

Sherita Cherry Institute

8099 Tara Blvd. Jonesboro, GA, 30236

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CATALOG

2024-2025



WELCOME MESSAGE

Welcome to The SHERITA CHERRY Institute! We're thrilled that you're ready to embark on an exciting and rewarding journey in the world of Cosmetology. Our mission is to equip you with the knowledge and skills needed to excel in the career you're passionate about, whether as a Master Cosmetologist, Esthetician, Hair Designer, or Esthetics/Instructor-Master Cosmetologist. The beauty industry is full of opportunities for talented professionals like you, and we're here to guide you every step of the way. With our support, you'll be on your way to earning your Georgia State Master Cosmetology License or other essential certifications, turning your dream career into a reality!

MISSION

At the SHERITA CHERRY Institute, our mission is to empower future beauty professionals with the knowledge, skills, and integrity needed to excel in the industry. We are committed to providing comprehensive education that combines technical expertise with business acumen, fostering leadership, creativity, and entrepreneurship. Our goal is to cultivate a community of professionals who uphold the highest standards of excellence, transforming their passion into successful and sustainable careers.

SCHOOL HISTORY AND OWNERSHIP

The SHERITA CHERRY Institute, founded in 2022 by award-winning hairstylist and visionary leader Sherita Cherry, is a testament to her passion for education and entrepreneurship in the beauty industry. Sherita's journey began with her graduation from Clark Atlanta University and an MBA from Western Governors University. With 29 years of experience as a salon owner and a commitment to training others, she has successfully mentored over 20 stylists through her apprenticeship program. Her extensive experience as a Color Educator for Paul Mitchell, where she traveled the world to teach advanced hair cutting and coloring techniques, highlighted a gap in financial literacy among beauty professionals, sparking her desire to make a change.

To address this gap, Sherita established the SHERITA CHERRY Institute in Jonesboro, Georgia. The institute is more than just a cosmetology school; it is a center where students learn critical skills in accounting, marketing, branding, and business management alongside their technical training. Licensed and regulated by the Georgia State Board of Cosmetology, the institute reflects Sherita Cherry's dedication to nurturing the next generation of beauty industry leaders. Since its founding, the SHERITA CHERRY Institute has become a beacon of excellence, preparing future professionals who are not only skilled in their craft but also equipped to succeed as entrepreneurs and industry leaders.

Certification Statement

I certify that the information and policies contained in this brochure are true in content, and that the school enforces these policies to ensure adherence to the standards and regulations set-up by the school and the industry.

Sherita Cherry- Williams,
Owner/Director

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SCHOOL DESCRIPTION

Facility

Sherita Cherry Institute is conveniently located at 8099 Tara Blvd. in Jonesboro, Georgia. Minutes from Hartsfield-Jackson airport

School's 3,200 sq. ft. with private entrance, starts with:

- inviting front desk and waiting area;
- Main floor Salon equipped with work stations, washing stations, nail and pedicure stations and a facial room.
- One theory classroom, which can accommodate up to 30 students at a time;
- Two practical classrooms, where students can practice their skills on mannequins;
- Laundry facility, break room, storage room, and restrooms.
- Private administrative office for interviewing and advising students.

Parking

The school is located at the plaza and has ample free parking. Students must abide by local parking rules. Students shall not park in front of the school; these parking lots are reserved for clients. The school will not be responsible for parking violations and/or towing fees.

Operation, Products and Supplies

Our school also operates as a full-service salon where students can perform services on clients, practicing the day-to-day duties and responsibilities that you may experience while working in various beauty salons.

Sherita Cherry Institute is the follower of the Redken line of hair beauty products and uses exclusively Redken products for all training purposes and client services. Students may benefit from the Redken classes organized periodically at our school or at Redken salons where they can gain valuable information and knowledge of Redken products.

Staff

Ms. Sherita Cherry-Williams– CEO /Director of Education/ Cosmetology Instructor

Ms. Jerrika Archbald – Office Manager/Director of Admissions

Ms. Tonia Beckum - Cosmetology Instructor

Hours of Operation

Monday – Thursday: 9am – 9pm

Friday: 9am – 4pm

Saturday: 9am – 3pm

Sunday: CLOSED

Administrative offices hours

Monday – Friday: 9am – 2:30pm

Saturday: CLOSED

Sunday: CLOSED

School Holidays 2023-24

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

Sherita Cherry Institute will be closed on the following holidays:

January 1	New Year's Day
January 15	Martin Luther King Day
February 19	President's Day
April 2-7	Spring Break
May 28	Memorial Day
June 19	Juneteenth
July 2-6	Summer Break
September 3	Labor Day
Columbus 9	Columbus Day
November 11	Veterans Day
November 22 - 23	Thanksgiving Break
December 24-30	Winter Break

Inclement Weather

We follow the Clayton County public school district as a guideline for closing our school during conditions of severe weather. Follow us on **Facebook** for that information.

Stay connected

Follow our social media to stay connected!



Facebook: Sherita Cherry Institute



Instagram: @sheritacherryinstitute

Constitution Day

Sherita Cherry Institute celebrates Constitution Day on or near September 17 of each year. For more information visit www.constitutionday.com.

Voter Registration

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Georgia can be found at www.sos.ga.gov. For information on Voter Registration and Election Dates for Federal Elections visit www.eac.gov/voter_resources.

Student Right-to-Know (Graduation, Licensure, Placement rates)

Final Regulations published December 1, 1995; effective July 1, 1996; Final Regulations revised and published Nov. 1, 1999; effective July 1, 2000. **REQUIRES:** Disclosure of graduation or completion rates for the general population of full-time, first-time degree or certificate-seeking, undergraduate students (34 CFR 668.45)

Sherita Cherry Beauty Institute is proud of our student's achievements and outcomes of our educational delivery.

REGULATORY & ACCREDITATION AGENCIES

Sherita Cherry Institute is licensed and regulated by the Georgia State Board of Cosmetology. The license is displayed in the front waiting area.

Georgia State Board of Cosmetology and Barbers:

237 Coliseum Drive, Macon, GA, 31217-3858, tel: (478) 207-1300.

Note: school regulations are subject to change at any time. The student will be notified of any changes and will be asked to sign documentation acknowledging any such changes.

CELL PHONE POLICY All cell phones, mobile devices and all media players are prohibited from being used in classrooms or clinics at any time during school hours unless the instructor gives permission FOR CLASS INSTRUCTIONAL ONLY. This includes all Bluetooth and/or hands-free devices. All such devices must be placed in “silent” mode. Use is permitted only in break rooms and outside of the building during assigned break times. If an emergency situation should arise you may receive permission from your instructor to step outside and use the phone.

STUDENT PERSONAL SERVICES Students wishing to receive a service in this school must have permission from the instructor to give or receive any service. Student self-services are considered a privilege and are awarded only to students maintaining satisfactory progress for both attendance and grades. Chemical Services are not free to students. They are required to pay a fee for Chemical services. Fees are subject to change.

ADMISSION PROCESS

General Requirements

Sherita Cherry Institute admits students who are high school graduates, holders of high school graduation equivalency certificates (GEDs).

The school’s admission policy requires that each admitted student meet one of the following:

- a. - Have a high school diploma, or its equivalent, a transcript showing high school completion, or a *certificate of attainment (*only applicable for non-Title IV recipients),
 - An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree
 - Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential.

Must provide proof of age, including, but not limited to, birth certificate, driver’s license, government-issued identification, birth registration, passport, etc.

****ALL Veterans Educational Beneficiaries** must file an application when they first start school before they can receive benefits. Students who have never received VA benefits must file an original application.

High School Diploma/GED

SHERITA CHERRY Institute recognizes several equivalents to a high school diploma:

- A GED;
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma;
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree; or

Homeschooling

Homeschooled prospective students can be admitted to school providing:

- Their secondary school education was in a homeschool that state law treats as a home or private school.
- State issued a secondary school completion credential to homeschoolers.

Foreign High School Diploma

Prospective students, who have completed high school or equivalent education programs in a foreign country, must provide the official credentials evaluated prior to the start of the program. Any supporting documents that are not in English, must be accompanied with the certified translation.

The foreign credential evaluations may be performed by:

WES Credential Evaluation at www.WES.org; Foreign Credits at www.foreigncredits.com; or Evaluation World at www.evaluationworld.com

Admission Procedure:

- **Personal Interview:** Prospective applicant must complete the Information form before the personal interview with the school's Director or designee prior to registration.
- **Complete the Application Form:** Complete and submit the Application Form to the school, if you would like to reserve the spot in the class.
- **Submit the Fee along with the Application Form:** Registration will be processed only upon the receiving the application fee of \$100.00. Payments are accepted in cash, money order or debit/credit card and shall be payable to the Sherita Cherry institute. This fee is not refundable.
- **Provide Verification Documents:** Copies of your high school diploma or GED, and driver's license or birth certificate are required. We are required to verify that your proof of education is from a valid high school or GED program. If we determine that your diploma or GED certificate is not valid, you will be denied admission to the school.
- **Complete the Enrollment Agreement:** Complete and submit the Enrollment Agreement to the school.
- **Submit the down payment along with the Enrollment Agreement (Contract):** Payments are accepted in cash, money order or debit/credit card, and shall be payable to the Sherita Cherry Institute.
- **Instructor program:** Students must provide a copy of your valid high school transcript or GED as well as proof of a valid and current master cosmetology license.

Acceptance:

Upon review of the Application Form and all supporting documentation by the school administration, the applicant will be provided with the written Enrollment Contract.

All applicants must go through the entire enrollment process, including re-entry and transfer students.

If you have a disability and need academic accommodation, please notify us as soon as possible so the school can review your request.

Sherita Cherry Institute does not require a student to have immunizations/vaccinations to enroll in our school.

ENROLLMENT INFORMATION

School Calendar 2023-2024

Enrollment periods: New classes start on the 1st Monday of every month.

Enrollment Agreement/Contract

The contract outlines obligations of both the school and the student. The copy of the enrollment agreement and information covering costs and payment plans will be furnished to the student before the beginning of class attendance.

Re-Admission Procedure

- a. Those students who have been terminated or suspended from school may apply to be readmitted 30 days after dismissal. They will be enrolled on a probationary status, and satisfactory progress will remain the same as before termination. A student who withdraws from a program and then re-enters within 180 days is considered to remain in the same payment period.
- b. Those students that have been withdrawn from school may also re-enroll:
 - a student who withdraws and then re-enters the same program after 180 days; or
 - a student who withdraws from a program and enrolls in a new program within any time period.A new contract will be drawn up and tuition will be charged for the remaining hours at the current rate.

TRANSFER POLICY

**Veterans Educational Beneficiaries

The eligible transfer hours accepted by the school are applied to the total number of hours necessary to complete the program.

Sherita Cherry Institute accepts transfer hours from other institutions as follows:

- a. From high schools that offer Cosmetology courses or programs;
- b. From other Cosmetology schools;

The official transcripts of completed hours must be submitted to Sherita Cherry Institute directly from the transferor institution.

The transfer credit will be accepted as follows:

- a. By default, the total completed hours at other institution less 250 hours;
- b. In addition, the transferred student will take the practical exam; and upon evaluation, the transfer credit will be granted, including the possibility that no such transfer credit is granted.

****Veterans Educational Beneficiaries: Policy for granting credit for previous education and training:** Veterans educational benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.

ATTENDANCE

**Veterans Educational Beneficiaries

The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. Attendance is calculated using a computerized, **biometric time clock** and does not round hours. Sherita Cherry Institute has a flexible schedule: morning classes start at 9am and evening classes end at 9pm. All students follow one of three approved schedules: Half-time, Part-time accelerated or Full-time. Mandatory attendance: Monday, Tuesday, Wednesday, students must be scheduled on these days to attend theory class; also, two or all four Saturdays per month (from 9am to 3pm) -mandatory practice days. All hours attended/earned on Thursday and Friday will be counted as well. Attendance according to the selected schedule is mandatory.

Students may have only one unexcused absence per month. All illness-sick days or doctor appointments will be considered as an excuse absence if relevant supporting documentation is provided. For planned absences-vacation time, requests must be submitted in writing and in advance, also must be approved.

All absences (excused and unexcused) are subject to make up in order to avoid extra-instructional charge after contract ending date.

In the event of illness or emergency, students must call/email to school and report absence before scheduled time. Failure to follow the rules will result in corrective action steps. If a student is required to leave during the school hours, he/she must inform the class instructor or other school officials and obtain the approval.

If a student was absent from school for any reason, except approved Leave of Absence, all class reading assignments, activities, and testing must be made up.

All absences (excused and unexcused) are taken into consideration when evaluating satisfactory progress attendance. Only approved leave of absence excused from calculations.

Students are required to clock in and clock out. Students are not allowed to clock in or manually sign in other students. Violations of this rule will result in termination. Students shall not leave school property during the scheduled hours.

****Veterans Educational Beneficiaries:** Must maintain a 75% average on academic work-Must make minimum 75% on the final exam.-Expected to attend 100% of the scheduled classes, but MUST attend at least 80% to maintain veterans educational benefits.

TARDY POLICY

Students must clock in at the time written on the contract, otherwise will be considered as arriving late. Leaving school early (before the contracted end time) will be considered as an early departure. Exceeding two late arrivals/early departures per month leads to warning. All missed hours are subject to make up. Excessive and habitual tardiness may result in an advice session and if the tardiness continues, the student may be suspended from school for a period of time to be determined by the school director.

MAKE UP POLICY

Students must complete all makeup tests on Mondays. Also, if a student desires to make up missed clock/credit hours, the makeup hours request must be approved by the Director or designee. To accommodate students, make up days for clock/credit hours are scheduled for Thursday, Friday or Saturday during school hours. Students must complete make-up work at the scheduled time and be opened on the appointment book. Also, all make-up hours have to be documented on the make-up hours schedule sheet and turned in to the office.

LEAVE OF ABSENCE POLICY

****Veterans Educational Beneficiaries**

An authorized **leave of absence (LOA)** is a temporary interruption in a student's program of study.

- LOA refers to the specific time period during a program when a student is not in attendance.
- An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.
- An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

In order for an LOA to qualify as an approved LOA:

1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student's signature.
 - a. Students must apply for an LOA in advance unless unforeseen circumstances prevent the student from doing so.

- b. An 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 and collects the request from the student at a later date.
2. The student must follow the institution's policy in requesting the LOA.
3. There must be a reasonable expectation that the student will return from the LOA.
4. Approval of the student's request for an LOA is in accordance with the institution's policy.
5. The institution may not assess the student any additional institutional charges as a result of the LOA.
6. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The institution will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties.
9. If a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date, for the purpose of calculating a refund, is always the student's last day of attendance.

****LOA Policy (Veterans Educational Beneficiaries)** Any student who begins a period of leave of absence will be terminated from veterans educational beneficiaries effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous coursework completed. Students will be recertified for veterans educational education benefits after returning to classes. Should a second period of leave of absence occur students will be terminated from the veterans educational benefits and the education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.

STATE EXAMINATION

After completion of the enrolled course Students receive the Graduation Diploma; students must take and pass the examination given by the Georgia State Board of Cosmetology in order to receive a license. The examination will consist of a written exam and a practical exam, which will be performed on a mannequin.

Sherita Cherry Institute trains students for the State Board practical and written exams, also we prepare paperwork to obtain the State Board License. The student is responsible for all associated with the exams and licensure fees.

SOCIAL MEDIA POLICY The SHERITA CHERRY Institute does respect 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, news groups, e-mail distribution, blog postings, and/or social networking sites (such as Facebook, Instagram, Twitter, YouTube, TikTok, Google, Yelp, etc.). Students are personally responsible for the content they publish on social networking sites . Students are expected to treat each other with fairness and respect, consistent with the SHERITA CHERRY Institute culture . SHERITA CHERRY Institute does not permit ethnic slurs, personal insults, obscenity, intimidation, cyberbullying, or engaging in conduct that would be unbecoming of an SHERITA CHERRY Institute student and misrepresent SHERITA CHERRY Institute. SHERITA CHERRY Institute reserves the right

to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

TUITION INFORMATION

The below rates are effective as of January 1, 2024. Due to inflation the school reserves the right to change the tuition and fees at its own discretion.

	Master Cosmetology	Instructor - Master Cosmetology	Hair Design	Esthetics
Tuition	\$21,050	\$15,000	\$20,200	\$19,050
Application fee (non-refundable)	\$100	\$100	\$100	\$100
Registration Fee	\$250	\$250	\$250	\$250
Tool kit, equipment, Textbooks, supplies (non-refundable)	\$1750	\$900	\$1500	\$1250
Extra-Instructional charge	\$14/hour	\$13/hour	\$14/hour	\$14/hr
Total	\$23,150	\$16,250	\$22,050	\$20,650

Esthetics Instructor

Tuition \$15,000

Application Fee (non-refundable) \$100

Registration Fee \$250

Tool Kit, Equipment, Textbooks, Supplies \$900

(nonrefundable)

Extra-Instructional Charge \$13/hr

Total: \$16,250

STUDENT KIT

The student kit includes all basic tools and supplies necessary to complete the program of study, including textbook, theory workbook and exam review (Milady Standard Cosmetology, 14th Edition (ISBN-13:978-1-4390-5929-6, List Price \$500.00); mannequins, scissors, combs, brushes, blow-dryer, Marcel and smooth irons, clippers, manicure kit, esthetician kit, etc. A complete kit list will be provided upon request. Please note that students are responsible for the purchase of stationery supplies. Kit price is non-refundable.

Payment Schedule

Sherita Cherry Institute offers in-house financing payment options. Our in-house financing option doesn't require a credit check. A 5% interest rate will be applied. To take advantage of our in-house financing option, we require a downpayment and a minimum of: \$500.00(part-time course); \$500.00(full-time course) for Hair Design, Esthetics, Master Cosmetology Instructor, Esthetics Instructor and the Master Cosmetology program. Tuition payments are due the first day of every month with a grace period of the first 5 days. Tuition may be paid with cash, money order, or major credit cards (Discover, Visa, and MasterCard). a 3% convenience fee will be added to all credit card transactions. a \$25.00 fee will be applied to the tuition balance for late payments. A student who is **15 DAYS** or more behind on tuition will be subject to disciplinary action up to and including termination.

Tuition Payment

In the event the student is paying his or her tuition through any Programs, all disbursements will be credited to the student's account for actual tuition or other charges. We have several tuition payment options such as TFC Tuition management services. TFC will allow students to make a low monthly payment with 5% interest. TFC financing will allow students to make monthly, weekly or biweekly payments with 5% interest. However, all in-house tuition payments must be paid by graduation date. All credit card payments are subject to 3% credit card fee. Fee can be waived if tuition payments are received by cash. SHERITA CHERRY Institute reserves the right to suspend any student from school whose account is delinquent. All accounts are considered delinquent after 30 days past the due date. Students will be dropped from the program.

****Veterans Educational Benefits are also available to those who qualify.** VA PAYMENT INFORMATION SHERITA CHERRY Institute will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered institution due to the delayed disbursement funding from VA under Chapter 31, or Chapter 33.

Extra-Instructional charge

If a student did not earn contracted hours on the day of contract end date, indicated in the contract, school will call a board meeting. Only upon an approval of Commission student may finish the remaining hours and:

- failure to complete all practical/theoretical examinations or Final State Board Drill Test, prior the contract end date, will be subject to extra charge in the amount of \$800.00 (eight hundred) per month;
- she/he must work on the clinic floor to make up all remaining hours (clock/credit);
- must follow the contracted schedule of the scheduled hours/week;
- school will charge an extra-instructional fee for clock or credit hours remaining (whichever is greater) after the contract ending date at the hourly rate per requested program.

ADDITIONAL STUDENT EXPENSES

When a student enrolls in any course at Albany Beauty Academy, each program necessities books, a kit, and supplies (relating directly to the course of study), are included in the cost of program, and provided by the institution. There are, however, a few other items to consider that will be necessary to the program at the student's cost. The following are some examples of such items:

A student may elect to use specialty products not included in the kit provided. Such items may be purchased by the student and may be used in The School.

If a student should damage or misplace any items in his/her kit, the student will be responsible for replacing that item.

Each student is expected to wear the proper assigned uniform every day. Uniform cost may vary upon brand and store pricing from which student purchase from.

Each student is expected to wear the appropriate footwear every day. (The cost will vary for each student. Closed toed, flat, concealed footwear must be worn at all times.)

Transportation costs.

School supplies such as notebooks, pens, pencils, and any other items the student wishes to use for classes and assignments. (Cost may vary upon student preference.)

A student may purchase his/her own books and/or kit but the items must be State Board items and approved by the School Director prior to use.

Please Note: These are examples of various expenses and are not limited to the above items listed. Expenses may vary upon the student's needs.

Institutional Refund Policy

****Pro-Rata Refund Policy for Veterans Affairs Beneficiaries Only:**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. If a student cancels contract within three (3) business days of signing, regardless of whether the student has actually started training, all monies collected by the school are refunded, less the non-refundable application fee of \$100.
3. If a student cancels the contract after three (3) business days of signing by prior to entering to classes is entitled to a refund of all monies paid to school less a non-refundable application fee of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/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.
6. A student is expelled by the school. (Unofficial withdrawals for clock hour students are determined by the institution through monitoring clock hour attendance at least every thirty (30) days).
7. In cases 2, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
 - For students who enrolled and began classes but withdrew/expelled prior to course completion, the following schedule of tuition earned by the school applies based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% - 4.9%	20%
5% - 9.9%	30%
10% - 14.9%	40%
15 - 24.9%	45%
25% - 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If the course is canceled subsequent to a student's enrollment, and before instruction in the

course and/or program has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time.

- If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
- If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun the school shall at its option: provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course and/or program OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- This refund policy-applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (e.g. extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

****Pro-Rata Refund Policy for Veterans Affairs Beneficiaries Only:**

Individuals utilizing veterans educational benefits, the school will refund the unused portions of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be prorated.

PROGRAMS DESCRIPTION

MASTER COSMETOLOGY PROGRAM

Course hours: 1500 hours (offered in full or part time basis).

Sherita Cherry Institute's cosmetology program offers hands-on training from the day you start. At our school you will be using quality products and tools provided in your starter kit to help practice for real-life settings. Our Instructors will guide you in mastering the basic techniques and skills so you can take your talents to the next level. Students will have the opportunity to study in our new state of the art salon environment.

Upon successful graduation from the Program the student will be awarded the Master Cosmetologist Diploma.

This program is offered on a full or part time basis.

The Georgia State Board of Cosmetology requirement for students enrolled in a school of cosmetology to complete a course of a minimum of nine (9) months and fifteen hundred (1,500) clock hours. Additionally, school requirement is to complete a course of a minimum of eleven (11) months and 1500 credit hours. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

The course is divided into classroom instructions and clinic learning experiences.

Enrollment Requirements

- Have a high school diploma, GED certificate or equivalent documentation.
- Provide proof of age.
- Financial Aid available for those who qualify.

Instructional Methods

The program provides supervised instructions using lectures, demonstrations, guest speakers, audio visuals etc. The institution provides students and teachers with access to current written reference materials to support the educational program. In order to fulfill program requirements, the institution makes available to students the following:

- Textbooks and text materials;

- Supplementary instructional resources, i.e. DVDs, Internet Sources, guest speakers etc.;
- Equipment as applicable; and
- Products and supplies; as applicable.
-

Classroom Instructions: Theory classes are offered: Monday through Wednesday 9:00am to 11:00am for day classes and from 6:30pm to 8 pm for night classes. During theory classes the students will learn basic hairdressing techniques, terminology, and proper procedures from the Milady textbook (included in the tool kit). These classes are geared to deliver essential knowledge to students required to complete the State Board Exam.

Practice room is open daily 9am – 8pm and available for students to practice techniques and procedures on mannequin.

Clinic Learning Experience: After the first 250 hours of classroom and practical training, the remaining 1250 hours is spent on the clinic floor where you will work with the live models and clients performing such services as cutting, coloring, makeup and nails. Upon completion of the 1000 hours in the program, the students are offered extensive State Board Drill training to gain confidence and prepare for the State Board Exam.

Program Breakdown

Pre-clinical Phase: The student is required to complete a minimum of 250 hours of classroom training consisting of the following subject matter and achieve a minimum score of 80% before they can progress to the clinic floor.

Subject	Clock Hours
1. Basic Theory: Chemistry, sanitation, and sterilization, introduction to skin care and nail care, EPA/OSHA, infection control standards, communicable diseases	40
2. Theory/practice of Permanent Waving	45
3. Theory/practice of Hair Coloring	45
4. Theory/practice of Hair and Scalp Treatment	20
5. Theory/practice of Hair Cutting	25
6. Theory/practice of Shampooing	15
7. Theory/practice of Hairdressing/Hairstyling	35
8. Theory/practice of Nail Care and Skin Care	25
Total phase hours:	250

Clinical Phase: upon completion of the first 250 hours of classroom training the student must cover the following subjects, which include clinic floor services performed on clients and classroom training.

Subject	Complete d Hours	Number of practical application s
1. Advanced Theory: Sterilization and sanitation, physiology, electricity, safety, chemistry of beauty products, salesmanship, telephone etiquette, business ethic, and salon management.	100	N/A
	50	N/A
2. Social Skills, Reception Desk, Art and Ethics, State Board Laws and Rules.	50	N/A
	255	170
3. Laboratory / Dispensary.	124.5	166
4. Hairdressing, Shampoo, and Comb-out.	150	50
5. Hair Cutting and Shaping.	139	139
6. Permanent Waving.	155	155
7. Chemical Hair Relaxing.	49	49
8. Hair Coloring and Hair Lightening.	30	30
9. Scalp and Hair Treatment.	20	20
10. Facial treatment.	2.5	2.5
11. Make-up Applications.	30	30
12. Brow and Lash Tint.	25	25
13. Hair Removal.	20	20
14. Manicure	45	15
15. Pedicures.	5	10
16. Nail Sculpting.		
17. Sanitizing and Disinfection of Tools, Implements and Equipment		
Total phase:	1,250	881.5

INSTRUCTOR - MASTER COSMETOLOGY PROGRAM

Course hours: 750 hours (offered in full or part time basis).

If you are interested in sharing your wealth of cosmetology knowledge with eager and ambitious students, this program may set you up for an exciting career path as a Master Cosmetology Instructor. Cosmetology school instructor training will equip you with all the skills and tools you need to help share your experience of the beauty industry.

Upon successful graduation from the Program the student will be awarded the Instructor Master Cosmetologist Diploma.

The Georgia State Board requires that students enrolled in an instructor training course shall complete the course within 7 months and up to one (1) year and 750 hours of training as stated below. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

Enrollment Requirements

To be eligible for enrollment into this program, the prospective student must fulfill the following requirements:

- a. Be the resident of Georgia State;
- b. Have a valid GA Master Cosmetology License;
- c. Have one-year experience as a Master Cosmetologist.

Instructional Methods

The program provides supervised instructions using lectures, demonstrations, guest speakers, audio visuals etc. The institution provides students and teachers with access to current written reference materials to support the educational program. In order to fulfill program requirements, the institution makes available to students the supplementary instructional resources, i.e. DVDs, Internet Sources, guest speakers etc., products and supplies; as applicable.

Theory classes are offered three days a week, Monday through Wednesday 9:00am to 11:00 am.

The instructor's course is divided into three phases:

1. General Education – 250 hours;
2. Teaching techniques and Audio Visual Aids – 250 hours;
3. Practice Teaching – 250 hours.

Program Breakdown

Subject	Completed Hours
1. General Education	250
2. Preparation of Lesson Plan	100
3. Lecturing Class	50
4. Using Different Teaching Method	75
5. Practice Teaching	275
Total hours:	750

HAIR DESIGN PROGRAM

Course hours: 1325 hours (offered in full or part time basis).

Sherita Cherry Institute's Hair Design program offers hands-on training from the day you start. At our school, you will be using quality products and tools provided in your starter kit to help practice for real-life settings. Our Instructors will guide you in mastering the basic techniques and skills so you can take your talents to the next level. Students will have the opportunity to study in our new state of the art salon environment.

Upon successful graduation from the Program the student will be awarded a Hair Designer Diploma.

This program is offered on a full or part time basis.

The Georgia State Board of Cosmetology requirement for students enrolled in a school of cosmetology to complete a course of a minimum of seven (7) months and thirteen hundred and twenty-five (1,325) clock hours. Additionally, school requirement is to complete a course of a minimum of nine (9) months and 1,325 credit hours. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

The course is divided into classroom instructions and clinic learning experiences.

Enrollment Requirements

- Have a high school diploma, GED certificate or equivalent documentation.
- Provide proof of age.

- Make a down-payment toward the program cost.

Instructional Methods

The program provides supervised instructions using lectures, demonstrations, guest speakers, audio visuals etc. The institution provides students and teachers with access to current written reference materials to support the educational program. In order to fulfill program requirements, the institution makes available to students the following:

- Textbooks and text materials;
- Supplementary instructional resources, i.e. DVDs, Internet Sources, guest speakers etc.;
- Equipment as applicable; and

Products and supplies; as applicable

Classroom Instructions: Theory classes are offered: Monday through Wednesday 9:00am to 11:00am for day classes and from 7pm to 9pm for night classes. During theory classes the students will learn basic hairdressing techniques, terminology, and proper procedures from the Milady textbook (included in the tool kit). These classes are geared to deliver essential knowledge to students required to complete the State Board Exam.

Practice room is open daily 9am – 9pm and available for students to practice techniques and procedures on mannequin.

Clinic Learning Experience: After first 250 hours of classroom and practical training, the remaining 1,075 hours is spent on the clinic floor where you will work with the live models and clients performing such services as hairdressing/hairstyling, hair cutting and shaping, hair coloring and hair lightening.

Upon completion of the 1000 hours in the program, the students are offered extensive State Board Drill training to gain confidence and prepare for the State Board Exam.

Program Breakdown

Pre-clinical Phase: The student is required to complete a minimum of 250 hours of classroom training consisting of the following subject matter and achieve a minimum score of 80% before they can progress to the clinic floor.

Subject	Clock Hours
1. Basic Theory: Chemistry, sanitation, and sterilization, EPA/OSHA, infection control standards, communicable diseases	50
2. Theory/practice of Permanent Waving	45
3. Theory/practice of Hair Coloring	45
4. Theory/practice of Hair and Scalp Treatments and Conditioning	20
5. Theory/practice of Hair Cutting	30
6. Theory/practice of Shampooing	15
7. Theory/practice of Hairdressing/hairstyling	45
Total phase hours:	250

Clinical Phase: Upon completion of the first 250 hours of classroom training the student must cover the following subjects, which include clinic floor services performed on clients and classroom training.

Subject	Completed Hours	Number of practical applications
8. Advanced Theory: Sterilization and sanitation, physiology, electricity, safety, chemistry of beauty products, salesmanship, telephone etiquette, business ethic, and salon management.	100	N/A
9. Social Skills, Reception Desk, Art and Ethics, State Board Laws and Rules.	50	N/A
	50	N/A
10. Laboratory / Dispensary.	313	276
11. Hairdressing, Shampoo, and Comb-out.	124.5	166
12. Hair Cutting and Shaping.	150	50
13. Permanent Waving.	78	78
14. Chemical Hair Relaxing.	155	127
15. Hair Coloring and Hair Lightening.	49	49
16. Scalp and Hair Treatment.	5.5	4.5
17. Sanitizing and Disinfection of Tools, Implements and Equipment		
Total phase:	1,075	280

Esthetics Program

Course hours: 1000 hours (offered in full or part time basis).

Sherita Cherry Institute's esthetics program offers hands-on training from the day you start. At our school you will be using quality products and tools provided in your starter kit to help practice for real-life settings. Our Instructors will guide you in mastering the basic techniques and skills so you can take your talents to the next level. Students will have the opportunity to study in our new state of the art salon environment.

Upon successful graduation from the Program the student will be awarded the Master Cosmetologist Diploma.

This program is offered on a full or part time basis.

The Georgia State Board of Cosmetology requirement for students enrolled in a school of esthetics to complete a course of a minimum of seven (7) months and one thousand (1,000) clock hours. Additionally, school requirement is to complete a course of a minimum of nine (9) months and 1000 credit hours. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

The course is divided into classroom instructions and clinic learning experiences.

Enrollment Requirements

- Have a high school diploma, GED certificate or equivalent documentation.
- Provide proof of age.
- Financial Aid available for those who qualify.

Instructional Methods

The program provides supervised instructions using lectures, demonstrations, guest speakers, audio visuals etc. The institution provides students and teachers with access to current written reference materials to support the educational program. In order to fulfill program requirements, the institution makes available to students the following:

- Textbooks and text materials;
- Supplementary instructional resources, i.e. DVDs, Internet Sources, guest speakers etc.;
- Equipment as applicable; and
- Products and supplies; as applicable.
-

Classroom Instructions: Theory classes are offered: Monday through Wednesday 9:00am to 11:00am for day classes and from 6:30pm to 8 pm for night classes. During theory classes the students will learn basic hairdressing techniques, terminology, and proper procedures from the Milady textbook (included in the tool kit). These classes are geared to deliver essential knowledge to students required to complete the State Board Exam.

Practice room is open daily 9am – 8pm and available for students to practice techniques and procedures on mannequin.

Clinic Learning Experience: After the first 250 hours of classroom and practical training, the remaining 750 hours is spent on the clinic floor where you will work with the live models and clients performing such services as facial, makeup application, brow tinting and hair removal.

Upon completion of the 750 hours in the program, the students are offered extensive State Board Drill training to gain confidence and prepare for the State Board Exam.

Program Breakdown

Pre-clinical Phase: The student is required to complete a minimum of 250 hours of classroom training consisting of the following subject matter and achieve a minimum score of 80% before they can progress to the clinic floor.

	Subject	Clock Hours
18.	Basic Theory: Bacteriology, cleansing and disinfection, personal hygiene, public health safety, sanitation and sterilization, EPA/OSHA, infection control standards, communicable diseases, blood spills procedures, facility hygiene, clean up application and procedure	150
19.	Theory/Professional Ethics: Professional Attitude, Professional Image	20
20.	Theory/Business Practices: State Board Rules and Laws, Salon Development, Business insurance, Client records, confidential ethics, medical record keeping, Resume	80
Total phase hours:		250

Clinical Phase: Upon completion of the first 250 hours of classroom training the student must cover the following subjects, which include clinic floor services performed on clients and classroom training.

Subject	Completed Hours	Number of practical applications
21. Advanced Theory: Sciences: Histology of the skin, cell and tissue, Dermatology and physiology, structure of the skin, functions of the skin and the glands, conditions and disorders of the skin, physiology of color and morphology	320	N/A
22. Cleansing and disinfection of tools, implements and equipment	5	5
23. Body Treatments	70	N/A
24. Facials	115	276
25. Make-up	90	115
26. Hair Removal	75	90
27. Spa/Salon Management	75	75
Total phase:		
	750	750

INSTRUCTOR-ESTHETICS PROGRAM

Course hours: 500 hours (offered in full or part time basis).

If you are interested in sharing your wealth of esthetics knowledge with eager and ambitious students, this program may set you up for an exciting career path as an Esthetics Instructor. Esthetics school instructor training will equip you with all the skills and tools you need to help share your experience of the beauty industry.

Upon successful graduation from the Program the student will be awarded the Esthetics Instructor Diploma.

The Georgia State Board requires that students enrolled in an instructor training course shall complete the course within 5 months and up to one (1) year and 500 hours of training as stated below. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.

Enrollment Requirements

To be eligible for enrollment into this program, the prospective student must fulfill the following requirements:

- d. Be the resident of Georgia State;
- e. Have a valid GA Esthetician License;
- f. Have one-year experience as an Esthetician..

Instructional Methods

The program provides supervised instructions using lectures, demonstrations, guest speakers, audio visuals etc. The institution provides students and teachers with access to current written reference materials to support the educational program. In order to fulfill program requirements, the institution makes available to students the supplementary instructional resources, i.e. DVDs, Internet Sources, guest speakers etc., products and supplies; as applicable.

Theory classes are offered three days a week, Monday through Wednesday 9:00am to 11:00 am.

The instructor’s course is divided into three phases:

4. General Education – 150 hours;
5. Teaching techniques and Audio Visual Aids – 175 hours;
6. Practice Teaching – 175 hours.

Program Breakdown

Subject	Completed Hours
6. General Education	150
7. Using Different Teaching Method	175
8. Practice Teaching	175
Total hours:	
	500

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next evaluation is achieved. Students will receive a hard-copy of their Satisfactory Academic Progress.

Evaluation Periods

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 the course.

All students must be evaluated for Satisfactory Academic Progress as follows:

Master Cosmetology:	450, 900, 1200 actual clock hours
Instructor - Master	375 actual clock hours
Cosmetology/Esthetics:	450, 900, 1112 actual clock hours
Hair Design:	450 and 900 actual clock hours
Esthetics	400, 750 actual clock hours

Transfer students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Attendance Progress Evaluations

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations will be conducted at the end of each payment period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total clock hours accrued by the total number of scheduled hours.

Academic Progress Evaluations

A qualitative student academic progress will be evaluated according to the Sherita Cherry Institute Satisfactory Academic Progress policy as follows:

- Academic learning is evaluated after completion of each module of study;

- At least two comprehensive practical skills evaluations will be conducted during the course of study;
- Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation.
- Students must make up for failed or missed tests and incomplete assignments.
- Numerical grades are considered according to the following scale:

Grading System	Academic Achievement		
Excellent:	93-100%	4.0	GPA
Good:	85-92%	(A)	
Satisfactory:	75-84%	3.0	GPA
Unsatisfactory:	Below	(B)	
	75%	2.0	GPA
		(C)	
		1.0	GPA
		(F)	

Maximum Time Frame

The students are allowed to complete each course at satisfactory academic progress within the maximum time frame, which shall not exceed 133% of the scheduled program length to complete each course at satisfactory academic progress. Refer to the table below for details.

PROGRAM	HOURS	MAXIMUM TIME ALLOWED
		WEEKS
Master Cosmetology - full time (34hrs/wk, 45 weeks)	1500	58
Master Cosmetology - part time accelerated (28 hrs/wk, 54 weeks)		71
Master Cosmetology - part time (20 hrs/wk, 75 weeks)		100
Instructor - Master Cosmetology - full time (25 hrs/wk, 30 weeks)	750	40
Instructor - Master Cosmetology - part time (15 hrs/wk, 50 weeks)		66
Instructor Esthetics -full time	500	13
Instructor Esthetics-part-time	500	25
Hair Design – full time (34 hrs/wk, 39 weeks)	1325	52
Hair Design - part time accelerated (28 hrs/wk, 48 weeks)		63
Hair Design – part time (20 hrs/wk, 67 weeks)		88
Esthetics-Full Time (28 hrs/wk, 40 weeks)	1000	58
Esthetics-Part Time (20hrs/week, 50 weeks)	1000	68

The eligibility for **VA benefits students must attend 80%** of all scheduled classes as established by the Georgia State Approving Agency Veterans Attendance Policy.

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 will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each evaluation. 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 failing to meet minimum requirements will be notified in writing and placed on Warning for the next evaluation period. They will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point. During the Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Warning period, the student has still not met the attendance, academic and maximum time frame requirements, the student will be deemed ineligible to receive Title IV funds, unless the student appeals the decision, and prevails upon appeal.

Probation

A student may appeal the Financial Aid ineligible decision if he/she has a reason for not making satisfactory progress and if he/she can document that the circumstances that caused the unsatisfactory progress determination have in some way changed and that satisfactory academic progress standard can be met by the end of the next evaluation period. A student has ten (10) calendar days from the date of notification that they are not meeting the second consecutive satisfactory progress determination to appeal the unsatisfactory progress determination. If the student appeals the decision, and prevails on appeal, he/she will be placed on Probation. If at the end of the probationary period, the student has still not met the attendance, academic and maximum time frame requirements for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress 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. 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 time of withdrawal.

Appeal Procedure

If the student is determined to not be making satisfactory academic progress, the student may appeal the determination within **10 (ten)** calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, any injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form describing why they failed to

meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. Documentation for extenuating circumstances will be accepted from the following sources: Law Enforcement Officials, Medical and Surgical Professionals, Legal Aid Attorneys, Department of Human Services or information documented by newspapers or other sources providing valid information on student's circumstances (i.e. medical documentations, jury duty documents, death certificate, etc.). Examples that will not be considered acceptable reasons for appeal but are not all inclusive: anything work related, illnesses such as the common cold, flu, poison ivy, headache, etc. for student or family member (everyday ailments), transportation for student or family member. Individual decisions will be determined on a case by case basis by the appropriate personnel. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within **14 (fourteen)** 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, student transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on completed contracted hours at the institution.

GRADUATION REQUIREMENTS

- (1) Complete the required amount of clock and credit hours, and credit units;
- (2) Complete and receive passing grades on all practical assignments;
- (3) The students must complete all worksheets;
- (4) Pass all written and practical exams with passing grade of 75%;
- (5) Pass State Board Drill Test with score of 85% for Master Cosmetology and 60% for Hair Design;
- (6) Fulfill all tuition and payment requirements associated with the program enrolled.

DIPLOMA

Students are issued a diploma from SHERITA CHERRY Institute upon satisfactory completion of the graduation requirements. There is a \$25.00 fee for each request for a duplicate diploma or transcript. Student records are only kept by the school for 6 years. Transcripts are kept indefinitely.

LICENSURE REQUIREMENTS

Applicants for licensure must meet the required educational and training requirements before they are allowed to sit for the practical and written examination. Students who are not U.S. citizens or who do not have documented authority to work in the United State will not be eligible to apply to take the state licensure examination.

Sherita Cherry Institute is not responsible for students denied licensure.

Regulatory Restrictions

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licensee of the business or profession in question, would be grounds for the Georgia State Board of Cosmetology to deny licensure. The Georgia State Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

PREREQUISITES FOR EMPLOYMENT

Physical Requirements of the Industry

There are physical demands placed on the body in any career. In cosmetology, care must be taken to protect your back, legs, and feet. One way to do this is strength training to enhance your back, abdomen, and leg muscles. Regular exercise will help to promote all over body conditioning and will improve circulation in your legs and feet. We recommend consulting your doctor before beginning any exercise program.

Because this job requires that you stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes, and support hose. These are not a requirement but will help to increase your chances of longevity in the profession.

Prospective Occupations

There are many career opportunities available within the beauty industry. Upon completion of the Master Cosmetology, Esthetics, and Instructor - Master Cosmetology/Esthetics, or Hair Design programs, the graduates will be able to pursue the following occupations: Hair designer, Hair color specialist, Cutting specialist, Salon manager/owner, Cosmetology Instructor, Make-up Artist, Skin Care Specialist, Esthetician

EMPLOYMENT ASSISTANCE

Although SHERITA CHERRY Institute **does not guarantee employment**, SHERITA CHERRY Institute does maintain business relationships with many of the beauty salons that may provide job opportunities for graduates and will inform students of job openings. SHERITA CHERRY Institute also participates in industry organized events and contests to promote students and allow students for active professional networking.

SHERITA CHERRY Institute coordinates placement with local and national salons by inviting guest speakers like salon owners and artists.

SHERITA CHERRY Institute supports its commitment by working directly with the students to guide them through the career path. The school's Director networks with Atlanta area beauty salons, product companies and distributors, and other businesses to recommend employment opportunities.

As a part of the programs, SHERITA CHERRY Institute offers professional development classes such as resume writing, interviewing skills, etc.

PROFESSIONAL ASSISTANCE

Sherita Cherry Institute is committed to provide assistance to all students going through the personal issues related to Domestic Violence, Depression, Planned Parenthood, Anger Management, Grief and Loss etc. Upon request, the school staff will provide students with the appropriate information on professional assistance.

POLICIES & LEGAL STATEMENTS

Statement of Non-discrimination

Sherita Cherry Institute in its admission, instruction, and graduation policies and practices does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort. If any student or staff member experiences

or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matters to the school administration (owner or office manager) in person or by calling 770-629-7266 immediately, so the appropriate action can be taken.

Conduct Policy

**** Veterans Educational Beneficiaries**

At Sherita Cherry Institute we work with the public and it is important that the image we project is of a professional nature. Students should exhibit the following qualities: good work ethics, people skills, desire to learn, positive attitude and the ability to work well in a team. We provide a drug and alcohol-free environment and the student caught using drugs or alcohol will be EXPELLED. Students must treat other students, staff and guests with respect and in a professional manner. Disruptive behavior of any kind in the classroom or on the salon floor will not be tolerated. Stealing personal property belonging to the school or another student is unacceptable and is grounds for immediate termination.

****Student Conduct Policy (Veterans Educational Beneficiaries)** Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, will result in permanent dismissal. This will include, but not limited to:

- a. Theft of damage of property
- b. Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.
- c. Possession or consumption of alcohol or drugs on the premises.
- d. Possession of dangerous weapons.
- e. Obscene or disorderly conduct.

A student dismissed due to conduct does have the right to appeal and the appeal must be made to the School Director within 5 business days of dismissal.

Reinstatement is at the discretion of the School Director.

Policy for granting credit for previous education and training: Veteran education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.

Termination Policy

SHERITA CHERRY Institute may terminate a student's enrollment for immoral and/or improper conduct, failing to comply with educational requirements, and/or the terms as agreed upon within the enrollment contract.

Dress Code

All students are expected to follow the dress code for the course in which they are enrolled. A student not in uniform will not be permitted to attend classes and will be asked to change into proper attire or risk being dismissed for the remainder of the day. (Ultimately resulting in incomplete hours for that day.) This rule will be enforced beginning on the first day and will be carried out until the day of graduation. Students must maintain well-groomed: nails, hair, make up and good personal hygiene is required. Aprons must be worn on the salon floor. Clothing must be professional, clean, and free of stains. Students (Cosmetology) must wear black scrubs (top and bottom) every day; (Esthetics) dark grey scrubs (top and bottom. School

uniforms can be ordered from our school website. All Instructor Trainees must wear our school lab coat.

Unacceptable Attire: see-through clothing, jeans; tank or sleeveless tops, backless or strapless tops; sweatpants and sweatshirts; printed T-shirts with school logo; shorts, mini-skirts. No skirts that come above the knee. No hats, No tennis shoes or sneakers. NO athletic outfit. If you are not properly dressed you will be asked to go home to change and return to school to finish your hours. This policy will be reviewed during new student orientation. If you have any questions regarding the uniform policy, you may address them during that time.

UNIFORM POLICY

1. Scrub shirts & Scrub pants must be stain-free, smell fresh, lint free and wrinkle free. (Exceedingly loose or tight clothing is unacceptable.)
2. Shoes must be supportive and closed all the way around. (No boots, pumps, wedges, mesh or see through. No part of the foot should be visible.)
3. A name tag will be issued to you and must be worn every day. You will be given one tag. DO NOT lose it! (Replacement School ID cards are \$15.00)
4. You are expected to maintain a professional appearance while in the building, or while attending any school related event. (Personal and oral hygiene included.)
5. Hair should be groomed and combed. Clean shaven or neat beards (men)
6. Make-up must look professional. (Nothing dramatic or radical, remember you will be dealing with clients.)
7. No hats, bandanas, scarves, or excessive headwear. (Unless otherwise given permission by the administration, i.e., religion permitting.)
8. No jackets, sweaters or sweatshirts over uniform. (You may wear a long-sleeved shirt under your black scrub top as long as it is solid black or solid white and has no holes, stains or other

Privacy Policy

Under the Privacy Act, all information in student files is confidential. No information will be released without a written permission of the student. As an exception allowed by the Privacy Act, the student information and records may be released to the Authorized Representatives. Any third-party request of information will require written authorization from the student. For more details refer to Sherita Cherry Beauty Institute policy - Student Right of Access and Record Retention.

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

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 post-secondary institution.)

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the records. FERPA generally gives postsecondary students the rights to: 1. Review their education records, 2. Seek to amend inaccurate information in their records, and 3. Provide consent for the disclosure of their records.

All records concerning student's academic, financial or personal information are confidential. Students have the right to review all the information which is maintained by the school in the file for this particular student. The request must be made in writing to the school owner, or designee. No files or any part of the student records contained in the file can be removed from the office. Students are guaranteed access to their school records, with a staff member present, within 45 days from the date of the request. Copies of all records can be requested.

Release of information

A student must provide written consent (authorization form) before the school may disclose personally identifiable information from the student's education records. The written consent must:

- (1) State the purpose of the disclosure;
- (2) Specify the records that may be disclosed;
- (3) Identify the party or class of parties to whom the disclosure may be made; and
- (4) Be signed and dated.

FERPA Disclosures to Parents

The school requires students to sign authorization forms in order to release students' academic, attendance, enrollment status, financial aid and/or any other information to parents. While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's education records to his or her parents if the student is a dependent student under IRS rules. Note that the IRS definition of a dependent is quite different from that of a dependent student for Financial Student Aid (FSA) purposes. For IRS purposes, students are dependent if they are listed as dependents on their parent's income tax returns. (If the student is a dependent as defined by the IRS, disclosure may be made to either parent, regardless of which parent claims the student as a dependent.)

Release of Information to Regulatory Agencies or another third-party request

Disclosures may be made to authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. "Authorized representatives" include employees of the Department, such as employees of the Office of Federal Student Aid, the Office of Postsecondary Education, the Office for Civil Rights, and the National Center for Education Statistics, as well as firms under contract to the Department to perform certain administrative functions or studies. NACCAS reserves the right to inspect student records for any accreditation purposes. The institute requires written consent from the student for release of records in response to each third-party request unless otherwise required by the law.

Disclosures in Response to Subpoenas or Court Orders

FERPA permits schools to disclose education records, without the student's consent, to comply with a lawfully issued subpoena or court order. In most cases, the school must make a reasonable effort to notify the student who is the subject of the subpoena or court order before complying, so the student may seek protective action. However, the school does not have to notify the student if the court or issuing agency has prohibited such disclosure. The school may also disclose information from education records, without the consent or knowledge of the student, to representatives of the U.S. Department of Justice.

Disclosures for Other Reasons

There are two FERPA provisions concerning the release of records relating to a crime of violence. One concerns the release to the victim of any outcome involving an alleged crime of violence (34 CFR 34 CFR 99.31[a][13]). A separate provision permits a school to disclose to anyone the final results of any disciplinary hearing against an alleged perpetrator of a crime of

violence where that student was found in violation of the school's rules or policies with respect to such crime or offense (34 CFR 99.31[a][14]).

Record Maintenance

Student records are maintained for a minimum of 6 (six) years.

Copyright Infringement Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 504.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the US Copyright Office at www.copyright.gov, FAQ's at: www.copyright.gov/help/faq

Grievance Procedure

The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures are discussed during the new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 5 days of the date that the act which is the subject of the grievance occurred. The complaint form will be given to the school Director.
2. The complaint will be reviewed by management and a response will be sent in writing to the student within 7 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
3. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
4. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 10 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 7 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate

management shall consider the report and either accept, reject, or modify the recommendations of the committee.

5. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
6. If the complaint is of such nature that it cannot be resolved by the management, the student may contact Georgia State Board of Cosmetology:
237 Coliseum Drive,
Macon, GA 31217
478-207-1300

Corrective Action Steps

The school's rules and policies are enforced through an advisory system. A student advisory is given for each major rule violation and is generally accompanied by disciplinary action including suspensions and in certain cases termination from the school. The specific disciplinary action will vary depending on the frequency and/or severity of the infraction:

1st Infraction - verbal documentation;

2nd Infraction - written warning 1;

3rd Infraction - written warning 2;

4th Infraction - suspension from school for two weeks. Infraction on the fourth warning results in a two-week suspension (the tuition payments have to be current during the suspension; all practical and theoretical tests for missed days must be made up upon returning. The graduation date will not be extended); Suspended students may only be readmitted to school upon paying the administrative suspension fee of \$100.00.

5th Infraction - final notice/termination.

****Standard of Progress: Veterans Educational Beneficiaries**

- I. Standards of Progress: Students must maintain a 75% average on academic work to take the final exam and must make 75% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic classes \$100, advanced classes \$200). Cheating on an examination will result in dismissal from the program.
- II. Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for Veterans Educational benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veterans Attendance Policy.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet satisfactory academic progress standards and/or attendance will have veterans education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

Students do have a right to appeal. Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study and no credit will be granted for any successfully completed courses.