

# PROGRAM CATALOG

## ESTHETICS & COSMETOLOGY



# 2024-2025

1578 Riverdale Street, West Springfield, MA 10189

(413) 827-0037 [www.DiGrigoli.com/school](http://www.DiGrigoli.com/school)

# WELCOME!

Dear Future Cosmetology Professional,

Let me be the first to congratulate you on beginning your exploration into the many opportunities that will be available to you throughout your future career in the exciting and rewarding beauty industry!

I began my journey into this amazing field over 35 years ago, and I can assure you that I am just as energized by the work we do today as I was the first day I stepped “behind the chair”! As an entrepreneurial stylist, I dedicated myself to my craft – studying with international industry experts and mentors, serving as a state stylist director and developing my skills to become a business leader. I opened my first salon in 1986 (then known as New York, New York) and as of the present day am still an active owner of the award-winning DiGrigoli Salon. Along the way, I discovered just how beneficial it could be to share what I had learned with others and so I opened DiGrigoli School of Cosmetology in 2002.

My team of instructors and staff are dedicated to providing our students with an outstanding education in cosmetology and esthetic's. I am truly inspired by the passion they have for helping our students to achieve their goals. The best part of my day is when I can participate in our students' experience – sharing knowledge, building skills, and having fun!

The culture at our school is one of caring and sharing. We strive to enhance our educational program by incorporating a wide variety of opportunities for our students to explore their individual, creative dreams.

I encourage you to learn as much about our school as possible before making a decision on where to pursue your education in cosmetology or esthetic's. Come for a tour, spend a day shadowing a current student, or book a service in our Student Salon! I'm confident that you'll feel the genuine positive energy and witness a stimulating environment on your first visit to our facility.

I hope to welcome you as a future student at our school and I look forward to working with you!

Remember to always stay strong and love & live with passion,



Paul J. DiGrigoli  
Owner/CEO, DiGrigoli School of Cosmetology



**Catalog Publication Date: September 2024**

*This catalog is a guideline of what we expect from and offer to our students. DiGrigoli School of Cosmetology reserves the right to modify its policies at any time to comply with the requirements of our accreditation agency, Federal, State, and/or local laws.*

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## MISSION STATEMENT

The mission of DiGrigoli School of Cosmetology is to prepare students to successfully pass the Massachusetts State Board written and practical licensure examinations by providing a well-rounded educational program in a stimulating, enthusiastic atmosphere where a combination of passionate artistry, professionalism, technical and people skills lead and inspire individuals to achieve success in the dynamic field of cosmetology and in life.

To meet that goal, we strive to provide a quality student experience that includes a clean and safe facility, knowledgeable licensed instructors, and a curriculum developed to train and graduate students that are prepared, confident, and excited to enter a career (and to attain gainful employment\*) within the salon and beauty industry.

*\*The school cannot guarantee employment or salary upon program completion and obtaining a professional license.*

### **Standard Occupational Classification (SOC) Code:**

#### **39-5012.00 Hairdressers, Hairstylists, and Cosmetologists**

Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

**Sample of reported job titles:** Barber Stylist, Beautician, Cosmetologist, Hair Dresser, Hair Stylist, Hairdresser, Hairstylist, Manager Stylist, Master Cosmetologist, Stylist

#### **39-5094.00 Skincare Specialists**

Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists.

Sample of reported job titles: Electrolysis Operator , Facialist , Esthetician

# GENERAL INFORMATION

## School Licensing & Accreditation

DiGrigoli School of Cosmetology is licensed by the Massachusetts Board of Cosmetology and Barbering, 1000 Washington Street, Suite 710, Boston, MA 02118 (617) 727-9940 [www.mass.gov/dpl/boards/hd](http://www.mass.gov/dpl/boards/hd). Our cosmetology program is accredited by the National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria, VA 22314 (703) 600-7600 [www.naccas.org](http://www.naccas.org). To obtain or review documents describing the school's accreditation and licensure, please contact our Program Coordinator at (413) 827-8888 x14 or send an email to [info@digrigoli.com](mailto:info@digrigoli.com).

## Non-Discrimination Policy & Student Body Diversity

DiGrigoli School of Cosmetology, both as an employer and as an educational system, is committed to the principles of nondiscrimination and equal opportunity for all people. These commitments are actively pursued in all aspects of both campus and community relationships. The school maintains and promotes a policy of nondiscrimination on the basis of sex, race, color, age, gender/gender identity, religion, sexual orientation, ethnic/national origin, or disability.

This policy incorporates by reference the requirements of Federal Executive Orders 11246 and 11375 as amended; Title IX of the Educational Act of 1972; Section 503 and 504 of the Rehabilitation Act of 1973; Section 402, Vietnam Era Veterans Readjustment Assistance Act of 1974; and pertinent Laws, Regulations and Executive Directives of the Commonwealth of Massachusetts. Information regarding percentages of enrolled full-time students by gender and self-identified racial/ethnic group, as well as Federal Pell Grant recipients, is available on the College Navigator website at <http://nces.ed.gov/collegenavigator>.

DiGrigoli School of Cosmetology makes no guarantee that a criminal record will not impede a student's ability to obtain a professional cosmetology license and/or employment. For more information on criminal offenses that may affect approval by the State Board for licensure, please contact our Program Coordinator or Admissions Coordinator.

## Facility Overview & Services Available for Individuals with Disabilities

Our climate-controlled facility is fully equipped with student work stations, shampoo sinks, portable dryers, back bar, dispensary, laundry room, manicure stations and a private skin care area. Our Student Salon includes skylights in the largest area to provide natural light. There is a training/theory classroom complete with video monitor, digital projector, sound system, and mirrored demonstration stage. We also have a resource library of text and DVD materials available for students to borrow. Our facility was planned with students in mind, so that they can learn the art and science of cosmetology in a clean, modern, aesthetic and safe environment that mirrors that of a professional salon. There is also free on-site parking.

Reasonable accommodation for persons with known disabilities will be made in accordance with section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008. No person with a known disability will be intentionally excluded from participation in, be denied the benefit of, or otherwise be subject to discrimination under any school policy, program, service, or in relation to employment because of a disability. School programs and facilities are intended to be accessible to persons with disabilities as required by law.

The school offers extended testing times and advising for students with intellectual disabilities, referrals for professional assistance, handicap-accessible parking, and a ramp for access to the building. Students wishing to receive an accommodation for a disability should contact the Program Coordinator. Students will be advised on the medical documentation required for an accommodation to be made. The file of materials submitted by the student will be kept confidential. Only those employees required to know of a student's disability will be privy to this information.

## Cosmetology Class Schedules & Holiday Observances

<i>Schedule Type</i>	<i>Class Days</i>	<i>Class Hours</i>	<i>Hours per Week</i>	<i>Estimated Course Length</i>
Full time	Monday – Friday	9:00am – 4:00pm	32.5	31 weeks (8 mos.)
Part time	Tuesday – Friday	9:00am – 1:15pm	16.0	63 weeks (16 mos.)

## Esthetics Class Schedule & Holiday Observances

<i>Schedule Type</i>	<i>Class Days</i>	<i>Class Hours</i>	<i>Hours per Week</i>	<i>Estimated Course Length</i>
Full time	Monday – Friday	9:00am – 4:00pm	30	20 weeks (5 mos.)

In accordance with regulations dictated by the U.S. Department of Education, the school will observe Constitution Day with a special program during the normal class day on or closest to September 17<sup>th</sup>. The school will be closed on any normal class day upon which one of the following holidays falls: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day. At the discretion of the School Owner, the school may close for a full or partial day prior to or following a holiday. The school may also be closed for inclement weather, staff training or special events. Advance notice of any scheduled closures will be provided to students.

## Student Textbooks

In accordance with Section 133 of the Higher Education Act of 1965 (as amended), below is a list of the textbooks and supplemental materials we provide to all students as part of the cosmetology or esthetics program:

ISBN	Publisher	Book Title	List Price
978-1-937964-81-8	Pivot Point International, Inc.	Fundamentals: Cosmetology Coursebook Set, Study Guide & Exam Prep	\$191.00
978-1-937964-81-8	Pivot Point International, Inc.	LAB Monthly Operating Fee/classroom	\$99.00
978-0-615-34932-9	Paul J. DiGrigoli	Booked Solid: The Ultimate Guide to Getting and Keeping Clients (2010)	\$29.99
9781337095044	Milady	Milady Students workbook for Milady Standard Esthetics: Fundamentals	\$ 171.00
9781337095273	Milady	Milady Students workbook for Milady Standard Esthetics: Foundations	\$ 171.00
9780615349329	Paul J. DiGrigoli	Booked Solid: The Ultimate Guide to Getting and Keeping Clients	\$ 29.99

**All courses are taught in English. Textbooks and course materials are only offered in the English language, though limited supplemental materials are available in Spanish and Vietnamese in our reference library.**

## ADMISSION REQUIREMENTS

New classes begin every other month (Jan, Mar, May, Jul, Sep, Nov) on the first Tuesday for full-time and part-time day students. School reserves the right to modify start dates, due to extracurricular events, national holidays or other unforeseen schedule conflicts. Each enrollment period ends two weeks prior to the next scheduled class start date, though exceptions may be made for special circumstances at the discretion of the Program Coordinator. To apply, students must submit a completed enrollment application and a non-refundable \$50.00 registration fee. Applications are available from our Admissions office or can be downloaded online at [www.digrigoli.com/school/admissions](http://www.digrigoli.com/school/admissions).

Each admitted student must meet the following requirements:

- Must have completed high school or its equivalent; or if enrolled under a training agreement with a government agency, school district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
- Must be a minimum of 16 years of age.
- Must be a U.S. citizen or eligible non-citizen.

Providing false or misleading information for the purpose of gaining admission or access to financial assistance is a violation of law and could lead to criminal prosecution or denial of admission to the school.

### Proof of High School Completion or Equivalent

Applicants must be able to provide a valid high school diploma, GED/HiSET certificate, official transcript indicating the student's graduation date and courses completed, or evidence of home schooling that state law treats as a home or private school. *In Massachusetts, a Certificate of Attainment does not meet this requirement.* If the school has reason to believe that a diploma is not valid (i.e., issued by a "diploma mill"), we will contact the Department of Education for the state in which the school was located to determine if a diploma from the school is recognized by that state.

DiGrigoli School of Cosmetology does not offer Ability to Benefit (ATB) testing, nor does the school accept students who have passed ATB testing.

For the purposes of determining student eligibility to receive financial aid, evidence of receiving Federal Student Aid (Pell Grants, Direct Loans or FFELP Loans) while enrolled at another postsecondary educational institution may be accepted as temporary file documentation until the applicant is able to provide proof of high school completion or equivalent. *NOTE: Valid documentation of high school completion or equivalent must be submitted prior to signing an enrollment agreement.*

### Proof of Age

Applicants must be able to provide valid proof of date of birth. Acceptable documentation includes a driver's license or government-issued ID, passport, or birth certificate and photo ID.

### Proof of Citizenship

Applicants must be able to provide valid proof of citizenship status. U.S. citizens can provide a Social Security card or certified statement from a SSA office. Acceptable documentation from eligible non-citizens includes (but is not limited to) a certificate of citizenship, certificate of naturalization or permanent resident identification card.

### Transfer Students

*We do not recruit students currently enrolled at any other schools offering similar programs of study.* DiGrigoli School of Cosmetology accepts transfer students that are able to meet the following requirements:

- Applicants must enroll for a minimum of 500 clock hours of instruction.
- Applicants must submit a Transfer Student Hours Worksheet to the State Board indicating start/end dates, hours completed at the previous school and a zero balance owed for program/tuition charges, before transfer hours will be accepted.
  - a. Students with a balance due to the previous school will have to sign a 1,000-hour enrollment contract to start at our school. Once we receive confirmation that the balance has been paid in full, we will apply transfer hours (upon approval by the State Board) and amend the student's contract.
  - b. Students that received financial aid at the previous school during the current award year will have pro-rated eligibility for awards, based on the funds received at the other school and the number of hours the student enrolls for at our school.
- Transfer hours must have been completed by the student after the age of 16 and within the past year. Between 1 and 3 years, only 50% of the hours are transferrable. Transfer hours expire after 3 years.
- Applicants terminated from other school programs for drug/alcohol offenses or unprofessionalism may not be accepted into our program.

## Foreign/International Students

In addition to providing proof of citizenship status (as described above), foreign students must have all documents required for admission translated into English by a recognized agency or approved third-party and notarized. Students should note that eligibility to enroll does not ensure access to Federal Student Aid. Financial aid is available only to those who qualify.

All foreign diplomas must be evaluated by an outside agency qualified to confirm the academic equivalence to a U.S. high school diploma. The Admissions office can provide a list of agencies that provide this service. *NOTE: The expense for this service is the responsibility of the applicant.*

Translation devices are allowed only during study/Theory chapter review sessions and are prohibited during tests. Though all nationalities are welcome to apply for enrollment, students are expected to comprehend oral/written communication in the English language and to have the proficiency to respond accordingly in order to succeed in the program.

## Re-Enrollment Policy

Students who withdraw from their contracted course, are dismissed, or fail to complete their training will have a notice placed in their student file listing the student's progress at the point of withdrawal and the reason for withdrawal/termination. Students who wish to re-enroll after withdrawal (either voluntary or involuntary) must submit an Enrollment Contract Reinstatement Request Form with a written statement and applicable supporting documentation describing the circumstances that initially prevented continued enrollment and the conditions that have changed since the date of withdrawal.

If accepted, re-enrolled students must pay a \$50 reinstatement fee, pay any outstanding charges due on his/her student account and sign a written agreement accepting any conditions imposed by the school administration regarding Satisfactory Academic Progress. If accepted for re-enrollment, a student will resume the program at the same level of academic progress (attendance, theory and practical grades) that he or she had at the point of withdrawal. If a student was on academic warning or probation at the time of withdrawal, that student will resume the same status on the date of reentry and the term length will be adjusted accordingly. If the student is unable to regain satisfactory progress by the end of the warning/probation term, the student's enrollment contract will be terminated without future eligibility to reenter the program.

If a student reenters the program within 180 days of the withdrawal date, the student will be treated as if he or she did not cease attendance and the original enrollment contract will be reinstated and amended, as applicable. For purposes of determining the student's financial aid awards, upon reentry the student will be considered to be in the same payment period he or she was in at the time of withdrawal and will retain his or her original eligibility for that payment period as determined by the Financial Aid Administrator.

If a student returns to the program after 180 days, the total number of hours remaining in the program will be treated as the student's entire program. For the purposes of calculating the student's financial aid awards, the student will start a new payment period when he or she reenters the program. The number of payment periods, length of each payment period, and total award eligibility will be prorated based on the number of hours remaining in the program.



## **Student Advisement**

We strive to support our students in reaching their educational goals. Whenever possible, we will assist students with issues related to their success in the program. Any student in need of tutorial assistance or educational counseling may request it from an instructor of the school. General advisement is typically handled by the Program Coordinator, though several other departments or individuals may be involved. Students are welcome and encouraged to seek out the advice of the school administrators, however staff and faculty cannot provide psychological assessment or counseling to students. If a student needs help with personal issues, he or she may be referred to a licensed counselor for professional assistance.

## **Practical Experience**

Students that have satisfactorily completed 250 clock hours in the program and have moved from the Basic Room to the Student Salon are often very busy servicing clients. On average, 300-400 clients visit the school for services each month! Gaining practical experience is a critical factor for those seeking a successful and financially rewarding career path. Under the guidance and supervision of our instructors, students perform services such as color application, corrective color, dimensional color, permanent waving, haircutting, hair styling, formal updo's, manicures, makeup application, facials, and much more. Students are strongly encouraged to build a photographic portfolio as they progress through the program, to present their work to prospective employers.

## **Advanced Classes**

Throughout the year, we schedule free in-house advanced classes for students enrolled in the program. Classes in practical techniques, product knowledge, personal development and business ethics are taught by guest educators, as well as by school owner Paul DiGrigoli – an accomplished hairdresser and national educator for the cosmetology industry. Based on the class content, instruction in advanced classes may include lecture and demonstration.

## **Student Competitions**

Throughout the year, there are themed student design competitions that all students are encouraged to participate in. Prizes are awarded for the best entries showing students' artistic ability, technique, creativity, and composition.

## **Field Trips & Community Events**

Throughout the year, the school schedules student field trips to beauty industry/hair shows throughout the region – Boston, New York City, and Providence, RI have been recent destinations. At these shows students can attend classes and demonstrations in all aspects of the cosmetology field, conducted by major beauty manufacturers and industry business leaders such as Toni & Guy, Redken, Rusk, Matrix, Andis, and OPI.

Our school is regularly asked to conduct presentations at area high schools for College Fairs and Career Days. Students may volunteer their time to represent the school at these exciting events. The presentations give our students valuable experience in demonstrating their skills and presenting to the public.

We often participate in local community events and fundraisers as well, and encourage our students to get involved. Recent events have included WMAS 94.7FM Diva's Night Out, the Springfield Bright Nights Ball, and Cut-A-Thons at Six Flags New England.

## **Student Rally / Graduation**

Each month the school holds an in-house rally where students celebrate their accomplishments of the previous month. Certificates are awarded for perfect attendance, volunteerism, and other performance categories.

Graduation ceremonies are held twice annually (typically in the spring and fall). Students are provided with the scheduled date, time and location in advance. Family and friends are welcome to attend.

# SATISFACTORY ACADEMIC PROGRESS POLICY

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

## Grading System

All students are uniformly graded by the evaluation and grading procedures. DiGrigoli School of Cosmetology utilizes the following grading scale:

<i>Letter Grade</i>	<i>Min. Percentile</i>	<i>Max. Percentile</i>	<i>Progress Rating</i>	<i>GPA</i>
A	93%	100%	Excellent	4.0
B	84%	92%	Good	3.0
C	75%	83%	Satisfactory	2.0
D	70%	74%	Unsatisfactory	1.0
F	Below 70%		Failing	0.0

Grades are recorded in the numeric format; letter grades are provided only for the purpose of comparing scores with grading systems used at other schools.

## Evaluation of Progress

Our Academic Year for cosmetology students is 900 hours which is to be completed in 31 weeks for full time students and 64 weeks for part time students. Our Academic Year for Esthetic students is 600 hours which is to be completed in 20 weeks full time. Report cards are typically issued within the first week of each month. Report cards indicate actual vs. scheduled hours completed to date, total hours behind, and remaining buffer hours. They also indicate the grade earned in each category (attendance, theory and practical) for the prior month, as well as the cumulative averages earned from a student's start date. Students may request a personal review of grades with an instructor and may appeal a failing grade.

In addition to the categories listed above, report cards also indicate a professionalism grade and overall grade average for the prior month. These grades do not factor into SAP. Students are graded on professionalism in order to provide an indicator on whether or not the student is gaining the skills necessary to be successful in the workplace.

An evaluation of each cosmetology student's attendance and academic progress is performed upon a cosmetology student's completion of 450, 900 and 1,000 actual (clocked) hours. For transfer students, confirmation of satisfactory academic progress is performed when the student reaches the midpoint in contracted hours, or at the established evaluation points listed above, whichever comes first. An evaluation of each Esthetic student's attendance and academic progress is performed upon a Esthetic student's completion of 450 and 600 actual (clocked) hours. Written confirmation of evaluation results are provided to students within 7 school days of reaching each evaluation point. Students meeting minimum grade requirements at the time of evaluation will be considered to be making satisfactory progress until the next scheduled evaluation. Students not making SAP may have their Title IV (Federal Student Aid) funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in the status of probation (see Academic Warning & Probation Policies below).

## Maximum Time Frame

The maximum time frame a student has to complete the program is 150% of the course length (46 weeks for F/T students, 94 weeks for P/T or 20 weeks for esthetic students). Basically, this means that a cosmetology student must complete 1,000 actual hours of instruction before 1,500 scheduled hours have elapsed. If a cosmetology student has not completed the program by 1,500 scheduled hours, that student's enrollment contract will terminate automatically. An esthetic student must complete 600 actual hours of instruction before 900 scheduled hours have elapsed. If an esthetic student has not completed the program by 900 scheduled hours, that student's enrollment contract will terminate automatically. These students will be considered "incomplete" and will be required to restart the program on a cash-pay basis under a new contract for the remaining hours. These students will be considered "incomplete" and will be required to restart the program on a cash-pay basis under a new contract for the remaining hours.

Transfer hours accepted from another school are counted as both attempted and completed for the purpose of determining the allowable maximum time frame. Students may not exceed an average of 140 clock hours of instruction per month. For students that take an approved leave of absence from the program, the student's contract period and maximum time frame are extended by the same number of calendar days taken in the leave.

## Pace of Progression

All students must maintain a minimum cumulative attendance average of 67% in order to be considered making satisfactory progress and to complete the program within the maximum time frame. Student attendance is tracked using weekly time sheets indicating actual hours of instruction. Sign-in sheets are used to record attendance at external school events. The attendance percentage is determined by dividing the total actual hours of attendance by the total number of hours scheduled.

### **Course Interruptions, Incompletes & Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **Non-Credit, Remedial Courses & Repetitions**

Non-credit, remedial courses and repetitions do not apply to DiGrigoli School of Cosmetology. Therefore, these items have no effect upon the school's satisfactory academic progress standards.



# SCHOOL POLICIES

## Student Code of Conduct

All enrolled students must conduct themselves in a professional manner at all times and must conform to the rules and regulations of the school (including those mandated by local, state, and federal agencies), as listed and described in the *Student Handbook* and other relevant documents distributed to the student body. The school reserves the right to modify its policies from time to time. Written notification of any new or revised policies will be distributed to students in a timely manner and prior to the policy taking effect.

The school may terminate a student's enrollment contract at any time for violation of the school's policies. Conduct unbecoming the profession or school may warrant suspension or dismissal from the cosmetology program. If necessary, local law enforcement may be notified to ensure the safety of our students. Any major policy infractions may be grounds for immediate termination. If a student is dismissed for unsatisfactory progress or misconduct, he/she will not be reinstated into the program until the school administration and faculty are assured that the reason for dismissal has been (or will be) corrected.

### **Conduct Violations:**

- Refusal to provide assigned client services.
- Disruptive behavior in the classroom(s) and/or the Student Salon.
- Refusal to perform assigned tasks or requirements.
- Failure to attend classes regularly and/or failure to clock in and out.
- Non-payment of tuition according to a signed payment plan agreement.
- Failure to correct behavior as outlined in verbal/written warnings, advising reports, and administrative counseling sessions.

## Dress Code

Between Memorial Day and Labor Day, students may wear black and/or white clothing and footwear. During the remainder of the school year, students must wear all black clothing and footwear. (School-branded apparel of other colors is allowed throughout the year). No sleeveless tops, short-shorts or mini-skirts are allowed. When wearing a smock, student apparel length should fall below the bottom hem of the smock. For safety reasons, no open-toed or open-heeled shoes are allowed. Clothing should be free of rips, tears, or stains, and aside from school apparel, should not display any logos or slogans.

Students who wear make-up must arrive with it already applied, unless the student will be serving as a model for another student to practice application skills. Students must limit the use of perfumes/colognes and other scented body products. Only light scents should be worn, in consideration of people with allergies or sensitivity to scented products.

## Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is strictly forbidden by the school and may subject students to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to 5 years and fines of up to \$250,000 per offense. For more information, please see the FAQ page at [www.copyright.gov](http://www.copyright.gov).

## Disciplinary Warning & Suspension Policy

For the first violation of any school policy, students will receive a verbal warning. A second violation will result in a written warning. A third violation will result in a suspension of up to 3 days, at the discretion of the School Owner or Program Coordinator. Suspension time will be deducted from a student's buffer hours. The Warning & Suspension Policy will renew for a student 30 days after an initial verbal warning, only if no further warnings have been issued. All written warnings and suspension notices are maintained in student files. If a student receives a written warning or suspension, the student may be required to submit a written correction plan to a designated school official for approval. If the student doesn't follow the approved plan, disciplinary action will be taken at the discretion of the School Owner or Program Coordinator.

## Drug & Alcohol Abuse Prevention

The school's policies regarding Drug & Alcohol Abuse Prevention apply to all students and employees. Unlawful manufacture, dispensing, possession, use, or distribution of illicit drugs or alcohol is strictly prohibited on school property, at any teaching site, or as

part of any school activity (on or off-site). Information and literature on the prevention of drug and alcohol abuse, as well as contact information for drug counseling, rehabilitation and assistance, are available in the Student Resource Center.

The *Notice of FSA Penalties for Drug Law Violations* is available from our Financial Aid office or online at [www.digrigoli.com](http://www.digrigoli.com). Non-compliance with this policy will impose an immediate 30-day suspension from the school. During the suspension, the student or employee must enroll in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement or other appropriate agency and provide proof of program entry to the school.

Community service may be required by one of the previous stated agencies. After the suspension, the student or employee will only be allowed to return to the cosmetology program with written authorization from a counseling agency confirming that the student or employee has discontinued use of drugs or alcohol. If a student or employee is unable to provide the required authorization, termination of enrollment or employment will occur automatically.

The school will notify students and employees in writing of any drug or alcohol policy violations. A student or employee is allowed up to 3 days from receipt of written notice to request a formal hearing with school officials. If a hearing is requested, a minimum of 3 school officials will attend and the student or employee will be allowed legal representation if necessary. All testimonies given at the hearing, as well as the school's decision, will be documented in writing and distributed to all parties involved in the case. In all cases, the school's decision will be final. If a student or employee re-enters the cosmetology program and violates a drug or alcohol policy a second time, he or she will be permanently terminated from the school.

## Campus Security

We refer all law enforcement issues to the local police for resolution, as we do not retain any campus-based security personnel. Prompt reporting of criminal activity is in the best interest of all students and school employees. Students and school employees will be notified immediately upon confirmation of any significant emergency or dangerous situation that could pose a threat to their health or safety. Additionally, the school maintains reports on liquor law violations, drug law violations, and illegal weapons possession. An annual security report is issued on October 1st of each year to all students and school employees. The *Annual Security Report* is also available online at [www.digrigoli.com/school](http://www.digrigoli.com/school). This report includes statistical data for any crimes reported on campus or within the vicinity of the school in the past year and detailed statements of policy regarding campus security. In addition, the report describes our policies in accordance with Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 (VAWA).

## Internal Grievance Procedures

If a student has a problem with the administration of the program or operations of the school, he or she should first attempt to resolve the problem with all parties involved before filing an official complaint. A student, instructor, or interested party may file a complaint against any other student, instructor, or interested party. The complaint must be submitted in writing, outlining the allegations or nature of the complaint, and must be submitted to the Program Coordinator. The Program Coordinator and/or School Owner will meet with the complainant to review the allegations within 10 calendar days of receipt of the written complaint. All meetings between school officials and the complainant will be documented in writing. Upon request, the complainant will be provided a copy of all written records. The school will act on the allegations within 15 calendar days from the initial meeting with the complainant. If the allegations indicated in the complaint are proven to be warranted and based on fact, a written statement will be provided to the complainant stating the steps required to correct the problem. The school will do everything possible, within reason, to resolve any complaints or problems that a student, instructor, or interested party may have. If the complainant wishes to pursue the matter further, a complaint form is available from our accrediting agency: NACCAS, 3015 Colvin Street, Alexandria, VA 22314 [www.naccas.org](http://www.naccas.org) (703) 600-7600. Complainants are required to follow the school's internal grievance procedures prior to filing an official complaint with the accrediting agency. To file a complaint with the MA Division of Professional Licensure, download a complaint form at <http://www.mass.gov/ocabr/docs/dpl/complaint.pdf>.

## Student Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Parental rights regarding their children's education records transfer to the student (or former student) who has reached the age of 18 or is attending any school beyond the high school level. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit a written request to the Program Coordinator that identifies the record(s) the student wishes to inspect. The Program Coordinator will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records requested are not maintained by the school, the Program Coordinator will advise the student of the correct official and/or agency to contact.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record

should write the Program Coordinator, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school will make a reasonable attempt to notify each student of these disclosures. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to:

- School officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the school.
  - Officials of another school in which a student seeks or intends to enroll.
  - Certain government officials or other parties in order to carry out lawful functions (such as individuals who have obtained a court order or subpoena).
  - Appropriate parties in connection with financial aid to a student.
  - Organizations doing certain studies for the school (such as Federal, State, local or accrediting agencies).
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

At its discretion, the school may provide directory information in accordance with the provisions of FERPA. Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information includes the following: student's name, addresses (local, permanent and email), telephone number, date and place of birth, pictures of students (for use in school publications, press releases and advertisements), all educational institutions previously attended, enrollment status, grade level, participation in officially recognized activities, dates of attendance, anticipated and actual graduation date, and certificates/awards received.

Students may withhold directory information by notifying the Program Coordinator in writing; please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a directory hold prior to filing such a request, as it may adversely impact future requests from potential employers and other important individuals or organizations.

Requests for nondisclosure will be honored by the school until informed to the contrary. The school assumes no liability as a result of honoring a student's instructions that directory information be withheld.

## Graduation Requirements

In order to receive a certificate of completion and licensing application from DiGrigoli School of Cosmetology, students must:

- Successfully complete the required number of clock hours in the cosmetology program within the maximum time frame, as indicated in this *Student Handbook* and on the student's enrollment contract.
- Pass all written and practical examinations with an average cumulative grade of 75% or better.
- Make satisfactory payment arrangements for all financial obligations to the school.

Each student must attend an exit interview with the Program Coordinator upon completion of the program. Graduating students will receive written notification of the scheduled date and time for the interview, typically within the student's last week of classes. During the exit interview, the Program Coordinator will confirm that the student has fulfilled all graduation requirements, will review the procedures for scheduling the state licensure examinations, and will provide the student with an Education Completion Certificate/State Licensing Application. All student borrowers of Federal Direct Loans must complete exit loan counseling upon completion or withdrawal from the program.

## Job Placement Assistance

Upon request, the school will provide job placement assistance to enrolled students and graduates of the cosmetology program. Placement assistance services include interviewing classes, resume preparation/review, portfolio preparation, salon visits and salon referrals. Though the school will advise students to the best of our ability on the appropriate means of attempting to realize job opportunities, we do not guarantee employment or salary range for graduates of our program. Students that are interested in seeking licensure outside of Massachusetts may request information from the Program Coordinator about out-of-state licensure requirements and reciprocity.

## Course Cancellation Policy

If the program or course is canceled subsequent to a student's enrollment, the school shall provide either a full refund of all monies paid or completion of the course at a later time. If permanently closed after a student has enrolled, the school will provide a pro rata refund of tuition or course completion through a pre-arranged teach out agreement with another institution.

## Refund Policies

The school may refund a portion of tuition and educational expenses to students who are withdrawn from the program. If all or parts of educational costs are paid for by private loan, Federal Title IV Student Aid funds, or other funding source, a return of funds will be made to the source(s) according to their policies – whether the withdrawal is official or not.

The return of funding to outside sources may result in educational costs not paid and due from the student to DiGrigoli School of Cosmetology. The school refund policy, Federal Return of Title IV Funds policy, and all other lenders' policies are independent of each other. In the event of a refund policy conflict, the school policy most beneficial to a student's interest will be observed in compliance with State and Federal regulations and guidelines. *NOTE: All refund calculations are based on scheduled hours as of the student's last date of attendance.* The student's last date of attendance is determined by reviewing weekly timesheets and that date is used as the withdrawal date for refund calculations.

These policies apply to terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. All refund calculations will be performed within 30 days of the school's determination of a student's withdrawal and any refund due to the student will be made within 45 days of the withdrawal date.

### DIGRIGOLI SCHOOL OF COSMETOLOGY REFUND POLICY (as per M.G.L. Chapter 255, Section 13K)

1. You may terminate this agreement at any time.
2. If you terminate this agreement within five days you will receive a refund of all monies paid, provided that you have not commenced the program.
3. If you subsequently terminate this agreement prior to the commencement of the program, you will receive a refund of all monies paid, less the actual reasonable administrative costs described in paragraph 7.
4. If you terminate this agreement during the first quarter of the program, you will receive a refund of at least seventy-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
5. If you terminate this agreement during the second quarter of the program, you will receive a refund of at least fifty per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
6. If you terminate this agreement during the third quarter of the program, you will receive a refund of at least twenty-five per cent of the tuition, less the actual reasonable administrative costs described in paragraph 7.
7. If you terminate this agreement after the initial five day period, you will be responsible for actual reasonable administrative costs incurred by the school to enroll you and to process your application, which administrative costs shall not exceed fifty dollars or five per cent of the contract price, whichever is less. The administrative costs at DiGrigoli School of Cosmetology are \$50.00.
8. If you wish to terminate this agreement, you must inform the school in writing of your termination, which will become effective on the day such writing is mailed.
9. The school is not obligated to provide any refund if you terminate this agreement during the fourth quarter of the program.

### FEDERAL RETURN OF TITLE IV FUNDS POLICY

The Higher Education Amendments (HEA) of 1998 established a Return of Title IV Funds policy that requires both schools and students to return federal funds amounts that have not been earned. The amount earned is defined as the percentage of the payment period completed, as calculated using calendar days, at the time a student is withdrawn from school (i.e., number of clock hours the student was scheduled to attend, divided by number of hours for which federal aid was disbursed).

Students who have received federal student aid and are withdrawn without completing the course can lose eligibility for future aid because of failure to make satisfactory academic progress, regardless of the point at which they are withdrawn.

If a student completes more than 60% of the scheduled hours within a payment period, it is determined that all the aid has been earned. If a student completes 60% or less of the scheduled hours in a given payment period, the earned and unearned portions will be calculated and reported to the student in writing by the school within 30 days of the date the school determined that the student was withdrawn.

The unearned portion of the aid will be returned to the appropriate Title IV program by the school and the student will be billed for the amount of tuition that was returned (in excess of the school's refund policy). Any unearned portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs.

The student will receive an overpayment letter and will be given 45 days to make the repayment. The student will be ineligible for further Title IV aid until the funds are repaid or satisfactory payment arrangements have been made with the U.S. Department of Education.

If the total amount of Title IV aid that the student earned is greater than the amount of aid that was disbursed as of the date the school determined that the student withdrew, the difference between these amounts will be treated as a post-withdrawal disbursement. If outstanding charges exist on the student's account, the school may credit the student's account up to the amount of outstanding charges with all or a portion of any grant funds that make up the post-withdrawal disbursement. A post-withdrawal disbursement of loan funds will only be made with written confirmation from the student (or parent in the case of a PLUS loan) that they still wish to have the loan funds disbursed. The school will disburse directly to a student any amount of a post-withdrawal disbursement that is not credited to the student's account as soon as possible, but no later than 45 days after the date of the school's determination that the student withdrew.





# FINANCIAL ASSISTANCE

## Federal Student Aid (FSA) Programs

The school is currently approved by the U.S. Department of Education to participate in the following FSA Title IV programs:

- *Federal Pell Grants* - The Pell Grant is available to undergraduate students who demonstrate financial need. The grant amount is based on enrollment status, income, assets, family size, and the cost of attendance. The Pell Grant does not have to be repaid.
- *Federal Direct Loans* - Direct Loans are low-interest, fixed-rate loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education, though the loan servicer can be a private business.
  - *Subsidized*: For students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is in school at least half-time, during deferment periods, and during certain periods of repayment under the Income-Based and Pay As You Earn Repayment Plans.
  - *Unsubsidized*: Not based on financial need. Interest is charged during all periods, even during the time a student is in school. If unpaid, the interest that accrues during an in-school, grace, or deferment period is capitalized.

A loan fee is proportionally deducted from each loan disbursement. Repayment of these loans begins 6 months after the student ceases to be enrolled at least half-time.

- *PLUS*: Unsubsidized loans for the parents of dependent undergraduate students. PLUS loans can be used to pay for education expenses up to the cost of attendance, minus all other financial assistance. Interest is charged during all periods. Credit worthiness is a factor in obtaining this type of loan and a credit check will be performed at the time of application to assess eligibility.

A loan fee is proportionally deducted from each loan disbursement. Repayment of PLUS loans begins immediately after the last loan disbursement is made within an academic year, unless special deferment conditions apply.

The *Code of Conduct for Education Loans* is available from our Financial Aid office or online at [www.digrigoli.com.school](http://www.digrigoli.com.school).

To receive FSA funds, a student must meet the following general eligibility requirements:

- Must be enrolled as a regular student in an eligible program. A regular student is someone who is enrolled or accepted for enrollment at an eligible institution for the purpose of obtaining a certificate offered by the school.
- Cannot be enrolled simultaneously at an elementary or secondary school.
- Must have a valid high school diploma or equivalent.
- Must be a U.S. citizen or eligible non-citizen (proof of citizenship or Alien Registration number required from foreign students).
- Must meet satisfactory academic progress requirements.
- Must meet enrollment status requirements. A student must be enrolled at least half-time to receive aid from the Stafford and PLUS loan programs. The Pell Grant program doesn't require half-time enrollment, but the student's enrollment status does affect the amount of Pell a student may receive.
- Must have resolved any drug conviction issues. A federal or state drug conviction can disqualify a student for FSA funds if the conviction was for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid. Additional information is available from our Financial Aid office in the *Notice of FSA Penalties for Drug Law Violations*.

Students who desire to receive financial assistance from FSA Title IV programs must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility each award year. Award years run from July 1 to June 30. Applications can be completed online at <https://fafsa.ed.gov>. Our Federal School Code is 041169.

For assistance with completing a FAFSA or for answers to questions about financial aid, please contact our Financial Aid office at (413) 827-8888 x14 or by email at [faa@digrigoli.com](mailto:faa@digrigoli.com). All new and continuing students should submit a FAFSA as soon after January 1 as possible, each year. *Students currently enrolled are required to reapply for financial assistance if the award year will cross over during the course of enrollment.*

If a student transfers from another institution during the same award year, federal regulations require that we request information through the National Student Loan Data System (NSLDS) about any disbursements made while the student was enrolled at the previous school to ensure that future disbursements are accurate and do not exceed any federally mandated maximums. Since the information on the NSLDS system may not be accessed earlier than 30 days from your official withdrawal date from another institution, your financial aid package may change after review of your record on the NSLDS system.

Financial aid applicants will receive a Student Aid Report (SAR) by email from the U.S. Department of Education approximately 3 business days after the FAFSA is submitted online. The SAR summarizes the data reported on the FAFSA. Though financial aid eligibility is estimated on a SAR, actual awards will be determined by our Financial Aid office and may differ from the estimates. Our Financial Aid office will generate an estimated award notice upon electronic receipt of an applicant's FAFSA. We will advise you if additional information and/or documents are needed to complete your financial aid application. Any applicant that has not submitted all required documentation, as indicated by our Financial Aid office, cannot receive financial aid. To prevent delays in awarding aid, it is important that you respond in a timely manner.

First-time borrowers of Federal student loans must complete Direct Loan entrance counseling and all borrowers (including parents borrowing PLUS loans) must electronically sign a Master Promissory Note before loan funds can be disbursed and credited to a student's account. Our Financial Aid office will provide information on completing these requirements with your award letter. All student borrowers must also complete loan exit counseling when they withdraw, drop below half-time or graduate from the program. The school will not issue a certificate of completion and licensing application to any student borrower that has not completed exit counseling.

FSA awards will be disbursed and applied to a student's account based on that student's completion of instruction hours and academic progress in the program. All financial aid recipients must meet minimum academic progress standards to maintain eligibility for awards. *Please see our Satisfactory Academic Progress policy for additional details.*

The school receives disbursements from the U.S. Department of Education via Electronic Funds Transfer (EFT). Within 3 business days of receipt, the disbursement(s) will be credited to the student's account and an updated account ledger will be provided to the student (and/or parent, upon request). Loan recipients will also receive a loan disbursement notification letter describing the type of loan(s) disbursed, the amount(s) credited to the student's account, the date the disbursement was credited, and the borrower's rights to cancel all or part of the loan disbursement.

### **Veterans' Education Benefits (GI Bill®)**

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). For information on eligibility, how to apply for benefits, programs covered by the GI Bill, and payment amounts, visit <http://www.benefits.va.gov/gibill>. Additional information pertaining to MA veterans can be found at [www.sec.state.ma.us/cis/cisvet/veteduca.htm](http://www.sec.state.ma.us/cis/cisvet/veteduca.htm).

Examples of benefit programs include:

- *Montgomery GI Bill (Chapters 35 & 1606)* - The MGIB program provides up to 36 months of education benefits. Generally, benefits are payable for 10 years following your release from active duty.
- *Dependents' Educational Assistance Program (Chapter 35)* - DEA provides up to 45 months of education benefits to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service related condition.

Students eligible for VA benefits should provide DiGrigoli School of Cosmetology with a copy of the student's VA certificate of eligibility letter or entitlement information from "eBenefits" no later than the first day of the course for which the student has enrolled. Students must also provide any additional information necessary to the proper certification of enrollment by the school, as indicated by the Financial Aid office.

In accordance with the Veterans Benefits and Transition Act of 2018, the school permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapters 31 or 33 and ending on the earlier of the following dates:

- (i) The date on which the Secretary of Veterans Affairs provides payment for such course of education to such institution.
- (ii) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

The school will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary of Veterans Affairs under Chapters 31 or 33.

In a case in which the amount of a disbursement is less than anticipated and does not meet the student's financial obligation to the school, the student will be responsible for payment to the school for the difference between the amount of the financial obligation and the amount of the disbursement.

### **Massachusetts Rehabilitation Commission (MRC) Training Grants**

MRC's Vocational Rehabilitation Program (VRP) assists individuals with disabilities to obtain and maintain employment. The VRP helps individuals with documented physical, psychiatric and/or learning disabilities by providing funding for training. Recipients of Social Security benefits typically qualify automatically for this grant. *NOTE: There is currently a 3-month waiting period before MRC grants are disbursed to the school.* For more information or to apply for benefits, call (413) 736-7296 or visit [www.state.ma.us/mrc](http://www.state.ma.us/mrc).

### **Massachusetts One-Stop Career Centers**

The Workforce Investment Act (WIA) provides funding and training grants to dislocated workers and other financially disadvantaged individuals that require training to enter the workforce. WIA and Trade Program grants are available through the following agencies:

- *CareerPOINT*, 850 High Street, Holyoke, MA (413) 532-4900 [www.careerpointma.org](http://www.careerpointma.org)
- *Franklin/Hampshire Career Center*, 178 Industrial Drive, Suite 1, Northampton, MA (413) 586-6506 [www.fhcc-onestop.com](http://www.fhcc-onestop.com)
- *FutureWorks*, One Federal Street Building 103-3, Springfield, MA (413) 858-2800 [www.getajob.cc](http://www.getajob.cc)

*NOTE: The application process for funding through these agencies generally takes multiple weeks to complete.* To receive funding, students must complete all agency requirements prior to starting classes and are encouraged to apply at One-Stop Career Centers at least six weeks in advance of enrolling at the school.

### **MASSAid Programs**

Students that submit a FAFSA by the Massachusetts deadline of May 1 may be eligible to receive financial assistance through the MASSAid programs that include:

- General Scholarship (MASSGrant)
- Christian Herter Memorial Scholarship
- Part-Time Student Grant
- Massachusetts No-Interest Loan
- Massachusetts GEAR UP Program
- Massachusetts Foster Child Grant

If eligible, the student will receive notification from our Financial Aid office indicating the program type and amount of award.

### **Scholarship Programs**

Scholarship application forms for the programs listed below are also available from our Financial Aid office:

- The American Association of Cosmetology Schools (AACCS) sponsors a number of scholarship programs. Application forms and details for these scholarships can be downloaded from the AACCS website, [www.beautyschools.org/careers-in-beauty/grants\\_scholarships/](http://www.beautyschools.org/careers-in-beauty/grants_scholarships/).
- Joe Francis Haircare sponsors a \$1,000 scholarship for students that are currently applying for entrance or are actively enrolled in a cosmetology program. For details and to download an application form, visit [www.joefrancis.com](http://www.joefrancis.com).
- Beauty Schools Marketing Group sponsors scholarships of \$2,500, with drawings held quarterly. To apply online or download an application form, visit [www.beautyschoolsdirectory.com/cosmetology-school-scholarships.php](http://www.beautyschoolsdirectory.com/cosmetology-school-scholarships.php).
- Great Clips sponsors the Alice Madden Barton cosmetology scholarship program. The scholarships are given out twice a year in January and July to applicants who can demonstrate a passion for the craft and dedication to developing their skills. Applications can be downloaded at [www.greatclips.com/stylists/scholarship-program](http://www.greatclips.com/stylists/scholarship-program).

# Cosmetology Specifics



2024 - 2025

# PROGRAM CURRICULUM & COURSE LENGTH

In the Commonwealth of Massachusetts, the required cosmetology course length consists of 1,000 actual clock hours of training. A clock hour is defined as 60 consecutive minutes, of which at least 50 minutes are dedicated to instruction. The cosmetology program consists of both theory and practical instruction. Detailed information on Massachusetts cosmetology licensure requirements is available from our Admissions office at (413) 827-0037 x14 or by contacting the State Board at (617) 727-9940 [www.mass.gov/dpl/boards/hd](http://www.mass.gov/dpl/boards/hd).

- 0 - 250 hours: Students are taught basic techniques in haircutting, virgin color and color retouch applications, perming, hairstyling, manicuring and esthetics. Students will also learn about retail sales, business ethics, sanitation, customer service, personal appearance and hygiene, personal motivation and development, state laws and regulations, salon administration, and job interviewing. Students work exclusively on mannequin heads in the Basic Room as they begin the practical portion of our curriculum.
- 250 - 400 hours: Upon satisfactory completion of 250 hours and after passing a practical examination, students move from the Basic Room to the Student Salon. At this point students may begin to service clients by providing scalp treatments, shampooing, manicures, skin care/facial grooming, finger waving, pin curling, marcelling, and haircutting. Students will receive an orientation when they move to the Student Salon floor.
- 400+ hours: Students may begin to perform the work of hair coloring, cold and permanent waving, bleaching, hair straightening and hair styling on clients.

*All services performed by students on clients are supervised by our licensed cosmetology instructors.*

Students approaching completion of 1,000 clock hours will participate in a “mock” State Board Exam at the school. This exam is structured and timed to mimic the actual state practical licensure exam and utilizes the skills and procedures that students will be required to demonstrate. To download handbooks, applications and forms for Massachusetts cosmetology testing and licensing, visit [www.https://candidate.psiexams.com/.com](https://candidate.psiexams.com/.com).

## Student Orientation

All incoming students must attend an orientation held on their first day of classes. During orientation, students will learn about school policies/standards, receive information about facility resources (emergency evacuation routes/procedures, reference library location, drinking water, etc.), and obtain access to the biometric timeclock system and lockers for personal belongings.

## Curriculum – Minimum Practice

The following schedule of subjects, services and clock hours is prescribed by the Massachusetts Board of Cosmetology.

<i>Subject</i>	<i># of Services</i>	<i># of Clock Hrs</i>
Manicures	20	50
Hair Straightening/Permanent Waving	10/40	250
Shampooing	100	25
Fingerwaving	25	50
Marcelling & All Iron Curls	30	45
Skin Care & Facial Grooming	20	80
Wig Instruction & Scalp Treatments	20	50
Dyes & Bleaching (packs, tints, rinses, reconditioning)	40	150
Hair Cutting	50	125
Oral/Written/Practical Tests, Sterilization, Hygiene & Anatomy		125
Instruction & Lecture on Sanitation		25
Ethics, Salesmanship, Courtesy & Conduct (includes new student orientation)		15
Career & Employment Information (includes job placement assistance & gov't. regulations)		10
<b>TOTAL HOURS:</b>		<b>1,000</b>

## Attendance Policy

Students are expected to attend classes regularly and to pursue the instruction and practice work diligently. Excessive absenteeism, tardiness and early departure will not be tolerated without a valid written excuse, which must be approved at the discretion of the Program Coordinator.

For students receiving financial aid, no more than 10% of the clock hours in a payment period may be considered excused absences. For all students, the enrollment contract will be automatically terminated after 14 consecutive calendar days of non-attendance, unless the absences are excused or the student is on an approved leave of absence.

- **Buffer Hours** - Each student enrolled for the full 1,000-hour program is allowed 100 clock hours for unexcused absences from school during the course of the program. For transfer students, the number of allowed unexcused absences is prorated at a ratio of 1:10 hours. Students that exceed the maximum allowed buffer hours will be charged an hourly overage fee (see our Tuition & Fee Schedule for details).
- **Makeup Hours** - Students are allowed to make up time on regularly scheduled school days between the hours of 8:00am and 9:00am. Part-time students can also make up hours from 1:15pm-4:00pm on weekdays and all day on Saturday. In order to receive credit for makeup hours, students must work on assigned tasks or projects as indicated by an instructor for the duration of the time that they are in school. The opportunity to make up hours exists only for the purpose of keeping a student on track for completion of the program within the maximum time frame, as indicated on the enrollment contract. Students are not allowed to accelerate their progress in the program by making up hours in advance of an absence from school.

## Leave of Absence Policy

An authorized leave of absence is a temporary interruption in a student's program of study. Students that need an extended period of time (5+ calendar days) away from school for mitigating circumstances may request a leave of absence from the program. Leaves of absence are not intended for vacations, weddings, travel, or other leisure activities for which an excuse note cannot be obtained. Examples of circumstances would be: a financial hardship that requires the student to attend work during school hours, illness or injury requiring medical treatment, a death in the family, loss of child care or transportation, etc. *NOTE: At the discretion of school officials, documentation may be required to support the student's indicated reason for needing a leave. A leave of absence is not required if a student is not in attendance during a school-scheduled break, though a scheduled break may occur during a leave.*

All periods of non-attendance, including weekends and scheduled school closings, will be accounted for in calculating the maximum time frame for a student's leave of absence. Leaves of absence may not exceed a combined total of 180 calendar days within any 12-month period. *NOTE: The length of a student's leave of absence may be reduced if the 180<sup>th</sup> day is scheduled to fall on a day the school will be closed.*

Leave request forms are available from the Student Resource Center or Program Coordinator and must include: 1) the reason for the request, 2) the date the leave will start, 3) the date the student intends to return to school, and 4) the student's dated signature. Completed leave request forms must be submitted in advance and approved in writing by a school official. To be approved, there must be a reasonable expectation that the student will return to the program.

If an unforeseen circumstance - such as a car accident - prevents a student from submitting the request in advance, the student will be expected to submit the required form once capable of doing so. In this instance, the leave start date will be the first scheduled school day the student was unable to attend as a result of the circumstance and the reason for delayed notice will be documented in the student's file by the Program Coordinator.

While on an approved leave of absence, a student's hours are not affected. Actual hours, scheduled hours, and the buffer hours remaining do not change. In addition, a student on leave will not be considered withdrawn, the school will not perform a refund calculation, and no additional institutional charges will be assessed as a result of the leave.

Students on leave may return to the program at any time prior to the scheduled return date. If a student on leave cannot return by the scheduled date and is eligible for an extension (based on the number of calendar days used within a 12-month period), the student must submit a written or electronic request to a school official for additional leave time and must indicate a new return date.

If a student takes an unapproved leave, does not return at the expiration of an approved leave, or has not requested an extension to a leave (if eligible), the school will automatically mail notice of termination from the program after 14 calendar days of non-attendance. In this instance, for the purpose of calculating a tuition refund, the student's last day of attendance will always be considered the withdrawal date. For withdrawn borrowers of Federal Direct Subsidized, Unsubsidized and/or Parent PLUS Loans, the school will automatically process a Return of Title IV calculation (as described in the school's Refund Policy) within 30 calendar days. Loan repayment terms will be affected and the student's grace period will be reduced by the number of days taken on the leave of absence.

Upon return from a leave, a student will resume the program at the same level of academic progress (cumulative attendance, theory and practical grade averages) that he or she had as of the last day of attendance. All parties must sign and date an Enrollment Agreement Addendum to extend the student's contract period and maximum time frame for program completion by the same number of calendar days taken for the leave.

Students on a leave of absence are not allowed to attend school field trips or extracurricular events. Additionally, students on leave are not allowed to visit the school except to receive services in the Student Salon. These students must pay client prices for services received and are not permitted to enter areas of the school outside of the Student Salon.

## Minimum Academic Averages

All students must maintain minimum cumulative grade averages of 75% in theory and 75% in practical work in order to be considered making SAP.

- **Theory** - Theory grades are based upon the average of scores received for written tests that are assigned and completed within a given month. Students will typically review one chapter of the textbook each week and test on that chapter (or, for unit tests, a series of previously reviewed chapters) on Fridays. Sections of the supplemental workbook may be completed by students to receive extra credit. All chapter tests, unit tests and a final written exam must be completed by each student prior to completion of the cosmetology program.

Students may retake tests to attempt achievement of a higher grade within 1 week of initial testing dates and will retain the highest grade earned on each test. (Only 1 retake is allowed per chapter, unit or final exam.) *Note: Students not making SAP will be allowed to take missed tests and/or retake failed tests outside of the 1-week timeframe for retakes.* Students returning from an approved leave of absence must consult with their instructors to determine if the chapters covered during the leave will cycle around again prior to the student's completion of the program. If not, the student is expected to perform self-study of the missed chapters and to sign up for testing when ready.

Students that are not making SAP in Theory will be provided with a written academic action plan for improvement.

- **Practical** - Practical grades are based upon the completion of assigned weekly hands-on requirements (typically 5 per day for a F/T student and 3 for a P/T student). Students must complete assigned requirements before they will receive credit for any additional and optional practical work (unless a student has client requests on the Student Salon floor).

All practical work done on mannequins or clients must be evaluated by an instructor to receive credit. Instructors may also assign students to complete verbal recitation or hands-on demonstration of the correct sequence of steps involved in performing practical tasks. When these are assigned, the Practical grade is determined by averaging the requirements completed with the grades earned on verbal/hands-on demonstrations. At least one comprehensive practical skills evaluation will be conducted during the course of study.

Students that are not making SAP in practical work will be provided with a written academic action plan for improvement.

## Academic Warning & Probation Policies

- **Warning** - Students that are not meeting the minimum requirements for satisfactory academic progress (SAP) at the end of an evaluation period will receive a written notice and will have until the next evaluation period to bring their grades and/or attendance up to the minimum standards for SAP.
- **Probation** - Students that have not met minimum requirements at the end of the warning period will be considered not making SAP and Title IV (Federal financial aid) funding will be interrupted. In order to be placed on probation and continue to receive Title IV funding, students must appeal the satisfactory academic progress decision within 10 days of receiving a written Academic Probation notice and prevail upon the appeal. These students will have until the next evaluation period to bring their grades and/or attendance up to minimum requirements, or up to the requirements set forth in an agreed upon academic action plan. If SAP is not achieved by the end of the probationary period, according to satisfactory academic progress requirements or an academic action plan, the student's Title IV funding will be terminated and the student will become responsible for payment of the remaining tuition balance (plus any additional institutional charges due). In order to have financial aid reinstated, students will be required to bring their grades and/or attendance up to satisfactory levels.

## Appeal Procedures

Students may appeal a negative SAP determination within 10 days of receiving notice of the determination. To petition for financial aid reinstatement, students must submit a written appeal within 5 days of notification that aid was terminated. The student's appeal must include reasons for why he or she failed to make SAP (e.g., the death of a relative, an injury or illness of the student, or other special circumstances) and what has changed that will allow the student to meet the minimum requirements by the next evaluation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. If a student prevails on an appeal, the student will be considered to be making SAP and financial aid eligibility (if terminated) will be reinstated. The results of all student appeals are documented in the student's file.

# PROGRAM COSTS & REFUND POLICIES

## Tuition & Fee Schedule

The following Tuition and Fee Schedule pertains to the 2021-2022 academic year. The school reserves the right to change this tuition and fee schedule without prior notice. You must contact our Admissions or Financial Aid office for current program charges. Students and parents should be prepared to pay for expenditures associated with living expenses, travel, and personal items.

### Tuition and Initial Fees

Registration Fee (non-refundable)	\$50.00
Activity Fee	\$950.70
Student kit / Textbook Fee	\$1,188.99
MA sales tax (6.25%)	\$74.31
Tuition (\$14.75 per clock hour)	\$14,750.00
<b>TOTAL PRICE OF ATTENDANCE:</b>	<b>\$17,014.00</b>

The registration fee, activity fee, student kit and textbook charges, and applicable sales tax are not part of tuition and must be paid for in full by the course start date for which a student enrolls, *unless incorporated into a financial aid award package that the student has accepted in writing.*

The activity fees collected from individual students at the start of a new class are combined into a fund to pay for extracurricular educational activities (including but not limited to field trips and class projects) scheduled for that class. If an individual student does not participate in an activity offered by the school, this does not warrant a refund – in whole or in part – of the activity fee. If all activity fee funds collected from the student body are depleted during the term of enrollment, students may incur additional out-of-pocket expenses. Participation by students in activities that are not school-sponsored will be voluntary and costs associated with participation will be announced in advance to the student body.

Tuition for transfer students is prorated, based on the number of hours for which the student enrolls. All transfer students are required to purchase the kit and textbooks provided at DiGrigoli School of Cosmetology.

## Overage Fees

Students are required to pay an overage fee of \$15.00 per clock hour for any instruction required to complete the program after all buffer hours have been depleted (see Attendance Policy for a definition of buffer hours). This fee may be waived only by written consent of the school upon a demonstration of circumstances warranting such a waiver. All monies received for overage fees prior to a student's completion of the program will be refunded if the student's enrollment contract is terminated.

## Payment Methods

Tuition and fees are payable by cash, check, money order, or by credit card (MasterCard and Visa only). Checks and money orders should be made payable to DiGrigoli School of Cosmetology. *Please note that payments made by personal check must clear the bank before charges are considered "paid."* Payments are accepted by mail, in person, or by phone (with credit card). Please address mailed payments to Accounts Payable, 1578 Riverdale Street, West Springfield, MA 01089.

The school offers a 5% discount on tuition charges (fees, kit, textbooks, and sales tax excluded from discount) for payment in full of the price of attendance, if paid within 7 business days of the class start date. This discount is not offered for all class starts. Interested applicants can contact our Admissions office to inquire.

## Interest-Free Payment Plan

With approval by the school, students may enroll in an interest-free monthly installment plan to satisfy their contractual obligations to the school for payment of any program costs not covered by financial assistance programs. Installments will be due and payable on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on a day in which a student is not scheduled to attend, or when the school is closed, payment will be due on the next scheduled school day. Every student on an installment plan will be allowed a grace period of 7 calendar days to make a payment. A late fee of \$25 will be applied to a student's account on the 7<sup>th</sup> calendar day to follow the monthly due date. Thereafter, a \$5 daily late fee will accrue until payment (including late fees) is made in full. Late fees may be waived only with the written consent of the school upon a demonstration of circumstances warranting such a waiver.



# Esthetics Specifics



2024 -2025

# PROGRAM CURRICULUM & COURSE LENGTH

In the Commonwealth of Massachusetts, the required esthetics course length consists of 600 actual clock hours of training. A clock hour is defined as 60 consecutive minutes, of which at least 50 minutes are dedicated to instruction. The esthetic program consists of both theory and practical instruction. Detailed information on Massachusetts esthetic licensure requirements is available from our Admissions office at (413) 827-0037 x14 or by contacting the State Board at :

Division of Professional Licensure  
1000 Washington Street, 7th Floor, Boston , MA 02118

617-727-7406

[www.mass.gov/dpl/boards/hd](http://www.mass.gov/dpl/boards/hd).

- 0 - 300 hours: Basics
- 301 - 600 hours:  
*All services performed by students on clients are supervised by our licensed esthetic instructors.*

## Student Orientation

All incoming students must attend an orientation held on their first day of classes. During orientation, students will learn about school policies/standards, receive information about facility resources (emergency evacuation routes/procedures, reference library location, drinking water, etc.), and obtain access to the biometric timeclock system and lockers for personal belongings.

## Curriculum – Minimum Practice

The following schedule of subjects, services and clock hours is prescribed by the Massachusetts Board of Cosmetology.

<i>Subject</i>		<i># of Clock Hrs</i>
Human Biology, Anatomy and Physiology		30
Histology, Diseases and Disorders of the Skin		30
Nutrition		10
Cosmetic Chemistry, Ingredients and Product Knowledge		30
Cleaning, Disinfection and Bacteriology		40
Business Management, Sales, Law, Communication and Ethics		30
Massage		40
Application of Makeup, Product Knowledge and Sales		60
Electricity and Aesthetics Equipment		50
Depilation and Waxing, Eyelash & Eyebrow Extension & Tinting, Eyelash perming		60
Clinical Practice, Treatment Procedures and Record Keeping		220
<b>TOTAL HOURS:</b>		<b>600</b>

## Attendance Policy

Students are expected to attend classes regularly and to pursue the instruction and practice work diligently. Excessive absenteeism, tardiness and early departure will not be tolerated without a valid written excuse, which must be approved at the discretion of the Program Coordinator.

For all students, the enrollment contract will be automatically terminated after 14 consecutive calendar days of non-attendance, unless the absences are excused or the student is on an approved leave of absence.

- *Buffer Hours* - Each student enrolled for the full 600-hour program is allowed 60 clock hours for unexcused absences from school during the course of the program, we refer to these as "buffer hours". Students that exceed the maximum allowed "buffer hours" will be charged an hourly overage fee (see our Tuition & Fee Schedule for details).
- *Makeup Hours* - Students are allowed to make up time on regularly scheduled school days between the hours of 8:00am and 9:00am.

## Leave of Absence Policy

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Students may retake tests to attempt achievement of a higher grade within 1 week of initial testing dates and will retain the highest grade earned on each test. (Only 1 retake is allowed per chapter, unit or final exam.) *Note: Students not making SAP will be allowed to take missed tests and/or retake failed tests outside of the 1-week time frame for retakes.* Students returning from an approved leave of absence must consult with their instructors to determine if the chapters covered during the leave will cycle around again prior to the student's completion of the program. If not, the student is expected to perform self-study of the missed chapters and to sign up for testing when ready. Students that are not making SAP in Theory will be provided with a written academic action plan for improvement.
- **Practical** - Practical grades are based upon the completion of assigned weekly hands-on requirements (typically 5 per day for a F/T student). Students must complete assigned requirements before they will receive credit for any additional and optional practical work (unless a student has client requests on the Student Clinic floor). All practical work done on mannequins or clients must be evaluated by an instructor to receive credit. Instructors may also assign students to complete verbal recitation or hands-on demonstration of the correct sequence of steps involved in performing practical tasks. When these are assigned, the Practical grade is determined by averaging the requirements completed with the grades earned on verbal/hands-on demonstrations. At least one comprehensive practical skills evaluation will be conducted during the course of study. Students that are not making SAP in practical work will be provided with a written academic action plan for improvement.

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- **Probation** - Students that have not met minimum requirements at the end of the warning period will be considered not making SAP. In order to be placed on probation, students must appeal the satisfactory academic progress decision within 10 days of receiving a written Academic Probation notice and prevail upon the appeal. These students will have until the next evaluation period to bring their grades and/or attendance up to minimum requirements, or up to the requirements set forth in an agreed upon academic action plan. If SAP is not achieved by the end of the probationary period, according to satisfactory academic progress requirements or an academic action plan, the student will become responsible for payment of the remaining tuition balance (plus any additional institutional charges due).

## Appeal Procedures

Students may appeal a negative SAP determination within 10 days of receiving notice of the determination. The student's appeal must include reasons for why he or she failed to make SAP (e.g., the death of a relative, an injury or illness of the student, or other special circumstances) and what has changed that will allow the student to meet the minimum requirements by the next evaluation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. If a student prevails on an appeal, the student will be considered to be making SAP. The results of all student appeals are documented in the student's file.

# PROGRAM COSTS & REFUND POLICIES

## Tuition & Fee Schedule

The following Tuition and Fee Schedule pertains to the 2022-2023 academic year. The school reserves the right to change this tuition and fee schedule without prior notice. You must contact our Admissions or Financial Aid office for current program charges. Students and parents should be prepared to pay for expenditures associated with living expenses, travel, and personal items.

### Tuition and Initial Fees

Administration Fee (non-refundable)	\$ 50.00
Activity Fee	\$ 400.00
Student kit/Textbook Fee (non-refundable)	\$2,198.00
MA sales tax (6.25%)	\$ 137.38
Tuition (\$15.00 per clock hour)	\$ 9,000.00
<b>TOTAL PRICE OF ATTENDANCE:</b>	<b>\$11,785.38</b>

The administration fee, activity fee, student kit and textbook charges, and applicable sales tax are not part of tuition and must be paid for in full by the course start date for which a student enrolls.

The activity fees collected from individual students at the start of a new class are combined into a fund to pay for extracurricular educational activities (including but not limited to field trips and class projects) scheduled for that class. If an individual student does not participate in an activity offered by the school, this does not warrant a refund – in whole or in part – of the activity fee. If all activity fee funds collected from the student body are depleted during the term of enrollment, students may incur additional out-of-pocket expenses. Participation by students in activities that are not school-sponsored will be voluntary and costs associated with participation will be announced in advance to the student body.

## Overage Fees

Students are required to pay an overage fee of \$15 per clock hour for any instruction required to complete the program after all "buffer hours" have been depleted (see Attendance Policy for a definition of "buffer hours"). This fee may be waived only by written consent of the school upon a demonstration of circumstances warranting such a waiver. All monies received for overage fees prior to a student's completion of the program will be refunded if the student's enrollment contract is terminated.

## Payment Methods

Tuition and fees are payable by cash, check, money order, or by credit card (MasterCard and Visa only). Checks and money orders should be made payable to DiGrigoli School. *Please note that payments made by personal check must clear the bank before charges are considered "paid."* Payments are accepted by mail, in person, or by phone (with credit card). Please address mailed payments to Accounts Payable, 1578 Riverdale Street, West Springfield, MA 01089.

The school offers a 5% discount on tuition charges (fees, kit, textbooks, and sales tax excluded from discount) for payment in full of the price of attendance, if paid within 7 business days of the class start date. This discount is not offered for all class starts. Interested applicants can contact our Admissions office to inquire.

## Interest-Free Payment Plan

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# ADDENDUM

## School Administration

School Owner/CEO/Advanced Instructor – Paul J. DiGrigoli

School Director/Esthetics – Stephanie Melao-nogueira

Admissions/Events Coordinator- Alexandra LaPorte

Marketing Director – Devon Lachance

Business Office Manager/Accountant – Joe Reilly

Instructors – Kayla, Anne, Mary & Alfredo

Student Salon Receptionist – Mei-Ling Rosario

Financial Aid Director- Lyss Benette

