

Blush Platinum Academy

Handbook and Catalog

Blush Platinum Academy
114 Thompson Drive
Bridgeport, WV 26330
(304) 933- 3074

<https://www.blushacademywv.com/>
email: blushplatinumacademy@gmail.com

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MISSION STATEMENT

Blush Platinum Academy's mission is to provide both theory and practical preparation for a successful cosmetic career. Our education process is designed to allow students to learn in a realistic salon environment while providing constructive critiques for personal and professional growth.

THOUGHTS ON EDUCATION

"The beautiful thing about learning is that no one can take it away from you." - B.B. King

"Education is not just about going to school and getting a degree. It's about widening your knowledge and absorbing the truth about life." - Shakuntala Devi

CAMPUS LOCATION

Blush Platinum Academy is in the Gabe's Shopping Plaza at 114 Thompson Drive, Bridgeport, WV 26330; telephone (304) 933-3074. The school consists of two theory classrooms, three clinic classrooms, a student lounge/lunchroom, two restrooms, and the clinic floor where client services are provided.

NAME AND ADDRESS OF STATE LICENSING AGENCIES

Blush Platinum Academy is licensed by the West Virginia Board of Barbers and Cosmetologists and the West Virginia Higher Education Policy Commission:

West Virginia Board of Barbers and Cosmetologists
1201 Dunbar Ave, Dunbar, WV 25064
Telephone: (304) 558-2924

West Virginia Council for Community and Technical College Education
1018 Kanawha Boulevard, East, Suite 700
Charleston, WV 26301
Telephone: (304) 558-2927

This college has available for review copies of the college's license and accreditation.

FINANCIAL AID PROGRAMS

Blush Platinum Academy participates in the following tuition assistance programs:

- WIOA- Contact the local job service in your area:
Workforce West Virginia
153 W Main St
Clarksburg, WV 26301
- West Virginia Department of Rehabilitation Services- Contact the local Division of Rehab Services in your area
- Climb Credit- To apply students may contact Climb electronically, <https://climbcredit.com/apply/blush>, or by mail at:
Climb Credit
701 S Carson Street, STE 200
Carson City, NV 89701
- Alternative Financing Available- Contact Blush Platinum Academy Admissions

GENERAL INFORMATION

If you need housing or daycare services, please ask the Admission's Office for a listing of community resources.

If you need to obtain a copy of your high school diploma, please contact your high school and request a duplicate copy or a certified transcript showing the date of graduation. To obtain a copy of your GED, please write or call WV Department of Education Building 6, Room B-230 Capitol Complex Charleston, WV, 25305, (304) 558-6315. To get information about GED testing sites and classes, please contact the United Technical Center at 304-326-7580

To obtain a copy of your birth certificate, please contact the courthouse in the county in which you were born. Vital Check may also provide you with a copy for a fee. Call 1-800-255-2414 or www.vitalchek.com.

To become a registered voter, please ask our Admissions Office for information. All students will be excused to vote in local and national elections but will be required to make up missed hours.

To register for Selective Service, forms may be picked up at the post office, any government agency, or online at www.wvsos.com.

STUDENT ORIENTATION

At the beginning of each new term, an orientation program will be provided. The purpose of this orientation is to ensure that all new students are familiarized with the institution's policies, procedures and facility layout, emergency exits and other important information. Orientation will be scheduled prior to the start of all new classes. Students will be informed of this date during their enrollment process.

COLLEGE CALENDAR

Cosmetology
Hairstyling
Esthetics

Classes begin in January and July
Classes begin in January and July
Classes begin in January and July

The following dates will be designated as college holidays if the holiday falls upon a regularly scheduled school day:

New Year's Day
Memorial Day
Labor Day
Independence Day

Thanksgiving Day
Christmas Eve
Christmas Day

It is at the institution's discretion that **other** days may be deemed holidays. Students will be informed of these days in advance.

CLASS SCHEDULE

Cosmetology	1-1800 Hours	Mon- Virtual (7.5 hours) Tues-Thurs- 8:30- 4:30
Hairstyling	1-1000 Hours	Mon- Virtual (7.5 hours) Tues-Thurs- 8:30-4:30
Esthetics	1-600 Hours	Mon- Wed- 8:30-4:30 Thurs- Virtual (7.5 hours)

Weekly hours total 30 hours with the observance of a 30-minute lunch break daily. Student attendance on these days and during these hours may vary slightly according to the individual student contract.

Students may be given the opportunity to make up missed hours due to absences at the discretion of the institution and/or instructor availability.

When severe weather conditions exist, Blush Platinum Academy observes snow days in accordance with the Harrison County Public School Delays and Cancellations.

Substitute Instructors will be notified twenty-four hours prior to absence of full-time instructor.

ADMISSIONS REQUIREMENTS

All programs and courses taught by the institution will be in English. All textbooks, learning material, contracts, catalogs, etc. will be in English. Only applicants who can communicate effectively English will be enrolled in the institution.

Applicants must have successfully completed high school or its equivalent as evidenced by any of the items on the following list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion. We do not currently participate in the Ability to Benefit Test.

Applicants must complete and sign the Enrollment Agreement and the student application. Each applicant must submit the enrollment and application fees when applicable and complete any other forms that the institution may deem necessary.

TO COMPLETE ENROLLMENT, THE APPLICANT IS REQUIRED TO SUBMIT THE FOLLOWING:

- A. Documentation that you are at minimum of seventeen (17) years old when you begin classes
- B. A copy of your high school diploma, GED, or equivalent.
 - a. If you have a foreign high school diploma, it must be translated and evaluated per the West Virginia state requirements using Aequo International.
- C. A certificate of health form from a licensed physician (completed withing 1 year) for all programs.
- D. Completed application form from the West Virginia Board of Barbers and Cosmetologist
- E. A copy of your social security card
- F. A copy of your driver's license
- G. Passport style picture, showing your full face
- H. State board permit (student license- cost 25.00, completed during admission appointment)
- I. If you previously attended another school of Cosmetology, you must provide an academic transcript to receive credits for hours attended if applicable. *

* All transfer students must request transcript from Cosmetology School/College previously attended and request to have their transcript mailed directly to Blush Platinum Academy. The transcript must contain the following:

- a. Breakdown of each subject completed.
- b. Grades earned in each subject (must be a "C" (75%) or better).
- c. Hours completed in each subject.
- d. School seal or notarized.

A placement examination will be administered to all transferring students to determine placement within the program of study. Hours accepted will be at Blush Platinum Academy's discretion, according to the West Virginia Board of Barbers and Cosmetologists (WVBBC). Please note that web-based hours and internship hours are not accepted by the WVBBC.

Tuition is based on the remainder of hours needed to complete the program.

Blush Platinum Academy reserves the right to cancel class or limit enrollment prior to the start date due to minimum or maximum class enrollment, or for any other reason.

PROGRAM RE-ENROLLMENT PROCEDURES

Students who have previously attended Blush Platinum Academy must reapply for admission. Any student having been terminated or dismissed by the institution, or having voluntarily withdrawn, may apply for re-enrollment. The student will be subject to the same enrollment criteria of the institution as if that student were applying for admission as a first-time applicant into the program. If a student has been terminated or dismissed by the institution for offenses as outlined in the school handbook, re-enrollment will also be at the discretion of the institution. All financial obligations to Blush Platinum Academy must be met prior to re-enrollment.

If the applicant enrolled in another college during his/her absence, an academic transcript must be forwarded to Blush Platinum Academy. Such applicants will enroll under the current tuition fees and will be required to submit an enrollment fee, together with his/her application.

PROGRAMS OF STUDY

Blush Platinum Academy provides programs in the following:

Cosmetology: The 1800-hour Cosmetology Program offers students the opportunity to become a licensed Cosmetologist. This program provides general skills in haircutting, hairstyling, facials, manicuring, pedicuring, and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry. Graduates will be eligible for entry-level positions in the industry, such as: hairstylist, salon manager/owner, manicurist, and other jobs within the industry. The program has a duration of approximately 50 weeks. 37.50 hours weekly with 30 minutes for lunch.

Hairstylist: The 1000-hour Hairstylist Program offers students the opportunity to become a licensed stylist. This program provides general skills in haircutting, hairstyling, permanent waving, hair coloring, shampooing, and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hairstylist, salon manager/owner, and other jobs within the industry. The program has a duration of approximately 30 weeks. 37.50 hours weekly with 30 minutes for lunch.

Esthetics: The 600- hour Esthetics Program offers the student the opportunity to become a licensed Esthetician. This program provides general skills of make-up, massage, and lashing techniques. Emphasis is placed upon skin care, treatments, and product knowledge. Graduates will be eligible for a career working alongside a dermatologist, chemist, or opening a day spa. The program has a duration of approximately 20 weeks. 37.50 hours weekly with 30 minutes for lunch.

COST FOR EACH PROGRAM OF STUDY AT BLUSH PLATINUM ACADEMY

COSMETOLOGY PROGRAM

Application Fee	\$100.00
Enrollment Fee	\$125.00
Program Tuition	19,875.00
Books & Kit	\$1,400.00
Total Cost	\$21,500.00

HAIRSTYLIST PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$125.00
Program Tuition	\$12,575.00
Books & Kit	\$1200.00
Total Cost	\$14,000.00

ESTHETICS PROGRAM	
Application Fee	\$100.00
Enrollment Fee	\$125.00
Program Tuition	\$10,125.00
Books & Kit	\$600.00
Total Cost	\$11,000.00

PROGRAM CURRICULUM

COSMETOLOGY PROGRAM

Length of program: approximately 50 weeks

The 1800-hour Cosmetology Program offers students the opportunity to become a licensed Cosmetologist. This program provides general skills in hairdressing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

The program includes Haircutting, Hairstyling, Hair Color, Permanent Waving, Manicuring, Facials, Anatomy and Physiology, and other pertinent subjects. Practical clinic work, supervised by a licensed instructor, is also part of the program.

This program can be completed in approximately 50 weeks. Completion of the subjects listed below will prepare the student to graduate and take the State Board Examination to become a licensed Cosmetologist. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hair stylist, salon manager/owner, manicurist, and other jobs within the industry.

Minimum curriculum for a cosmetologist for 1800 clock hour course:

General Professional Information	Theory Work 100 Clock Hours	Practical Hours 0 Clock Hours
Professional Development Human Relations State Law First Aid		Effective Communication Business Management/Ownership Sanitation in the Licensed Facility General Infection Control

The Science of Cosmetology	Theory Work 200 Clock Hours	Practical Work 50 Clock Hours
General Anatomy and Physiology Basics of Chemistry Properties of the Hair and Scalp Infection Control Specifically for Cosmetology		Skin Diseases and Disorders Basics of Electricity

Professional Cosmetology	Theory Work 50 Clock Hours	Practical Work 400 Clock Hours
Principles of Hair Design Scalp Care, Shampooing, and Conditioning Braiding and Extension		Haircutting Hairstyling Wigs and Hair Additions

Chemicals	Theory Work 100 Clock Hours	Practical Work 100 Clock Hours
Chemical Texture Services Hair Coloring		

The Science of Aesthetics	Theory Work 117 Clock Hours	Practical Work 50 Clock Hours
Basics of Chemistry Basics of Nutrition Infection Control for Aesthetics		Basics of Electricity General Anatomy and Physiology

Skin Sciences	Theory Work 40 Clock Hours	Practical Work 90 Clock Hours
Physiology and Histology of the Skin Disorders and Diseases of the Skin Skin Care Products: Chemistry, Ingredients and Selection		Skin Analysis

General Aesthetics	Theory Work 36 Clock Hours	Practical Work 167 Clock Hours
The Treatment Room Basic Facial Hair Removal Advance Topics and Treatments Makeup		
The Science of Manicuring	Theory Work 64 Clock Hours	Practical Work 10 Clock Hours
Electricity		Nail Structure and Growth

Nail Product Chemistry Basics of Chemistry Nail Diseases and Disorders	General Anatomy and Physiology Skin Structure and Growth Infection Control Specifically for Manicuring
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Basic Manicure/Pedicure Procedures	Theory Work 12 Clock Hours	Practical Work 80 Clock Hours
Pre and Post Service Procedures Handling and Exposure Incidents Performing Basic Manicures and Pedicures Hand, Arm, Foot and Leg Massages	Disinfecting Tools and Implements Wraps, Tips, Paraffin Wax Treatments Polishing, UV Gel and Design	

The Art of Manicuring	Theory Work 21 Clock Hours	Practical Work 113 Clock Hours
Advanced Manicuring and Pedicuring Electric Filing Nail Tips and Wraps Monomer Liquid and Polymer Powder Nail Enhancements	UV Gels Creative Design	

COSMETOLOGY PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 1800 hours:

1. Apply academic theory information into judgements and knowledge behind decisions.
2. Effectively communicate with clients and fellow students.
3. Project professionalism, personal hygiene, professional appearance, and develop life skills.
4. Perform proper client consultations to achieve total looks.
5. Apply business and salesmanship skills along with preparing for licensure.
6. Perform the basic manipulative skills in hair shaping, chemical texture services, hair styling, hair coloring, scalp and hair care, skin and makeup, and nail care.

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library reference are all resources that support various areas of the program.

TEACHING AND LEARNING METHODS

The course is presented through a set of learning modules which address theory, skills and techniques, state board preparation, and entry level job skills. All equipment and products are comparable to those used in the industry. The course is presented through lesson plans that reflect industry educational methods and processes. Each subject is presented by means of textbooks, lectures, demonstrations, student participation, and practical labs. Additional learning opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

GRADING PROCEDURES

Academic learning is evaluated after each module is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and mastered according to the task requirements for the program requirements. Competency and mastery must meet the 75% passing grade or must be repeated. If 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59%- below	F

GRADUATION REQUIREMENTS FOR COSMETOLOGY PROGRAM

Blush Platinum Academy will grant a certificate of graduation and official transcript of hours for the applicable course when the student has successfully completed all phases of study, required test, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to state requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 1800 hours, approximately 50 weeks. All un-excused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid prior to receiving certificate of graduation and official transcript. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

HAIRSTYLIST PROGRAM

Length of program: approximately 30 weeks

The 1000- hour Hair Stylist Program offers students the opportunity to become a licensed stylist. This program provides general skills in hairdressing and practical shop experience. Emphasis is placed upon utilization of all equipment vital to the beauty industry.

The program includes Haircutting, Hairstyling, Hair Color, Permanent Waving, Anatomy and Physiology, and other pertinent subjects. Practical clinic work, supervised by a licensed instructor, is also part of the program.

This program can be completed in approximately 30 weeks. Completion of the subjects listed below will prepare the student to graduate and take the State Board Examination to become a licensed stylist. Graduates will be eligible for entry-level positions in the beauty industry, such as: a hair stylist, salon manager/owner, and other jobs within the industry.

Minimum curriculum for a hairstylist for 1000 clock hour course:

General Professional Information	Theory Work 100 Clock Hours	Practical Work 0 Clock Hours
Professional Development Human Relations State Law First Aid		Effective Communication Business Management/Ownership Sanitation in the Licensed Facility General Infection Control
The Science of Cosmetology	Theory Work 200 Clock Hours	Practical Work 50 Clock Hours
Infection Control Specifically for Cosmetology General Anatomy and Physiology Skin Diseases, Disorders, and Structure Properties of the Hair and Scalp		Basics of Chemistry Basics of Electricity
Professional Cosmetology	Theory Work 50 Clock Hours	Practical Work 400 Clock Hours
Principles of Hair Design Scalp Care, Shampooing, and Conditioning Haircutting Hairstyling		Braiding and Extensions Wigs and Hair Additions
Chemicals	Theory Work 100 Clock Hours	Practical Work 100 Clock Hours
Chemical Texture Services Hair Coloring		

HAIRSTYLIST PROGRAM OBJECTIVES

The graduate will be able to complete the following upon the completion of 1000 hours:

1. Apply academic theory information into judgements and knowledge behind decisions.
2. Effectively communicate with clients and fellow students.
3. Project professionalism, personal hygiene, professional appearance, and develop life skills.
4. Perform proper client consultations to achieve total looks.
5. Apply business and salesmanship skills along with preparing for licensure.

6. Perform the basic manipulative skills in hair shaping, chemical texture services, hair styling, hair coloring, scalp and hair care.

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library reference are all resources that support various areas of the program.

TEACHING AND LEARNING METHODS

The course is presented through a set of learning modules which address theory, skills and techniques, state board preparation, and entry level job skills. All equipment and products are comparable to those used in the industry. The course is presented through lesson plans that reflect industry educational methods and processes. Each subject is presented by means of textbooks, lectures, demonstrations, student participation, and practical labs. Additional learning opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

GRADING PROCEDURES

Academic learning is evaluated after each module is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and mastered according to the task requirements for the program requirements. Competency and mastery must meet the 75% passing grade or must be repeated. If 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59%- below	F

GRADUATION REQUIREMENTS FOR HAIRSTYLIST PROGRAM

Blush Platinum Academy will grant a certificate of graduation and official transcript of hours for the applicable course when the student has successfully completed all phases of study, required test, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to state requirements; completed all exit paperwork; attended an exit

interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 1000 hours, approximately 30 weeks. All un-excused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid prior to receiving certificate of graduation and official transcript. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

ESTHETICS PROGRAM

Length of program: approximately 20 weeks

The 600-hour Esthetics Program offers the student the opportunity to become a licensed Esthetician. This program provides the general skills of makeup and massage. Emphasis is placed upon skin care, treatments, and product knowledge.

This program includes nutrition, health of skin, skin structure, temporary hair removal methods, etc. Practical clinic work, supervised by a licensed instructor, is also part of the program.

This program can be completed in approximately 20 weeks. Completion of the subjects listed below will prepare the student to graduate and take the State Board Examination to become a licensed Esthetician. Graduates will be eligible for a career working alongside a dermatologist, chemist, or opening your own day spa.

Minimum curriculum for an esthetician for 600 clock hour course:

General Professional Information	Theory Work 100 Clock Hours	Practical Work 0 Clock Hours
Professional Development Effective Communication Human Relations Business Management/Ownership State Law		Sanitation in the Licensed Facility Sanitation Processed and Guidelines First Aid General Infection Control

The Science of Aesthetics	Theory Work 117 Clock Hours	Practical Work 50 Clock Hours
Infection Control Specifically for Aesthetics General Anatomy and Physiology Basics of Chemistry Basics of Electricity Basics of Nutrition		

Skin Sciences	Theory Work 40 Clock Hours	Practical Work 90 Clock Hours
Physiology and Histology of the Skin Disorders and Diseases of the Skin Skin Analysis Skin Care Products: Chemistry, Ingredients, and Selection		
General Aesthetics	Theory Work 36 Clock Hours	Practical Work 167 Clock Hours
The Treatment Room Basic Facial Facial Massage Hair Removal		Advance Topics and Treatment Makeup

ESTHETICS PROGRAM OBJECTIVES:

The graduate will be able to complete the following upon completion of 600 hours.

1. Apply academic theory information into judgements and knowledge behind decisions.
2. Effectively communicate with clients and fellow students.
3. Project professionalism, personal hygiene, professional appearance, and develop life skills.
4. Perform proper client consultations to achieve optimum results.
5. Apply business and salesmanship skills along with preparing for licensure.
6. Perform the basic manipulative skills in skin analysis, utilizing machines, facial manipulations and massage, extractions, proper draping, hair removal, and makeup application.

REFERENCES

Web-based curriculum materials, instructional videos, YouTube, and industry magazines for library reference are all resources that support various areas of the program.

TEACHING AND LEARNING METHODS

The course is presented through a set of learning modules which address theory, skills and techniques, state board preparation, and entry level job skills. All equipment and products are comparable to those used in the industry. The course is presented through lesson plans that reflect industry educational methods and processes. Each subject is presented by means of textbooks, lectures, demonstrations, student participation, and practical labs. Additional learning opportunities include guest speaker lectures and demonstrations, field trips, special projects, and various visual aids.

GRADING PROCEDURES

Academic learning is evaluated after each module is completed. Students must maintain a grade of 75% or above to meet satisfactory requirements. Students must make up failed exams to achieve the 75% grading criteria. Practical tasks are graded as completed and mastered according to the task requirements for the program requirements. Competency and mastery must meet the 75% passing grade or must be repeated. If 75% is not obtained remediation of the specific content will take place and the assessment will be repeated to meet the 75% satisfactory requirement. As part of the program requirements practical skills are graded according to the preparation obtained through the curriculum and a final exam must be passed for graduation.

90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59%- below	F

GRADUATION REQUIREMENTS FOR ESTHETICS PROGRAM

Blush Platinum Academy will grant a certificate of graduation and official transcript of hours for the applicable course when the student has successfully completed all phases of study, required test, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to state requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school. Student must attend a minimum of 80% of all scheduled classes and maintain at least a 75% grade point average.

ADDITIONAL INFORMATION

The program will consist of 600 hours, approximately 20 weeks. All un-excused makeup time will cost \$20.00 per hour. Unexcused makeup time must be paid prior to receiving certificate of graduation and official transcript. Unexcused time includes, but is not limited to, long lunches, coming in late, and leaving early. Missed time that is excused must be made up but is not subject to a charge.

GRADE APPEAL POLICY

Any individual student may appeal any grade given in an individual subject. If the student is under age 18, the parents or guardian may accompany the student at the instructor's discretion. The procedure for appeal of any grade is as follows:

1. A student may appeal a grade within ten (10) days of receipt of an individual subject grade. If an appeal is not submitted within ten (10) days, the decision is not reversible.
2. The first appeal shall be upon verbal notice to the instructor by the student. The instructor shall review the grade with the student, documenting the review with the student, setting forth aspects considered in the resulting grade given to the student for the individual subject.

a. If the grade dispute is not settled between the student and instructor, then the student may appeal the instructors' decision as follows:

i. Student must, within ten (10) days of review with the instructor, submit a written request to the Director to review the grade. The student must give the date of review of the grade with the instructor, the instructor's name, and the program in which the grade was received.

ii. This procedure must be documented by the School Manager and returned to the instructor as an advisement of the outcome of the review by the School Manager. The School Manager reviews the comments made by the instructor in the conference with the student. This review is only a paper review and must include all the factors considered by the instructor in assigning the individual student grade, as well as consideration given to the explanation provided to the student in the first appeal review.

3. After the hearing, the decision of the Director will be conveyed to the student within three (3) days. This decision is final. All decisions made will be put in writing and placed in the student's academic file.

4. Make-up work: When assigned work is not submitted on time, a grade of "I" (Incomplete) will be given. This will only apply if extenuating circumstances prevented the student from timely completion of the assignment. If assigned work is then submitted within one (1) week of the due date, a grade on the work will be issued. Incomplete work not submitted within one (1) week will result in a failing grade on that assignment.

LICENSURE REQUIREMENTS

For Cosmetology, Hairstylist, and Esthetic Students

Individuals interested in becoming a licensed cosmetologist, hairstylist, or aesthetician should follow the steps outlined below:

1. Complete your program of study to obtain your transcript and certificate.
2. Apply for examination with third-party examiner. www.dlroope.com
3. Pass examination.
4. Submit your application for registration with the West Virginia State Board of Barbers and Cosmetologist. www.wvbbc.com

Qualification for Licensure:

An applicant for licensure shall present satisfactory evidence to the West Virginia Board of Barbers and Cosmetologist that he or she:

1. Is at least 18 years of age;
2. Is of good moral character and temperate habits;
3. Has completed at least the twelfth grade of public school or its equivalent, or has passed an ability to benefit test approved by the US Department of Education;

4. Has graduated from a school of barbering or cosmetology approved by the West Virginia Board of Barbers and Cosmetologists, or in the case of a manicurist or aesthetician, has successfully completed an approved course in manicuring or aesthetics in a school of cosmetology or graduated from a school of aesthetics or nail technology/manicuring;
5. Has passed the appropriate examination;
6. Has transmitted the appropriate application to the Board with the respective fee;
7. Has presented a certificate of health from a licensed physician to the Board;
8. Is a citizen of the United States or is eligible for employment in the United States;
9. Has fulfilled any other requirement specified by the Board.

For future detailed information, please visit the West Virginia Board of Barbers and Cosmetologist website at: www.wvbbc.com

INSTITUTIONAL RETURN POLICY

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

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a non-refundable application fee of \$100.00.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less a non-refundable application fee of \$100.00 and enrollment fee of \$125.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)

7. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8. If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
9. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
10. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will provide a pro rata refund.
11. A student's account may be sent to collections for non-payment.

All refunds are based on actual hours. The following refund table distribution is used for all students due a refund. Upon withdrawal, drop, or termination, a student may owe tuition or be entitled to a refund based on their actual hours attended.

PERCENTAGE OF ACTUAL TIME ATTENDED TO TOTAL LENGTH OF COURSE/PROGRAM	TOTAL TUITION OWED TO SCHOOL
0.01% - 4.9 %	20%
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	50%
25% - 49.9%	70%
50% and over	100%

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

Students who with draw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (ex. Extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and student's enrollment agreement.

ATTENDANCE TIME

Attendance time is the time elapsed between the starting date of the program for which the student enrolls and the date upon which the student last attended class. Refund calculations determine the amount of tuition the institution has earned. Books/kit, application fee, registration fee, technical fee, and taxes are non-refundable. Tuition refunds will be based on the total clock hours of the program. Refund calculations are based on actual hours attended. The refund calculation is applied to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

TRANSFER POLICY

All transfer students must first notify the Cosmetology School/College previously attended and request to have their transcript mailed directly to Blush Platinum Academy. The transcript must contain the following:

1. Grades earned in each subject area (Must be a 75% or better)
2. Breakdown of each subject area completed
3. Hours completed in each subject
4. School transcript with seal or notarized

A placement exam will be administered to all transferring students to determine placement within the program of study at Blush Platinum Academy. Web-based hours and internship hours are not accepted by the West Virginia Board of Barbers and Cosmetologist.

Tuition is based on the remainder of hours needed to complete the program. All financial obligations must be met before the student can take the State Board Examination.

TRANSFER OF HOURS EARNED

Should an applicant desire to transfer credits or hours earned from Blush Platinum Academy to another institution, it is recommended that the applicant determine transferability of credits and hours before enrolling. The West Virginia State Board of Barbers and Cosmetologists determines whether hours or credits can be transferred to the state where the student wants to transfer. Blush Platinum Academy charges a \$250.00 fee for a copy of each transcript. Contact the State Board of Barbers and Cosmetologists for the state you are transferring hours earned from Blush Platinum Academy for approval of all hours earned. All financial obligations must be met before the transcript is completed.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students at Blush Platinum Academy. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS), the federal regulations established by the United States Department of Education, the U.S. Department of Veterans Affairs, and the West Virginia State Board of Barbers and Cosmetologists.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

1. Cosmetology, 1800-hour program: 450, 900, 1350, 1800 actual clock hours
2. Hairstylist, 1000-hour program: 450, 900, 1000 actual clock hours
3. Esthetics, 600-hour program: 300, 600 actual clock hours

Transfer Students- Midpoint of the contracted hours or the or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which is 125% of the course length) allows for students to complete each course at satisfactory academic progress is stated below:

COURSE	WEEKS	SCHEDULED HOURS
Cosmetology (Full Time, 37.5 hrs/wk)—1800 hours	60	2250
Hairstylist (Full Time, 37.5 hrs/wk)—1000 hours	34	1250
Esthetics (Full Time, 37.5 hrs/wk)—600 hours	25	750

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. **Students exceeding the maximum timeframe may stay enrolled in the institution but will not be eligible for additional funding, if applicable.**

ACADEMIC PROGRESS EVALUATIONS

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

90% - 100%	A
80% - 89%	B

70% - 79%	C
60% - 69%	D
59% and below	F

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, they may be placed on probation and, if applicable, students may be deemed ineligible to receive funding, if applicable.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Students can prevail in appeal by either being able to mathematically achieve satisfactory academic progress by next evaluation or are placed on an academic plan which allows for the achievement of SAP standards within the student's maximum time frame. 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 considering making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. ***If at the end of the probationary period, the student still has not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress, and, if applicable, students will NOT be eligible to receive funding.***

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

For a student to re-establish satisfactory academic progress student must meet the minimum attendance and academic requirements by the end of the warning or probationary period. **Those students that remain in unsatisfactory progress status during the remainder of their attendance in the course in which they are enrolled will be allowed to complete the program on a self-pay basis.**

INTERRUPTIONS, COURSE INCOMPLETES, AND WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress report 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 Director of the school describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. The 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.

Documentation for extenuating circumstances will be accepted from the following sources: Law Enforcement Officials, Medical and Surgical Professionals, Legal Aid Attorneys, Department of Human Services, or information documented by newspapers or other sources providing valid information on student's circumstances.

TRANSFER HOURS AND SATISFACTORY ACADEMIC PROGRESS

Regarding the 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.

ATTENDANCE RULES AND REGULATIONS

Tardiness: Students are expected to be in class according to their Enrollment Agreement Provisions. Students are expected to arrive at Blush Platinum Academy no later than 8:30 am. Poor road conditions and bad weather will be taken into consideration for tardiness. If you are going to be late for a scheduled class, the student should notify their instructor. If a student is not at school prior to 9:00 am, they can be sent home immediately.

Absences: Students are expected to attend each scheduled class. The minimum acceptable level of attendance is, at least, eighty (80) percent of their contracted time. Blush Platinum Academy and The West Virginia State Board of Barbers and Cosmetologist monitor monthly attendance. A student whose absences exceed twenty percent is subject to dismissal from Blush Platinum Academy. Unexcused time includes, but is not limited to, tardiness, extended lunches, and leaving early.

All unexcused hours missed are charged \$20.00 per hour.

VALID REASONS FOR ABSENCES

A medical excuse for the student, court appearance, or a death in the immediate family. Students are allotted three bereavement days for death in the immediate family. Immediate family means father, mother, child, sibling, grandparent, or spouse.

When a student is aware in advance that an absence is necessary, he/she must inform the Director. If a student has not made prior arrangements, then the student must email the director at blushplatinumacademy@gmail.com. Failure to contact the school may result in non-acceptance of documentation for an otherwise excused absence.

Documentation of excused absences will be filed in the student's record. Such documentation is required within seven (7) days of the student's date of return to class.

Unexcused absences may result in additional tuition charges. Students who have unexcused absences the day before or the day after a holiday will be suspended for three (3) days.

The unexcused tuition charge is \$20.00 per missed hour.

Unexcused tuition charges must be paid in full prior to release of transcript.

LEAVE OF ABSENCE POLICY

All students must follow Blush Platinum Academy's policy in requesting a Leave of Absence (LOA). A LOA may be granted for personal and/or family medical emergency, death in the family, vacation, or unforeseen circumstances prevent the student from attending and necessitates a lengthy absence.

To request a LOA the student must:

1. Send a written request in advance to the Director via email at blushplatinumacademy@gmail.com including the reason for the student's request.
2. A LOA request form needs to be completed and signed with corresponding documentation attached, all documentation will be kept in the student's file.

Blush Platinum Academy may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, the institution will document the reason for its decision and will collect the Leave of Absence request form from the student later. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution.

While a student is on leave, Blush Platinum Academy will not assess any additional charges as a result of the LOA. A student granted a LOA is not considered to have withdrawn, and no refund calculation is required at that time.

Financial aid regulations have set forth a maximum time frame for a leave of absence. No leave can be granted beyond the maximum time frame of 180 days in any 12-month period.

There must be a reasonable expectation that the student will return from the LOA. Approval of the student's request for a LOA is in accordance with the school's policy. Blush Platinum Academy will extend the student's contract period by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment will appear in an addendum to the agreement and must be signed and dated by all parties.

If a student accumulates fourteen (14) days of consecutive absences and a LOA was not acquired, the student will be immediately dismissed from Blush Platinum Academy. Failure to return to school after a LOA will result in immediate withdrawal. Blush Platinum Academy is required to take attendance, the withdrawal date for the purpose of calculation refund is always the student's last day of attendance. Any personal possessions or equipment left behind by the student will be disposed of as Blush Platinum Academy finds necessary.

ACCEPTABLE CONDUCT STANDARDS

The rules and regulations listed below form the basis for standards of conduct in the world of professional personal services. Students at Blush Platinum Academy are expected to always abide by these rules and to conduct themselves in a professional and ethical manner. When a student has violated any standard contained in this section, the student will receive acknowledgement of the violation.

1. General Student Conduct Policy

- a. No eating or drinking is permitted outside designated areas. Students are expected to remove personal items and debris from school premises, including classrooms, clinic and lounge areas.
- b. Smoking is prohibited on school premises.
- c. No outside electronic devices are allowed while in school such as: cell phones, tablets, or any other personal electronic devices.
- d. Students are expected to follow programs of study as designed by the instructors. During school hours, it is the student's responsibility to be involved in their program of study by working on client's, manikins, assignments, but not on home assignments.
- e. Students should use the college facilities quietly while classes are in session.
- f. Students shall comply with Blush Platinum Academy's Compliance Statement as it pertains to prohibition of sexual harassment and any discriminatory acts directed against other students, staff, faculty, and/or clients.
- g. Students shall provide all services to any client desiring to engage in or have any service performed. Refusal to perform any service will result in immediate suspension and possible withdrawal from Blush Platinum Academy.

2. Personal Appearance Policy

- a. Students are always expected to pay attention to personal appearance. Daily bath or shower, use of deodorant and mouthwash, regular hours of rest, exercise, and recreation. Students should be careful of strong foods, beverages, perfumes, or cigarettes that cause disagreeable breath odors that might offend clients
- b. Students must come to school with their hair and makeup done and be ready to start the day. No doing hair or makeup at the student's station in the morning.
- c. All clothing worn on school premises must be in good taste. Students must furnish their own uniforms. No sandals, jeans, or distressed clothing. Jewelry must be kept to a minimum.
- d. Uniform for all students are as follows:
 1. All black scrubs
 2. Black tights or yoga pants
 3. Blush Platinum Academy apparel
 4. White or black closed toe shoes

5. Nails must be of reasonable length and well groomed
 6. Jewelry must be kept to a minimum
- e. Personal beauty work at the college will be allowed only if the instructor has given permission. If the service is not a demonstration, then the cost will be at the discretion of Blush Platinum Academy.
3. Professional Conduct Policy
- a. Students are expected to conduct themselves in a professional manner.
 - b. Clients should be addressed with courtesy
 1. Gossip and discussion of personal topics are not in good taste in a business setting with clients and/or colleagues.
 2. If clients are addressed rudely, students will be given a written warning for bad conduct.
 3. Personal problems are not to be discussed during class hours.
 - c. Representatives of various state agencies are honored guests of the college and are entitled to the utmost courtesy.
 - d. Visits by parents and/or guardians, spouses, significant others, children or any visit of a personal nature is excluded.
 - e. An instructor must check all work before allowing a client to leave.
4. Workstation Sanitation Policy
- a. The West Virginia State Board of Barbers and Cosmetologist requires that each student clean his or her personal workstation including chair, mirror, drawers, and equipment thirty minutes prior to leaving at the end of each day. Blush Platinum Academy also expects that the student keep their workstation clean and neat during training hours. No personal belongings should be at the workstation. No food is to be left in the lockers at any time.
 - b. Prior to each use, including but not limited to, equipment and instruments, must be disinfected prior to being used on clients and manikins.
 - c. Students will regularly be assigned a clean-up duty, which services as part of their decontamination and sanitation grade. These assigned tasks must be completed promptly and effectively and can be found posted in the dispensary and on the front desk.
 - d. Students are not permitted to leave the building until they have clocked out. All students must stay at their station on the clinic floor until dismissed by the floor instructor.

STUDENT DISCIPLINE POLICY

This dismissal or termination of a student may occur at the discretion of Blush Platinum Academy on any and/or all the following grounds:

1. Insubordination to any and/or all the college's administrative staff, instructors, and/or employees.
 - a. Insubordination is defined as a student's defiant refusal to accept or comply with the rules and regulations and an expressed disrespect of the college's faculty, instructors, staff, and/or administrators.

2. Failure and/or refusal to comply with all rules and regulations of the College.
3. Failure and/or refusal to cooperate with any and/or all instructors, and/or administrators of the college that impairs or impedes the student's ability to reasonably complete the program.
4. Refusal and/or failure to comply with the West Virginia State Board of Barbers and Cosmetologist regulations
5. If a student incurs fourteen (14) days consecutive absences
6. If a student is written up for a third offense for disregarding the following:
 - a. Any professional conduct requirement
 - b. Any ethical conduct requirement
 - c. Any failure to abide by any of the reasons set forth herein-above

Then the student may be immediately terminated, involuntarily, from the college program. This does not relieve the student from financial obligation for outstanding fees, tuition, etc.

7. In certain cases of serious misconduct by an individual student may, upon the discretion of the college administrators, be immediately expelled from the college program. This does not relieve the student from financial obligation for outstanding fees, tuition, etc.
8. All students are expected to comply with the provisions of the Acceptable Conduct Policy contained in this handbook. Failure and/or refusal to comply with these provisions will result in disciplinary action and/or immediate expulsion. Tuition refunds of any dismissal/termination, whether voluntary or involuntary, are outlined in the college handbook. Dismissal and/or termination do not relieve a student of his or her obligations under the enrollment agreement.

STUDENT PROCEDURE AND POLICY

Any student with a complaint must comply with the filing of the complaint or grievance with the College before submitting a complaint to the National Accrediting Commission of Career Arts and Sciences or the West Virginia High Education Policy Commission. Any public complaint against Blush Platinum Academy on a social networking site is constituted as slander and will be treated as such.

Complaint forms are available to students who wish to make a complaint. Students may ask an instructor or administrator to obtain a form. The following procedure must be complied when filing a complaint or grievance:

1. Any student who wishes to make a complaint should approach the class instructor with a view to resolve the complaint.
2. Where the complainant is unable to resolve the complaint with the class instructor, they should complete and email a complaint form to the Director. The complaint or grievance statement must outline the complaint allegation including all details pertinent to the complaint or grievance.
3. The Director shall meet with the complainant within ten (10) days' receipt of the complaint form. If the matter cannot be resolved through discussion with the complainant, then the complaint form will be referred to a committee comprised of College Administrators and Instructors to resolve the matter.
 - a. The Complaint Committee shall be comprised of a minimum of three individuals of the following categories: Director, Instructor, Financial Aid Administrator, Administrative Assistants, or a student.
4. Once the Complaint Committee has received the written complaint, the Committee shall meet within twenty-one (21) calendar days to review the complaint allegations.

5. If the Complaint Committee needs additional information, the additional information must be requested of the complainant in writing requesting the specific information.
6. If the Complaint Committee does not need additional information at the expiration of the twenty-one (21) calendar days, the Committee should take measures to remedy the complaint made by the student or respond in writing with supporting documents and/or other information to demonstrate that the complaint allegations are not warranted or are not based on facts.
7. After the conclusion of the Complaint Committee review, the complainant may then proceed to have their complaint or grievance reviewed by the accrediting agency.

The name of the Cosmetology and related fields accrediting agency is:

National Accrediting Commission of Career Arts & Sciences
3015 Colvin St.
Alexandria, VA 22314

The complaint must include a statement that he/she is pursuing the complaint or grievance to the accrediting agency for that procedure. The complainant's statement to the accrediting agency requesting review should also indicate that the complainant has exhausted his/her attempts to resolve the complaint through the College's complaint process prior to filing of a complaint with the accrediting agency.

8. Blush Platinum Academy maintains all written records of complaints filed for a period of two (2) complete accreditation cycles.

JOB PLACEMENT ASSISTANCE

Blush Platinum Academy provides job search assistance for its graduates. This service is handled on a local basis to place each graduate in a position proportionate with his/her skill development. The graduate is still responsible for seeking job openings, sending resumes, preparing for job interviews, and, in general, does all things customarily done to obtain employment. Graduates can generally expect a placement. However, the level of employment obtained and the likelihood of obtaining employment are heavily dependent upon the student's job search efforts and the record the student makes for him or herself while in school. The school's placement assistance should not be interpreted to be a guarantee of employment for the student upon graduation.

POLICY ON STUDENT ACCESS TO FILES

Students and parent and/or guardian of dependent minors have the right to request access to the individual student's files, review the student's education record, ask for a review of the student's educational record, or ask for an amendment to the records. The student and parent and/or guardian of the student must make this request in writing at least seven (7) days prior to the date requested to review the file. Records will be made available on an appointment basis only and under the supervision of the Administrator of the College.

POLICY ON RELEASE OF INFORMATION

Personally - identifiable information about a student will not be released to a third party without written consent of the student with the following exceptions:

- To other college officials with legitimate educational grounds for needing the information.
- To officials of another college where the student has begun enrollment procedures.
- To authorized representatives of the Comptroller General of the United States, the Secretary of Education or state or local educational authorities.
- When the information is required to determine eligibility for financial aid, or to enforce the terms and conditions of such aid.
- To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally – identifiable information will be released except to representatives of the organization. The information provided to the organization will be destroyed when no longer needed for the student.
- To an accrediting agency carrying out accrediting functions for the college.
- To comply with a judicial order to subpoena.
- To meet an emergency involving the health and safety of the student.

Any such disclosure of information to a third party will be recorded in the student's file, including a listing of the parties receiving the information and the third party's legitimate interests for inspection of the student file.

Personal identifiable information, which is designated as directory information, includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or instruction attended.

Any student, parent and/or guardian of a dependent minor have the right to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with the Family Educational Rights and Privacy Act.

NONDISCRIMINATION POLICY

The College does not discriminate on the basis of sex, age, race, color, creed, gender, sexual orientation, religion, financial status, disability, or ethnic origin in its admission, instruction, graduation policies, or in employment of the students in any program or activity offered by the college.

POLICY ON PROHIBITION OF SEXUAL HARASSMENT

It is the policy of Blush Platinum Academy that all employees and students are responsible for assuring that the College and workplace is free from sexual harassment. Because of the College's strong disapproval of offensive or inappropriate sexual behavior in the College, all employees and students must avoid any action or conduct which could be viewed as sexual harassment, including:

- a. Unwelcome sexual advances.
- b. Requests for sexual acts or favors.
- c. Other verbal or physical conduct of a sexual nature.

Any employee or student who believes he/she has been subjected to sexual harassment in the college should bring the problem to the immediate attention of responsible officials of the College. Employees and students may complain to their first-line supervisor or their second-line supervisor. If the complaint involves one or more of these persons or if the employee or student does not feel comfortable raising this issue with either of these individuals, the employee or student may bring the complaint directly to the school's Director or other highly placed management official.

All complaints will be handled promptly and the privacy of each employee and student will be carefully protected.

If sexual harassment is found to exist, appropriate action will be taken. Those employees and/or students who are found to have engaged in sexual harassment will be subject to discipline up to and including discharge.

POLICY ON DISABILITIES

The College complies with all provisions of the Americans with Disabilities Act, the West Virginia Human Rights Act and Section 504 of the Rehabilitation Act of 1973. No qualified person, by reason of disability, will be excluded from enrolling in a program of instruction in the College. However, any person with a disability seeking admission should be aware that the courses/programs require a high degree of dexterity.

CAMPUS SECURITY

The College adheres to a minimum-security policy. The College is not responsible for any property or personal items of the student. The general public is not permitted on the clinic floor or in classrooms unless service is being provided to ensure the safety of individual students.

Blush Platinum Academy has no off-campus housing.

All criminal offenses are reported directly to the instructor in charge of your area of study. The instructor then reports the offense to the Director who then reports the offense to the School Manager, who completes the Annual Security Report.

Blush Platinum Academy has no campus law enforcement or security personnel.

Blush Platinum Academy is within city limits. A disturbance is reported directly to the Bridgeport City Police Department. Students are given Campus Security Information on class orientation day and all students are given updates at least one time if their enrollment extends to or past thirteen (13) months.

NOTICE TO STUDENTS CONCERNING PENALTIES FOR DRUG VIOLATIONS

It is the policy of Blush Platinum Academy that all employees and students are prohibited from participating in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol on the premises of Blush Platinum Academy. Any employee doing so will be subject to action up to and including termination of employment. These employees will be subject to referral for prosecution. Any student doing so will be subject to action up to and including permanent dismissal from the school. These students will be subject to referral for prosecution.

As a condition for continued employment, Blush Platinum Academy may require employees to participate satisfactorily in drug abuse assistance or rehabilitation program approved by a Federal, State, and Local Law for the unlawful possession or distribution of illicit drugs and alcohol.

DRUG ABUSE PREVENTION PROGRAM

The College complies with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Campuses Regulations of 1990. In accordance with this legislation, Blush Platinum Academy prohibits the manufacturing, distribution, dispensing, possession, or use of a controlled substance anywhere on the premises. Consumption of any alcoholic beverage on the College property is also prohibited. Employees and students who violate this prohibition are subject to disciplinary action up to and including termination of employment or expulsion of the student from the College program. A drug hotline is available from the National Institute on Drug Abuse and Referral at 1-800-662-4357. In addition, a listing of drug abuse and addiction treatment centers in the regional area may be obtained from the College Administrative Office.

STUDENT COUNSELING ASSISTANCE

In addition to placement counseling, the administrative staff is available during normal college hours to provide additional career, academic, or personal counseling as needed. Students in need of assistance should notify the office staff. Depending upon the nature of the student's needs, the college's staff may provide the assistance of the student may be referred to an outside agency.

SUBSTANCE ABUSE

Alcoholics Anonymous Meetings

Website: www.aa.org 24 Hours/ 7 Days A Week

NARCOTICS ANONYMOUS MEETINGS

Phone: 818-773-9999 x771

Website: www.na.org

Monday- Friday, 8 a.m. to 5 p.m. Pacific Time

Ask for fellowship services and they'll tell you where to find a meeting in your area.

DOMESTIC VIOLENCE

West Virginia Coalition Against Domestic Violence

Phone: 304-965-3552

Website: www.wvcadv.org

The West Virginia Coalition Against Domestic Violence is a statewide network of community-based domestic violence programs and statewide office working to end personal and institutional violence in the lives of women, children and men.

SUICIDE PREVENTION

Lifeline 1-800-273-TALK (8255)

No matter what problems you are dealing with, we want to help you find a reason to keep living. By calling this number you'll be connected to a skilled, trained counselor at a crisis counselor in your area, anytime 24/7. The call doesn't just have to be suicide related to call this number.

MENTAL HEALTH

Phone: 1-844-HELP4WV

Website: <https://www.help4wv.com/>

HELP4WV offers a 24/7 call, chat, and text line that provides immediate help for any West Virginian struggling with an addiction or mental health issue.

PLANNED PARENTHOOD

Website: <https://www.plannedparenthood.org/health-center/west-virginia/vienna/26105/vienna-health-center-2893-90860>

Phone: 304-295-3331 522

Grand Central Ave.

Vienna, WV 26105

COLLEGE RESERVATION OF RIGHTS TO CHANGE RULES AND REGULATIONS

The College reserves the right to change the rules and regulations set forth in this Handbook, and as otherwise may be issued as Appendix, Addendum, or other separate document to the Handbook upon the College's discretion. Any changes, additions, or revisions to the rules and regulations shall be provided to the students. Any changes, additions, or revisions that replace provisions contained in this Handbook shall be in full force and effect and the old revisions being replaced, revised, or amended shall be voided.

COPY OF YOUR ACADEMIC RECORD

Official copies of your academic record (transcript and certificate) are available for purchase for \$250.00 per copy. Please email blushplatinumacademy@gmail.com

Payment options include: Check or Money Order (payable to Blush Platinum Academy). Due to the official nature of these documents, academic records cannot be faxed or sent electronically, once the request is complete, your academic record is mailed out via USPS regular mailing. Allow 45 days to process your request.

COLLEGE CERTIFICATION STATEMENT REGARDING INFORMATION AND POLICIES

The information and policies contained in this handbook are true in content and policy. Blush Platinum Academy enforces the policies pertaining to progress, standards, and regulations.

Signature/Title: Cory L Groves/Director
Date of Publication: September 5, 2024