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# 2017 CATALOG



**Denmark**  
C O L L E G E

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## DENMARK COLLEGE (FORMERLY SUCCESS SCHOOLS)

### ***BARBER & COSMETOLOGY***

*Merrillville, Indiana Campus (Corporate Office)*  
8101 Polo Club Drive Merrillville, Indiana 46410  
Phone (219) 736-9999  
Fax (219) 769-0075

*Chicago, Illinois Campus (Branch)*  
214 South Wabash Avenue  
Chicago, IL 60604  
Phone (312) 386-9100  
Fax (312) 386-9200

[www.denmarkcollege.edu](http://www.denmarkcollege.edu)

## ADMINISTRATION AND STAFF

Chief Executive	Mark Fowler
President	Dennis Beavers
Director of Education	Joseph Barsic
Chicago Campus Director	Aaron Young
Chicago Director of Education	Abdul Kabir
Senior Admissions Rep	Daniel Reid
Financial Aid Professional	Megan Guess
Registrar	John McMillen
Accounting	Mark Chilla
Social Media/Default Management	Henry Muro
Admissions	Krystle Sullivan
Administrative Assistant	Joan Kolish
Instructor	Tom Canon
Instructor	Breanon Barsic
Instructor	Darcell Holloway
Instructor	John Hochstetler
Instructor	Joanne Denton
Nursing Program Director	Michelle Barrera

## ABOUT OUR SCHOOL

Denmark College was established in 2003 under the name of Success Schools to provide state of the art training for men and women in the art of barbering. The staff draws from over 100 years of collective experience in the barber field to provide the finest training in barbering for our students. In 2014 the School added Cosmetology to its program offerings. In 2016 the School changed its name to Denmark College.

## PROGRAM MISSION

Our mission is to train men and women in the art of barbering and cosmetology and to provide them with the tools necessary to locate as well as retain a job in the barber /cosmetology industry in order to enjoy practicing their art.

## SCHOOL LICENSING AGENCIES, AFFILIATES AND ACCREDITING AGENCY

Denmark College is licensed by the State of Indiana Professional Licensing Agency Board of Cosmetologist and Barber Examiners and the Illinois Dept. of Financial and Professional Regulation and accredited by the Council on Occupational Education. The School is approved by the United States Department of Education. In addition, the School is approved by the Veteran's Administration, Vocational Rehabilitation, Indiana Workforce Development and Illinois WIA.

## COMPLETION, PLACEMENT & EXAM PASS RATE\*

2015/2016 Job Placement Rate: 96%

2015/2016 Graduation Rate: 67 %

2105/2016 State Exam Pass Rate: 92%

\*Combined rates for both campuses based on Council of Occupational Education standards

## FACILITIES

The main campus is located at 8101 Polo Club Drive Merrillville, Indiana 46410 and is housed in a brick building with approximately 15,000 square feet. The space is devoted to formal classrooms, practical informal classroom, a large computer laboratory, and a barber clinic floor. All classrooms are furnished with state of the art equipment for learning including video and computer set ups for presentations. Ample parking is provided free of charge however students are required to park in designated areas which are subject to change..

The Chicago branch has over 10,000 square feet of space located in the busy South Loop. The school is in close proximity to public transportation and students are encouraged to take advantage of public transportation, as the school has no parking and paid parking is expensive. The clinic area is located on the street level and boasts state of the art equipment in a spacious updated cutting area. The second level is reserved for student activities such as classrooms, computer labs and a break area with a view of the city.

## SCHOOL EQUIPMENT

Equipment used by the students and instructors meet the requisite standards as set forth by our accrediting agency and licensing agencies. The equipment includes but is not limited to barber/cosmetology chairs, back bar units, towel warmers, sinks, color lights, hair steamer, and sanitizer units. Classroom equipment includes the computer lab, video audio equipment for presenting classes, tables, chairs, white and black boards, anatomy charts, and demonstration materials.

## LIBRARY

The school maintains in its online libraries the latest supplemental information and reference materials to be used in conjunction with the barber, cosmetology and instructor curriculum.

## ADMISSION REQUIREMENTS

Prospective students must attend a personal tour of the school and have a personal interview with Admissions. Candidates must hold a high school diploma or GED from an accredited institution. Prospective students must complete enrollment and financial documents using their own legal name as it appears and is printed on a government issued ID. The state of Indiana requires that applicants for the state board examination be at least 17 years of age. The state of Illinois requires that applicants be at least 16 years of age. Prospective students must demonstrate knowledge of the industry; if they do not have sufficient awareness of the industry, the admissions representative will counsel them about the overall requirements necessary to be successful. The prospective student must have the ability to benefit from the program and if they do not the administrator must reject their application. Religion, sex, age, sexual orientation or ethnic origin has no bearing on acceptance to school. The enrollment fee is \$100.00 cash or credit card.

A candidate to the instructor program must present a valid Barber License and a complete understanding of the duties of a barber instructor. The administration of the school will conduct a personal interview of each candidate to determine their understanding of the duties of an instructor and the ability of the candidate to accomplish the duties of an instructor in training. The prospective student must have the ability to benefit from the program and if they do not the administrator must reject their application. The interview may include a practical examination of the applicant, a theory examination taken from the Milady textbook, a credit check of the candidate, and request of personal references.

## DRESS CODE

Students are required to wear a clean school issued smock and nametag; the smock must be buttoned up. Loss or misplaced smocks and nametags must be immediately purchased through the school. Students must wear a button up dress shirt and tie, black dress shoes and black slacks; women may wear knee length black skirts and blouses. No open toe shoes or high heels are permitted. Students are prohibited from wearing jeans, hats, coats, headbands, caps, bandannas or gaudy jewelry.

## TRANSFER CREDITS

Prospective students must provide an official transcript, complete a transfer credit request form and be evaluated by the Director of Education in order for previous education to be considered for transfer credits. Such a grant of credit is at the discretion of Denmark College.

## SPECIAL NEEDS ENROLLMENT

Denmark College will make every effort to accommodate a special needs student. Candidates should present the school with a letter from a physician stating that the candidate is able to perform the duties of the profession with special accommodation. The State Board of Examiners will require the graduate to perform certain tasks and pass a written examination in order to obtain a license to practice. Special needs candidates are strongly encouraged to discuss the situation with the Board of Examiners at the regular meeting before making application to the School.

## COURSES OFFERED

### BARBER COURSE - 1500 HOURS

Contract Hours	Approx. Weeks
Per Contract	weeks
35 Hours Weekly	45
24 Hours Weekly	65

### BARBER INSTRUCTOR - 1000 HOURS

Contract Hours	Approx. Weeks
Per Contract	weeks
35 Hours Weekly Fulltime	30

### COSMETOLOGY COURSE - 1500 HOURS

Contract Hours	Approx. Weeks
Per Contract	weeks
35 Hours Weekly	45
24 Hours Weekly	65

## ATTENDANCE POLICIES

The most successful graduates of Denmark College are those students who had perfect attendance. A student's hours are scheduled on the date of enrollment. When a student begins class at school he/she is provided with a personal code for the time-clock system that records time. The student is responsible for clocking in and out.. The record of time will be rounded by the computer and reported to the licensing board on the forms provided. Students are given 30 minutes for lunch and two 15 minute breaks per day which do not count toward contact hours.

### CLOCKING IN/OUT

Students are expected to clock in upon arrival and clock out when leaving. If a student leaves the school they must clock out. Failure to clock-out when leaving the premises will result in disciplinary action up to and including suspension and termination.

### TARDINESS

If a student is going to be tardy, he or she must call the institution and speak with an instructor.

### ABSENCES

Other absences that may be excused by the school must be verifiable special circumstances such as but not limited to medical problems or special severe weather conditions that prevent safe travel. Such absences will be documented and evidence placed in the student file.

Attendance will be monitored at the end of each month to determine if the student is within the maximum time frame. Students must attend an accumulative 66% of the scheduled hours to maintain satisfactory attendance. All students are notified of the hours each month from the report prepared by the school. Chicago campus attendance on Friday is mandatory if the student is scheduled to attend on Friday; however students may complete a "Request-Off Form" to request of for special events. A Friday off must be made up by another Friday and can add considerable time and overage cost to the end of the program. Illness on a Friday morning will require a doctor's note to return to school. No call and no show on Friday may result in a week suspension and

three Friday no shows may result in termination of the program. Merrillville campus attendance on Saturday is mandatory for barber students if the student is scheduled to attend on Saturday; however students may complete a “Request-Off Form” to request of for special events. A Saturday off must be made up by another Saturday and can add considerable time and overage cost to the end of the program. Illness on a Saturday morning will require a doctor’s note to return to school. For barber students, no call and no show on Saturday may result in a week suspension and three Saturday no shows may result in termination of the program.

Cosmetology students who miss any days during the first month of enrollment may have their enrollment cancelled. Cosmetology students who do not attend at least 90% of scheduled hours each month may be placed on attendance warning and may have their enrollment terminated if they fall below 90% attendance in any two months.

## **LEAVE OF ABSENCE**

A leave of absence (LOA) is considered a temporary interruption in a student’s program of study, specifically the time period when a student is not in attendance. Any student wishing to request an LOA must notify the School Director in advance, unless under extreme circumstances. Extreme circumstances include, but are not limited to: death in the family, illness, hospitalization, etc. The request must include the reason for the LOA. The School Director has authority to either grant approval or denial based on the circumstances. The student must give reasonable expectation that he/she will return from the LOA for approval from the School Director.

While the student is on an approved LOA, the School will not assess any additional charges. The LOA together with any additional approved leaves of absence must not exceed a total of 180 days in any 12-month period. The student may return early from the LOA to review material previously covered. However, the student must resume the academic program at the point he/she began the LOA in order to be considered off the LOA.

If a student does not return from the LOA, the school will assume the student has unofficially withdrawn and begin the withdrawal process. Upon return of a leave of absence the student will re-enter the program with the exact same



status as when he/she left with regards to satisfactory academic and attendance progress.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in the Professional Program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward his/her Certificate of Achievement.

### **PROCESS OVERVIEW**

Federal regulations require all schools participating in state and federal financial aid, Title IV, and HEA programs to monitor SAP. These standards are applicable to all students enrolled in the Professional Program and are used to measure their satisfactory progress toward graduation. The policy is provided to all students prior to the first class session and is consistently applied to all applicable students. Evaluations are maintained in students' files.

New SAP definitions went into effect on July 1, 2011. Denmark College developed policies to determine the academic standards that students must meet and constructed a means and a schedule of measuring the achievement of Pace, Quantitative, and Qualitative standards. If students achieve acceptable Pace and Quantitative progress for that particular payment period, then the school reviews the 150% of the maximum allowable time frame criterion to measure students' SAP.

SAP standards are established by the faculty in consultation with the Director of Education. Students must maintain SAP according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

### **SAME AS, OR STRICTER THAN**

The SAP policy for Title IV, HEA students is identical to the school standards for students enrolled in the same educational programs who are not receiving Title IV aid. The Financial Aid Administrator reviews the Title IV SAP policy to ensure

it meets all federal requirements. The Director of Education Programming notifies the Financial Aid Office if the school changes academic policies.

## **EVALUATION PERIODS**

Formal evaluations for SAP are conducted at the following actual clocked hours:

451 hours

901 hours

1201 hours

Evaluations determine if students have met the minimum requirements for SAP. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and SAP requirements by the end of each of the payment periods in the course.

## **ACADEMIC YEAR DEFINITION**

900 CLOCK HOURS AND 26 WEEKS

## **QUANTITATIVE MEASURE**

To be considered making SAP, Students are required to attend a minimum of 67% of his/her educational program and complete in no longer than 150% of the published length of the program as measured in clock hours as determined by the program. Evaluations are conducted at the end of each payment period to determine if students have met the minimum requirements and are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school determines if students have maintained at least 67% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## **QUANTITATIVE PACE MEASURE AND MAXIMUM TIME FRAME**

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the Professional Program is as follows:

<b>Program Diploma</b>	<b>Normal Timeframe</b>	<b>Maximum Timeframe</b>
Barber/Cosmo Full Time	45 weeks	67 weeks
Barber/Cosmo Part Time	65 weeks	97 weeks
Barber Instructor	30 weeks	45 weeks

## **QUALITATIVE MEASURE**

The qualitative measure is used to determine SAP is based on grades. Students must maintain a cumulative grade point average of at least 75% at the end of each period.

Students must make up failed or missed evaluations and assignments. Students receive a grade as indicated on the chart below which is based on the end-of-period evaluation. Mid-period evaluations are for informational purposes and therefore students do not receive a grade.

Students receive a grade as indicated on the chart below and is based on the end-of-period evaluations. Students who receive a 74% or less course grade will be required to repeat that chapter.

<b>Grade</b>	<b>Mastery</b>	<b>Outcome</b>
95-100	Excellent Mastery of Subject Matter	Passing
89-94	Above Average Mastery of Subject Matter	Passing
82-88	Average Mastery of Subject Matter	Passing
75-81	Acceptable Mastery of Subject Matter	Passing
74 and below	Lack of Mastery of Subject Matter	Failing

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and the Director of Education Programming monitors qualitative progress.

## **FINANCIAL AID WARNING**

Denmark College evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will be put on Financial Aid Warning for one payment period. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment period after they receive the warning status. The status will be conferred automatically without the student appealing the SAP status.

If a student falls below a 75% or if the student is not completing the required amount of clock hours to keep Pace with the requirements for graduation within the 150% time frame, it will result in the student being placed on Financial Aid Warning for one payment period. A student who is put on a Financial Aid Warning can continue to receive Title IV, HEA funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student may appeal or will be placed on Academic development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status. If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

## **APPEAL PROCESS**

Students who do not make SAP at the end of the Financial Aid Warning period may appeal before they lose their Title IV financial aid eligibility and be placed on Academic development Status, with a loss of Title IV, HEA funding. The student may have the opportunity to have their Title IV, HEA financial aid eligibility restored by appealing the Academic development Status, with a loss of Title IV, HEA funding decision and placed on Financial Aid Probation if the appeal is granted.

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid

Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Executive Director, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstance. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point. The Executive Director will provide a decision in writing within ten (10) business days.

## MAKE UP WORK

Students who are absent from school must make up the work missed in order to graduate. All classes in theory and practical demonstrations are taught on a rotating schedule. It is the student's responsibility to schedule make-up work. Students are provided with a schedule of tests required to chart their progress in the program. Weekly tests can be made up in the computer lab and results forwarded to the instructor.

## PRESTATE EXAMINATION REQUIREMENTS

Candidate must pass the written pre state examination with a score of at least 80% and must perform a shampoo, shave using all of the 14 strokes, a tapered gentleman's haircut on a live model and wrap a permanent wave on the mannequin and perform a color service on a mannequin. The model must have a full head of straight hair; accept a full facial shave leaving no facial hair, and a tapered man's haircut with no square backs.

The candidate must bring their textbook and be on time for the review appointment of the test result. Failure to follow these directions will result in a retake with a fee of \$50.00.

## LICENSING REQUIREMENTS

Barbers, cosmetologists and barber instructors are required to pass a licensure examination to obtain a license to practice.

## GRADUATION REQUIREMENTS

The total of 1500 hours must be completed for barbers/cosmetologists to graduate and all tests must be successfully completed with at least a 75%. A total of 1000 full time hours must be completed for barber instructors to graduate and all tests must be successfully completed with at least a 75%. All students must pass a pre state final examination administered by the school with a score of 80%. There is a charge of \$50.00 for each retake of the final examination after the first attempt. All tuition and fees must be paid before final grades are given. Upon completion of the graduation requirements and payment of all amounts due to School, the student will receive an application to apply to the Licensing Agency for a Barber or Instructor examination. The student will receive notice from the state and must present the result document to the school in order to receive their diploma.

## BARBER CURRICULUM (INDIANA AND ILLINOIS)

Subject	Total Hours
Sanitation, Bacteriology, and Sterilization	40
Laws and Rules	20
Salesmanship	15
Management	10
Skin	10
Hair	10
Facials	45
Hair Styling	225
Electricity/Light Therapy	10
Chemistry	10
Shampoo and Massage	70
Scalp Treatment	35
History of Barbering	10
Shaving and Shaping	45
Honing and Stropping	15
Personal Hygiene and Professional Ethics	10
Equipment Care	10
Hair Coloring	130

Subject	Total Hours
Permanent Waving and Chemical Relaxing	265
Haircutting	300
Anatomy and Physiology	15
Hairpieces	50
Discretionary Hours	150
<b>Total Hours Required</b>	<b>1500</b>

## COSMETOLOGY CURRICULUM (INDIANA)

Subject	Total Hours
Hair cutting	275
Sanitation	40
Statutes and rules	10
Salesmanship	10
Management	10
Manicuring	30
Pedicuring	20
Hair removal (waxing)	15
Anatomy and physiology	5
Skin	5
Hair	5
Electricity	5
Chemistry	10
Shampooing	35
Scalp performances	20
Facials and makeup	65
Hair coloring	190
Texture services	320
Hair styling	280
Discretionary hours	150
<b>Total Hours Required</b>	<b>1500</b>

## BARBER INSTRUCTOR CURRICULUM (INDIANA AND ILLINOIS)

Subject	Total Hours
Orientation and review	80
Introduction to teaching	30
Course outline and development	330
Laws and rules	50
Teaching	
(1) Assisting in the clinic and theory classrooms	150
(2) Practice teaching in the clinic and theory classrooms	260
Discretionary Hours	100
<b>Total Denmark College Hours</b>	<b>1000</b>

## TRANSITION PROGRAMS

### BARBER FROM COSMETOLOGY AND COSMETOLOGY TO BARBER

The Chicago campus of Denmark College offers a Transition to Barber Program for Illinois licensed cosmetologists. The Program is 500 hours in length and total tuition and fees for the Transition Program are \$6,900 for full time and \$7,600 for part time. Prospective students must provide a current Illinois Cosmetologist license and an Official Transcript from the Cosmetology school from which he/she graduated.

The Merrillville campus does not offer a specific Transition program however, Indiana licensed barbers and cosmetologist are encouraged to apply for transfer credit by providing a current Indiana barber/cosmetology license and an Official Transcript from the school from which he/she graduated, completing a transfer credit request form and going through an evaluation by the Director of Education. The prospective student can be granted up to 750 hours of credit toward the 1500 hour requirement. The grant of credit is at the discretion of Denmark College. This credit will shorten the length and cost of the program.



## TUITION FEES AND PROGRAM COSTS

The total tuition and fees for the Barber and Cosmetology programs are \$18,800 for full time and \$20,800 for part time. The tool kit is the sole property of the school and is loaned to the student. Students are not allowed to take any items from the tool kit off of School premises. Tools that are broken or lost must be replaced by the Student at his/her expense. Upon successful completion of the program including the final examination and payment of all amounts due the School, the School will give the tool kit to the student as a graduation gift.

Hours remaining to be completed after the scheduled completion date listed on the contract will result in tuition overage charges that the student must pay. The overage charges will be will at \$12.53 per hour for full time students and \$13.86 per hour for part time students for all hours remaining to be taken. Additional hours must be paid in advance each week prior to attendance for that week.

The student's first pre-state exam is included in the cost of tuition. A fee of \$50.00 must be paid in full before each additional pre-state exam in the case of a failure.

## TUITION FEES AND PROGRAM COSTS FOR INSTRUCTOR PROGRAM

The total tuition and fees for the instructor program is \$12,800.00 and includes the textbook, lesson plan template, smocks and additional training outside of the school as deemed necessary by the administration. Financial aid draws may occur throughout the program. Students making payments will make arrangements with the school on a case by case basis.

## TEXTBOOK COSTS

Denmark College provides textbooks for students to use. The following textbooks are used in each program:

### **Barber Instructor**

Milady's Master Educator Student Course Book, Hardcover  
ISBN#9781133693697, \$169.95

Exam Review for Milady's Master Educator Student Course Book,  
ISBN#9781133776598, \$52.95

### **Barber/Stylist**

Milady's Standard Professional Barbering 5<sup>th</sup> edition, Hardcover  
ISBN#9781435497153, \$142.95

Student Workbook for Milady's Standard Professional Barbering.  
ISBN#9781435497139, \$67.95

Exam Review for Milady's Standard Professional Barbering,  
ISBN#9781435497122, \$57.95

### **Cosmetologist**

Milady's Standard Cosmetology Textbook 13<sup>th</sup> edition, Hardcover  
ISBN#9781285769479, \$127.95

Student Practical and Theory Workbooks for Milady's Standard Cosmetology  
13<sup>th</sup> edition, ISBN#9781285769479/9781285769455, \$54.95 each

Exam Review for Milady's Standard Cosmetology 13<sup>th</sup> edition,  
ISBN#9781285769554, \$34.95

## TYPES OF FEDERAL FINANCIAL ASSISTANCE

### FEDERAL PELL GRANTS

Federal Pell Grants are awards to help undergraduate students pay for their education. These grants provide a “foundation” of financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

The Department of Education uses a standard formula, revised and approved every year by Congress, to evaluate the information you report when you apply for a Pell Grant. The formula produces an Expected Family Contribution (EFC). Your Student Aid Report (SAR) contains this number and will tell you whether you are eligible for a Federal Pell Grant.

### STUDENT LOANS

Many students rely on federal government loans to finance their education. These loans have low interest rates and do not require credit checks or collateral. Loan payments begin 6 months after graduation. **Students eligible for the loan program are not allowed to borrow any amount that will exceed the annual or aggregate loan limits.**

## HOW TO APPLY FOR FINANCIAL AID

All students who wish to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA). Students and parents of dependent students who wish to complete this application on their own may do so, but free assistance from a financial aid officer is available for prospective and current students during normal business hours. To apply go to [www.FAFSA.gov](http://www.FAFSA.gov).

Denmark College’s OPEID numbers is 041003.

### GENERAL STUDENT ELIGIBILITY REQUIREMENTS

- Student must have a valid social security number.
- Student must be a U.S. citizen or eligible non-citizen.

- Student must be a regular student enrolled or accepted for enrollment in an eligible program for the purpose of obtaining a degree or certificate.
- Student must meet the academic qualifications for study at the postsecondary level. (Student has high school diploma, GED, or home school certificate-if approved under or accepted from state regulation.)
- Student must be beyond the age of compulsory school attendance.
- Student has not been convicted of a drug-related offense that affects eligibility for FSA.
- Student (if male) must be registered with Selective Service.
- Student must not be enrolled solely in a remedial program.
- Student must maintain satisfactory academic progress.
- Student must not be in default and must not owe an overpayment on a Title IV loan or grant.
- Student must not have borrowed in excess of loan limits.
- If enrolled in a correspondence course, that course must be part of an eligible program.
- Student must have financial need.
- Verification must have been completed, if required.
- Student is not enrolled in elementary or secondary school.
- Student is not incarcerated (loans) nor incarcerated in a Federal or state penal institution (all programs).

Students on federal financial aid will have draws that may occur throughout the program. Verification of documentation may delay the financial aid draws. It is the student's responsibility to provide the school with requested verification documents in a timely manner and failing to do so may cause student enrollment to be terminated.

## RIGHTS AND RESPONSIBILITIES OF STUDENTS RECEIVING FINANCIAL AID

You Have the Right to Know:

1. The names of the organizations which accredit and authorize the school to operate;
2. About the programs, the faculty, and the physical facilities at the school;

3. The cost of attending the school;
4. The school's policy on refunds for students who drop prior to completion of the programs;
5. About the financial aid available from federal, state, local, private, and institutional financial aid programs;
6. The procedures and deadlines for submitting applications for each available financial aid program;
7. The criteria used to select financial aid recipients;
8. How your financial need is determined;
9. The type and amount of assistance in your financial aid package;
10. How and when the aid will be disbursed;
11. How the school determines whether you are making satisfactory progress and what happens if you are not;
12. The schools policy regarding your right to:
  - a. Review and inspect your education records;
  - b. Seek amendment of your educational record that you or your parent believes to be inaccurate, misleading, or otherwise in violation of your privacy rights;
  - c. Your consent, under certain conditions, for the disclosure of personally identifiable information contained in your educational records; and
  - d. File a complaint with the Education Department concerning alleged failures by the school to comply with statutory and regulatory student and family privacy rights.

### **STUDENT RESPONSIBILITIES:**

1. You must complete all application forms accurately and submit them on time to the right place;
2. You must provide correct information;
3. You must provide all additional documentation, verifications, corrections and/or other information requested by either the student financial aid officer or the agency to which you submitted your application;
4. You are responsible for reading and understanding all forms that you are asked to sign and for retaining your copies;
5. You must accept responsibility for all agreements that you sign;
6. You must be aware of and comply with the deadlines for application or re-application for student financial aid;

7. You should be aware of your school's refund policies and procedures;
8. You are responsible for reporting name and address changes directly to the financial aid office;
9. You are responsible to bring or send the Student Aid Report to the Financial Aid Office in time to complete the verification process;
10. You are responsible to bring or send any supporting documentation that is necessary to verify information in time to complete the verification process; and
11. You will be responsible to pay any overpayment that is discovered during verification.

## WITHDRAWAL POLICY

While it is Denmark College's mission to provide students the tools necessary to graduate and become employable, it is sometimes necessary for a student to withdraw from school. This can be initiated by the student or by the school if the student is not compliant with the school rules and regulations (see "Attendance Policies" and "Student Conduct Policies" sections in this Handbook).

The effective date of the termination for refund purposes will be the earliest of the following:

1. The last day of attendance from school's attendance records,
2. Date student began the withdrawal process,
3. Date student provided official notification of intent to withdraw in writing,
4. Date student did not return at the expiration of an approved leave of absence.
5. Date of withdrawal as determined by the school when:
  - a. Student is expelled
  - b. Student not making satisfactory progress (attendance or academic) and does not make arrangements with the school for payment.

Students who wish to withdraw from classes should be advised that Federal Student Aid may not cover all of the costs of the institutional charges due to the school upon the student's withdrawal and that such charges are due and payable to the school. In addition the school must notify the United States

Department of Education of the withdrawal and any student loans may become due and payable to the Department of Education.

The student tool kit including smock and books is loaned to the student and will remain property of Denmark College in the event of student withdrawal or termination.

The student who withdraws must complete exit counseling for the Department of Education to assure that the student is aware of their rights and responsibilities regarding federal student loans.

## TUITION REFUND POLICY

Refunds are made for students who withdraw or are withdrawn from the School prior to the completion of the program. The refund amount, if any, will be posted to the student's account balance. Any credit balance after the refund is posted and the Return to Title IV amount, if any, has been posted, will be refunded to the student or the student's loans. Any remaining balance will be the responsibility of the student and/or guardian.

## INDIANA TUITION REFUND POLICY

We follow the Indiana Commission for Higher Education/Board of Proprietary Education Uniform Refund Policy.

- 1) A student who withdraws before starting classes and within six (6) days of signing the enrollment agreement will receive a full refund.
- 2) A student who withdraws before starting class but less than six (6) days after signing the enrollment agreement will receive a full refund less the \$100 enrollment fee.
- 3) A student who withdraws after starting the program and attending one week or less will receive a refund of 90% of the cost of the financial obligation, less the enrollment fee of \$100.
- 4) A student withdrawing after attending more than one (1) week but equal to or less than the 25% of the scheduled period of obligation will receive a refund of 75% of the cost of the financial obligation less the \$100 enrollment fee.
- 5) A student who withdraws after attending more than 25% but equal to or less than 50% of the scheduled period of obligation will receive a refund of 50% of the cost of the financial obligation less the \$100 enrollment fee.

- 6) A student who withdraws after attending more than 50% but equal to or less than 60% of the scheduled period of obligation will receive a refund of 40% of the cost of the financial obligation less the \$100 enrollment fee.
- 7) A student who withdraws after attending more than 60% of the scheduled period of obligation will not be entitled to a refund.

Refunds will be posted (and refunded if a credit balance exists) within thirty calendar days from the date a student officially notifies the School of his or her intent to withdraw; or in instances in which a student never attends class (no-show) or withdraws on the first day of class, thirty calendar days from the first day of class; or in instances in which a student does not notify the School of his or her intent to withdraw, thirty calendar days from the date the School makes the determination that the student has withdrawn; or thirty calendar days from the date the School terminates the student.

### ILLINOIS TUITION REFUND POLICY

For students who enroll in and begin classes, tuition adjustment shall be made in the following manner:

Percentage Time to Total Time of Course	Amount of Total Tuition Owed to the School
.01% to 4.9%	10%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% to 100%	100%

When notice of cancellation is given within 5 days after the date of enrollment, all application and registration fees, tuition, and any other charges shall be refunded to the student. When notice of cancellation is given after the fifth day following enrollment but before the completion of the student’s first day of class, the school may retain no more than the application and registration fee, plus the cost of any books or materials provided by the school and retained by the student. When notice of cancellation is given after the student’s completion of the first day of class attendance but prior to the student’s completion of 5% of the course of instruction, the school may retain the



application and registration fee and an amount not to exceed 10% of the tuition and other instructional charges or \$300, whichever is less, plus the cost of any books or materials which have been provided by the school.

Refunds will be posted (and refunded if a credit balance exists) within 45 calendar days from the date a student officially notifies the School of his or her intent to withdraw; or in instances in which a student never attends class (no-show) or withdraws on the first day of class, 45 calendar days from the first day of class; or in instances in which a student does not notify the School of his or her intent to withdraw, 45 calendar days from the date the School makes the determination that the student has withdrawn; or 45 calendar days from the date the School terminates a student.

## RETURN TO TITLE IV POLICY

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

This amount of Title IV assistance earned is based upon the amount of time the student attended and has no relationship to the institutional charges that the student has incurred. Up through the 60% point of the payment period, a pro-rata schedule (Return to Title IV Formula) is used to determine the amount of Title IV funds the student has earned at the time of his or her withdrawal. After the 60% point, the student has earned 100% of the Title IV funds for the payment period.

There are two types of withdrawals that fall under the return to Title IV (R2T4) federal calculation regulations:

1. **Official Withdrawals** – student has completed the formal drop process by providing written notice to the School at the Registrar’s Office in person, mail, fax, or email.

2. **Unofficial Withdrawals** - If a student begins to attend class, receives federal Title IV aid, but then ceases to attend class without providing official notification to the college, the Federal Government considers this to be an "unofficial withdrawal". For Title IV purposes, the withdrawal date for students who unofficially withdraw is the student's last date of attendance. The refund rules for Title IV aid recipients who withdraw are then followed to determine the unearned portion of Title IV aid that must be returned to the appropriate aid program(s).

Sample Return of Title IV calculations are available from the Financial Aid Office upon written request. Funds will be returned to the Title IV Programs within thirty days after the date the School determines that the student withdrew, and may result in the student owing the School for institutional charges previously covered by Title IV assistance.

The return of Title IV funds may result in funds that have already been posted to the account being returned. Students then assume the responsibility for payment of the account balance. Generally a withdrawal from the program will result in an outstanding balance with Success Schools. Balances unpaid after a student leaves the program will be submitted to the corporate attorney for collection as per the enrollment contract.

The institution must perform a R2T4 to determine the amount of earned aid in each payment period.

The percentage of the period completed is determined by dividing the number of hours the student was scheduled to complete in the payment period or period of enrollment, as of the day the student withdrew, by the total number of clock hours in the same period.

A student withdrawing from a clock-hour program earns 100% of his or her aid if the student's withdrawal date occurs after the point that he or she was scheduled to complete more than 60 percent of the scheduled hours in the payment period or period of enrollment.

## RETURN TO TITLE IV PROCESS

1. A student's percentage of Title IV aid earned is calculated.
2. The amount of the Title IV funds disbursed is determined.

3. The amount of the Title IV aid that must be returned is determined.
4. The amount of unearned Title IV aid that must be returned by the school is calculated.
5. If it is determined that the amount of aid disbursed to the student is less than the amount of aid that the student has earned, a Post Withdrawal Disbursement is made to receive the amount of aid earned by the student.
6. All repayments to the financial assistance program will be paid in full in the following order:
  - a. Title IV unsubsidized loans,
  - b. Title IV subsidized loans,
  - c. Title IV PLUS loans,
  - d. Pell Grants,
  - e. State Funding,
  - f. Private Scholarships, and
  - g. Funds directly to students.

## DISCRIMINATION

It is the policy of Denmark College to admit qualified persons who will benefit from the training provided. The field of barbering offers many opportunities to men and women from all walks of life, therefore we do not discriminate on the basis of race, sex, religion, color, ethnic origin, sexual orientation or age.

## VETERAN POLICY

Applicants who have been honorably discharged from the armed forces or are a dependent of a deceased or 100% disabled veteran may be eligible for Veterans Benefit. To determine eligibility for this program, go to [GIBILL.VA.GOV](http://GIBILL.VA.GOV). Denmark College has been approved to provide educational benefits and has a facility code. Questions about VA benefits may be directed to the financial aid director. You will need your DD-214.

## JOB PLACEMENT

The applicant is hereby advised that the law prohibits the school from guaranteeing employment to anyone as an inducement to enroll in school. We offer free job placement assistance to graduates who request it but **do not guarantee job placement** of graduates. Graduates who have been placed in a position and wish to relocate to another shop can use the free service as well.

## HOUSING

***We do not provide school owned housing or dormitories.*** There is a list of suitable apartment complexes in the school offices. The Indiana school is located on the same grounds as a large apartment community, and within walking distance of other apartment communities.

## CAREER COUNSELING

Should a student or graduate need to speak with someone about career counseling, the administrator has an “open door” policy. Other matters requiring counseling may be referred to qualified persons in the community.

## HAZARDOUS CHEMICALS

Persons interested in barbering and cosmetology should be aware that certain chemicals used in the occupation (including, but not limited to, permanent waving, hair relaxer, conditioners and hair color products) may be hazardous to the health. People who feel that they may have an allergy to one or more of the chemicals should seek the proper medical advice prior to enrolling in school.

## ACADEMIC SCHEDULE

The Merrillville, Indiana campus is open Tuesday through Saturday from 9AM until 5PM. The Chicago, Illinois campus is open Monday through Friday from 9AM until 5PM.

The Indiana campus will be closed:

- Two Weeks around Christmas
- Two Weeks around the Fourth of July
- Three Days at Thanksgiving
- Snow Days as Required

The Illinois campus will be closed:

- Two Weeks around Christmas
- Two Weeks around the Fourth of July
- Memorial Day
- Labor Day
- Two Days at Thanksgiving
- Snow Days as Required

This schedule is subject to change at the School’s sole discretion.

# STUDENT CONDUCT POLICIES

## SOCIAL MEDIA POLICY

Disclosure of confidential and proprietary information and posting negative, offensive and/or inappropriate comments about the school on Facebook and other social media is prohibited.

## LOCKERS

Lockers are provided free of charge to students for their personal belongings. The institution does charge a locker key deposit and a lost key charge. The lockers are the property of the school and can be opened and searched by school officials at any time for any reason.

## GENERAL RULES OF CONDUCT

Professional conduct is expected from all students enrolled at Denmark College. These policies and procedures have been developed and published to protect all students from unnecessary disruptions. Failure to abide by these rules may be grounds for probation or dismissal.

If changes in these policies are necessary, they will be posted promptly and all students are expected to comply with the changes.

1. Students are to arrive before classes begin.
  - a. Appropriate uniform is required (see “Dress Code”)
  - b. Must have theory book and notebooks.
2. Denmark College offers two (2) courtesy breaks, each to be limited to fifteen (15) minutes in length. If a client service occurs during a break, the student will politely and respectfully take care of the patron and finish his/her break after the service has been performed. There is a thirty-minute lunch break. Do not stay at lunch for longer than the time allotted.
3. No student will be excused from any special demonstration classes unless working on a patron. Tardiness and/or absence from a demonstration class may result in the student being sent home. Outside demonstrations are booked in advance and are great tools of learning. Everyone is expected to attend these special classes when scheduled.

4. No smoking, drinking or eating on clinic floor and only in designated areas. Each student gets thirty minutes for lunch, so please use it wisely.
5. Students are responsible for their books and personal belongings. Lost items or items that break must be replaced by the student at their expense. Students are asked not to bring items from home on campus.
6. Students are responsible to maintain clean and sanitary conditions in the school. Sanitation is part of the curriculum.
7. Students are to take patrons as assigned to them. Patrons are to be greeted and handled in a respectful and professional manner. Refusal to service a patron will not be permitted. Students who refuse to service a patron may be sent home, suspended or terminated.
8. Verbal and/or physical abuse by a student will not be tolerated and are grounds for termination. Profanity at any time is not permitted.
9. Stealing, use of drugs, selling of drugs, or consumption of alcoholic beverages are grounds for termination. (See “Drug-Free Workplace Policy”).
10. Students cannot receive personal phone calls during school hours. The use of cellular phones during school hours is not permitted in classrooms or practical rooms.
11. Students are not to leave the campus without clocking out.
12. Clocking a student other than yourself in or out is prohibited and will result in disciplinary action including up to suspension and termination.
13. Failure to abide by the above rules and regulations may result in disciplinary actions or termination.

## **ACADEMIC DISHONESTY**

Student behavior viewed and/or considered dishonest will not be tolerated. Any student displaying dishonest activity will be subject to disciplinary actions including but not limited to probation or termination. Academic dishonesty is defined as using external objects, such as cell phones, PDAs, notes, or other students, to dishonestly alter performance on tests, quizzes, practicums, and other assignments or attempting to earn hours while not on campus or not participating in the educational process.

## STUDENT CONDUCT AND DISMISSAL

Students are dismissed from school if their conduct is unbecoming or if they do not follow instructions. A copy of the rules and regulations is given to each student prior to their start date. The catalog is available on our website and prospective students are told to access and read the catalog prior to enrollment. Prior to attending the first class, the rules and regulations are explained and each student is given the opportunity to discuss any questions they may have about the rules. The rules and regulations have been developed and published to protect all students from unnecessary disruptions. Failure to abide by these rules may be grounds of dismissal.

## POLICY AND PROCEDURE FOR SCHOOL SECURITY

Denmark College established a school security policy in the unlikely event that the security of the school is breached either by students or by the public. The school is equipped with security cameras that provide a record of activity inside the building during all hours as well as an alarm system.

Any breach of security should be reported to the administration. A written report will be prepared and presented to the instructor on duty. The written report will be investigated by the administration and may be forwarded to City or Town Police, County Police, State Police or other authority as appropriate.

The clinic floor and the waiting area are available for clients of the school and family members of students; all other areas are for student use only. Students shall not invite non-students into the classrooms, computer lab or break room areas, as those are restricted areas to students and staff only. Students should bring all belongings that will be needed for the day into the school when they arrive and not revisit their vehicle during the day. Students should lock valuables in their assigned lockers. Indiana students should park in the designated areas and lock their vehicles; please do not leave valuables in your car. Students are prohibited from sitting or loitering in or around vehicles during the school day. Students are not to eat lunch in their vehicles. Students who are on smoke break outdoors are not to have conversation with others in vehicles in the parking lot. Only students and clients are to park in the parking lot. All students must smoke at least 15 feet from an entry door.

The annual campus security statistics are posted on the website for inspection.

## DRUG-FREE WORKPLACE POLICY

Denmark College is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

This policy recognizes that student/employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of students/employees, pose serious health risks to users and others, and have a negative impact on productivity and morale.

### PROHIBITED BEHAVIOR

To help achieve this goal, students are prohibited from:

- Possessing, distributing, selling, manufacturing, or being under the influence of any illegal drug;
- Consuming alcoholic beverages while on school premises, in school vehicles, or while on school business or time, or bringing alcohol onto school premises or being under the influence of alcohol during school hours; or
- Abusing prescription drugs or possessing drugs that have not been prescribed for the employee by physician.

The standards of conduct of this school clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on its property or as a part of any of its activities. Possession, use, or distribution as mentioned above can result in prosecution by local, state, or federal authorities and conviction can result in fine, imprisonment, or both.

Any student who violates this policy is subject to corrective action up to, and including, termination of enrollment. Use of some drugs is detectable for several days. Detection of such drugs or the presence of alcohol will be considered being “under the influence.”

Violations of this above mentioned policies occur when there is reasonable evidence of illegal prohibited activity. At this point the school will take action



against all violators. In addition, all evidence of illegal activities will be turned over to the appropriate law enforcement agencies.

## **TESTING**

Denmark College reserves the right to request random drug tests for its students. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination. Law enforcement may also be invited to check our campuses at any time with any means they deem necessary (i.e., drug dogs).

Any student that has been suspended or terminated on the basis of violating our substance abuse policy that wishes to return to our schools must first provide legitimate evidence that he/she has entered into and completed a recognized rehabilitation program. Requests for reinstatement must be in written form and submitted to the company President. Decisions by the President on these matters are final.

Drug abuse is extremely dangerous and can lead to dependency, addiction and death. Drug use and abuse causes approximately 20,000 deaths in the United States annually due to homicide and injuries, overdose, suicide, pneumonia, etc.

This organization encourages students/employees to voluntarily seek help with drug and alcohol problems.

## **COVERED PERSONS**

Any individual who is a student, employee, conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to CEO, managers, supervisors, full-time employees, part-time employees, independent contractors, and students.

## **APPLICABILITY**

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on organization property and at company-sponsored events.

## **NOTIFICATION OF CONVICTIONS**

Any covered person who is convicted of a criminal drug violation in the workplace must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

## **SEARCHES**

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of desks, workstations, lockers and equipment bags

## **CONSEQUENCES**

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if he or she violates the drug-free workplace policy, the offer of employment/education can be withdrawn. The applicant may not reapply.

If an employee or student violates the policy, he or she may be terminated from employment/education.

## **ASSISTANCE**

Denmark College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Identified resources available to assist in employees/student on Appendix B.
- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee's personal benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

## **CONFIDENTIALITY**

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

## **SHARED RESPONSIBILITY**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Students, employees and management have important roles to play.

All students/employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, students/employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow students/workers in seeking help.
- Report dangerous behavior to their instructor/supervisor.

It is the instructor/supervisor's responsibility to:

- Inform students/employees of the drug-free workplace policy.
- Observe student/employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Counsel students/employees as to expected performance improvement.
- Clearly state consequences of policy violations.

## COMMUNICATION

Communication our drug-free workplace policy to students, supervisors, and employees is critical to our success. To ensure all students/employees are aware of their role in supporting our drug-free workplace program:

- The policy will be reviewed in orientation sessions with new employees/students.

## ACCESS TO RECORDS AND FAMILY EDUCATION AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Denmark College complies with all requirements of FERPA. A signed authorization will be required in every instance before information is released from a student file. Student requests to review his/her file must be made in writing and the records will be made available on an appointment basis.

No personally identifiable information will be released without written consent of the student unless it is:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

The schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school will inform students

about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. The school will notify students annually of their rights under FERPA through the school catalog.

## SEXUAL HARASSMENT

Sexual harassment is illegal under federal, state and local laws. It is defined by the Equal Employment Opportunity Commission (“EEOC”) as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual’s employment/enrollment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct has the purpose or effect of unreasonably interfering with the individual’s performance or of creating an intimidating, hostile or offensive working environment.

The types of behaviors that constitute sexual harassment may include, but are not limited to:

- unwelcome sexual flirtations, advances or propositions;
- derogatory, vulgar, or graphic written or oral statements regarding one’s sexuality, gender or sexual experience;
- unnecessary touching, patting, pinching or attention to an individual’s body;
- physical assault;
- unwanted sexual compliments, innuendos, suggestions, or jokes; or
- the display of sexually suggestive pictures or objects.

It is important to recognize that nonsexual touching or other nonsexual conduct does not warrant a claim of sexual harassment. In a barbering and cosmetology programs there are often times when staff members and students must touch. Our desire is not to create a sterile or cold environment where individuals fear touching or speaking to each other. However, our desire is to create a comfortable and safe work environment for students and staff members.

Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a harassing nature will constitute harassment when the person involved feels compelled to submit to that misconduct in order to keep his or her position, to receive appropriate pay, or to benefit from a certain employment decision. If this type of misconduct interferes with an employees' or student's work, or creates an intimidating, hostile, or offensive work environment for an employee or student, it may be considered harassment.

## **HARASSMENT COMPLAINT PROCEDURE**

Denmark College expects that everyone will act responsibly to establish a pleasant and friendly work environment. However, if an employee/student feels he or she has been subjected to any form of harassment or discrimination, the employee/student should firmly and clearly tell the person engaging in the harassing or discriminating conduct that it is unwelcome, offensive, and should stop at once.

The employee/student also should report, in writing, any discrimination or harassment to his or her immediate supervisor/instructor. Likewise, if an employee/student witnesses another employee/student harassing another individual, the employee/student should report, in writing, that conduct as well. The investigation of the discrimination or harassment claim will begin immediately.

Denmark College will conduct its investigation in as confidential a manner as possible. An investigation of a harassment or discrimination complaint will include an interview with the complainant and with the person who allegedly engaged in the prohibited conduct. A timely resolution of each complaint will be reached and communicated to the employee and the other parties involved. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination or harassment. Retaliation against any employee/student for filing a complaint or participating in an investigation is strictly prohibited. However, any employee/student who knowingly makes a false claim of harassment or discrimination will be subject to corrective action, up to and including, termination and legal action. Occasionally, talking with a supervisor about harassment is not an option. If an employee feels uncomfortable approaching one of these individuals, or feels

that his or her complaint has not been or cannot be properly handled, he or she may report the complaint to the company President.

Please note that it is the schools responsibility to take calculated actions to ensure a quick response to all harassment and discrimination complaints. This policy has been written to ensure that all Denmark College students and staff feel that our campuses are a safe and friendly place to learn and work.

Any person, who brings a claim or complaint of discrimination or harassment, or who assists in the investigation of such claim or complaint, will not be adversely affected in the terms and conditions of employment/enrollment, or discriminated against or discharged because of the complaint or assistance. Complaints of such retaliation will be promptly investigated and, when warranted, the persons engaging in the retaliatory conduct will be subject to disciplinary action up to and including termination.

## **POLICY & PROCEDURES: DENMARK COLLEGE GRIEVANCE PROCEDURE**

In accordance with our mission statement, Denmark College will make every attempt to resolve a student complain that is not frivolous or without merit. Complaint procedures will be included in new student orientation, thereby assuring that all students know the steps to follow should they wish to register a complaint.

The evidence of final resolution of complaints will be retained in the school files in order to determine the frequency, capture and pattern of complaints for the institution. The information will be used to evaluate our effectiveness and outcomes. The following procedure outlines the steps of the complaint process.

1. The student should register the complaint in writing on the designated form available in the main office within 60 days of the event.
2. The complaint form must be delivered to the school office .
3. The school management team will review the complaint and a response will be prepared.
4. The response will be delivered to the student within 15 days of receipt of the complaint. The school's response may not provide the final

resolution but may serve to notify the student that the school is investigating the complaint.

5. During the evaluation of the complaint, interviews of other students and staff may be necessary to resolve the complaint.
6. In the case of an extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary the corporate management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be an Advisory Board Member, another member who may not be related to the student filing the complaint or another student in the school. The hearing will be within 90 days of committee appointment. The hearing will be informal and allow the student to present the case followed by the response of the school. The hearing committee will ask questions and within 15 days of the hearing will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management will consider the report and either accept, reject or modify the recommendation of the committee.

A complaint form is made a part of this catalog for student's convenience.

If the response from the school fails to solve the student's situation and the student wishes to pursue it further, the student may contact the following applicable accrediting agency:

**Council on Occupational Education**  
41 Perimeter Center East, NE Suite 640  
Atlanta, GA 30346  
Phone: (800) 917-2081

## ACCREDITING AGENCY

**Council on Occupational Education**  
41 Perimeter Center East NE Suite 640  
Atlanta, GA 30346  
Phone: (770) 396-3898



## LICENSING AGENCIES

### **Indiana Professional Licensing**

402 W Washington Street  
Indianapolis, Indiana 46204  
Phone: (317) 234-3031

### **Illinois Department of Financial and Professional Regulation**

Division of Professional Regulation  
320 W. Washington  
Springfield, IL 62786  
Phone: (217) 785-0800

## REGULATION

This institution is regulated by:

### **State Workforce Innovation Council**

Office for Career and Technical Schools  
10 N Senate Avenue, Suite SE 304  
Indianapolis, IN 46204  
Phone: (317) 234-8338 or (317) 232-1732  
[OCTS@dwd.in.gov](mailto:OCTS@dwd.in.gov)  
<http://www.in.gov/dwd/2731/htm>

# APPENDIX A

## GRIEVANCE FORM

Student Name \_\_\_\_\_

Student Current Mailing Address \_\_\_\_\_

\_\_\_\_\_

**Please be sure the address is correct, as documents will be mailed to the address listed.**

Student Phone \_\_\_\_\_

Date of Grievance \_\_\_\_\_

Date of Event being Grieved \_\_\_\_\_

**In your own words please explain what happened in a short and concise statement:**

\_\_\_\_\_

\_\_\_\_\_

What outcome would you recommend from this grievance?

\_\_\_\_\_

\_\_\_\_\_

Date Received at Denmark College office \_\_\_\_\_

# APPENDIX B

## RESOURCES

Available resources for employees/students include but are not limited to:

**Addiction and Behavioral  
Counseling Services**

7805 Taft Street  
Merrillville, IN 46410  
(219) 756-3791

**[Center for Addictive Problems](#)**

609 N Wells St  
Chicago, IL 60654  
(312) 429-6914

**Fresh Start Counseling Services**

100 West 78th Avenue  
Merrillville, IN 46410  
(219) 933-7990

**[Hospital Outpatient Substance  
Abuse Counseling](#)**

2525 S Michigan Ave  
Chicago, IL 60616  
(312) 567-248

**Rehab Center of Methodist Hospital**

303 East 89th Avenue  
Merrillville, IN 46410  
(219) 738-3500

**Salvation Army**

1351 W. 11th Avenue  
Gary, IN 46402  
(219) 882-9377

**[Specialized Assistance Services NFP](#)**

2101 S Indiana Ave  
Chicago, IL 60616  
(312) 808-3218

**Southlake Center for Mental Health  
Inc**

8555 Taft Street  
Merrillville, IN 46410  
(219) 769-4005

**Swanson Center**

450 St. John  
Michigan City, IN 46360  
(219) 873-2381

**[Tasc Inc](#)**

2320 W Roosevelt Rd  
Chicago, IL 60608  
(312) 738-8933

**Tri City**

3903 Indianapolis  
East Chicago, IN 46312  
(219) 392-6001

# APPENDIX C

## CONSENT TO USE NAME, QUOTES AND / OR PHOTOS

I, \_\_\_\_\_, hereby give Denmark College, the absolute and irrevocable rights to use my name, quotes and / or photos and images on the internet (World Wide Web), in print publications, video and multimedia presentations, and / or for any purpose which may include, but not limited to display, public relations, marketing, or designs.

I understand that my name and/or the images may be used for display or advertisement for the web site and/or literature published. I hereby waive the right to inspect or approve the images prior to any form of usage. I understand that the images may be modified to be used as design elements.

This agreement is a permanent licensing agreement that allows Denmark College to use any images, quotes and/or my name for any publishing purposes in the promotion of Denmark College. I will not hold Denmark College responsible for any use or misuse of my name, quotes and/or the images. I agree to hold harmless, Denmark College from any and all actions, claims and demands arising out of or in connection with the use of all or any part of the photographs (including computer images or reproductions of any kind), including any editorial or comment which may accompany the images in their displayed format and/or my name. I will not hold Denmark College liable for any errors, negligence, or gross negligence, in the editing or displaying of said images, quotes and/or in the use of my name.

I certify, by signing below, that I am of legal age, 18 years of age or older or that I am the parent or legal guardian of the identified minor. I have read this agreement and fully understand the contents herein.

Individual's Name (Print): \_\_\_\_\_

Individual's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness's Name (Print): \_\_\_\_\_

Witness's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX D

## CONFIDENTIAL SEXUAL ASSAULT REPORT FORM

*This form is intended for use in cases of rape and/or sexual assault or attempted rape and/or sexual assaults.*

**Completed forms should be forwarded to:**

*Denmark College, 8101 Polo Club Drive, Merrillville, IN 46410*

Employee Completing Form: \_\_\_\_\_

Employee Phone Number: \_\_\_\_\_

Date Incident Reported: \_\_\_\_\_

Time Incident Reported: \_\_\_\_\_

Date Incident Occurred: \_\_\_\_\_

Time Incident Occurred: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name of Survivor: \_\_\_\_\_

Address of Survivor: \_\_\_\_\_

Phone Number of Survivor: \_\_\_\_\_

Survivor Gender:    Male    Female

Name of Person Reporting: \_\_\_\_\_

Contact Information of Person Reporting: \_\_\_\_\_

Was the incidence reported to the police?    Yes    No

If yes, what Police Department? \_\_\_\_\_

If yes, was their rape kit prepared? \_\_\_\_\_

General description of incidence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***\*Any false reports will be reported to the police department.***

# APPENDIX E

## OFFICE FOR CAREER AND TECHNICAL SCHOOLS

### RESIDENT REFUND POLICY

The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified below or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

1. A student is entitled to a full refund if one (1) or more of the following criteria are met:
  - a. The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.
  - b. The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.
  - c. The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.
  - d. If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.
2. A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
3. A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five percent (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial

obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).

4. A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
5. A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars (\$100).
6. A student withdrawing from an institutional program, after attending more than sixty percent (60%) of the duration of the instructional program, is not entitled to a refund.