum time frame below. The school will not send in a release of hours until tuition is paid in full**. A student cannot sit for the state board examination until hours are released.**

MAXIMUM TIME FRAME

Students must complete their educational course or program within 150% of their courses prescribed hours.
1250 Course must be completed within 1875 maximum scheduled hours.
600 Course must be completed within 900 maximum scheduled hours.
Transfer Student Contracted hours x 150%

Automatic Drop Calculation for Maximum Time Frame
Total Scheduled Hours to Evaluation Date + Total Actual Hours Remaining = >1875, or >900
At any such time it is determined that a student will not be able to complete their course within the maximum time frame, the student may be expelled from their course.
For students who are not expelled from their course:

Students that go beyond the maximum time frame, exceeding 150% scheduled hours, will be required to pay a higher rate for the additional scheduled hours of instruction needed. This rate will be double the beyond contract end date hourly rate from page 1 of the enrollment agreement. This rate will be in effect from 150% of the scheduled hours until course completion**. The school will not send in a release of hours until tuition is paid in full. A student cannot sit for the state board examination until hours are released.**

ACADEMIC PROGRESS EVALUATIONS

Qualitative/Academic:

The grading system is as follows:

(Satisfactory SAP Requirement)
90-100 - A Excellent
80-89 - B Good
75-79 - C Satisfactory

(Unsatisfactory in terms of SAP Requirements)
60-74 - D Unsatisfactory
59-0 - F Failure

Grades will be recorded according to the assignments that may have been assigned from theory tests, class quizzes, workbooks, vocabulary, study guides and any projects or practical work assigned.
The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic and practical learning. Academic learning is evaluated after each unit of study. All work is to be turned in on the due date by the end of theory class, by 9:30 am or it will receive a zero grade. Late work is entered into the grading system on the date it is turned in. The grading system will average all grades entered for retakes and late work. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the school will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a grade average of 75% or higher when averaging academic and practical scores for the purpose of determining Satisfactory Academic Progress.

Students who are meeting the minimum academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is able to regain 80% attendance and 75% academic requirements before the end of the warning period or have submitted an appeal resulting in an approval status prior to probation period.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements-
Students who are meeting the minimum academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. Students can reestablish eligibility by meeting SAP %'s for academic and attendance at the next SAP evaluation.

Student who do NOT meet the minimum requirements-

FINANCIAL AID WARNING

The institution allows for an initial status of SAP warning for students who are not considered meeting standards for satisfactory academic progress. Students who fail to meet minimum requirements for

attendance or academic progress are placed on Financial Aid Warning and considered to be making satisfactory academic progress during the Financial Aid Warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. The institution may allow the status of probation for students if a) The institution evaluates the student's progress and determines that the student did not make SAP during the warning period AND b) the student prevails upon appeal of a negative progress determination prior to being placed on probation AND c) The institution determines that SAP standards can be met by the end of the evaluation period OR d) The institution develops an academic plan that, if followed, will ensure the student is able to meet SAP requirements by a specific point within the maximum timeframe established for the individual student. If SAP policy requirements are met by the end of the Financial Aid Warning, the student will be removed from financial aid warning and placed in probation beginning the next SAP period and be eligible to receive federal aid. Students who are on warning, then fail to make SAP at the end of the warning period AND fail to have an approved appeal are NEVER placed on Financial Aid Probation. These students have lost Title IV eligibility until such time as a further evaluation shows the student making SAP.

APPEAL PROCEDURE

A student who does not meet Satisfactory Academic Progress (SAP) standards at the end of the Financial Aid Warning period becomes ineligible for Title IV financial aid unless the student successfully appeals the determination. The student may submit a SAP appeal within 10 calendar days from the date the student is notified of the SAP determination. Students will not attend school while an appeal is pending, and Title IV financial aid will not be disbursed during the appeal review period. Acceptable reasons for appeal may include, but are not limited to, the death of a relative, injury or illness of the student, or other special or mitigating circumstances. The student must submit the school's designated SAP Appeal Form, a written statement, and required supporting documentation. The appeal must explain the circumstances that caused the student to fail to meet SAP standards, what has changed or been resolved regarding those circumstances; and why the students believe they will be able to meet SAP standards or the requirements of an approved academic plan going forward.

School Administration will review the completed appeal and supporting documentation and notify the student in writing of the decision. Appeal documentation and the school's written decision will be maintained in the student's file.

If the Appeal is Approved, the student will be placed on Financial Aid Probation and Title IV eligibility will be reinstated, as applicable. Based upon the students' circumstances and academic progress, the school will determine whether the student can reasonably meet the school's SAP standards by the end of the next payment period; or an Academic Plan is necessary.

If an Academic Plan is required, the plan will identify the specific attendance, academic, and/or other SAP requirements the student must meet and the timeframe in which those requirements must be achieved.

If the Appeal is Denied, the student remains ineligible for Title IV financial aid. The student may continue enrollment on cash-pay or other approved non-Title IV payment arrangements, if permitted by the school. Title IV eligibility may only be regained as described in the Re-Establishment of Satisfactory Academic Progress section of this policy.

Typical Appeal Approval process:
A=SAP (Student reaches SAP evaluation, Outcome is Probation)
B=APPEAL and APPROVAL (Student has 10 calendar days to submit appeal AND it is APPROVED.
C=Reward is Probation (If it is mathematically possible)
OR
D= School creates Academic Plan: Detail what must happen, if they follow plan, it ensures student WILL meet SAP by the end of the probationary period. (D specifies that X, Y, Z items can be tailored to each student's needs)

Typical Appeal Denial process:

A=SAP (Student reaches SAP evaluation, Outcome is Probation)
B=APPEAL and DENIAL (Student has 10 calendar days to submit appeal AND it is DENIED.
C=Student is now a Cash Pay student without Financial Aid.

FINANCIAL AID PROBATION

Financial Aid Probation is a status assigned to a student who is not meeting SAP standards, but whose SAP appeal has been approved. A student may be placed on Financial Aid Probation for one payment period. During the probationary payment period, the student is eligible to receive Title IV financial aid, as applicable.

If School Administration determines that the student can meet SAP standards by the end of the probationary payment period, the student may be placed on probation without an Academic Plan.

If School Administration determines that the student will require additional time to meet the school's SAP standards, the school may establish an individualized Academic Plan. The Academic Plan will specify the requirements the student must meet and the point by which the student is expected to achieve SAP or successfully complete the program. The student's progress will be evaluated at the end of the probationary payment period.

At that evaluation:
A student who meets the school's SAP standards will return to Satisfactory status. A student who does not yet meet the school's general SAP standards but is meeting the requirements of an approved Academic Plan may continue to be considered eligible for Title IV aid in accordance with the Academic Plan. A student who neither meets SAP standards nor satisfies the requirements of the Academic Plan will become ineligible for Title IV financial aid.

Financial Aid Probation itself will not be assigned for consecutive payment periods.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. School Administration will closely monitor your progress during these periods. School Administration will mathematically calculate hours and/or develop an academic plan so that the student is aware of attendance and/or academics during the probationary period.
If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT, NON-REQUIRED REVIEW, REMEDIAL COURSES, REPETITIONS

Noncredit, non-required review, remedial courses, and repetitions have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will not be counted. Satisfactory Academic Progress only counts current enrollment attempted and earned.

MAXIMUM TIME FRAME FOR RE-ESTABLISHMENT OF SAP

Students who exceed the maximum time frame and fail to reestablish SAP by the end of the warning or probationary period shall be terminated from the current program. A student would, thereafter, be permitted

to reenroll in the program on a cash-pay basis according to the institutions admissions policy regarding transfer hours.

Satisfactory → fails SAP → Warning → still fails SAP → loses Title IV eligibility → successful appeal → Probation/Academic Plan → Re-evaluate → Meets SAP/Plan = Eligible; Doesn't = Ineligible → Re-establishment rules

GUIDANCE

The Administrator reviews the students on a regular basis concerning their satisfactory progress in the course. A private office is available for interviewing and evaluating students. Students are at liberty to discuss personal problems that might affect their schooling or their future employment, knowing that it will be confidential. If we cannot help, we may be able to recommend an agency that can.

COMPLIANCE WITH CIVIL RIGHTS ACT

Formations Institute practices no discrimination in admission, instruction, or graduation policies based on sex, race, age creed, color, religion, financial status, ethnic origin, or residence.

INVASION OF PRIVACY - FERPA

Information about an individual student is released only on written instruction of the student or parent /guardian if the student is a dependent minor. The school guarantees the rights of students and their parents, if the student is dependent minor, to have access to their cumulative records, and provide the proper supervision and interpretation of student records when they are being reviewed. The institution guarantees the right of students to gain access to their files. **No student is allowed in the office unless a staff member is present.** At no time is a student allowed to view any files other than their own unless a written release is available. We do not release directory information. The school provides access to students and other school records to its accrediting agency. See http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html for more info on FERPA.

EMPLOYMENT ASSISTANCE

THE INSTITUTION DOES NOT GUARANTEE SUCCESSFUL PASSING OF THE STATE BOARD EXAM, AND JOB PLACEMENT IS NOT GUARANTEED.

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on the bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

SAFETY

The Institution takes every precaution to ensure the safety of students by keeping the building clean, in good repair, and providing special safety equipment, such as goggles or masks for work with acrylic nails. Each station is equipped with plug-ins and separate fuses. Product knowledge is important to each student and The Safety Data Sheet Book (SDS) is available and is in the classroom library in Enid, and in the dispensary in Woodward. Fire safety information is provided during Orientation.

SCHOLARSHIPS

Pre- Enrollment:

In-House Scholarships (May not be stacked with each other or in addition to any enrollment discount)
$3000 off 1250-hour course/ $1500 off 600- hour course

High School Graduate or GED Equivalent- Must enroll and start class within 90 Days or Graduation
Military- awarded to active, retired, disabled veterans and active military spouses.

Natural Talent Scholarship: Cosmetology or Barbering Programs
Application Period: April1 through May 31 Annually
To Enter: Submit Before and After Photos (Front, Side, Back), and a 30 Second "Process" Video to enroll@formationsinstitute.edu by May 31.
First Place: $5,000
Runner Up: $2,000
All Applicants: $1,000

Scholarships are divided into payment periods and applied to student ledgers when students reach and meet SAP requirements. Students who fail to meet SAP will lose in-house scholarships indefinitely. Your payment plan would then be adjusted due to loss of scholarship.

Post-Enrollment:
Non-In-House Scholarships (May be stacked with other scholarships and/or enrollment discounts).
Log on to beautychangeslives.com for a list of scholarships you may qualify for, even as a student who is already enrolled.

COMPLAINT PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be reviewed in the student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process**.** Complaint Forms can be requested at any time from admin@formationsinstitute.edu.

1) The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2) The complaint form shall be given to any school employee. Instructional staff shall turn in any complaint form to administrative staff.
3) The complaint will be reviewed by administration and Title IX coordinator and a response will be sent in writing to the student who filed it, and to any/all parties of allegations, dismissal, delays, meetings, and proceedings within 30 days of receiving the complaint. The initial response may not provide for a final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4) If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable. An equal opportunity will be given to each party to have an advisor of the party's choice.
5) Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint. The school may have to assess the credibility of a party, when credibility is in dispute and relevant, including questioning a party or witness during individual meetings or in a live hearing.
6) In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. All parties will be given equal opportunity to access the relevant and not otherwise impermissible evidence or an investigative written report (and if the institution provides access to an investigative report, it must provide access to the underlying evidence upon the request of any party); a reasonable opportunity to respond; and a requirement that the recipient take reasonable steps to prevent and address unauthorized disclosure. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has was not involved in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing committee will be allowed to ask questions from

all parties involved. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management should consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendation of the committee. Any party to a dispute shall have a 30-day opportunity from the hearing date to appeal the hearing determination. Students/Parties to a complaint must prohibit retaliation, including peer retaliation during and after the complaint process.

7) The complainant is required to try to resolve the problem through the school's complaint process. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's state agency, if applicable.

The school's licensing agency is Oklahoma State Board of Cosmetology and Barbering, 2401 NW 23rd Street, Suite 84, Oklahoma City, OK 73106, 405-521-2441. To file a complaint with the Oklahoma State Board of Cosmetology & Barbering you can access the complaint form online: https://www.ok.gov/cosmo/documents/Compliant%20Form.pdf

If the complainant wishes to pursue the matter further, a complaint form is available through the accrediting agency. The school's accrediting agency is NACCAS, 3015 Colvin Street, Alexandria, VA, 22314, 703-600-7600. The hotline for Federal Title IV is 1-800-4-FED-AID.

ANNUAL REPORT INFORMATION

The institution's most recent Annual Report information, which provides information regarding our school's course outcome rates for the most recent year's statistics can be found within the Federal Consumer Information Booklet in the enrollment office. This information can also be found on our website formationsinstitute.edu

FEDERAL CONSUMER INFORMATION

All Federal Consumer Information is available in the school enrollment office. This booklet contains information on how to apply for federal student aid, guidelines for eligibility determinations, cost of attendance information, withdrawal and refund policies, crime statistics, , and other important information about the institution.

CRIME AWARENESS

The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act (Clery Act) and the Violence Against Women Act (VAMA) require an institution to prepare, publish, and distribute information to all current students and employees, and to any applicant for enrollment or employment, upon request, about current policies and statistics regarding criminal actions or other emergencies occurring on this campus.

1. It shall be the policy of this school to have in place a list of emergency telephone numbers to call in case any staff member has a problem that they cannot handle on their own or feel that they should have permission before proceeding. This policy also includes telephone numbers for emergency situations such as fire, burglary, emergency illness, campus crimes, sexual assault, etc. This information is in the Policy and Procedure Manual.

2. Current policies concerning security considerations used in the maintenance of campus facilities are found in the Policy and Procedure Manual. The Administrator or Instructor, upon entering the building, will observe the premises to ascertain the security of the building. If it is as it should be, the instructor will proceed to prepare the premises for receiving students. The closing policy states that the instructor will secure the building before leaving according to the closing procedures as found in the Policy and Procedure Manual.

3. The policy as stated in (1) requires the Administrator and /or Instructor to report any emergencies to the appropriate agencies as the need arises. Students are to report any criminal actions or emergencies requiring law enforcement to the Administrator and/or Instructor for prompt action.

4. At the time of orientation, the student will receive a copy of the School Catalog. The booklet will inform the students of policies and procedures for campus security. The students will review the Catalog and the Drug Policy Sheet.

5. The students will receive the Catalog and Drug Policy Sheet prior to or at Orientation. They will review each of these. Basic crime awareness information will be included in these booklets, as well as crime statistics and security information. Each new employee will be given the same booklets and will review the Policy and Procedure book to ensure complete understanding of job guidelines.

As stated in the Policy and Procedure Manual, Catalog, Drug Sheet and on Title IV ISIR Part 1 the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by students and employees on school property or as any part of our school's activities is strictly prohibited. Infractions of any part of this rule by a student will be cause for immediate, permanent dismissal from this school. Any infraction of any part of this rule by an employee shall be subject to the actions listed in the procedures of this policy. A federal or state drug conviction can disqualify a student for Title IV funds.

CAMPUS SAFETY & ANNUAL SECURITY SURVEY FOR CRIME STATISTICS

The institution's most recent Annual Report for Crime Statistics, which provides information regarding our school's reported criminal offenses, reported either to the administration or to local authorities, can be found within the Campus Safety & Annual Security Booklet in the enrollment office.

STUDENT SERVICES

Formations Institute strives to assist students in need. A list of resources available in the community can be found in the student breakroom or see administration. Campus housing is not available.

RULES AND REGULATIONS

Classroom:

- Be in your assigned seat with your zipped smock or Formations Shirt, books, and materials by 8:30.
- No drinks or food are allowed in the classrooms. Apart from a clear water bottle with a lid.
- All assignments are due on their due date by 9:30AM
- If you will not be present on the date that your assignment is due, please email them to:
  (Woodward) homework@formationsinstitute.edu,
  (Enid) homeworkenid@formationsinstitute.edu
- Cell phones are not allowed while theory is being taught or during school meetings. Unless otherwise instructed by your theory instructor.
- Ear buds and headphones are not allowed during theory or on the clinic floor.
- Please do not disrupt theory for restroom breaks.
- No student will be allowed to miss theory class to do practical clinic work. Practical clinical work does not begin until class is over.
- Profanity, back talk, etc. is not allowed.
- All items must be cleared from your desk after theory has ended, you may place your personal items under your desk or in your locker.
- If you clock in between 8:31 am and 9:29 am staff will adjust your beginning time to 9:30am.
- If you have failed to clock in/out on the electronic time clock and need an adjustment: Email missed time and correct info to:
  (Woodward) wwtime@formationsinstitute.edu
  (Enid) etime@formationsinstitute.edu

*If these rules are not followed you may be sent out of theory. If you are sent out of theory, you will not receive hours for theory that day.

Breakroom/Outside:

- Eating and drinking are allowed in the breakroom and designated school side yard only.
- If you are on break or lunch break, you must clock out.

Clinic Floor:

Hair color Timing & Lunch Breaks

- Hair color services are scheduled for 225 minutes (3 hours 45 minutes).
- An additional 15 minutes is included to account for the product charge, bringing the total service time to 4 hours.
- The latest start time for a hair color service is 11:00 a.m.
- If you have set a recurring lunch break in the system, you will not be booked as the *main stylist* for a color service. The system will not allow it without an override (double booking). This means you would only be scheduled as a helper.
- Lunch breaks are fluid and may be adjusted by instructors. If you need a specific lunch break that cannot be moved, you must clearly mark it in the notes as "Do Not Move."
- If no such note is left, instructors may move your scheduled lunch to before or after a hair color service or desk duty to keep the schedule running smoothly.
- No food or drinks are allowed on the clinic floor.
- Profanity is not allowed.
- Students are required to take instructions from the instructor(s). This includes student instructors assigned to the clinic floor. Failure to do so can result in a suspension. Suspensions may be less than but are not limited to the remainder of current day plus the following scheduled day.
- Students are not to advise or instruct fellow students.
- No chairs/stools behind the front desks.
- No students shall be permitted to sit in styling, Pedi, Mani, Esthetics facial bed or any other equipment used for services. The ONLY exception is when a student is receiving an approved service.
- All services must be approved by the Floor Instructor.
- Ear Buds are not allowed to be used on campus.
- Cell phones may be permitted for pictures and are allowed to be used during client consultations with previous approval by instructor staff.
- Students must clock out and pay for personal services. Student services shall be discounted 50% for total service. This does not apply to retail.
- The sanitation of implements and/or equipment shall be after each client.
- Brooms/Dustpans shall be returned to designated areas.
- Styling chairs shall face the mirrors, and the foot pump shall be behind the chairs when not in use.
- Downtime/Requirements are not one and done, if you are not with a client this is your all-day assignment. These are assigned by instructors according to the 2 Week or 5 Week Cycle per course. Each student shall turn in a practical requirement sheet on the first scheduled day each month. Refer to the requirement sheet for grading rubric.
- Sanitation/Chore assignments are given daily , if you are leaving early, in that case it is your responsibility to email admin@formationsinstitute.edu to get a chore assignment 30 minutes prior to leaving for the day.

General:

- Each student must clock in and out on the electronic time clock. If the student fails to clock in/out the student shall alert the school immediately by emailing. The modified clock punch times will be adjusted on the next business day. Students are to scan in and out for lunch. If a student is leaving the campus, the student must clock out. Students are asked to schedule

their lunches in the online booking system, so that appointments are not booked over a lunch break.

- Cumulative time is given to each student at their monthly review. A student may request their hours at any time, and an instructor/administration will respond to the student within 24 hours of their request. If the student believes their time is not correct, the student needs to notify administration immediately to request the time log for dates in question. The administration will have 48 hours to meet with the student and discuss what happened to remedy the situation.
- When absent or late-Students are required to email admin@formationsinstitute.edu prior to 8:45 am. It is not permitted to have another student tell administration. Students should not text or call instructors or administration when they are absent or late.
- Lockers are to be used by students to keep personal belongings in. Students are responsible for always keeping lockers locked. The school is not responsible for lost or stolen items.
- No extra personal items are needed for completing client services, each student's kit contains the items needed to complete the services we provide. If a student chooses to bring in a personal item, the risk of loss, theft, and damage is accepted by the student. The school provides lockers and styling carts for students. Personal items should be stored there. We do not allow extra bags, carts, boxes, cases to be brought in.
- Possession, use of, or distribution of drugs and alcohol by students and employees on school property, or on school field trips or other school activities, including lunch break is strictly prohibited. Any infraction of any part of this rule may be the cause for immediate, permanent dismissal from the school.
- No part of the equipment or supplies are to be taken from the school except textbooks and workbooks. Any item left at the school will become property of the school upon withdrawal or dismissal.
- Students are not to refuse a service or client. If a student clocks out and goes home to avoid doing a service, this can be considered a refusal of service. The student may be suspended. Suspensions are at minimum the remainder of the current day plus the following scheduled day for refusal of service.
- Good personal hygiene, use of deodorant, clean teeth and breath, and stylish hair are mandatory. Minimum daytime makeup look is recommended.
- No student shall post any negative comments on any social media about the school, instructor, and/or any other current student. No student shall speak negatively in conversation with other students in reference to the school, staff, instruction etc.
- Workbooks, Comp testing, make up work, and assignments are not to be worked on outside of theory, or afternoon workbook/Study Hall time, unless approved by an instructor.
- Defacing or vandalizing school property may result in permanent expulsion.
- Parking by the entrance doors shall be left available for clients.
- Students are not to have children at school while they're on the clock. An adult, other than the clocked in student, shall be present and accompany the child. This does not pertain to students who are old enough to drive themself to the school and receive a service. If they are not receiving a service, they do not need to be here to hang out on our campus.

Rules are subject to change at any given time at the discretion of the administration.

<u>Covid-19 Policy and Procedure</u>

Due to the Global Pandemic Formations Institute will allow distance learning under the following circumstances:

1. Governors order to shut down.
2. Approval by OSBCB
3. Approval by NACCAS

The Institution will follow guidelines put forth by OSBC. The institution cannot guarantee that other states will accept these distance learning hours. Students will be allowed to take a LOA for the period the Pandemic is ongoing if it falls under LOA guidelines and requirements put forth by the three entities listed above.

CODE OF ETHICS

1. This school has as its principal objective the training of qualified licensees to render the best possible service to patrons.

2. This school strives continuously to improve its operation to keep abreast with the ever-changing developments and new techniques in the fields in which we instruct.

3. This school observes all rules and regulations issued by the Oklahoma State Board of Cosmetology & Barbering, the Department of Ed, and NACCAS.

4. This school encourages its instructors to keep abreast of the latest teaching methods by way of reading educational books and attending teacher refresher or advanced courses, workshops, etc.

5. This school takes part in educational conferences and regional meetings to advance the instruction of all courses.

6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workbooks, films, and other audio-visual aids to provide the best possible training for its students.

7. This school maintains honest and fair relationships with its staff, students, patrons, state board and other schools.

8. This school makes available standard equipment, cosmetics and supplies to be used for the instruction of its students.

9. This school refrains from any criticism which reflects unfavorably on other schools.

10. This school advertises truthfully and makes honest representations of its students.

    The information provided is "certified true & and correct in content and policy."

11. This institution does not discriminate based on sex, race, age, color, ethnic origin, or religion.

Linda Freeman

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Linda Freeman, CEO

STUDENT CATALOG AND INFORMATION PACKET ACKNOWLEDGMENT

I acknowledge that, prior to signing my Enrollment Agreement, I received a copy of the **Formations Institute Student Catalog** and was provided the opportunity to review its contents.

The Student Catalog contains important information regarding Formations Institute policies, procedures, programs, and student requirements, including, but not limited to:

- Courses and programs offered
- Admission and graduation requirements
- Leave of Absence (LOA) policy
- Code of Ethics
- Dress Code
- Rules and Regulations
- Grounds for termination
- Copyright infringement policy
- Satisfactory Academic Progress (SAP), including how and when SAP is evaluated and the consequences of failing to meet minimum requirements
- Information regarding the school website and access to required consumer information and institutional statistics

I understand that the **most current version of the Formations Institute Student Catalog is available at formationsinstitute.edu for review at any time.**

I also acknowledge that I have reviewed and received the **Student Information Packet**, which includes applicable student safety, campus security, academic, and program information, including:

- First Aid Safety information
- Blood Spill Safety Procedure
- Fire Escape and Tornado Plan
- Drug and Alcohol information
- Security Policy and Annual Security Report
- Suspension Form
- Complaint Form
- Course Kit List
- School Schedule and Attendance Policy
- Course Syllabus

I understand that Formations Institute may revise or update its policies, procedures, schedules, or other institutional information as necessary. Changes will be implemented and communicated in accordance with applicable regulatory and accreditation requirements.

By signing below, I acknowledge that I received the Student Catalog and Student Information Packet and had the opportunity to review and ask questions regarding the information provided prior to signing my Enrollment Agreement.

Student Name: _____

Student Signature: _____ **Date:** _____