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At the time of publication, every effort was made to assure that this catalog contains accurate information. Please refer to the catalog addendum for any changes or revisions that have occurred since the catalog was published.



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This catalog certified as true and correct in content and policy.

A handwritten signature in black ink that reads "Lu Suarez". The signature is written in a fluid, cursive style.

Lu Suarez
CAMPUS PRESIDENT

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Introduction



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Introduction

At Euphoria Institute, you can get on the path to a great career quickly.

Euphoria Institute is specifically designed to help dedicated women and men achieve success. In less than a year, you can have job-ready skills that meet the demand of today's work environment.

Each program offers a dynamic curriculum that's continually updated and monitored to keep pace with advancing technology. You can be assured the program you choose will provide the skills needed to meet your career goals.

By training on industry standard equipment, you can gain the skills to qualify for great entry-level employment opportunities. To prospective employers, such instant productivity is valuable and it's just a part of what sets Euphoria Institute graduates apart from the others.

The instructors will work with you, one-on-one, helping you master the skills you need to get the job you want. Because the faculty members are professionals, they have worked in the same fields they are teaching. They bring both their knowledge and experience to the classroom so you learn job skills and practical applications. Your Euphoria Institute education carefully simulates the workplace helping to give you the confidence to feel comfortable and successful in your future career environment.

As you work toward completion of your program, you'll benefit from Euphoria Institute's staff of well-connected career services professionals. Using your goals and interests as a guide, they'll assist with targeting employers for job interviews, teach you how to write a resumé, and

coach you on how to make the most positive impression. If you're ready to benefit from a supportive, hands-on education that prepares you to be in demand right away, we have what you need: the tools, the confidence, and the contacts to become a success.

■ Our Mission

Lincoln's mission is to provide superior education and training to our students for in-demand careers in a supportive, accessible learning environment, transforming students' lives and adding value to their communities.

■ History of the School

Euphoria Institutes of Beauty Arts and Sciences originally joined the Lincoln group of schools in 2005 with two locations, one in Las Vegas and one in Henderson, Nevada.

Lincoln Educational Services Corporation is a leading provider of diversified career-oriented post-secondary education. Lincoln offers recent high school graduates and working adults degree and diploma programs in five principal areas of study: health sciences, automotive technology, skilled trades, hospitality services and business and information technology. Lincoln has provided the workforce with skilled technicians since its inception in 1946. Lincoln currently operates over 20 campuses in 14 states under 3 brands: Lincoln College of Technology, Lincoln Technical Institute and Euphoria Institute of Beauty Arts and Sciences.

■ Philosophy

Preparing the whole person for a changing world

Euphoria Institute is dedicated and committed to providing an up-to-date, high-quality, and enriching instructional program, designed for serious-minded students in quest of excellence in education.

The philosophy of the Institute extends beyond the teaching of technical proficiencies and practical knowledge. Each and every member of the student body is cared for, recognized, and respected. Concern for individual needs, abilities, and interests is the hallmark of our philosophy of education.

We believe the fundamental purpose of education is to help individuals to develop fully, to help inculcate them with ideals and attitudes, to enhance their ability to adapt to variations and differences, and to enable them to make a definite contribution to society.

We believe that education augments the moral worth and dignity of all individuals and broadens their intellectual horizons, affording them greater opportunities for living a more meaningful and productive life.

We believe that an individual learns as a total person and that learning requires self-activity, discipline, and skill-mastery practices on the part of the learner.

We believe education means growth in purpose and self-direction. Students should grow to feel that their destinies are within their own control.

We believe that the time-honored values of truth, honesty, consideration, sincerity, and the putting forth of one's best effort at all times promote a sense of "esprit de corps" within our school community.

Introduction

■ A Letter from the President & CEO

We believe education and training increase your self-esteem and enable you to work in a rewarding and satisfying career. In order to achieve our high educational standards, we carefully select qualified instructors that offer competency and experience, as well as a caring commitment to each student's success.

In the development of curricula, we continuously monitor the current industry standards and update our courses regularly to reflect change in the employment trends. Our classrooms offer industry standard equipment that simulates the workplace as closely as possible.

In addition to careful and detailed instruction, faculty, staff and administration provide ongoing support and encouragement. You gain *skills and confidence* at Euphoria Institute, so you can achieve success here and in other areas of your life.

It is our desire to provide you with the ability and awareness to be of value in a technologically changing world. Your education and training here will be enriching, relevant and empowering. In a very short time, you can become a well-rounded, capable employee in the professional or technical field you choose.

Sincerely,



Scott M. Shaw
President & Chief Executive Officer



Career Programs

Make your Career
*One Beautiful
Success Story*



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Career Programs *Course Descriptions begin on page 9.*

Aesthetics

AES850D—DIPLOMA PROGRAM

DAY/EVENING/WEEKEND PROGRAMS

total instructional hours 600

approximate weeks to complete—day/eve/weekends.34 (including holidays and scheduled breaks)

program objective

The Aesthetics program prepares students for entry-level positions within the cosmetology industry. Topics covered include facials, make-up, cosmetic products, ingredients, infection control, wax and depilatories, spa treatments, aesthetic role in the medical field, microdermabrasion, infection control, state laws, regulations and safety in aesthetic practices. The student will also learn

excellence in customer service with an emphasis on communication.

Upon successful completion of this program, graduates are encouraged to sit for the state licensing exam. The program is designed to prepare students for careers like Aesthetician, makeup artist, product specialist, educator, manufacturer's representative, image consultant and salon or spa owner.

| number | course | lecture hours | lab hours | total hours | prerequisites |
|---------------|----------------------------|---------------|------------|-------------|---------------|
| AES150 | Basic Aesthetics | 150 | 50 | 200 | |
| AES160 | Advanced Aesthetics | 36 | 164 | 200 | AES150 |
| AES170 | Career Transition | 40 | 160 | 200 | AES150 |
| TOTALS | | 226 | 374 | 600 | |

MAXIMUM TIME FRAME (MTF) DAY/EVE/WEEKEND - 900 HOURS

CIP CODE—12.0409 • SOC CODE—39.5094

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling.



Career Programs *Course Descriptions begin on page 9.*

Cosmetology

COS801D – DIPLOMA PROGRAM

DAY/EVENING/WEEKEND PROGRAMS

total instructional hours 1600
 approximate weeks to complete—day 44 (including holidays and scheduled breaks)
 approximate weeks to complete—eve/weekends . . . 88 (including holidays and scheduled breaks)

program objective

The Cosmetology program prepares students for entry-level positions within the cosmetology industry. Topics covered include Haircutting and Styling, Hair Design, Color Design, Perm Design, Ladies and Men's Hair Sculpture, Skin, and Nails. The student will also learn excellence in customer service with an emphasis on communication.

Upon successful completion of this program, graduates are encouraged to sit for the state licensing exam. The program is designed to prepare students for jobs like Hairdresser, Makeup Artist, Aesthetician, and Nail Technician.

| number | course | lecture hours | lab hours | total hours | prerequisites |
|---------|---|---------------|-----------|-------------|--|
| COS101N | Hair Sculpting and Chemical Texturizing | 100 | 100 | 200 | |
| COS102N | Hair Design and Salon Success | 100 | 100 | 200 | |
| COS103N | The Study of Skin and Nails | 50 | 150 | 200 | COS101N, COS102N |
| COS104N | Chemistry and Chemical Procedures | 50 | 150 | 200 | COS101N, COS102N |
| COS105N | Color | 50 | 150 | 200 | COS101N, COS102N |
| COS106N | Haircutting and Styling | 50 | 150 | 200 | COS101N, COS102N |
| COS114N | Design Forum | 50 | 150 | 200 | COS101N, COS102N |
| COS115N | Career Transition | 50 | 150 | 200 | COS101N, COS102N, COS103N, COS104N, COS105N, COS106N |
| TOTALS | | 500 | 1100 | 1600 | |

MAXIMUM TIME FRAME (MTF) DAY/EVE/WEEKEND - 2400 HOURS

CIP CODE-12.0401 • SOC CODE-39.5012

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are noted in the course description.



Career Programs *Course Descriptions begin on page 9.*

Nail Technology

NLT101D—DIPLOMA PROGRAM

DAY/EVENING/WEEKEND PROGRAMS

total instructional hours 600

approximate weeks to complete—day. 19 (including holidays and scheduled breaks)

approximate weeks to complete—eve/weekends . . . 34 (including holidays and scheduled breaks)

program objective

The Nail Technology program prepares students for entry-level positions within the cosmetology industry. Nail Technicians play a valuable part in an emerging and growing field. New techniques develop as the needs of clients change, but the goal of helping a client look beautiful remains the same.

Upon successful completion of this program, graduates are eligible to sit for the Nevada State Board of Cosmetology Nail Technician License. The program is designed to prepare students for careers like Nail Technician, Product Specialist, Educator, Manufacturer's Representative, Image Consultant and Salon or Spa Owner.

| number | course | lecture hours | lab hours | total hours | prerequisites |
|--------|-----------------------------------|---------------|-----------|-------------|----------------|
| NLT110 | Natural Nail Care | 25 | 75 | 100 | |
| NLT111 | Nail Enhancements | 25 | 75 | 100 | |
| NLT102 | Advanced Nail Technology | 50 | 150 | 200 | NLT110, NTL111 |
| NLT103 | Career Transition Nail Technology | 50 | 150 | 200 | NLT110, NTL111 |
| TOTALS | | 150 | 450 | 600 | |

MAXIMUM TIME FRAME (MTF) DAY/EVE/WEEKEND - 900 HOURS

CIP CODE—12.0410 • SOC CODE—39.5092

Note: Course numbers and sequences are listed here for reference only. The actual delivery sequence of courses contained in this program may vary depending on individual campus scheduling. Courses identified as requiring a prerequisite delivery are noted in the course description.



Course Descriptions

Career Programs begin on page 6.

■ Aesthetics Courses

AES150 – BASIC AESTHETICS

200 Contact Hrs (150 Lecture, 50 Lab)

This course is designed to provide the student with knowledge and skills in the areas of basic skincare, dermanalysis, facial manipulations and use and care of electrical machines. Demonstrations and workshops refine skills and build confidence, while theoretical understanding is increased through a structured classroom environment. This course will also provide the student with basic knowledge and skills in Makeup, Facial Structure, and Principles of color & design techniques. Additionally, the student will learn Hair Removal methods along with different types of waxing products, chemical depilatories and various contraindications as it relates to hair removal. Students are exposed to basic business building skills, client service strategies, and state safety and sanitation requirements. The student will learn basic communication skills including respect, integrity, personality basics, balance, and body language, speaking and listening as well as professional etiquette, goal setting and personal organization. In all, the student will gain the foundation that is needed to be able to function in the field of Aesthetics.

Prerequisite(s): None

AES160 – ADVANCED AESTHETICS

200 Contact Hrs (36 Lecture, 164 Lab)

Advanced students refine technical expertise, develop dexterity, and improve timing through rigorous and diligent training. This course focuses on Nevada laws, anatomy of the human body, professional development and salon business skills. Maintaining a thorough knowledge of state guidelines is pertinent in an aesthetic career. Experiencing the student salon clinic strengthens customer care skills, increases competence in the art of retailing, unleashes artistic creativity, reveals real world business tactics, and polishes individual style.

Prerequisite(s): AES150

AES170 – CAREER TRANSITION

200 Contact Hrs (40 Lecture, 160 Lab)

This course is designed to provide the student with knowledge and skills in the areas of aesthetics as it relates to the workplace. The course also focuses on chemistry and advanced treatments. Topics include the periodic elements, cosmetic ingredients, body treatments, plastic surgery and the aestheticians' role in a medical setting. This course also offers instruction in preparation for licensure and job placement. In addition, preparation for written and practical mid-term and final examinations in mock settings, along with assigned review sessions help guide and prepare students for the actual licensure-testing process. Regulatory laws, rules and regulations, and school policies and procedures are required topics and serve as the foundation for professional competence.

Infection control procedures are identified along with fees, hour requirements, and other pertinent, related information.

Prerequisite(s): AES150

■ Cosmetology Courses

COS101N – HAIR SCULPTING AND CHEMICAL TEXTURIZING

200 Contact Hrs (100 Lecture, 100 Lab)

This course is designed to provide the student with knowledge and skill in the areas of hair sculpting,

designing, and permanent waving. The student will learn the four basic forms which are the foundation of all haircuts and how to manipulate the hair and achieve the desired end result. The students will also learn men's hair sculpting, form and design principles. In addition, this course is designed to provide students with knowledge and skills of color and chemical texturizing. Discussions will include infection control as it relates to cosmetology. In all, the student will gain the foundation that is needed to be able to function in the field of cosmetology.

Prerequisite(s): None

COS102N – HAIR DESIGN AND SALON SUCCESS

200 Contact Hrs (100 Lecture, 100 Lab)

This course is designed to provide the student with knowledge and skill in design decisions, hairstyling techniques and choosing the appropriate design for your client, client consultations, draping and shampooing. Students will perform basic manicures and pedicures, facials, hair removal and will learn basic skin care. Students will gain an understanding of the composition, structure and function of the hair, known as Trichology. Discussion of textured hair will introduce the student to chemical relaxers and application of chemical straightening techniques. The student will also acquire skills in the areas of goal setting, time management and the 80/20 rule.

Prerequisite(s): None

COS103N – THE STUDY OF SKIN AND NAILS

200 Contact Hrs (50 Lecture, 150 Lab)

This course is designed to provide the student with knowledge and skill in the areas of Skin and Nails. Elements of instruction for the study of skin include: functions, composition, types, diseases, disorders, massage, facial masks and essentials, infection control and safety measures, client consultation for skin care, hair removal and make-up. Step-by-step procedures are offered for basic facial, basic waxing and basic make-up application. The study of nails, nail structure, growth, diseases, conditions, shapes, essentials, infection control and safety, client consultation, and natural are the primary items of discussion for the sessions on the study of nails. Step-by-step practical procedures are offered for basic manicure, male manicure, and basic pedicure.

Prerequisite(s): COS101N; COS102N

COS104N – CHEMISTRY AND CHEMICAL PROCEDURES

200 Contact Hrs (50 Lecture, 150 Lab)

This course is designed to provide the student with knowledge and skill in the areas of chemistry and chemical procedures. The student will learn about matter as it builds to elements and compounds, the pH scale depicting the differences between acid and alkaline properties and the chemistry of cosmetics pertaining to cosmetic classifications, shampoos, rinses and conditioners, perms, relaxers, curl reformation, hair color, and product information. The student will also learn chemical texturizing including the history, theory, and essentials of perming, as well as infection control and safety measures, and client consultation for perming, chemical relaxing and curl reforming. In this course the student will learn the scientific approach to hair sculpture, and sculpted form, and its relationship to hair design. The student will gain an understanding of how to make design decisions that involve adding texture and color to solid, graduated, increase-layered, uniformly layered and combination forms. The student will also learn the scientific approach to color and perm design as a component of the total design composition, making a clear correlation

between color and texture and its dynamic effects of the sculpted form. The history, composition, colors, construction, essentials, infection control and safety measures, services, hairpieces and air addition methods provide the core subject matter of the sessions of wigs and hair addition.

Prerequisite(s): COS101N; COS102N

COS105N – COLOR

200 Contact Hrs (50 Lecture, 150 Lab)

This course is designed to provide the student with knowledge and skill in the areas of chemistry and chemical procedures. The student will learn about how chemistry plays a part in hair color, and product information. The student will gain an understanding of how to make design decisions that involve adding texture and color to solid, graduated, increase-layered, uniformly layered and combination forms. The student will also learn the scientific approach to color and its dynamic effects of the sculpted form.

Prerequisite(s): COS101N; COS102N

COS106N – HAIRCUTTING AND STYLING

200 Contact Hrs (50 Lecture, 150 Lab)

This course is designed to provide the student with knowledge and skill in the areas of haircutting and styling. The fundamentals of haircutting, including form, essentials, infection control and safety, and the client consultation are the elements of information that provide the basis for the basic practical applications of haircutting. The student will learn how to use indicators when making decisions about the composition of hair designs during a client consultation including proportion, hair, personality, clothing, lifestyle, communication, design elements and design principles. The student will be introduced to the theory of hairstyling, thermal styling, wet styling, long hair styling, infection control and safety measures, and client consultation elements to the foundation of hairstyling.

Prerequisite(s): COS101N; COS102N

COS114N – DESIGN FORUM

200 Contact Hrs (50 Lecture, 150 Lab)

This course is designed to provide the student with knowledge and skill in the areas of design forum cutting and coloring techniques. The student will learn design principles utilized in creating long hair designs, as well as long hair design techniques including 3, 5, & 9-strand over braid and under braid, and double and multiple loops. This course is designed to enhance student learning by shifting between action and reflection in the five-step walk thru process, which encourages students to observe what they see on the clinic floor, reflect and write about it and share ideas with fellow students during group discussions.

Prerequisite(s): COS101N, COS102N

COS115N – CAREER TRANSITION

200 Contact Hrs (50 Lecture, 150 Lab)

This course offers instruction in preparation for licensure and job placement. In addition, preparation for written and practical mid-term and final examinations in mock settings, along with assigned review sessions help prepare students for the actual licensure-testing process. Regulatory laws, rules and regulations, and school policies and procedures are required topics and serve as the foundation for professional compliances. Infection control procedures are identified along with fees, hours or credit requirements and other pertinent, related information.

Prerequisite(s): COS101N, COS102N, COS103N, COS104N, COS105N, COS106N

Course Descriptions *Career Programs begin on page 6.*

■ Nail Technology Courses

NLT110 – NATURAL NAIL CARE

100 Contact Hours (25 Lecture, 75 Lab)

This course is designed as an introduction to Nail Technology. The student will learn the basic fundamentals of nail technology. They will begin with Ecology to learn strict infection control and safety standards designed to protect themselves and their clients. They will review product knowledge for manicures and pedicures, while also learning five basic massage techniques. The student will then proceed with Natural Nail Services where they will study the steps of the basic manicure and pedicure. They will also review supplies and implements needed to perform the service. Students will also begin learning about paper wraps, silk and fiberglass wraps. Nail Physiology will give the student an understanding of the nail from the inside out. This module will also provide information on the composition and function of the skin.

Prerequisite(s): None

NLT111 – NAIL ENHANCEMENTS

100 Contact Hrs (25 Lecture, 75 Lab)

This course is designed to introduce students to the art of Nail Enhancements. Students will learn the most common types of artificial nail systems. This module will provide information on the fundamentals of artificial nail systems and procedures. Students will learn services, such as Artificial Nail Prep, Sculptured Nails, and Tips with Acrylic. In addition

to traditional sculpture, students will be introduced to Pink and White Acrylic using tips and forms as well. Students will also be instructed on the maintenance timelines for these various Nail Services. Rounding out this module will be the study of Anatomy which provides an understanding of cells, the skeleton, muscular and circulatory systems.

Prerequisite(s): None

NLT102 – ADVANCED NAIL TECHNOLOGY

200 Contact Hrs (50 Lecture, 150 Lab)

This course is designed to provide the student with knowledge and skill in the areas of Nail Technology. The student will learn pink and white sculptured as well as single gel overlay skills. Students will then move on to career essentials such as professional development and business basics. In this module, Salon Success will be studied to better understand salon business. Following Salon Success, the student will explore the fundamentals of chemistry and the chemistry of nail products such as monomers, polymers and gel systems. The module will round out this module with add on services for nails like exfoliation, masks, paraffin, aromatherapy, hot oil treatments and reflexology. Nail art and 3D applications will be taught so that students are able to add a special touch to any nail service they perform. Students will also gain an understanding of the law of color and the relationship between colors and the color wheel.

Prerequisite(s): NLT110, NLT111

NLT103 – CAREER TRANSITION NAIL TECHNOLOGY

200 Contact Hrs (50 Lecture, 150 Lab)

This course offers instruction in preparation for licensure and job placement. The student will prepare for written and practical mid-term and final examinations in mock settings. Assigned review sessions will help prepare students for the actual licensure and testing process. Regulatory laws, rules and regulations and school policies and procedures are required topics and serve as the foundation for professional compliance. Infection control procedures are identified along with fees, hours or credit requirements and other pertinent, related information.

Prerequisite(s): NLT110, NLT111



General Information



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General Information

■ Accreditation

Euphoria Institute is institutionally accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting Commission (ACCSC) is listed by the U.S. Department of Education as a nationally recognized accrediting agency.

■ Approvals/Certifications/Licenses

- Licensed by the State of Nevada Board of Cosmetology

■ Associations

- Career Education Colleges and Universities (CECU)
- Association of Private Sector Colleges and Universities (APSCU)
- Better Business Bureau
- Pivot Point International Member School
- American Association of Cosmetology Schools
- Redken Premier School
- Professional Beauty Association (PBA)
- Las Vegas Spa Association

pivot point.

MEMBER SCHOOL

Accrediting and licensing certificates are displayed in the school lobby.

■ Statement of Ownership

Euphoria Institute is owned and operated by Euphoria Acquisition, L.L.C., a wholly owned subsidiary of Lincoln Technical Institute, Inc. The major officers and administrators of the corporation are:

Scott M. Shaw, *President & CEO*

Brian K. Meyers, *Executive Vice President, CFO and Treasurer*

Alexandra M. Luster, *Corporate Secretary*

■ Compliance with City, State, and Federal Regulations

Euphoria Institute complies with all local, municipal, city, county, state, and federal regulations.

■ Nondiscrimination and Harassment Policy

Euphoria Institute is committed to maintaining an educational and work environment free from discrimination and harassment based on age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability. Euphoria Institute, in accordance with applicable federal laws including Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of any of the listed protected categories, including in admissions and employment, nor will it permit or tolerate discrimination or harassment against a student, employee, or other member of the Euphoria Institute community. All students and employees are expected to comply with Euphoria's Nondiscrimination Policy and Title IX Policy. Any inquiries regarding these policies and procedures can be directed to the Title IX/Equity Coordinator as provided below, the Office for Civil Rights, at the U.S. Department of Education, at <https://www.ed.gov>, or both.

This Policy does not specifically address any applicable state laws on sexual harassment. Lincoln Tech retains the right to revise its policies and procedures in light of any changes to applicable law.

To view the entire Nondiscrimination policy, please visit:

[Non Discrimination Policy.](#)

To view the entire Title IX policy, please visit:

[Title-IX-Policy.](#)

Admissions Policies



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Admissions Policies

■ Admission Requirements

In order to be considered for acceptance, an applicant must meet the following requirements:

- Be a high school graduate or possess a state-approved high school equivalency assessment including, but not limited to: a GED®, HiSET or TASC examination; or possess an associate's degree or higher from an accredited institution.
- Complete the Learner Assessment to determine readiness for academic success.
- Student has reliable internet connectivity and access to a device that meets the minimum systems requirements.
- Undergo a criminal background check with acceptable results as established by the school.
- Complete and sign an Enrollment Agreement.

■ Orientation

An orientation program is scheduled for each incoming class. The purpose of this program is to finalize any requirements of applying for financial aid, if necessary; acquaint the student with the rules and regulations of the school, and to issue appropriate class assignment. Students will be notified, in writing, of the orientation date. Failure to attend the orientation program may result in rescheduling of starting date.

■ Introductory Period of Enrollment

Euphoria Institute of Beauty Arts & Sciences is offering new students at this campus an opportunity to enroll under an introductory period of enrollment. During this introductory enrollment period, which is applicable to all programs, students will be able to attend the school for 10 calendar days, including weekends and holidays, without any tuition obligation to Euphoria Institute of Beauty Arts & Sciences. If a student attends any scheduled class after the 10th calendar day, the introductory period will be concluded. Those students who do not attend after the 10th calendar day will be considered cancelled and will not have any tuition obligation to Euphoria Institute of Beauty Arts & Sciences.

Students who choose not to continue their enrollment at Euphoria Institute of Beauty Arts & Sciences during the introductory period, will be charged for all books, uniforms, tools, and equipment not returned in new condition to the school. Further, the school application or registration fee is non-refundable if a student decides to withdraw from Euphoria Institute of Beauty Arts & Sciences during the introductory period of enrollment.

Euphoria Institute of Beauty Arts & Sciences reserves the right to withdraw a student prior to the conclusion of the introductory period of enrollment due to violations of the institution's attendance policy or student code of conduct.

■ Credit for Previous Training

Applicants with previous formal post-secondary education training in the field for which they have elected to enroll may be granted credit toward the completion of the program based on an evaluation of their experience and proficiency in that field. Applicants, other than VA beneficiaries, who request credit for previous training must apply at the time of enrollment or prior to starting school. *Please note: VA beneficiaries are REQUIRED to submit documentation of any previous post-secondary education or training for evaluation.*

To verify that the applicant possesses the knowledge and skill proficiencies requisite to receipt of clock hours, each will be required to document one or more of the following: an official transcript and course description from the catalog of post-secondary experience outlining equivalent course(s) content objectives, or pass the mid-term and final exam and key objective practical for the course(s); or produce an up-to-date professionally recognized certification along with a verifiable history of employment relating to the course. Students may not test out of more than 50 percent of the program for which they are enrolled.

All credit for clock hour credit must be approved by the Nevada Board of Cosmetology. The State Board will provide the Institute with a "Credit of Hours" release form.

For details regarding testing, contact the school's Director of Education. Tuition will be adjusted accordingly.

Transfer of hours may be awarded from an institution that is accredited by an agency recognized by the US Department of Education. Please refer to Transfer Policy and Transfer of Hours on page 27.

■ Remedial Education

Students requiring remedial education programs will receive information from the Campus President on the availability of remedial programs from adult learning centers.

■ Withdrawal

Any student considering withdrawing from a program should consult with the Education Department as soon as possible. If a student ultimately decides to withdraw from that program, it is not required to notify the school in writing, but are requested that a withdrawal form be filled out in the office of the Director of Education stating his or her intent to withdraw and his or her reasons. Prior to withdrawal, the student should have an exit interview with the Director of Education and a Financial Aid exit interview.

Financial Information

Most students
who attend
Euphoria Institute
benefit from
some type of
financial aid.
Financial aid
is available
to those who
qualify



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Financial Information

Financial Aid Programs

A call or visit to our Financial Aid Office will help determine eligibility for the various sources of financial assistance. Euphoria Institute is an eligible institution under the following student financial aid programs:

- *Federal Pell Grant Program†*
- *Federal Supplemental Educational Opportunity Grant Program (FSEOG)†*
- *William D. Ford Federal Direct Loan Program**

*Loans are borrowed money that you must repay with interest.

†Grants are awards that you don't have to pay back.

Alternative financing is also available.

LINCOLN BRIDGING THE GAP GRANT

The Lincoln Bridging the Gap Grant is available to eligible full time, students who have remaining financial need for direct costs after exhausting all available student aid.

Eligibility for this program is determined based on the following criteria:

- Confirmed enrollment in an approved program of study
- Completed FAFSA for the applicable award year with an official Estimated Family Contribution (EFC)
- Acceptance of all available student aid from federal, state and other sources.
- Remaining financial need for direct costs (tuition and fees) greater than \$500 after all other sources of student aid have been exhausted.

The Lincoln Bridging the Gap Grant awards will vary depending on each applicants' determined institutional need. This grant does not carry any cash value.

The grant is awarded in up to two disbursements per academic year. Due to limited funding, not all students who are eligible will receive this award and the grant program may not be available each academic year.

FRIENDS AND FAMILY EDUCATION GRANT

The Friends and Family Education Grant is designed to provide financial assistance to students who are connected to our graduates or employers/partners.

In order to apply for this grant, an eligible student must:

- Applicants must submit contact information of their connection to a Lincoln Tech employer/partner/graduate;
- Complete the application process to enroll;
- Complete the Free Application for Federal Student Aid (FAFSA);
- Submit your Lincoln Grant request form to the financial aid staff or email: scholarships@lincolntech.edu;
- Must start training program by December 31, 2023

Those students awarded a grant must maintain satisfactory academic progress and also must attend the Lincoln Financial Literacy presentation within six weeks of enrollment.

Each eligible student may apply for one grant with an award of \$1,000. The grant will be prorated over the entire length of his/her program. Applications can be submitted any time prior to enrollment periods established by the school of your choice. The grant will not be awarded to any student who defers their enrollment past the requisite time period.

VA PENDING PAYMENT COMPLIANCE

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student 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.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E benefits must be approved by VR&E counselor and the authorization must be uploaded to Tungsten by the first day of class.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. School Certifying Official will receive a system-generated email indicating an Authorization is available in the Tungsten Network.

- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Please note, students who would like to use their VA benefits must attend 100% residential courses.

G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

Scholarships

Euphoria Institute provides four half-tuition scholarships. They are awarded annually to winners of the Scholarship Awards Program. Preliminary scholarship competition is conducted in the form of an entrance exam. On the basis of test results, finalists are selected and invited to return for an interview conducted by the Scholarship Committee, comprised of volunteers representing business, industry, education, and/or government not affiliated with the school. This committee will evaluate each finalist on the basis of preliminary test results, appearance, friendliness, poise, stability, enthusiasm, personal conduct, oral expression, and alertness.

To participate, the applicant must be a graduating member of the high school in the current year, in good standing, and must complete the Scholarship Awards Program Application. Contact your High School Guidance Counselor or Euphoria Institute Admissions Representative for more information.

Euphoria Institute may provide other scholarships annually. Please refer to the Catalog Addendum for the latest offerings.

Final selection of winners is made not later than July 31 annually.

Tuition & Fees

A Schedule of Fees Addendum contains detailed information about the school's tuition and other charges.

Tuition is payable in advance. A definite tuition schedule will be established prior to the start of class. Absence from class does not relieve the student of tuition liability.

Student obligations relating to payment for purchases made from the school must be met in accordance with the provisions and the purchase agreements made at the time of the sale.

For more details, see "Schedule of Fees" Addendum, or visit:

<https://www.lincolntech.edu/consumerinfo>

Financial Information

REGISTRATION FEE, STUDENT FEE, TECHNOLOGY FEE, BOOKS, & TOOLS REFUND POLICY

Students who cancel enrollment or withdraw after receiving books and supplies may return these items if they are in good condition within five (5) days following a cancellation notice or twenty (20) days following date of withdrawal. Any refund due for student fees or technology fees will be prorated based on use.

Cancellation and Refund Policy

Euphoria Institute Refund Policy applies to all students regardless of the funding source. Refunds will be processed no later than 30 days after the school determined withdrawal date. All other refunds (i.e., FFELP, FDSLP, etc.) will be issued in accordance with applicable State and Federal mandates. The calculation of refunds will be based on the effective date of termination.

1. FIVE (5) DAY CANCELLATION POLICY:

All monies will be refunded in full under any one of the following conditions:

- Rejection of the Applicant, by the SCHOOL.
- Within five (5) business days of the contract signing, of written notification that the STUDENT wishes to cancel, even if instruction has begun. If the applicant is a minor, the cancellation notice must be signed by a parent or guardian. (The postmark date will be effective date of cancellation.)

2. CANCELLATION AFTER FIVE (5) DAY PERIOD:

- After the five (5) day period mentioned in Paragraph 1b, the Registration Fees is non-refundable.
- After the STUDENT starts SCHOOL, the SCHOOL will refund tuition according to the following schedule and the Return of Title IV Federal Student Aid.

3. SEE *Return of Title IV Federal Student Aid*.

Institutional Refund Policy

The EUPHORIA INSTITUTE refund policy applies to all students regardless of the funding source. EUPHORIA INSTITUTE will utilize these refund procedures for students who withdraw prior to completion of their program. Once a student begins classes, EUPHORIA INSTITUTE is permitted to retain a percentage of the tuition charge as described below. Refunds will be paid within 30 days of a) the date of cancellation of an enrollment by the student or b) the date of EUPHORIA INSTITUTE'S determination of the student's withdrawal from school. In all cases, refunds will be calculated based on the student's last date of attendance. Registration fees are non-refundable.

| Portion of Academic Period Completed | Amount of Tuition the Institute will Receive or Retain |
|--------------------------------------|--|
| .01% to 4.9% | 20% |
| 5.0% to 9.9% | 30% |
| 10.0% to 14.9% | 40% |
| 15.0% to 24.9% | 45% |
| 25.0% to 49.9% | 70% |
| 50% or more | 100% |

The Portion of Academic Period Completed is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the Institute. The Institute will refund any monies due to the student within 30 days

of formal cancellation as defined in section 2, or within 30 days of formal termination by the Institute.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within five days following either the regularly scheduled orientation date, as appropriate, or following a tour of the school facilities and inspection of equipment.

Return of Title IV Federal Student Aid

Federal regulations regarding repayment of Federal Financial Aid has changed the formula for calculating the amount of aid a STUDENT may retain when a student withdraws. STUDENTS who withdraw prior to completing more than 60% of an enrollment term will have their eligibility for Federal Aid recalculated based on the percentage of the period completed, which shall be calculated as follows:

$$\frac{\text{\# of hours scheduled to complete}}{\text{total \# of hours in period}}$$

The policy of Euphoria Institute of Beauty Arts & Sciences is to distribute the proceeds of refunds to the origination source in the following order, up to the net amount disbursed: 1–Unsubsidized Federal Stafford Loan/Direct; 2–Subsidized Federal Stafford Loan/Direct; 3–Federal/Direct Graduate Plus Loan; 4–Federal/Direct Parent Plus Loan; 5–Federal Pell Grant; 6–Federal Supplemental Educational Opportunity Grant (FSEOG). The student's eligibility for a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school. If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

**Please note that STUDENTS are responsible for any balance owed to EUPHORIA INSTITUTE OF BEAUTY ARTS & SCIENCES as a result of the repayment of Federal Aid funds.*

If recipients of Title IV grant or loan funds withdraw from their program after beginning attendance, an R2T4 calculation is required. If the amount disbursed to the student is less than the amount the student earned, and the student is otherwise eligible, he or she is eligible to receive a post withdrawal disbursement (PWD) of the earned aid that was not received.

The institution must notify a student, or parent for a Direct Parent PLUS Loan, in writing prior to making any PWD of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). This notification must be provided within 30 days of the DOD. In addition, the notice must request confirmation of any PWD of DL funds that the student or parent, as applicable, wishes the school to make. A response must be received within 30 days to allow the disbursement of loan funds to the student account. PWD of grant funds does not require approval and will be posted to the student's account. The funds will be applied first to current charges for tuition, fees, and room and board (if the student contracts with the school). If a PWD of a Title IV grant funds creates a credit balance, the credit balance will be treated in accordance with the student's directive on file.

Refunds will be processed and sent to the pupil no later than 30 days after the school determined withdrawal date.

The Refund Process

The refund process is a two step procedure. In step one, Euphoria Institute will calculate the percentage of the Federal Title IV aid that has been earned by the student in accordance with 34 CFR 668.22 of the Federal regulations. The second step of the process will establish the total charges incurred by the student for the training received through the last day of attendance. Euphoria

Financial Information

Institute will calculate this portion of the refund by utilizing the state refund policy or which ever policy is in favor of the student.

In conformance with Federal regulation, the school will distribute the proceeds from step one to the origination source in the following order, up to the net amount disbursed.

1. Unsubsidized Federal Stafford Loan/Direct
2. Subsidized Federal Stafford Loan/Direct
3. Federal/Direct Graduate Plus Loan
4. Federal/Direct Parent Plus Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)

Euphoria Institute will distribute any refund proceeds from step two in the following manner: Reduce the outstanding Federal loan obligation first in the order listed above. The student's eligibility for a state grant and agency funding will be calculated independently of the refund process upon the student's withdrawal from school.

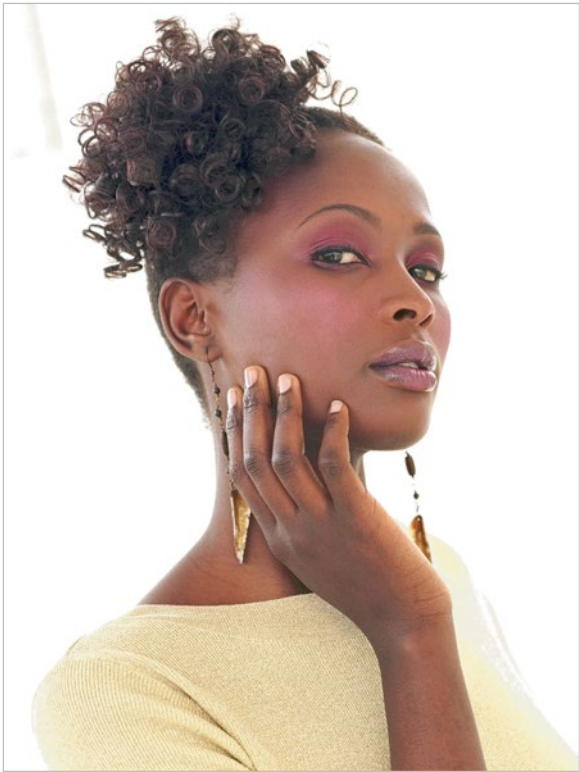
If a credit balance still remains after the above process has been completed, the school will honor the student's authorization to reduce their Federal loan obligation. If the school does not possess a Federal loan reduction authorization, the remaining credit balance will be returned to the student.

■ Veterans Affairs Refund Policy

1. Each postsecondary educational institution shall have a policy for refunds which at least provides:
 - (a) That if the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid.
 - (b) That if a student cancels his or her enrollment before the start of the training program, the institution shall refund to the student all the money the student has paid, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
 - (c) That if a student withdraws or is expelled by the institution after the start of the training program and before the
- completion of more than 60 percent of the program, the institution shall refund to the student a pro rata amount of the tuition agreed upon in the enrollment agreement, minus 10 percent of the tuition agreed upon in the enrollment agreement or \$100, whichever is less.
- (d) That if a student withdraws or is expelled by the institution after completion of more than 60 percent of the training program, the institution is not required to refund the student any money and may charge the student the entire cost of the tuition agreed upon in the enrollment agreement.
2. If a refund is owed pursuant to subsection 1, the institution shall pay the refund to the person or entity who paid the tuition within 15 calendar days after the:
 - (a) Date of cancellation by a student of his or her enrollment;
 - (b) Date of termination by the institution of the enrollment of a student;
 - (c) Last day of an authorized leave of absence if a student fails to return after the period of authorized absence; or
 - (d) Last day of attendance of a student, whichever is applicable.
3. Books, educational supplies or equipment for individual use are not included in the policy for refund required by subsection 1, and a separate refund must be paid by the institution to the student if those items were not used by the student. Disputes must be resolved by the Administrator for refunds required by this subsection on a case-by-case basis.
4. For the purposes of this section:
 - (a) The period of a student's attendance must be measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences.
 - (b) The period of time for a training program is the period set forth in the enrollment agreement.
 - (c) Tuition must be calculated using the tuition and fees set forth in the enrollment agreement and does not include books, educational supplies or equipment that is listed separately from the tuition and fees.



General Student Information



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General Student Information

■ Building Hours

Monday – Thursday . . . 8:00 a.m.–10:00 p.m.

Friday 8:00 a.m.–4:30 p.m.

Saturday – Sunday . . . 8:00 a.m.–6:30 p.m.

Building hours are subject to change.

■ Dress Code

It is mandatory that you wear the prescribed school uniform designated by the school.

In addition to providing the best possible professional education, Euphoria Institute recognizes its responsibility to prepare its students to succeed in the work world. For this reason, the Institute requires students to dress, groom, and behave as if they were already employed. Dress codes are enforced by Instructors and Administration.

To present a professional image to our clients and potential employers, students are required to wear the School uniform. Students should be well groomed and professional in appearance while on campus.

Students not appearing in proper attire will be clocked out and sent home to change resulting in absent hours for time missed. The student will also receive a verbal warning for a first offense, a second offense will result in a thirty (30) day probation (final notice). And any dress code violation within the 30-day probation could lead to possible termination from the program.

Euphoria Institute reserves the right to determine the definition of Professional Appearance.

■ Inclement Weather

In the case of inclement weather or hazardous conditions, an announcement will be made via the LincAlert system. Announcements may include plans for distance learning, delayed start time or early dismissal of class, class cancellation, or school closure.

■ Smoking

Smoking is only permitted outside the building in designated areas.

■ Student Complaint/Grievance Policy

Conflicts are best resolved when people utilize basic communication skills, common sense, and discretion. A student whose views differ from those of an instructor should first try to resolve the difference with the instructor involved. If a satisfactory solution cannot be obtained, the student should request an interview with the Director of Education.

Students who have concerns of a non-academic nature are urged to consult with the office of the Campus President. This office will refer the student to the proper department and will assist the student as necessary.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting:

**LINCOLN EDUCATIONAL SERVICES
PROBLEM RESOLUTION HOTLINE
1-800-806-1921**

**NEVADA STATE BOARD OF COSMETOLOGY
1785 E SAHARA AVENUE, SUITE 255
LAS VEGAS, NV 89104
(702) 486-6542**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**ACCREDITING COMMISSION OF CAREER
SCHOOLS AND COLLEGES**

**2101 WILSON BLVD, SUITE 302
ARLINGTON, VA 22201**

(703) 247-4212

www.accsc.org | complaints@accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <http://www.accsc.org/Student-Corner/Complaints.aspx>

The federal contact for student loan issues is:

**POSTAL MAIL U.S. DEPARTMENT OF EDUCATION
FSA OMBUDSMAN GROUP
P.O. BOX 1843
MONTICELLO, KY 42633**

PHONE 1-877-557-2575

FAX 606-396-4821

WEB <https://feedback.studentaid.ed.gov/>

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Euphoria Institute 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**

■ Visitor Policy

Visitors will find a cordial reception at Euphoria Institute. An appointment made in advance would be appreciated.

In keeping with Euphoria's safety procedures, all visitors must sign in at the front desk upon arrival to the school and are issued a visitors badge.

■ Official Student Communication

Euphoria Institute's official web-based student portal (**MyCampusLinc**) and student email accounts are an official means of communication to all full and part-time students enrolled in credit bearing classes. All such students are required to activate **MyCampusLinc** portal and **@mylincoln.edu** email accounts. Official Euphoria Institute communications may include, but are not limited to, registration information, reminders of important dates associated with key financial aid and financial obligations as well as academic progress notifications.

Euphoria Institute expects that students shall receive and read their electronic communications on a frequent and timely basis. Failure to do so shall not absolve the student from knowing of and complying with the contents of all electronic communications, some of which will be time-critical.

General Student Information

■ Educational Equipment

A portable student owned device (i.e. a laptop) is required in order to access the course companion platform utilized for classroom instruction. There are minimum system requirements that these devices must meet for the learners to have a positive experience. See your Campus Representative to inquire about the programs that require devices and the related minimum systems requirements necessary to access the program course companion platform.

■ Career Services

Euphoria Institute of Beauty Arts & Sciences does not guarantee job placement. However, it does provide employment assistance to its current students and graduates by means of the following services:

- Advises industry leaders of the availability of the school's students and graduates through regular contact, including several scheduled Career Days per year.
- All of the students attending the Euphoria Institute campus will participate in our Lincoln Edge Program. Lincoln Edge is a combination of interactive workshops and online services that deliver professional skills training on topics like resumé building, personal development, setting goals, job search and interviewing strategies. Students will have a dedicated portal where they can access an array of professional services even after they have graduated from Euphoria Institute! We are dedicated to ensuring that we not only provide our students with the skills they need to perform on the job, but the skills they need to build a lifetime career.
- Provides additional assistance if desired.

■ Notice to Students

1. Applicants interested in training in our Career Fields should be aware of the job duties they may need to be capable of performing prior to enrollment. These can be found on the **O*NET OnLine**

website at www.onetonline.org. **O*NET OnLine** is sponsored by the U.S. Department of Labor, Employment & Training Administration, and developed by the National Center for O*NET Development.

2. Persons desiring to make application for admission should contact the School directly or one of its Admissions Representative to schedule a convenient time to visit the campus.
3. Criminal records and/or certain background issues may present a barrier to sit for the Nevada state licensure examination to become a Cosmetologist, Nail Technician or Aesthetician administered by the Nevada State Board of Cosmetology (Board). Interested applicants will be denied admission as a student to Euphoria Institute, if after a background screening, it is determined that an applicant will not be eligible to sit for any of the licensure examinations administered by the Board based on the guidelines which have been established as follows by Nevada State Board of Cosmetology:
 - Anyone with a felony conviction involving a violent crime will not be admitted for testing.
 - Anyone who had not yet completed their sentence, parole, and/or probation periods will not be admitted for testing.
4. Prospective students complete an application and interview with a Euphoria Institute Admissions Representative who provides information on programs and start dates. When all admission requirements are fulfilled, applicants are notified in writing of their admission status.
5. Due to the nature of the fields of Aesthetics, Cosmetology, and Nail Technology, and functions that need to be conducted in order to be employed in those fields, Euphoria Institute has designed a curriculum with competencies to simulate treatments offered to the public. If, at any time, a student feels uncomfortable completing any specific competency within the curriculum, they must inform the instructor of their reasons in order to be properly accommodated.
6. Must be at least 18 years to test for licensure.



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Academic Information

■ Class Schedules

Students can enroll at any time during the year. Class starting dates are scheduled at frequent intervals to enable students to start moving toward their career goals as soon as possible. Class size is limited so that each student can receive the personal attention so vital to successful mastery of the skills and understanding of the subject at hand.

A typical classroom at our campus can accommodate up to 28 students and a typical laboratory at our campus can accommodate up to 65 students.

The class schedules that follow are designed to be flexible and best utilize facility and instructional time:

DAY SCHEDULE—COSMETOLOGY AND NAIL TECHNOLOGY

8:00 a.m. – 4:30 p.m.,
Monday through Friday, and Tuesday through Saturday
Shifts flip according to Junior and Senior modules.

DAY SCHEDULE—FIRST PART TIME—AESTHETICS

Monday 8:30 a.m. – 3:00 p.m.
Tuesday & Wednesday 8:30 a.m. – 4:00 p.m.

DAY SCHEDULE—SECOND PART TIME—AESTHETICS

Thursday 8:30 a.m. – 3:00 p.m.
Friday & Saturday 8:30 a.m. – 4:00 p.m.

EVENING SCHEDULE—COSMETOLOGY, AESTHETICS AND NAIL TECHNOLOGY

5:00 p.m. – 10:00 p.m., Monday through Thursday

WEEKEND SCHEDULE – COSMETOLOGY, AESTHETICS AND NAIL TECHNOLOGY

8:00 a.m. – 6:30 p.m., Saturday & Sundays

The school reserves the right to alter hours of attendance and/or starting dates when deemed necessary. Such changes will not alter the program costs or refund policy stated in the enrollment agreement. If conditions beyond the control of the school require postponement of a starting date or temporary suspension of classes, appropriate adjustments will be made to provide students all the instruction to which they are entitled under the terms of the enrollment agreement. If the institution has substantially failed to furnish the training program agreed upon in the enrollment agreement, the institution shall refund to a student all the money the student has paid. For specific start and end dates see the school calendar addendum.

■ Diploma Programs

We offer the following approach to career training to help students prepare for jobs in the industry:

- For the person wanting comprehensive training geared towards succeeding as a professional technician, the school offers diploma programs which prepare students for entry-level positions in their chosen field.

Rules and Regulations for the conferred diploma are in accordance with the state of Nevada.

For a description of the subject matter covered in each course, please refer to the curricula on pages 6 through 10.

■ Student Conduct

Students are required to comply with all Student and Safety Regulations. Failure to adhere to and observe school regulations and policies may result in student suspension or immediate dismissal. The Campus President and/or Director of Education will meet with the student, and then will determine, based on the severity of the incident, if suspension or dismissal will occur. A

student placed on suspension will not be allowed to attend school a minimum of 1 day and up to a maximum of 5 days, and a dismissal will be effective immediately. Conduct which may be considered unsatisfactory includes but is not limited to the following:

- Excessive absenteeism, tardiness or leaving class early. Students are also expected to put forth a reasonable effort to learn. Acts such as loafing, horseplay, failure to pay attention and carry out instructions, or poor attendance are not tolerated. Students who arrive after the official school starting time will be considered as late. If a student must leave prior to the official end of class time, he/she must notify the instructor and/or Education Department. Class attendance is closely monitored by the school, and unless, they contact the school first, students who are absent from class will be contacted.
- Student conduct which disrupts classes or interferes with the progress of other students.
- Theft of property belonging to the School, other students or employees. (In addition to termination, theft may be reported to civil authorities.)
- Any act resulting in defacing or destruction of School property and/or property of others including other students.
- Fighting in or near the school premises.
- Possession or consumption of alcohol, marijuana or illegal substances on or near school premises. Possessing firearms, fireworks, ammunition, or weapons is a violation of schools rules and state laws. (In addition to termination, illegal substance abuse will be reported to proper authorities.)
- Personal conduct at any time or place which may, in the judgment of the School staff, cast a bad reflection on the School and its well-earned reputation.
- We oppose all forms of unlawful discrimination and harassment in the school environment. Harassment and discrimination can take many forms including but not limited to, racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual's religion, age, gender, physical ability or sexual orientation, physical or verbal threats, or sexual harassment. None of these, or any other form of harassment, including cyber-bullying, or discrimination is acceptable in the school environment. All allegations of harassment or discrimination are fully investigated. Students found to have engaged in this behavior are subject to disciplinary action up to and including expulsion from school.
- Any student creating a hazard; immoral conduct, or disturbance in the surrounding neighborhood. Reckless driving and/or squealing tires near the school or places of residence are prohibited.
- The campus computer systems and networks are provided for student use as a part of the academic program. All students have a responsibility to use Lincoln Educational Services computer systems and networks in an ethical and lawful manner. The intentional misuse and abuse of computer and Internet resources is not permitted. This includes, but is not limited to, purposely visiting inappropriate and non-academic Web sites which promote or advocate illegal or unethical behavior; visiting inappropriate and nonacademic Web sites for personal business; downloading graphics or other pictures, images, or information not related to academic curricula; inappropriate and non-academic use of email; inappropriate and non-academic use of chat rooms; and inappropriate and non-academic use of school software.
- In keeping with accepted industry and shop safety hazards, jewelry must be evaluated for safety risks when in the lab or shop. Hanging earrings, necklaces, rings, or bracelets may pose a safety risk. If in the judgment of school staff, a safety hazard exists, a jewelry item in question must be either removed or covered with protective clothing.
- The campus has an established dress code for students in all programs which is in accordance with industry expectations and in consideration of professional standards.
- We expect honesty from students in presenting all of their academic work. Students are responsible for knowing and observing accepted principles and procedures of research and writing in all academic work, including term paper writing, lab manual and/or workbook

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completion and test taking.

- Misrepresenting the school's programs, policies, or activities of members of the staff or of other students is prohibited.
- Cell phones and/or other electronic recording or communication devices are not allowed to be operated in any classroom or lab area without the expressed permission of the instructor.

■ Attendance

Euphoria Institute requires students to attend a minimum of 100% of scheduled hours for successful completion. Students may not exceed ten percent (10%) absences of the total programs schedule hours. Students who miss five percent (5%) of the total programs scheduled hours will be placed on attendance advisement. Students who miss in excess of ten percent (10%) of scheduled hours may be withdrawn.

The technical nature of the training and graduate credentialing and employability goals of the programs offered requires that students attend classes on a regular basis to achieve the 100% requirement. Our expectation is that students will attend all sessions for courses in which they are registered. Class attendance is monitored daily, commencing with the student's first official day of attendance, so in addition to the 100% attendance measure - a student will be considered withdrawn from a course or courses when any of the following criteria are met, and based on the campus program, one or both would apply:

- The sixth consecutive day of absence from classes;
- The fourteenth consecutive calendar day of absence (two weeks)
- Cumulative absences prevent the student's ability to master the course content during the remainder of the scheduled course, term, or semester as determined by the course syllabus.

Approved employment interviews (established per school policy) are not counted as absences for attendance purposes.

The following documented absences may be considered on appeal. If approved the student will be allowed to make up any work missed and a make-up time schedule may be applied to their course attendance percentage.

- **Court Appearance**—Applicable only when a student is mandated to appear in court for an action in which he/she is a third party or witness. Documentation will be required.
- **Military Duty**—All military personnel requesting a documented absence must submit a copy of their orders to the campus Education Department prior to the missed time.
- **Illness**—In the event a student suffers personal illness, either a written doctor's note excusing participation in school or documentation of the stay in the hospital will be required.
- **Bereavement**—In the event of the death of an immediate or extended family member and not to exceed 4 days or 25% of the scheduled course. Documentation (e.g. newspaper notice, funeral notice, obituary, or church handout) is required.
- **Jury Duty**—Documentation required (stamped jury duty form from court).

Documentation of the above approved absences should be presented to the Education Department in advance of the anticipated absenteeism when possible upon returning to school.

Cases of extenuating circumstances may be considered by the Director of Education or designee and in the form of signed documentation or verifiable email from the student and if the student demonstrated comprehension of the course content missed.

Students receiving funds from any state or federal agency may be subject to the additional attendance requirements of that specific agency.

A Pending Course Schedule (PCS) student status is a temporary period of non-attendance not to exceed a maximum of 60 calendar days. The status is intended to support student progression and is applied when a student has a course that is not available due to, but not limited to, interruption in their enrollment because of a course failure, a shift change, a leave of absence, or failure to meet graduation requirement. The PCS status is not included in the 150% maximum timeframe calculation.

Any student found falsifying time clock records for themselves or any other student (i.e. clocking in and not attending class, clocking in another student, clocking in using another student's card, etc.) will receive a written final warning on the first offense; a second offense will result in immediate termination from the program. Falsifying time includes, but is not limited to:

1. Clocking in and not attending class.
2. Clocking in another student's card.
3. Signing in or out for breaks for another student.
4. Leaving campus without clocking out or signing out for break.
5. Leaving campus without instructor approval.
6. Taking more than your allotted time for your 15 minute break.

■ Make-Up Work and Time

Make-up work is only permitted when a student has a documented absence. The documented absence form must be approved by the campus Education Department before the assigned work can be accepted for a grade. Make-up work may only be used to affect a course grade. Make-up work must be completed in the timeframes required to process Grade Appeals and/or Incomplete Grades, and must be specifically for assignments missed while out for a documented absence.

In the case of school closure due to inclement weather or other natural disaster, an announcement will be made via the LincAlert system and make-up sessions will be scheduled to present and/or review material not incorporated into the remaining scheduled days. The campus will attempt to schedule make-up classes at times that fit within the students' schedule.

All students with documented absences will be allowed to make up hours at any time that may be available. All undocumented absences will be made up once all academics are completed. Excessive absenteeism (document or undocumented) could lead to disciplinary actions including dismissal from the program.

Make-up Time is required if a student has any absent time since programs in Nevada are based on clock hours. The banking of hours is not permitted. Make-up time may be scheduled on a limited basis for all Aesthetics, Cosmetology and Nail Technology students. Make-up time requires oversight planning; and therefore, must be completed on the dates and in the time frames determined by the Director of Education. See the Director of Education for limits, requests, and planning.

■ Consultation and Tutoring

Students and graduates may consult with the School faculty at any time about program or course problems. Students who require additional assistance with their work may obtain individual tutoring from the faculty outside of class hours. Arrangements for special tutoring must be made with the campus Education Department.

■ Student Advising

The Education Department monitors student success as measured by student attendance, student learning, professionalism, academic progress, and achievement of career goals. As a student service, Department personnel engage active students in advising sessions to mitigate obstacles or challenges, identify additional

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needed supports or services, and promote student success. Students are encouraged to call upon staff to address academic or non-academic concerns. Matters of a personal nature that distract the learning experience may be addressed through advising practice or through referral to qualified professionals in the local community. Good communication is imperative for effective advising; therefore, active students are asked to inform staff of any changes to their records including phone, home address, e-mail, employment, marital status, and so forth.

Americans with Disabilities Act (ADA) Policy

Euphoria Institute is committed to providing opportunities for all qualified students to participate in its programs, including students with disabilities who need reasonable accommodations. A qualified student is one who, with or without reasonable accommodation, meets the essential institutional, academic and technical standards requisite to admission, participation and completion of our programs.

A reasonable accommodation is an accommodation that allows a student with a disability to participate in our programs without changing the essential academic requirements of our programs, creating a threat to others or placing an undue burden on the institution.

An example of a reasonable accommodation is giving students with certain learning disabilities additional time to take an exam. Accommodations are provided to allow a student to participate in our programs but Euphoria Institute does not provide personal assistants such as aides who help with dressing, feeding and the like.

A disability is a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, walking or learning.

All requests for reasonable accommodation must be submitted to the Director of Education. While a student may discuss a possible accommodation with any faculty or staff member, students should be aware that faculty and staff are not authorized to provide accommodations. All inquiries from students about reasonable accommodation should be directed to the Director of Education, who will then evaluate the request and make a decision. The complete policy can be found by visiting:

<http://www.lincolntech.edu/consumerinfo>.

Course and Academic Measurement

The instructional hours listed for each of the programs in this catalog are included in compliance with State Board requirements and are predicated on regular attendance, successful completion of each course in the program without repetition or make up work and excluding holidays that occur during the period of attendance. An instructional hour is defined as a minimum of 50 contact minutes within any scheduled 60 minute period.

Grading

Grading is based on the student's class work and lab/shop work, and the results of written and performance tests. An average is taken of all grades in any marking period and must be at a specified CGPA or above to be considered making satisfactory academic progress.

| Percentage | Letter Grade | Interpretation | Point Value |
|------------|--------------|----------------|-------------|
| 95-100 | A | Excellent Plus | 4.0 |
| 90-94 | A- | Excellent | 3.9 |
| 87-89 | B+ | Good Plus | 3.8 |
| 84-86 | B | Good | 3.5 |
| 80-83 | B- | Good Minus | 3.0 |

| | | | |
|------------------------|----|---|-----|
| 77-79 | C+ | Average Plus | 2.8 |
| 74-76 | C | Average | 2.5 |
| 70-73 | C- | Average Minus | 2.0 |
| 67-69 | D+ | Below Average | 1.5 |
| 64-66 | D | Poor | 1.2 |
| 60-63 | D- | Poor | 1.0 |
| 59 and below | F | Failing Work | 0.0 |
| Incomplete | I | Course work must be completed before the start of the next quarter. An "I" counts as a failing grade for purpose of calculating the grade point average until such work is completed. | 0.0 |
| Withdrawal | WA | Received by students who officially withdraw from a course before the end of the add/drop period | N/A |
| Withdrawal | W | Withdrawal after the add/drop period | N/A |
| Pass | P | Received by students in internship or Developmental Courses. "P" is not considered in computing the Grade Point Average | N/A |
| Non-Pass | NP | Received by students in internships and Developmental Courses | N/A |
| Repeat Course | ** | Received by students who repeat a course | N/A |
| Repeat Course Required | R | Received by students when their grade does not meet a course requirement or programmatic standard | N/A |
| Transfer Credit | TR | Indicates the school accepted credit earned for previous post-secondary education at an institution other than Lincoln Educational Services School. "TR" is not considered in computing the Grade Point Average | N/A |
| Test Out Credit | TO | Indicates the school accepted credit earned for testing out of a course. "TO" is not considered in computing the Grade Point Average | N/A |

Satisfactory Academic Progress (SAP)

INTRODUCTION

Federal regulations require the Institution to monitor the academic progress of each student who applies for financial aid and to certify that each student is making satisfactory academic progress toward a degree, diploma, or certificate. In accordance with those regulations, the Institution has established standards of Satisfactory Academic Progress (SAP) that include qualitative, quantitative and incremental measures of progress. Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. Academic advisement, tutoring, and mentoring programs are all available.

All of the following SAP policies apply to Veteran's beneficiaries as well.

QUALITATIVE MEASURE OF PROGRESS (GRADE POINT AVERAGE)

All students are required to meet the minimum cumulative grade point average (CGPA) shown on the chart below. Grades ranging from "A" to "F" will be included in the CGPA calculation.

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QUALITATIVE MEASURE OF PROGRESS (GPA)

| PROGRAM INTERVALS (Based on Total Published Program Hours) | MINIMUM REQUIRED GRADE POINT AVERAGE |
|---|---|
| BELOW 25% | 1.25 |
| 25% TO <50% | 1.50 |
| 50% TO <75% | 1.75 |
| 75% AND ABOVE | 2.00 |

QUANTITATIVE MEASURES OF PROGRESS (PACE OF PROGRESSION AND MAXIMUM TIME FRAME)

PACE OF PROGRESSION ("PACE")

The institution has established a minimum pace of progression for all enrolled students as outlined in the table below. Grades of "F", "I", "W", (or blank/missing) are treated as registered hours but NOT earned hours and thus negatively impact the pace of progression.

QUANTITATIVE MEASURES OF PROGRESS (PACE)

| PROGRAM INTERVALS (Based on Total Published Program Hours) | MINIMUM PACE OF PROGRESSION |
|---|--------------------------------|
| BELOW 25% | 50% |
| 25% TO <50% | 66.67% |
| 50% TO <75% | 66.67% |
| 75% AND ABOVE | 66.67% |

The formula used to calculate the Minimum Pace of Progression will vary depending on the program of study as noted below.

MINIMUM PACE OF PROGRESSION

| PROGRAM STANDARD | FORMULA |
|------------------|--|
| CLOCK HOURS | $\frac{\text{cumulative earned hours}}{\text{cumulative scheduled hours}}$ |

MAXIMUM TIME FRAME

All financial aid recipients are expected to complete their degree/diploma/certificate within an acceptable period of time. The maximum time frame for financial aid recipients is 150% of the published length of the program. For students enrolled in credit hour programs, the MTF is based on 150% of the minimum required credits for graduation as published in the catalog. For students enrolled in clock hour programs the MTF is calculated as 150% of the clock hours required for successful program completion as published in the catalog.

EVALUATION PERIOD

In order to maintain eligibility for Title IV funding, students must maintain satisfactory academic progress.

FAILURE TO MEET STANDARDS

SAP/FA WARNING

- If at the end of the evaluation period a student has not met either the GPA or pace of progression standard, the student will be placed on warning for one evaluation period. Students on warning are eligible to register and receive financial aid.
- If at the end of the warning period a student who has been on warning has met both the cumulative GPA and cumulative pace standards, the warning status is ended and the student is returned to good standing.

SUSPENSION OF STUDENTS ON SAP/FA WARNING STATUS

If at the end of the warning period a student who has been on SAP/FA Warning status has not met both the cumulative grade point average and minimum pace of progression standards, the student shall be placed on SAP/FA Suspension. Students on SAP/FA Suspension are not eligible to receive financial aid, including VA benefit funding, and will be dismissed.

SUSPENSION OF STUDENTS NOT ON SAP/FA WARNING STATUS

• Suspension for Exceeding the Maximum Time-Frame.

If at the end of the evaluation period a student has failed to meet the institution's standard for measurement of maximum time-frame, the student shall be suspended from financial aid eligibility, including VA benefit funding. Students who are unable to make alternative payment arrangements within 7 (seven) days will be dismissed.

• Suspension for Inability to Meet Program Requirements within the Maximum Time Frame.

If at the end of the evaluation period the institution determines it is not possible for a student to raise her or his CGPA or pace of progression percentage to meet the institution's standards before the student completes his/her program of study, the student shall be suspended from financial aid, including VA benefit funding. Students who are unable to make alternative payment arrangements within 7 (seven) days will be dismissed.

• Suspension for Extraordinary Circumstances.

The Institution may immediately suspend students in the event of extraordinary circumstances, including but not limited to previously suspended (and reinstated) students whose academic performance falls below acceptable standards during a subsequent term of enrollment; students who register for courses, receive financial aid, and do not attend any classes; and students whose attendance patterns appear to abuse the receipt of financial aid, including VA benefit funding. Students who are unable to make alternative payment arrangements within 7 (seven) days will be dismissed.

APPEALS AND PROBATION

APPEALS

A student who fails to make satisfactory academic progress and is suspended has the right to appeal based on special, unusual or extenuating circumstances causing undue hardship such as death in the family, student's injury or illness or other special circumstances as determined by the institution.

- Appeals must be submitted in writing
- The appeal must include an explanation of the special, unusual or extenuating circumstances causing undue hardship that prevented the student from making satisfactory academic progress.
- The appeal must also include what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the end of the next evaluation period.
- Supporting documentation beyond the written explanation is required.
- Initial consideration of appeals will be undertaken by the Appeal Committee which will minimally consist of the Director of Education, Director of Financial Aid. The Campus President may appoint additional members as deemed appropriate.

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- Appeals that are approved must contain an academic plan that, if followed, ensures the student would be able to meet satisfactory academic progress standards by a specific point in time.

SAP/FA PROBATIONARY STATUS

A student who has successfully appealed shall be placed on SAP/FA Probation for one evaluation period. If, at the end of the next evaluation period, a student on SAP/FA Probation status:

- Has met both the institution's cumulative grade point average and pace standards, the student shall be returned to good standing.
- Has not met the institution's cumulative grade point average and pace standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid and registration eligibility under a probationary status for a subsequent evaluation period.
- Has not met the institution's cumulative grade point average and pace standards and has also not met the conditions specified in his/her academic plan, the student shall be re-assigned a SAP/FA Suspension status immediately upon completion of the evaluation.

NOTIFICATION OF STATUS AND APPEAL RESULTS

STATUS NOTIFICATION

Students are notified in writing (letter or email) when the evaluation of satisfactory academic progress results in warning, suspension, or probation. The notice includes the conditions of the current status and the conditions necessary to regain eligibility for registration and financial aid. Notice of suspension also includes the right and process necessary to appeal suspension.

APPEAL RESULT NOTIFICATION

Students are notified in writing (letter or email) of the results of all appeals. Approved appeals include the conditions under which the appeal is approved and any conditions necessary to retain eligibility for registration and financial aid. Denied appeals include the reason for denial.

REINSTATEMENT

A student who has been suspended from financial aid and/or Veterans Benefits eligibility may be reinstated after an appeal has been approved or the minimum cumulative GPA and pace standards have been achieved. Neither paying for their own classes nor sitting out a period of time is sufficient **in and of itself** to re-establish a student's financial aid eligibility.

TREATMENT OF GRADES AND HOURS

Hours: The unit by which academic work is measured.

Registered (Attempted) Hours: The total number of hours for which a student is officially enrolled in each term.

Cumulative Registered Hours: Cumulative registered hours are the total number of hours registered for all terms of enrollment at the Institution, including summer terms and terms for which the student did not receive financial aid.

Earned Hours: Earned hours include grades ranging from "A" to "D-", and "P". They are successfully completed hours that count towards the required percentage of completion (66.67%) as defined by the quantitative measure.

Attempted, NOT earned: Grades of "F", "I", "NP", "W" (or a blank/missing) will be treated as hours attempted but NOT successfully completed (earned).

Audited Courses: Audited courses are not aid eligible courses and are not included in any financial aid satisfactory academic progress measurements.

Repeat hours: Repeat hours are hours awarded when a student repeats a course in order to improve a grade. A student may repeat a class as allowed by the institution. The institution will use the highest grade achieved to calculate GPA. All repeated hours are included in the percent of completion and maximum time frame calculations.

Transfer Hours: Transfer hours are hours earned at another postsecondary educational institution which are accepted by this Institution. Transfer hours which are accepted by the Institution and are applicable to the student's program of study shall be counted as hours attempted and completed for calculation of pace of progression and maximum time frame. Grades associated with these hours are not included in calculating CGPA.

Maximum transfer hours for Cosmetology is 400 hours; Aesthetics maximum transfer hours is 200; Nail Technology maximum transfer hours is 200.

For students who either change programs within the institution or wish to earn an additional credential, all hours earned toward courses that apply to a student's new program of study or credential will be used to determine satisfactory academic progress.

Withdraw: The mark of "W" (withdrawal) is assigned when a student withdraws from a class after the Add/Drop period or has not satisfied the requirements of an "I" grade within a defined timeframe. It is not included when calculating grade point average or earned hours. Thus, it does not impact CGPA but does negatively impact earned hours and, therefore, negatively impacts the student's percent of completion.

The mark of "WA" is assigned when a student withdraws from a class before the end of the Add/Drop period. It is not included when calculating grade point average or earned hours. Thus, it does not impact CGPA and does not negatively impact earned hours and, therefore it does not impact the student's percent of completion.

Incompletes: The mark of "I" (incomplete) is a temporary grade which is assigned only in exceptional circumstances. It will be given only to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" grade will automatically become a "W" grade if requirements to complete course work have not been satisfactorily met within 14 days of the original course end date. Instructors have the option of setting an earlier completion date for the student. A grade of "I" is not included when calculating grade point average or earned hours. Thus, it does not impact CGPA but does negatively impact earned hours and, therefore, negatively impacts the student's percent of completion.

Add/Drop Period: The add/drop period is the span of time when students may be added or removed from a course. A student may be added or removed from a course on or before the third scheduled class session. Only in-person sessions are calculated in the three day add/drop period count with the exception of fully online offerings. A student being added to a course will be recorded as absent for any sessions missed and allowed make-up work. A grade of "WA" will be applied when a student has recorded attendance and is withdrawn during the add/drop period.

Satisfactory Academic Progress for VA Beneficiaries

In accordance with the requirements set forth by the Department of Veterans Affairs, the school will notify the VA within 30 days of any VA beneficiaries who are placed on SAP/FA Warning for a 2nd consecutive term. This notification will include the date at which the student will be placed on SAP/FA Suspension. Students in SAP/FA Suspension are considered ineligible for

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VA Educational Assistance benefits and as such the School VA Certifying Official will no longer be permitted to certify the student's enrollment for any training towards the remaining requirement of his/her program which he/she completes before being readmitted to the approved program. VA students may avail themselves of the school's appeals process.

■ Transcripts (Progress Records)

Following a review by the School, grade reports (unofficial transcripts and/or degree audits) are issued to the student upon completion of each course or term on the student portal. Individual grade records are permanently maintained for each Student and are open for inspection in accordance with the Family Educational Rights and Privacy Act of 1974.

The student will receive an official transcript upon graduation.

Requests for official transcripts while in school or additional copies of official transcripts after graduation can be ordered at <https://www.lincolntech.edu/academics/transcripts>.

Current students may obtain unofficial transcripts on their student portal account <https://myportal.lincolnedu.com/>. Requests for replacement diplomas / degrees must be submitted in writing to the school.

■ Transfer Policy and Transfer of Hours

For students who change programs within the institution, only those courses that count towards a student's new program of study will be used to determine satisfactory academic progress.

Those students who transfer clock hours from postsecondary institution accredited by an agency recognized by the U.S. Department of Education will receive a grade of "TR" as noted in the grading policy. Those courses which have been accepted as transfer hours will not be used to determine a student's satisfactory academic progress, but will be considered in calculating the maximum time frame (MTF), which is one and one-half (1.5) times the normal program length in clock hours. For example, if a student enrolls in an 1800 hour program and 200 hours are accepted by transfer, the maximum time frame for that student to complete the program is now based on 1600 hours ($1600 \times 1.5 = 2400$ MTF).

A student who desires to further his education after completing training at Euphoria Institute is advised that acceptance of transfer hours is at the sole discretion of the receiving institution. Prospective students are advised to obtain information from all institutions they expect to attend in order to understand each institution's transfer of hours acceptance policies. It is the student's responsibility to confirm whether or not hours will be accepted by another school.

A portion of Aesthetics hours may be transferable to the Cosmetology program; however, Cosmetology hours are not transferable to the Aesthetics program. Students wishing to transfer programs must withdraw from the current program and re-enter into the new program.

Students seeking an additional credential at this school must complete the admissions process in its entirety for acceptance into the new program. This includes completing a new application, enrollment agreement, paying registration fee, etc.

The Education Department manager receives and evaluates the student transcript and any related support materials (such as a school catalog and / or course syllabi) to determine where prior learning is a match to school course offerings. There are a variety of considerations when evaluating submitted records (i.e. institution, course title, course level, course descriptions, grades, and year of study). Where needed, a campus subject matter expert will participate in the evaluation process. The education departments goal is to ensure student academic success; therefore, an approved transfer of hours is a result of verified evidence of student learning which aligns with school offerings. When further assessment of

student learning may be needed, the school may consider the option of test out.

Student applicants with evidence of prior work experience directly applicable to the program may choose to submit their documentation for review. Such applicants will have their skills and knowledge validated through a test out procedure.

For Veterans Affairs Students: VA regulation (Title 38, Code of Federal Regulations, Section 21.4253 (d)(3) and 21.4254(c) (4)) requires that Lincoln Tech receive and evaluate all post-secondary prior credits for all students receiving educational benefits from the Veterans Affairs education programs (CH30, CH33, CH35, CH1606, CH31 VR&E, and VRRAP) which includes prior military service through the evaluation of your military transcripts.

TEST OUT

Test Out exams provide students the opportunity to be exempt from certain required courses by demonstrating proficiency through assessment in the subject area to verify knowledge and skill. Applicants requesting to take a test out exam must do so prior to starting school. Not all courses are eligible for test out exam credit, and students cannot have attended past the add/drop period in the course for which they want to test out. To receive credit for a course, the applicant must earn a B on the test out exam on the first attempt. A successful Test Out result is recorded as "TO" on the student transcript and is not considered in computing the Grade Point Average. A nominal administrative fee may apply for Testing Out. Applicants interested in Test Out should see the Education Department Manager.

Eligibility is limited to applicants who produce transcripts from a recognized Nationally Accredited institution. Applicant transcripts will be reviewed by the Campus President or Education Department Manager to determine curricula alignment and evidence of documented earned hours.

■ Withdrawals and Incomplete Grades

A "W"ithdrawal is issued to students who are withdrawn from the institution or course after the introductory period of enrollment and prior to the end of the module or term. Readmitted students must retake all "W"ithdrawal graded courses. A "W" will not be calculated in the cumulative GPA, but counts as an attempt for satisfactory academic progress.

The mark of "WA" is assigned when a student withdraws from a class before the end of the Add/Drop period. It is not included when calculating grade point average or earned credits. Thus, it does not impact CGPA and does not negatively impact earned credits and, therefore it does not impacts the student's percent of completion.

An "I"ncomplete is given to students who do not complete a test or required course work due to an approved documented absence on file. The student has a maximum of 14 days to complete the course work, the school may require less time in certain circumstances. If the coursework is not completed in the specified time, the student will receive a zero for the assignment which will be averaged into the GPA.

■ Course Repeats

Based on scheduling availability, a student will be allowed to repeat one failed course; or a course that falls below a programmatic standard, at no additional tuition charge provided the student graduates and provided the repeat will not prevent the student from completing the program in the maximum time permitted by the School's Satisfactory Academic Progress policy. If the student fails or falls below a programmatic standard in more than one course within the term, the free course repeat will apply to the course with the higher number of hours. Students who fail (or fall below a

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programmatic standard) the same course twice will be terminated except in the case of verifiable extenuating circumstances. In such cases, a student may be granted permission by the Education Department to enroll in the course for a third time if the circumstances are thoroughly documented.

■ Official and Unofficial Withdrawals

An official withdrawal is initiated by the student. Any student considering to officially withdraw from a program should speak to his/her Education Department Manager as soon as possible. If the student ultimately decides to officially withdraw, it is requested that the student submits their intent to withdraw with their reasons in writing to the Education office. Prior to the official withdrawal, the student should participate in exit interviews with the Education and Financial Aid Department Managers to review options for returning to school and financial responsibility.

An unofficial withdrawal is initiated by the campus staff. Any student who fails to notify the school of their intent to withdraw and violates the attendance policy or fails to return from a scheduled leave will be withdrawn. Unofficial withdrawals may be initiated by the school due to violations of the student conduct policy, as published in the catalog, that reasonably warrant expulsion (e.g. fighting, having a weapon on site, activities of academic dishonesty). Notification of an unofficial withdrawal will be sent to the student.

■ Grade Appeal Policy

Any student wishing to have a course grade reviewed must appeal in writing within 10 days after the final grade has been assigned. Grade Appeal Forms are available from the Education Office. Initially the appeal should be given to the faculty member who awarded the grade. If satisfaction is not obtained, the student should then appeal to the Education Supervisor who after reviewing with an Academic Review Panel, will respond in writing with a binding decision.

■ Leave of Absence

The granting of a Leave of Absence (LOA), which may be issued to students for reasons such as, but not limited to, personal, professional, medical or financial hardship, must be approved in accordance with guidance in accreditation, state and federal regulations. In compliance with these regulations a student may be granted a number of Leaves during any twelve month period provided that the cumulative number of days of LOA's do not exceed 180 calendar days. The length of any one LOA is at the discretion of campus management. The student must state the specific reason for the LOA on the Leave of Absence Request Form, and have an exit interview with the Education Department to determine what is in the best interest of the student.

If the leave of absence from school exceeds the officially approved date of return the student will be withdrawn from school and any refunds, if applicable, will be issued within 30 days after the effective date of withdrawal. Any unearned financial aid credited to the student's account will be refunded. Reinstatement of financial aid will require a new application and routine processing time. In addition, the student will be required to complete a new enrollment agreement (contract) at the tuition rate in effect on the date of re-application.

■ Re-entrance

Students requesting readmission following an interruption in classes, and students who fail to re-enter on the scheduled time following an authorized leave of absence must re-enroll under the current effective school Enrollment Agreement reflecting revised prices, if applicable. The school reserves the right to limit re-entries.

Note: The student's SAP status will be re-calculated and the appropriate status applied to the student's enrollment record.

Students are allowed no more than two interrupts. To re-enter a second time, a student may be readmitted where documented extenuating circumstances exist. An appeal letter must be presented to the Education Department for review. If the Education Department determines that re-admittance is justifiable, the student may be readmitted only after meeting with the Education Department. This signed document must remain in the student's file. A student may not be readmitted a third time unless documented extenuating circumstances exist as determined by the Education Department.

Students, who are terminated by the school for disciplinary reasons or academic deficiencies, may request re-entrance. Such a request must be by letter to the school's Campus President. The letter must set forth valid reasons for granting the request. The request will be reviewed by the Re-entry Committee, and the student will be notified of the Committee's decision.

■ Graduation Requirements

To be eligible for graduation the following requirements must be met:

- Successfully complete all required courses and hours in the program.
- Achieve an overall Grade Point Average of 2.0.
- Meet satisfactory academic progress requirements.

Students who complete the required number of hours in their program but do not meet the above requirements for graduation will receive a "Statement of Hours" which will be released to the Nevada State Board of Cosmetology.

Students who do not complete the required number of hours for their program and have indebtedness to the school, will not receive a "Statement of Hours" nor have their hours released until all financial obligations are met.

Any student who does not complete the required number of hours by their contracted graduation date may be withdrawn from School. The student will be given the opportunity to re-enter and complete their hours at the current tuition rate within one year from the date of withdrawal.

■ Requirements for Nevada State Licensing

An applicant for licensure as Aesthetician, Cosmetologist or Nail Technician in Nevada must provide:

1. Proof of successful completion by the applicant of the 10th grade in school or its equivalent.
2. Proof that the applicant is at least 18 years of age.
3. Successful completion of a program of study containing the prescribed number of clock hours.
4. Application and Licensing fees.
5. Two (2) identical color, current photos sized at 1½" by 1½".
6. Include one (1) of the following: copy of birth certificate (translated if other than English by a board certified translation provider), copy of passport, or copy of voter registration card.
7. Proof of legal name change such as: marriage certificate, citizenship, or court documents only.

Licensure is required to work in the Aesthetic, Cosmetology and Nail Technology field in Nevada and other states.

Campus Information



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Campuses

■ Corporate Administration

Scott M. Shaw
President & Chief Executive Officer

Mark Bohen
Group President

With *confidence*
and the right skills,
there's *no question*
you're going to be somebody



Campus Information



SUMMERLIN CAMPUS

9340 West Sahara Avenue, Suite 108 • Las Vegas NV 89117
Phone (702) 341-8111 • Fax (702) 341-8677

The Summerlin Campus is conveniently located in a distinctive high profile building in the Village Square Shopping Center at the northwest corner of West Sahara and Fort Apache. A spacious layout accommodates all programs of the Institute in style and comfort. Euphoria Institute has built a reputation on quality and service and will continue this pursuit of excellence. The functional and modern facility gives the feel of a professional salon environment. It's a convenient location for both students and clientele.

Public transportation is easily accessible. The Institute is only minutes from Summerlin Parkway, US 95, and the 215 Beltway. Restaurants, sidewalk cafes, specialty shops, banks, gift shops, clothing retailers, a flower shop and movie theater flourish in the Center. The Center is also home to art shows and farmers' markets, making it a popular attraction year round.

HOURS OF OPERATION

The Euphoria Institute of Beauty Arts & Sciences Summerlin Campus is open Monday through Thursday, 8:00 AM to 10:00 PM; Friday and Saturday, 8:00 AM to 4:30 PM. The Summerlin Campus offers both day and evening programs that will accommodate your lifestyle needs.

NOTES

