



Students are expected to act in a responsible and professional manner while on the MKC Beauty Academy campus. This includes being on time and prepared for the scheduled curriculum. Classes begin at 9 A.M. and continue until 5 P.M., Monday through Friday.

The instructor will determine whether tardiness is excused or recorded in the student's file. Two tardies equal one unexcused absence. An absence may only be excused for one of the following reasons: a death in the family, the birth of an immediate family member, or illness accompanied by a doctor's note.

One unexcused absence in one course will result in a warning from the instructor. Two unexcused absences in one course will result in a meeting with the School Director. Three unexcused absences in one course will result in suspension from the course. Student will be allowed to re-enter the next scheduled course if space is available and with School Director permission.

A student who must take a leave of absence (LOA) may do so, provided that the student has first received approval from the School Director. LOA applications are available at the school's administration office. Students who are granted a leave of absence must return to the school within 180 days in order to complete the enrolled program.

Students are not given a grade. If the student complies with school and attendance policies and completes all assignments, the student will receive a certificate of completion.

### Cancellation and Refund Policy

A student of MKC Beauty Academy has the right to a full refund of all charges, less the \$75.00 registration fee per course, if the student cancels his/her enrollment agreement prior to or on the first of instruction. The amount retained for the registration fee may not exceed seventy-five dollars (\$75.00) per course.

If a student has completed 60% or less of the course instruction, the student may withdraw from any course after the first day of instruction and receive a prorated refund for the unused tuition and any other refundable charges, less the \$75 non-refundable registration fee.

For example, if a student completes only 40 hours of a 120-hour course and paid \$300.00 tuition, the student would receive a refund of \$150.

$(\$300 \text{ tuition} - \$75 \text{ non-refundable}) / 120 \text{ total hours} = \$1.875 \text{ per hour} \times 40 \text{ completed hours} = \$75 \text{ value of hours attended}$

Refund due is \$150 (\$225 tuition less non-refundable - \$75 value of hours attended) from the total tuition of \$300.

Masters Program (Value per Hour = \$14600 Tuition/343 Clock Hours = \$42.57/hr)

% of Course Completed	Hours Completed (of 343)	Value of % Completed (Hours Completed x Value per Hour)	Refund Due (Tuition - Value of % Completed)
10%	34.3	\$1460	\$13140
25%	85.75	\$3650	\$10950
50%	171.5	\$7301	\$7299
60%	205.8	\$8761	\$5839
75%			\$0

An MKC Beauty Academy student will also be refunded any money collected from third parties on the student's behalf, such as license or application fees.

If MKC Beauty Academy cancels or discontinues any course or educational program, the school will refund all appropriate charges.

Refunds will be paid within 30 days after MKC Beauty Academy receives written notice of cancellation and the student's withdrawal has been determined.

### Student Tuition Recovery Fund

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocation Education.

You may be eligible for STRF if you are a California residents, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education, 1625 North Market Blvd., Ste S202 Sacramento, CA 95834 (916) 574-7720 Fax (916) 574-8648.

### Complaint Policy

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An MKC Beauty Academy student who has a school-related complaint may bring the complaint to any staff member, instructor, or administrator. Whenever possible, the student should bring the complaint to the attention of his/her instructor.

Upon hearing a complaint, the instructor will immediately inform the School Director. The School Director will investigate and resolve the student complaint in compliance with Section §73770, "Student Complaint Procedures." Students and staff may obtain a copy of this section from the School Director's office during normal office hours.

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### Student Records

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MKC Beauty Academy retains records for each student for five years after the date of the student's graduation, withdrawal, or termination.