

**Catalog Certification**

**Bennett Career Institute, Incorporated**

**Volume1, No. 1, Academic Years 2011-2015**

**This is the current catalog of Bennett Career Institute, Inc.  
and it is Certified to be true and correct in content and policy.**

**“Originally Published 1996, Updated August 25, 2016”.**

**Signed: \_\_\_\_\_**

**Joyce A. Bennett**

**President**

**Postmaster: Sent Address Changes to:**

**Bennett Career Institute, Inc.  
700 Monroe Street, North East  
Washington, D.C. 20017  
Telephone: (202) 526-1400**

**This Catalog is written in English.  
This Catalog is subject to changes.**

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## **GREETINGS**

Bennett Career Institute, Inc. (BCI), formerly Bennett Beauty Institute, Inc., welcomes you to the field of Cosmetology, Barber-Styling, Salon Management (The Manager Course), Teaching (The Instructor Course), Manicuring, and Make-up Artistry. Under the guidance of our highly qualified staff, you will receive a solid foundation in both technical training and practical skills. BCI's primary objective is to successfully guide and direct you through the various phases of your chosen curriculum so that you will be fully prepared to pass the corresponding District of Columbia State Board Examination and gain profitable employment in your field of study.

## **OWNERSHIP**

Bennett Career Institute, Inc. (BCI) is a family owned business which was incorporated in the District of Columbia on August 29, 1996. All inquiries pertaining to the school should be directed to Bennett Career Institute, Inc., 700 Monroe Street, North East, Washington, D.C. 20017.

Bennett Career Institute, Inc. is owned by Joyce A. Bennett, Chet A. Bennett, Roberta A. Bennett, and Robert L. Bennett, Jr.

Mr. Chet A. Bennett is the Founder, Vice President and Chief Executive Officer (CEO) of Bennett Career Institute, Inc. Mr. Bennett graduated from Morehouse College with a Bachelors Degree in Religion and from Howard University with a Masters Degree in Educational Administration and Supervision. Mr. Bennett has over 16 years of working experience in the cosmetology and barbering industry. Mr. Bennett is a VISIONARY.

## **LICENSE**

Bennett Career Institute, Inc. (BCI) is licensed by the District of Columbia Education Licensure Commission to teach Cosmetology, Barber-Styling, the Instructor Course, the Manager Course, Manicuring, and Make-up Artistry. The Education Licensure Commission is located at 810 First Street, N. E., 9<sup>th</sup> Floor, Washington, D.C. 20002, telephone number 202-724-2095.

## **ACCREDITATION**

Bennett Career Institute, Inc. (BCI) is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), Inc., 4401 Ford Avenue, Suite 1300, Alexandria, Virginia 22302, telephone number 703-600-7600. Programs accredited by this national association include Cosmetology, Barber-Styling, the Instructor Course, the Manager Course, and Manicuring. **The Make-up Artistry Course is not accredited by NACCAS.**

## **FUNDING**

Bennett Career Institute, Inc. (BCI) partners with the Department of Human Services, the Department of Employment Services and Vocational Rehabilitation Services for students who qualify for funding under these District of Columbia programs for Cosmetology, Barber-Styling, the Instructor Course, the Manager Course, and the Make-up Artistry Course. Students who qualify may also participate in the U.S. Department of Education **Title IV Funding Program** for the above named courses, except Make-up Artistry. Self-pay students are also welcome in our training programs, and payment plans are available.

## **HISTORY**

Bennett Career Institute, Inc. (BCI) is a Postsecondary Educational Institution whose charter is to teach Cosmetology, Barber-Styling, the Instructor Course, the Manager Course, Manicuring, and the Make-up Artistry Course.

BCI's primary goal is to raise the standard of excellence by graduating highly competent and qualified students so they will be prepared to compete in the market place for job placement and fruitful employment. To accomplish this goal, Mr. Bennett has employed a faculty of licensed instructors with many years of collective work and teaching experience in the fields listed above. In addition to fulfilling District of Columbia requirements, BCI students are required to participate in classroom lectures, demonstrations, audio-visual presentations, practice on other students, and competitions between each other. BCI's plan is to see that students enrolled in these programs receive exposure to all necessary training in order to become one of the best in their trade. BCI also host annual cap and gown graduation ceremonies for its students.

## **MISSION, GOALS AND OBJECTIVES**

The **mission** of Bennett Career Institute Inc. (BCI) is to develop fully qualified cosmetologists, barbers, instructors, managers, manicurists, and make-up artists. BCI will successfully guide and direct its students through the various phases of their chosen curriculum so that they will be fully prepared to pass the District of Columbia State Board Examination and become professionals in their fields of study.

The **major goals and objectives** of BCI are to: 1) develop professionals by providing high quality education in the courses offered, 2) equip students with the practical skills and knowledge required to pass the State Board Examination with confidence, and 3) assist them in obtaining profitable employment in related fields in the industry.

To accomplish the mission, goals and objectives stated above, BCI is committed to the employment of instructors who are experienced, competent, and licensed, and a staff that is dedicated to ensuring that the educational and administrative needs of the students are continually met. Further, BCI is committed to providing its students, faculty, and staff with modern day equipment and supplies, and with an environment that is drug free, safe, and conducive to the process of higher learning.

## **LOCATION**

Bennett Career Institute, Inc. is located at 700 Monroe Street, North East, Washington, D.C. 20017.

## **FACILITY AND EQUIPMENT**

Bennett Career Institute, Inc. is housed in a well maintained air conditioned building with over 28,000 square feet of luxurious space. BCI has several spacious classrooms, a library, lockers and locker rooms, and elegant senior cosmetology and barber styling clinics where hair, skin and nail services are performed by supervised students. BCI students study from current learning materials and work with modern equipment. Further, there is parking just outside the doors of BCI and the Brookland Metro Station (Red Line) is only a half block away. Additionally, a security monitoring system is in operation 24 hours per day, seven days per week. The student/teacher ratio at BCI is 25:1.

## **STATEMENT OF NON-DISCRIMINATION**

Bennett Career Institute is committed to providing a non-discriminatory employment, educational, and client environment for its employees, students/applicants, and clients.

The policy of Bennett Career Institute is to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination against any individual on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, disability, status as a veteran, marital status, sexual orientation, gender identity or gender expression. Bennett Career Institute promulgates policies and programs to ensure that all persons have equal access to its employment opportunities and educational programs, services, and activities. The principal objective of this policy is to provide fair and consistent treatment for all students and employees of Bennett Career Institute. Bennett is also committed to policies and programs that increase the diversity of the student body.

All policies and procedures applicable to students are administered in accordance with this policy. Bennett Career provides academic adjustments and auxiliary aids and services, and accommodations to applicants and qualified students and employees with disabilities in accordance with federal law.

This policy seeks to encourage faculty, staff, clients and students to report and address incidents of discrimination. Retaliation against faculty members, clients or students for reporting or complaining of discrimination, for participating or assisting in the investigation of a complaint of discrimination or for enforcing this policy is strictly prohibited.

The school director has been designated to coordinate Bennett Career Institute's compliance with its non-discrimination policy. For more information about the Institute's non-discrimination policy or how to file an Internal Complaint, you may contact:

The School Director  
700 Monroe Street, NE                      or                      Go to: <http://bit.ly/bencompinfo>  
Washington, DC 20017  
(202) 526-1400

## **Procedures for Resolving Complaints of Discrimination**

### **Introduction**

Bennett Career Institute is committed to maintaining an environment that recognizes the inherent worth and dignity of every person, fosters tolerance, sensitivity, understanding and mutual respect, and encourages its members to strive to reach their potential.

Any employee, student, client or visitor, or person participating in Bennett activity who believes he or she has experienced or witnessed discrimination and or harassment is encouraged to report the incident(s) promptly. Prompt reporting of complaints is vital to the Institute's ability to resolve the matter.

There are both internal and external processes for resolving complaints of discrimination and/or harassment. A Complainant may elect to invoke either the internal or external resolution process. While a Complainant is encouraged to attempt to resolve his/her concerns using the internal process, if the Complainant finds that initial internal efforts are unsatisfactory or chooses not to pursue the internal resolution process, the Complainant may seek external resolution.

**Complainant(s)**

A person or persons making a complaint under the Internal Resolution Process or the External Resolution Process.

**Respondent(s)**

The person or persons whose conduct is the subject of concern under these procedures.

**Procedures**

The procedures set forth in this document.

**Institute Investigator**

A person designated by the CEO to investigate an internal complaint.

**Contact Person**

Ms. Roberta Bennett, School Director (202) 526-1400 Ext:11

Address information: 700 Monroe Street, NE Washington, DC 20017

**General Information**

All employees and students have an obligation to cooperate in the conduct of these procedures. In the event that a Complainant does not cooperate by failing to furnish information requested by the Institute's Investigator or to make himself or herself available for the interview by the Institute Investigator, the Director may dismiss the complaint. The Director shall provide written notice of such dismissal to the Complainant(s) and Respondent(s). In the event that a Respondent does not cooperate by failing to furnish information requested by the Institute Investigator or to make himself or herself available for interview by the Institute Investigator, the Institute Investigator may conclude that such information or interview, if provided or conducted, would be adverse to the Respondent.

When extenuating circumstances warrant, the CEO or Director, as the case may be, has the authority to extend any of the time limits contained in these procedures. Where circumstances necessitate an extension of time to complete an investigation, the CEO or Director will notify the parties and provide an estimated time for completion.

In the event that a complaint concerns the conduct of the Director, the CEO shall designate an individual who shall be responsible for implementing the responsibilities of the Director pursuant to these Procedures. In the event that a complaint concerns the conduct of the CEO, the President shall designate an individual who shall be responsible for implementing the responsibilities of the CEO pursuant to these Procedures.

**Internal Resolution Process**

Persons who believe they have experienced or witnessed discrimination or harassment are encouraged to report the incident promptly to the contact person. To file an internal complaint, a Complainant must (1) notify the Contact Person within 120 school days of the incident of discrimination or harassment or, where the discrimination or harassment is of an ongoing nature, within 120 school days from the most

recent incident and (2) sign a completed Complaint Information Form. However under limited extenuating circumstances, the time for filing a complaint may be extended.

The Contact Person will take steps to ensure confidentiality of the Complainant and Respondent during the Internal Resolution Process to the extent maintenance of confidentiality does not interfere with the Institute's obligation to address allegations of discrimination and/or harassment.

Any person may consult the Contact Person for advice, without obligation to file a complaint. If the Complainant declines to participate in the completion of the Complaint Information Form, in certain instances, the Contact Person may still have an obligation to invoke the Internal Resolution Process or otherwise process the Internal Complaint.

#### 1. Processing of Internal Complaints

Within three days following the Contact Person's receipt of a complaint, the Contact Person must (1) forward a copy of the signed Complaint Information Form to the Institute's CEO or COO and (2) either attempt to resolve the Internal Complaint or refer the matter for resolution to another Contact Person.

#### 2. Conclusion of the Internal Resolution Process

The Internal Resolution Process is designed to empower the parties to an Internal Complaint to reach a mutually satisfactory agreement. The Contact Person will attempt to conclude the Internal Resolution Process within 30 school days. The Internal Resolution Process will be concluded by one of the following: (1) a decision to stop further action on the Internal Complaint, (2) a resolution of the Internal Complaint by agreement of the parties or (3) an adequate, reliable, and impartial investigation of the complaint during which the parties are provided an opportunity to present evidence, including witness testimony in support of their claim.

Possible resolutions by agreement of the parties may include, but are not limited to: an apology to the Complainant, assisting the Respondent to better understand the effects of his or her conduct and ways in which this behavior could be changed, participation in educational programs about equal opportunity, verbal or written reprimands, or other interventions or actions aimed at ending the misconduct, as well as actions to correct the effects of the challenged actions on the Complainant. The Contact Person will attempt to conclude the Internal Resolution Process within 30 days. The Contact Person will provide written notice of the outcome to the parties.

Within 10 school days following conclusion of the Internal Resolution Process, the Contact Person must complete and submit a copy of the Status Report Form to the CEO.

### **Appeal Procedure**

The Complainant and the Respondent each have the right to appeal the decision of the School Director and imposition of any sanction to the School's CEO. The appeal must be in writing and filed within 10 school days of the issuance of notification of the decision with all supporting materials attached. Decisions not appealed within such time are deemed final.

The CEO will issue a decision on the appeal to all parties involved. The decision will be made within 10 school days from the date of the appeal was received. The written decision of the CEO shall constitute the Institute's final action.

### **External Resolution Process**

Upon the election of a Complainant, or if there is no mutually acceptable resolution of an Internal Complaint during the Internal Resolution Process, an External Complaint of discrimination and/or harassment may be filed. Therefore, persons who believe that they have been subjected to discrimination and/or harassment may file a complaint with the following external agency:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW,  
Washington, DC 20202-1475  
Main Line (202) 453-6020  
TDD (800) 877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

To get more information about your rights, go to <http://www.ed.gov/ocr>.

Please note that persons who believe they have been discriminated against may also seek resolution through the Equal Employment Opportunity Commission and/or the District of Columbia's Office for Human Rights.

### **REQUESTING DISABILITY SERVICES**

It is the student's responsibility to notify the School's Director of an impairment/condition that may require accommodations and/or classroom modifications. Students can go online and download the Accommodation Request Form <http://bit.ly/benreasaccform> or obtain the form in person at the Institute from the School Director. Indicate the nature of your impairment/condition and the services requested. Return the form to the School Director.

### **Documentation of Disabling Conditions**

Documentation provides a valuable tool to assist Bennett Career understand how courses, systems, and facilities may present barriers for students with disabilities. In addition, documentation is utilized for planning strategies and reasonable accommodations to facilitate equal access. The external documentation is used to enhance and supplement conversations with students and to support requests for accommodations.

The Institute asks students who request disability accommodations to:

- Describe their condition(s)
- Describe past use of accommodations or services
- Describe the likely impacts of the condition(s) related to their educational experience

In addition to student self-report, and depending on the type of disability, the following forms of documentation can be utilized to support accommodation requests:

- Medical and health records
- Psycho-educational/Neuro-Psychological reports
- School records
- Observation and interaction

### **Sources for Documentation of Disability**

An individual with a physical or mental condition must provide current documentation from a licensed professional such as a physician, physical therapist, occupational therapist, ophthalmologist, optometrist, audiologist, psychologist or, psychiatrist. While documentation from a previous school indicating participation in a program for students with disabilities or receipt of related aids and services will protect students from discrimination, accommodations -- including academic adjustments and/or auxiliary aids and services -- cannot be provided until current and appropriate documentation is received and approved. If a student has any questions about the document requirements, he or she should contact the school's director.

*Bennett Career is required to respond to the needs of the students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 through the provision of auxiliary aids and services that allow a student with a disability.*

## **STUDENT INFORMATION**

### **GENERAL ADVISING SERVICES**

Advising services are available to Bennett Career Institute (BCI) students through both the School Administrator and the Director of Education. The school's CEO also provide student advising services as necessary. The School Administrator, the Director of Education and the CEO have an "open door" policy and provide students with the opportunity to discuss any problems they may have concerning their education, career goals, or social and personal problems. All discussions are confidential unless the student gives permission for release of information for the purpose of seeking further help. BCI also have a working relationship with professional counselors at Greater Mount Calvary Holy Church and when circumstances warrant, counseling sessions are arranged.

### **ORIENTATION**

Prior to beginning classes at BCI, each student must attend the new student orientation session. The purpose of this session is to go over the rules and regulations of the school, the evacuation plan, to provide a tour if necessary, to reiterate class schedules and to answer any questions the student the student may have, and to make sure the student fully digest all important information in their Orientation Packet.

### **ACADEMIC AND ATTENDANCE ADVISING**

Students training in Cosmetology and Barber-Styling will receive their report cards and advising services at, or as near as possible to, clock-hour points 450, 900, and 1200. Students taking the Instructor Course will receive their report cards and advising at, or as near as possible to, clock-hour points 450 and 900. Students taking the Manager Course will receive their report card and counseling at, or as near as possible to, the 300 clock hour point. Manicuring 1 will receive their report cards and advising services at, or as near as possible to, clock hour point 175. Make-up Artistry students will not receive report cards and advising services.

### **TUTORIAL SERVICES**

Upon request, one-on-one cosmetology and barber-styling tutorial services are provided or arranged by the Director of Education. Also Mock State Board Examinations are practiced periodically to provide students with confidence in higher level test taking. There is no charge for tutorial services for BCI students.

### **FIELD TRIPS**

To reinforce classroom information and training, field trips are provided. Field trips also provide the opportunity for students to enhance their public relations skills.

### **LECTURERS**

Guest lecturers are invited to BCI on a frequent basis to introduce students to the latest innovations in their field. BCI students receive different perspectives and are motivated when given the opportunity to meet people who have succeeded in the cosmetology and barber-styling industry.

## **TARDINESS**

Students who are not physically present at the start of the class period will be considered tardy. Students who are tardy for more than 10 minutes will not be admitted to class until the start of the next designated class period. Excessive tardiness is grounds for a student to be placed on probation. Any student continuing excessive tardiness after being placed on probation may be suspended or terminated from the school.

## **ABSENTEEISM**

An excused absence is one due to illness, death of an immediate family member, or other unforeseen circumstances. In order for an absence to be excused, the school must be informed of the reason for the absence within 24 hours, and the reason must be supported by documentary evidence.

Students who are absent for more than 33% of the scheduled class time will be considered excessively absent and will be warned of the possibility of having to appeal their status or be terminated.

Students are responsible for all work missed during their absence and it is their obligation to consult with their instructor to receive make-up work.

## **PROGRESS RECORDS**

Progress records are maintained on all BCI students and report cards are issued at the accumulated hour points specified under the heading "ACADEMIC AND ATTENDANCE ADVISING". The instructor will discuss both academic and attendance progress with the student, and will enter advising notes in the "Instructor Comments" section of the report card when necessary.

Students who do not meet minimum satisfactory academic progress standards in both academics and attendance at a specified clock hour points will be given a written warning, but will be considered making satisfactory progress until re-evaluated at the next scheduled clock hour point interval.

## **STUDENT RECORDS**

1. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are eligible students.
2. Records may not be changed or deleted during the inspection and review process.
3. The institution gives rights to the students and parents or guardians of dependent minors.

## **GRADUATION REQUIREMENTS**

Each student will be awarded a "Certificate of Completion" once the following criteria have been met:

1. Successful completion of predestinated program clock hours
2. Successful completion of all practical work
3. Passing scores on all examinations, and
4. Payment in full of all financial obligations to BCI.

## **LICENSING REQUIREMENTS**

1. Successfully complete all requirements for graduation.
2. Complete an application and submit fees for testing.
3. A date and all relevant information is given to the student for time of testing.
4. A student may apply at a licensure commission in the DC, MD, VA area.
5. A test is administered to the student.
6. When the test is successfully completed, a License is granted.
7. The license is usually granted for two (2) year periods before renewal is due.

## **EMPLOYMENT ASSISTANCE**

BCI does not guarantee employment or salary to its students upon graduation. However, BCI will provide placement assistance which will consist of identifying employment opportunities and advising its graduates on appropriate means of attempting to realize these opportunities. To accomplish employment assistance, BCI will maintain continuous contact with the cosmetology and barbering industry.

## **DRUG FREE ENVIRONMENT**

BCI provides a drug and alcohol free environment to its students and employees. Therefore, students and employees are prohibited from the unlawful possession, distribution or use of a controlled substance or alcohol anywhere on property controlled by BCI (includes inside the building and on the parking lots around the building). Drug and alcohol use is also prohibited while participating in any school-related activities on or off BCI controlled property. Students and employees who violate this policy will be subject to stringent disciplinary action or termination. BCI is also a non-smoking facility and must be treated as such by BCI students, employees, and clients.

## **DRUG COUNSELING AND ASSISTANCE**

Students who need drug counseling or related services may seek assistance from the Calvary Alternative To Alcohol And Drug Abuse (CATAADA) program by calling 202-832-8336. You may also seek help by calling the National Drug Treatment 24 Hour Help Line at 1-877-476-4777 or 1-800-711-6402

## **RULES AND REGULATIONS**

The following rules and regulations are important and will result in disciplinary action if not followed. The rules and regulations at BCI are not arbitrary, but reflect the level of conduct that Cosmetologist, Barber-Stylist, Instructors, Managers, and Make-up Artist, are expected to maintain while at BCI and throughout their careers. They are meant to encourage and motivate each student to be as professional in their learning experience as they will be in their careers.

1. Day students (both full and part-time) must be in school and ready for class promptly at 9:00 am Tuesday through Friday and at 8:00 am on Saturdays. A maximum grace period of 10 minutes is allowed for emergency purposes only. If day students are not in class within the 10 minute grace period for emergency purposes, they must wait until the theory period is over to start class. Night students must be in class at 5:00 pm or 6:00 pm on Wednesday through Friday and at 8:00 am on Saturdays. The maximum 10 minute grace period for emergencies will apply. Day classes for full-time students are from 9:00 am to 3:30 pm Tuesday through Friday and on Saturdays from 8:00 am to 3:45 pm. Part-time day classes are from 9:00 am to 1:00 pm on Tuesday through Friday and from 8:00 am to 12:00 noon on

Saturdays. Classes for part-time night students are from 5:00 pm to 9:00 pm Wednesday through Friday, and from 8:00 am to 4:45 pm on Saturdays.

2. Students cannot leave school or their assigned areas without making prior arrangements. Students must attend theory classes on a regular basis to meet graduation requirements. Non-compliance will result in academic probation, suspension, or termination.
3. Students must be well groomed at all times. Students must wear clean uniforms. See policy under "UNIFORMS". Any student not in uniform will be signed OUT for the day. Students wearing soiled uniforms will be asked to clean their uniform or to purchase a new uniform. Students must obey personal hygiene, sanitation and sterilization rules to remain in school. Students may not practice cosmetology, barbering, or manicuring functions if they have a communicable, contagious, or infectious disease as defined by a doctor.
4. Students are responsible for all information covered in class, whether on an excused or unexcused absence.
5. No student is allowed to act as an instructor to another student. You may share, but not instruct.
6. Students who are too ill to perform assigned studies and /or clinic services will be dismissed for the day.
7. All students, staff, faculty, and clients must be addressed as Mrs., Ms., or Mr.
8. Students are responsible for the sanitation and care of their own equipment. All equipment must be properly marked, and cleaned and sanitized when not in use. Work stations and sinks must be cleaned after each service, including the floor around the work station and sink.
9. Each student will be assigned clean-up duty days which includes towel duty and ensuring that the classrooms and senior clinics are maintained in an orderly manner.
10. The instructor who assigns the clients to the students must introduce the client and the student. The student must then seat the client and prepare him/her for their desired service. The student must give his/her full attention to the client. Loud talking and excessive conversation with another student while servicing a client will not be tolerated.
11. Only the services that appear on the ticket should be rendered to the client. If the client changes his/her mind, the student must immediately notify the instructor of the change. The instructor will insure that the cost of the service is adjusted.
12. No profanity or obscenity will be tolerated on BCI premises. No communications on cell-phones will be allowed in the classrooms or in the cosmetology and barber clinics.
13. Instructors may use their own discretion concerning homework assignments and classroom theory and whether or not a student may attend a theory class, as long as rulings are consistent with school policy.
14. Gum chewing, eating or drinking of refreshments are only allowed in the lunch room area on the second floor.
15. Students must not loiter around the receptionist desk in the lobby area.

16. Unnecessary disruptions to student education will not be allowed. When a student in the cosmetology or barber clinic has a visitor, the visitor must tell the receptionist at the front desk, who will notify the instructor of who the visitor is looking for. The instructor may dismiss the student for a minute to confer with his/her visitor, but the student must immediately return to the clinic. If a student in one of the classrooms has a visitor, the visitor must notify the receptionist, who will then notify the instructor. The instructor will notify the student of the visitor and may allow the student a few minutes to confer with the visitor. The student may briefly confer with the visitor and promptly return to class. The visitor must not loiter at the school.
17. Any student who refuses to follow an instruction from an instructor or refuse to perform a service on a client, or student, will be suspended from school immediately for 3 days. After 3 refusals, the student will be terminated from the school.
18. The use of drugs or alcohol in any form during class hours (on or off premises) will not be tolerated and violators will be terminated. In other words, students must never attend BCI while under the influence of drugs or alcohol.
19. BCI is not responsible for personal belongings (money, equipment or supplies). Lockers are available and students are encouraged to use the lockers for the safe keeping of their personal items. The lockers are property of BCI and we reserve the right to open the lockers if deemed necessary.
20. Borrowing or lending at BCI is prohibited.
21. Students caught taking supplies or equipment from the school or a fellow student will be terminated from BCI.
22. A library of professional materials is available for student and instructor use. All materials must be signed out and in with the office staff.
23. Weapons and firearms are prohibited on or around the school premises. Failure to adhere to this rule will result to immediate termination.
24. All absences must be reported to the Director or Administrator by telephone before 9:00 am for the day students and 5:00 pm for the night students.
25. At enrollment, each student is given a start date and a contract end date. Any student who goes beyond the end date will be charged their per hour rate as stated on their enrollment agreement for all extra hours beyond that date. Contract end dates will be revised in cases where leave of absence (LOA) periods have been approved.
26. A written request is required from all students who decide to go on a leave-of-absence. The request must be approved and signed by the School Administrator.
27. BCI reserves the right to interrupt training whenever a student is behind in his/her tuition payments.
28. All accounts with BCI must be paid in full, and all academic requirements must be met before full graduation can occur. No hours or credits will be given or transferred until all financial obligations have been satisfied.
29. Out-of-pocket tuition for all training programs is due on the 15th of the month. After 5 days of the due date (on the 20th of the month), payments are considered late and a \$25.00 late fee is charged.

30. Refusal to cooperate or follow an instructor's instructions will be considered as insubordination and is subject to disciplinary action. Students who fail to comply with class schedules will also be subject to disciplinary action. Further, BCI reserves the right to take appropriate measures against students where it is felt that the student is not conducting himself/herself in a professional manner. Professionalism is a requirement while in attendance at BCI.

31. Students will not be allowed to continue to accumulate clock hours if they are not arriving at school on time to receive theory and tests. Students are allowed to miss two classes a week because of tardiness. If the student arrives late for the third class for that week, he/she must return home for that day.

32. Students must use the palm scanning system to prove what time they arrived and what time they left the school. Students are also required to sign in and out on their classroom attendance rosters. Students caught forging another student's name will be terminated from the school. Additionally, an attendance controller will be used to track and verify student's daily attendance.

### **VIOLATION OF RULES AND REGULATIONS**

BCI reserves the right to take disciplinary action against students for violation of its rules and regulations. Disciplinary action may take the form of a verbal or written warning, suspension for a period of time, or termination from the school.

Students have the right to appeal a disciplinary action. All appeals must be in writing and must fully address the matters that precipitated the disciplinary action.

### **APPEAL PROCEDURE TO RESOLVE STUDENT GRIEVANCES**

1. The student should first submit his/her grievance to his/her instructor to see if the grievance can be resolved at that level.

2. If not resolved, the student may submit a written grievance to the School Administrator.

3. The School Administrator will schedule a personal interview with the student to gather additional information or to gain clarification as necessary, and to resolve the grievance, if possible.

4. The results of the grievance/appeal will be submitted to the Vice President. The Vice President will review the Appeal and the results of the interview, and make a final decision concerning the grievance

Matters concerning the license of the school may be submitted to the Education Licensure Commission, if not resolved by the school.

## **INTERNAL SCHOOL COMPLAINT PROCEDURE**

A student, teacher, or interested party may file a complaint against the school; however, the complaint must be in writing to the School Administrator/Vice President, and must outline the allegation or nature of the complaint.

A school representative will meet with the complainant within 10 days of receipt of the written complaint. The meeting between the school representative and complainant will be documented, and the complainant will be provided with a copy of this written record.

If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The complaint committee will review all allegations received. The committee will be comprised of the following: President, Vice President, School Administrator, Financial Aid Administrator, an instructor, and a student or member of the public interest group.

The school's complaint committee will meet within twenty one (21) calendar days of receipt of the complaint and review all allegations.

If more information is needed from the complainant, a letter will be written outlining the additional information needed.

If no further information is needed, the complaint committee will act on the allegations and a letter will be sent the complainant within fifteen (15) calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.

The National Accrediting Commission of Career Arts and Sciences (NACCAS),

4401 Ford Avenue, Suite 1300, Alexandria, Virginia, 22302, telephone number 703-600-7600, is the accrediting agency for Bennett Career Institute, Inc. The complainant may pursue the matter further with this agency only after exhausting all means to resolve the complaint with the school.

BCI will maintain written records of all complaints filed for two (2) complete accreditation cycles.

## **STUDENT CONDUCT**

BCI students must conduct themselves in a professional manner at all times. Further, BCI students must abide by the rules and regulations outlined in this catalog and any other posted regulation. Students who fail to comply with the rules and regulations of the school may be suspended or terminated. BCI's rules and regulations are not arbitrary and reflect the level of conduct graduates are expected to maintain throughout their careers.

## **UNIFORM POLICY**

BCI students must wear uniforms. The cosmetology, barber and manicuring student uniform consist of all white or all black medical scrub top and bottom. A medical skirt or dress (knee length) with pantyhose can be another option. White or black T-shirts (BCI T-shirts are an exception) and jeans will not be acceptable as a substitute for a uniform. The BCI lab jacket should be worn at all times. Senior students ONLY are allowed to wear black aprons once they are on the clinic floor. Socks and shoes of any color must be worn, that are closed in and comfortable (No Holes or canvas material). Clogs, crocks or leather tennis shoes are preferable. There should be no bellies, chest cleavage, bust line, or waistlines exposed.

No excessive jewelry should be worn: no more than one bracelet per arm; earrings should not touch the shoulder and no more than two rings per hand. No head gear such as caps or scarves can be worn inside the building unless for religious purposes. Students wearing improper attire or having poor personal hygiene will not be permitted in class or the clinic.

\*Students must be in a complete uniform on the day of their orientation.

\*Students may dress down in regular attire along with closed in shoes (no sandals or clogs) on Saturdays and they must wear the BCI lab coat as well.

\*Instructor and Manager students are required to dress professional with the BCI lab jacket at all times.

\*The District of Columbia State Board requires all candidates to wear an all medical white scrub uniform with white shoes for the Practical Examination.

## **LOCKERS**

Lockers are available for BCI students.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT--PRIVACY POLICIES**

BCI is committed to following the guidelines of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99). 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 U.S. Department of Education.

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

Parents 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 great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible students then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible students has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent 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 (34 CFR 99.31):

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; and
- 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, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify the parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-8327) (VOICE). Individuals who use TDD may use the Federal Relay Service (</about/contacts/gen/index.html#frs>).

## ADMISSION POLICIES AND PROCEDURES

Bennett Career Institute, Inc. (BCI) seeks students who demonstrate a sincere interest in the school and a genuine desire for training in the curriculums taught for the purpose of becoming better qualified for gainful employment.

### ADMISSIONS PROCEDURES

Applications for enrollment and other inquiries must be submitted to Bennett Career Institute, Inc., 700 Monroe Street, N.E., Washington, D.C. 20017.

Students and parents are encouraged to visit the school for a walk through prior to making an application. If a visit is not possible, a telephone interview may prove beneficial.

BCI has an open enrollment policy, which means that a student may enroll at any time throughout the year. BCI also offers day and evening classes to meet the needs of both full-time and part-time students.

**BCI do not recruit students already attending or admitted to another school offering a similar program of study.**

### ADMISSION REQUIREMENTS

To apply at BCI, a student must:

1. Have a high school diploma or its equivalent (GED).
2. Prove that age is beyond compulsory education (birth certificate or drivers permit required).
3. Complete a BCI “Application for Enrollment”.
4. Students who do not have a high school diploma or GED, must refer to the “GED STATEMENT”, found in the “Orientation Packet” or may obtain a list from the Admissions Office, which list programs in the District of Columbia which has been proven successful in obtaining a GED or High School Equivalency certificate. As of July 1, 2012 the Department of Education no longer supplement

secondary education schools with Title IV funds for Ability to Benefit (ATB) students. However, ATB students may pass the acceptable standardized test and pay out-of-pocket for classes rendered.

A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may establish eligibility at the same Title IV institution or a different Title IV institution, as long as the student previously attended an eligible program at an eligible Title IV institution, it does not matter whether the student received Title IV, HEA student assistance prior to July 1, 2012. The change to the law that removes the ATB alternatives applies to students who “first enroll in a program of study on or after July 1, 2012.”

## **ENROLLMENT REQUIREMENTS**

A student must bring the following to the scheduled enrollment interview:

1. A copy of his/her High School Diploma or GED Certificate.
2. Two forms of identification (one must be a government/state photo id, social security card or birth certificate).
3. A copy of his/her most recent federal tax return, or other proof of income, i.e. Public Assistance Letter or Grant Letter 1722. If someone claimed you as a dependent, you must bring a copy of that person’s most recent federal tax return.
4. Application which must be cash, money order or credit card.

## **HOLIDAYS**

BCI is closed on the following holidays:

New Year’s Day	Fourth of July	Day after Thanksgiving
Martin Luther King Holiday	Labor Day	Day before Christmas
President’s Day	Columbus Day	Christmas Day
Easter Monday	Veteran’s Day	Day after Christmas
Memorial Day	Thanksgiving Day	

## **WEATHER EMERGENCIES**

During an emergency weather situation such as snow and ice, BCI will use its own discretion concerning late arrivals and school closing. Therefore, BCI students and staff are required to call the school switchboard and listen to the recording for instructions on what is expected.

## **CHANGE OF NAME AND ADDRESS**

All students are responsible for notifying the Administrative Office on when there has been a change in their name or address. Also, the Administrative Office should be notified immediately if there is a change in the student’s emergency contact person.

## ACADEMIC INFORMATION

### SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school and is printed in the catalog to ensure that all students receive a copy prior to enrollment. Students may print a copy of the Catalog from the internet or receive a printed copy from the institute. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1200 clocked (actual) hours
Barber-Styling	450, 900, 1200 clocked (actual) hours
Instructor	450, 900 clocked (actual) hours
Manager	300, 600 clocked (actual) hours
Manicuring 1	175, 350 clocked (actual) hours

SAP is applied consistently to all students whether they are receiving financial aid or not. It includes both cumulative quantitative and qualitative elements evaluated at designated periods throughout the programs.

Transfer Students will be evaluated at their midpoint of the contracted hours or the established evaluation periods, whichever comes first.

BCI students are responsible for regular and punctual class attendance, and must accept the consequences of poor attendance.

### SCHOOL HOURS

Hours for full-time day students are 9:00 am to 3:30 pm Tuesday through Friday, and 8:00 am to 3:45 pm on Saturday. Hours for part-time day students are 9:00 am to 1:00 pm Tuesday through Friday, and 8:00 am to 12:00 noon on Saturday's. A maximum arrival grace period of 10 minutes is allowed in the mornings for emergency purposes; otherwise, students must wait for the theory period to be completed before starting class. Students who start at 9:00 am and leave at 3:30 pm on Tuesday through Friday (with a 45 minute lunch period) will be credited with 5.75 hours of training per day. Students starting at 10:00 am will be credited with 4.75 hours. All full time students whose hours are from 8:00 am to 3:45 pm on Saturday, with a 45 minute lunch period, will earn 7 clock hours. Part-time day students are not eligible for lunch periods. Part-time day students who start at 8:00 am and leave at 12:00 noon on Saturday's will earn four clock hours, and those who are in class from 9:00 am to 1:00 pm on week days will earn four clock hours. Theory for all full-time and part-time day students is from 9:00am to 10:00am, and theory for all part-time night students is on Thursday evenings.

Hours for part-time night students are Wednesday through Friday, 5:00 pm to 9:00 pm or 6:00 pm to 9:00 pm, and Saturdays from 8:00 am to 4:45 pm. Night students will earn either three (3) or four (4) clock hours of training on weeknights (depending on 5:00 pm or 6:00 pm schedule), and eight (8) hours on Saturdays. A lunch period is not allowed for night part-time students on weeknights; however, night students will receive a 45 minute lunch period on Saturdays.

## ATTENDANCE REQUIREMENTS

Full-time day students are expected to complete 30 hours of training per week and part-time day students are expected to complete 20 clock hours of training per week. Night students are expected to complete 17-20 clock hours of training per week. A 67% attendance rate is required for students to maintain a “Satisfactory Progress” status.

Student attendance reports are cumulative, meaning that the student’s actual attendance hours are divided by the total number of possible attendance hours, to derive at the student’s overall attendance percentage. In other words, attendance hours are cumulative from the student’s start date, through graduation.

The Satisfactory Progress Policy requires that students maintain a 67% attendance record.

Students failing to meet the 67% attendance requirement at the first specified clock hour evaluation and counseling point will be given a “Satisfactory Academic & Attendance Progress” warning letter informing them that they are not meeting satisfactory progress in attendance. This warning period is limited to one clock hour evaluation period. However, if the student fails to meet the satisfactory progress requirement at the next evaluation point, the student will become ineligible for financial aid assistance. The student may appeal their financial aid ineligibility. If the school approves the appeal, the student will be placed on “Financial Aid Probation”, this probation period is limited to one clock hour evaluation period. You are considered eligible for financial aid while meeting the financial aid ineligibility. If the appeal is not approved the student will be exempt from receiving Title IV funds.

Students who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

The institution notifies students of any evaluations that impact the student’s eligibility for financial aid.

Students training in Cosmetology and Barber-Styling will receive their report cards and advising services at clock-hour points 450, 900, and 1200. Students taking the Instructor Course will receive their report cards and advising at clock-hour points 450 and 900. Students taking the Manager Course will receive their report card and counseling at the 300 clock hour point. Manicuring I will receive their report cards and advising services at clock hour point 175, and Make-up Artistry students will not receive report cards but advising services are continuous.

## MAXIMUM TIME FRAME

The maximum time frame for completing any BCI program is 150% times the scheduled time of the program.

Name of Course	Scheduled Course Length in Clock Hours	Maximum Time Frame for Course Completion
Cosmetology	1500 hours	2250 hours
Barber Styling	1500 hours	2250 hours
Instructor Course	1500 hours	1500 hours
Manager Course	600 hours	900 hours
Manicuring 1 Course	350 hours	525 hours
Make-up Course	60 hours	90 hours

Full-time Cosmetology and Barber-Styling students will have a maximum time frame of 2250 clock hours or 18 months to complete the Cosmetology and Barber-Styling training course, plus any period of approved leave of absence.

Full-time Instructor students will have a maximum time frame of 1500 clock hours or 13 months to complete the Instructor training course, plus any period of approved leave of absence.

Full-time Manager students will have a maximum time frame of 900 clock hours or 8 months to complete the Manager training course, plus any period of approved leave of absence.

Students in Manicuring 1 will have a maximum time frame of 525 clock hours or 44 weeks to complete the Manicuring 1 training course, plus any period of approved leave of absence. Only a part time schedule is available for Manicuring 1.

Make-up Artistry students will have a maximum time frame of 90 hours or 6 weeks to complete the Make-up Artistry program.

All students who do not complete their clock hours within 10% of the scheduled time frame will be charged the per hour tuition rate indicated on the student's completed "Enrollment Agreement" for the remaining hours to be completed. Students will be credited for all approved Leave Of Absence (LOA) periods and any other time frames BCI deem as being beyond the control of the student.

With regard to Satisfactory Academic Progress, a student's 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.

## **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skill are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

The grade scale for theory and practical work are as follows:

<b>QUALITY</b>	<b>PERCENTAGE SYSTEM</b>
<b>A</b>	90% to 100%
<b>B</b>	89% to 80%
<b>C</b>	79% to 70%
<b>D</b>	69% to 60%
<b>FAIL</b>	Below 60%

All test dates will be brought to the student's attention in advance. The student is responsible for being present and prepared for all tests. In the event a test is missed or failed (70% or below), the student must make arrangements with their instructor or the Director of Education to receive a make-up test.

### **DETERMINATION OF PROGRESS**

SAP establishes evaluation periods similar in length whether in clock hours, weeks or months.

Students meeting the minimum requirements of 67% in attendance and 70% in academic theory and practical work on a cumulative basis at the determined clock hour evaluation points will be considered making "satisfactory progress" until the next scheduled clock hour evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining satisfactory academic progress may have their Title IV Funding interrupted, unless the student is on warning or had successfully appealed resulting in a status of probation. Evaluation periods are based on actual clock hours completed.

### **WARNING**

Students who fail to meet the minimum requirements for attendance or academic progress are placed on a Financial Aid Warning and considered to be making satisfactory academic progress during the warning period. This warning period is limited to one payment period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on Financial Aid Probation and considered to be making satisfactory academic progress during the probationary period, only if the student successfully appeals the decision. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. This probation period is limited to one payment period. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will be deemed ineligible to receive Title IV funds.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory progress at the next evaluation and Title IV Funds are terminated, the student may appeal the determination within 10 calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be

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

Students are responsible for all of the work they miss during their absence and it is their obligation to consult with their instructor about make-up work and examinations.

### **RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS**

Students can re-establish satisfactory academic progress and financial aid by bringing his/her attendance and/or academic up to the defined standards by the end of the warning or probationary period. The minimum overall grade point average for theory and practical work is 70%, and the minimum attendance requirement is 67%. Once minimum requirements are met, the student will be considered meeting satisfactory academic progress and eligible to receive financial aid.

### **LEAVE OF ABSENCE**

Should a student find it necessary to be out of school for an extended period of time (7 calendar days or more), a leave of absence must be requested. All requests for a leave of absence must be submitted to the School Administrator in advance in writing, including the reason for the LOA and the student's signature. The maximum leave of absence period will be determined by the School Administrator. A leave of absence request in excess of 60 days will not be approved, except for medical reasons, i.e. maternity leave, major surgery, etc. Extended medical leave of absences must be supported by medical certification from a doctor. Prior attendance and the reason for the LOA will be considered in the approval process.

The School Administrator may grant a leave of absence if there is some unforeseen circumstance(s) that prevent the student from doing so, i.e. car accident. The School Administrator will document the reason for its decision and collect documentation from the student at a later date. The beginning date of the approved LOA will be the first date that the student was unable to attend due to the unforeseen circumstance.

Students on approved leave of absences must continue to pay their monthly tuition. The student will not be assessed any additional institutional charges as a result of the LOA. When students are on an approved leave of absence, the maximum time frame and enrollment contract end date will be extended by the same number of days in the approved leave of absence period. The LOA together with additional leaves of absence must not exceed a total of 180 days in one 12-month period.

Students who do not return from an approved leave of absence at the scheduled time, or do not officially request an extension will be terminated from the school on the scheduled day of return. This date will become the institution's determination of withdrawal date that will be use on termination notices and refund calculations.

### **EARLY WITHDRAWAL**

To establish an official withdrawal date, students who wish to withdraw from school prior to graduation must do so in writing. Students who do not officially withdraw in writing will be terminated when the school determines that the student is no longer attending (missed 14 consecutive days without prior approval). A "Termination Notification" letter will be prepared and forwarded to the student. This letter will begin the refund calculation process.

## **RE-ENTRY POLICY**

Any student who leaves a BCI program in a “satisfactory progress” status will be allowed to return to that program in the same progress status. Students who leave BCI while in an “unsatisfactory progress” status must remain in that same status upon re-entry. Their status will not change until their performance level reach the standards defined under heading “RE-ESTABLISHING SATISFACTORY ACADEMIC PROGRESS”.

## **INTERRUPTIONS, COURSE INCOMPLETES, AND 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 a student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student’s cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **INCOMPLETES, REPETITION, AND NON-CREDIT REMEDIAL COURSES**

Incompletes, repetition and non-credit remedial courses are not applicable to programs at BCI. Therefore, they have no effect on the satisfactory progress standards.

## **TRANSFER HOURS**

Transfer hours from another institution that are accepted toward the students educational program are 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 actual contracted hours at the institution.

## **CREDIT FOR PREVIOUS TRAINING**

1. Credit for out-of-state training must be submitted to the District of Columbia Board before being accepted by BCI. Course work for students with approved credits will be shortened accordingly and all records of previous education will be maintained in the student’s permanent file.
2. Credit for local transfer students must be submitted to BCI under proper signature of a transcript from a licensed School. To prevent fraud, all transfer documents will be verified.
3. Transfer credit information must be submitted to BCI at the time of enrollment.
4. Consistent with District of Columbia law, transfer students (both out-of -state and local) with 500 or less credit hours will receive credit for all prior hours earned. However, these students will be tested to determine if they need to repeat any parts of the freshman program.
5. Students with 501 hours and up must also submit their hours at the time of enrollment. However, the student will be tested to determine their exact level of competence and transfer credit hours will be adjusted according to test results. In other words, if a transfer student has earned 1000 hours at another school, but test out at BCI at a level comparable with 700 hour students at BCI, the transfer student will only be credited for 700 hours.

6. Tuition for transfer students will be calculated at the current per hour charge for tuition for the number of hours remaining to be completed
7. Students applying for the Instructor Course and the Manager Course must have successfully completed the Cosmetology Course, passed the State Board of Cosmetology Examination, and hold a valid District of Columbia operator's license.
8. Credit for previous training: Transfer hours from another institution that are accepted toward the students educational program are 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 actual contracted hours at the institution.

#### **TITLE IV REFUND POLICY**

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who are dismissed, withdraw, dropout, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. This percentage is also the percentage of earned aid.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a Return of funds is requested
- Federal Supplemental Opportunity Grants for which a Return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g., LEAP)

## CURRICULUMS

### COSMETOLOGY COURSE

The Cosmetology Course conforms to the requirements of District of Columbia Board of Barber and Cosmetology. It is a 1500 clock hour course designed to prepare students for an operator's license and profitable employment upon graduation. The course will include theory, audio visual presentations, demonstrations, and practical work on mannequins, other students, and clinic clients.

SUBJECT	THEORY	PRACTICAL	TOTAL
Cosmetology: History and Opportunities	05	00	05
Life Skills	20	00	20
Your Professional Image	10	00	10
Communicating for Success	15	00	15
Infection Control	15	50	65
Anatomy and Physiology	10	00	10
Basics of Chemistry/Electricity	10	00	10
Properties of the Scalp and Hair	25	40	65
Principles of Hair Design	15	10	25
Shampooing, Rinsing, Conditioning	15	40	55
Haircutting	30	125	155
Hairstyling	15	60	75
Braiding and Braid Extensions	30	100	130
Wigs and Hair Enhancements	15	55	70
Chemical Texture Services	25	135	160
Hair Coloring	40	150	190
History of the Skin	10	00	10
Hair Removal	10	50	60
Facials	10	60	70
Facial Make-up	15	20	35
Nail Structure and Growth	10	50	60
Manicuring and Pedicuring	20	85	105
Advanced Nail Techniques	10	50	60
Salon Business	10	00	10
Seeking Employment	10	00	10
On -The -Job	15	00	15
Applicable D. C. Law	05	00	05
<b>TOTALS</b>	<b>420</b>	<b>1080</b>	<b>1500</b>

Upon completion of the Cosmetology Course, the student will be qualified to work in all phases of the cosmetology industry. The student will know the importance of projecting a professional image and will have knowledge of D.C. law pertaining to cosmetology. Further, the student will be fully equipped to pass the District of Columbia State Board Examination and receive a cosmetology operator's license.

## BARBER-STYLING COURSE

The Barber-Styling Course is a 1500 clock hour training program designed to fully prepare the student for the District of Columbia State Board Examination. The study of this course will include: theory, audio visual presentations, demonstrations, practice on other students and mannequins, and practical operations on clinic patrons. This curriculum conforms to the requirements of the District of Columbia Board of Barber and Cosmetology. Instructors will provide individual assistance to each student throughout all phases of the curriculum.

<b>SUBJECT</b>	<b>THEORY</b>	<b>PRACTICAL</b>	<b>TOTAL</b>
The History of Barbering	05	00	05
Life Skills	05	00	05
Your Professional Image	10	00	10
Infection Control: Principles and Practices	20	25	45
Implements, Tools, and Equipment	40	50	90
General Anatomy and Physiology	20	00	20
Basics of Chemistry	20	00	20
Basics of Electricity	10	00	10
The Skin: Structure, Disorders, and Diseases	25	00	25
Properties and Disorders of the Hair and Scalp	25	00	25
Treatment of Hair and Scalp	20	10	30
Facial Massage and Treatments	20	75	95
Shaving and Facial Hair Design	20	100	120
Men's Haircutting and Styling	40	425	465
Men's Hair Replacement	15	20	35
Women's Haircutting and Styling	25	80	105
Chemical Texture Services	25	50	75
Hair Coloring and Lightening	40	70	110
Preparing for Licensure and Employment	05	140	145
Working Behind the Chair	10	00	10
The Business of Barbering	10	00	10
Nail Care	15	30	45
<b>TOTALS</b>	<b>425</b>	<b>1075</b>	<b>1500</b>

Upon completion of the Barber-Styling Course, the student will be qualified to pass the District of Columbia State Board Examination for the Barber-Styling Operator License. The student will then be qualified to work in the barber profession and other jobs in the industry.

## INSTRUCTOR COURSE

The Instructor Course is a 1000 clock hour program of study designed to perfect what the student learned in the Cosmetology or Barber-Styling Course. Additionally, the student will receive information and training on educational techniques, curriculum development, and proficiency in practical skills. Classroom management skills will be taught and the student will receive information on the use of instructional aids. The student will also receive training in advertising, merchandising, and on recordkeeping techniques. To qualify for the Instructor Course, the student must have completed 1500 clock hours of cosmetology or barber-styling training and worked as a licensed operator for at least six (6) months.

<b>SUBJECT</b>	<b>HOURS</b>
Challenges of Teaching	20
Characteristics of Teaching	25
Students and Learning	40
Developing a Course of Study	100
Planning for Effective Instruction	100
Methods & Process of Teaching	60
Instructional Aids	60
Evaluating Student Performance	60
Creating a Positive Classroom Environment	30
Reflection & Vision in Teaching Education	30
Applicable D. C. Law	25
Practical Work (classroom & clinic)	450
<b>TOTAL</b>	<b>1000</b>

Upon completion of the Instructor Course, the student will be prepared to pass the District of Columbia State Board Examination for a Cosmetology Instructor License or a Barber Instructor License. Further, the student will be equipped to work in all phases of the cosmetology and barber-styling industry.

## MANAGER COURSE

The Manager Course is a 600 clock hour program of study designed to prepare the student for the District of Columbia State Board Examination. The student will be performing what has been learned in the cosmetology or barber-styling course and will gain a knowledge and understanding on salon and barber shop operations, to include: decorating, record keeping, advertising, and merchandising. The student will also become familiar with the various products that are common to salon and barber shop use and will gain a working knowledge on how to deal with the public. To receive a Manager's license, the District of Columbia Board of Barber and Cosmetology requires that the student successfully complete not less than 2100 clock hours of training, which includes the 1500 clock hours of training taken to become an operator. Additionally, the student must have served as a licensed operator for at least six (6) months.

<b>SUBJECT</b>	<b>HOURS</b>
Salon/Barber Shop Types and Their Locations	20
Types of Leases and Rent Agreements	30
Permits, Public Utilities, and Insurance	30
Financing the New Salon/Barber Shop	35
Decorating/Arranging Reception Area	30
Decorating/Arranging Styling Area	25
Supply Room	20
Salon/Barber Shop Personnel	30
Salon/Barber Shop Operating Cost	35
Salon/Barber Shop Forms & Items for Recordkeeping	30
Salon/Barber Shop Advertising	25
Merchandising	10
Key Points for Successful Salon Operation	25
Applicable D.C. Law	15
Practical Work	240
<b>TOTAL</b>	<b>600</b>

Upon completion of the Manager Course, the student will be prepared to pass the State Board Examination for a Manager's license, and fully equipped with the skills necessary to become the manager of a salon, chain of salons, or barber shops.

## MANICURING I COURSE

Manicuring I is a 350 clock hour course designed to provide the student with a basic understanding of the human body and its functions. The student will learn how to perform a professional manicure, artificial nail applications, and a pedicure. The student will also receive knowledge about the nail and skin parts, disorders and diseases. Additionally, the student will learn professional ethics and proper salon conduct. This course will include both theory and practical work and the student will be tested. The student will also work on live models.

<b>SUBJECT</b>	<b>HOURS</b>
Your Professional Image	5
Bacteria and Other Infectious Agents	15
Sanitation and Disinfection	15
Safety in the Salon	6
Nail Product Chemistry Simplified	6
Anatomy and Physiology	10
Nails and its Disorders	15
Skin and its Disorders	10
Client Consultation	7
Manicuring & Pedicuring	17
Nail Tips & Nail Wraps	8
Acrylic Nails & Gels	6
Creative Touch	2
Salon Business	13
Selling Nail Products and Services	5
Applicable D. C. Law	10
Practical Work	200
<b>TOTAL</b>	<b>350</b>

Upon completion of the Manicuring I Course, the student will be equipped with the skills necessary to pass the District of Columbia Manicuring examination to become licensed, and to gain employment as a Manicurist or Nail Technician.

**Note: Title IV Funding is not available for this course.**

## MAKE-UP ARTISTRY COURSE

The Make-Up Artistry Course consists of 60 clock hours of training. The curriculum consists of both theory and practical applications and will provide the student with a comprehensive knowledge of the art of make-up. Instructors will utilize text, lectures, practical demonstrations, and audio and visual aids.

<b>SUBJECT</b>	<b>HOURS</b>
Orientation	5
Professional Image	5
Sanitation and Sterilization	10
Cleansing the Skin and Client Preparation	10
Color Theory and Make-up	10
Demonstrations	2
Laboratory Work	15
Oral, Written, and Practical Tests	3
<b>TOTAL</b>	<b>60</b>

Upon completion of the Make-up Artistry Course, students may seek a career as a Cosmetics Demonstrator, a Sales Representative, and a Make-up Artist for Modeling Operations and for Department Stores, etc.

**Note: Title IV Funding is not available for this course.**

## **BRAIDING 101 COURSE**

The Braiding 101 Course is a 100 clock hour program of study which will include instruction on sanitation and sterilization; decontamination and infection control; Career Opportunities; Natural Hair Care Services; Braiding and Braiding Hair Extensions. BCI's Braiding 101 Curriculum conforms to the requirements of the District of Columbia Board of Barber and Cosmetology and is designed to prepare students for an operator's license and profitable employment upon graduation. Field trips and participation in competitions are not a course requirement, but participation is encouraged.

<b>SUBJECT</b>	<b>HOURS</b>
History and Career Opportunities	3
Infection Control Principles and Practices	3
Basic Principles for Personal & Professional Success	4
The Professional Consultation	4
Hair Types, Structure, and Textural Differences	3
Hair and Scalp Disease and Disorders	2
Basic Anatomy, Physiology, and Nutrition	3
Shampoos, Conditioners, Herbal Treatments & Rinses	9
Textured Hair is Manageable	8
Natural Hair and Braid Sculpting Techniques	59
Applicable D. C. Law	2
<b>TOTAL</b>	<b>100</b>

The student will learn the functions of: The District of Columbia Board of Barber and Cosmetology; the purpose of the State Board Inspectors; will become familiar with the documentation requirements for obtaining an operator's license; will learn the primary objective of the cosmetology operator's license; reviewing overall rules and regulations that pertain to the cosmetology field.

**Note: Title IV Funding is not available for this course.**

## **CLASSIFICATION OF STUDENTS**

BCI students are classified based on the number of chapters they have completed and on their grade point average in both theory and practical work. Students will not be allowed to advance to the next level unless they have at least a 70% average in theory and practical work.

The classification for Cosmetology students are as follows:

<b><u>CLASSIFICATION</u></b>	<b><u>CHAPTERS COMPLETED</u></b>
<b>Freshman</b>	<b>Chapters 1 to 9</b>
<b>Junior</b>	<b>Chapters 10 to 16</b>
<b>Senior</b>	<b>Chapters 17 to 26</b>

The classification for Barber-Styling students is as follows:

<b><u>CLASSIFICATION</u></b>	<b><u>CHAPTERS COMPLETED</u></b>
<b>Freshman</b>	<b>Chapters 1 to 8</b>
<b>Junior</b>	<b>Chapters 9 to 16</b>
<b>Senior</b>	<b>Chapters 17 to 24</b>

**Students in the Manicuring 1, and the Makeup Artistry Courses will not be classified based on the short length of the courses.**

## **LICENSING REQUIREMENTS IN THE DISTRICT OF COLUMBIA**

**Cosmetology**--To become a licensed cosmetology operator, the student must have completed 1500 clock hours of study, fulfilled all financial and academic requirements of the school, and applied for and passed the State Board Examination for the District of Columbia. Cosmetology applicants are required to pass both a written and practical examinations.

**Barber-Styling**--To become a licensed barber-stylist, the student must have completed 1500 clock hours of study, fulfilled all financial and academic requirements of the school, and applied for and passed the State Board of Examination for the District of Columbia. Barber-Styling applicants are required to pass both a written and practical examination.

**Instructor Course**--To receive an instructor license in the District of Columbia, the student must have completed not less than 2500 clock hours of training and must have served in the capacity of a licensed operator for at least 6 months. 1500 hours of general cosmetology or barber-styling training is required, and the student must successfully complete an additional 1000 hours of instructor training. Upon the successful completion of at least 2500 clock hours of training and 6 months of work as an operator, the student must apply for and pass the District of Columbia State Board Examination for an instructor license. The Instructor applicant is required to earn a passing score on both a written and practical examination.

**Manager Course**--To receive a manager license in the District of Columbia, the student must have completed not less than 2100 clock hours of training and must have served as a licensed operator for at least 6 months. 1500 clock hours of general cosmetology or barber-styling training is required, and the student must successfully complete an additional 600 clock hours of manager training. Upon the successful completion of at least 2100 clock hours of training and 6 months of work as an operator, the

student must apply for/pass the District of Columbia State Board Examination for a manager license. The Manager applicant is only required to pass a written examination with a passing score.

**Manicuring 1 Course**— To become a licensed manicurist, the student must have completed 350 clock hours of manicuring training, fulfilled all financial and academic requirements of the school, applied for and passed the State Board of Examination for the District of Columbia.

## **PAYMENT PLAN**

The total cost of matriculation at Bennett Career Institute (the application fee, enrollment fee, tuition, and the cost of kit and books) is due in full at the time of enrollment. However, at BCI's discretion, students may be allowed to make a down payment and to pay-as-they-go. Under the payment plan, students are required to make a down payment and to pay monthly payments throughout their tenure at BCI. The down payment and monthly payments must equal the total cost of matriculation. BCI is also a participant with the Department of Veterans Affairs, the District of Columbia Educational Grant Programs, and with the U.S. Department of Education Title IV Funding Program. Payments for eligible students are accepted from these programs. All students are required to satisfy their financial obligations in full before receiving grades and accumulated clock hours from BCI.

## **REFUND POLICY**

**This refund policy applies to all terminations, for any reason, by either party, including student decision, course or program cancellation, or school closure. It requires that refund calculations are performed, and that refunds are made timely. Refund calculations are based on actual hours.**

1. An applicant not accepted for training by BCI will be entitled to a refund of all monies paid, except the \$25.00 non-refundable application fee.
2. If a student or legal guardian cancels the enrollment agreement within three (3) business days of signing, and demands his/her money back in writing, shall be reimbursed all monies paid, except the non-refundable application fee. For cancellations or withdrawals, the cancellations date will be determined by the postmark on the written notification, or the date said information is delivered to the school and person. This policy applies regardless of whether the student has actually started training.
3. A student who cancels his/her enrollment agreement after three(3) business days after signing, but prior to starting classes, shall be entitled to a refund of all monies paid to BCI, less the application fee of twenty five (\$25.00) dollars.
4. Any monies due a student or legal guardian shall be refunded within forty five (45) days of formal cancellation, or formal termination by the school, which shall occur no more than thirty (30) days from the last day of attendance, or in the case of a leave of absence, the documented date of return. If a student on 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 BCI that he/she will not be returning. The required date of the refund is determined by counting from the date the withdrawal was determined. However, the refund itself is calculated based on actual hours the student have on his/her last date of attendance.
5. Any monies due a student, who unofficially withdraws from BCI, shall be refunded within forty five (45) days of a determination that the student has withdrawn. BCI will monitor attendance records every

thirty (30) days to determine unofficial withdrawals. When a student notifies BCI of his/her withdrawal, refunds will be made within forty five (45) days of the notification. Students who terminate prior to course completion will be charged a \$100.00 termination fee.

6. A student who is expelled by the school will receive a refund calculation of the time spent at the school and if monies are due the student, he/she will receive the refund within 45 days of the time they were expelled. The expelled student does not pay a termination fee. The expelled student only pay for hours spent at the institution.

7. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized to meet the minimum standards for refunds:

<b>% Length Completed to Total Length of Program/Course</b>	<b>Amount of Total Tuition Owed to School</b>	<b>Time in Weeks Full-Time Students</b>	<b>Time in Weeks Part-Time Students</b>
0.01% to 4.9%	20%	1 Day to 2.5 Wks.	1 Day to 3.8 Wks.
5% to 9.9%	30%	2.6 Wks. to 5.1 Wks.	3.9 Wks. to 7.7 Wks.
10% to 14.9%	40%	5.2 Wks. to 7.7 Wks.	7.8 Wks. to 11.6 Wks.
15% to 24.9%	45%	7.8 Wks. to 12.9 Wks.	11.7 Wks. to 19.4 Wks.
25% to 49.9%	70%	13 Wks. to 25.9 Wks.	19.5 Wks. to 38.9 Wks.
50% and over	100%	26 Wks. and over	39 Wks. and over

7. When situations of mitigating circumstances are in evidence, BCI may provide a refund to the student which exceeds the Tuition Adjustment Guidelines.

8. Cost of the kit, books, equipment and supplies are not included in tuition adjustment computations. These items become the property of the student when issued, and are non-refundable.

9. If BCI is permanently closed and ceases to offer instructions after students have enrolled and instruction has begun, the students will receive a pro-rata refund of tuition.

10. If a program or course is canceled subsequent to a student's enrollment and before instruction has begun, BCI shall at its option:

- a. Provide a full refund of all monies paid; or
- b. Provide completion of the program or course.

**ADMINISTRATIVE FEES**

Application Fee	\$25.00
Enrollment Fee	\$50.00
Returned Check Charge	\$25.00
Late Payment Charge	\$25.00
Aptitude (ATB) Test Fee	\$25.00
Termination Fee	\$100.00

## **SAFETY REQUIREMENTS**

Cosmetologist, barbers, instructors, and managers must be willing to learn bacteriology, sterilization and sanitation procedures, the make-up and dangers of chemicals, and how to work safely with them. Safety precautions for personal protection and for clients must be practiced at all times. Persons with communicable, contagious, or infectious diseases should not choose these professions.

## **CAMPUS SECURITY REPORT**

The following is a listing of campus crimes that have been reported to Bennett Career Institute, and local law enforcement authorities between September 2014 and September 2015.

Murder = 0	Motor Vehicle Theft = 0	Aggravated Assault = 0
Robbery = 0	Rape = 0	Burglary = 0

There has been NO On-Campus arrest for liquor law, drug abuse, or weapon possession violations. BCI students and staff must report all on-campus crimes to the Administrative Office immediately. Students and staff may also report crimes to the **local police**.

## **COMPLETION, PLACEMENT, AND LICENSURE RATES**

### **COMPLETION, PLACEMENT, AND LICENSURE RATES AT BENNETT CAREER INSTITUTE FOR ANNUAL REPORT YEAR 2013-2014 ARE AS FOLLOWS:**

<b>COMPLETION RATE</b>	<b>51.28%</b>
<b>PLACEMENT RATE</b>	<b>96.67%</b>
<b>LICENSURE RATE</b>	<b>100.00%</b>

**BENNETT CAREER INSTITUTE, (BCI) CATALOG INSERT**

**LISTING OF TUITION AND FEES-----SCHEDULE A**

**COURSES OFFERED**

**Effective Date 07-01-2016**

<b>COURSE</b>	<b>HOURS REQUIRED</b>	<b>APPROX. TIMEFRAME FULL-TIME STUDENTS</b>	<b>APPROX. TIMEFRAME PART-TIME STUDENTS</b>
Cosmetology	1500	12 Months	18 Months
Barber Styling Course	1500	12 Months	18 Months
Instructor Course	1000	8.5 Months	12.5 Months
Manager Course	600	5 Months	8 Months
Manicuring 1	350	---	24 Weeks
Make-up Artistry	60	---	6 Weeks
Braiding Course	100	---	8 Weeks

**COURSE COST**

<b>COURSE</b>	<b>TUITION</b>	<b>ENROLLMENT FEE</b>	<b>KIT &amp; BOOKS</b>	<b>TOTAL COST</b>	<b>HOURLY RATES</b>
Cosmetology	\$17,000.00	\$50.00	\$950.00	\$18,000.00	\$11.33
Barber Styling Course	\$15,000.00	\$50.00	\$950.00	\$16,000.00	\$10.00
Instructor Course	\$7,550.00	\$50.00	\$400.00	\$8,000.00	\$7.55
Manager Course	\$5,650.00	\$50.00	\$300.00	\$6,000.00	\$9.42
Manicuring 1	\$1,575.00	\$50.00	\$250.00	\$1,875.00	\$4.50
Make-up Artistry	\$1,200.00	\$50.00	\$350.00	\$1,600.00	\$20.00
Braiding Course	\$730.00	\$50.00	\$70.00	\$850.00	\$7.30

The total cost of matriculation at Bennett Career institute (the application fee, the enrollment fee, tuition, and the cost of the kit and books) is due in full at the time of enrollment. However, at BCI'S discretion, students may be allowed to make a down payment and to pay-as-they-go. Under the payment plan, students are required to make a down payment and to make monthly payments throughout their tenure at BCI. The down payment and monthly payments must equal the total cost of matriculation. BCI is also a participant with the Department of Veteran Affairs, the District of Columbia Educational Grant Programs, and with the U.S. Department of Education Title IV Funding Program. Payments for eligible students are accepted from these programs. All students are required to satisfy their financial obligations in full before receiving grades and accumulated clock hours from BCI.

Upon receipt, the kit and books become the property of the student, and therefore, the fees collected for them are non-refundable. Kits are a requirement.

No deposit for those who qualify. Application fees are non-refundable fees of \$25.00.

**STUDENTS TAKING THE MAKE-UP COURSE AND THE BRAIDING COURSE MUST PAY THEIR FULL TUITION BEFORE CLASS BEGIN!**

**\*\*\*\*\* KITS ARE A REQUIREMENT\*\*\*\*\***

**BENNETT CAREER INSTITUTE, INC. (BCI)**

**FACULTY AND ADMINISTRATIVE STAFF**

<b>FACULTY LISTING</b>	<b>2017</b>	<b>DATE OF HIRE</b>
<b>CHET A. BENNETT</b>	<b>CEO AND FOUNDER</b>	<b>8/29/96</b>
BONITA CLARK BRANCH	COSMETOLOGY INSTRUCTOR	7/12/03
BRENDA ARNOLD	COSMETOLOGY INSTRUCTOR	1/06/97
DWAYNE JONES	BARBER-STYLIST INSTRUCTOR	1/3/17
KATINA RAYFORD	COSMETOLOGY INSTRUCTOR	7/13/16
LORENZO MCCREA	BARBER-STYLIST INSTRUCTOR	4/30/14
VIVIAN PERRY	MAKEUP ARTISTRY INSTRUCTOR	4/19/16
CAROLYN SMITH	BRAIDING 101 INSTRUCTOR	10/19/15
JANICE POWELL	COSMETOLOGY INSTRUCTOR	2/2/16
SHANIQUA GRAY	COSMETOLOGY INSTRUCTOR	2/2/16

**SUBSTITUTE FACULTY:**

EVELYN ALSTON	BARBER-STYLING INSTRUCTOR
ACIA WILLIAMS	COSMETOLOGY INSTRUCTOR
KATINA RAYFORD	COSMETOLOGY INSTRUCTOR
SHAWN WIGGINS	BARBER/COSMETOLOGY INSTRUCTOR

<b>STAFF LISTING</b>		<b>DATE OF HIRE</b>
JOYCE BENNETT	PRESIDENT	8/29/96
CHET BENNETT	CEO AND FOUNDER	8/29/96
ROBERTA BENNETT	CO-FOUNDER AND SCHOOL DIRECTOR	8/29/96
ROBERT BENNETT	CHIEF OPERATING OFFICER	8/29/96
DARIUS BENNETT	ADMINISTRATIVE ASSISTANT	9/9/12
RUTH ALEXANDER	DIRECTOR OF RETAIL SALES	8/29/96
JAMES CARTER	DIRECTOR OF ADMISSIONS	6/17/13
MELVIN WELLS	ADMINISTRATIVE ASSISTANT	4/6/06
DENISE DAVIS	DIRECTOR OF FINANCIAL AID	8/12/03
WILLIAM BUDD	ADMINISTRATIVE ASSISTANT	9/12/11
RASHAN BROADNAX	CREATIVE DIRECTOR	5/27/08
SANDRA DOUGLAS	RETAIL/CASHIER	1/25/05
JOSEPH WILSON	SUPERVISOR ENVIRONMENTAL CONTROL	1/28/12
PATRICK MCCOY	ENVIRONMENTAL CONTROL	1/14/11
SEAN WOODARD	ENVIRONMENTAL CONTROL	9/23/13
BEVERLY FOX	ENVIRONMENTAL CONTROL	4/4/16
CHERYL DIXON	FINANCIAL AID ASSISTANT	2/29/16

## VETERAN'S AFFAIRS START DATE – 2017

### COSMETOLOGY AND BARBER-STYLIST-1500 HOURS

SCHEDULED CLASS START & GRAD DATES**(IN BOLD ARE CLASS STARTING DATES)												
	JAN-3/4*	FEB-7/8*	MAR-7/8*	APR -4/5*	MAY-2/3*	JUN-6/7*	JUL 5/5*	AUG-1/2*	SEPT-5/6*	OCT-3/4*	NOV-7/8*	DEC-5/6*
DAY-FT	1/13/18	2/17/18	3/17/18	4/14/18	5/12/18	6/6/18	7/14/17	8/2/18	9/15/18	10/13/18	11/17/18	12/15/18
DAY-PT	1/7/18	8/11/18	9/8/19	10/6/18	11/3/18	12/8/18	1/5/18	4/12/418	3/9/19	4/6/19	5/11/19	6/8/19
*EVE-20	7/7/18	8/11/18	9/8/18	10/6/18	11/3/18	12/18/18	1/5/18	4/12/18	3/9/19	4/6/19	5/11/19	6/8/19
*EVE-17	10/7/18	11/11/18	12/9/18	1/6/19	2/3/19	3/1/19	4/7/18	5/1/19	6/9/19	7/7/19	8/11/19	9/8/19

### INSTRUCTORS PROGRAM-HOURS-1000 HOURS

SCHEDULED CLASS START & GRAD DATES**(IN BOLD ARE CLASS STARTING DATES)												
	JAN-3/4*	FEB-7/8*	MAR-7/8*	APR -4/5*	MAY-2/3*	JUN-6/7*	JUL 5/5*	AUG-1/2*	SEPT-5/6*	OCT-3/4*	NOV-7/8*	DEC-5/6*
DAY-FT	9/18/17	10/23/17	11/20/17	12/18/17	1/15/18	2/19/18	3/19/17	4/12/18	5/21/18	6/18/18	7/23/18	8/20/18
DAY-PT	1/13/18	2/17/18	3/17/18	4/14/18	5/12/18	6/16/18	7/14/17	8/7/18	9/5/18	5/26/18	11/17/18	12/15/18
*EVE-20	1/13/18	2/17/18	3/17/18	4/14/18	5/12/18	6/16/18	7/14/17	8/7/18	9/5/18	5/26/18	11/17/18	12/15/18
*EVE-17	3/15/18	4/19/18	5/17/18	6/14/18	7/12/18	8/16/18	9/13/17	10/7/18	11/15/18	12/13/18	1/17/19	2/14/19

### MANAGERS PROGRAM-600 HOURS

SCHEDULED CLASS START & GRAD DATES**(IN BOLD ARE CLASS STARTING DATES)												
	JAN-3/4*	FEB-7/8*	MAR-7/8*	APR -4/5*	MAY-2/3*	JUN-6/7*	JUL 5/5*	AUG-1/2*	SEPT-5/6*	OCT-3/4*	NOV-7/8*	DEC-5/6*
DAY-FT	6/17/17	7/22/17	08/19/17	09/16/17	10/14/17	11/18/17	12/16/16	1/9/18	2/17/18	3/17/18	4/21/18	5/19/18
DAY-PT	8/26/17	9/30/17	10/28/17	11/25/17	12/23/17	1/27/18	2/24/17	3/20/18	4/28/18	5/26/18	6/30/18	7/28/18
*EVE-20	1/13/18	9/30/17	10/28/17	11/25/17	12/23/17	1/27/18	2/24/17	3/20/18	4/28/18	5/26/18	6/30/18	7/28/18
*EVE-17	10/2/17	11/6/17	12/4/17	1/2/18	1/29/18	3/5/18	1/2/18	4/26/18	6/4/18	7/2/18	8/6/18	9/3/18

**\*DATES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE**

**Makeup 101 is not approved for Veterans Affairs.**

**Braiding and Manicurist I & II classes are currently unavailable for 2017 calendar.**