

**Noe' Noonan School of Cosmetology**  
**5739 West Ridge Road, Building B, Erie, PA 16506**

**Catalog October 2023**

**Catalog and Student Handbook**

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## **2. MISSION STATEMENT**

Our mission is to educate our students and prepare them for employment in their chosen beauty industry program: Cosmetology, Esthetician, Nail Technician, and/or Teacher. We believe that it is important to empower each student with the knowledge, skills, and tools so they can invest in living their best lives; balancing success and joy both professionally and personally while making an impact in their community.

## **3. LICENSING AND REGISTRATION**

Noe' Noonan School of Cosmetology is a licensed school of cosmetology located at 5739 West Ridge Road, Building B, Erie, PA 16506. All our school's instructors and owners are licensed cosmetologists in good standing with the requirements of the State Board of Cosmetology of the Commonwealth of Pennsylvania, Department of State, Bureau of Professional and Occupational Affairs, State Board of Cosmetology, P.O. Box 2649, Harrisburg, PA 17105, 1 (833) 367-2762.

Noe' Noonan School of Cosmetology has applied for initial accreditation with The National Accrediting Commission of Career Arts and Sciences (NACCAS). NACCAS is located at 3015 Colvin Street, Alexandria, Virginia 22314 and can be contacted at (703) 600-7600.

Licenses and certificates, as they pertain to licensure and accreditation, are on display in the Director's office for review.

Because students are always our top priority, the entire staff at Noe Noonan School of Cosmetology is committed to making our students' educational experiences the most enjoyable, memorable, and meaningful learning experiences in their lives. We intend to play an integral part in transforming our students' lives as they transition from classroom students to career-ready professionals poised for success in Cosmetology.

## **4. ADVISEMENT**

All Noe' Noonan students will have access to the school's supervisor/school director should any problems occur. In the event a problem arises, students should inform their classroom instructor, or administrative assistant, who will set up the appointment with the school's Supervisor/Director. Academic, financial, or conduct issues should be addressed only with pertinent school staff immediately.

## **5. ADMISSIONS POLICY AND PROCEDURES**

### **Admission Requirements**

- I. Noe' Noonan School of Cosmetology requires applicants to complete an admission application.
- II. All applicants will be required to submit proof of age, which can be documented by various means, including, but not limited to, birth certificate, driver's license, government-issued identification, birth registration, passport, etc.

- III. They must also submit a valid high school transcript, diploma, or GED as proof of high school completion during the application process. Unless that student is participating in a training agreement with a government agency or school district, in which case students may defer to the Pennsylvania State Board of Cosmetology's requirement that students must then be at least 16 years of age with a tenth-grade education.
  - a. Verification of a foreign student's high school diploma will be 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.
- IV. Noe' Noonan does not accept ability to benefit students.
- V. In the admissions process, students are made aware of student outcomes, physical demands of the industry, licensure requirements, and where they can access the school catalog online at [noenoonan.com](http://noenoonan.com).
- VI. All applicants must complete an Enrollment Agreement before the start of class. If the student is less than 18 years of age a parent or guardian must sign this Enrollment Agreement for them.
- VII. Funding for registered courses must be approved before starting the program. Book, kit, and uniform fees are nonrefundable. Noe' Noonan accepts all forms of payment, including bank checks, personal checks, money order, cash, and card. All tuition and fees covered by credit card do incur a 3% processing fee. If a student does not complete payments owed to the school on their account, the school reserves the right to turn the account over to a collection agency.
- VIII. Transfer of Hours Policy (if applicable):  
 Noe' Noonan School of Cosmetology accepts transfer students into its programs. A transfer student must submit a notarized official transcript from their prior institution and be able to prove skill capability. The transcript must have start and end dates with grades earned for each named course. Hours will be accepted based on the official transcript history and will be subject to the Director's discretion as to the educational standing of the student. All other admission and application requirements of the school must additionally be met.  
 Noe' Noonan School of Cosmetology cannot guarantee hours earned at Noe' Noonan School of Cosmetology will be transferable to another facility since the acceptance of transferred hours is at the discretion of the receiving school.

Noe' Noonan School of Cosmetology does not provide English as a second language instruction. All classes are taught in English and students are required to speak, read, and write English fluently.

Students who receive a scholarship will have that scholarship deducted at the end of the program.

Noe' Noonan School of Cosmetology reserves the right to deny admission to any person based on conduct, background check results or other admission documentation records that indicate they will not benefit from the school's programs. Falsifying information to gain admission or access to financial assistance is illegal and could result in denial of admission or permanent expulsion from the school.

### Re-enrollment

Students wishing to re-enroll into Noe' Noonan School of Cosmetology after withdrawing or after termination from the program must submit a request to the school Director and Supervisor. The decision to allow re-enrollment is at the discretion of the Director and Supervisor.

The following requirements for each course offered are required for licensure according to the State Board of Cosmetology:

**Licensing Requirements for Cosmetology Teacher License:** An individual must hold an active Cosmetology License, be 18 years or older and have completed the 12<sup>th</sup> grade or its equivalent and complete a minimum 500 hours of Instruction of Cosmetology Teacher Curriculum by a licensed school of cosmetology. For licensure you must pass the State Board of Cosmetology Teacher Exam. Cosmetology Teachers can teach all areas of Cosmetology.

**Licensing Requirements for Cosmetologist License:** An individual must be 16 years or older and have completed the 10<sup>th</sup> grade or its equivalent and complete a minimum 1250 hours of Instruction of Cosmetology Curriculum by a licensed school of cosmetology in no less than eight consecutive months. For licensure you must pass the State Board of Cosmetology Exam. Cosmetologists can practice all areas of cosmetology, nail technology, esthetics, and natural hair braiding.

**Licensing Requirements for Esthetician License:** An individual must be 16 years or older and have completed the 10<sup>th</sup> grade or its equivalent and complete a minimum 300 hours of Instruction of Esthetician Curriculum by a licensed school of cosmetology. For licensure you must pass the State Board of Cosmetology Exam. Estheticians can practice all areas of esthetics.

**Licensing Requirements for Nail Technician License:** An individual must be 16 years or older and have completed the 10<sup>th</sup> grade or its equivalent and complete a minimum 200 hours of Instruction of Nail Technician Curriculum by a licensed school of cosmetology. For licensure you must pass the State Board of Cosmetology Exam. Nail technicians can practice all areas of nail technology.

## 6. START DATES

Start Dates
01/09/2024
03/12/2024
05/14/2024
07/16/2024
09/10/2024
11/05/2024
01/14/25

## 7. TUITION, FEES AND COURSE OUTLINES

Cosmetology Program	
	Cost
Tuition	17,600
Kit, Books, Uniform	2,300
Lab Fee	1,400
License Exam Fee/Criminal	165
Technology Fee	390
Administration Fee	150
<b>Total</b>	<b>22,005</b>

Teacher Program	
	Cost
Tuition	3,788
Books and Uniform	706
Lab Fee	600
License Exam Fee/Criminal	165
Technology Fee	300
Administration Fee	150
<b>Total</b>	<b>5,709</b>

Esthetician Program	
	Cost
Tuition	4,224
Kit, Books, Uniform	2,104
Lab Fee	600
License Exam Fee/Criminal	165
Technology Fee	195
Administration Fee	150
<b>Total</b>	<b>7,438</b>

Nail Technician Program	
	Cost
Tuition	2,816
Kit, Books, Uniform	1,410
Lab Fee	600
License Exam Fee/Criminal	165
Technology Fee	195
Administration Fee	150
<b>Total</b>	<b>5,336</b>

- If you bundle any of the programs, you may be eligible for a discount. Ask to speak with the school supervisor.

## Cosmetology Course Outline 1250 Hours

**Description:** The cosmetology program is a 1250 hour approved program through the Pennsylvania State Board of Cosmetology. You will learn the skills you need to obtain licensure and to enter the workforce in the Cosmetology field. Those skills include manipulative, cognitive, social media, business, safety, and the Power Journey.

### Grading Procedures

Please see Student Satisfactory Academic Policy (section 12). The grading policy for the cosmetology program at Noe' Noonan is as follows:

Students are graded in three different areas

1. **The Employability** score includes 100 points per day.
  - being prepared for class and participating in class
  - having a positive attitude, cooperation
  - completing clean up duties at the end of every day
  - wearing uniform
2. **The Academic** score includes a combination of smart notes, worksheet, tests, daily writing prompts, and anything considered theory work.
3. **The Technical** score includes completing all assigned tasks and skills. The fourth quarter technical includes the Client Skills and any work that is technical or practical.

### GRADING SCALE

A = 92%-100% Excellent

B = 84%-91% Very Good

C = 83%-75% Satisfactory

D = 74%- 70 % Below Satisfactory

F = 69% and below


- Below 75% is considered below satisfactory and failing according to the State Board of Cosmetology and Noe' Noonan School of Cosmetology.

**Objective:** Upon completion of the program requirements the graduate will be able to:

1. Be competent in applying the academic and technical skills learned to make sound decisions on procedures to be used in the Cosmetology workplace.
2. Be able to use analytical skills to advise clients in the workplace.
3. Perform entry level manipulative skills in haircutting, hair design, hair color, chemical texture services, braiding, wigs, hair removal, nail services, facial/skin services.
4. Use the information received from Beauty as a Business program to project yourself professionally in all forms of branding yourself through social media.
5. Use the information received in the Qnity piece of the program to make sound business/money decisions for yourself.

6. Most importantly, be able to use the Power Journey to project professionalism, personal integrity, knowing your why, no excuses and goal setting, positive thinking, critical conversations, keeping your word, knowing your charity, taking care of yourself, and more than anything else, kindness.

To ensure your success in the cosmetology industry, you will need to continue to keep up with current trends, skills and methods as the beauty industry is constantly changing.

Cosmetology Pathway - 24 Courses 1250 Hours				
	Student Name:			
	Student Address:			
	Start Date:		Hours Completed:	
	Student ID Number:			
Course#	Course Name	Hours	Power Journey	Date Completed
COS101	Safety and Sanitation SPI2	5	Power of YOUR Why	
COS102	Life Skills	5	Power of No Excuses & Goal setting with a plan	
COS201	Microbiology/Infection Control/First Aid	25	Power of No Excuses & Goal setting with a plan	
COS202	Building Blocks of the human body, skeletal system, Muscular System	25	Power of No Excuses & Goal setting with a plan	
COS203	Circulatory system/Nervous System	25	Power of No Excuses & Goal setting with a plan	
COS204	Electricity	25	Power of Accepting Constructive Criticism	
COS205	Matter/PHI/Product Knowledge	25	Power of listening/Observing	
COS301	Hair Theory/Hair Care/ Shampooing and Conditioning	25	Power of Positive Thinking	
COS302	Salon Buisness/Professional Development	25	Power of Positive Thinking	
	Professionalism		Power of Critical Conversations	
	Resume Development		Power of Keeping your Word	
	Interview Preparation		Power of Giving - Know your charity	
	Job Search Skills		Power of Giving - Know your charity	
COS303	Client Centered Design	25	Power of Taking care of yourself	
COS304	Haircutting/Sculpture	200	Power of Taking care of yourself	
COS305	Hair Design	30	Power of Kindness	
COS306	Long Hair Design	30	Power of Kindness	
COS307	Wigs/Hair Additions	30	Power of Networking	
COS308	Haircoloring I - Color Theory, Identifying Haircolor, Non Oxidative/Oxidative	100	Power of Thank You	
COS309	Haircoloring II - Color Essentials, Color Skills, Color Consultations	100	Power of a Social Media Plan	
COS310	Wella Training Certifications	5	Power of a Social Media Plan	
COS311	Chemical Textured Services I -Perming	100	Power of your Brand	
COS312	Chemical Textured Services II-Relaxer	100	Power of your Brand	
COS401	Skin I- Skin Theory, Disorder and Diseases	50	Power of your Financial Future	
COS402	Skin II- Skin Care/Hair Removal	50		
COS403	Skin III - Makeup/Cosmetics	50		
COS404	Nails I - Natural Nails	50		
COS472	Nails II - Artificial Nails	50		
COS473	DPI Nail Certifications	5		
COS474	Beauty As A Business	30		
COS475	Q-Nity	25		
COS476	State Law	10		
COS477	State Law Exam Preparation	25		
<b>Total Hours</b>		<b>1250</b>		

## Teacher Course Outline 500 Hours

**Description:** The Teacher program is a 500-hour approved program through the Pennsylvania State Board of Cosmetology. You will learn the skills needed to obtain your license to teach cosmetology in Pennsylvania. Those skills include lesson plan writing, curriculum development, teaching to diverse learners, classroom presentation techniques, grading styles, social media, business, safety, and the Power Journey.

### Grading Procedures

Please see Student Satisfactory Academic Policy (section 12). The grading policy for the cosmetology program at Noe' Noonan is as follows:

Students are graded in three different areas

4. **The Employability** score includes 100 points per day.
  - being prepared for class and participating in class
  - having a positive attitude, cooperation
  - completing clean up duties at the end of every day
  - wearing uniform
5. **The Academic** score includes a combination of smart notes, worksheet, tests, daily writing prompts, and anything considered theory work.
6. **The Technical** score includes completing all assigned tasks and skills. The fourth quarter technical includes the Client Skills and any work that is technical or practical.

### GRADING SCALE

A = 92%-100% Excellent

B = 84%-91% Very Good

C = 83%-75% Satisfactory

D = 74%- 70 % Below Satisfactory

F = 69% and below

- Below 75% is considered below satisfactory and failing according to the State Board of Cosmetology and Noe' Noonan School of Cosmetology.


**Objective:** Upon completion of the program requirements the graduate will be able to:

1. Be competent in classroom management, delivering a lesson and using a proper grading scale.
2. Be able to use analytical skills to advise students in the classroom and in the student clinic.
3. Always perform Professional Practices in a school/classroom setting.
4. Use the information received from Beauty as a Business to project yourself and your classroom professionally in all social media platforms.
5. Use the information in the Qnity piece of the program to make sound career/money decisions for yourself.
6. Most importantly, be able to use the Power Journey to project professionalism, personal integrity, knowing your why, no excuses and goal setting, positive thinking, critical



conversations, keeping your word, knowing your charity, taking care of yourself, and more than anything else, kindness.

To ensure your success as a teacher in the cosmetology industry, you will need to continue to keep up with current trends, skills and methods as the beauty and teaching industry is constantly changing.

Teacher Pathway - 500 Hours				
 <b>NOE' NOONAN</b> <small>SCHOOL OF COSMETOLOGY</small>	Student Name:			
	Student Address			
	Start Date:	Hours Completed:		
	Student ID Number:			
Course#	Course Name	Hours	Power Journey	Date Completed
Teach 101	Teaching, Techniques	300	Power of YOUR Why	
Teach 102	Student Teaching	100	Power of No Excuses & Goal setting with a plan	
Teach 103	Professional Practices	25	Power of Accepting Constructive Criticism	
	Professionalism		Power of listening/Observing	
	Resume Development		Power of Positive Thinking	
	Interview Preperation		Power of Critical Conversations	
	Seeking Employment		Power of Keeping your Word	
Teach 104	Management Theory:	75	Power of Giving - Know your charity	
	Job Preparation		Power of Taking care of yourself	
	Professional Development		Power of Kindness	
	Seeking Employment		Power of Networking	
	Job Skills		Power of Thank You	
	Preparation for State Exams		Power of a Social Media Plan	
	<b>Total Hours</b>	<b>500</b>	Power of your Brand	
			Power of your Financial Future	

## Esthetician Course Outline 300 Hours

**Description:** The Esthetician program is a 300-hour approved program through the Pennsylvania State Board of Cosmetology. You will learn the skills needed to obtain licensure and enter the workforce in Esthetics. Those skills include manipulative, cognitive, social media, business, safety, and the Power Journey.

### Grading Procedures

Please see Student Satisfactory Academic Policy (section 12). The grading policy for the cosmetology program at Noe' Noonan is as follows:

Students are graded in three different areas

7. **The Employability** score includes 100 points per day.
  - being prepared for class and participating in class
  - having a positive attitude, cooperation
  - completing clean up duties at the end of every day
  - wearing uniform
8. **The Academic** score includes a combination of smart notes, worksheet, tests, daily writing prompts, and anything considered theory work.
9. **The Technical** score includes completing all assigned tasks and skills. The fourth quarter technical includes the Client Skills and any work that is technical or practical.

### GRADING SCALE

A = 92%-100% Excellent

B = 84%-91% Very Good

C = 83%-75% Satisfactory

D = 74%- 70 % Below Satisfactory

F = 69% and below


- Below 75% is considered below satisfactory and failing according to the State Board of Cosmetology and Noe' Noonan School of Cosmetology.

**Objective:** Upon completion of the program requirements the graduate will be able to:

1. Be competent in applying the academic and technical skills learned to make sound decisions on procedures to be used in the Esthetician workplace.
2. Be able to use analytical skills to advise clients in the workplace.
3. Perform entry level manipulative skills in facials, hair removal, makeup, chemical peels, lash services and esthetic machine use.
4. Use the information received from Beauty as a Business program to project yourself professionally in all forms of branding yourself through social media.
5. Use the information received from the Qnity piece of the program to make sound business/money decisions for yourself.

6. Most importantly, be able to use the Power Journey to project professionalism, personal integrity, knowing your why, no excuses, goal setting, positive thinking, critical conversations, keeping your word, knowing your charity, taking care of yourself, and more than anything else, kindness.

To ensure your success in the Esthetician industry, you will need to continue to keep up with current trends, skills and methods as the beauty industry is constantly changing.

<b>Esthetician Pathway - 300 Hours</b>				
 <b>NOE NOONAN</b> <small>SCHOOL OF COSMETOLOGY</small>	Student Name:			
	Student Address			
	Start Date:	Hours Completed:		
	Student ID Number:			
Course#	Course Name	Hours	Power Journey	Date Completed
EST 101	Professional Practices:	40	Power of YOUR Why	
	Job Preparation		Power of No Excuses & Goal setting with a plan	
	Professional Development		Power of Accepting Constructive Criticism	
	Seeking Employment		Power of listening/Observing	
	Job Skills		Power of Positive Thinking	
	Preparation for State Exams		Power of Critical Conversations	
EST 102	Sciences	100	Power of Keeping your Word	
EST 107	Facial Treatments	100	Power of Giving - Know your charity	
EST 109	Temporary Hair Removal	10	Power of Taking care of yourself	
EST 111	Makeup	50	Power of Kindness	
		300	Power of Networking	
			Power of Thank You	
			Power of a Social Media Plan	
			Power of your Brand	
			Power of your Financial Future	

## Nail Technician Course Outline 200 Hours

**Description:** The Nail Technician program is a 200-hour approved program through the Pennsylvania State Board of Cosmetology. You will learn the skills you need to obtain licensure and to enter the workforce in the Nail Technician field. Those skills include manipulative, cognitive, social media, business, safety, and the Power Journey.

### Grading Procedures

Please see Student Satisfactory Academic Policy (section 12). The grading policy for the cosmetology program at Noe' Noonan is as follows:

Students are graded in three different areas

10. **The Employability** score includes 100 points per day.
  - being prepared for class and participating in class
  - having a positive attitude, cooperation
  - completing clean up duties at the end of every day
  - wearing uniform
11. **The Academic** score includes a combination of smart notes, worksheet, tests, daily writing prompts, and anything considered theory work.
12. **The Technical** score includes completing all assigned tasks and skills. The fourth quarter technical includes the Client Skills and any work that is technical or practical.

### GRADING SCALE

A = 92%-100% Excellent

B = 84%-91% Very Good

C = 83%-75% Satisfactory

D = 74%- 70 % Below Satisfactory

F = 69% and below


- Below 75% is considered below satisfactory and failing according to the State Board of Cosmetology and Noe' Noonan School of Cosmetology.

**Objective:** Upon Completion of the program requirements the graduate will be able to:

1. Be competent in applying the academic and technical skills learned to make sound decisions on procedures to be used in the Nail Technician workplace.
2. Be able to use analytical skills to advise clients in the workplace.
3. Perform entry level manipulative skills in manicuring, pedicuring, nail treatments, hand and foot care, and artificial nail enhancements.
4. Use the information received in the Beauty as a Business program to project yourself professionally in all forms of branding yourself through social media.
5. Use the information received in the Qnity piece of the program to make sound business/money decisions for yourself.

6. Most importantly, be able to use the Power Journey to project professionalism, personal integrity, knowing your why, no excuses, goal setting, positive thinking, critical conversations, keeping your word, knowing your charity, taking care of yourself, and more than anything else, kindness.

To ensure your success in the Nail Technician industry, you will need to continue to keep up with current trends and methods as the Nail Technician industry is constantly changing.

Nail Technician Pathway - 200 Hours				
		Student Name:		
		Student Address		
		Start Date:		Hours Completed:
		Student ID Number:		
Course#	Course Name	Hours	Power Journey	Date Completed
Nail 101	Professional Practices	50	Power of YOUR Why	
	BAAB		Power of No Excuses & Goal setting with a plan	
	Q-Nity		Power of Accepting Constructive Criticism	
	Preperations for State Board Exams		Power of listening/Observing	
	Life Skills		Power of Positive Thinking	
	Salon Spa Business / Professional Practices		Power of Critical Conversations	
	Job Preperation / Resume		Power of Keeping your Word	
	Job Skills / Seeking Employment		Power of Giving - Know your charity	
Nail 102	Sciences	75	Power of Taking care of yourself	
	Science I- Microbiology/Infection Control/First Aid		Power of Kindness	
	Science II- Anatomy & Physiology		Power of Networking	
	Science III - Chemistry		Power of Thank You	
Nail 103	Nail Treatments	75	Power of a Social Media Plan	
	Nail I - Nail Theory, Diseases and Disorders		Power of your Brand	
	Nail II- Natural Nails			
	Nail III - Artificial Nails			
Total Hours		200		

**References:** Students should avail themselves of the opportunity to use the extensive material provided by the school. The school has web-based support materials, books and texts available, and the entire Pivot Point curriculum provided in print/text, and digital seats are provided too.

**Distance Education:** Noe' Noonan School of Cosmetology does not offer distance education.

**Teaching and Learning Methods:** The clock hour program is provided through a sequential set of learning steps and tasks that prepare you for graduation and an entry level career in the cosmetology industry. School equipment, implements and products are comparable to those used in the industry. Each student receives instruction that relates to their career. The course lesson plans are presented with proven educational methods. All subjects are taught with interactive lessons, demonstrations, labs, student salon and student participation. Guest speakers, field trips, projects and activities are also used throughout the course.

**Grading Procedures:** Students are graded in three different areas at the school.

1. Technical – includes completing all assigned tasks and skills.
2. Academic – includes workbook, review questions, writing prompts, tests on chapters, anything considered theory work.
3. Employability – includes being prepared for class, cooperation, positive attitude, uniform code, duty and tasks complete. Attendance is included in employability.

Students must maintain a satisfactory grade average of 75% or higher and attendance of 80% or higher. Students must make up all failed or missed assignments and tests.

## 8. ATTENDANCE POLICY

Noe' Noonan School of Cosmetology offers programs that require class attendance to acquire the skills and knowledge necessary to be successful in the workforce. Classes start at 8:00 am and run until 3:00 pm. Students receive 32.5 hours per week (6.5 hours per day). Student attendance is recorded and is part of the student's overall grade. Students that are tardy may be asked to wait to clock in until the next scheduled break so as not to disturb the class. Students must maintain good attendance or risk having to pay overtime charges. Attendance falling below the required minimum of 80% that is not remedied may put the student at risk of warning, probation, overtime charges or dismissal from the program.

Students must contact the school if they are unable to attend that day. This is a requirement that will follow the student into the workforce. All absences are required to meet the makeup policy (13).

The school shall assume termination by the student if he/she is absent from class for ten consecutive days without notification. The last day of attendance will be used for refund calculation.

## 9. LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. The school may allow more than one LOA at its discretion. Students must request a Leave of Absence in advance unless unforeseen circumstances prevent the student from doing so, and that:

- The request must be in writing
- The request must include the student's reason for the LOA; and
- The request must include the student signature

The reasons for which a leave of absence may be approved include:

- Personal and/or family medical issues
- Death in the family
- Other mitigating circumstances

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision
- The institution collects the request from the student at a later date; and
- The institution established the start date of the approved LOA as the first date the student was unable to attend.

If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. No additional charges will be assessed as a result of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time.

The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. For federal aid recipients, the student's payment period is suspended during the LOA and no federal financial aid will be disbursed to students while on a Leave of Absence. Upon the student's return, the student will resume the same payment period and coursework and will not be eligible for additional Title IV aid until the payment period has been completed. If the student is a Title IV loan recipient, the student will be informed of the effects that the student's failure to return from a leave may have on the student's loan repayment terms, including the expiration of the student's grace period. A contract addendum will be completed and signed by all parties upon return from the LOA to extend the ending date by the same number of calendar days taken in the LOA.

A student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

## 10. OVERTIME CHARGE

Students exceeding their maximum time limit (125%) for completion without providing documentation for the appeals process regarding extenuating circumstances for the Director's review as outlined in the enrollment agreement will incur additional charges at an hourly rate.

The overtime hourly rate during school year 2023 – 2024 will be \$15.00 per hour. When a student hits their maximum time limit, they will be terminated or withdrawn from the program and will need to re-enroll. To graduate, students must satisfy all overtime charges prior to graduation.

## **11. UNIFORM, DRESS CODE AND PROFESSIONAL APPEARANCE**

The PA State Board of Cosmetology requires all students to wear uniforms during their training. To remain in compliance with the State Board's rules and regulations, Noe' Noonan School of Cosmetology requires all students to wear uniforms provided by the school. The school's uniform is 100% all black and must be professional workplace attire.

We consider each student to be professionals in training for successful careers in the beauty and image industry. Grooming and image habits developed now will strongly impact career success in the future. Our students are expected to always practice and exude professionalism.

The dress code is as follows for all Noe' Noonan School of Cosmetology students:

- No pattern/text of any kind may be present on the uniform, except for the school's logo.
- No sweatpants, hooded sweatshirts, miniskirts, or shorts.
- Shirts must have sleeves and cover midriffs, undergarments completely.
- No hooded shirts or tank tops.
- Shoes must be closed-toed.
- No sandals, slippers, or crocks are permitted.

## **12. STUDENT ACADEMIC PROGRESS**

### **NOE' NOONAN SCHOOL OF COSMETOLOGY SATISFACTORY ACADEMIC PROGRESS 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.

#### **EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress at the following evaluation periods:

Cosmetology	450 scheduled hours and 14 weeks 900 scheduled hours and 28 weeks 1250 scheduled hours and 39 weeks
Teacher	250 scheduled hours and 8 weeks 500 scheduled hours and 15 weeks
Esthetician	150 scheduled hours and 5 weeks 300 scheduled hours and 9 weeks



Nail Technician 100 scheduled hours and 3 weeks  
200 scheduled hours and 6 weeks

- Transfer Students - Evaluation periods will be based on actual contracted hours at this institution.
- Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.
- Evaluations are completed within 7 school days.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 80% 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 80% 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 125% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 39 /wk.) – 1250 Hours	48.06 Weeks	1562
Teacher (Full Time, 15 wk.) – 500 Hours	19.23 Weeks	625
Esthetician (Full time, 9 /wk.) – 300 Hours	11.53 Weeks	375
Nail Technician (Full Time, 6 /wk.) – 200 Hours	7.69 Weeks	250

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 28 academic weeks.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe will be terminated. Students will be permitted to re-enroll in the program on a cash-pay basis as outlined in the re-enrollment provisions of the institution's admission 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 (the computer system will reflect completion of the practical assignment as

a 100% rating). 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 failed or missed tests and incomplete assignments. Numerical grades are considered according to the followingscale:

92 - 100	EXCELLENT
84 - 91	VERY GOOD
75 - 83	SATISFACTORY
74 and BELOW	BELOW UNSATISFACTORY

#### **DETERMINATION OF PROGRESS STATUS**

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

#### **WARNING**

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

#### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

#### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

**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.

**APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 5 business days. The decision of the school is final. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

**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.

**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.

- Transfer students evaluation periods will be based on actual contract hours at this institution.

**13. MAKE-UP WORK**

Students absent are expected to make up any missed assignments within five school days. Students must coordinate with the instructor to obtain any missed assignments/lessons.

Students may receive a zero for any assignments not completed within the given time frame. Students are still required to complete all assignments.

Students are permitted to come half an hour before class at 7:30 am and stay a half hour later until 3:30 pm if they need extra tutoring in academics or if they need to make up hours at the discretion of the Director/Supervisor.

## 14. STUDENT SERVICES

Noe' Noonan School of Cosmetology offers the following student services: admissions counseling, drug and alcohol and counseling referral resources, academic advising, placement assistance, and professional licensure for programs advisement services.

Students who are experiencing issues unrelated to Noe' Noonan School of Cosmetology will be referred to qualified counselors or agencies for appropriate assistance. Resources available on-site and on our website: [noenoonan.com](http://noenoonan.com)

## 15. STUDENT RECORDS, INFORMATION AND PRIVACY

Noe' Noonan School of Cosmetology maintains responsibility to ensure all health, background, admissions, and financial student records and information are kept safe and confidential. Students' records are stored electronically and physically by the school. The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires Noe' Noonan School of Cosmetology to obtain written consent prior to disclosing any student's information and records. All requests pertaining to records should be made to the school director.

There are certain exceptions which give the school the ability to release certain items pertaining to the student. Details regarding these can be found at [www.ecfr.gov](http://www.ecfr.gov). For further information regarding FERPA please visit the US Department of Education's website at [www.ed.gov](http://www.ed.gov)

Students always have the right to gain access to their files.

## 16. CONDUCT

Professional conduct **MUST** always be followed while enrolled at Noe' Noonan School of Cosmetology. Failure to maintain appropriate professional conduct may result in disciplinary action or expulsion from the school. We maintain the belief that our school is setting a higher standard of conduct to help create a better world by serving others with kindness. The school will call authorities for any behavior deemed threatening. **Noe' Noonan School of Cosmetology will not tolerate:**

- Harassment of any kind including physical, verbal, sexual, discriminatory, or social media bullying.
- Fighting of any kind (verbal or physical).
- Gossiping in person or on social media.
- Disrespectful conduct of any sort.
- Drugs or alcohol use is prohibited including being under the influence.
- Cheating, plagiarism, and dishonesty.
- Visitors without prior approval.
- Smoking of any type, indoor or outdoor, except in the designated smoking area that has receptacles.
- Congregating in the front of the building.
- Firearms, weapons, explosives, or chemicals of any kind.

- Copyright infringement including peer to peer file sharing.
- Unauthorized use of school property.
- Theft or vandalism of any kind.
- Falsifying records.
- Disruptive behavior of any kind that disrupts the school or learning process.
- Sexual harassment.
- Social media threats, written, physical, or verbal threats.
- Negativity or drama posted on social media pages.

## 17. TERMINATION POLICY

Noe' Noonan School of Cosmetology may permanently expel a student at the school's discretion. Some reasons may include but are not limited to:

- Falling below Satisfactory Academic Progress or Attendance falling below 80%.
  - If a student falls below SAP, they are regularly counseled on what they need to do to make up those hours or grades. Students are put on an official SAP warning if they have not reached SAP at the evaluation period. Official SAP warnings are profoundly serious and if not remedied can lead to probation and termination. Students can appeal against this process with written documentation presented to the school director for consideration. Students can submit documentation for appeal one time during their program. The Director shall evaluate the appeal within five business days and notify the student in writing of her decision. The decision of the school is final. A student who prevails upon the appeal process shall be placed on probation. SAP may be reestablished by increasing attendance to 80% and academics to 75%.
- Entering maximum time frame allowed.
- Disregard for the school's policies.
- Not following the Rules of Conduct expected from Noe' Noonan School of Cosmetology (see # 16).
- Cheating.
- Stealing.
- Threats or Bullying.
- Insubordination.
- Reporting to school under the influence of alcohol or illegal drugs.
- Failure to pay tuition.

Violation of any of the above may result in termination from the program and/or prosecution under law. Students wishing to re-enroll into Noe' Noonan School of Cosmetology after withdrawing or after termination from the program must submit a request to the school Director and Supervisor. The decision to allow re-enrollment is at the discretion of the Director and Supervisor.

## 18. SAFETY GUIDELINES

SP/2 Safety Certification will be completed by each student to help ensure the safety training of equipment being used.

To provide a safe environment for all attending and working at Noe' Noonan School of Cosmetology, we have the following safety guidelines:

1. In the case of a fire, all fire escape routes should be used. Each classroom and area of the building will have a designated route that must be followed. Please become aware of each escape plan as you will be working in various areas of the school.
2. Report anything that may cause injury or place someone in danger, not limited to, but such as broken glass, broken equipment, sharp or rough edges, electrical issues, or water seepage or spills.
3. Report any suspicious situation or anything that seems out of the ordinary to a staff member.
4. When needing to lift heavy items, do not lift alone, seek assistance.
5. Keep all aisles and work areas free from clutter and obstruction including cords.
6. If an incident occurs that results in injury, it must be reported immediately to a staff member and incident report completed.
7. Always walk throughout the school.
8. All overhead shelving should not have anything hanging over the edge.
9. Nothing is to be stored on the floor permanently.
10. At any time, if necessary, anyone is authorized to call 911.

## 19. DEMANDS OF THE PROFESSION / INDUSTRY REQUIREMENTS

Students interested in a career in the cosmetology industry should:

- Enjoy dealing with people.
- Be able to make a strong commitment to your education.
- Be aware that the work can be physically demanding.
- Have proper ergonomics and finger dexterity.
- Be able to sit and stand for periods of time.
- Commit to remaining updated on latest industry trends and techniques.

A criminal background check (Act 34 check through the PA State Police E-Patch system) is required for all students upon sitting for boards. This is done within the last two weeks of the program in preparation for the PA State Board Exam per the PA State Board of Cosmetology. If an applicant has a prior criminal history as indicated on the Act 34 results, a preliminary determination may be required at the expense of the applicant through PA Cosmetology Board under Act 53 –2020.

## 20. STATE BOARD LICENSING

As part of tuition, students will be sitting for the Pennsylvania State Board of Cosmetology Licensing Exam. Noe' Noonan School of Cosmetology will help each student schedule the test and ensure all testing requirements are met before testing. If a student fails, they are responsible to pay for and

reschedule the test. Each student who graduates with required hours done satisfactorily from Noe' Noonan School of Cosmetology must sit for and pass their licensing exam with the PA State Board of Cosmetology to complete the instructional program.

The student will have a Diploma in their chosen field of study and the resources to hold a license to practice through the PA State Board of Cosmetology.

## **21. GRADUATION REQUIREMENTS**

To be eligible for graduation, a student must have successfully passed and completed the course and completed the hours required by the State Board of Cosmetology in their enrolled program with a cumulative grade of 75% and attendance grade of 80%. All financial obligations to the school have a signed contract.

## **22. STUDENT SERVICES AND PLACEMENT ASSISTANCE**

Noe' Noonan School of Cosmetology has established many substantial and valuable professional relationships in the cosmetology industry and local business community. This network and the relationships our school has formed will assist our graduates with their job search in Erie County and the surrounding areas of NW PA. Although, we cannot ethically promise or guarantee employment for our graduates, our belief is that graduates who are serious about their career choice and put in the required and focused time and effort in their job search process will have the best opportunity to find success in securing a position in the beauty industry.

The school offers its graduates a lifetime of placement assistance, but once again we cannot ethically promise or guarantee employment.

## **23. LIBRARY RESOURCES**

Noe' Noonan School of Cosmetology students have access to all print materials and digital materials for each of their courses. Students will also have access to industry and career specific books and resources at the school for their use.

## **24. PHOTOGRAPHY / TECHNOLOGY POLICY**

Noe' Noonan School of Cosmetology reserves the right to use any photography, audio, or video taken within the school or at any functions. Please see the student handbook for this complete policy and release form.

## **25. PERSONAL PROPERTY POLICY**

Students are assigned a locker with a lock to hold all private property while on the school's campus. Noe' Noonan School of Cosmetology will not be responsible for any lost or stolen items. The school asks that you keep all valuables at home. Noe' Noonan has the right to search lockers at any time if deemed necessary.

## **26. NON-DISCRIMINATION POLICY**

It is the policy of Noe' Noonan School of Cosmetology to maintain an environment free of harassment and discrimination against any person because of age, race, color, ancestry, national origin, ethnic origin, religion, creed, service in the uniformed services, veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas.

There are certain physical requirements for individuals wishing to become cosmetology professionals (minor lifting, standing for extended periods, hand and finger dexterity, client communication). Noe' Noonan School of Cosmetology will consider and review reasonable accommodation requests on a case-by-case basis. It is the responsibility of the individual to submit their specific accommodation requests, in writing, 30 days prior to the planned start of classes. If the request is reasonable and required supporting documentation requested has been provided, the school may, at the Director's discretion, provide the requested accommodation.

## **27. ADA POLICY**

Noe' Noonan is committed to complying fully with the American with Disabilities Act (ADA) and ensuring equal opportunity in education for qualified persons with disabilities. All education and enrollment practices and activities are conducted on a non-discriminatory basis.

Educational procedures have been reviewed and provide people with disabilities with meaningful educational opportunities. Pre-enrollment inquiries are made only regarding applicants' ability to perform the duties of their program of choice.

Reasonable accommodations are available to all disabled students, where their disability affects the performance of educational and career functions. All enrollment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

## **28. SEXUAL HARASSMENT**

Noe' Noonan School of Cosmetology does not permit harassment of any kind. Including, but not limited to, sexual. Any Harassment of any kind should be brought to the Director's attention and the Authorities will be called.

## **29. DRUG AND ALCOHOL-FREE WORKPLACE POLICY**

Noe' Noonan School of Cosmetology is an Alcohol and Drug Free School and Workplace. Consumption, use, distribution or possession of alcohol, illegal drugs, or controlled substances is completely prohibited. If a student is suspected to be under the influence, they will be asked to call for a ride—if student refuses to leave the authorities will be called.

If a student is suspected of using illegal drugs or is under 21 and suspected of alcohol use, the authorities will be called.



### **30. PRIVACY ACT – FERPA (Student Right of Access and Retention Policy)**

The Family Educational Rights and Privacy Act (FERPA) (34 CFR Part 99) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to records. FERPA gives postsecondary students the rights to:

1. Review their education records.
2. Seek to amend inaccurate information in their records.
3. Provide consent for the disclosure of their records.

Students (parents or guardians ONLY if the student is a dependent minor) are guaranteed access to their school records, with staff or director present, within 45 days (about 1 and a half months) of the request.

#### **General Release of Information**

Except under the special conditions described in this policy, a student must provide written consent before a school may disclose personally identifiable information from the student's education records. The written consent addressed to the school director must:

1. State the purpose of the disclosure.
2. Specify the records that may be disclosed.
3. Identify the party or class of parties to whom the disclosure may be made.
4. Sign and date.

#### **FERPA Disclosures to Parents**

While the rights under FERPA have transferred from a student's parents to the student when the student attends a postsecondary institution, FERPA does permit a school to disclose a student's educational records to his or her parents if the student is a dependent student under IRS rules.

A school may disclose information from a student's records to parents in the case of a health or safety emergency that involves the student.

A school may disclose to parents of students under 21 when they have violated any law or policy concerning the use or possession of alcohol or a controlled substance.

#### **Release of Information to Regulatory Agencies**

Disclosures may be made without the consent of authorized school officials. Those school officials include supervisors, academic, school contractors (attorneys, auditors, or collection agencies) or any school employee with a legitimate educational interest in the information to fulfill their professional responsibility, authorized representatives of the U.S. Department of Education for audit, evaluation, and enforcement purposes. Authorized representatives of the Controller General of the United States; and state and local educational authorities. The institution provides access to student and other institutional records to its accrediting agency.

Details regarding these can be found at [www.ecfr.gov](http://www.ecfr.gov) or visit the US Department of Education's website [www.ed.gov](http://www.ed.gov).

### 31. REFUND POLICY (All Refunds Are Based on Scheduled Hours)

#### Pro Rata Refund Policy (Tuition/Fees/Technology Fee)

##### Noe' Noonan School of Cosmetology Refund Policy

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 30 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur at 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 in writing within five calendar days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether the student has started classes. Kits, books and uniform fees are nonrefundable after enrollment agreement has been signed.
3. A student cancels his/her enrollment five calendar days after 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.
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 clock hour attendance weekly. The school shall assume termination/withdrawal by the student if he/she is absent from class for ten consecutive days without notification. The last day of attendance will be used for the purpose of refund calculation.
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.
  - For students who enroll and begin classes but withdraw prior to course completion (after five calendar days of signing the contract), the following schedule of tuition earned by the school applies. Kits, books and uniforms are nonrefundable. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01 % to 4.9% scheduled	20%
5% to 9.9% scheduled	30%
10% to 14.9% scheduled	40%
15% to 24.9% scheduled	45%
25% to 49.9% scheduled	70%
50% and over scheduled	100%

- All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 30 calendar 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 the course is canceled after a student's enrollment, and before instruction in the course/program has begun, the school will either provide:
  - a full refund of all monies paid OR
  - completion of the course/program.
- If the school cancels a course/program and ceases to offer instruction 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
- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
  - a pro rata refund of tuition to the student OR
  - participate in a Teach Out Agreement.
- Collection Policy:
  - Collection procedures shall reflect ethical business practices.
  - Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy.
  - If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution.

## **32. CRIME AWARENESS AND CAMPUS SECURITY REPORT**

The Campus Security Act of 1990 Requires all Institutions to provide all information following:

Noe' Noonan School of Cosmetology will refer any criminal activity to the state or local police. All employees and students must notify the school Director immediately upon any criminal activity suspicion. The police will handle all criminal matters at the school. The school Director is prepared to handle situations and notify the authorities.

Noe' Noonan School of Cosmetology does not employ security. Any security-related incidents should be reported to the school director immediately. Students are encouraged to always use the buddy system and never be alone.

Weapons of any kind are not permitted on the school property. Violators will face disciplinary action that may include dismissal, and police will be called.

The sale or use of any alcoholic beverages or illegal drugs is prohibited. Violators will face dismissal, and police will be called. Noe' Noonan School of Cosmetology is a Drug Free School and Workplace.

Campus crime report and statistics can be found under "Consumer Information" online at [noenoonan.com](http://noenoonan.com).

### **Sex Crime Prevention Act**

The sex offender registry maintained by the Pennsylvania State Police may be obtained at: <https://www.pameganslaw.state.pa.us/>.

The Campus Sex Crime Prevention Act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education of that state at which the person is employed, carries a vocation, or is a student.

### **33. SCHOOL CLOSURE POLICY**

If for any reason Noe' Noonan School of Cosmetology needs to cancel school for unforeseen reasons, we will notify you through text, email, social media, and local news outlets.

### **34. CONSTITUTION DAY**

On September 17<sup>th</sup> each year, Noe' Noonan School of Cosmetology provides a class to all students about the United States Constitution.

### **35. VOTER REGISTRATION**

Noe' Noonan School of Cosmetology encourages students to vote. You can go to the following website to register: <http://www.vote.pa.gov>

### **36. ADMINISTRATIVE FACULTY AND STAFF**

Dianna Noe' – Owner/ Director/Instructor	<a href="mailto:dnoe@noenoonan.com">dnoe@noenoonan.com</a>
Kayla Noonan – Owner/ Supervisor/ Instructor	<a href="mailto:knoonan@noenoonan.com">knoonan@noenoonan.com</a>
Kelli Carpinello – Financial Director	<a href="mailto:kcarpinello@noenoonan.com">kcarpinello@noenoonan.com</a>
Lisa Sorensen – Placement Coordinator & Community Engagement	<a href="mailto:lsorensen@noenoonan.com">lsorensen@noenoonan.com</a>
Emily Rossi – Marketing and Admission Coordinator	<a href="mailto:erossi@noenoonan.com">erossi@noenoonan.com</a>
Julie Noe' – Admission Coordinator	<a href="mailto:jnoe@noenoonan.com">jnoe@noenoonan.com</a>
Allyson Rossi – Office & Student Coordinator	<a href="mailto:arossi@noenoonan.com">arossi@noenoonan.com</a>
Nicole Milburn – Instructor	<a href="mailto:nmilburn@noenoonan.com">nmilburn@noenoonan.com</a>
Taylor Lovin – Instructor	<a href="mailto:tlovin@noenoonan.com">tlovin@noenoonan.com</a>
Melissa Blair – Instructor	<a href="mailto:mblair@noenoonan.com">mblair@noenoonan.com</a>
Grace Kuhl – Instructor	<a href="mailto:gkuhl@noenoonan.com">gkuhl@noenoonan.com</a>

### 37. EQUIPMENT AND FACILITIES

Noe' Noonan School of Cosmetology is a 6500-square-foot facility at 5739 West Ridge Road, Building B, Erie PA 16506, and we have plenty of free parking for all students, staff, and clients. We are on a bus route with a stop every 20 minutes outside our facility. Inside our building you will find all equipment necessary to fully support our programs. This includes cosmetology equipment, esthetician equipment, and nail technology equipment. Each one of these programs has its own area dedicated to creating a positive learning environment in the most real salon environment we can create.

### 39. STUDENT OUTCOMES (Insert)

## Student Disclosure Summary

### 2022 Outcome Rates

#### Cosmetology

Graduation Rate: 88%  
State Exam Pass Rate: 86%  
Placement Rate: 100%

#### Esthetician

Graduation Rate: 94%  
State Exam Pass Rate: 100%  
Placement Rate: 88%

#### Nail Technician

Graduation Rate: 100%  
State Exam Pass Rate: 100%  
Placement Rate: 100%

## Noe' Noonan School Of Cosmetology

School Calendar  
2024 School Year

January		2024					
M	T	W	Th	F			
1	2	3	4	5	1	No School	
8	9	10	11	12	9	Start Date	
15	16	17	18	19	15	In-Service Day	
22	23	24	25	26			
29	30	31					

Start Dates Jan-Dec 2024	
1/9/2024	
3/12/2024	
5/14/2024	
7/16/2024	
9/10/2024	
11/5/2024	

February		2024					
M	T	W	Th	F			
			1	2			
5	6	7	8	9			
12	13	14	15	16			
19	20	21	22	23			
26	27	28	29				

Aug		2024					
M	T	W	Th	F			
			1	2			
5	6	7	8	9			
12	13	14	15	16			
19	20	21	22	23			
26	27	28	29	30			

March		2024					
M	T	W	Th	F			
				1			
4	5	6	7	8			
11	12	13	14	15	12	Start Date	
18	19	20	21	22			
25	26	27	28	29	29	No-School	

Sept		2024					
M	T	W	Th	F			
2	3	4	5	6	2	No School	
9	10	11	12	13	10	Start Date	
16	17	18	19	20			
23	24	25	26	27			
30							

April		2024					
M	T	W	Th	F			
1	2	3	4	5	1	In-Service Day	
8	9	10	11	12			
15	16	17	18	19			
22	23	24	25	26			
29	30						

Oct		2024					
M	T	W	Th	F			
	1	2	3	4			
7	8	9	10	11			
14	15	16	17	18			
21	22	23	24	25			
28	29	30	31				

May		2024					
M	T	W	Th	F			
		1	2	3			
6	7	8	9	10			
13	14	15	16	17	14	Start Date	
20	21	22	23	24			
27	28	29	30	31	27	No School	

Nov		2024					
M	T	W	Th	F			
				1			
4	5	6	7	8	5	Start Date	
11	12	13	14	15			
18	19	20	21	22	27	In-Service	
25	26	27	28	29	28,29	No School	

June		2024					
M	T	W	Th	F			
3	4	5	6	7			
10	11	12	13	14			
17	18	19	20	21	17	In-Service Day	
24	25	26	27	28			

Dec		2024					
M	T	W	Th	F			
2	3	4	5	6	2	In-Service	
9	10	11	12	13			
16	17	18	19	20	20	In-Service	
23	24	25	26	27	23-27	No School	
30	31				30,31	No-School	

July		2024					
M	T	W	Th	F			
1	2	3	4	5	1,5	No School - Summer Break	
8	9	10	11	12			
15	16	17	18	19	16	Start Date	
22	23	24	25	26			
29	30	31					

* class will resume after the holiday on January 2	
Start Dates Jan 2025	
1/14/2025	

## Noe' Noonan School Of Cosmetology

## School Calendar

## 2025 School Year

January			2025				
M	T	W	Th	F			
		1	2	3	1	No School - New Year's Day	
6	7	8	9	10	7	Start Date	
13	14	15	16	17			
20	21	22	23	24	20	In-Service Day	
27	28	29	30	31			

Start Dates Jan-Dec 2024
1/7/2025
3/11/2025
5/13/2025
7/15/2025
9/16/2025
11/18/2025

February			2025				
M	T	W	Th	F			
3	4	5	6	7			
10	11	12	13	14			
17	18	19	20	21			
24	25	26	27	28			

Aug			2025				
M	T	W	Th	F			
				1			
4	5	6	7	8			
11	12	13	14	15			
18	19	20	21	22			
25	26	27	28	29			

March			2025					
M	T	W	Th	F				
3	4	5	6	7				
10	11	12	13	14	11	Start Date		
17	18	19	20	21				
24	25	26	27	28				
31								

Sept		2025					
M	T	W	Th	F			
1	2	3	4	5	1	No School - Labor Day	
8	9	10	11	12			
15	16	17	18	19	16	Start Date	
22	23	24	25	26			
29	30						

April		2025					
M	T	W	Th	F			
	1	2	3	4			
7	8	9	10	11			
14	15	16	17	18		18	No School - Good Friday
21	22	23	24	25		21	In Service Day
28	29	30					

Oct			2025				
M	T	W	Th	F			
		1	2	3			
6	7	8	9	10			
13	14	15	16	17			
20	21	22	23	24			
27	28	29	30	31			

May		2025					
M	T	W	Th	F			
			1	2			
5	6	7	8	9			
12	13	14	15	16	13	Start Date	
19	20	21	22	23			
26	27	28	29	30	26	No School - Memorial Day	

Nov			2025				
M	T	W	Th	F			
3	4	5	6	7			
10	11	12	13	14			
17	18	19	20	21	18	Start Date	
24	25	26	27	28	26	In-Service	
					27,28	No School - Thanksgiving	

June			2025					
M	T	W	Th	F				
2	3	4	5	6				
9	10	11	12	13				
16	17	18	19	20	19	In-Service Day		
23	24	25	26	27				
30					30	No School - Summer Break		

Dec		2025					
M	T	W	Th	F			
1	2	3	4	5			
8	9	10	11	12			
15	16	17	18	19			
22	23	24	25	26	24-26	No School - Christmas Break	
29	30	31			Dec29-Jan2	No-School - Jan 2 In-Service	

July			2025				
M	T	W	Th	F			
	1	2	3	4	1-4	No School - Summer Break	
7	8	9	10	11			
14	15	16	17	18	15	Start Date	
21	22	23	24	25			
28	29	30	31				

* class will resume after the holiday on January 5 *



# **SCHOOL CATALOG**

**INVEST IN LIVING YOUR BEST LIFE**

**5739 West Ridge Road, Building B**

**Erie, PA 16506**

**(814) 920-4115**

**[Info@noenoonan.com](mailto:Info@noenoonan.com)**





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