



## SCHOOL PLAN

LB Beauty Academy, Inc. (herein) after referred to as “Academy” was founded for the purpose of providing education and training within the beauty industry. Student success is our focus.

The Academy is located in the Commonwealth of Virginia at 3114 West Marshall Street, Suite- A Richmond, Virginia 23230. All beauty education courses are with the law that governs the beauty profession found in the Code of Virginia, 1950, as amended, in Title 54.1, Chapter 7.

The mission of the Academy is to prepare each learner for work and life learning by providing a:

- Challenging curriculum
- Safe environment
- Positive interaction
- Mutual respect

The purpose of each cosmetology course is to develop and train individuals for entry level positions within the beauty industry.

Curriculums are based on clock hours with specific course outlines including performances. The curriculums are in accordance with those of DPOR. Each course gives a detailed account of professional responsibilities to customers, to self, to community and to the beauty professions. They utilize a combination of lecture, internet, video, textbooks, and other available media to aid in training. **All curriculums (with the exception of makeup and Natural Hair care/Braid) have been approved by the State Board of Cosmetology.**

The Academy’s main purposes are to assist students in the development of basic manipulative skills, safety, judgment, technical knowledge, and related information for employment in all aspects of the beauty industry; in addition to:

- To properly train those desirous of becoming successful in their course of study.
- To maintain a high level of effective teaching by constantly seeking to improve techniques.

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- To instruct students in the rules and regulations of the Department of Professional & Occupational Regulations (DPOR).
- To abide by the rules and regulations of the Department of Professional & Occupational Regulations (DPOR).
- To endeavor to maintain high standards and to exemplify these standards daily.
- To constantly seek instructor improvement through teacher education.
- To advertise truthfully and honestly at all times.
- Above all, to produce students who will be an asset to this our prestigious and regarded beauty profession.

The Academy follows the curriculum requirements as outlined in the “regulations” issues by the DPOR.

All instructors are licensed in their respective fields by DPOR and have a minimum of two years teaching experience. The Academy requires copies of license(s) and verifies active status with DPOR. To ensure that only qualified instructors are hired by the Academy.

The Academy does not offer any financial aid. Interest free payment plans are offered to students. A financial contract is signed by the student and/or guarantee for payment. Students who complete courses are tuition debt free. The Academy utilizes the Truth-In Lending Loan included in the Application/Enrollment Contract.

Each course offers a certificate upon completion of the required clock hours. Transcripts are provided upon request detailing subject, hours of study, and grades. Hours from other licensed DPOR schools are accepted according to current DPOR **and Veteran** guidelines.

The Academy offers open enrollment. New students are welcome anytime. Completion dates may vary based on student attendance. Classes are held on Mondays and Tuesdays from 10:00 a.m. to 4:00 p.m.; Mondays and Wednesday from 5:30p.m. to 8:30 p.m. Office hours are Mondays and Tuesdays 10am to 4pm. Other hours are available by appointment only.

The Academy does not offer placement services. Reference letters regarding character, attitude, attendance, and techniques are provided upon request.

The State Council of Higher Education for Virginia has certified the Academy to operate in the Commonwealth of Virginia.

The Academy estimates annual enrollment projections per course based on the average of the last three years of enrollment.

The Academy uses its website to announce changes in programs, accreditation statues, price increases and other pertinent information. An updated student handbook is available on the school's website for students and other interested persons.

The Academy maintains student's records in compliance with the Virginia Administration Code. Upon closure of the Academy student records will be transferred to an active beauty school or to the Virginia State Council of Higher Education.

Resources used by the Academy are those outlined in the Candidate Information Bulletin provided by DPOR.

The Academy's refund policy within the school handbook is in accordance with the Virginia Administrative Code.

The Academy's effectiveness is evaluated by the success of our students. Therefore, our goal as an institution is to obtain a 75% completion rate each academic year. The Academy's mission is review and evaluated yearly to determine if there is a need to amend our policies, procedures, instruction, and/or facility. Staff development is ongoing year round. The State's Laws and Regulations along with self-reflection and student evaluations are influential in changes made in the Academy's standard operational procedures.

Service performances are required for each course as outlined in DPOR regulations. These performances are completed at the Academy with the use of non-paying models and mannequins and are surprised by instructors. All services performed will be evaluated and recorded in student files. As an option, some performances can be completed under an instructor's supervision at off-site facilities approved by the Academy. The owners of these facilities are Academy instructors working to help facilitate field hours. Students are compensated at a student rate for services performed. Time sheets and performance evaluations for off-site training are also included in student records.

The Academy requires all students to purchase text books and kits. Students only pay tuition and registration fees to the Academy. The Academy maintains a resource library and management course guides to assist in the education process. Equipment, supplies and tools are maintained by the Academy for instructor use and demonstrations.

The Academy will follow up with alumnae within six and twelve months of course completion. A survey will be emailed and/or mailed to alumnae.