



**UNIVERSITY**  
OF SPA & COSMETOLOGY ARTS

# **COSMETOLOGY PROGRAM**

Revised June 2026



## **TABLE OF CONTENTS**

COSMETOLOGY CAREER AND LICENSING INFORMATION .....	3
COSMETOLOGY COURSE OUTLINE.....	5
COSMETOLOGY – SATISFACTORY ACADEMIC PROGRESS.....	7
COSMETOLOGY - SATISFACTORY ACADEMIC PROGRESS EVALUATION RECORD.....	11
COSMETOLOGY – TEST POLICY.....	12

## **COSMETOLOGY CAREER AND LICENSING INFORMATION**

### **ILLINOIS LICENSING REQUIREMENTS FOR BARBERING**

Each applicant must meet the following requirements:

1. Is at least 16 years of age.
2. Has graduated from a high school or equivalent.
3. Has graduated from a cosmetology school approved by the Department having completed 1500 hours in the study of cosmetology extending over a period of not less than 8 months, no more than 7 consecutive years. A school may, at its discretion, consistent with the rules of the department, accept up to 500 hours of barber school training at a recognized barber school towards the 1500-hour course requirements of cosmetology. Time spent in such study under the laws of another state or territory of the United States or of a foreign country or province shall be credited toward the period of study required by the provisions of this paragraph.
4. Has passed an examination authorized by the Department to determine fitness to receive a license as a cosmetologist. The requirements for remedial training set forth by the Department may be waived in whole or in part by the Department upon proof to the Department that the applicant has demonstrated competence to sit for the examination again. The Department shall promulgate rules establishing the standards by which such a decision shall be made.
5. Has met any other requirements of this Act.

### **SAFETY REQUIREMENTS**

The practice of cosmetology involves the use of sharp implements as well as chemicals that could be hazardous. Attention to proper safety procedures, which protect both client and technician, is very important and will be taught during the course.

### **PHYSICAL DEMANDS**

The physical demands for a cosmetologist are primarily the extensive use of the hands for salon services and the long periods of standing that are required for the services.

### **COMPENSATION**

According to the United States Department of Labor, salon professionals can average up to \$50,000 per year including tips. Some of the main factors that determine income include the size and location of the salon, hours worked, the tipping habits of clients, and competition from other salons and shops. A cosmetologist's ability to bring in and maintain regular clients is another factor in determining potential earnings. According to the US Department of Labor, many cosmetologists and other personal appearance workers receive commissions based on the price of the service, or they earn a salary based on hours worked. Others in this industry are self-employed. Nearly every professional in the cosmetology industry receives tips and commissions for the products they sell. Some salons pay bonuses to employees who bring in new business.

According to the US Department of Labor, employment of hairdressers, hairstylists, cosmetologists, skin care specialists, manicurists, pedicurists, and shampooers is projected to grow 13% by the year 2026.

## **STATE EDUCATIONAL REQUIREMENTS**

The institution has determined that its curriculum meets the State educational requirements for licensure or certification to the following states: Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Indiana, Kansas, Louisiana, Maine, Maryland, Massachusetts, Michigan, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, Rhode Island, Tennessee, Texas, Vermont, Virginia.

The institution has determined that its curriculum does not meet the State educational requirements for licensure or certification to the following states:

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa, Kentucky, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, South Carolina, South Dakota, Utah, Washington, West Virginia, Wisconsin, Wyoming.

## **COSMETOLOGY COURSE OUTLINE**

### **COURSE DESCRIPTION**

1500 clock hours of theory, both in school and online, and practical training divided in the following subjects and time allotments.

<b>Unit of Instruction</b>	<b>Total Hours</b>
Basic Training	150
Hair Styling/Hair Dressing	475
Chemicals & Hair Treatments	500
Sanitation & Management	200
Esthetics	85
Nail Technology	55
Related Electives	35
<b>GRAND TOTAL</b>	<b>1,500</b>

### **COURSE GOALS**

The student will acquire knowledge in:

- All the subjects required to successfully pass the Illinois State Board Cosmetology exam.
- The most current and up-to-date skills and art in the various facets of cosmetology, which will enable the student to enjoy a profitable and secure career.
- The professional standards and desires for improvement will make each graduate an asset in their chosen field, as well as their community.

### **COURSE FORMAT**

#### **Theory**

In-person theory instruction provided by qualified instructor

- Demonstration by instructors or guest artists
- Study Guides
- Quizzes
- Exams at the end of each chapter

#### **Practical**

- Practicing tasks on mannequin
- Practicing tasks on fellow students

- Performing services on clients
- Demonstrations by instructors or guest artists
- Tasks will be signed off by instructors when criteria set forth by staff have been met.

## **COURSE EVALUATION/ GRADING PROCEDURES**

- Exams are given after each chapter.
- Grading system

A = 100% to 93%

B = 92% to 86%

C = 85% to 77%

D = 76% to 70%

- A final exam in theory and practical is given before the students make application for state board exam.
- Students will demonstrate an average of 85% or better on the final school exam.
- The student will be required to pass the state board exam with a grade of 75 % or better.



## **COSMETOLOGY – SATISFACTORY ACADEMIC PROGRESS**

**ALL STUDENTS must meet the following minimum standards to be considered making SATISFACTORY ACADEMIC PROGRESS.** The Satisfactory Academic Progress Policy is consistently applied to all students at the school. It is printed in the orientation booklet 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 federal regulations established by the United States Department of Education.

### **EVALUATION PERIODS**

**Students will be evaluated on a schedule** as shown on the Satisfactory Academic Progress Evaluation Record for each course.

#### **Full Time**

Eval. Period / Clock Hours Scheduled

15 weeks / 450 hours

30 weeks / 900 hours

40 weeks / 1200 hours

#### **Part Time**

Eval. Period / Clock Hours Scheduled

30 weeks / 450 hours

60 weeks / 900 hours

80 weeks / 1200 hours

***\*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.

### **ATTENDANCE PROGRESS EVALUATIONS**

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

At the end of each evaluation period, the school will determine if the student has maintained at least 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.

### **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:

Cosmetology  
Full Time (30 hrs / week)  
Part Time (15 hrs / week)

Maximum Time Allowed  
Weeks / Scheduled Hours (62.5 weeks / 1875 hours)  
Weeks / Scheduled Hours (125 weeks / 1875 hours)

*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. The hours scheduled, during a period of time a student does not receive Title IV funds, will be counted towards the maximum time frame.*

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks for full time, or 60 academic weeks for part time.

Students who exceed the maximum time frame shall be terminated from the program and would be permitted to re-enroll in the program on a cash-pay basis. A student terminated for maximum time frame who wishes to return, should begin by contacting the Director of Admissions & Financial Aid to request re-admission. Re-admission will be on a space available basis, with priority given to new students rather than returning students.

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of 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 cumulative academic average of 77% and pass a FINAL written and practical exam, with an 85% or better, prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### **Grading System**

A	93% - 100%
B	86% - 92%
C	77% - 85%
D	70% - 76%
F	Below 70%

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students may receive a hard-copy of their Satisfactory Academic Progress Determination upon request at the time of the evaluations; or they may ask to review the hard copy of the evaluation which is located in the Admissions Office. 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.

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on a warning and considered to be making satisfactory academic progress while during the warning period. The

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

## **PROBATION**

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

## **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.

## **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Hours scheduled for a student who withdraws prior to completion will be calculated towards the maximum time frame. The maximum time frame is measured in scheduled hours; please refer to the section **MAXIMUM TIME FRAME**. At the time a student withdraws from the program, the school will note if the student was passing or failing at the time of withdrawal. **A student who is dropped for lack of satisfactory academic progress may not be re-admitted.** 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 (passing or failing).

## **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include why they failed to meet satisfactory academic progress standards, along with what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next

evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

### **TRANSFER HOURS**

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

## COSMETOLOGY - SATISFACTORY ACADEMIC PROGRESS EVALUATION RECORD

### SATISFACTORY ACADEMIC PROGRESS EVALUATION RECORD - COSMETOLOGY

Student: \_\_\_\_\_

Start Date: \_\_\_\_\_ SCHED: FT - PT Clock Hours 1500

<p><b>Date:</b> _____ <b>#Weeks:</b> _____ <b>Sched Ck, WARNING</b></p> <p>Actual Hours _____ Scheduled Hours _____ Average _____ % (required 80%)</p> <p><b>Required Hours = Scheduled Hours _____ x 80% = _____ Actual Hours _____</b></p> <p>Grades: Theory _____ % Practical _____ % Average _____ % (required 77%)</p> <p><b>IF Hours &amp; Grade Avg meet the minimum standard, then.....</b></p> <p>_____ Satisfactory Progress YES/Warning NO .....next recheck end of term: _____</p> <p><b>IF Hours or Grade Avg do not meet the minimum standard, then.....</b></p> <p>_____ Satisfactory Progress YES/WARNING YES..... next recheck at _____</p> <p>Student _____ for USCA: _____</p>	<p>NEXT RECHECK DATE IS LAST DATE IN THIS COLUMN....</p>
---	--

<p><b>Date:</b> _____ <b>#Weeks:</b> _____ <b>Sched Ck, WARNING</b></p> <p>Actual Hours _____ Scheduled Hours _____ Average _____ % (required 80%)</p> <p><b>Required Hours = Scheduled Hours _____ x 80% = _____ Actual Hours _____</b></p> <p>Grades: Theory _____ % Practical _____ % Average _____ % (required 77%)</p> <p><b>IF Hours &amp; Grade Avg meet the minimum standard, then.....</b></p> <p>_____ Satisfactory Progress YES/Warning NO .....next recheck end of term: _____</p> <p><b>IF Hours or Grade Avg do not meet the minimum standard, then.....</b></p> <p>_____ Satisfactory Progress YES/WARNING YES..... next recheck at _____</p> <p>_____ Satisfactory Progress YES/PROBATION YES..... next recheck at _____</p> <p>Student _____ for USCA: _____</p>	<p>LAST DATE</p>
---	------------------

<p><b>Date:</b> _____ <b>#Weeks:</b> _____ <b>Sched Ck, WARNING</b></p> <p>Actual Hours _____ Scheduled Hours _____ Average _____ % (required 80%)</p> <p><b>Required Hours = Scheduled Hours _____ x 80% = _____ Actual Hours _____</b></p> <p>Grades: Theory _____ % Practical _____ % Average _____ % (required 77%)</p> <p><b>IF Hours &amp; Grade Avg meet the minimum standard, then.....</b></p> <p>_____ Satisfactory Progress YES/Warning NO .....next recheck end of term: _____</p> <p><b>IF Hours or Grade Avg do not meet the minimum standard, then.....</b></p> <p>_____ Satisfactory Progress YES/WARNING YES..... next recheck at _____</p> <p>_____ Satisfactory Progress YES/PROBATION YES..... next recheck at _____</p> <p>Student _____ for USCA: _____</p>	<p>LAST DATE</p>
---	------------------

<p><b>Date:</b> _____ <b>FOR PROGRAM COMPLETION ONLY (final check)</b></p> <p>Actual Hours _____ Scheduled Hours 1500 Average _____ % (required 80%)</p> <p>Grades: Theory _____ % Practical _____ % Average _____ % (req. 77%)</p> <p><b>ALL GRADUATION REQUIREMENTS MET, SATISFACTORYLY?</b> _____</p> <p>Student <u>GRADUATE</u> for USCA: _____</p>	<p>LAST DATE</p>
---	------------------

### SATISFACTORY ACADEMIC PROGRESS STANDARDS FOR ATTENDANCE & GRADE AVERAGE

COSMETOLOGY	Full-Time	Part-Time
Course Length	50 weeks	100 weeks
Contract Length	50 weeks plus 35 days	100 weeks plus 70 days
Maximum time for completion	62.5 weeks	125 weeks
Required hours per week	24 hours	12 hours
Scheduled hours per week	30 hours	15 hours
Eval. period / Clock hours scheduled	15 weeks/ 450 hours 30 weeks/ 900 hours 40 weeks/ 1200 hours	30 weeks/ 450 hours 60 weeks/ 900 hours 80 weeks/ 1200 hours

Attendance average required: 80%

Grade average required: 77%

REV. JULY 2022

## **COSMETOLOGY – TEST POLICY**

### **BASIC TRAINING GRADUATION REQUIREMENTS**

- A minimum of 150 clock hours earned.
- A minimum cumulative grade point average of 70% on all written Basic Training tests
- A minimum passing score of 70% on the Basic Training Final Practical exam parts
- A minimum passing score of 70% on the Basic Training Final Written exam

Students not meeting the minimum Basic Training 70% requirements are allowed to retest during the remainder of Basic Training and the Transitional Period after Basic Training by scheduling time with their Basic Training and Transitional instructors.

### **FINAL GRADUATION REQUIREMENTS**

- 1500 Clock hours earned.
- A minimum cumulative grade point average of 70% on all Theory tests
- A minimum passing score of 85% on the Final Practical exam components.
- A minimum cumulative\* grade point average of 85% on the Final Written exams
- Completion of the Task Card
- All tuition paid in full.

Students who are late or absent the day a Basic Final or Final exam (written or practical) is offered will be required to wait until the next time that exam is offered. Students who refuse to take a regular exam must clock out during the exam.

Test makeup days are offered in every program. Please see the posted information in your classroom or on the USCA bulletin board. Students are not required to retake individual theory tests that are below 70%, however, they must have a cumulative Theory grade point average of 70% by graduation, therefore, the student will need to repeat classes that they scored lowest in and retake those tests to bring their Theory grade point average up to 70% or higher.

In addition, students who are assigned to repeat a class are required to sit for the same tests again unless their score was 100% on those tests originally. Both original test grades and subsequent test grades are counted in the cumulative Theory grade point average. For example, a student takes the Chapter 10 test on 7-15-21 and earns a score of 76% and then the student retakes the class 12-30-21 and receives an 86% on the Chapter 10 test. Both the scores of 76% and 86% are counted in the cumulative Theory grade point average.

Students concerned about individual test scores may make an appointment to speak with their Basic Training or Theory instructor. If the student is not satisfied with the results of that appointment, they may schedule an appointment to speak with the school Director of Operations.

Students who would like an accommodation are responsible for self-identification to the school Director of Operations. Students are responsible for obtaining disability documentation from a professional who is qualified to assess their disability. The cost of the evaluation must be assumed by the student, not the post-secondary institution. Students at a post-secondary school are responsible for their own success. Students with test taking accommodations are held to the same grade point average standards as non-accommodated students, except for the Final Written exam cumulative grade needing to be 80% instead of 85%.

\*A student is given two attempts at a cumulative average. After two attempts, each written exam, from the previous attempts, that is below 85% must be retaken. The score for each exam must be at least 85% or better. However, after the first attempt, if the score is above an 85%, the exam will only be recorded as an 85%.



**UNIVERSITY**  
OF SPA & COSMETOLOGY ARTS

# **ORIENTATION MANUAL**

Revised September 2025



## TABLE OF CONTENTS

ADMINISTRATION .....	3
INSTRUCTORS.....	4
PROGRAM TEXTBOOKS.....	5
DRESS CODE .....	6
GENERAL RULES AND POLICIES .....	7
ADDITIONAL HOURS POLICY .....	9
SCHOOL HOLIDAYS / WEATHER CLOSINGS .....	11
ATTENDANCE REQUIREMENTS.....	12
OVERTIME ATTENDANCE POLICY .....	13
LEAVE OF ABSENCE POLICY .....	14
LEAVE OF ABSENCE REQUEST .....	15
SOCIAL NETWORKING POLICY.....	16
RETURN TO SCHOOL POLICY.....	17
DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM .....	18
COPYRIGHT INFRINGEMENT POLICY.....	21
NACCAS OUTCOMES DISCLOSURE.....	23
CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT.....	25
CRIME STATISTICS .....	34
INSTITUTIONAL AND FINANCIAL INFORMATION STUDENT ACCESS TO FILE INFORMATION POLICY .....	37
DISCRIMINATION AND SEXUAL HARASSMENT POLICY .....	39
IPEDS STUDENT DIVERSITY AND OUTCOMES .....	53
VERIFICATION POLICY AND PROCEDURE .....	55
NOTICE TO STUDENTS WHO RECEIVE FEDERAL FINANCIAL AID FUNDS (TITLE IV FUNDS) .....	57
COMPLAINT POLICY AND PROCEDURE .....	59
NOTIFICATIONS OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS .....	61



**UNIVERSITY**  
OF SPA & COSMETOLOGY ARTS

**ADMINISTRATION**



**Nick Lorenzini**  
Owner



**John Lorenzini**  
Owner



**Jamie Kauffman**  
Director of Operations



**Kirstin Noe**  
Director of Admissions & Financial Aid



**Payton McDonald**  
Admissions Officer

**INSTRUCTORS**



**Carolyn Black**  
Cosmetology



**Tammy Eskew**  
Cosmetology



**Jamie Fairless**  
Cosmetology

## INSTRUCTORS



Leigh Pagel  
Clinic Floor Manager



Rachel Shepherd  
Cosmetology



Melanie Vespa  
Cosmetology



Rhiannon Kahl  
Cosmetology



Mike Wahl  
Classic Barbering



Tara Heriford  
Nail Technology



Rachel Atkinson  
Nail Technology



Meg Marron  
Esthiology



Whitney McDonald  
Esthiology



Jessi Kauffman  
Esthiology



## **PROGRAM TEXTBOOKS**

### **COSMETOLOGY**

Milady Cosmetology & Foundations, 14th Edition Textbook Package 2022

ISBN: 9780357871492

List Price: \$169.95 USD

### **CLASSIC BARBERING**

Milady Standard Professional Barbering, 6th Edition

ISBN: 9781305100558

List Price: \$172.95 USD

### **ESTHIOLOGY**

Milady Standard Foundations with Standard Esthetics: Fundamentals, 1st Edition 2020

ISBN: 9780357263792

List price: \$188.95

### **NAIL TECHNOLOGY**

Milady Standard Nail Technology with Standard Foundations, 8th Edition 2021

ISBN: 9781285080475

List price: \$157.95

### **TEACHER TRAINING**

Milady Professional Educator, 4th Edition 2022

ISBN: 9781337786836

List price: \$204.95

Any student receiving Federal Pell Grant may opt out of the normal way the school provides for the student to purchase books and supplies by the 7th day of class. This student would then purchase identical books and supplies at their own cost. Please inform the Admissions Office if you would like to purchase your own books and supplies.

## DRESS CODE

- Students are expected to present themselves in a professional manner. Students should be well-groomed and wear clean non-see-through clothing, free of holes, tears, other signs of wear, and should conceal undergarments when the student is standing or sitting.
- Students must wear **SOLID BLACK** trousers or dress pants that do not touch the floor; capri pants, dresses or skirts must be knee length or longer with slits no higher than the knee. Pants, capris and skirts may not have holes. Shorts are not allowed. No blue jeans except on Fridays and Saturdays. No sport/athletic type pants. Pants must be worn at the waist, no sagging.
- Shirts must be solid black\*, no hoods and have at least a “cap” length sleeve (shoulders must be covered). Shirts/blouses with sheer arm fabric is permitted. A different color shirt may be worn underneath your black shirt. If a jacket or sweater is worn over your black shirt, it must be black as well. Clothing must cover chest, shoulders, stomach, and back.
- No plastic or hard sole shoes (easy to slip and fall on wet floor). No sandals, open toe, or open weave shoes. Shoes may be any color(s). No hats, scarfs, or head gear that covers more than ¼ of the head.
- If tattoos show, they must be in good taste. Director’s discretion.
- Multi-color accessories can be worn (such as a zebra belt, patterned tights, or leopard print scarf). Jewelry can also be multi-colored.



For the Classic Barber program, shirts may be Solid White or Solid Black, and the USCA Classic Barber Smock/Apron must always be worn over your shirt.

### **STUDENTS WHO VIOLATE THE DRESS CODE WILL BE SENT HOME TO CHANGE.**

Senior students in the cosmetology program will have the option to wear solid white or solid gray shirts, in addition to the regular black shirt that the dress code requires.

## **GENERAL RULES AND POLICIES**

1. Students must dress according to the Dress Code outlined in the Orientation Manual.
2. Students must have professional-looking hair, make-up and nails finished before arriving and clocking in each day. Students should be odor-free, except for light perfume.
3. Absences or tardies should be called into the admissions office at least 30 minutes before your regular clock in time.
4. Students must clock in at the beginning and end of each school day. Students who do not clock in when they first arrive will only get credit from the time when they clock in. Students who leave and don't clock out will only get credit up to their last scan. Students are required to clock in and out for their lunch break. Failure to clock out as well as in for lunch will result in a deduction of one clock hour for the day. Failure to either clock out or in for lunch will result in a deduction of one clock hour for the day.
5. Students should be in attendance until their scheduled leave time. If a student needs to leave early, he/she must tell a teacher before 10:00 am. Students may not leave if they are assigned a client or assigned duty unless they have a doctor's excuse or special permission from the Director. No students are allowed to leave once sanitation is posted. Violations will result in extra tasks.
6. Medical leave of absence must be accompanied by a doctor's note and must state the expected start/end date.
7. Students who falsify time records will be suspended or expelled.
8. Students may only use cell phones on scheduled breaks/lunch and only in break areas. You may not leave the class or clinic floor to answer a call. Phones must be on vibrate; ring tones are not allowed. For each violation after the first one, a penalty of one task will be added to a student's task card. For emergency purposes, you may give out the Admissions office phone number, 753-8990.
9. No weapons of any kind are allowed in the school. Students found with weapons in the building or grounds will be suspended or expelled.
10. Food and drinks are permitted only in the student break room or in student classrooms when authorized by a teacher. Students must clean up after themselves.
11. Students are responsible for their own equipment and personal property. Students who misuse or steal school or a fellow classmate's property will be suspended or expelled.
12. Students must mentally and physically participate in all classes, lectures, demonstrations, practice sessions and field trips, and are expected to maintain a sober state of mind without the use of alcohol, non-prescription drugs, or marijuana.
13. Students must complete all required tasks, assignments, and tests. To accommodate students, make-up test days are scheduled. Students must complete make-up work at this scheduled time. Making up time can be completed on the program's optional day.

14. Every student must treat clients, teachers & students with respect and courtesy always. Negative attitudes/disrespectful communication can result in a penalty of ten tasks, suspension, or immediate expulsion based solely on school Administration's assessment of the incident. Physical confrontations can result in immediate expulsion for all involved.
15. Any physical contact by a student to another student or staff that results in a complaint being filed with school management will be grounds for suspension from school for one week. A repeat of a similar incident or any retaliation or intimidation will result in expulsion. This rule is a part of the school's Sexual Harassment Policy.
16. Any student who refuses service or is away from the school when a client arrives, or changes an appointment without permission from a teacher, will be dismissed for the day and suspended for the next school day. In lieu of the next day's suspension, 10 extra tasks may be given.
17. All work on students is to be done under the supervision of a teacher within the classroom setting.
18. Students must sanitize their work area and remove hair immediately after each service. Assigned sanitation must be completed each night before leaving. Not doing sanitation or signing another student's sanitation off that was not done will result in a penalty of five extra tasks on the first offense and 10 extra tasks thereafter.
19. All graduation requirements must be completed by the time application for Boards is sent.
20. Students are not permitted to have purses or bags up at the front desk. Students may not loiter or stand in the reception area or behind the front desk at any time unless they are assigned to the front desk that day.
21. The use of electronic cigarettes/vaping is not permitted in the building. Smoking is permitted in the assigned smoking area by the pond.
22. Students are not permitted to use the intercom at any time unless they are assigned front desk duty. Students may only use the intercom system when paging another student for his/her client. Violations may result in suspension for the rest of the day and the following day.
23. Any violation of these rules or policies can lead to extra tasks, counseling, probation, written warnings, suspension, or expulsion.

## ADDITIONAL HOURS POLICY

Each program has optional time that a student may attend to earn additional hours or make-up hours. The schedule and requirements for additional/make-up hours are listed below by the program. Students are supervised by licensed instructors during all regular schedules and additional/make-up hours.

### FULL-TIME COSMETOLOGY AND TEACHER TRAINING

The regular Schedule is Tuesday through Friday 8:30 am to 4:30 pm. Students may arrive as early as 8:00 am and begin receiving hours. Additional time and requirements for full-time cosmetology and teacher training students are listed below:

Day	Time	Requirements
Monday	8:00 am – 4:00 pm	Students must attend the AM session (8:30 am-12 pm) and/or the PM session (12:30 pm-4 pm). Signing up is required.
Wednesday	4:30 pm – 8:00 pm	Students must sign up to attend during this time.
Saturday	8:00 am – 4:00 pm	Students can attend anytime during these hours.

### PART TIME COSMETOLOGY AND TEACHER TRAINING

The regular Schedule is Tuesday and Thursday evenings from 5:30 pm to 9:30 pm and every Saturday 8:30 am to 4:00 pm. Students may arrive as early as 4:30 pm on Tuesday and Thursday and 8:00 am on Saturday and begin receiving hours. Additional time and requirements for part-time cosmetology and teacher training students are listed below:

Day	Time	Requirements
Monday	8:00 am – 4:00 pm	Students must attend the AM session (8:30 am-12 pm) and/or the PM session (12:30 pm-4 pm). Signing up is required.
Wednesday	4:30 pm – 8:00 pm	Students must sign up to attend during this time.

### FULL-TIME CLASSIC BARBERING

Regular schedules are Monday and Saturday from 8:00 am to 4:00 pm; Tuesday, Wednesday, and Thursday from 3:00 pm to 8:00 pm. Students may arrive as early as 2:00 pm on Tuesday, Wednesday, and Thursday. Additional time and requirements for full-time classic barbering students are listed below:

Day	Time	Requirements
Wednesday	8:00 am – 3:00 pm	Students can attend anytime during these hours.
Friday	8:00 am – 4:30 pm	Students can attend anytime during these hours.

## FULL TIME ESTHETICS

The regular schedule is Wednesday through Friday 8:30 am to 4:30 pm and Saturday 8:00 am to 4:00 pm. Students may arrive as early as 8:00 am Wednesday through Friday. Additional time and requirements for full-time esthetics students are listed below:

Day	Time	Requirements
Tuesday	8:00 am – 4:30 pm	Students can attend anytime during these hours.
Wednesday	4:30 pm – 8:00 pm	Students must sign up to attend during this time.

## FULL-TIME NAILS

The regular schedule is Wednesday through Friday 8:30 am to 4:30 pm and Saturday 8:00 am to 4:00 pm. Students may arrive as early as 8:00 am Wednesday through Friday. Additional time and requirements for full-time nail technology students are listed below:

Day	Time	Requirements
Tuesday	8:00 am – 4:30 pm	Students can attend anytime during these hours.
Wednesday	4:30 pm – 8:00 pm	Students must sign up to attend during this time.

## PART-TIME NAILS

The regular Schedule is Tuesday and Thursday evenings from 5:30 pm to 9:30 pm and every Saturday from 8:30 am to 4:00 pm. Students may arrive as early as 4:30 pm on Tuesday and Thursday and 8:00 am on Saturday and begin receiving hours. Additional time and requirements for part-time nail technology students are listed below:

Day	Time	Requirements
Tuesday	8:00 am – 4:30 pm	Students can attend anytime during these hours.
Wednesday	4:30 pm – 8:00 pm	Students must sign up to attend during this time.



## **SCHOOL HOLIDAYS / WEATHER CLOSINGS**

### **HOLIDAYS**

The following holidays are observed, with the school being closed for the day. Additional dates may be added to facilitate scheduling when a holiday falls near a weekend.

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day - we will also be closed on Friday and Saturday of that week.
- Christmas Day - we will also close the week between Christmas and New Year.

Contract Addendums are prepared for any closure of more than a single day, which extends allowed Contract Time.

### **WEATHER RELATED SCHOOL CLOSINGS**

USCA will be CLOSED when severe weather occurs. We will not cancel school or dismiss school early solely on a weather forecast or due to extreme temperatures.

In the event USCA closes due to inclement weather, information will be sent to students via text message and email, and information will also be posted on our Facebook and Instagram pages. We will also notify WICS News Channel 20 to add our closure to their list of school closings.



## ATTENDANCE REQUIREMENTS

### ATTENDANCE REQUIREMENTS FOR BASIC TRAINING

- Full Time COSMETOLOGY and CLASSIC BARBERING students who miss more than 15 hours in the first 4 weeks of training will be dropped from the program.
- Full Time ESTHIOLOGY and NAIL TECHNOLOGY students who miss more than 7.5 hours in the first 2 weeks of training will be dropped from the program.
- Part time COSMETOLOGY students who miss more than 7.5 hours in the first 4 weeks of training will be dropped from the program.
- Part time NAIL TECHNOLOGY students who miss more than 4 hours in the first 2 weeks of training will be dropped from the program.

A student who is dropped from the program, due to poor attendance during the above-mentioned training periods, may re-enroll at a later class start date. A meeting with the Director of Admissions & Financial Aid must occur to establish a new start date.

### CLOCK IN AND OUT POLICY

Students must clock in at the beginning and end of each school day. Students who do not clock in when they first arrive will only get credit from the time when they actually clock in. Students who leave and don't clock out will only get credit up to their last scan. Students are required to clock in and out for their lunch break. Failure to clock out for lunch, or to clock back in from lunch, or no lunch scans at all, will result in the deduction of one clock hour for the day.

Students must clock out before leaving the premises or the penalty is 5 tasks, loss of points for one month and suspension for the rest of the day and the following day.

Students are responsible for their time. Be careful and listen to the clock to make sure the time clock states "Thank you".

**"UNOFFICIAL WITHDRAW" REQUIREMENT: Federal Title IV regulations require that a school consider a student an Unofficial Drop from the program when they have not attended in 14 days. Please stay in contact with the Financial Aid Office if you are not in regular attendance.**

## OVERTIME ATTENDANCE POLICY

This policy outlines the terms and conditions for student attendance beyond the time specified in the enrollment agreement.

1. Overtime is determined in accordance with Paragraph Three of the student's Enrollment Agreement. Overtime occurs when a student exceeds the time allowed in their agreement to complete all graduation requirements. **All regular tuition and fees must be paid in full prior to beginning overtime attendance. The only exception to this requirement is when the outstanding tuition balance is scheduled to be covered by financial aid that will be received during the overtime period.**
2. Overtime charges must be paid monthly in advance. Students *may* request to pay overtime on a weekly basis, but this option is only available if:
  - a. Payments are made promptly and without reminders.
  - b. Once a weekly payment is missed or delayed, the student will be required to pay monthly in advance for all future overtime periods.
3. Overtime is billed at a weekly rate. The weekly rate applies to any week or partial week of attendance. The overtime period begins the day after the original contract expiration date.
4. Payments (weekly or monthly) are due at the time of arrival on the first day of the week (or month). **No postdated checks will be accepted.** Students will not be permitted to attend classes unless payment has been made.
5. Once a student begins overtime attendance, attendance and payment must be continuous until graduation. Skipping weeks is not permitted. A student who misses a full week during the overtime period will be considered to have dropped from the program.
6. A student will not be eligible to receive a diploma or transcript of hours until all tuition and fees, including any overtime charges, have been paid in full.
7. ALL graduation requirements must be met by the **MAXIMUM TIME FRAME** date.

### **IMPORTANT:**

Failure to complete all graduation requirements by the end of the approved overtime period (Max Time Frame) will result in **dismissal from the program**. Students who are dismissed for this reason will be required to transfer to another institution in order to complete their remaining academic requirements. **No refunds will be issued, and no further extensions will be granted beyond the maximum time frame overtime limit.**

**I have read and understand the Overtime Attendance Policy as stated above and have received a copy for my records.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) is a temporary interruption in a student's program of the student. LOA refers to the specific time during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. A student must request a leave of absence IN ADVANCE unless unforeseen circumstances prevent the student from doing so, and that: the request must be in writing, the request must include the student's reason for the LOA and the request must include the student's signature.

The reasons for which a leave of absence may be approved include personal and/or family medical issues or military orders, along with the expectation that the student will return from the leave of absence.

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: the institution documents the reason for its decision, the institution collects the request from the student later, and the institution established the start date of the approved LOA as the first date the student was unable to attend.

A leave of absence is considered to be a period of time of AT LEAST SEVEN DAYS, for medical reasons. No leaves will be granted for less than seven days.

Medical leave of absence requires a doctor's excuse, stating that the student was unable to attend school during the SPECIFIED dates on the leave of absence, for medical reasons. These leaves of absence are based on the FMLA guidelines, as required by DOE regulations. Military leave of absence requires military order paperwork.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. A "twelve-month period", with regards to the 180-day provision, is defined as starting on the first day of the first leave taken. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from leave may have on the student's loan repayment terms, including the expiration of the student's grace period.

A leave of absence does not involve any additional charges by the school. A student granted a leave of absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at this time.

I also understand that an addendum will be made to my contract to adjust the end date of this leave of absence. The institution will extend the student's contract end date by the same number of days taken in the leave of absence. I understand that I must sign the addendum as well.

A student will be withdrawn if the student does not return by the expiration of an approved LOA. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.



## LEAVE OF ABSENCE REQUEST

I hereby request a Leave of Absence from USCA for the following dates:

\_\_\_\_\_ to \_\_\_\_\_, a period of \_\_\_\_\_ days.  
(date) (date)

The reason for the request is:  Personal and/or family medical issues  Military orders

I understand that, if approved, all conditions of the USCA Leave of Absence policy will apply.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

APPROVED  YES  NO

SCHOOL OFFICIAL SIGNATURE \_\_\_\_\_

## **SOCIAL NETWORKING POLICY**

USCA respects the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, newsgroups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Twitter, YouTube, Instagram, Snapchat, TikTok, and any other form of social media). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect.

USCA does not permit intimidation of others, cyber bullying, ethnic slurs, obscenity, personal insults, or engaging in conduct that could be offensive to others. USCA reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate. Disciplinary action can include extra tasks, suspension, or expulsion.

## RETURN TO SCHOOL POLICY

- Any student who wishes to return to USCA after a withdrawal from classes should begin by contacting the School Director or Owner, to request re-admission. This applies to all courses. RE-ADMISSION OF STUDENTS WHO HAVE DROPPED will be on a **space-available basis, with priority given to new students rather than returning students.**
- Any hours earned by the student during previous enrollment will be credited\*; any tuition paid during last enrollment will be credited against current tuition and fees (except for any refunds made when the student withdrew). *\*In cases where the time lapse is considerable, hours credited may be limited. Acceptance of prior hours is also subject to regulations of IDFPR, which requires that hours be completed within a 7-year time frame for cosmetology, a 3-year time frame for classic barbering, a 4-year time frame for esthiology, and a 2-year time frame for nail technology. In these cases, previous tuition paid will not be credited towards current tuition.*
- A student who wants to return must be in good standing from prior attendance, including payment of any previous balance due, and satisfactory academic progress status. A student who returns, and was in a warning status when they withdrew, returns with the same status. **A student who has been dropped for not making satisfactory academic progress may NOT be readmitted, due to satisfactory academic progress policy. A student who has been expelled may NOT be readmitted into any program.**
- Class assignment, including returning to six weeks basic training for cosmetology, will be decided by the Director of Operations, based on number of hours earned, attendance history, grade history, and time elapsed since last enrollment period.
- A returning student must be approved by the School Director or Owner for:
  - Class start date and space available
  - Schedule of attendance
  - Date of completion based on prior time used
  - Payment of prior balance or an agreement for same
- For the purposes of this policy and procedure, a student is considered to have dropped or withdrawn when ANY of the following occurs:
  - The student is dropped by the school for any reason, including non-attendance for a period of 14 days.
  - The student advises the school that they wish to drop or discontinue classes.
  - The student has all course hours completed but fails to continue attendance to complete ALL graduation requirements, including task card, final exams and tuition and fees paid in full.
  - The student has not completed all their hours, but has reached the end of their contract period, and has NOT continued under the overtime provisions.
  - The student does not return from a leave of absence.



## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

University of Spa & Cosmetology Arts (USCA) is a drug-free and alcohol-free campus. Therefore, students, employees and all visitors are expected to behave responsibly as part of the academic community, including regarding alcohol, marijuana, and controlled substance use.

Involvement and/or possession, distribution, use and/or sale of illegal drugs or alcohol on USCA property will result in disciplinary action up to and including termination of employees or expulsion of students and referral for prosecution. USCA has established a Drug and Alcohol-Free Awareness Program (DAFAP).

### **WARNING OF THE DANGERS OF DRUG AND ALCOHOL ABUSE**

Drug and alcohol use impairs memory, alertness, and achievement. It may be grounds for termination of your enrollment with USCA or other legal action. See Schedule A below for specific details on the uses and effects of alcohol.

### **MAINTAINING A POLICY OF A DRUG AND ALCOHOL-FREE LEARNING ENVIRONMENT**

All students are hereby notified that the unlawful manufacturing, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in USCA's learning environment. Any student or employee must notify USCA of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after conviction.

In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations or any teaching site, or any "offsite" location (field trips, luncheons, meetings, etc.) where the activities are any way related to USCA.

**2913 W White Oaks Dr  
Springfield, IL 62704  
217-753-8990**

### **Listing of the available Local Drug Counseling, Rehabilitation and Assistance Programs**

Please refer to Schedule B below.

### **Results for being Non-compliant with the Terms of USCA's Drug-Free Workplace Statement**

1. The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state, local or other appropriate health agency.
2. Termination of employment or enrollment.

### **Schedule A: Alcohol and Drug Uses and Effects**

Alcohol or drug consumption causes several marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident.

Low to moderate doses of drugs or alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Repeated use of drugs or alcohol can lead to dependence. Withdrawal can be life threatening. Long-term consumption of large quantities of drugs or alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

## **Schedule B: Drug Counseling, Rehabilitation and Assistance Programs**

**Gateway Foundation**  
2200 Lake Victoria Drive  
Springfield, IL 62703  
[\(855\) 778-3683](tel:(855)778-3683)

**TAP Resources Inc.**  
2390 W. Nebraska Ave.  
Peoria, IL 61604  
[\(309\) 676-8762](tel:(309)676-8762)

**River Bend Christian Counseling**  
111 19th Ave.  
Moline, IL 61265  
(309) 757-0300

**Recovery Outreach Services, LLC**  
1925 E. Bennett, Suite L  
Springfield, MO 65804  
(417) 823-9691

## **Schedule C: Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**

### 21 USC.844 (a)

1. First Conviction: not more than 1 year imprisonment and fined at least \$1,000 or both.
2. Second Conviction: not less than 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$10,000, or both.
3. Two or more prior convictions: not less than 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$25,000, or both.

In addition, if a student is convicted, during a period of enrollment for which the student was receiving Title IV, HEA program funds, under any federal or state law involving the possession or sale of illegal drugs, they will lose their eligibility for any Title IV, HEA grant, or loan.

The school will conduct a biennial review of this drug and alcohol abuse prevention program and that biennial review is available for the public to review. Below are the details of the last biennial review conducted:

**Date conducted: 1-3-2025**

**Effectiveness of program/needed changes:** Program deemed effective/no changes needed

**Number of drug/alcohol-related violations and fatalities that occurred on campus or were reported to campus officials:** None

**Number and Type of Sanctions imposed:** None

**Were the sanctions consistently enforced:** N/A

## **COPYRIGHT INFRINGEMENT POLICY**

The unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject students to civil and criminal liabilities. A summary of the penalties for violation of federal copyright laws are listed below. Students found to have participated in unauthorized peer-to-peer file sharing or the illegal downloading or unauthorized distribution of copyrighted materials are subject to suspension or expulsion.

Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code Chapter 12<sup>1</sup>

### **§ 1203 · CIVIL REMEDIES**

(a) Civil Actions.—Any person injured by a violation of section 1201 or 1202 may bring a civil action in an appropriate United States district court for such violation.

(b) Powers of the Court.—In an action brought under subsection (a), the court—

(1) may grant temporary and permanent injunctions on such terms as it deems reasonable to prevent or restrain a violation, but in no event shall impose a prior restraint on free speech or the press protected under the 1st amendment to the Constitution;

(2) at any time while an action is pending, may order the impounding, on such terms as it deems reasonable, of any device or product that is in the custody or control of the alleged violator and that the court has reasonable cause to believe was involved in a violation;

(3) may award damages under subsection (c);

(4) in its discretion may allow the recovery of costs by or against any party other than the United States or an officer thereof;

(5) in its discretion may award reasonable attorney's fees to the prevailing party; and

(6) may, as part of a final judgment or decree finding a violation, order the remedial modification or the destruction of any device or product involved in the violation that is in the custody or control of the violator or has been impounded under paragraph (2).

(c) Award of Damages.—

(1) In general.—Except as otherwise provided in this title, a person committing a violation of section 1201 or 1202 is liable for either—

(A) the actual damages and any additional profits of the violator, as provided in paragraph (2), or

(B) statutory damages, as provided in paragraph (3).

(2) Actual damages.—The court shall award to the complaining party the actual damages suffered by the party as a result of the violation, and any profits of the violator that are attributable to the violation and are not taken into account in computing the actual damages, if the complaining party elects such damages at any time before final judgment is entered.

(3) Statutory damages.—(A) At any time before final judgment is entered, a complaining party

may elect to recover an award of statutory damages for each violation of section 1201 in the sum of not less than \$200 or more than \$2,500 per act of circumvention, device, product, component, offer, or performance of service, as the court considers just.

(B) At any time before final judgment is entered, a complaining party may elect to recover an award of statutory damages for each violation of section 1202 in the sum of not less than \$2,500 or more than \$25,000.

(4) Repeated violations.—In any case in which the injured party sustains the burden of proving, and the court finds, that a person has violated section 1201 or 1202 within three years after a final judgment was entered against the person for another such violation, the court may increase the award of damages up to triple the amount that would otherwise be awarded, as the court considers just.

(5) Innocent violations.—

(A) In general.—The court in its discretion may reduce or remit the total award of damages in any case in which the violator sustains the burden of proving, and the court finds, that the violator was not aware and had no reason to believe that its acts constituted a violation.

(B) Nonprofit library, archives, educational institutions, or public broadcasting entities.—

(i) Definition.—In this subparagraph, the term “public broadcasting entity” has the meaning given such term under section 118(f).

(ii) In general.—In the case of a nonprofit library, archives, educational institution, or public broadcasting entity, the court shall remit damages in any case in which the library, archives, educational institution, or public broadcasting entity sustains the burden of proving, and the court finds, that the library, archives, educational institution, or public broadcasting entity was not aware and had no reason to believe that its acts constituted a violation.

## **§ 1204 · CRIMINAL OFFENSES AND PENALTIES**

(a) In General.—Any person who violates section 1201 or 1202 willfully and for purposes of commercial advantage or private financial gain—

(1) shall be fined not more than \$500,000 or imprisoned for not more than 5 years, or both, for the first offense; and

(2) shall be fined not more than \$1,000,000 or imprisoned for not more than 10 years, or both, for any subsequent offense.

(b) Limitation for Nonprofit Library, Archives, Educational Institution, or Public Broadcasting Entity.—Subsection (a) shall not apply to a nonprofit library, archives, educational institution, or public broadcasting entity (as defined under section 118(f)).

(b) Statute of Limitations.—No criminal proceeding shall be brought under this section unless such proceeding is commenced within five years after the cause of action arose.



## NACCAS OUTCOMES DISCLOSURE

### NACCAS GRADUATION, GRADUATE EMPLOYMENT, AND LICENSURE RATES year 2022

The following statistics represent institutional outcomes for graduation rates, job placement rates and licensure (exam) pass rates as of 11/30/2023 as reported to NACCAS for the 2022 student cohort.

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID19 Pandemic has significantly impacted the ability of students to successfully graduate, take the licensing exam and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

**GRADUATION RATES-** of the students scheduled to graduate from their program in the reporting year, the percentage that actually graduated before the annual report deadline.

<b>Completion Rates, all programs</b>	<b>74.44%</b>
Cosmetology	66.67%
Esthetics	79.31%
Nail Tech	85.71%
Barber	50.00%
Massage	87.50%
Instructor 500 hour	n/a

Some students who previously enrolled at this school and were unable to successfully graduate, sit for licensure and obtain employment attested that they were unable or unwilling to do so specifically due to the COVID19 Pandemic. Students who made such attestations have been excluded from the calculation of the rate.

**PLACEMENT RATES** - of those graduated from the graduation cohort who are eligible for placement, the percentage who were placed prior to the annual report deadline.

<b>Placement rates, all programs</b>	<b>84.34%</b>
Cosmetology	92.59%
Esthetics	88.89%
Nail Tech	72.00%
Barber	83.33%
Massage	83.33%
Instructor 500 hour	n/a

**LICENSURE RATE** - of the graduates from the graduation cohort who sat for all parts of their required state licensure exam prior to the annual report deadline, the percentage that passed all required parts of the state exam before the annual report deadline.

<b>Licensure all programs</b>	<b>90.11%</b>
Cosmetology	90.00%
Esthetics	81.82%
Nail Tech	92.31%
Barber	100.00%
Massage	100.00%
Instructor 500 hour	n/a

As the accrediting agency for USCA, NACCAS has the authority to review the school's annual audit and issue an opinion on the financial responsibility requirements for accreditation and eligibility for Federal Title IV aid. For the audit year 2022, NACCAS has advised the school that the audit was approved and no action was needed.

12/1/2023 G Lorenzini

## **CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT**

August 26, 2025

USCA's Director of Operations, Jamie Kauffman, prepares this report annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Included in the crime statistics are any campus reports of criminal offenses, hate crimes and arrests or referrals for disciplinary action.

(1) This annual security report and the Crime Statistics Table are distributed to all enrolling students in the Orientation book that they receive prior to starting school. In addition, this is posted year-round in the student break room along with the Crime Statistics Table.

(A) A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports. "USCA's procedure for reporting criminal actions or other emergencies is as follows: We encourage students, faculty and customers to promptly report any emergency and criminal activity in an accurate and timely manner to the appropriate law enforcement agency. In addition to calling 911, criminal actions or other emergencies should be reported to the nearest instructor and also to the School Director of Operations, Jamie Kauffman, or the School Owner, John Lorenzini, as soon as possible. The Director of Operations and/or Owner will immediately confirm that the appropriate medical or police back up has been contacted by contacting 911 themselves, should the situation be deemed to warrant that call."

(B) A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

"USCA's policy regarding security and access to the school campus is as follows: The school building is the only facility that is regarded as "campus". No housing is included. There are no off-campus locations. The school building is open during regular hours for classes, and shortly before and after to accommodate student's arrival and departure. At any other time, the building is to be locked, and accessible only to faculty and janitors who have keys. School ownership arranges for subcontractors to replace lights, pick up debris, etc., as necessary and during normal school hours."

(C) A statement of current policies concerning campus law enforcement, including—

- (i) the law enforcement authority of campus security personnel;
- (ii) the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such as written memoranda of understanding, for the investigation of alleged criminal offenses; and
- (iii) policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies, when the victim of such crime elects or is unable to make such a report.

"USCA's policy regarding campus law enforcement is: The campus does not have its own hired law enforcement or any agreements with local law enforcement. USCA uses city,

county and state law enforcement personnel if and when an emergency arises. We encourage students, faculty and customers to promptly report any emergency and criminal activity in an accurate and timely manner to the appropriate law enforcement agency.”

(D) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

“USCA publishes this annual security report and the Crime Statistics Table and distributes it to all enrolling students in the Orientation book that they receive. In addition, this report is posted year-round in the student break room along with the Crime Statistics Table. USCA has an annual emergency preparedness drill in October in addition to an annual presentation on personal safety to educate students and staff about security awareness, crime prevention and sexual assault programs.”

(E) A description of programs designed to inform students and employees about the prevention of crimes.

“USCA has an annual emergency preparedness drill in October in addition to an annual presentation on personal safety to educate students and staff about security awareness, crime prevention and sexual assault programs. We inform students at Orientation that they are advised to use the lockers the school provides to secure their personal belonging or purchase locks for their bags if they choose to leave those around the campus unattended. Finally, the school has pamphlets in our restrooms year-round that list agencies and sources of help.”

(F) Statistics concerning the occurrence on campus, in or on noncampus buildings or property, and on public property during the most recent calendar year, and during the 2 preceding calendar years for which data are available--

(i) of the following criminal offenses reported to campus security authorities or local police agencies:

(I) murder;

(II) sex offenses, forcible or nonforcible;

(III) robbery;

(IV) aggravated assault;

(V) burglary;

(VI) motor vehicle theft;

(VII) manslaughter;

(VIII) arson;

(IX) arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and

(ii) of the crimes described in subclauses (I) through (VIII) of clause (i), of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice; and

(iii) of domestic violence, dating violence, and stalking incidents that were reported to campus security authorities or local police agencies.

“USCA publishes the annual Crime Statistics Table (attached) responding to each item listed in Section (F).”

(G) A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities.

“USCA has no off-campus student organizations or housing.”

(H) A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 120 of this Act.

“The policy for the possession, use and sale of alcoholic beverages and illegal drugs is as follows: USCA strictly prohibits the use and sale of alcoholic beverages and illegal drugs on its campus. USCA offers pamphlets on agencies that can help those addicted to alcohol or illegal drugs.”

(I) A statement advising the campus community where law enforcement agency information provided by a State under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)), concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address.

“The campus community may receive registered sex offender information by going to <http://www.isp.state.il.us/sor/> “

(J) A statement of current campus policies regarding immediate emergency response and evacuation procedures, including the use of electronic and cellular communication (if appropriate), which policies shall include procedures to-

(i) immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, as defined in paragraph (6), unless issuing a notification will compromise efforts to contain the emergency;

(ii) publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and

(iii) test emergency response and evacuation procedures on an annual basis.

“USCA will immediately contact Emergency 911 on campus phones (or cell phones if campus phones are not functioning) and will follow 911 advise regarding the emergency. We will notify the campus community of an emergency by way of the intercom system. In the event the intercom system isn't functioning, Admissions Staff will walk through the campus, notifying teachers and students of the emergency. This institution will, without delay, and taking into account the health and safety of the community determine the content of the notification and initiate this notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. We will direct students and employees to safety. Jamie Kauffman, Director of Operations, and John Lorenzini, School Owner, will be notified in addition to the police department. The procedure for disseminating emergency information to the larger community will be for

the school owner, John Lorenzini, to communicate this information to police and based on their recommendation, to other agencies and media outlets as well. In addition to publishing this disclosure document, the school will also post several multi-colored pamphlets throughout the school stating specific required responses for each type of emergency. The school will test emergency response and evacuation procedures annually and document a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

Reports should be made to:

2913 West White Oaks Drive, main floor  
Director's office or Business office  
Phone 217-753-8990

(2) Nothing in this subsection shall be construed to authorize the Secretary to require particular policies, procedures, or practices by institutions of higher education with respect to campus crimes or campus security.

(3) Each institution participating in any program under this title, other than a foreign institution of higher education, shall make timely reports to the campus community on crimes considered to be a threat to other students and employees described in paragraph (1)(F) that are reported to campus security or local law police agencies. Such reports shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

"The procedure for making timely warning reports to members of the campus is as follows: Should there be a perceived threat, a memo will be issued by the Director of Operations and posted on the student bulletin boards and in the teacher's lounge."

(4) (A) Each institution participating in any program under this title, other than a foreign institution of higher education, that maintains a police or security department of any kind shall make, keep, and maintain a daily log, written in a form that can be easily understood, recording all crimes reported to such police or security department, including--

- (i) the nature, date, time, and general location of each crime; and
- (ii) the disposition of the complaint, if known.

"USCA does not maintain a police or security department."

(B) (i) All entries that are required pursuant to this paragraph shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection within two business days of the initial report being made to the department or a campus security authority.

"USCA does not maintain a police or security department."

(ii) If new information about an entry into a log becomes available to a police or security department, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police or security department.

(iii) If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

"USCA does not maintain a police or security department."

(5) On an annual basis, each institution participating in any program under this title, other than a foreign institution of higher education, shall submit to the Secretary a copy of the statistics required to be made available under paragraph (1)(F). The Secretary shall--

(A) review such statistics and report to the authorizing committees on campus crime statistics by September 1, 2000; "USCA will collect statistics regarding campus crime beginning September 1st, 2000, and available for review by September 1st, 2001, and every October thereafter, according to regulations."

(B) make copies of the statistics submitted to the Secretary available to the public;

"USCA posts campus crime statistics annually in the break room for all students and staff to see and publishes these on the Clery Act website as well." and

(C) in coordination with representatives of institutions of higher education, identify exemplary campus security policies, procedures, and practices and disseminate information concerning those policies, procedures, and practices that have proven effective in the reduction of campus crime.

Campus Safety Statistics: Statistics concerning the occurrence on campus of the following criminal offenses, reported to local police agencies and any school official that has significant responsibilities for student and campus activities: (i) (I) murder; (II) sex offenses, forcible or nonforcible; (III) robbery; (IV) aggravated assault; (V) burglary; (VI) motor vehicle theft; (VII) manslaughter; (VIII) arson; and (IX) arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and (ii) of the crimes described in subclauses (I) through (VIII) of clause (i), of larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice.

"None of the above have occurred or been reported for the period of January 1st, 2023, to December 31st, 2023."

(6) (A) In this subsection:

(i) The term "dating violence", "domestic violence", and "stalking" have the meaning given such terms in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)).

(ii) The term "campus" means--

(I) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

(II) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

(iii) The term "non-campus building or property" means--

(I) any building or property owned or controlled by a student organization recognized by the institution; and

(II) any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational

purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

(iv) The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

(v) The term "sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

(B) In cases where branch campuses of an institution of higher education, schools within an institution of higher education, or administrative divisions within an institution are not within a reasonably contiguous geographic area, such entities shall be considered separate campuses for purposes of the reporting requirements of this section.

(7) The statistics described in clauses (i) and (ii) of paragraph (1)(F) shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, and the modifications in such definitions as implemented pursuant to the Hate Crime Statistics Act. For the offenses of domestic violence, dating violence, and stalking, such statistics shall be compiled in accordance with the definitions used in section 40002(a) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)). Such statistics shall not identify victims of crimes or persons accused of crimes.

(8) (A) Each institution of higher education participating in any program under this title and Title IV of the Economic Opportunity Act of 1964, other than a foreign institution of higher education, shall develop and distribute as part of the report described in paragraph (1) a statement of policy regarding--

(i) such institution's programs, to prevent domestic violence, dating violence, sexual assault, and stalking; and

(ii) the procedures that such institution will follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard evidence that will be used during any institutional conduct proceeding arising from such a report.

(B) The policy described in subparagraph (A) shall address the following areas:

(i) Education programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which include-

(I) primary prevention and awareness programs for all incoming students and new employees, which shall include-

(aa) a statement that the institution of higher education prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;

(bb) the definition of domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction;

(cc) the definition of consent, in reference to sexual activity, in the applicable jurisdiction;

(dd) safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;

(ee) information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and

(ff) the information describe in clauses (ii) through (vii); and

(II) ongoing prevention and awareness campaigns for students and faculty, including information described in items (aa) through (ff) of sub clause (I).

(ii) Possible sanctions or protective measures that such institution may impose following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking.

(iii) Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about –

(I) the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;

(II) to whom the alleged offense should be reported;

(III) options regarding law enforcement and campus authorities, including notification of the victim's option to-

(aa) notify proper law enforcement and campus authorities, including notification of the victim's option to-

(bb) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and

(cc) decline to notify such authorities; and

(III) where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

(iv) Procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, which shall include a clear statement that--

(I) such proceedings shall -

(aa) provide a prompt, fair, and impartial investigation and resolution; and

(bb) be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assaults, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

(II) the accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice; and

(III) both the accuser and the accused shall be simultaneously informed, in writing, of –

(aa) the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;

(bb) the institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding;

(cc) of any change to the results that occurs prior to the time that such results become final; and

(dd) when such results become final.

(v) Information about how the institution will protect the confidentiality of victims, including how publicly-available record keeping will be accomplished without the inclusion of identifying information about the victim, to the extent permissible by law.

(vi) Written notification of students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community.

(vii) Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

(C) A student or employee who reports to an institution of higher education that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's rights and options, as described in clauses (ii) through (vii) of subparagraph (B). "USCA's policy for Sexual Assault Programs to prevent sex offenses and procedures to follow when a sex offense occurs is as follows: USCA annually hires professionals to come onto campus and educate students and staff about security awareness, crime prevention and sexual assault prevention. USCA also provides pamphlets of agencies that can assist a victim after an offense has occurred. Incidents should be reported to the School Director of Operations, Jamie Kauffman, or the Title IX Coordinator, Instructor, Carolyn Black, as soon as possible.

Reports should be made to:

2913 West White Oaks Drive, main floor  
Director's office or Business office  
Phone 217-753-8990

Upon notification of an incident, USCA's immediate response will be to call the appropriate medical or police agency, as has been determined to be needed. We will inform the victim to wait for medical or police personnel to arrive to preserve any evidence. Both the accuser and accused will be notified of the option to contact local law enforcement as well as be notified of options for counseling and changes in academic situations after the incident. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing and both will be informed as to the outcome of any institutional disciplinary hearing. The opportunity to present witnesses and other evidence will be given. USCA will inform the student(s) involved of the status of the investigation on a periodic basis. The school will make a determination promptly, but no later than seven business days from the incident. An opportunity for appeal of the findings will be allowed. Any physical contact by a student to another student or staff that results in a complaint being filed with school management will be grounds for suspension from school for one week. USCA will make sure the harassed student(s) know how to report any subsequent problems and make follow-up inquiries to see if there have been any new incidents or any retaliation. A repeat of a similar incident, or any retaliation or intimidation will result in expulsion. USCA may also terminate a staff member's employment if they are a party to the incident."

(9) The Secretary, in consultation with the Attorney General of the United States, shall provide technical assistance in complying with the provisions of this section to an institution of higher education who requests such assistance.

(10) Nothing in this section shall be construed to require the reporting or disclosure of privileged information.

(11) The Secretary shall report to the appropriate committees of Congress each institution of higher education that the Secretary determines is not in compliance with the reporting requirements of this subsection.

(12) For purposes of reporting the statistics with respect to crimes described in paragraph (1)(F), an institution of higher education shall distinguish, by means of separate categories, any criminal offenses that occur--

(A) on campus;

(B) in or on a noncampus building or property;

(C) on public property; and

(D) in dormitories or other residential facilities for students on campus.

“USCA provides this information as part of the annual Crime Statistics Table.”

(13) Upon a determination pursuant to section 487(c)(3)(B) [20 USCS § 1094(c)(3)(B)] that an institution of higher education has substantially misrepresented the number, location, or nature of the crimes required to be reported under this subsection, the Secretary shall impose a civil penalty upon the institution in the same amount and pursuant to the same procedures as a civil penalty is imposed under section 487(c)(3)(B) [20 USCS § 1094(c)(3)(B)].

(14) (A) Nothing in this subsection may be construed to--

(i) create a cause of action against any institution of higher education or any employee of such an institution for any civil liability; or

(ii) establish any standard of care.

(B) Notwithstanding any other provision of law, evidence regarding compliance or noncompliance with this subsection shall not be admissible as evidence in any proceeding of any court, agency, board, or other entity, except with respect to an action to enforce this subsection.

(15) The Secretary shall annually report to the authorizing committees regarding compliance with this subsection by institutions of higher education, including an up-to-date report on the Secretary's monitoring of such compliance.

(16)(A) The Secretary shall seek the advice and counsel of the Attorney General of the United States concerning the development, and dissemination to institutions of higher education, of best practices information about campus safety and emergencies.

(B) The Secretary shall seek the advice and counsel of the Attorney General of the United States and the Secretary of Health and Human Services concerning the development, and dissemination to institutions of higher education, of best practices information about preventing and responding to incidents of domestic violence, dating violence, sexual assault, and stalking, including elements of institutional policies that have proven successful based on evidence-based outcome measurements.

(17) No officer, employee, or agent of an institution, participating in any program under this title to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this subsection.

(18) This subsection may be cited as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act".

## CRIME STATISTICS

USCA Crime Statistics Table														
Criminal Offenses														
CRIMINAL OFFENSE	2024					2023					2022			
	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	REPORTED BY LOCAL POLICE	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	REPORTED BY LOCAL POLICE	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
	(None)	(None)	(None)	(None)	(None)	(None)	(None)	(None)	(None)	(None)	(None)	(None)	(None)	(None)
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0

USCA Crime Statistics Table																				
Hate Crimes - On Campus																				
	2024							2023				2022								
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
<b>CRIMINAL OFFENSE</b>																				
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

USCA Crime Statistics Table																				
Hate Crimes - Public Property																				
	2024							2023				2022								
	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/National Origin
<b>CRIMINAL OFFENSE</b>																				
MURDER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LARCENY-THEFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

USCA Crime Statistics Table															
VAWA Offenses															
CRIME	2024					2023					2022				
	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	REPORTED BY LOCAL POLICE	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	REPORTED BY LOCAL POLICE	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	REPORTED BY LOCAL POLICE
		(None)	(None)		(None)		(None)	(None)		(None)		(None)		(None)	(None)
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

USCA Crime Statistics Table															
Arrests															
CRIME	2024					2023					2022				
	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	REPORTED BY LOCAL POLICE	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	REPORTED BY LOCAL POLICE	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	REPORTED BY LOCAL POLICE
		(None)	(None)		(None)		(None)	(None)		(None)		(None)		(None)	(None)
WEAPONS (CARRYING, POSSESSING, ETC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

USCA Crime Statistics Table															
Disciplinary Actions															
CRIME	2024					2023					2022				
	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	REPORTED BY LOCAL POLICE	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	REPORTED BY LOCAL POLICE	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	REPORTED BY LOCAL POLICE
		(None)	(None)		(None)		(None)	(None)		(None)		(None)		(None)	(None)
WEAPONS (CARRYING, POSSESSING, ETC)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

USCA Crime Statistics Table			
VAWA Offenses			
OFFENSE	2024	2023	2022
TOTAL UNFOUNDED CRIMES	0	0	0



## NOTICE OF AVAILABILITY OF INSTITUTIONAL AND FINANCIAL INFORMATION and STUDENT ACCESS TO FILE INFORMATION POLICY

- This is your notice that institutional and financial aid information is available to you by calling or visiting this school's Admissions Office, located at 2913 W. White Oaks Drive, Springfield, Illinois 62704, 217-753-8990. You may also email your requests to [info@uscart.com](mailto:info@uscart.com). This notice is handed out annually to all students.
- Students are provided required disclosures through the following sources:
  - The school website: [www.uscart.com](http://www.uscart.com)
  - Postings on the school bulletin board in the break room
  - Annual distributions to each student every January, such as this one
  - In your Orientation book, the week before you started school
  - We will provide a paper copy upon request
- Disclosures we provide include: student financial aid information (see website and course catalogue), accreditation approval documents, facilities/services available to students with disabilities (see website and course catalogue), student body diversity (including gender and race, in our orientation book and by request in our office), price of attendance (includes tuition, registration fee, books, kits, room and board equivalent, transportation and miscellaneous costs by request in our office), net price calculator (see website), refund policy (see website and course catalogue), requirements for withdrawal and return of Title IV, HEA financial aid (see website and course catalogue), academic programs (see website and course catalogue), accreditation and licensure (see website and course catalogue), copyright infringement policies and sanctions including computer use and file sharing (see your orientation book and annual handout), textbook information (see website), voter registration (annual handout), code of conduct for loans (see website), retention rate/completion rate/graduation rate (disaggregated)/placement in employment rate (orientation book and by request in our office), drug and alcohol abuse prevention program (see website and annual handout), crime statistics (see website and annual handout) and the Family Educational Rights and Privacy Act (FERPA) and your right to refuse to have directory-type information disclosed (website, orientation book and annual handout).
- A student may have access to the information in their file. This right also applies to parents per FERPA guidelines, or when the request is for legal or accreditation purposes. We do not publish any student directory information. Students or eligible parents (per FERPA) have the right to view all the student's education records, including financial records. Schools are not required to provide copies of records unless special circumstances are such that parents may not be able to visit the school.

- An appointment is requested, students currently enrolled may review their file information with the School Director or Business Office staff. For students who have dropped or graduated, an appointment with the School Director or Business Office staff is required. The appointment must be during business hours, and 24-hour notice is appreciated. No documents from the student's file may leave the school premises.
- Student file information is maintained by the school for the length of time required by relevant government agencies; that is, Department of Education for financial aid records; Illinois Department of Professional Regulation for attendance, grade, and related information. However, all file information is maintained for a minimum of three years.
- By October 1<sup>st</sup> of each year the school's campus security report and campus crime report will be posted in the break room for all to view. This report contains information on emergency responses, timely warning, and statistics on various crimes and whether they occurred on campus or on neighboring properties. A paper copy will be provided to you upon request. This report is provided to all prospective students in their orientation books and to employees prior to hire.
- As the accrediting agency for USCA, NACCAS has the authority to review the school's annual audit and issue an opinion on the financial responsibility requirements for accreditation and eligibility for Federal Title IV aid. For the year 2021, NACCAS advised the school that it was on probation and was required to submit a corrective action plan. The school has submitted that plan for 2021 in a timely manner.
- Students may download a voter registration form at the following web address:  
<http://www.elections.state.il.us>
- **TO TRANSFER SCHOOLS:**  
The transfer of a student's hours, grades, and financial aid information is processed upon written request from the student or the school to which the student is transferring (for students who have dropped from USCA). Hours are released only when a student has paid tuition and fees equal to the amount that USCA has calculated as earned; if a student has a balance due, hours will not be transferred. For a transfer of hours and grades, a written request from the student is required, along with the fee stated in the student's contract. Transfer paperwork is usually completed within 2-3 business days.



## DISCRIMINATION AND SEXUAL HARASSMENT POLICY

University of Spa & Cosmetology Arts (USCA), its admission, instruction, and graduation policies and practices, does not discriminate based on sex, race, religion, age, ethnic origin, color, creed, disability, sexual orientation, ancestry, gender, gender identity or expression, or any other basis protected by the federal, state, or local law. USCA does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. All students and staff are required to take the mandatory sexual harassment and prevention training upon starting in school **and again in January of each year**. If any student or employee experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the Director of Operations (Jamie Kauffman) or Senior Admissions Officer (Chelsey Chambers) in person, by phone, or by mail immediately so appropriate action can be taken.

Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in schools. Preventing and remedying harassment is essential to ensure a non-discriminatory, safe environment in which students can learn.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) requires educational institutions to prohibit offenses of domestic violence, dating violence, sexual assault, and stalking.

Eliminating discrimination or harassment of any kind is a high priority. USCA will respond to any student or employee who reports an incident. If any discrimination or harassment complaints are made USCA finds it important to act upon the complaints promptly, effectively, and discreetly to resolve the issue. USCA will also limit or prevent public disclosure of the names of both the party who alleges discrimination or harassment and the name of the alleged harasser except to the extent necessary to carry out a thorough investigation.

Any employee or student who violates this policy will be subject to disciplinary action. As part of the school's commitment to providing a harassment-free environment, this policy will be published to students and staff through the school's website, student orientations, staff meetings and other various forms of communication.

### **Title IX Coordinator**

USCA's Title IX Coordinator has the responsibility to oversee and support all Title IX activities, complaints, and investigations.

The Title IX Coordinator is Carolyn Black (Instructor) and below is the contact information for the Title IX Coordinator:

University of Spa & Cosmetology Arts  
Attn: Title IX Coordinator  
2913 W White Oaks Dr  
Springfield, IL 62704  
217.753.8990 | [black@uscart.com](mailto:black@uscart.com)

## **DEFINITIONS REGARDING SEX DISCRIMINATION**

### **Sex Discrimination**

Sex discrimination means treating an individual or group unfavorably than another based upon the sex or gender of that individual or group with regard to any aspect of services, benefits or opportunities provided by the school, such as: For students, it involves conduct or statements that deny the student(s) an equal opportunity to fully benefit from the school's program and activities. For employees, it involves conduct or statements that deny the employee(s) an equal opportunity in employment.

### **Sexual Harassment**

A fellow classmate, employee of the school, or patron of USCA explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment. It is unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm. These acts may be committed by an individual or a group.

Gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, but not involving conduct of a sexual nature if sufficiently severe, persistent, or pervasive and directed at individuals because of their sex, may be considered sexual harassment.

Sexual harassment is NOT a hug from a teacher, administrator, client, or fellow student to comfort or congratulate, or a demonstration of a teaching technique requiring contact with another student/teacher unless these activities take on a sexual connotation and rise to the level of sexual harassment.

For the actions to be actionable as harassment, sexual conduct must be unwelcome. Conduct is unwelcome if the student did not request or invite it and "regarded the conduct as undesirable or offensive," having accepted the conduct does not mean a person welcomed it, i.e., A person may not file a complaint out of fear, or concern that the objections might cause the harasser(s) to make more comments. Also, the fact that a student willingly participated in conduct on one occasion does not prevent them from indicating that the same conduct has become unwelcome on a subsequent occasion.

### **Sexual Assault**

Sexual assault is defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication)

### **Sexual Violence**

Sexual violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violent, dating violence; and stalking.

### **Domestic Violence**

A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim
- A person with who a victim shares a child in common
- A person who is living with or has lived with the victim as a spouse or partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which this policy applies, or
- Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which this policy applies

### **Dating Violence**

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

### **Stalking**

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

## **GENERAL DEFINITIONS**

**Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient.

**Campus** is defined as any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor). Education programs or activities that receive Federal financial assistance. Under the Final Rule, schools must respond when sexual harassment occurs in the school's education program or activity, against a person.

**Complainant** is defined as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Any third-party, as well as the complainant, may report sexual harassment. While parents and guardians do not become complainants (or respondents); however, the school recognizes the legal rights of parents and guardians to act on behalf of parties (including by filing formal complaints) in Title IX matters.

**Consent** is informed, voluntary, and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats, or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

**Corrective measures** are defined as actions taken to address a security breach or privacy violation, with the intent to counteract the breach or violation and reduce future risks. The school's owner and School Director are the school's designated officials who have the authority to institute corrective measures.

**Formal complaint** is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.

**Non-campus building or property** is defined as any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution. Educational programs or activities, whether such programs or activities occur on-campus or off-campus. A school may address sexual harassment affecting its students or employees that falls outside Title IX's jurisdiction in any manner the school chooses, including providing supportive measures or pursuing discipline.

**Public property** is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

**Respondent** is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Supportive measures** are defined as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

**Rape Shield Protections** limit or prohibit the use of evidence of a victim's past sexual history to undermine that victim's credibility. The purpose of rape shield laws is to protect victims from the emotional distress of being cross-examined about their sexual history on the witness stand. Evidence regarding the

victim's reputation and evidence of past sexual behavior not related to the rape accusation at hand is prohibited.

### **Prohibited Conduct**

Title IX protects students' rights to educational opportunities free from sex discrimination. This policy strictly prohibits sexual or other unlawful harassment or discrimination, as well as sexual violence, dating violence, domestic violence and stalking, as defined above. Sexual or other unlawful harassment or discrimination that includes any verbal, physical, or visual conduct, racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information, or any other basis protected by the federal, state, or local law basis if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (quid pro quo);
- Submission to, or rejection of, such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity. It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student or student's ability to participate or benefit from the student's education program.
- Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences, or history, and physical contact, such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

## **TITLE IX REPORTS & COMPLAINT/GRIEVANCE PROCEDURE**

### **Complaint/Grievance Procedure**

The following grievance procedures shall be used to address sex discrimination complaints filed by students/ employees or complaints filed on their behalf against employees, other students, or third parties.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed below for

the Title IX Coordinator. Only a complainant may file a formal complaint that initiates a Title IX grievance procedure.

If you believe that you have experienced or witnessed harassment or sexual violence, you need to notify the Title IX coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor, customer or service guest, or other person who does business with the school is exempt from the prohibitions in this policy. The Director of Operations or the Director of Admissions & Financial Aid, if they are informed of a Title IX complaint will refer all harassment complaints to the Title IX coordinator. In order to facilitate the investigation, your complaint should include details of the incident or incidents, dates and times, names of the individuals involved, and names of any witnesses. A sex discrimination complaint should be filed within seven (7) days from the date of the alleged discriminatory incident in order for the school to take timely and appropriate action. All documentation pertaining to the complaint/grievance process will be confidential. The complaint/ grievance once received will be maintained in the Title IX Coordinator's office, which has limited staff access.

All complaints involving a student, employee, contract worker, vendor, customer or service guest, or other person who does business with the school will be referred to the campus's Title IX Coordinator to begin the complaint process outline in this policy. The Title IX Coordinator is listed below and has the responsibility of Intake reports and complaints, initiating the formal complaint process, and providing supportive measures to both the complainant and respondent.

If the school has actual knowledge of sexual harassment in an educational program or activity at the school, against a person in the United States, they will respond promptly in a manner that is not deliberately indifferent. A school is considered deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

The school ensures that its Title IX Coordinator(s), Investigator(s), Decision-Maker(s), and Informal Resolution Facilitator(s) have adequate training on what constitutes sexual harassment, including sexual violence, dating violence, domestic violence, sex discrimination, and stalking, and that they understand how the school's grievance procedures operate. Please refer to the end of this policy for a listing of the various roles of individuals involved in the Title IX process, their responsibilities, and training requirements.

## **Reporters**

We encourage all individuals who have a Title IX complaint to meet with the Title IX Coordinator to begin the formal grievance process. If the Director of Operations or Director of Admissions & Financial Aid, who are not Title IX Coordinators, are informed of a Title IX complaint they must notify the Title IX Coordinator of the complaint immediately, as long as they have the Complainant's consent that they can report the incident to the Title IX Coordinator. These are the only school employees that a complainant may discuss Title IX allegations with that are required under the school's policy to be obligated to inform the Title IX Coordinator of information that they received, as long as the Complainant grants that authority. Once any of these reports are notified of complaint allegations the notice triggers the start of the complaint process by the Title IX Coordinator.

## **Formal Complaint**

A "formal complaint" is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school. A formal complaint may be

filed with the school's Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information located in the school's policy. The phrase "document filed by a complainant" means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

The Title IX Coordinator will meet with the complainant to explain the process of filing a formal complaint. The complainant must be the alleged victim unless the parent or legal guardian has a legal right to act on their behalf. Anyone may report a Title IX violation; however, only a complainant may file a formal complaint that initiates a Title IX grievance procedure. The Title IX Coordinator will defer to the complainant's wishes as to whether or not they want to file a formal complaint.

If the Title IX Coordinator is the one who signs and initiates a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process and must comply with requirements for Title IX personnel to be free from conflicts of interest and bias.

The school's Title IX Policy provides for a consistent, transparent grievance process for resolving formal complaints of sexual harassment. The school's policy is required to treat complainants equitably by providing remedies any time a respondent is found responsible and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process prescribed in the school's policy. Any remedies, which are required to be provided to a complainant when a respondent is found responsible, will be designed to maintain the complainant's equal access to education and may include the same individualized services described as supportive measures; however, any remedies imposed do not need to be non-disciplinary or non-punitive and need not avoid burdening the respondent.

Once a formal complaint has been filed, the school will provide a written notice to each of the parties involved, which will include a copy of the school's written Grievance Process, a list of the allegations, including specific information regarding the allegations, and a notice that the parties have a right to an advisor. The advisor should not be a lawyer. If during the investigation additional allegations are investigated, then a new notice must be provided to the parties, which identifies the new issues.

## **Grievance Procedure**

The school's grievance procedures are designed to ensure that the Title IX complaint process is free from conflicts of interest and to treat everyone equally during the process, which requires Title IX personnel (Title IX Coordinators, Investigators, Decision-Makers, and people who facilitate any informal resolution process) to be free from conflicts of interest or bias for or against complainants or respondents. In order to accomplish this, we have put into place the following requirements.

- All Title IX personnel must include training on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- The school provides all decision-makers with training on any technology to be used at a live hearing. In addition, the school's decision-makers and investigators receive training on issues of relevance, including how to apply the rape shield protections provided (only for complainants), prior to participating in any Title IX investigation.
- The federal regulations governing Title IX allegations require that there is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding

responsibility is made at the conclusion of the grievance process. The school may remove a respondent from the recipient's educational program or activity on an emergency basis, provided that the school undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. In the case of a school employee, the school may place the individual on mandatory administrative leave.

- All the materials the school uses to train Title IX personnel are located on the school's website under the Required Disclosures section on the home page.
- Once the hearing takes place, the Decision-Maker may take the following actions against the respondent: dismiss the complaint; place the individual on probation; suspend the individual; terminate the individual; require the individual to go to counseling; change the respondent's schedule; or require the individual to retake the Title IX training.
- The school may provide the following remedies to a complainant: an escort; removal from shared classes; academic support services, such as tutoring; and medical or counseling services.
- The school has chosen to use the preponderance of the evidence standard, for all formal complaints of sexual harassment (including where employees and faculty are respondents).
- Upon completion of the Title IX process, either party may file an appeal of the decision. The school's appeal process is outlined below.
- Throughout the grievance process the school will not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- All provisions, rules, or practices that are a part of the school's grievance process for handling formal complaints of sexual harassment apply equally to both parties.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from the school's disciplinary process. To the extent that an employee or contract worker is not satisfied with the school's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

The school will make appropriate referrals to law enforcement. The school will also notify complainants of the right to proceed with a criminal investigation and a Title IX complaint simultaneously. The school will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation.

### **Investigation of Allegations**

In response to all complaints, the school will ensure prompt and equitable resolution through a reliable and impartial investigation of the allegations, including the opportunity for both parties to present witnesses or other evidence. The school will follow its written grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. During this process the school will not restrict an individual's rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.

The federal regulations require a school to investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator. The regulations affirm that a complainant's wishes with respect to whether the school investigates should be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

If the allegations in a formal complaint do not meet the definition of sexual harassment or did not occur in the school's education program or activity against a person in the United States, the school must dismiss such allegations for purposes of Title IX but may still address the allegations in any manner the school deems appropriate under the school's own code of conduct, which is published in the school's catalog. The school may also dismiss a complaint if: the complainant withdraws the complaint; if the respondent is no longer enrolled or employed at the school; or if circumstances prevent institution from being able to investigate the complaint allegations. In this case, each party needs to be notified that the complaint has been dismissed and the reasons why it has been dismissed.

The time necessary to conduct an investigation will vary based on complexity of the allegation but will generally be completed within sixty (60) days of receipt of the complaint, which includes appeals and informal resolutions, with an allowance for short-term and good cause delays or extensions of the time frame. If a complainant requests confidentiality, the school will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the school will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning the school will evaluate whether it is more likely than not that the alleged conduct occurred.

During the investigation, the school will provide interim measures, as necessary, to protect the safety and well-being of students and/or employees involved and are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party and to protect the safety of all parties, the school's educational environment, or deter sexual harassment.

The Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures; consider the complainant's wishes with respect to supportive measures; inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and explain to the complainant the process for filing a formal complaint. The school will offer supportive measures, at no cost, to the person alleged to be the victim (referred to as the "complainant"), which may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to help protect the alleged victim and deter sexual harassment. The respondent is also eligible for the same supportive measures that the complainant has available. The school will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the supportive measures. The school's Title IX Coordinator is responsible for coordinating the effective implementation of all supportive measures that will be provided before sanctions in any grievance procedure are imposed.

The school will investigate the allegations in any formal complaint and send written notice to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint. The Title IX Coordinator has the responsibility of investigating the complaint allegations; however, if it is in the best interest of the parties involved the school may choose another employee or hire a third-party to conduct the investigation.

During the grievance process, and when investigating the complaint allegations, the school will abide by the following procedures:

The school will apply a presumption that the respondent is not responsible during the grievance process (presumption of innocence). The burden of gathering evidence and burden of proof is the responsibility of the school, not on the individual parties.

The school will provide equal opportunity for the parties involved to present fact and expert witnesses and other inculpatory and exculpatory evidence. Witnesses cannot be anonymous.

The school will not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”) to support their case.

Both parties to the complaint will have the same opportunity to select an advisor of the party’s choice who may be, but need not be, an attorney.

The school as a part of the investigative process will send written notice of any investigative interviews, meetings, or hearings to both parties. Any interviews that occur can have both parties’ advisors present.

The schools will send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence provided.

The school may, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The school will give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.

The school may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts or circumstances, whether it is complaints against multiple respondents or by multiple complainants.

The school will protect the privacy of a party’s medical, psychological, and similar treatment records by stating that the school cannot access or use such records unless the school obtains the party’s voluntary, written consent to do so.

### **Live Hearings**

The school’s Title IX grievance process provides for a live hearing. If the complaint goes to a live hearing, then each party must have an advisor. The appointed Decision-Maker is the individual who will be conducting the hearing. The following conditions will apply for a live hearing:

The school will send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond to the report.

The school will dismiss allegations of conduct that do not meet the definition of sexual harassment or did not occur in a school’s educational program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the school deems appropriate.

The Decision-Maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility.

Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by either the complainant or respondent personally.

At the request of either party, the school will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.

The live hearing provides for the opportunity for all parties' advisors to examine and cross-examine witnesses, including challenging the credibility of witnesses. Hearsay statements and irrelevant information is not permitted.

The school's process provides for rape shield protections for complainants deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

If either party does not have an advisor present at the live hearing, the school will provide, at no cost to that party, an advisor of the school's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party. Only the advisor may cross-examine the witnesses.

If a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.

As a part of the process, the school will create an audio or audiovisual recording, or transcript, of any live hearing, as a part of the record.

### **Final Determination of Investigation**

The school's grievance process uses the preponderance of the evidence standard to determine responsibility. The school's grievance process uses the same standard of evidence for all formal complaints of sexual harassment whether the respondent is a student or an employee (including faculty member). The Decision-Maker(s) in the process is required to objectively evaluate all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.

The Decision-Maker in all instances cannot be the Title IX Coordinator or the investigator in order to ensure that the investigative process is fair and free of bias. The Decision-Maker will issue a written determination regarding responsibility with findings of fact to include the following:

- Must identify the standard of evidence used based on the school's written policy.
- Identify the allegations that constitute sexual harassment.
- Describe the procedures the school used from the filing of the formal complaint through the hearing process.
- Make findings of fact and conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation.
- Include the imposition of any sanctions or disciplinary actions imposed on the respondent, and whether any remedies will be provided to the complainant.
- State the procedures to file an appeal and the allowable bases for an individual to appeal the decision.
- Upon conclusion the written determination will be sent simultaneously to the parties.
- The Title IX Coordinator is responsible for implementation of any remedies imposed by the Decision-Maker.

### **Appeal Process**

The school will allow either or both parties the opportunity to appeal to the Decision-Maker's determination regarding responsibility from a school's dismissal of a formal complaint or any allegations therein. Either party can appeal based on the following:

- Procedural irregularity that affected the outcome of the matter;
- Newly discovered evidence that could affect the outcome of the matter; and/or
- The Title IX personnel had a conflict of interest or bias that affected the outcome of the decision.

### **Informal Resolution**

The school provides the opportunity for the parties involved in the formal complaint allegations to facilitate an informal resolution, such as mediation, so long as both parties give voluntary, informed, written consent to attempt an informal resolution. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. The school will provide written notice to the parties of the allegations, requirements of the resolution process, and any limitations.

If the complaint allegations are regarding an employee of the school sexually harassing a student, the opportunity for an informal resolution is not available.

A school may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, a school may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

## **Retaliation Prohibited**

The school prohibits any form of retaliation, intimidation, threats, coercion, discrimination, or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Actions do not have to be based on sex or involve sexual harassment to constitute retaliation. Retaliation complaints may use the same grievance process as sexual harassment complaints. Any individual who believes he or she has been subjected to retaliation may file a separate complaint under this procedure. The school will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding, which does not constitute retaliation.

The following circumstances do not constitute retaliation, including:

- Exercising one's rights protected under the First Amendment.
- Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.
- Charging an individual with code of conduct violations that do not involve sexual harassment but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment; however, for the purpose of interfering with any right or privilege secured by Title IX does constitute retaliation.

## **Reporting Requirements**

Victims of sexual misconduct should be aware that school administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. The school will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions considering the danger. The school reserves the right to notify parents/guardians of dependent students regarding any health or safety risk or a change in student status. The school will also notify the local police department of any crimes that have been brought to their attention.

Any allegations or violations of Title IX will be reported to the school's Clery Act coordinator to be included in the school's annual reporting requirements.

## **Record Keeping**

All records of the Title IX formal complaint including the investigation, evidence, decision making process, hearings, and decision letters will be maintained by the school for at least 7 years.

## **Required Training**

The school's Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the school to facilitate an informal resolution process, must not have a conflict of interest or bias for or against complainants or respondents generally, or an individual complainant or respondent. Everyone that is part of the Title IX process is required to take training that includes how to serve impartially, including by

avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Part of the required training is to ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the school's education program or activity, how to serve impartially, how to make relevancy determinations, how to conduct an investigation and grievance process including hearings, appeals and informal resolution.

The school will provide the Decision-Maker(s) with training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The school will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, Investigators, Decision-Makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

### **Additional Information**

Employees and students may contact the Title IX coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights ("OCR") investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

# IPEDS STUDENT DIVERSITY AND OUTCOMES

Name of School  
university of spa

States (use map for more than 1 state)  
 No Preference  
 Alabama  
 Alaska

ZIP Code:  Miles from:

Programs/Majors  
0 Items Selected

Level of Award ?  
 Certificate  
 Bachelor's  
 Associate's  
 Advanced

**University of Spa & Cosmetology Arts**  
 2913 W White Oaks Dr, Springfield, Illinois 62704

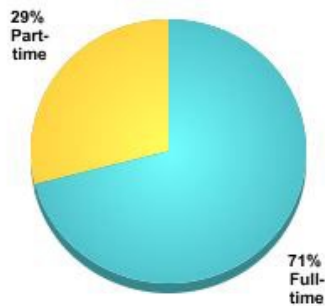
General information: (217) 753-8990  
 Website: [www.uscart.com/](http://www.uscart.com/)  
 Type: < 2-year, Private for-profit  
 Awards offered: Less than one year certificate  
 One but less than two years certificate  
 City: Midsize  
 Campus setting: No  
 Campus housing: No  
 Student population: 147 (all undergraduate)  
 Student-to-faculty ratio: 10 to 1

IPEDS ID: 149550  
 OPE ID: 02124400

**TOTAL ENROLLMENT (ALL UNDERGRADUATE)** 147

Undergraduate transfer-in enrollment 0

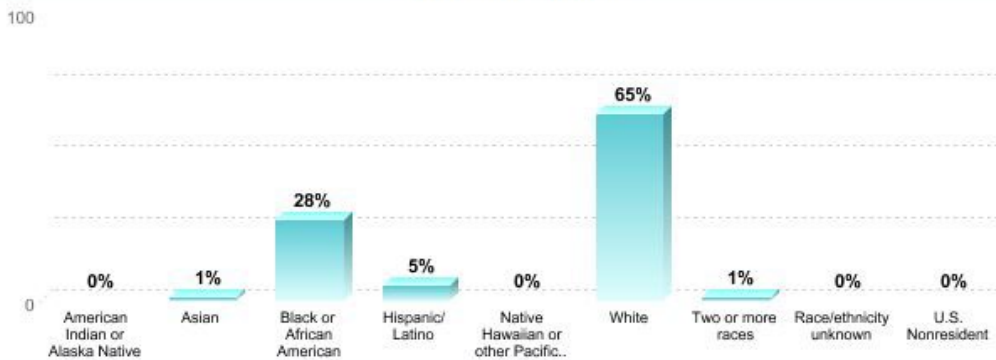
ATTENDANCE STATUS



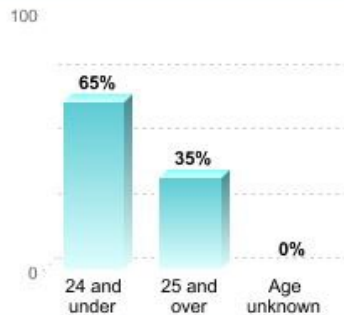
STUDENT GENDER



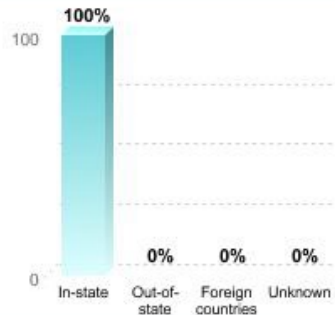
STUDENT RACE/ETHNICITY



UNDERGRADUATE STUDENT AGE



UNDERGRADUATE STUDENT RESIDENCE



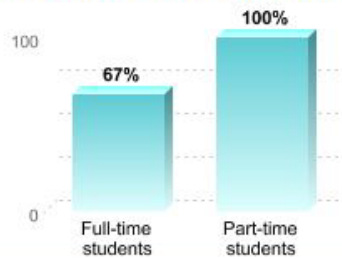
- Age data are reported for Fall 2021.
- Residence data are reported for first-time degree/certificate-seeking undergraduates.

RETENTION AND GRADUATION RATES

FIRST-TO-SECOND YEAR RETENTION RATES

Retention rates measure the percentage of first-time students who return to the institution to continue their studies the following fall.

RETENTION RATES FOR FIRST-TIME STUDENTS



Percentage of Students Who Began Their Studies in Fall 2021 and Returned in Fall 2022

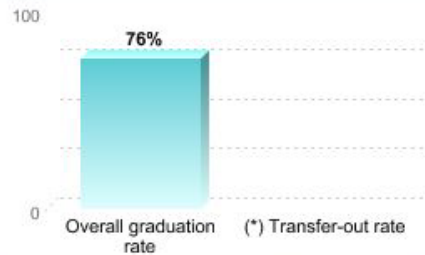
OVERALL GRADUATION RATE AND TRANSFER-OUT RATE

The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled.

Some institutions also report a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution without completing at the current institution.

Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

OVERALL GRADUATION AND TRANSFER-OUT RATES FOR STUDENTS WHO BEGAN THEIR STUDIES IN 2019-20



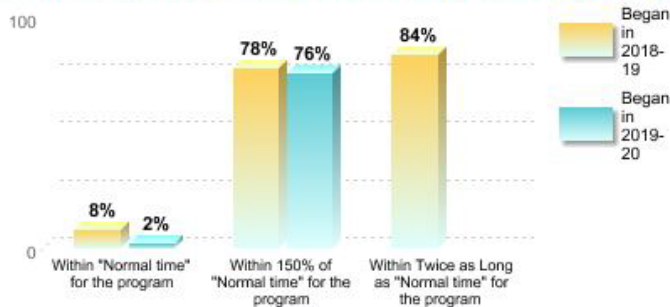
Percentage of Full-time, First-Time Students Who Graduated or Transferred Out Within 150% of "Normal Time" to Completion for Their Program

- (\*) Not all institutions report transfer-out rates.

GRADUATION RATES BY TIME TO COMPLETION

Graduation rates can be measured over different lengths of time. "Normal time" is the typical amount of time it takes full-time students to complete their program. For example, the "normal" amount of time for many associate's degree programs is 2 years. Not all students complete within the normal time, so graduation rates are measured by other lengths of time as well, including "150% of normal time" (e.g., 3 years for a 2-year program) and "200% of normal time," or twice as long as the normal time (e.g., 4 years for a 2-year program).

GRADUATION RATES FOR STUDENTS WHO BEGAN THEIR PROGRAM IN 2018-19 OR 2019-20, BY TIME TO COMPLETION



Percentage of Full-time, First-time Students Who Graduated in the Specified Amount of Time



## VERIFICATION POLICY AND PROCEDURE

FAFSA applications are selected for verification in one of two ways:

1. The Department of Education Central Processing Service requests that the application be verified (a star appears next to the EFC on the student's ISIR) either as a result of inconsistencies on the FAFSA application or through random selection.
2. The FAFSA had been completed by the student or parent without the assistance of USCA or the application believed to be incorrect by USCA Admissions Staff.

If selected for verification, the Admissions Office may need to verify the following:

- Adjusted Gross Income
- US Income Tax Paid
- Education Credits
- Tax Exempt Credits
- Certain untaxed income and benefits (i.e., child support, SNAP)
- Number in household
- Number in college
- High School Diploma Verification
- Identity and Statement of Educational Purposes
- Child Support Paid

Documents required may include:

- IRS Tax Return Transcripts & W2s
- Verification of Non-filing
- Department of Education Verification Worksheet
- Institutional Certification
- Signed Statement

\*Both original and copied documents are acceptable. Signatures on a copy are as valid as the original signature.

Verification is not required if/for:

- The applicant is deceased.
- The applicant has been verified by another school.
- The applicant is a certain Pacific Island resident
- The applicant is not a Title IV recipient.
- The applicant is incarcerated.
- The applicant recently immigrated.
- The applicant's spouse or parent cannot be located or is mentally incapacitated or is deceased.

- The applicant is only received Unsubsidized or PLUS Loans.

Any overpayments are returned immediately upon verification.

## **STUDENT VERIFICATION PROCEDURE**

The Admissions Office will provide each student selected for verification with a written list of documents they must provide to the Admissions Office for the verification process to occur. ***All documentation needed by the Admissions Office to perform the verification process must be submitted within two (2) weeks of the date requested, or one week from date of request if request is made on or after orientation.*** If the said deadline is not met, the student will not be able to attend classes, nor receive Title IV financial aid.

Admissions staff will compare submitted documents against the FAFSA and make any necessary corrections online, resulting in a revised ISIR and possibly a revised EFC score, which could affect the amount of Title IV financial aid award received.

Any student who is selected for verification will be notified prior to their class start date, by the Admissions Office, of any financial aid award changes resulting from the verification. Students and Admissions staff will initial next to all award changes, prior to any Title IV aid being disbursed.



## NOTICE TO STUDENTS WHO RECEIVE FEDERAL FINANCIAL AID FUNDS (TITLE IV FUNDS) FOR THEIR EDUCATIONAL COSTS

**STUDENTS WHO DROP FROM SCHOOL MAY BE REQUIRED TO REPAY ALL OR PART OF ANY GRANTS OR LOANS THAT HAVE BEEN USED. THIS INCLUDES GRANTS OR LOANS THAT HAVE BEEN PAID TO THE SCHOOL FOR TUITION AND FEES.**

**STUDENTS WHO DROP FROM SCHOOL MAY BE RESPONSIBLE FOR A BALANCE DUE TO THE SCHOOL FOR TUITION THAT RESULTS FROM PREVIOUS GRANT OR LOAN FUNDS THAT HAVE BEEN RETURNED TO THE DEPARTMENT OF EDUCATION UNDER THIS POLICY.**

The Federal Return of Title IV funds (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government.

The University of Spa & Cosmetology Arts is required to determine the earned and unearned portions of Title IV aid as of the student's withdrawal date based on the amount of time the student was scheduled to be in attendance. Up through the 60% point in each payment period (i.e., 900 clock hours for cosmetology), a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period, this policy is used to determine if the student is eligible for any post drop disbursement. The term "Title IV aid" refers to the Federal financial aid programs such as: Direct Unsubsidized Loans, Direct Subsidized Loans, Direct PLUS (Parent) Loans and Federal Pell Grant.

**The University of Spa & Cosmetology Arts** must determine the student's withdrawal date. The withdrawal date is defined as:

**Official withdrawals:** A student's withdrawal date is the last day of physical attendance, determined once the school received notice from the student that they are withdrawing.

**Unofficial withdrawals:** A student's withdrawal date is their last day of physical attendance. The school's determination that a student is no longer in school for unofficial withdrawals is determined after 2 weeks of non-attendance or not returning from a leave of absence.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. **The percentage of the period that the student remained enrolled is derived by dividing the number weeks the student could have attended by the number of weeks in the payment period.**

**Earned aid is not related to institutional charges. The University of Spa & Cosmetology Arts** refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws may be required to return unearned aid and still owe funds to **The University of Spa & Cosmetology Arts**. The reverse is also possible: a student who withdraws may have no requirement to return aid, but still qualify for a refund under **The University of Spa & Cosmetology Arts'** refund policy. In this case, the student must inform **The University of Spa & Cosmetology Arts** in writing how they want the additional funds dispersed.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was, or could have been, disbursed as of the withdrawal date. If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal. This is called a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

The following rules apply when **The University of Spa & Cosmetology Arts** is completing a R2T4 calculation:

1. A school must always return any unearned Title IV funds it is responsible for returning within forty-five (45) days of the date the school determined the student withdrew and offer any post-withdrawal disbursement of loan funds within thirty days of that date.
2. A school must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within forty-five (45) days of the date the school determined the student withdrew and disburse any loan funds a student accepts within one hundred and eighty (180) days of that date.
3. Unless a student subject to verification has provided all required verification documents in time for the school to meet the R2T4 deadlines, the school includes as Aid Disbursed or Aid That Could Have Been Disbursed in the Return calculation only those Title IV funds not subject to verification. If a student who failed to provide all required verification documents in time for the school to meet the Return deadline later provides those documents prior to the applicable verification deadline, the school must perform a new Return calculation on all the aid the student qualified for based on the completed verification documents and make the appropriate adjustments.

The return of Federal aid is in the following order Direct Unsubsidized Loans, Direct Subsidized Loans, Direct PLUS (Parent) loans, Federal Pell Grants.

## **COMPLAINT POLICY AND PROCEDURE**

### **INFORMAL COMPLAINTS**

USCA prefers to resolve all misunderstandings on an informal basis. When disagreements regarding school policies or procedures occur between students, between students and staff, or between staff members, the parties involved must try to resolve the problem amongst themselves. If a solution cannot be reached, or if the problem cannot be resolved then please consult the next higher authority. This means student problems can be taken to the instructor; student/staff disagreement can be taken to the school manager; staff conflicts can be taken to the school manager. The manager will bring all parties involved together to try and work out the problem.

### **FORMAL COMPLAINTS**

If a satisfactory solution cannot be reached by informal discussion, students and/or staff members may file a written formal complaint with the appropriate director. Business Practice of Financial Assistance complaints should be filed with the Senior Admissions Officer (Chelsey). All other problems should be filed with the Director of Operations (Jamie). The written complaint should contain specifics of the incident or problem and a brief description of the steps already taken to resolve the problem. This should include the names of people with whom the problem has been discussed so the Director can interview these people.

### **RESOLUTIONS**

The Director will interview the parties involved and establish a hearing for the complaint. A record will be kept of the complaint filed, the people interviewed, and the outcome of the hearing. After viewing all aspects of the complaint, the Director will make a ruling based on the policies of the school, the regulations by which the school is bound, and the nature of the complaint. In all cases, the Director will make a decision that is fair and equitable to all concerned within the constraints listed above.

If the students or the staff have a problem with management, it can be solved only by discussing the problem with that manager.

### **FURTHER COMPLAINTS**

If, after following the above procedures, the student or staff member feels that the school has not followed the regulations by which it is bound, that person may take the complaint to one of the following authorities and fill out their complaint form:

**Illinois Department of Professional Regulations**

State Postsecondary Review Entity  
320 W. Washington  
Springfield, IL 62786  
217-785-0800

**National Accrediting Commission of Career Arts & Sciences Inc. (NACCAS)**

3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600



## NOTIFICATIONS OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the University of Spa & Cosmetology Arts (USCA) receives a request for access. A student should submit to the Director of Admissions & Financial Aid a written request that identifies the record(s) the student wishes to inspect. The Director will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that Director shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask USCA to amend a record should write to the Director of Admissions & Financial Aid, clearly identify the part of the record the student wants changed and specify why it should be changed.

If USCA decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the USCA discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

USCA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is typically including a person employed by USCA in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of USCA who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the USCA.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the USCA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within USCA whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

**AUTHORIZATION BY STUDENT (OR ELIGIBLE PARENT) TO RELEASE INFORMATION.**

Person Requesting Information: \_\_\_\_\_

Information Requested: \_\_\_\_\_

Signature of Student or Parent: \_\_\_\_\_

Date: \_\_\_\_\_



**UNIVERSITY**  
OF SPA & COSMETOLOGY ARTS

# **SIGNATURE PAGES**

Revised December 2024



## TABLE OF CONTENTS

USCA ORIENTATION ACKNOWLEDGEMENT .....	3
QUESTIONNAIRE FOR ANNUAL IPEDS REPORTING .....	4
CELL PHONE INFORMATION AND TEXTING AGREEMENT.....	5
ATTENDANCE REQUIREMENTS FOR BASIC TRAINING.....	6
HOLD HARMLESS AGREEMENT STUDENT – COSMETOLOGY SCHOOL .....	7
MODEL RELEASE FORM.....	8
SOURCES OF FEDERAL FUNDS .....	9
BIOMETRIC INFORMATION PRIVACY POLICY .....	10
ILLINOIS LAW FELONY INFORMATION.....	13



## USCA ORIENTATION ACKNOWLEDGEMENT

I have received a tour of USCA prior to enrollment and I have received a copy of the USCA Student Orientation Book on this date, which includes the following items:

- USCA Current Catalog
- USCA "Meet the Team" Teachers and Staff
- Career and Licensing Information for my program
- Course Outline for my program
- Satisfactory Progress Policy and Sample SAP card
- Testing Policy for my program
- Textbooks listing with pricing for all programs
- Dress Code
- General Rules and Policies
- Additional and Makeup Hours Policy
- Attendance for Basic Training and Clock In-Out Policies
- Holiday and Weather School Closures
- Overtime Tuition Policy
- Leave of Absence Policy and Request form
- Social Networking Policy
- Return to School Policy
- Drug and Alcohol Prevention Policy
- Copyright Infringement Policy
- NACCAS Outcomes Disclosure
- Campus Safety and Security and Crime Stats Report
- Notice of Availability of Disclosures and Student Information
- USCA Discrimination and Sexual Harassment Policy
- IPEDS Student Diversity and Outcomes Disclosure
- Verification Policy and Procedures
- Return of Federal Title IV Funds Policy
- Complaint Policy and Procedures
- Federal Right to Privacy Disclosure

**Pages to sign and return, in the Orientation book pocket, along with this page:**

- IPEDS Questionnaire
- Contact Cell Phone Information
- Basic Training Attendance Policy and Clock In-Out Policy
- Hold Harmless Agreement (for services)
- Model Release form (for images)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## QUESTIONNAIRE FOR ANNUAL IPEDS REPORTING

**Please check your gender:**  Male  Female

**Are you Hispanic / Latino?**  Yes  No

(For Non-Hispanics Only)

**Are you from one or more races from the following list? Please check your answer.**

- |   |  |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian                                     |
| <input type="checkbox"/> Black or African American        | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> White                            | <input type="checkbox"/> Two or More Races                         |
| <input type="checkbox"/> Nonresident Alien                | <input type="checkbox"/> Race and Ethnicity Unknown                |

**Print Full Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

IPEDS is the Integrated Postsecondary Education Data System. It is a system of interrelated surveys conducted annually by the U.S. Department of Education’s National Center for Education Statistics (NCES). IPEDS gathers information from every college, university, and technical and vocational institution that participates in the federal student financial aid programs. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. These data are made available to students and parents through the [College Navigator](#) college search Web site and to researchers and others through the [IPEDS Data Center](#).



## CELL PHONE INFORMATION AND TEXTING AGREEMENT

USCA would like to keep you up to date as much as possible. Occasionally, we send out information concerning special events, weather closings, etc. Please complete the following information so that we can help you stay “in the know”.

If you change your number or provider, please notify the admissions office so you don’t miss out on any announcements.

**Name** \_\_\_\_\_

Last Name

First Name

**Cellular Carrier**

AT&T       Verizon       T-Mobile       US Cellular       Other \_\_\_\_\_

**Cellular Phone Number** \_\_\_\_\_

(Area code)

Yes, I, \_\_\_\_\_, give USCA permission to contact the above number.

No, I, \_\_\_\_\_, do not wish for USCA to contact the number listed above.

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

You are responsible for all telecommunications charges including but not limited to any charges for text messages that are sent to you by University of Spa and Cosmetology Arts. We are not responsible if the contact information you have provided us with is incorrect or if the information does not reach you due to your communication device being turned off or out of coverage range or cell tower range.



## ATTENDANCE REQUIREMENTS FOR BASIC TRAINING

1. Full Time **COSMETOLOGY** and **CLASSIC BARBERING** students who miss more than 15 hours in the first 4 weeks of training will be dropped from the program.
2. Full Time **ESTHIOLOGY** and **NAIL TECHNOLOGY** students who miss more than 7.5 hours in the first 2 weeks of training will be dropped from the program.
3. Part time **COSMETOLOGY** students who miss more than 7.5 hours in the first 4 weeks of training will be dropped from the program.
4. Part time **NAIL TECHNOLOGY** students who miss more than 4 hours in the first 2 weeks of training will be dropped from the program.

A student who is dropped from the program, due to poor attendance during the above-mentioned training periods, may re-enroll at a later class start date. A meeting with the Director of Admissions & Financial Aid must occur to establish a new start date.

## CLOCKING IN & OUT SCHOOL POLICY

Students must clock in at the beginning and end of each school day. Students who do not clock in when they first arrive will only get credit from the time when they actually clock in. Students who leave and don't clock out will only get credit up to their last scan. Students are required to clock in and out for their lunch break. Failure to clock out for lunch, or to clock back in from lunch, or no lunch scans at all, will result in the deduction of one clock hour for the day.

Students must clock out before leaving the premises or the penalty is 5 tasks, loss of points for one month and suspension for the rest of the day and the following day.

Students are responsible for their time. Be careful and listen to the clock to make sure the time clock states "Thank you".

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **HOLD HARMELESS AGREEMENT STUDENT – COSMETOLOGY SCHOOL**

**Important: Read before signing agreement and release of liability.**

I, \_\_\_\_\_ that University of Spa & Cosmetology Arts is a school which instructs students who wish to become cosmetologists or barbers, and that the student(s) who will perform the work upon me are not fully trained, licensed, professionals.

Because of their inexperience there is a risk that I could be injured or sustain damage from the negligence or carelessness of such student(s) in performing the work upon me.

Nevertheless, in consideration of a reduced charge that I will pay for such services, **I agree to assume the risk of any injury or damage that I might suffer** because of such negligence or carelessness and **I agree to give up my right to make a claim against the student, the school, the instructors** or any school personnel for any such injury or damage.

I have carefully read this agreement. **I fully understand that it is a release of liability** and I sign this of my own free will.

Date \_\_\_\_\_

Student signature \_\_\_\_\_

Witness \_\_\_\_\_



## MODEL RELEASE FORM

By signing below, I hereby grant to University of Spa & Cosmetology Arts (BJ & Company on Hair, Inc.), (USCA) the absolute and irrevocable right and unrestricted permission of photographs/video taken of me or in which I may be included with others, to copyright the same, in USCA name or otherwise; to use, re-use, publish, and re-publish the same in whole or in part, in any and all media now or in the future, for any purpose whatsoever.

I hereby release and discharge the photographer and USCA from any and all claims and demands arising out of or in connection with the use of the photographs/video. This authorization and release shall also inure to the benefit of the heirs, legal representatives, licensees and assigns of USCA as well as the person who took the photographs/video.

I am of legal age and have the right to contract in my own name. I have read the foregoing and fully understand the contents thereof. This release shall be binding upon me and my heirs, legal representatives, and assigns.

### STUDENT

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Name** (please print)

\_\_\_\_\_

**Signature**

### WITNESS

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Name** (please print)

\_\_\_\_\_

**Signature**



## SOURCES OF FEDERAL FUNDS

### 90/10 COMPLIANCE – SOURCES OF FEDERAL FUNDS INCLUDING TITLE IV PROGRAMS

In order for USCA to comply fully with 90/10 Title IV Regulations under the Higher Education Act of 1992, and later revisions, we are required to identify any sources of federal funds used by a student for tuition or school-related costs.

**Please check all that apply to you for enrollment in this program:**

- Pell Grant
- Federal Direct Subsidized Loan or Unsubsidized Loan
- Federal Direct Parent Loan (PLUS loan)
- Veterans Benefits paid to the school
- Veterans Benefits paid to me while I attend school
- College 529 Savings Plan
- Bright Start College Savings Plan
- (other) College Savings Plan
- GMCF Greater Manhattan KS Scholarship
- LEAP / SLEAP Grants
- GAP
- MyCAA
- Scholarships from outside organizations \_\_\_\_\_
- Local Grant or Local Scholarship \_\_\_\_\_
- Parents/Grandparents/Family

**Student Name** \_\_\_\_\_

(Admiss Office: please put a copy of the check in the student's file and scan to Smart file)



## **BIOMETRIC INFORMATION PRIVACY POLICY**

The University of Spa & Cosmetology Arts (USCA) has instituted the following biometric information privacy policy:

### **BIOMETRIC DATA DEFINED**

As used in this policy, biometric data includes “biometric identifiers” and “biometric information” as defined in the Illinois Biometric Information Privacy Act, 740 ILCS § 14/1, et seq. “Biometric identifier” means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. Biometric identifiers do not include writing samples, written signatures, photographs, human biological samples used for valid scientific testing or screening, demographic data, tattoo descriptions, or physical descriptions such as height, weight, hair color, or eye color. Biometric identifiers do not include information captured from a patient in a health care setting or information collected, used, or stored for health care treatment, payment, or operations under the federal Health Insurance Portability and Accountability Act of 1996.

“Biometric information” means any information, regardless of how it is captured, converted, stored, or shared, based on an individual’s biometric identifier used to identify an individual. Biometric information does not include information derived from items or procedures excluded under the definition of biometric identifiers.

### **PURPOSE FOR COLLECTION OF BIOMETRIC DATA**

USCA, its vendors, and/or the licensor of USCA’s time and attendance software collect, store, and use biometric data solely for student identification, fraud prevention, and pre-student acceptance purposes.

### **DISCLOSURE AND AUTHORIZATION**

To the extent that USCA, its vendors, and/or the licensor of USCA’s time and attendance software collect, capture, or otherwise obtain biometric data relating to an student, USCA must first:

Inform the student in writing that USCA, its vendors, and/or the licensor of USCA’s time and attendance software are collecting, capturing, or otherwise obtaining the student’s biometric data, and that USCA’s is providing such biometric data to its vendors and the licensor of USCA’s time and attendance software;

Inform the student in writing of the specific purpose and length of time for which the student’s biometric data is being collected, stored, and used; and

Receive a written release signed by the student (or his or her legally authorized representative) authorizing USCA, its vendors, and/or the licensor of USCA’s time and attendance software to collect, store, and use the student’s biometric data for the specific purposes disclosed by USCA, and for USCA to provide such biometric data to its vendors and the licensor of USCA’s time and attendance software.

USCA, its vendors, and/or the licensor of USCA’s time and attendance software will not sell, lease, trade, or otherwise profit from students’ biometric data; provided, however, that USCA’s vendors and the licensor of USCA’s time and attendance software may be paid for products or services used by USCA that utilize such biometric data.

## **DISCLOSURE**

USCA will not disclose or disseminate any biometric data to anyone other than its vendors and the licensor of USCA's time and attendance software providing products and services using biometric data without/unless:

- a. First obtaining written student consent to such disclosure or dissemination;
- b. The disclosed data completes a financial transaction requested or authorized by the student;
- c. Disclosure is required by state or federal law or municipal ordinance; or
- d. Disclosure is required pursuant to a valid warrant or subpoena issued by a court of competent jurisdiction.

## **RETENTION SCHEDULE**

USCA shall retain student biometric data only until, and shall request that its vendors and the licensor of USCA's time and attendance software permanently destroy such data when, the first of the following occurs:

The initial purpose for collecting or obtaining such biometric data has been satisfied, such as the termination of the student's education with USCA, or the student moves to a role within USCA for which the biometric data is not used; or

Within 3 years of the student's last interaction with USCA.

## **DATA STORAGE**

USCA shall use a reasonable standard of care to store, transmit and protect from disclosure any paper or electronic biometric data collected. Such storage, transmission, and protection from disclosure shall be performed in a manner that is the same as or more protective than the manner in which USCA stores, transmits and protects from disclosure other confidential and sensitive information, including personal information that can be used to uniquely identify an individual or an individual's account or property, such as genetic markers, genetic testing information, account numbers, PINs, driver's license numbers and social security numbers.



**UNIVERSITY OF SPA & COSMETOLOGY ARTS (USCA)**

The student named below has been advised and understands that USCA, its vendors, and/or the licensor of USCA's time and attendance software collect, retain, and use biometric data for the purpose of identifying students and recording time entries when utilizing USCA's biometric timeclocks or timeclock attachments. Biometric timeclocks are computer-based systems that scan a student's finger for purposes of identification. The computer system extracts unique data points and creates a unique mathematical representation used to verify the student's identity, for example, when the student arrives at or departs from the workplace.

The Illinois Biometric Information Privacy Act, 740 ILCS 14/1, et seq. ("BIPA"), regulates the collection, storage, use, and retention of "biometric identifiers" and "biometric information." "Biometric identifier" means a retina or iris scan, fingerprint, voiceprint, or scan of hand or face geometry. "Biometric information" means any information, regardless of how it is captured, converted, stored, or shared, based on an individual's biometric identifier used to identify an individual.

The student understands that he or she is free to decline to provide biometric identifiers and biometric information to USCA, its vendors, and/or the licensor of USCA's time and attendance software without any adverse employment action. The student may revoke this consent at any time by notifying USCA in writing.

The undersigned student acknowledges that he/she has received the attached Biometric Information Privacy Policy, and that he/she voluntarily consents to USCA's, its vendors', and/or the licensor of USCA's time and attendance software's collection, storage, and use of biometric data through a biometric timeclock, including to the extent that it utilizes the student's biometric identifiers or biometric information as defined in BIPA, and voluntarily consents to USCA providing such biometric data to its vendors, and/or the licensor of USCA's time and attendance software.

---

**Student Signature**

**Date**

---

**Student Name** (please print)

## **ILLINOIS LAW FELONY INFORMATION**

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

(Section scheduled to be repealed on January 1, 2026)

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

- 1) The Department may refuse to issue or renew, and may suspend, revoke, place on probation, reprimand or take any other disciplinary or non-disciplinary action as the Department may deem proper, including civil penalties not to exceed \$500 for each violation, with regard to any license for any one, or any combination, of the following causes:
  - a) For licensees, conviction of any crime under the laws of the United States or any state or territory thereof that is (i) a felony, (ii) a misdemeanor, an essential element of which is dishonesty, or (iii) a crime which is related to the practice of the profession and, for initial applicants, convictions set forth in Section 4-6.1 of this Act.
  - b) Conviction of any of the violations listed in Section 4-20.
  - c) Material misstatement in furnishing information to the Department.
  - d) Making any misrepresentation for the purpose of obtaining a license or violating any provision of this Act or its rules.
  - e) Aiding or assisting another person in violating any provision of this Act or its rules.
  - f) Failing, within 60 days, to provide information in response to a written request made by the Department.
  - g) Discipline by another state, territory, or country if at least one of the grounds for the discipline is the same as or substantially equivalent to those set forth in this Act.
  - h) Practice in the barber, nail technology, esthetics, hair braiding, or cosmetology profession, or an attempt to practice in those professions, by fraudulent misrepresentation.
  - i) Gross malpractice or gross incompetency.
  - j) Continued practice by a person knowingly having an infectious or contagious disease.
  - k) Solicitation of professional services by using false or misleading advertising.
  - l) A finding by the Department that the licensee, after having his or her license placed on probationary status, has violated the terms of probation.
  - m) Directly or indirectly giving to or receiving from any person, firm, corporation, partnership or association any fee, commission, rebate, or other form of compensation for any professional services not actually or personally rendered.

- n) Violating any of the provisions of this Act or rules adopted pursuant to this Act.
- o) Willfully making or filing false records or reports relating to a licensee's practice, including but not limited to, false records filed with State agencies or departments.
- p) Habitual or excessive use or addiction to alcohol, narcotics, stimulants, or any other chemical agent or drug that results in the inability to practice with reasonable judgment, skill or safety.
- q) Engaging in dishonorable, unethical or unprofessional conduct of a character likely to deceive, defraud, or harm the public as may be defined by rules of the Department, or violating the rules of professional conduct which may be adopted by the Department.
- r) Permitting any person to use for any unlawful or fraudulent purpose one's diploma or license or certificate of registration as a cosmetologist, nail technician, esthetician, hair braider, or barber or cosmetology, nail technology, esthetics, hair braiding, or barber teacher or salon or shop or cosmetology clinic teacher.
- s) Being named as a perpetrator in an indicated report by the Department of Children and Family Services under the Abused and Neglected Child Reporting Act and upon proof by clear and convincing evidence that the licensee has caused a child to be an abused child or neglected child as defined in the Abused and Neglected Child Reporting Act.
- t) Operating a salon or shop without a valid registration.
- u) Failure to complete required continuing education hours.

**By signing below, I understand that the Illinois Department of Financial and Professional Regulation (IDFPR) has the authority, under Illinois law, to deny my professional licensure.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**USCA Representative**