MASON ANTHONY

SCHOOL OF COSMETOLOGY ARTS & SCIENCES

School Contact Information
6353-6363 Presidential Gateway
Columbus, Ohio 43231

614.710.1025
www.masonanthony.edu

Esthetics & Massage Therapy
6353 Presidential Gateway

Cosmetology & Manicuring
6363 Presidential Gateway

2026-2027 SCHOOL CATALOG

14th Edition
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All the information in the content of this school catalog is current and correct and is so certified as true by Mason Anthony School of Cosmetology Arts & Sciences, LLC as of the date of its publication. A prospective student can review this catalog on Mason Anthony School's website, or request a hard copy, prior to signing an enrollment agreement. Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Mason Anthony School reserves the right to change its curriculum, schedules, tuition, fees, and policies. However, such changes will not materially alter the terms of any student's existing enrollment agreement

during its stated term without the student's consent. Changes to information in the school catalog shall be updated annually by the institution. Changes made to catalog information prior to the annual update will accompany the catalog as supplements or inserts. The school shall notify students of changes.

Policies and rules contained in the School Catalog and Student Code of Conduct may change from time to time. It is the student's responsibility to ensure that the student reviews the School Catalog and Student Code of Conduct on a consistent basis. All changes to the School Catalog are published on the Mason Anthony School website and are available to view for free. When there is a conflict between the enrollment forms I am signing, and the School Catalog and/or the Student Code of Conduct, the School Catalog and/or the Student Code of Conduct supersedes any rule, policy, or other statement contained in these enrollment documents.

LICENSURE | ACCREDITATION | OWNERSHIP

Mason Anthony School of Cosmetology Arts & Sciences Is Licensed By:

Ohio State Cosmetology and Barber Board
5025 Bradenton Avenue, Suite 130, Dublin, OH 43017
(614) 466-3834
https://cos.ohio.gov

State Medical Board of Ohio
30 E. Broad Street, 3rd Floor • Columbus, OH 43215
(614) 466-3934
https://med.ohio.gov

State Board of Career Colleges and Schools
30 East Broad Street, Suite 2481 • Columbus, OH 43215
(614) 466-2752
https://scr.ohio.gov
Ohio State Board of Career Colleges and Schools Registration Number: 2185

Mason Anthony School Of Cosmetology Arts & Sciences Is Fully Accredited By:

National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin Street · Alexandria, VA 22314
(703) 600-7600
http://www.naccas.org

Mason Anthony School Of Cosmetology Arts & Sciences Is Owned By:

Mason Anthony School of Cosmetology Arts & Sciences LLC

MISSION STATEMENT

At Mason Anthony School of Cosmetology Arts & Sciences, it is our objective to provide each student with the education necessary, to not only pass the licensing exam, but to be an asset to the profession of Cosmetology Sciences and/or Massage and to become a success in whatever area of beauty, health and wellness the student desires. We place emphasis on how to be successful in the salon or spa, and how to build a life centered around Character, Intelligence, Strength and Style. This means hard work, dedication and practice on your part. It is our belief that the degree of your success at Mason Anthony School and your future career

and practice will depend on the effort you are willing to expend during the entire course of your training.

OUR GOAL

The Instructors and School Administrators are profoundly dedicated to the education of hair design, esthetic, massage and nails techniques. Our goal is to train students in art, science, marketing and professionalism in the workplace. The instructors work closely with each student while giving them hands-on experience with emphasis on how to be successful in whatever area of Cosmetology and/ or Massage the student selects, and how to create the lifestyle that the student desires.

In order to achieve this objective, the School does the following:

- Maintain a skilled and qualified teaching staff.
- Provide the student with a comprehensive curriculum in the basics and advanced areas of cosmetology, esthetics, massage and manicuring and related subjects with emphasis on salon techniques.
- Teaches the value of professionalism including high standards of workmanship and personal conduct, which will enable the student to acquire employment and be an asset in both their chosen field and community.
- Conducts its business in an ethical and educational atmosphere that is a credit to the Cosmetology and Massage Industry.

NON-DISCRIMINATION POLICY

Mason Anthony School of Cosmetology Arts and Sciences (the "School") does not discriminate on the basis of race, color, national origin, ethnic origin, sex, sexual orientation, gender identity, genetic information, religion, financial status, disability, or age in its programs and activities. The School practices non-discrimination on these bases in its admission, instruction and graduation policies. The School applies this same standard to its employees. Discrimination on any of these grounds is illegal and will be handled with a zero-tolerance policy.

SCHOOL FACILITY

Mason Anthony School is located on the north side of Columbus, Ohio, just south of Westerville, Ohio. Class sessions are held at 6353 Presidential Gateway and 6363 Presidential Gateway. The School is convenient for public transportation, freeway access and restaurants. We are within 1 mile of the I-270 interchange at Exit 27. Plenty of parking is available in our private parking lot. There is in excess of 40,000 square feet between both buildings, which can accommodate over 500 students at any one time. The interior of the School has been designed to reflect both a professional and stylized atmosphere conducive to learning and esthetic stimulation. The School is divided into three types of class areas. Traditional classrooms and Salon Services and Spa Services. Classrooms are equipped with TV's, WIFI internet capable, and course management material used for instruction. Classrooms have available worktables and chairs for student use. The school's clinic area is equipped with equipment used in professional salon and spas. Reference material related to the beauty industry (Modern Salon styling guides, additional books) are available for student use in our media library. There are student break rooms for lunches in both buildings, and the restrooms are conveniently located throughout the buildings. Both buildings are equipped to accommodate the handicapped. Mason Anthony School does not provide housing to students but may be able to assist in researching suitable accommodations. According to apartmentguide.com, many rental opportunities are available within 5 miles of campus, and 1 bedroom apartment rentals in the area start at $700/month.

SCHOOL PROGRAMS

All programs are offered in the English language only. Please find below our list of programs as well as the length in clock hours and weeks. Please note that the weeks include scheduled holidays.

Program Name	Clock Hours	Full-time (weeks)	Part-Time Day (weeks)	Part-time Evening (weeks)
Advanced Cosmetology	1800 (up to 360 via Distance Learning)	55	69	NA
Esthetics	600 (up to 120 via Distance Learning)	19	24	43
Advanced Esthetics	150	5	8	14
Manicuring	200 (up to 40 via Distance Learning)	7	9	15
Advanced Manicuring	100	4	6	10
Massage Therapy	600 (up to 300 via Distance Learning)	N/A	24	N/A

SCHOOL SCHEDULE

Adv Cosmetology

Full-Time	35 hrs/week	Mon: 9am-5pm* Tue, Wed, Thu, Fri: 9am-5pm
Part-Time Day	27.5 hrs/week	Mon: 9am – 3pm* Tue, Wed, Thu, Fri: 9am-3pm

Esthetics

Full-Time	35 hrs/week	Mon: 9am-5pm* Tue, Wed, Thu, Fri: 9am-5pm
Part-Time Day	27.5 hrs/week	Mon: 9am – 3pm* Tue, Wed, Thu, Fri: 9am-3pm
Part-Time Evening	15 hrs/week	Mon, Tue, Thu: 5pm-9pm Wed: 5pm-8pm*

Manicuring		
Full-Time	37.5 hrs/week	Mon: 9am-5pm* Tue, Wed, Thu, Fri: 9am-5pm
Part-Time Day	27.5 hrs/week	Mon: 9am – 3pm* Tue, Wed, Thu, Fri: 9am-3pm
Part-Time Evening	15 hrs/week	Mon, Tue, Thu: 5pm-9pm Wed: 5pm-8pm*
Massage Therapy		
Part-Time Day	27.5 hrs/week	Mon: 9am – 3pm* Tue, Wed, Thu, Fri: 9am-3pm

**distance learning hours*

Note: All students are required to complete one day's work of clock hours via Distance Learning each week, on the day determined by their program schedule. Day students must complete these hours on Monday (between: 12:00am and 11:59pm) and Night students must complete these hours on Wednesday (between: 12:00am and 11:59pm). Students will only receive full credit for their distance learning assignment if they both complete the assigned work AND are logged in for the amount of time required.

ADMISSIONS REQUIREMENTS

The following are the requirements of Mason Anthony School of Cosmetology Arts & Sciences.

1) Written application for admissions
2) Application fee of $100 (Non-refundable for all cosmetology, esthetics, and manicuring students)
3) Registration fee of $1,000* (Depending on date of enrollment)
    a. The registration fee for a massage therapy student when combined with the application fee shall be the lesser of $150 or 15% of the program.
4) Personal interview
5) Proof of either US Citizenship or Permanent Residence status.
    a. If applicant is a non-citizen, school shall ensure that applicant is advised, prior to enrollment, that only United States citizens and individuals who are eligible for state or local public benefits under Section 411 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, Pub. L. No. 104-193, 110 Stat. 2268 (1996), 8 U.S.C. 1621, shall be eligible for any type of license or permit to practice a branch of cosmetology or barbering in Ohio. A student must submit proof of such eligibility with the student's application to take the state examination. The School shall not provide guidance on whether a student's documents are sufficient for eligibility to practice or test.
6) Government-Issued ID (applicants must be at least sixteen years old)
7) High school Diploma or GED, either submitted must show high school completion. Official verified transcripts are acceptable.
    a. For any High School Diploma issued from a Foreign Country, evidence is required that evaluation was performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

8) English Language Proficiency – students are required to be able to speak and understand the English language, as all programs are taught in English. Prospective students shall be required to complete an English Language Proficiency Test (provided directly by the school) to any prospective student who:
    a. Provides a foreign high school diploma from a non-English speaking country; or
    b. Is not a US citizen.

    In its sole discretion, the school may waive this requirement on either of the above categories of students based on the student's personal interview and/or school tour. Further, the school may impose this requirement in its discretion, even if a student falls into neither of the above categories, but the school determines via the personal interview and/or school tour, that the student needs to prove English proficiency.
9) A completed and signed Enrollment Agreement (contract). If applicant is under 18 years of age, a parent or a Legal guardian must sign the Enrollment Agreement.
10) A completed and signed TFC Agreement for any payment plan extending beyond a student's start date

Mason Anthony School does not accept Ability-To-Benefit (ATB) students for enrollment.

Students already attending or admitted to another school offering a similar program of study will not be recruited.

Mason Anthony School does not admit non-immigrant, foreign students.

Mason Anthony School does not provide visa services.

Mason Anthony School has not entered into an articulation or transfer agreement with any other college or university.

Applicants enrolling in the Advanced Manicuring or the Advanced Esthetics program must also submit a copy of a current Ohio practitioner license or be a recent graduate of the applicable basic program at this school.

RE-ENTRY POLICY

The institution will charge a non-refundable application fee of $100.00 (except for Massage Therapy Students, who have five calendar days to receive a full refund) and a registration fee of $450.00 ($50 for Massage Therapy Students) for students wishing to enroll, re-enter, or who are transferring to the school. Students are permitted to re-enroll after withdrawal or termination from the program upon approval from the School Administration. The student will be responsible for meeting the above admissions requirements, payment of any balance owed from the prior enrollment period and tuition rates current at the time of re-entry will apply to the balance of training hours needed for students. All re-entry students will re-enter with the same SAP status and clock hours as at time of withdrawal.

TRANSFER POLICY

The institution will not accept applications from prospective transfer students enrolling into all of our programs.

Transfer Policy From This Institution

The institution will not make any guarantees that hours earned in our programs will be accepted as transfer hours by another institution. As a transfer student it is your responsibility to confirm what other schools will accept. Hours will be transferred to the

Ohio State Cosmetology and Barber Board with the instructions to the board as to what institution should receive these hours. All requests must be made in writing. Hours will not be transferred to the Ohio State Cosmetology and Barber Board until all tuition and fees have been paid in full.

PROGRAM COSTS AND FEES

Mason Anthony School utilizes Tuition Financing Company (TFC), a third-party student account servicer for any student wishing to enroll with the School on a payment plan extending beyond their start date. All tuition costs are to be paid through the TFC portal, or via mail to TFC. The school may, at its option and without notice, prevent a student from attending class until any applicable unpaid balance is satisfied. Satisfactory payment of all debts owed to the school must be made to receive graduation certificates.

PROGRAM	TUITION	Lab	KIT/BOOKS/ SOFTWARE	APPLICATION FEE	REGISTRATION FEE*	TOTAL
Advanced Cosmetology	$16,195	$850	$ 1,950	$100	$1,000	$ 20,095
Esthetics	$ 11,995	$350	$1,650	$100	$1,000	$15,095
Advanced Esthetics	$1000	$100	$ 300	$100	$0	$ 1,500
Manicuring	$2,450	$125	$ 575	$100	$1000	$ 4,295
Advanced Manicuring	$700	$100	$ 100	$100	$0	$ 1,000
Massage Therapy	$8,100	$1,295	**$350 Books $1,000 Kit/Soft.	$100	$50	$10,895

*Registration Fee

Registration fee is dependent on the timing of enrollment for programs under Advanced Cosmetology, Esthetics, and Manicuring:

>30 Days before start	$1000
10-30 Days before start	$1100
10 Days before Start	$1350

**Book Fees

Books fees ($350) are due prior to the first day of class for massage therapy students. This provision only applies to massage therapy students, and does not apply to students from other programs.

OTHER CHARGES

- Overage Fees - School will charge additional tuition for clock hours exceeding the program length at the rate of $10 per hour, or any part thereof, payable directly to the school. Overage Fees are considered a financial obligation owed to the school and must be paid prior to receiving a certificate of hours.
- Withdrawal Fee - The school will charge a withdrawal fee of $150, payable directly to the school for students who withdraw or are withdrawn from their program for any reason. This does not apply to Massage Therapy students.
- Payments are due **on the 1st or 15th of every month** (determined by start date and payment date is told to students at time of enrollment) and it is considered late after that date. A **$3 late fee** will be due with the payment if the payment is still not paid after ten (10) days. Further, students who are 10 days late on a payment will be suspended, and thus will not be able to attend classes until payment is made in full. A

$15 fee paid directly to the school to reactivate the student's clock in access will be assessed at the time of payment. Once a student is suspended, the student MUST make their account current within fourteen (14) calendar days, or else the student shall be terminated. See Termination Policy for more information.

- Students wishing to change their program, start date, or schedule (i.e., from full-time to part-time or vice versa) BEFORE start date must pay a $300 change fee. Students may not change their program, start date, or schedule after beginning their program, without dropping and re-enrolling from their respective course.

SCHOLARSHIP AND FEE WAIVER

The institution offers tuition discounts for particular classes that start throughout the year. Currently Mason Anthony School is offering an in-state tuition grant, for students enrolling in Esthetics, Advanced Cosmetology, and Massage Therapy. Eligible students shall fill out an application form as part of their enrollment process.

METHOD OF PAYMENT

All tuition payments are to be made to TFC Tuition. For amounts owed directly to the school, payment can be made by cashiers check, money order, and credit card. The school shall provide a copy of a student's ledger for any payment made, to serve as receipt of payment, upon request.

STUDENT CONSUMER RIGHTS AND RESPONSIBILITIES

Your responsibilities include:

1) Completion of all application forms accurately and on time.
2) Submission of all additional requested documentation.
3) Reviewing and understanding all forms and procedures prior to enrollment.
4) Enrollment into an eligible program.
5) Reading, understanding, and accepting responsibility for all forms and agreements you sign.
6) Notifying the School of any changes in your marital and income status.
7) Notifying the School if your address or enrollment status changes.
8) Notifying any lender with which you have a loan of any changes in your address or enrollment status.
9) Repayment of any loan amount received while attending Mason Anthony School.
10) Maintaining satisfactory progress while enrolled at Mason Anthony School.

GRADUATION AND LICENSING REQUIREMENTS

Mason Anthony School issues Certificates of Completion of Hours, as required to take state board examinations. In addition, Mason Anthony School issues a Diploma for students to retain, memorializing their academic achievement. Upon completion of their respective program, students can expect to receive their Certificate of Completion and Diploma by 5:00PM on the Monday following their graduation date (unless closed for holiday/scheduled break). Students are required to comply and work with Operations to correct any errors in their student files prior to receiving graduation documents.

All Cosmetology Programs - Graduation Requirements

In order to receive a Certificate of Completion and graduate, the following graduation requirements apply:

1) Complete all phases of study according to State requirements.
2) Complete all required assignments, tests, and examinations, both practical and theoretical.
3) Satisfactory payment of all debts owed to the school.
   a) Includes but is not limited to:
      i. Tuition fees
      ii. Overage fees
      iii. Clinic Fees
   b) Students on payment plans with TFC may be excepted from the requirement to pay all tuition fees prior to receiving graduation paperwork if they are able to show "Good Payment History" at time of graduation certificate distribution (the Monday following the student's graduation date) to receive paperwork. This DOES NOT WAIVE the student's financial obligations after graduation; it merely allows them to receive their graduation certificate prior to completing their financial obligations.
      (a) If a student's account does not show good payment history, the student will not receive their graduation certificate until all financial obligations owed to the school have been satisfied, as stated in the student's enrollment agreement.
      (b) Manicuring students may not receive the "good payment history" exception

"Good Payment History" means that a student has had fewer than one (1) payment returned for non-sufficient funds or made late, and is current on their payment plan. Students (except for Manicuring students) who are on payment plans that extend beyond graduation may be exempt from the requirement to fulfill all financial obligations prior to receiving graduation paperwork if these requirements are met. Students still MUST continue to make payments after receiving their certificate. Failure to do so will result in additional late fees, may affect the student's credit score and may be sent to collections if payment is not made in accordance with the student's payment plan. For purposes of this rule, a payment is considered "late" on the next calendar day following a student's payment due date. This version of the definition applies to all students who enroll after December 8, 2025. All students who enrolled on or before December 8, 2025 remain subject to the previous version of the definition, stating that a student would meet the exception if the student had fewer than two (2) payments returned for non-sufficient funds, and/or payments made late.

Licensing Requirements

After all graduate requirements have been met the student is able to sit for and take the applicable state board licensing examination. To be eligible for licensure, the applicant must satisfy the following:

1) Passes an examination conducted under Section 4713.24 of the Ohio Revised Code, for the branch of cosmetology the applicant seeks to practice;
2) Pays to the Board the applicable fee;
3) Completes the applicable program and required clock hours of board approved training in a school of cosmetology licensed in the State of Ohio.

<u>Disclosure:</u> Please see the Ohio State Cosmetology and Barber Board, Ohio Administrative Code, Chapter 4713-1-07 Prohibited Acts, for reasons why the Board may

refuse to renew, or may fine, suspend and/or revoke any license or permit for any one or more causes and therefore prevent an individual from obtaining or maintaining gainful employment as a licensed professional.

Massage Therapy Program - Graduation Requirements

In order to receive a Certificate of Completion and graduate, the following graduation requirements apply:

1) Complete all phases of study according to State requirements.
2) Complete all required assignments, tests, and examinations, both practical and theoretical.
3) Satisfactory payment of all debts owed to the school.
    a. Includes but is not limited to:
        i. Tuition fees
        ii. Overage fees
        iii. Clinic Fees

b) Students must also meet the requirements of Rule 3, Section B regarding TFC payments outlined prior under "All Cosmetology Program – Graduation Requirements".

Licensing Requirements

After all graduate requirements have been met the student is able to sit for and take the applicable state board licensing examination. To be eligible for licensure, the applicant must satisfy the following:

1) Be at least eighteen years of age and of good moral character
2) Attained high school graduation or its equivalent
3) Has a Diploma from a school with a board-approved curriculum
4) Completes the application and pays the board the applicable fee
5) Submits an FBI & BCI criminal records check
6) Take and pass the MBLEx (Massage and Bodywork Licensing Examination)

State Medical Board of Ohio
30 East Broad Street, 3rd Floor
Columbus, OH 43215
(614) 466-3934
https://www.med.ohio.gov/Apply/Massage-Therapist-MT

EMPLOYMENT REFERRAL AND STUDENT SERVICES

Mason Anthony School does not guarantee employment or placement. Law prohibits any school or Academy from guaranteeing employment as an inducement to entering school. A referral service is maintained for employment opportunities for licensed graduates of Mason Anthony School. Graduates or Alumni may make an appointment with Administration to discuss the employment opportunities available. Every effort is made to help the graduate obtain employment. The school has incorporated employment skills such as resume writing, marketing, professional appearance guidelines, job referrals, and follows up in its educational programs. The school offers career, academic and individual advisement to all students. Advisement sessions are regularly scheduled but students may request advisement at any time.

ACADEMIC ADVISING AND CAREER COUNSELING

The institution provides academic and career advice to all students including professionalism, resume development, interview preparation and job search skills. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Additionally, student advising takes place during Satisfactory Academic Progress evaluations.

The school actively posts potential job offers on the in-house job posting board and continuously works to establish relationships with potential employers. If at any time you need further assistance with employment placement contact the Director. However, the institution does not guarantee employment to any students.

ARRESTS, CHARGES OR CRIMINAL CONVICTIONS

Arrests, charge, or convictions of criminal offenses may be cause to deny or limit licensure or employment opportunities in specific careers and occupations and may limit the students ability to obtain federal, state, or other financial aid. Please refer to Rule 4731-4-02(D) of the Administrative Code for factors the Board may consider when reviewing the results of a criminal background check. For further information and the disqualifying offense list, please visit www.med.ohio.gov/The-Board/Disqualifying-Criminal-Convictions.

SCHOOL CALENDAR AND CLOSURES

The School is closed on the following holidays (if holiday falls on scheduled school day): New Year's Day, MLK Day, Juneteenth, Memorial Day, Independence Day, Labor Day, The day before Thanksgiving, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day after. The school may close at other times outside of the normal schedule. Pre-notice will be given to the student.

The School observes but does not close for the following special days: President's Day, Columbus Day, and Veteran's Day. Additionally, the school will close three times per year for five days for spring, summer, and winter break (dates varied).

In cases of inclement weather, for closure purposes, Mason Anthony School is considered to be in the "Westerville City Schools" district. It is the student's responsibility to check news channels. Mason Anthony reserves the right to remain open in the event where Westerville City Schools report a closure. In this case pre-notice will be given to the student.

2026-2027 PROGRAM START/SCHOOL DATES

Advanced Cosmetology (Days)

2026
March 3rd
June 2nd
September 1st
December 1st

2027
February 2nd
April 20th
June 29th

September 14th
November 30th

Esthetics + Advanced Esthetics (Days)

2026
February 17th
April 28th
June 30th
September 8th
November 10th

2027
January 26th
April 6th
June 8th
August 17th
October 19th

Esthetics + Advanced Esthetics (Nights)

2026
January 26th
June 8th
October 19th

2027
February 1st
May 24th
September 13th

Manicuring + Advanced Manicuring (Days)

2026
January 27th
March 10th
April 28th
June 9th
July 21st
September 8th
October 20th
December 8th

2027
January 26th
March 9th
April 27th
June 8th
July 20th
September 7th
October 19th
December 7th

Manicuring + Advanced Manicuring (Nights)

2026
February 9th
May 26th
September 8th
December 28th

2027
April 12th
July 19th
November 1st

Massage Therapy (Days)

2026
March 3rd
April 28th
June 16th
August 11th
September 29th
November 17th

2027
January 19th
March 9th
May 4th
June 22nd
August 17th
October 5th
November 30th

2026-2027 SCHOOL CLOSINGS – HOLIDAYS

2026
Thursday, January 1st (New Years Day)
Monday, January 19th (MLK Day)
Friday, January 23rd (Staff In Service Day)
Monday, March 30th to Friday, April 3rd (Spring Break)
Friday, May 15th (Staff In Service Day)
Monday, May 25th (Memorial Day)
Friday, June 19th (Juneteenth)
Monday, July 27th – Friday, July 31st (Summer Break)
Monday, September 7th (Labor Day)
Friday, September 18th (Staff In Service Day)
Wednesday, November 25th to Friday, November 27th (Thanksgiving Break)
Monday, December 21st to Friday, December 25th (Holiday Break)
Thursday, December 31st (New Years Eve)

2027
Friday, January 1st (New Years Day)
Friday, January 15th (Staff In Service Day)

Monday, January 18th (MLK Day)
Monday, March 22nd to Friday, March 26th (Spring Break)
Monday, May 31st (Memorial Day)
Friday, June 18th (Juneteenth Observation)
Monday, July 5th (Fourth of July Observation)
Monday, July 26th to Friday, July 30th (Summer Break)
Monday, September 6th (Labor Day)
Friday, September 18th (Staff In Service Day)
Wednesday, November 24th to Friday, November 26th (Thanksgiving Break)
Monday, December 20th to Friday, December 24th (Holiday Break)

CAREER OPPORTUNITIES FOR COSMETOLOGY PROGRAM GRADUATES

Salon Industry

Cosmetologist
Esthetician
Makeup Artist
Manicurist

Education And Other Fields

Instructor
Freelance Educator
Manufacturer Educator
Consultant/Trainer
Distributor Educator

CAREER OPPORTUNITIES FOR MASSAGE THERAPY PROGRAM GRADUATES

Licensed Massage Therapists (LMT's) Work For:
Day Spas
Cruise Ships
Resorts And Hotels
Hospitals
Chiropractic Clinics
Private Massage Clinics
Sports And Fitness Facilities
Wellness Centers
Prenatal Birthing Centers
Pain Management Centers
Physicians' Offices
Corporations

CAREER CONSIDERATIONS

Mason Anthony School of Cosmetology Arts & Sciences wants to ensure that students interested in pursuing a career in hair, skin or nails, considers all aspects of such a decision. Those who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy working with the public and be able to follow a customer's direction
- Keep abreast of the latest hair, skin and nail care techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income

- Make a strong commitment to the educational process and complete program of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair, a treatment bed or sitting at a manicurist table
- There will be exposure to various chemicals and vapors that may cause allergic reactions or could be harmful if used incorrectly
- The practice of safety and infection control is essential for effective and successful performance within the industry
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing business).

PHYSICAL SAFETY DEMANDS OF THE PROFESSION

The institution educates students on the following physical demands essential to the beauty industry. Students must be able to perform these demands, with or without reasonable accommodations (as appropriate), to participate in the program and become a graduate. Students must understand that as part of the program, there may be other necessary physical and safety requirements. The School does not discriminate against anyone based on physical or intellectual limitations. If you require a reasonable accommodation to perform these demands, direct a written request with documentation, to the School Admissions department (admissions@masonanthony.edu) prior to enrollment.

Some products used in the cosmetology industry may cause an allergic reaction. If you have encountered allergic reactions or are concerned about a reaction, you should consult with your physician. In addition, the profession requires that you work with sharp and/or hot instruments which could cause injury. During instruction, students will be educated on how to work with instruments and the procedure for conditions in which blood may become present.

To ensure continued success, students will need to continue to learn new and current information related to skills, trends, and methods for career development in Cosmetology and related fields. Students will be required to stand for long periods of time and perform precise work with arms and hands in a raised manner. Students must be able to physically and verbally interact with clients and staff. Students must have the ability to maintain work areas and clean and disinfect all implements, equipment and laundry that may have been used during a service. Individuals who want to become Cosmetologists must have finger and wrist dexterity, range of motion for their arms and backs and in several of the professions a sense of form and artistry. All should enjoy dealing with people and have the ability to utilize basic analytical skills to determine safe and proper use of implements and/or tools, products, disinfection specifications, and be able to follow patrons' instructions.

DRUG FREE WORKPLACE AND INSTITUTION

The institution has a zero tolerance for drugs and alcohol. No student, educator or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and/or removal/termination. Students may request counseling for substance abuse and will be referred to community resources. Refer to the Annual Campus Security Report for additional information.

ANNUAL CAMPUS SECURITY REPORT

The institution updates our Annual Campus Security Report once a year. It is easily and readily accessible to all at the following link
https://www.masonanthony.com/annual-security-report.

SEXUAL HARASSMENT, ANTI-BULLYING AND ANTI-HAZING POLICY

The institution is committed to ensuring an educational environment free of sexual harassment, sexual violence, harassment based on sexual orientation, bullying, hazing or any other form of harassment or discrimination. The institution believes that all students have a right to a safe school environment. The institution, its staff and students have an obligation to promote mutual respect, tolerance and acceptance.

The institution will not tolerate behavior that infringes on the safety of any student or staff member. A student/staff shall not intimidate, harass or bully another student/staff through words or actions. Such behavior includes direct physical contact, such as hitting or shoving; malicious gossip, verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student's academic performance, term or condition of participation in student activities or in other events or activities sanctioned by the institution.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events/activities sanctioned by the institution.
- Such conduct has the purpose or effect of threatening an individual's academic performance; or creating an intimidating, hostile or offensive educational environment.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et, Sequa.) and is punishable under both federal and state laws.

Definition of Sexual Violence or Assault: acts of sexual violence, such as rape, acquaintance rape, or other forms of nonconsensual sexual activity or violence or harassment based on sexual orientation. These acts will not be tolerated at the institution as such acts are inappropriate and create an environment contrary to the goals and mission of the institution. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

It is the responsibility of all persons within the institution to ensure an educational environment free from sexually violent and/or harassing behavior. All student and staff are expected to report incidents of sexual harassment, sexual violence or assault and harassment based on sexual orientation. The institution's administration is the designated Sexual Harassment Officer responsible for investigating complaints of sexual harassment, sexual violence, harassment based on sexual orientation, and alleged sexual harassment which has not resulted in a complaint.

Students who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the investigation.

Efforts shall be made to protect the privacy of the complainants within the constraints of the law. Complainants shall be protected, to the extent possible, from retaliation. Appropriate and immediate attention will be given to complaints.

For all formal complaints of sexual harassment, sexual violence or violence based on sexual orientation, the director shall determine the action to be taken, implement the action and notify both parties of the action. A memorandum of such action will be sent to the institution's Human Resources Department. Individuals found in violation of these policies will be subject to appropriate disciplinary sanctions, including possible expulsion.

If the perpetrator of a sexual violence/assault is a student, the student will be subject to disciplinary measures by the institution. In the program of any sexual violence/assault proceedings, the victim, the victim's support person of choice, or attorney may be present.

The institution's Administration, in cooperation with the appropriate law enforcement authorities and at the victim's request, shall shield the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternate classes, if alternative classes are available and feasible.

Consensual romantic/sexual relations between staff and students are not allowed and disciplinary action will result. In addition, students shall not engage in romantic or sexual activity while on school property or while participating in school-sponsored events or activities. Failure to comply with this policy may result in disciplinary action or removal/termination. Substantial risks are involved even in seemingly consensual sexual relationships where a power differential exists between the involved parties.

Claims of consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the staff member who will bear the burden of accountability because of his/her special power and responsibility, and it will be exceedingly difficult to use mutual consent as a defense.

Retaliation Prohibited

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the institution or a government agency with respect to such complaints. The institution will take disciplinary action up to and including the immediate termination or expulsion of any employee or student for engaging in any of these protected activities.

False Reports

The institution recognizes that sexual harassment frequently involves interactions between persons that are not witnesses by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

HOUSING AND PROFESSIONAL ASSISTANCE POLICY

The institution can recommend suitable housing in the area. However, the institution does not own or operate housing facilities. Students in need of professional advising may be referred to professional counseling in the community outside the school. A list of professional services, with contact information, is available through the administrative office and in the student restroom.

STUDENT RECORDS AND TRANSCRIPTS

Academic records are safely retained at the institution under lock and key. Records including student attendance and grades are locked up and secure. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed to the school. Student records will be provided to potential employers only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of six (6) years.

STUDENT INFORMATION RELEASE POLICY

Unless otherwise required by law, or as required for any accreditation process initiated by this institution, or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission. No information will be released to any party without written authorization, for each request, from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, to prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The institution complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school administrator to review the student's records.

PERFORMANCE STATISTICS: NACCAS ANNUAL REPORT OUTCOME RATES

OUTCOME RATES (ALL PROGRAMS)	2022	2023	2024
Graduation Rate	91%	93%	100%
Licensure Rate	99%	98%	98%
Placement Rate	68%	62%	62%

OUTCOME RATES (MASSAGE THERAPY)	2022	2023	2024
Graduation Rate	100%	83%	100%
Licensure Rate	100%	100%	100%

Placement Rate	66%	80%	100%

KIT, BOOKS AND SOFTWARE RESPONSIBILITY

Students are required to use the institution's issued Kit, Books and e-learning Software. Students need to have their Kit, Books and/or personal Laptop/iPad at school daily. The kit is considered part of the student's dress code and students may be asked to either retrieve their kits, or be sent home from the day if they enter school for the day without their kit. All educational materials are the property of the School or authorized for use by Delmar Publishing. Any attempts to use these materials for any non-School sponsored activity is considered Copyright Infringement and is subject to punishment by law. If items are not at school, students will be dismissed. If items are lost, stolen or broken, it will be the student's responsibility to replace or repair that item in order to continue the program successfully.

TIME AND ATTENDANCE

Daily attendance is critical, as time management is crucial to the success of a salon professional. Students are required to be present on their first day or they risk being dropped from the program. Any student who is late or unable to attend their first day must contact admin as soon as possible in order to preserve the student's seat in the program.

The institution is a clock hour school; clocking in and out is extremely important. Students are expected to clock in upon arrival, and out at the end of the day. Mason Anthony School uses "SMART" as its student information system and attendance tracking software. All students are required to enroll in SMART, and will use their fingerprint to clock in and out. All students shall have access to their attendance, and other information via the SMART Student Portal. Any and all corrections to attendance must be documented prior to the 15th of the following month.

Thirty (30) minutes will automatically be deducted from the Students' hours for their scheduled lunch break. Full-time Cosmetology and Esthetics Students will have an additional thirty (30) minutes deducted for their 3:00 PM break. The institution can only issue credit for hours that are properly documented within school policy. If the student does not complete shop duties at the end of the day 30 minutes can be deducted from student's hours. *IT IS THE STUDENT'S RESPONSIBILITY TO CLOCK IN AND OUT.* Students are required to clock in no later than fifteen (15) minutes after class begins. Students who arrive more than fifteen (15) minutes late must wait until after lunch at 1pm or the next scheduled day to attend. Students are not permitted to clock in unless they are prepared to begin training for the day.

Because Mason Anthony School is a clock hour institution, certain federal rules require strict adherence to published program schedules. Therefore, the School uses SMART for Students to clock in and out to track attendance. Students must abide by the schedule agreed upon within their enrollment agreement. Failure to follow program schedules will affect attendance.

Please keep the following in mind:

- School starts and instruction begins promptly at 9am for day students; and 5pm for night students
- Students are considered late any time after 9am (or 5pm for night students)
- Students are given a 15-minute grace period (for emergencies) to arrive at school no later than 9:15am (or 5:15pm for night students)
- Students who arrive any time after 9:15 (or 5:15pm for night students) MUST be sent home, and can return after lunch break at 1pm

Theory Hours

Students in Cosmetology are permitted to miss no more than the equivalent of four (4) in-person class days' worth of hours during the theory portion of their program. For Manicuring students, students are permitted to miss no more than two (2) in-person class days' worth of hours during theory. For night manicuring students, the number of classes that may be missed is the equivalent of four (4) in-person days.

Esthetics students are required to complete both the "theory" and "lab" portion of their course before beginning the practical portion of their program. Theory and Lab will each be considered separate for purposes of this requirement. Any esthetics student who misses more than four (4) in-person class days' worth of hours during theory, shall be required to restart theory in the next available class date. Any student who misses four (4) or more in person class days' worth of hours during lab, shall be required to re-enter the program in lab at the next available start date. For night esthetics students, the same rules apply, however, night students may miss up to the equivalent five (5) in-person classes in either theory or lab before the rule applies.

Any student who fails to meet this requirement must restart their program (or re-enter the program, if an esthetics student starting in lab) at the next class start date, and will incur a fee of $450 that must be paid by the final day of enrollment prior to new start date. Any student who fails to meet this requirement more than once must meet with school administration to discuss their future with the school and whether they are capable of attending class as required (which could lead to withdraw/termination).

Personal Appointments / Time Off / Buffer Hours

Students are allowed buffer hours to account for potential absences during their programs. These hours are built into each student's contracted graduation date. Buffer hours are allocated depending on program length, on the following schedule:

- Cosmetology: 84 Buffer Hours
- Esthetics: 28 Buffer Hours
- Manicuring: 14 Buffer Hours
- Massage Therapy: 28 Buffer Hours

It is strongly recommended that Students schedule doctor's or other personal appointments during non-class hours. Doctor's notes for such appointments are not acceptable for requesting an excused absence. Instead, students are required to use buffer hours for these appointments. Any non-excused absences or missed hours that exceed a student's allotted buffer hours will result in overage fees at a rate of $10 per hour.

SMART/Time Clock

A Time Clock and associated Student Portal is used for Students to clock in and out and is the prescribed method for Students to monitor their total hours. Students must scan their fingerprint on the time clock each day to clock in and out for the day to record their hours.

Internship Hours

Review the Internship policy below, as well as the Internship Contract and supporting forms, to ensure an understanding of how to report Internship hours. Failure to do so may

result in the Student not receiving Internship hours for the week, which will affect attendance.

Orientation / First Day Of School

All students who have enrolled in the School must attend the first day of class, which includes Orientation. This time includes but is not limited to payment of fees, Introduction of Staff, registration with the Ohio State Cosmetology and Barber Board, Handbook rules and expectations, a tour of facilities, syllabus overview, review of Satisfactory Academic Policy, Voter Registration assistance, Annual Security Report and a Human Trafficking class.

Make Up Work

It is the responsibility of the student to complete any work missed because of absences. Since much of your training is hands-on through demonstrations and practical applications it may not be possible to make up missed work. Any assignments not made up will be marked as a 0% and may affect your overall grade. All required classes must be passed with at least 75%. Required tests may have to be retaken if a passing grade is not achieved. All missed tests/quizzes must be taken before the student moves on to the next chapter and/or assignment.

INTERNSHIPS

Internships, for the purposes of Mason Anthony curriculum, are defined as working in an actual salon or spa under the guidance of a licensed professional (defined as a licensed professional in practice for at least five years). Hours worked count as “clocked hours” and thus can replace in-class hours for the purposes of graduation. For day students, the internship hours must take place during the same timeframe as the student’s regular course schedule, and may not exceed the daily maximum hours allowed in a student’s schedule. For night students, internship hours may be scheduled outside of class hours with approval from School administration.

Internships are not a standard part of the curriculum, but are available for Students who feel they are ready to practice their skills in a real-world environment.

Prior to applying for an Internship, hours must be verified by School Administration. The Internship must be approved by the State Board of Cosmetology.

Application Process

1. The Student submits the request available in the online platform.
2. The request will be reviewed by the School Administrator, who, after granting School approval, will submit the request to the State Board of Cosmetology.
3. Once the State Board has approved the Internship request, a Student Badge will be created for the Student.
4. The Student must complete the Internship Reporting form as a condition of receiving the Student Badge.
5. Students will be given a Student Internship Record of Hours and daily summary to document time worked during the Internship.

Reporting Hours Worked

At the end of the week – even if there are no hours to report, scan or take a picture of the Student Internship Record of Hours and daily summary each week and email it to

frontdesk@masonanthony.edu by 6:00 PM each Friday.

Failure to do so may result in the student not receiving internship hours for the week, which will affect attendance.

Revocation Of Internship

Internships may be revoked for the following reasons:

1. Failure to email the Student Internship Record of Hours twice.
2. Violation of any School policies, State Board policies, or policies of the salon or spa where the Internship is being held.
3. Failure to meet school attendance/SAP requirements

DRESS CODE

Students must arrive at school prepared to start services. All students must wear their Mason Anthony School shirt/sweater, nametag, black pants: 1) jeans (no rips), 2) dress pants or 3) scrub pants only and sneakers. No leggings, joggers or sweatpants may be worn. No jackets, hoodies, cardigans, non-neck scarves, beanies/hats are permitted on the clinic floor and in the classroom. Headscarves, or other religious attire are permissible. NO blankets. A white or black long sleeve shirt may be worn under your Mason Anthony Shirt but may not show any graphics or lettering. Students are required to wear a name tag at all times. Technology other than a cell phone and charger must be brought daily to complete online course work. All students are required to bring their kits to class every day; the kit is considered a part of the dress code. As a result, a student failing to bring their kit to class will be considered to be in violation of the dress code. Students may wear a black apron while performing services. The apron must be clean and neat, and not torn, stained or altered. Any apron that does not meet these standards must be removed or the student will be in violation of the dress code.

If a student does not follow the dress code policy students will receive an opportunity to get into dress code before being sent home.

WEAPONS-FREE CAMPUS

To ensure that Mason Anthony School maintains an environment safe and free of violence for all employees, students, clients and visitors, the School prohibits the possession or use of dangerous weapons on company property.

All School employees, students, clients and visitors, are subject to this policy, including contract workers and temporary employees, as well as visitors and customers on School property. A license to carry a weapon does not supersede this company policy. Any person in violation of this policy will be subject to disciplinary action, up to and including termination if an employee, dismissal if a student, and removal from the premises for all other persons.

"School property" is defined as all school-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the School's ownership or control. This policy applies to all school-owned or leased vehicles and all vehicles that come onto School property.

"Dangerous weapon" include firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. All persons are responsible for making sure that all items in their possession are not prohibited by this policy.

Mason Anthony School reserves the right at any time and at its discretion to search all School-owned or leased vehicles, personal vehicles, containers, briefcases, purses, packages and people entering the property, as well as lockers, desks and other areas for the purpose of determining whether any weapon is being, or has been, brought onto the property or premises in violation of this policy. Those who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination if an employee, dismissal if a student, and removal from the premises for all other persons.

CONDUCT POLICY

Students must obey the Rules of the School as listed herein, the Student Code of Conduct (Attached as "Appendix A"), and the Ohio State Cosmetology and Barber Board Rules and Regulations at all times. Failure to comply may result in suspension or termination.

DISCIPLINARY ACTION

Students who violate school rules, the code of conduct, policies, or those of the State Board shall be subject to disciplinary action. Generally, disciplinary action shall be taken in accordance with a "three strike" paradigm. A first offense will result in a verbal warning; a second offense will result in a suspension (length subject to School Administrator's discretion); and a third offense will result in termination and withdrawal from the school, subject to the Termination Policy. The offenses need not be for the violation. As such, three unrelated offenses qualify for the paradigm and the student is subject to termination.

Regardless of the number of offenses committed, the school reserves the right to escalate a punishment to a greater level of offense for conduct violations the school determines to warrant a greater level of punishment, than defined by the three-strike system. In addition, the school reserves the right to impose further sanctions when appropriate and necessary, including but not limited to withholding of certificate, or restitution.

TERMINATION POLICY

The institution may terminate a student's enrollment for noncompliance with School Policies, School Rules and/or the Code of Conduct, the enrollment contract, or State Laws and Regulations; failing to pay tuition in accordance with the student's tuition finance plan; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act; or if absent 14 consecutive calendar days (10 consecutive school days) without being on an official leave of absence. For purposes of this policy, distance learning days are not counted either towards the consecutive school days absent, nor do they count towards a student's attendance (i.e., a student cannot break a streak of consecutive absences by completing distance learning hours). If withdrawn, the student has 7 calendar days to pick up their belongings. All belongings must be picked up by appointment only. Appointments are available Mondays.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a Student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during a LOA. The institution may allow for one LOA per enrollment at its discretion where there is an expectation that the student will return. Students must request a LOA in advance in writing, state the reason for the leave, and include the student's signature for approval by an Administrator. The institution may grant a LOA to a

student who did not provide the request prior to the LOA due to an unforeseen circumstance if: the institution documents the reason for the decision AND the institution collects the request from the student at a later date. In unforeseen LOA circumstances, the beginning date of the approved LOA would be determined to be the first date the student was unable to attend. Students must be up to date on self-payments prior to LOA approval.

The LOA, if approved, must last for a minimum of 7 calendar days and may not exceed 180 calendar days total in any twelve- month period. A student who does not return to School or has failed to request additional LOA days prior to the Scheduled Return Date will be dropped. The institution is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. LOAs may be extended up to one (1) time, and require supporting documentation to receive approval.

LOA will be considered on a case-by-case basis for medical emergencies only. A student granted a LOA that meets the policy requirement is not considered to have withdrawn, and no refund calculation is required at that time.

If approved, the official Leave will extend the enrollment contract period and maximum time frame by the same number of calendar days designated in the leave document or actually used by the student. The institution will extend the student's contract period by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. There will be no institutional fees charged as a result of the LOA.

The school is not responsible for the equipment left at the school. The student must schedule an appointment within 7 calendar days from leave of absence start to empty their locker and collect their belongings. Appointments are only available Mondays. This institution is not responsible for any student property left on the premises.

Facilities And Services For Students With Disabilities

The School does not discriminate against anyone based on physical or intellectual limitations. The School will work with students or applicants in need of reasonable accommodations to determine whether reasonable accommodations can be effective or are available. Students requesting reasonable accommodations in accordance with the Americans with Disabilities Act should direct a written request with documentation to the Admissions Department at admissions@masonanthony.edu prior to enrollment. The School will make every effort to accommodate students with special needs. All school facilities are handicap accessible.

Veterans Benefits and Transition Act of 2018, Section 103

For any students using VA Education Chapter 33 (Post-9/11 GI Bill) or Chapter 31 (Vocational Rehabilitation) benefits, while payment to the institution is pending from the VA (up to 90 days), the school will not:

- Prevent their enrollment;
- Assess a late penalty fee;
- Require they secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
- To qualify for this provision, such students are required to:
- Produce a VA Certificate of Eligibility or an eBenefits GI Bill Statement of Benefits by the first day of class;
- Provide the school a request to be certified;

- Provide any additional information needed to properly certify the enrollment as described in the school's institutional policies.

Student Photo and Video Consent

Students understand that Mason Anthony School is active in social media, educational content creation and print/digital marketing. As a result, there may become frequent instances where videos and photos are taken of classes, procedures, the facility, and activities. Students may also be asked to speak or be featured in a video/photo, and students may decline that invitation. However, as a result of the collateral of video/photo conducted on an ongoing and frequent basis, Students acknowledge that their likeness may be captured. Students authorize Mason Anthony School of Cosmetology Arts & Sciences, to take, alter, edit, exhibit, distribute, and publish their photographic images/videos/audio and/or testimonials for lawful promotional materials, including print and digital advertisement and distribution. Students agree that these photographic images/videos/audio recordings and/or testimonials will remain the property of Mason Anthony School of Cosmetology Arts & Sciences and Students may/will not ever gain compensation from, access to, or rights to these photographic images/videos/audio recordings and/or testimonials. Students understand that this material may be used, reproduced, published, or republished and if, in the judgement of Mason Anthony School, used for any or all of the following purposes including but not limited to: education, training, or teaching purposes, brochures, advertisements, branding kits/packages, websites, social media platforms, video, digital applications and other sorts of electronic distribution.
Students understand that they will not be entitled to any payment, royalties, or other forms of compensation as a result of any use of the photographic images/videos/audio, and/or testimonials of their treatment(s) or procedure(s), and/or interviews concerning those treatment(s) or procedure(s).

This consent is hereby valid indefinitely from the date in which the Student signs their Enrollment Agreement. Additionally, there is not any geographic limitation to where these materials may be exhibited, published, or distributed.

Grievance Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint 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 desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1) The Student should register the complaint in writing on the designated form provided by the institution within 10 days of the date that the act which is the subject of the grievance occurred. The form is available at www.masonanthony.edu/student-solutions/.

2) The complaint form (student solutions form) will be sent to the administrative team.

3) The complaint will be reviewed by management, and a response will be sent in writing to the student within 3-5 business days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4) If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

5) Students may contact the institution's regulatory agencies regarding unresolved complaints. Contact information for the institution's licensing and accrediting agency can be found by going to the websites linked below:

Licensing Agency: The Ohio State Cosmetology and Barber Board
https://cos.ohio.gov/COMPLAINTS
Accrediting Agency: NACCAS http://naccas.org/?q=node/14

NOTIFICATION OF RIGHTS UNDER FERPA

Privacy of Student Records – Family Education Rights and Privacy Act ("FERPA")

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1) The right to inspect and review the students' education records within 45 days after the day MASON ANTHONY SCHOOL receives a request for access. A student should submit to the Student Records Administrator a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected. All inquiries should be addressed to admissions@masonanthony.edu.

2) The right to request an amendment of the student's education records that the student believes is 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 submit a request in writing to the Admissions (admissions@masonanthony.edu). The request must 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 (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. 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 MASON ANTHONY SCHOOL in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or the student and parents or guardians of dependent minors. A school official also may include a volunteer or contractor outside of MASON ANTHONY SCHOOL who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 MASON ANTHONY SCHOOL. Upon request, the school also discloses education records without consent from officials of another school in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by MASON ANTHONY 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

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers within MASON ANTHONY SCHOOL whom the school has determined to have legitimate educational interests. A "school official" includes Educators, administrators, staff, counselors, attorneys, clerical staff, advisory board members, members of committees and disciplinary boards, and contractors, volunteers or other parties to whom the school has outsourced institutional services or functions. A school official generally has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.

- To accrediting organizations to carry out their accrediting functions.

- To parents of an eligible student if the student is dependent for IRS tax purposes.

- To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in connection with a health or safety emergency.

- Information the school has designated as "directory information." "Directory information" is defined as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, e-mail address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, diplomas, certificates, and awards received, the most recent previous educational agency or institution attended, grade level or year (such as freshman or junior), and enrollment status (undergraduate or graduate; full-time or part-time). Eligible students have the right to restrict the disclosure of directory information. Those wishing to do so should inform the School within 14 days of enrollment that he or she does not want any or all of those types of information designated as directory information.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.

- To the general public, the final results of a disciplinary proceeding, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her.

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.-

More information about FERPA generally may be found on the U.S. Department of Education's website at ED.gov.

HEALTH AND SAFETY

Drug And Alcohol Abuse Prevention

The institution will annually distribute in writing to each student and employee and will biennially review the Drug and Alcohol Abuse Prevention Program, which will include: Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on Brown Beauty Barber School's property or as part of any of its activities. A description of the applicable legal sanctions under Local, State or Federal Law for the unlawful possession or distribution of illicit drugs and alcohol. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students. A clear statement that the institution will impose disciplinary sanctions against students and employees (consistent, with Local, State, and Federal Law), and a description of those sanctions, up to and including, expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A

disciplinary sanction may include the completion of an appropriate rehabilitation program.

Campus Security Policies, Crime Statistics, and Crime Log are reviewed by October 1 of each year. The school will publish and distribute the annual campus security report to all current students and employees.

Student Counseling and Assistance

Local student counseling services are listed within the Drug and Alcohol Abuse Prevention Program and the Campus Security Report. The following national assistance services are also available: - National Alcoholism and Substance Abuse Information Center: 1-800-784-6776 National Sexual Assault Hotline: 800-656-4673 National Domestic Violence Hotline: 800-799-7233

Vaccination Policy

MASON ANTHONY SCHOOL does not have a vaccination policy.

Fire Safety Policies

MASON ANTHONY SCHOOL does not have any on-campus student housing facilities. However, in the event of a fire educators will direct students and clients out of the building through the nearest exit in an orderly and calm manner. The receptionist will call the fire department (911).

STUDENT OUTCOMES

MASON ANTHONY SCHOOL is proud of our track record in graduating students, preparing them for the State Board examinations, and assisting them in employment. Please refer to the statistical information provided earlier in the catalog on Graduation, Licensing, and Placement rates for each School's Graduation, Licensure, and Placement Rates .

Career and Job Placement Services

MASON ANTHONY SCHOOL do not guarantee employment to our students; however, the schools do assist students in finding employment. The qualities that employers look for and those that the school monitors are: - Attitude, Professionalism, Grooming, Grade average, Overall attendance, Technical skills, and Retail skills

The school routinely receives inquiries from prospective employers, and these are posted on the student bulletin board. MASON ANTHONY SCHOOL invites salons and spas to come into the school to talk with students. MASON ANTHONY SCHOOL' reputation for graduating knowledgeable and productive salon professionals has allowed it to excel in the job placement process.

TRANSFER OUT RATES

Our school does not provide substantial preparation for students to enroll in another institution.

OTHER CONSUMER INFORMATION

Instructional Facilities

Clinic Service Areas

A wide variety of clients come to MASON ANTHONY SCHOOL for beauty and therapeutic massage services. As a student you have the opportunity to perform a full

spectrum of hair, skin, nail, and massage services in a state-of-the-art salon setting, under the supervision of your instructors. Our facility has a Retail Area, which features hair, skin, makeup and lifestyle products. This area gives students the opportunity to practice client service and retailing skills.

Student Classrooms

Various sized classrooms have been designed to provide the proper environment for different types of learning and activities.

Educational Materials

Students are required to use the institution issued Kit, Books and/or e-learning Software. Students must supply a personal Laptop/iPad for daily school use. MASON ANTHONY SCHOOL utilizes CIMA/Milady educational materials specifically for Cosmetology programs including MindTap online learning. Additionally, A Resource Library containing materials about hair, skin and nail skills, motivation, health, professionalism and business is available for your reference. Student kits are the property of the student and contain equipment, materials and tools appropriate to each program.

All educational materials are the property of the School or authorized for use by Delmar Publishing. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities up to and including jail time and/or severe fines. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the school's information technology system will also be subject to disciplinary action by the MASON ANTHONY SCHOOL which could include suspension or expulsion from the program.

Faculty

A Faculty list is found in the school catalog. The school catalog is available on the School's website and the faculty list can also be obtained from the school administration upon request.

STUDENT RULES

1) Attendance. Actual attendance hours in school are rounded to the nearest hundredth of an hour.
2) Students are required to clock in and out using the SMART time clock.
3) Kits. Supplies are the personal responsibility of the student and are considered part of the uniform. Sanitary procedures are followed very closely and the disinfection of all equipment in kits. Purses and food may not be kept in these kits. Kits may be inspected. Kits are needed for client services; if the student doesn't have a complete kit to do services, the student is dismissed and may attend the next day.
4) Parking. Students may only park in their designated lot, as denoted below. Students may only park at the School during school hours. Students are solely responsible for all belongings retained in their vehicles.
    a. Cosmetology – East Parking Lot
    b. Esthetics and Massage Therapy - South Parking Lot
    c. Manicuring – North Parking Lot
5) Dispensary. Additional supplies from the dispensary needed for training are only to be used upon request from the instructor. Only one student permitted in the dispensary at a time.

6) Personal Appearance. Your appearance reflects your thinking; students must adhere to the school dress code.
7) Only professional products approved by the school may be used on the clinic floor, clients, and students.
8) Lunch. Students may go out for lunch or bring their own. Students will be automatically clocked out for lunch. There are designated areas for eating lunch in the school. Students are permitted to store food during the day in the Break Room, and may use the provided refrigerator and microwave. School Staff will dispose of any food left in the refrigerator every Friday. Students are required to clean up any food spills that occur in the Break Room, including in the refrigerator and microwave. NO FOOD ON THE CLINIC FLOOR. No drinks are allowed on the clinic floor if not in a closed, spill proof container. Any food or unauthorized drinks that is found on the clinic floor will be thrown out. Lunch hours are assigned per class schedule.
9) Breaks must be taken at the allotted time.
10) The facility is completely SMOKE FREE, ALCOHOL FREE, and DRUG FREE.
11) Health and Character. The taking of drugs without a doctor's prescription is NOT PERMITTED, Students under the influence of alcoholic beverages or non-prescription drugs are not permitted on the premises and may be asked to leave the school.
12) STATE BOARD RULES AND REGULATIONS STATE: a student in a school of cosmetology who performs Cosmetology services for the public outside such school is liable to prosecution under Section 4713.99 of the Ohio Revised Code.
13) Course tuition fees, books, supplies and enrollment fees are contained in the enrollment agreement.
14) NO CELL PHONES on the clinic floor or in the classroom.
15) No personal belongings on the clinic floor. (Purse, keys, bags etc.). These must be stored in lockers in which the student is responsible for bringing a lock. The School is not responsible for any lost, stolen, or damaged personal belongings, including items left in students' vehicles. Students must clean out all personal belongings prior to graduation. Any personal belongings left at the school after graduation will be disposed of. If withdrawn, the student has 7 calendar days to pick up their belongings. All belongings must be picked up by appointment only. Appointments are available Mondays.
16) No use of profanity, obscene gestures, fighting, yelling, or stealing in or around school premises. Failure to abide by this rule WILL RESULT IN IMMEDIATE SUSPENSION AND MAY RESULT IN TERMINATION.
17) The school reserves the right to enforce and enact disciplinary measures, up to and including verbal warning, written warning, suspension and dismissal.
18) Students MAY NOT REFUSE an assignment (practical or client). Any student who refuses an assignment will be required to clock out and be sent home for the day; and subject to receiving a zero for practical or clinic grade. This includes date of student graduation.
19) Students cannot perform a service the first day back after a missed school day or expulsion.
20) If caught cheating or forging or stealing, a student will be referred to the Administrator for immediate termination.
21) Students will be required to work at the front desk and dispensary as assigned. Refusal to do so may result in a write-up and/or the student will be sent home for the day.
22) Students are required to practice professional and appropriate conversations in the classrooms and on the clinic floor. Topics including but not limited to race, sex, drugs, alcohol, and politics are deemed inappropriate and may not be discussed during school.
23) Students may not discriminate against anyone including but not limited to topics involving religion, race, sexual orientation, gender identity, age, and politics.
24) Any books, equipment or supplies left at the school will be disposed of after student's last day (Graduation). If withdrawn, the student has 7 calendar days to pick up their belongings. All belongings must be picked up by appointment only. Appointments are available Mondays.

25) The School reserves the right to change or add to any of the school's policies or rules whenever deemed necessary. All changes are posted prior to their enforcement.

CLINIC FLOOR RULES

1. Students are required to charge all clients for services provided on the clinic floor (i.e., no services may be provided for free).
2. Payment for all services must go to the school. Payments for tips to students are permissible. Students who break or attempt to break this rule may be expelled.
3. Students are required to pay the cost of the product used for services completed on themselves or other classmates, unless the student is participating in a teacher-led demonstration.
4. If program participates in Model week, services (excluding color or chemical services) shall receive a 50% discount provided on the clinic floor. This discount is applied only to clients notated on the student's model week signup sheet provided and signed off on by their instructor. Discount applies to one client per service. No other discounts will be applied at any time during enrollment.
5. Students are prohibited from using any products other than those provided by the school for all clinic floor services. No outside products may be used on the clinic floor. Any exceptions to this rule must be signed off by the student's instructor, and with the approval of the School Administration.
6. All clients gained by students while on the clinic floor to build their book of business are available and accessible to the students upon graduation inside students' private practice or with any employer relationship that may result in the future.
7. Failing to abide by any of these rules may result in disciplinary action, and/or charges on student's ledger for unpaid products or services, as described above.

SATISFACTORY ACADEMIC PROGRESS ("SAP") POLICY

The Satisfactory Academic Progress 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. Students may request a copy of their SAP at any point by contacting Operations Director at operations@masonanthony.edu.

Academic Year

The academic year for this institution, all programs, is nine hundred (900) clock hours.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Advanced Cosmetology 450 (13 weeks), 900 (26 weeks), and 1350 clocked (actual) hours (38.5 weeks)

Esthetics 300 clocked (actual) hours (8.5 weeks)

Advanced Esthetics 75 clocked (actual) hours (2.14 weeks)

Manicuring 200 clocked (actual) hours (2.66 weeks)

Advanced Manicuring 50 clocked (actual) hours (1.33 weeks)

Massage Therapy 300 clocked (actual) hours (8.5 weeks)

Transfer Students
Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the academic year or course and/or program whichever occurs sooner.

Attendance Progress Evaluations
Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame
The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course	Course Scheduled Hours	Maximum Time Allowed
Advanced Cosmetology	1800 Hours	2394 Hours
Esthetics	600 Hours	798 Hours
Advanced Esthetics	150 Hours	199.5 Hours
Manicuring	200 Hours	266 Hours
Advanced Manicuring	100 Hours	133 Hours
Massage Therapy	600 Hours	798 Hours

All periods of enrollment count towards the maximum time frame. The maximum time allowed for transfer students who need less than the full course requirements or part time students will be determined based on 75% of the scheduled contracted hours. Students who have not completed within the maximum timeframe must be terminated from the program. Students may then be permitted to re-enroll into the program on a cash pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

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

a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Students may have access to their SAP evaluation results by requesting them from the administrative staff.

Grading Scale

Numerical grades are considered according to the following:

1) Theory - test scores, written assignments and projects
2) Practical - hands-on demonstration of skills, techniques and procedures. The grading scale is as follows:

93%-100%	4.0	Excellent
85%- 92%	3.0	Above Average
75%- 84%	2.0	Passing
0%- 74%	1.0	Failing

Determination Of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. School staff will review with students a copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

Warning

The School may allow for an initial status of satisfactory academic progress warning for students who are not considered meeting minimum standards for satisfactory academic progress. Probation will be allowed if after evaluation by the institution, it is determined that the student's progress did not make satisfactory academic progress during the warning or previous evaluation period; and the student prevails upon appeal of a negative progress determination prior to being placed on probation; and the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or the institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. You will then be required to bring your grades and/or attendance up to satisfactory levels in order maintain academic eligibility.

Students are able to make an appeal for any unusual circumstances as to why they have not made SAP. These circumstances include a long-term illness or hospitalizations of a student or family member, death of an immediate family member, or other circumstances deemed appropriate for an appeal by the Administrator. Appeals must be backed with doctor's notes or other necessary documentation. Appeals must be presented to the Administrator with all backup documentation within 7 days of the warning.

Re-Establishment Of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance (75%) and academic requirements (75%) by the end of the warning period at the next scheduled evaluation.

Interruptions / Course 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 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. Students who have incomplete grades at the time of their SAP evaluation will be re-evaluated once the assignments are completed.

Noncredit / Remedial Courses / Repetitions

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards. Our school does not offer summer terms. We do not have different procedures for withdrawals when passing or withdrawals when failing.

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

If a student wishes to switch from one course to another within our school, credits and hours are not transferable. In pursuit of a second program at Mason Anthony School of Cosmetology, all students begin the program at the same point, however, students with a completed program or license may be eligible for transferred clock hours, pursuant to the Ohio State Cosmetology and Barber Board's Hours Transfer Chart.

INSTITUTIONAL REFUND POLICY – COSMETOLOGY, ESTHETICS AND MANICURING STUDENTS (INCLUDES ADVANCED PROGRAMS)

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid less the non-refundable $100 application fee.
2) A student (or legal guardian) cancels his/her enrollment in writing within three (3) business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except the non-refundable $100 application fee, regardless of whether or not the student has actually started classes.
3) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee of $100 and the applicable registration fee ($1000 if enrolling 30 days prior to start, $1100 if enrolling between 10-30 prior to start, and 1350 if enrolling less than 10 days prior to start).
4) A student notifies the institution of his/her withdrawal in writing.
5) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the

leave of absence or the date the student notifies the institution that the student will not be returning.

6) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 calendar days.)
7) In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8) For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. He/she shall be entitled to a refund of all monies paid to the school based on scheduled hours, less the non-refundable application fee of $100 and applicable registration fee:

% Of Scheduled Time Enrolled To Total Course/Program	Total Tuition School Shall Receive/Retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

9) All refunds will be calculated based on the student's last date of attendance or participation in an academic school activity. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment and class has begun, the school, at its options, provide a full refund of all monies paid or completion of the program. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
10) Students who withdraw or terminate prior to course completion are charged a termination fee of $150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: kit, lab fees, extra kit materials, kit/books, products, unreturned school property, timecards, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

INSTITUTIONAL REFUND POLICY – MASSAGE THERAPY STUDENTS

For Massage Therapy applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2) A student (or legal guardian) cancels his/her enrollment within five (5) calendar days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, unless the student has already begun classes, in which case the institutional refund calculation applies.
3) A student cancels his/her enrollment after five (5) calendar days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the application fee of $100 and the applicable registration fee. The application fee and registration fee for Massage Therapy students shall not exceed the lesser of $150 or 15% of the total program cost.
4) A student notifies the institution of his/her withdrawal.
5) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 calendar days.)
7) In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
8) For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. He/she shall be entitled to a refund of all monies paid to the school based on scheduled hours, less the application fee of $100 and applicable registration fee:

% Of Scheduled Time Enrolled To Total Course/Program	Total Tuition School Shall Receive/Retain
0.01% to 14.9%	25%
15% to 24.9%	50%
25% to 39.9%	75%
40% and over	100%

9) All refunds will be calculated based on the student's last date of attendance or participation in an academic school activity. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment and class has begun, the school, at its options, provide a full refund of all monies paid or completion of the program. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
10) This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: kit,

lab fees, extra kit materials, kit/books, products, unreturned school property, timecards, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

Participation In and Required Technology for Remote Online Learning

Up to 20% of total program hours for Advanced Cosmetology, Esthetics, Manicuring and 50% of total program hours for Massage Therapy may be completed via Remote Online Learning Services (limited to Theory hours only) using the Milady platform via CIMA, in conjunction with the school's efforts to ensure the safe, practical and continued education of all students and in accordance with all the State of Ohio, State Medical Board of Ohio, Ohio State Board of Career Colleges and Schools, Ohio State Cosmetology and Barber Board and NACCAS.

By Enrolling in Mason Anthony School and therefore accessing and participating in Distance Learning, you are acknowledging that you have reviewed and agree to the following terms and conditions:

- You understand and agree that your image and voice will be transmitted over the internet and into other student's computers and homes and that Mason Anthony School cannot guarantee or warrant complete confidentiality of your voice or image while participating in Distance Learning.
- You understand and agree that any individual present within your household is prohibited from disseminating, recording, capturing and/or disclosing materials, information, and/or images made available to you through Distance Learning without the prior written authorization of Mason Anthony School.
- You will not grant or facilitate any third party's access to the Distance Learning provided by or through Mason Anthony School.
- You also understand and agree that Mason Anthony School may audio and video record the Distance Learning it provides and this document constitutes both notice of such audio and video recording and your agreement to it.
- You understand and acknowledge that the rules and expectations set forth in Mason Anthony Schools' policies and the student catalog apply to, and are in effect during, all Distance Learning provided by or through Mason Anthony School.

When participating in Distance Learning, it is vital to consider the technology needed in order to have a successful program/course at Mason Anthony School. As such, we require that you meet the technical requirements below before enrolling in our programs:

Required Hardware

- A computer (desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old will work. Chromebooks are recommended and are compatible.
- Speakers/headphones/earbuds that allow for 2-way talking and listening to audio or videos presented in courses.
- Webcam for interacting in course activities that require video feedback from students or other third-party tools.

Required Software

- Internet Browsers, such as Mozilla Firefox and Google Chrome, are preferred. It is also suggested to have both of these browsers, so that one can act as a backup in case the other is experiencing issues.
    - Use the latest versions of Mozilla Firefox or Google Chrome.
    - NOTE: Do not use Internet Explorer.

- Adobe Acrobat Reader (latest version) can be used for viewing PDF files offline (outside of a web browser). - Download.
- ZOOM Video Chat Software

Internet Connection

- A stable Internet connection of 56K or greater is required. (However, please note that a 56K connection may degrade the quality of your experience.)
- Internet Browser(s)
- Various browsers may be able to access the learning management system. We recommend the following tips:

SCHOOL STAFF

Administrative Team

Larissa Witt	Owner and Chief Executive Officer
Madeline Mayes	Operations Director
Alicia Dolan	Education Director
Enid Cruse	Admissions Director
Naya Crance	Front Desk Supervisor and Executive Assistant

School Faculty

Moriah Jester	Cosmetology Instructor
Olivia Saulsbury	Cosmetology Instructor
Chelsey Mays	Cosmetology Instructor
Sharon Babbert	Esthetics Instructor
Tanikka Vincent	Esthetics Instructor
Allison Hale	Esthetics Instructor
Sandra Ortiz	Manicuring Instructor
Coral Felix-Ortiz	Manicuring Instructor
Nakeya Banton	Manicuring Instructor
Ben Levitin	Massage Therapy Instructor