



CATALOG

A COSMETOLOGY AND SPA TRAINING CENTER

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2014

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2015

Award Year

Effective
7/01/2014

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MISSION STATEMENT

To provide the highest quality education at a reasonable cost to the students & customers we serve.

Our main objective is to prepare students for the State Board Examination, and give guidance for a successful career in the field of cosmetology arts and sciences.

Additional information on NBC

***National* BEAUTY COLLEGE...**

...was established in 1955 and has been in continuous operation since that date. We pride ourselves on being a dependable and well established school that offers a quality cosmetology education. Cosmetology can be a rewarding profession, both in personal satisfaction and potential earnings.

Our qualified instructors and the customers we serve give each student the practical, hands-on training that ensures they have confidence needed to succeed in the beauty industry. We have made a long term commitment to contribute to the economy and quality of life in our community by our prices, services, and outreach programs we offer.

SPACE & FACILITIES

Lower Level (7900 sq. ft.)

- Theory / Practical Classrooms
- Media / Resource Center
- Administration Area

Upper Level (6800 sq. ft.)

- Senior Clinic/Laboratory Floor
 - Main Styling Area
 - Reception & Retail
 - Nail Service Area
 - Hair Enhancement Room
 - Tanning Rooms
 - Spa Area
 - Offices

ADMINISTRATION STAFF

Director Michael Alfman
RegistrarLori Campbell
Administrative AssistantCheryl Hall
Financial AidKristin Worley
Director of Clinic Operations.....Karen Beall
Job Placement Coordinator.....Carol Domer
Internship ProgramDebra Turkalj-Hurtt

Owner.....National Beauty Systems, Inc.

FACULTY

All teaching staff hold a current instructor's license from the Ohio State Board of Cosmetology. Each instructor is required to attend a monthly staff / training meeting. All licensed instructors must have 12 hours per year of continuing education classes.

Karen Beall	Sheri Patterson	Carol Domer
Melba Henderson	Debra Turkalj-Hurtt	Carolynn Snyder
Victoria Turkal	Kristin Worley	

AFFILIATIONS

Licensed by: Ohio State Board of Cosmetology 1929 Gateway Circle, Grove City, OH 43123 (614) 466-3834
Accredited by: National Accrediting Commission of Career Arts & Sciences 4401 Ford Ave. Suite 1300 Alexandria, VA 22302 (703) 600-7600
Governed by: U.S. Department of Education Members of: Ohio Association of Cosmetology Schools 5757 Karl Rd. Columbus, OH 43229 American Association of Cosmetology Schools 15825 N 71 st St. Suite 100 Scottsdale, AZ 85254

ADMISSIONS REQUIREMENTS

Enrollment, instructional and graduation policies of this school do not discriminate on the basis of sex, age, race, color, religion or ethnic origin. We do not recruit students already attending or enrolled at another school offering a similar program of study. The school reserves the right to refuse admission to any person who shows an inability or unwillingness to successfully complete the program and gain employment in the field of cosmetology.

Prospective students may enroll for classes up to two weeks prior to the start date of that class.

Requirements:

- Interview with the school's registrar and receive a school tour.
- Complete an Enrollment Application.
- Provide a valid high school diploma, high school transcripts showing a graduation date, GED certificate, or have a state-issued credential for secondary school completion if home schooled.
- Provide a photo ID with proof of age (a valid diver's license, state issued ID, passport, etc)
- Take the school's entrance evaluation and pass with a score of 65% or higher.
- Set up payment arrangements through financial aid, a monthly payment plan, or a combination of both.
- Notify the school of the planned program, schedule and enrollment date.
- Students who have attended more than three post-secondary schools without completing a course of study (obtaining a degree, certificate or diploma), will need to submit a statement explaining why they feel they will successfully complete the program for which they are enrolling.

Students meeting the above requirements will be accepted into the school's Trial Enrollment Period for their chosen program, schedule and enrollment date. The trial enrollment period does not apply to transfer students for any program. Students will then schedule a time to sign their Enrollment Agreement and pay their \$100.00 non-refundable application fee and \$100.00 for their textbook. A student must then successfully complete the Trial Enrollment Period and be accepted by the school as a regular student. See page 4 of this catalog for information on the Trial Enrollment Period.

TRANSFER STUDENTS

This school does not admit any student who has attended more than one other Cosmetology school, regardless if the student is transferring hours or not. Students who have attended another cosmetology school and wish to transfer hours must meet all the admissions requirements stated above as well as the following:

- Complete a Request for Transfer of Clock Hours form with our registrar. ***The school cannot enroll any transfer student until the official breakdown of hours has been received from the Ohio State Board of Cosmetology.***
- Submit a breakdown of grades, by subject, from the previous school, or pay a \$150.00 Transfer Evaluation Fee for theory and practical evaluations to be completed prior to enrollment.
- This school reserves the right to refuse acceptance of any hours of a transferring student. We do not enroll any transfer students for less than 300 hours for the cosmetology program, and 100 hours for the esthetics, managing manicurist and cosmetology management programs.

TRIAL ENROLLMENT PERIOD

All programs, except Cosmetology Management, begin with a trial period of enrollment. This is to ensure that all students enrolling in our school have an opportunity to experience what their training will be like, and if it will be manageable with their jobs and/or family obligations. In the trial period students will review the school's policies, finalize financial aid, meet staff members and current students, engage in classroom activities, and interact with clients on the clinic floor. The trial period will also show NBC staff members that the prospective students demonstrate the ability to successfully complete their training and gain employment in the cosmetology field. Staff members will be looking for good attendance, participation in class activities, a positive and enthusiastic attitude toward the school and the training offered, and the ability to follow all the school's rules of conduct.

The trial period times are as follows:

Day Cosmetologist	- 2 weeks
Day Estheticians	- 1 week
Day Managing Manicurists	- 1 week

On the last day of the trial enrollment period the students will make their decision whether or not they wish to continue with their program. If a student does not wish to continue with the training he/she will have no further financial obligation, and the school will retain the \$100.00 textbook fee and the \$100.00 non-refundable application fee. If the student chooses to continue with his/her program the contract will be finalized at this time.

Also, at this time the NBC staff will make a decision based on the above criteria as to whether the student will be a good candidate for our training program, and each prospective student's performance will be discussed individually with them on that day. If it is then determined the student is to remain in the program he/she will be considered a regular student.

No student will be eligible for financial aid until he/she is a regular student. Should a student choose to withdraw from school after becoming a regular student he/she will follow the withdrawal procedure covered in the school's catalog and on the student's contract.

RE-ENROLLMENT

Students may re-enroll at the sole discretion of the school. Any student who wishes to re-enroll must complete the following:

- Complete an updated Enrollment Application.
- Write a statement explaining what has changed in the student's life that will now make them able to complete school and gain employment in this profession.
- The student must have been making payments toward any balance owed to the school.
- Set up payment arrangements through financial aid, a monthly payment plan or a combination of both.

A student who has been accepted by the school will be notified of when he/she may start and the charges for completing the program. A \$100.00 non-refundable application fee will be due upon signing the Enrollment Agreement.

ENROLLMENT DATES

Classes may be cancelled if minimum enrollment is not met.

DAY COSMETOLOGY

June 23, 2014
 August 18, 2014
 October 13, 2014
 December 8, 2014
 February 9, 2015
 April 13, 2015
 June 8, 2015

Please call for Cosmetology Management start dates.

DAY ESTHETICS

August 18, 2014
 December 8, 2014
 April 13, 2015

DAY MANAGING MANICURIST

June 23, 2014
 October 13, 2014
 February 9, 2015
 June 8, 2015

HOLIDAY CLOSING SCHEDULE

July 4 & 5, 2014 - Independence Day
 September 1, 2014 - Labor Day
 November 27, 2014 - Thanksgiving
 December 25-27, 2014 - Christmas Break
 January 1, 2015 - New Year's Day
 April 6, 2015 - Spring Break Day
 May 25, 2015 - Memorial Day

PROGRAMS, HOUR REQUIREMENTS, & PROGRAM FEES

Prices are effective 7/1/14 – 6/30/15 - Prices are subject to change.

Course	Clock Hours	Course Weeks	Non-refundable Application Fee	Registration Fee	Books	Student Kit	Tuition	TOTAL
Cosmetology	1500	40	\$100	\$100	\$150	\$1040	\$15,750	\$17,140
Cosmetology Management	300	8	\$100	\$100	N/A	N/A	\$1665	\$1865
Esthetics	600	16	\$100	\$100	\$170	\$140	\$6300	\$6810
Managing Manicurist	430	12	\$100	\$100	\$155	\$260	\$3875	\$4490

CLASS SCHEDULE

DAY SCHEDULE COSMETOLOGY

Levels 1&2: Monday through Friday, 8:30 - 4:30 pm. Lunch break: 12:00 - 12:30 pm.
Levels 3&4: Monday through Saturday, 8:30 - 4:30 pm.

DAY SCHEDULE ALL OTHER PROGRAMS

Level 1: Monday through Friday, 8:30 - 4:30 pm. Lunch break: 12:00 - 12:30 pm.
Level 2: Monday through Saturday, 8:30 - 4:30 pm.

Scheduled hours for day students are 37.50 per week. Day students may take equal clinic time off during the week when attending on a Saturday.

EVENING SCHEDULE - ONLY AVAILABLE FOR TRANSFER STUDENTS

Monday through Thursday, 5:30 - 9:30 pm & every other Saturday 8:30 - 4:30 pm.
Weekly scheduled hours for evening students will be 19.75 (averages in every other Saturday).

REQUIRED SATURDAY HOURS

All students must attend a minimum of the following Saturday hours during their training and prior to graduation. These Saturday hours are included in your contracted hours. Required Saturday hours begin accumulating at Level 2. Transfer students will be required to complete Saturday hours equal to 10% of their contracted hours, not to exceed the minimum hours required for the program.

Cosmetology	105.00	Hrs (14 - 7.50 hour days)
Cosmetology Management	22.50	Hrs (3 - 7.50 hour days)
Esthetician	45.00	Hrs (7 - 7.50 hour days)
Managing Manicurist	30.00	Hrs (4 - 7.50 hour days)

ATTENDANCE, ABSENCES AND TARDINESS

A student who is unable to perform ALL services for his/her contracted program will not be allowed to attend school. (Please refer to the SAP for Leave of Absence policy.)

An attendance report will be given monthly to notify students of cumulative hours, attendance percentage and Saturday hour attendance. Cumulative attendance percentage must be at least 75% to complete by your maximum time frame. All absences are considered unexcused. If you fail to complete the course by the maximum time frame date (figured when your scheduled hours reach 133% of your contracted hours), your training will be terminated. To complete your program, you may apply for re-enrollment.

Students will only receive hours they have attended, not hours scheduled. Day students who arrive late for Level 1 classes will not be allowed to clock in until the next break. Late arrival to Level 2-4 classes will not be allowed. Evening students who call in will be allowed to clock in up to 5:45pm.

MAKE UP WORK

It is the responsibility of the student to complete any work missed because of absences. Since much of your training is hands-on through demonstrations and practical applications it may not be possible to make up missed work. Any assignments not made up will be marked as a 0% and may affect your overall grade. All required classes must be passed with at least a 75%. Required classes may have to be re-taken if a passing grade is not achieved. All missed tests/quizzes must be taken the day the student returns to school.

GRADING SYSTEM

The following factors will be measured to determine academic progress in all programs:

1. Theory - test scores, written assignments and projects
2. Practical - hands-on demonstration of skills, techniques and procedures
3. Clinic - services performed on the clinic/lab

The following grading scale is used for all programs:

95% - 100%	A	4	Excellent
85% - 94%	B	3	Above Average
75% - 84%	C	2	Satisfactory
Below 75%	D	1	Unsatisfactory

Please refer to the school's Satisfactory Academic Progress Policy for all grading policies and procedures and evaluation schedules.

TUITION TERMS AND PAYMENTS

Financial aid is available for the Cosmetology and Esthetics programs, to those who qualify. The school participates in the Federal Pell Grant and Direct Loans programs. To apply for financial aid, you must complete your FAFSA online at www.fafsa.gov. You must include our school code - 011744. Students whose financial aid does not cover the entire cost of their program, and students who do not apply for financial aid will be placed on a monthly payment plan. Monthly payments are due by the last business day of each month. All contracted costs must be paid by the completion of your program. No hours/transcripts will be released if there is a debt owed to the school.

STUDENT COUNSELING

Students can make an appointment with any staff member for a private conference to discuss problems that might affect their schooling or future employment. These consultations will be on a one-on-one basis if needed or requested. Staff can help with referrals to agencies that may be able to assist the students with specific problems.

STUDENTS WITH DISABILITIES

The school does not maintain special facilities directly related to students with disabilities. However, reasonable accommodations will be made by the school for individuals who request accommodations in writing. The school has the right to determine whether an accommodation is reasonable. The school also has the right to request medical documentation for the accommodation. Students who have a learning disability and will require accommodations for the written portion of their state board exam must have an Individualized Education Plan (IEP) indicating the necessity of the accommodation.

GRADUATION REQUIREMENTS

These requirements apply to all programs in the school:

1. Complete the contracted clock hours.
2. Complete the required Saturday hours for the contracted program.
3. Pass all required classes (minimum of 75%) for the contracted program.

If the student has attended the contracted clock hours but has not met the other graduation requirements, he/she will have to complete additional hours in order to graduate. A diploma will be issued when a student applies for his/her state board test.

EMPLOYMENT ASSISTANCE

Employment is based on the graduate's personality, attendance, punctuality, technical skills and professional appearance, as well as current demand in the field; therefore, employment cannot be guaranteed. There is no charge for any employment assistance we offer to the students. Employment services include the following:

- Visits from salon representatives to speak to the students.
- Job Placement Coordinators on staff to monitor graduate's employment and assist seniors ready to graduate.
- A job opportunity display board updated monthly and available for all students and graduates to view at any time.
- Internship program that students may qualify to participate in.

CAREER OPPORTUNITIES FOR COSMETOLOGISTS/COSMO MANAGERS

Standard Occupational Classification Codes Listed (as applicable)

Opportunities in the Practical Field

Licensed Cosmetologists (39-5012)

Work in full service salons
Hair Stylist
Color Specialist
Ethnic Hair Specialist
Skin Care Specialist (39-5094)
Make Up Artist (39-5091)
Cutting Specialist
Platform Artist
Nail Care Specialist (39-5092)

Licensed Managing Cosmetologist

All of the above
Salon Manager
Salon Owner
Franchise Salon Owner

Opportunities in the Educational Field

Licensed Cosmetology Instructors

Vocational Schools (25-2032)
Theory Instructor
Clinic Instructor
Private Schools (25-1194)
Theory Instructor
Clinic Instructor
Supervisor
Administration
Director
School Owner

Outside of the school or salon

State Board Inspector
Educators for Manufacturers
Instructor Training
Platform Artist

CAREER OPPORTUNITIES FOR MANAGING MANICURISTS

Opportunities in the Practical Field

Licensed Manicurist (39-5092)

Work in a Nail Salon
Work in a full service salon
Natural Manicures & Pedicures
Spa Manicures & Pedicures
Artificial Nail Specialist
Nail Artist

Licensed Managing Manicurist

All of the above
Nail Salon Manager
Nail Salon Owner

Opportunities in the Educational Field

Licensed Manicurist Instructors (25-1194)

Private Schools
Nail Theory Instructor
Nail Clinic Instructor
Administration
Director
School Owner

Outside of the school or salon

Educators for Manufacturers
Nail Instructor Training
Show Demonstrators

CAREER OPPORTUNITIES FOR ESTHETICIANS/MANAGING ESTHETICIANS

Opportunities in the Practical Field

Licensed Estheticians (39-5094)

Work in Full service salon
Work in a day spa
Work at Make Up Counters
Corrective Skin/Facial Specialists
Hair Removal Specialists
Therapeutic Body Treatment Specialist
Make Up Artist (39-5091)

Licensed Managing Esthetician

All of the above
Esthetics Salon Manager
Esthetics Salon Owner

Opportunities in the Educational Field

Licensed Esthetics Instructors (25-1194)

Private Schools
Skin Care Theory Instructor
Skin Care Clinic Instructors
Administration
Director
School Owner

Outside of the School or Salon

Educators for Manufacturers
Skin Instructor Training
Show Demonstrators

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA gives parents/guardians of a dependent minor certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents/guardians of a dependent minor or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as area distance, it is impossible for parents/guardians of dependent minors or eligible students to review the records. The school will charge a fee of .25 for each page of copies made.
- Parents/guardians of a dependent minor or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent/guardian of a dependent minor or eligible student has the right to a formal hearing. After the hearing, and the school still decides not to amend the record, the parent/guardian of a dependent minor or eligible student has the right to place statement with the record setting forth their view about the contesting information.
- Generally, schools must have written permission from the parent/guardian of a dependent minor or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies;
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, 'directory' information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents/guardians of a dependent minor and eligible students about directory information and allow parents/guardians of a dependent minor and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians of a dependent minor and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of the school.

RULES, CONDUCT, AND GROUNDS FOR TERMINATION

1. Students will arrive ready for class or clinic assignments in dress code, hair and makeup done, and with all materials, books, tools and equipment needed for that day.
*Any student not complying with these requirements will not be allowed to clock in/will be clocked out and will be given the opportunity to return to school when in compliance.
2. No cell phone use is permitted inside the school. Emergency calls can be handled through the administrative staff.
3. Salon Management (clean up) is part of the training program and will be assigned daily.
4. Inappropriate language and/or discussions are not permitted.
5. Any student who refuses a clinic floor service ticket will be clocked out. Three offenses will result in a 2-day suspension. Further offenses may lead to termination.
6. Any student who is disruptive in class or on the clinic floor will be clocked out. Three offenses will result in a 2-day suspension. Further offenses may lead to termination.
7. Any student found to be falsifying hours will receive a 2-day suspension for the first offense and termination for the second offense. All falsified time will be taken away.
8. Any student who impedes the school's ability to conduct business on the clinic floor, or exerts a negative influence concerning National Beauty College over any current student or prospective student, intentionally or unintentionally, will receive either a 2-day suspension or termination depending on the seriousness of the offense. Any repeat offense will result in termination.
9. Disrespect toward another person will result in a 2-day suspension. Further offenses may lead to termination.
10. Verbal threats and/or physical assault to any person on school property, inside the building or outside will result in immediate termination.
11. Possession of a firearm, deadly weapon, or dangerous ordinance anywhere on school property, inside the building or outside, will result in immediate termination.
12. Possession of illegal drugs or alcoholic beverages anywhere on school property, inside the building or outside will result in immediate termination.
13. Theft of school property or the property of any person at the school will result in immediate termination.
14. Failure to make monthly payments within 30 days from due date will result in termination.
15. Students who do not complete the requirements for their contracted program by their maximum time frame date (figured when the scheduled hours reach 133% of the contracted hours), will be terminated.

WITHDRAWAL AND SETTLEMENT POLICY

This cancellation policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. A refund calculation will be completed and a copy sent to the student within 14 days of the date the school determines that the student's training is terminated. Any money due an applicant or a student who withdraws from the institution shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. Official cancellation or withdrawal shall occur on the earlier of the dates that:

An applicant is not accepted by the school and is entitled to a refund of all money paid.

A student (or in the case of a student under legal age, his/her parent or guardian) cancels the contract and demands his/her money back in writing, within three business days of signing of the enrollment agreement, regardless of whether the student has actually started training. All money collected by school is refunded, except for a \$100.00 non-refundable application fee.

A student cancels the contract after three business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all money paid to the school less the \$100.00 non-refundable application fee and the registration fee. The registration fee for all programs is \$100.00

A student does not continue past the Trial Enrollment Period. In this case, student is entitled to a refund of all money paid to the school less the \$100.00 non-refundable application fee.

A student notifies the institution of his/her withdrawal.

A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

A student is terminated by the school.

In the above situations, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person or by telephone.

Unofficial withdrawals shall occur when a student has not contacted the school within 14 calendar days from the last date of attendance, when a student has been absent for 30 calendar days and is not on an approved leave of absence, or when a student on an approved leave of absence does not return to school by the expiration date of the leave.

Refund calculations are based on the scheduled hours between the day classes begin and the student's last date of attendance. Mitigating circumstances may be considered when performing the refund calculation.

WITHDRAWAL AND SETTLEMENT POLICY CONTINUED

All fees will be listed on the contract and can be found on page 5 in the catalog. **The student kit and books are non-refundable and the student is liable for the costs of these items upon receiving them.**

If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall, at its option:

- A. Provide a full refund of all money paid; or
- B. Provide completion of the course

If the school closes and no longer offers classes after a student has enrolled and instruction has begun, a pro-rata refund of tuition will be made, and the school will make arrangements for students to complete their training at another school.

For students receiving Title IV funds, a separate refund calculation will be completed which will determine if Title IV funds must be returned. Any returned funds will be figured in the student's refund calculation.

Tuition charges are divided into payment periods. Once a student has completed the hours in a payment period, 100% of the tuition charges for that period are owed. The following are the payment periods by program.

	Payment Period 1	Payment Period 2	Payment Period 3
Cosmetology -	0-500.00 Hours	500.25-1000.00 Hours	1000.25-1500.00 Hours
Cosmo Mgt -	0-150.00 Hours	150.25-300.00 Hours	
Esthetics -	0-300.00 Hours	300.25-600.00 Hours	
Managing Esth -	0-375.00 Hours	375.25-750.00 Hours	
Managing Mani -	0-200.00 Hours	200.25-430.00 Hours	

The following Tuition Adjustment Schedule will be used in the refund calculation to determine the amount of tuition owed for the payment period at the time of withdrawal/termination. Students who withdraw after being accepted as regular students (attend after the Trial Enrollment Period) will be charged tuition for the entire period of attendance, including hours scheduled during the Trial Enrollment Period.

Tuition Adjustment Schedule

Percentage of scheduled hours to total hours in the payment period =	Amount of tuition by payment period owed to the school =
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%