



505 Elm Street Chillicothe, MO 64601

Phone: 660-240-5135

Fax: 660-240-5136

www.chillicothebeautyacademy.com

Email: 505cbat@gmail.com

Application for Admission Instructions

1. Please read and fill in all appropriate information on the following forms.
2. Please include or send separately a copy of your High School diploma, transcript, or GED certification
3. Include the \$50.00 non-refundable application fee in the form of a check or money order made out to Chillicothe Beauty Academy & Tech LLC. If fee is to be paid in cash, it should be brought to the school in person.

Other Items Needed Prior to Starting Class

1. 4- 2 inch by 2 inch photos for student license
2. \$5.00 money order made out to: State Board of Cosmetology & Barber Examiners for student license.
3. Tuition and all costs paid or arrangements made.
4. Signed enrollment contract and personal interview PRIOR to class start date
5. Copy of birth certificate or current driver's license.

Cosmetology Requires 1500 hours 40 hour week = 9.38 months 30 hour week= 12.5 months

Option CA

Tuition	\$10,000.00
Book & Kit	\$ 1,035.00
Enrollment Fee	\$ 50.00
Total Price	\$ 11,085.00

MO Manicurist 400 hours required 40 hours week = 2.5 months 30 hour week= 3.33 months

Option MO Manicurist

Tuition	\$2,920.00
Books & Kit	\$ 575.00
Enrollment Fee	\$ 50.00
Total Price	\$ 3,545.00

Instructor Training 600 hours required 40 hours= 3.75 months 30 hours= 5 months

Option IT

Tuition	\$ 3,555.00
Books	\$ 125.00
Enrollment	\$ 50.00
Total Price	\$ 3,730.00



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Questions & Answers

How large is the Beauty Industry?

Dollar-wise, it's annual volume is well in excess of one billion dollars.

Of what is it compromised?

Basically, it is built around professional beauty services rendered in more than 150,000 salons located in cities, towns, and villages, of every state in the Union. These are staffed by upwards of 500,000 operators, who are also referred to as Cosmetologist, Hairdressers, and Beauticians.

Salon services are performed with the aid and use of a wide range of equipment, accessories, and supplies made by hundreds of manufacturers who, for the most part, concentrate their activities in the beauty field. The products of these firms are distributed to the salons by upwards of 1,500 beauty supply dealers (also known as jobbers)

Who are the customers of the Beauty Industry?

Millions of women and men of all ages starting at about 16 or younger, and continuing through all brackets to extreme old age. People Never lose their desire to appear attractive at all times.

Is it an essential industry?

Yes, in the same sense that for women and men, services not only provide improved and more youthful appearances, but simultaneously, are uplifting to both spirit and morale. Prolonged and/or renewed youthful appearances achieved at the beauty salon make it possible for busy men and women to



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obtain and hold positions in the business world. Medical authorities agree that such services can improve mental outlook and physical well being.

Is the industry limited to women?

Until the last several years this has been predominantly a woman's business, with the ratio running about 90% women and 10% men. Recent trends, however, reflect a considerable upswing in the number of male operators, with many schools showing a present ratio of about 70% women and 30% men.

What is the growth potential?

Increasingly good, for two sound reasons:

1. Women and men are becoming and will continue to be increasingly beauty conscious. Aside from personal experiences, they constantly are being educated by newspaper, magazines and beauty blog editors and by radio and television commentators.
2. In addition to the widening percentage of women and men educated to available beauty salon services each year, we must add the factor of a constant and rapidly expanding population. Both of these factors have contributed to numerical expansion of beauty salons and operators in the past, and obviously will continue to do so.

What are the industry's employment possibilities?

In most areas of the country beauty operators are in demand. This is apparent from both the phone calls made by the salon owners to beauty school placement bureaus and from classified advertisements appearing in newspapers. Beauty operator demand has continued at an increased rate



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and the ever-enlarging popularity of beauty salon services insures a bright future.

Cosmetology Field

Hair Stylist Product Representative
Permanent Wave Technician Wig Stylist
Color Technician Platform Artist
Makeup Artist School Owner
Salon Owner

Manicuring Field

Manicurist/Pedicurist Nail Technician Product Representative
Nail Sculpture Artist Salon Owner School Owner

Instructor Field

Instructor in Cosmetology School Educational Researcher
Education Director School Owner

What is the beauty operator's compensation?

Well, on a par with, or better than, many skilled or semiskilled professions and trades, the actual rate depends upon prevailing pay levels in given areas. Each individual's opportunity for advancement is limited only by his/her ability to properly apply acquired knowledge, and couple it with experience.



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By whom are the students taught?

Students are taught by qualified instructors, specially trained in the areas of beauty industry training, and properly licensed for that specific task where so required by Missouri State cosmetology Laws.

Are graduated limited to the role of operator?

Definitely not! They have many opportunities for advancement within and outside the salon. Aside from the opportunity to become salon managers or owner, they can specialize in particular branches of cosmetology with subsequently better compensation inducements. In addition to individuals with beauty industry training, many obtain positions such as platform artist, product representatives and State Examiners.



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Application for Admission

Personal Information

Legal Name (Last) _____ (First) _____ (MI) _____

Previous/Maiden Name(s) _____

Address _____

City _____ State _____ ZipCode _____

Home Phone _____ CellPhone _____

Social Security Number _____ Birth Date _____

Current Age _____ Male _____ Female _____

Admission Information: Check the course you are applying for:

Class CA- Cosmetology Hairdressing & Manicuring _____

Class MO Manicurist _____ Instructor Training _____

Date you want to begin training: _____

Educational Background

High School Attended _____ Year Diploma was
recieved _____

GED _____ Year received _____

College(s) Attended:

Trade or Vocational Schools Attended:



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Special Qualifications, list offices held or special activities in school, church & community

List Hobbies and special interests

References Full Name and Phone Number

Signature of Applicant

Date

Please Print the following application and fill it out as well.

<https://chillicothebeautyacademy.com/wp-content/uploads/2018/05/Student-Enrollment-CBA-MO.pdf>



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Code of Conduct

Purpose of Code of Conduct

- To support the creation of a safe learning environment for all members of the school community.
- To provide clear and explicit expectations for social behaviors within all school settings.
- To specify guidelines for teaching and encouraging social skills necessary for meeting professional behavioral expectations.
- To describe explicit methods of corrective instruction and consequences for responding to behavior expenses.

Behavior Expectations and Policies-Responsibilities of Everyone

- Maintain the school climate while on campus by being: Responsible, Respectful, and Cooperative
- Maintain professional good standing, reputation of school and profession by refraining from derogatory comments of the school, staff, and students. This is to include, but is not limited to social media.
- Motivate students to follow the zero tolerance expectations through positive reinforcements.

Responsibilities of Administrators

- Implement the student code of conduct and all disciplinary procedures in a fair and consistent manner.
- Report all violations of the code of conduct to appropriate State and Professional Licensing Conduct.
- Review and act upon requests from school personnel and students concerning violations.
- Use professional judgement to prevent minor incidents from becoming major problems.



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Responsibilities of Teachers

- Maintain a learning environment that provides for academic success.
- Teach and positively reinforce rules and regulations concerning student conduct.
- Hold students accountable for disorderly conduct in school/on school grounds.
- Report ALL violations and potential threats to Administration.
- Use professional judgement to prevent minor incidents from becoming major problems.

Responsibilities of Students

- Comply with school rules and climate expectations, including the Student Code of Conduct and the School Student Handbook.
- Respect authority of all school personnel and the rights of other students.
- Comply with school attendance, dress code, zero tolerance, and behavior policies.
- Behave in a manner that focuses on academic success.
- Be responsible and accountable for following rules.

Dress Code Regulations

All Students are expected to follow The Chillicothe Beauty Academy and Tech LLC dress code and dress in a manner of appearance that would not cause a disturbance, distract or interfere with the instructional program, or constitute a health or safety hazard. Under the guidance of State Officials, the owner of the school shall make the final decision as to what is considered proper or improper attire. For information regarding the school's dress code, please consult the Student Catalog.

All students are allowed under this Code of Conduct to bring personal belongings to school. All items must be stored inside the school issued locker during school hours. All student lockers will be subject to inspection by local law enforcement under suspicion of criminal activity, threat of violence, theft, or any violation under this Code of Conduct.



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No cell phones, or any other devices are allowed. Cell phones and electronic devices are to be kept in your locker and only to be used on break or lunch. All Students may have access to use the school landline telephone for emergencies and with the permission of Teacher(s) or Administration.

Behavior

Behavioral incidents will be classified according to minor or major behaviors.

Level 1 Infractions (Minor)- Discipline incidents that are low level intensity and do not threaten serious bodily harm to others or create a hostile environment to the school community.

Level 2 Infractions (Major)- Discipline incidents that severely interfere with the learning and safety of others, are of a threatening or harmful nature and/or are legal violations, direction violation of Code of Conduct warranting administrative intervention, and removal of any school property or student kits from the building.

Due Process

All students shall be treated fairly and honestly in resolving grievances and complaints, and in consideration of any suspension or expulsion. All students have the right to fair and reasonable treatment of their student grievances and discipline by school officials.

Student Conference Procedures

1. Inform student of the reason for conference.
2. Give student opportunity to respond to allegation(s).
3. Discuss student's behavior and ways to correct student behavior.
4. Inform student of corrective action and/or next steps.
5. Document behavior and intervention.
6. Immediate suspension if major violation.



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Code of Conduct

By signing I acknowledge receipt of Code of Conduct from Chillicothe Beauty Academy & Tech LLC

Student name (Print) _____

Sign Name _____ Date _____

Chillicothe Beauty Academy and Tech LLC

Circle One: Administrator, Instructor, Secretary

Sign Name _____ Date _____

Statement of Good Health

I, _____ certify and confirm under penalty of perjury that I am in good physical and mental health.

Student Signature

Date



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****Please do not sign until at the school.**

I have received a copy of the school's Rules and Regulations. I understand that if I miss more than two weeks (10 days), the school reserves the right to charge an additional fee to cover extra expenses and cost of individualized instruction due to the absence as may be determined by the number of hours/days missed.

This applies to all students enrolled at the Chillicothe Beauty Academy & Tech LLC

Student Signature

Date

Owner

Date

Witness

Date

School Seal



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Answer the following questions by circling the correct answers where you are given a choice. If yes, circle yes, if no, circle no. When answered in your own words, use as few words as possible.

1. Have you attended a fashion show in the last year? yes _____ no _____
2. Do you consider yourself easy to talk to? yes _____ no _____
3. Are you particular about your grooming? yes _____ no _____
4. Do you believe that looking feminine and attractive at all times is worth the time and effort? _____
5. Are you usually the first in your group to try a new hairdo, or new style in fashion, just for fun? _____
 - a. On yourself? _____
 - b. On others? _____
6. Have you changed your hairstyle in the last four years? _____
7. Do you read fashion magazines and blogs? _____
8. Do you follow the style trends in the movies and on the television shows you watch? _____
9. Do you like meeting people? _____
10. Do you believe in a change of color for mousey-looking hair? _____
11. Are you usually open to new ideas? _____
12. Would you listen to other person's point of view, even though you disagree? _____
13. Are you willing to invest a few months of hard work and study in return for a professional career in beauty culture? _____
14. If a friend(s) asks your advice on a beauty problem, would you give a serious, thoughtful answer? _____

Name: _____

Full Mailing Address: _____

Phone Number _____ Student Signature _____



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Release of Information Form

Student Name: _____

Program: _____

I, _____, permit the Chillicothe Beauty Academy & Tech LLC to release the following information (list specific items):

To the following person or organization: _____

On this date: _____

Signature

Date

NOTE: This form is to be used EACH time the school wants or has a need to release information from the student file to a third party.



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Letter of Understanding

It is the policy of the Chillicothe Beauty Academy & Tech LLC to maintain an alcohol free workplace for all employees and students.

Employees and students who are convicted of violating this policy will be terminated. Employees and students who are convicted of violating any criminal alcohol statute must notify the Administration at the Chillicothe Beauty Academy & Tech LLC, within five (5) days of the conviction.

There are counseling referrals offered in the Chillicothe area for alcohol abuse and this particular counseling is held at:

Alcoholics Anonymous
Meetings held at the
Calvary Baptist Church
206 Locust
Chillicothe, MO 64601
Tuesdays, Thursday and Saturday at 7 PM

Livingston County Health Department
660-646-5506

The Chillicothe Beauty Academy & Tech LLC does not have a Vaccination Policy. We must disclose this information to all students.



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****To Be filled out at the School**

Registration Contract and Enrollment Agreement for Instruction at Chillicothe Beauty Academy & Tech LLC

I, _____, hereby make application for the course identified below and in consideration of my enrollment at the Chillicothe Beauty Academy & Tech LLC furnishing and offering to furnish, instruction in Chillicothe Beauty Academy & Tech LLC, hereinafter referred to as school, please provide the following and agree to the following payments and conditions.

Address _____ City _____

State _____ Zip Code _____ Phone Number _____

Social Security Number _____

Course Data

I am applying for the _____ course of study which is to begin on _____ and ends on _____. The Program will be taught for _____ hours over _____.

Schedule _____ Full Time _____ Part time

I am asking the school to accept my transfer hours of _____.

I understand that the school will charge me \$8.00 per hour that I have to finish my course.



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1. Fill in the name of the applying student
2. Fill in the date to begin
3. Fill in the date to graduate
4. Fill in the number of transfer hours (if applicable)
5. Fill in the number of months that it will take the student to complete the course.
6. Fill in the hours per week.
7. Fill in the hours that will be transferred.
8. Fill in the name of the applying student
9. Fill in the date to begin
10. Fill in the date to graduate
11. Fill in the number of transfer hours (if applicable)
12. Fill in the number of months that it will take the student to complete the course.
13. Fill in the hours per week.
14. Fill in the hours that will be transferred.



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Unexcused Student Absences Policy

Notice to Students of the Chillicothe Beauty Academy & Tech LLC of rule regarding Unexcused student absences.

If a student accumulates four (4) unexcused absences within their standard school term, they will be terminated on the day of the 4th unexcused absence. No exceptions

- Unexcused absences include but are not limited to:
 - Arriving late (clocking in after 8:00 am)
 - Leaving early (clocking out before 5:00 pm)
 - Sick day without a doctor's note (doctor's notes must be on physicians letterhead or prescription pad.)
 - Absence without proper documentation (such as jury duty, subpoena, etc.)
 - Absence without prior approval
- Excused/Unexcused absences will be at the discretion of the instructor on duty.

If you have any questions or concerns, please feel free to ask. Your education and success is our top priority.

Thank you,

MeLinda Kimmis

Owner of the Chillicothe Beauty Academy & Tech LLC

Student Signature

Date



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Cosmetology Cuts out Drugs



We make America Beautiful



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National Association of Accredited Cosmetology Schools

Drug Prevention Program

To: The Staff and Students of Chillicothe Beauty Academy & Tech LLC

From: Owner of School MeLinda Kimmis

Re: Drug Free Schools and Campuses- Standards of Conduct

This is to inform you of the requirements of the Drug-free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what Chillicothe Beauty Academy & Tech LLC requires of the staff and students.

Staff and students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. The prohibition applies while on the property of the school or participation in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

There are numerous legal sanctions under local, state and federal laws which can be used to punish violators. Penalties can range from suspension, revocation, and denial of a driver's license to 20-50 years imprisonment at hard labor without benefit of parole.

Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied other federal benefits, such as Social Security, retirement, welfare, health, disability and veterans benefits. The Department of Housing and Urban Development which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.



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The laws of the State of Missouri are adequate to protect the innocent, but stringent enough to insure that persons involved with the illegal dealings of drugs or excess use of alcohol can be adequately punished. For example, a small amount of drugs found on a person may lead to an arrest which could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intention to distribute could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyer's fees, participate in community service, receive the increase in the cost of automobile insurance or even lose the driver's license and end up in prison. In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs.

These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U.S. Coast Guard.

Here are a few legal facts of which we should be aware of. It is a crime to hold someone else's dope. It is a crime to sell fake dope. You can be arrested if you are in a house or a school where people are using drugs, even though you are not. You can be charged with possessing dope even if it is not on you. You are considered to possess, under legal terms of "constructive possession" dope that is in your locker, purse, car or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States. Drugs can be highly addictive and injurious to the body as well one's self. People tend to lose their sense of responsibility and coordination, restlessness, irritability, anxiety, paranoia, depression, acting slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsions, or even death can result from overuse or abuse of drugs. Not only does the person using the drug subject themselves to all sorts of health risks, drug use can and in many instances do, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol related highway deaths are the top killer of 15-24 year olds.

There are drug or alcohol counselling, treatment and rehabilitation facilities available in our areas where you can seek advice and treatment. The yellow pages of the local



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telephone book is an excellent source. Looking under the heading "Drug Abuse & addiction Information and Treatment." The Missouri Department of Mental Health, Division of Alcohol and Drug Abuse, in Jefferson City is the state Drug Abuse Prevention and Treatment Coordinator (314)-751-4942. North Central Missouri Mental Health Center, a not-for-profit agency provides a counseling center which recommends treatment. In Chillicothe the number to call is 816-646-6872 or refer to the NCMMHC Pamphlet for facilities in your area. Fees are determined individually based on family income. No one is denied services due to inability to pay. For Emergency Services, call the nearest office in your area during regular working hours (8 AM to 5 PM) or after hours call toll-free 1-800-892-5750.

There are national organizations one can contact for help.

The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465

The Cocaine Hotline is open 24 hours, 1-800-444-9999

The National Institute on Drug Abuse Hotline is available 8:00 AM to 2:00 AM Monday through Friday and 11:00 AM-2:00 AM on the weekends 1-800-622-4357

Dependency on drugs can only lead to a life of misery and misfortune. The illegal use or abuse of drugs has a very high impact on our society and the type of crimes committed. To support a drug habit, people must resort to many things which can only lead to a life of horror and in some instances, death. The dollar costs can range from \$200 to \$3,000 per week to support a habit. More importantly, the drug habit impacts a person's family and lifestyle and career prospects as well as one's physical well-being and self-respect.

Treatment is available and may be expensive. For example, a typical live-in program lasting four (4) weeks can cost from \$5,000 to \$15,000. Outpatient programs cost from \$1,000 to \$5,000. Who pays for these treatments? There may be programs which cover the costs. One way or another, the person and the taxpayer pay. It has been proven that an individual who is "hooked" cannot just stop, but requires professional care to kick the habit.

There are classic danger signals that could indicate the first sign of drug use.

The primary ones that could call attention to one's use of drugs are:

Abrupt changes in mood or attitude

Continuing slump at work or school

Continuing resistance to discipline at home or school

Cannot get along with family or friends



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Unusual temper flare-ups
Increased borrowing of money
Heightened secrecy
A complete new set of friends.

We recommend that any person observing any of the above changes in either staff or students immediately notify the owner. Caution must be observed not to wrongly accuse a person suspected of taking drugs an improved accusation could lead to embarrassment both to the individual and the school.

Once it has been determined by management that assistance to overcome a drug problem is necessary, the individual and his/her family should be counseled on the need for assistance. Records must be maintained of any counseling provided to the individual. There are clinics in the school's vicinity that can render assistance.

Treatment must be an expense paid by the patient. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming either him/herself or others, local law authorities should be immediately contacted.

Staff and students who violate these standards of conduct subject themselves to disciplinary action. Students are reminded that as a precondition to accepting a Pell Grant that they sign a certificate stating they would not engage in unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by a Pell Grant. A Pell Grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell Grant must report the conviction, in writing, within 10 calendar days of the conviction to the Director Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. Room 3073, FOB-6, Washington, D.C. 20202-4571. Failure to report the conviction could lead to LS&T or debarment.



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Staff, upon being hired by Chillicothe Beauty Academy & tech LLC, receive a briefing and acknowledge in writing that they understand the provisions of the Drug-Free workplace Act of 1988. Employees must notify the owner at the school in writing at a conviction of a criminal drug statute occurring in the workplace, within five days after receiving the conviction. Disciplinary action will take place within 30 days of notification, and can range from a letter of admonishment, suspension from school or work, and/or enrollment in a rehabilitation program to termination from either school or employment.

I acknowledge I have received the Drug Free Schools and Campuses Standard of Conduct

Owner/Instructor _____

Student _____

Staff _____

Date _____

School Seal



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Locker Search Policy

I, _____ understand & give my permission for my locker to be searched at any time.

Student Signature: _____

School Official _____

Date _____



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Drug Testing Policy

Chillicothe Beauty Academy & Tech LLC is a drug-free workplace. As such, we prohibit the use of non-prescribed drugs or alcohol during work hours. If the student/employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the student/employee will be discipline in accordance to policy up to and including termination. The "Effect of Drug Conviction on Eligibility" and "Drug Prevention Program" is posted on the bulletin board for your review.

Chillicothe Beauty Academy & Tech LLC policy is intended to comply with all state laws governing drug testing and is designed to safeguard student/employee privacy rights to the fullest extent.

If there is reasonable suspicion that the student/employee is working while under the influence of an illegal drug or alcohol. The student/employee will be tested for drugs and/or alcohol.

Chillicothe Beauty Academy & Tech LLC will pay the cost of any drug and alcohol testing that is requires or requests student/employees to submit to. Any additional tests that the student/employee requests will be paid by the student/employee.

If the student/employee receives notice that the test results were confirmed positive, the employee will be given the opportunity to explain the positive result.

Chillicothe Beauty Academy & Tech LLC will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results, will have access to them. The student/employee will be asked for their consent before test results are released to anyone. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the student/employee drug testing. Also, results will be sent to federal agencies as required by federal law.



505 Elm Street Chillicothe, MO 64601

Phone: 660-240-5135

Fax: 660-240-5136

www.chillicothebeautyacademy.com

Email: 505cbat@gmail.com

Drug and Alcohol Testing

I _____ (student/employee) agree and understand that Chillicothe Beauty Academy & Tech LLC can test me for drugs/alcohol at anytime.

Student/Employee Printed Name _____

Student/Employee Signed Name _____

School Official Printed Name _____

School Official Signed Name _____



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Notice of Privacy Practices

Purpose: This form, Notice of Privacy Practices, presents the information that federal law requires us to give our students regarding our privacy practices. (Note: This form may need to be changed to reflect the school's practices particular privacy policies and/or stricter state laws.)

We must provide this notice to each student beginning no later than the date of our first class to the student including service delivered electronically, after April 14, 2003. We must make a good-faith attempt to obtain written acknowledgement of receipt of the notice from the student. We must also have the notice available at the office for students to request to take with them. Whenever the notice is revised, we must make the notice available upon request on or after the effective date of the revision in a manner consistent with the above instructions. Therefore, we must distribute the notice to each new student at the time of service and to any person requesting a notice. We must also post the revised notice in our office as discussed above.



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Privacy Policy

In connection with your enrollment in classes at Chillicothe Beauty Academy & Tech LLC we may acquire information about you as described in this notice, which we will handle as stated in this notice.

We collect nonpublic personal information about you from the following sources.

Information we receive from you on applications or other forms

Information about your transactions with us, and

Information we receive from a consumer reporting agency

We do not disclose, nor do we reserve the right to disclose, any nonpublic information about our students or former students to anyone except as permitted by law.

We may disclose nonpublic personal information about you, as a student, or former student to non affiliated third parties as permitted by law.

We restrict access to nonpublic personal information about you to those employees who need to know that information to provide you with services or products to you.

We maintain physical electronic and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Student Acknowledgement: I acknowledge that I received a copy of this notice on the date indicated below:

Student Signature Date

Student Name Printed Date

Owner/Administrator Signature Date

Owner/Administrator Name Printed Date



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****Please do not sign until at the school.

I have received a copy of the school's Rules and Regulations. I understand that if I miss more than two weeks (10 days), the school reserves the right to charge an additional fee to cover extra expenses and cost of individualized instruction due to absences as may be determined by the number of hours/days missed.

This applies to all students enrolled at the Chillicothe Beauty Academy and Tech LLC.

Student Signature

Date

Owner

Date

Witness

Date

School Seal