

# **Consumer Information 2019**

Information that colleges are required by the federal law Higher Education Act (HEA) of 1965, as amended by the Higher Education Opportunity Act (HEOA) of 2008 to make available to prospective and currently enrolled students. For more information on a particular topic, please contact the Missouri College of Cosmetology Admissions Office. A paper copy of all policies and procedures can be obtained upon request.

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**Institutional Information**

Any questions on any policies or procedures, financial aid or admissions, current and/or prospective students need to contact the Missouri College of Cosmetology Admissions Office at 417-887-1501 option 1.

**Administrative Offices and Staff**

Corporate/Administrative Office: 3002 E. Sunshine St. Springfield, MO 65804

Jeffery Stanley – President  
Director of Operations

Melody Stanley  
NACCAS Compliance Officer/Education Advisor

Joann Banner  
Bookkeeper

Moriah Hilburn  
Corporate Secretary

Aaron Hilburn  
Financial Aid Director

Rayna Stillings  
Admissions Director/Director of Operations  
Assistant/Student Services Coordinator

**Instructional Facilities and Staff**

Missouri College of Cosmetology – North: 3014 E. Sunshine St., Suites G, H & J  
Springfield, MO 65804

**Instructional Staff – Cosmetology**

Jeffery Stanley  
Director of Operations/Core Instructor/  
Substitute Instructor

Brandy Spear  
Instructor/Senior Manager

Teresa Noyes  
Instructor/Core Instructor

**Instructional Staff – Esthetics**

Jeffery Stanley  
Director of Operations/Core Instructor/  
Substitute Instructor

Elizabeth Rosendahl  
Instructor/Senior Manager

Rayna Stillings  
Instructor/Substitute Instructor

Missouri College of Cosmetology recognizes the importance of students, prospective students and parents having the most up to date and accurate information regarding the college, its educational program, financial aid and institutional charges, and our employment rates of our graduates. We are committed to providing accurate information through all means of communication.

### **State Licensure**

Missouri College of Cosmetology is licensed by the Missouri State Board of Cosmetology and Barbering.

P.O. Box 1062, Jefferson City, MO 65102

P. 573-751-1052

### **Accreditation Agency** Accreditation on Probation -CRR

Missouri College of Cosmetology is accredited by the National Accrediting Commission of Career Arts and Sciences.

NACCAS

3015 Colvin St., Alexandria, VA 22314

P. 703-600-7600

### **Grievance Policy and Procedure**

In accordance with the college's mission statement, the college will make every attempt to resolve any complaint that is not frivolous or without merit. Complaint procedures will be included in first day student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in the college files in order to determine the frequency, nature and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the college within 60 days of the date that the act which is subject of the grievance occurred.
2. The complaint form will be given to the college manager.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the college who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be

employed by the college or related to the college owners. The hearing will occur within 90 days of committee appointment. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. College management shall consider the report and either accept, reject or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject or modify the recommendations of the committee.

7. Students must exhaust the college's internal complaint process before submitting the complaint to the college's accrediting agency, if applicable.
8. Any subsequent appeal beyond the college's complaint process can be made to NACCAS (National Accrediting Commission of Career Arts and Sciences) Accreditation on Probation -CRR, 3015 Colvin St., Alexandria, VA 22302. Contact number 703-600-7600. A copy of the NACCAS complaint form can be requested at the Admissions Office, and to the Missouri State Board of Cosmetology and Barbering: 3605 Missouri Blvd., Jefferson City, MO 65102. Contact number 573-751-1052. <http://pr.mo.gov/cosbar>
9. A student's PE rating and any subsequent rating will not be affected solely as a result of the student ever having made an appeal.

### **Admissions Policy**

Missouri College of Cosmetology will accept for enrollment as a regular student any person who:

1. Is at least 17 years of age.
2. Provides proof of secondary education such as a High School Diploma, a GED/HiSet certificate, an official transcript showing secondary schooling completion or a notarized transcript showing completion of home-schooling education. Online based diploma transcripts must be sent to the Missouri State Board of Cosmetology and Barbering directly for approval.
3. Should a prospective student provide a foreign high school diploma, the college will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency that the Missouri State Board of Cosmetology and Barbering has approved. ECE is the company that has been approved by the state board.
4. Completes application for enrollment to the Missouri State Board of Cosmetology and Barbering through the college at least two weeks prior to the intended class start date.
5. Missouri College of Cosmetology does not recruit students already enrolled or attending another cosmetology college. Admissions office personnel will not attempt to recruit or enroll any student who is currently registered or enrolled at another college or institution. Information will be given or mailed only at the student's request.

## **Transfer Policy and Procedures**

Students who wish to enroll that have acquired hours not at Missouri College of Cosmetology have to meet the following requirements:

1. Transfer students must provide a copy of their Termination/Contractual Fee form from the Missouri State Board of Cosmetology and Barbering. This form shows that the student is officially withdrawn from their previous college, hours obtained in specific subject hours and if the student owes contractual fees. If a student owes contractual fees to their previous college, those fees must be paid before they will be allowed to take their state tests.
2. Transfer students must provide a copy of their final transcript from their previous college, showing attendance and academic percentages for review prior to enrollment. Once reviewed and enrollment is accepted, all hours obtained at their previous college will be accepted and applied towards the completion of the required number of hours stated by the Missouri State Board of Cosmetology and Barbering for their licensure.
3. Students interested in transferring hours should contact the Admissions Office at 417-887-1501 or email [info@missouricosmo.com](mailto:info@missouricosmo.com)

## **Non-Discrimination Policy**

Missouri College of Cosmetology complies with the provisions of the Title IV of the Civil Rights Act of 1964. The College, in its admissions, instruction and graduation requirements, practices no form of discrimination on the basis of race, creed, sex, color, age, religion, or ethnic origin. However, Missouri College of Cosmetology reserves the right to deny admission to any person not having the ability to benefit from the training offered at this institution.

## **Disability Policy**

Missouri College of Cosmetology will work with every prospective student unless changes and or maintenance are determined to be a hardship on the college. The College will also put into place academic plans for students with Individual Education Plans (IEP) if disclosed prior to enrollment.

## **Vaccination Policy**

The Missouri College of Cosmetology does not require students to release their vaccination history to the school, not do we require certain vaccinations to be administered before enrollment/entry into school.

## **Constitution Day Observance**

On September 17<sup>th</sup> of each year, (if the 17<sup>th</sup> falls on a Tuesday thru Saturday, in which cases the observance shall be held during the preceding week or following week), Missouri College of Cosmetology will observe Constitution Day.

## **Voter Registration**

Missouri voter registration forms are available at the campus and Admissions Office.

**Student Body Diversity**

Each year, the Financial Aid Director compiles the prior cohort year. This rate will count the students who have completed or graduated by the end of the 12-month period. The rates of the Missouri College of Cosmetology will be submitted to the Department of Education via the Integrated Postsecondary Education Data System (IPEDS).

	Nonresident Alien	Hispanic/Latino	American Indian or Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander	White	Two or More races	Unknown
Men									
Female									

Missouri College of Cosmetology providing information related to the diversity of the student body who are receiving Federal Pell Grant. The information is categorized by gender. This information is considered true and correct for those who were in attendance in 2018.

## Program Information

### Graduation/Licensure/Placement Rates

Missouri College of Cosmetology is required to disclose the rates of our students based on completion, licensure and employment. For the 2017 NACCAS Accreditation on Probation -CRR Annual Report, the Missouri College of Cosmetology achieved the following rates:

Graduation – 70.37%

Licensure – 91.89%

Placement – 97.22%

### Cosmetology with Manicuring

1500 clock hours/35 clock hours per week/46.857 weeks

CIP Code: 12.0401

SOC: 39-5012.00 <http://online.onetcenter.org>

Monday – Friday, 9:30a.m.-4:30p.m.

### Tuition and Fees

Tuition	\$13,998.00
Books and Kit	\$1,264.00
State Testing	\$138.00
Registration Fee	\$100.00
Total Tuition Cost	\$15,500.00

### ISBN/Textbook Information

Pivot Point Cosmetology Fundamentals 12-Book Set

ISBN: 978-1-940593-56-2

Pivot Point Cosmetology Student Study Guide

ISBN: 978-1-940593-52-4

Pivot Point Cosmetology Fundamentals Exam Prep

ISBN: 978-1-940593-54-8

Book Cost: \$178.00

### State and National Wages for Cosmetologist

Information was taken from [www.careeronestop.org](http://www.careeronestop.org) for 2018

Location	Pay Period	10%	25%	Median	75%	90%
United States	Hourly	\$8.65	\$9.68	\$11.89	\$16.79	\$24.09
	Annual	\$18,000	\$20,100	\$24,700	\$34,900	\$50,100
Missouri	Hourly	\$8.43	\$9.02	\$10.56	\$15.99	\$22.99
	Annual	\$17,500	\$18,800	\$22,000	\$33,300	\$47,800
Springfield, MO	Hourly	\$8.41	\$8.89	\$9.73	\$11.77	\$14.99
	Annual	\$17,500	\$18,500	\$20,200	\$24,500	\$31,200



## Esthetics

750 clock hours/25 clock hours per week/34 weeks

CIP Code: 12.0409

SOC: 39-5094.00 <http://online.onetcenter.org>

Monday-Friday 10:00a.m.-3:00p.m.

### Tuition and Fees

Tuition	\$8,995.90
Books and Kit	\$1,206.10
State Testing	\$138.00
Registration Fee	\$100.00
Total Tuition Cost	\$10,400.00

### ISBN/Textbook Information

Pivot Point Esthetics Fundamentals

ISBN: 978-0-9742723-1-30

Pivot Point Esthetics Student Study Guide

ISBN: 978-0-974442723-6-1

Pivot Point Esthetics Fundamentals Exam Prep

Book Cost: \$187.00

### State and National Wages for Estheticians

Information was taken from [www.careeronestop.org](http://www.careeronestop.org) for 2018

Location	Pay Period	10%	25%	Median	75%	90%
United States	Hourly	\$9.29	\$11.16	\$15.05	\$21.43	\$28.75
	Annual	\$19,300	\$23,200	\$31,300	\$44,600	\$59,800
Missouri	Hourly	\$9.21	\$10.76	\$13.45	\$21.05	\$29.79
	Annual	\$19,200	\$22,400	\$28,000	\$43,800	\$62,000
Springfield, MO	Hourly	\$10.25	\$12.64	\$15.47	\$22.99	\$24.98
	Annual	\$21,300	\$26,300	\$32,200	\$47,800	\$52,000

## Cosmetology/Barber Stylist/Nail Instructor

600 clock hours/17.15 weeks

CIP Code: 12.0413

SOC: 39-5012.00 <http://online.onetcenter.org>

No active schedule at this time

### Tuition and Fees

Tuition \$7,750.00

Books and Kit \$150.00

Registration Fee \$100.00

Total Tuition Cost \$8,000.00

### ISBN/Textbook Information

Milady Master Educator Coursebook

ISBN: 978-1133693697

Book Cost: \$150.00

### State and National Wages for Instructors

Information was taken from [www.careeronestop.org](http://www.careeronestop.org) for 2018

Location	Pay Period	10%	25%	Median	75%	90%
United States	Hourly					
	Annual	\$41,300	\$49,200	\$60,300	\$74,900	\$91,200
Missouri	Hourly					
	Annual	\$32,400	\$37,300	\$47,000	\$61,300	\$76,200
Springfield, MO	Hourly					
	Annual	\$31,900	\$38,300	\$46,100	\$55,700	\$71,600

## **Financial Aid Assistance**

Missouri College of Cosmetology has been approved to distribute Title IV funds. Aaron Hilburn, Financial Aid Director, is available Monday-Friday, 8:30a.m.-4:30p.m. to answer any financial aid questions.

Title IV funds include:

Federal Pell Grant

-Does not require repayment

Williams D. Ford Direct Loan – Subsidized

-Requires repayment

William D. Ford Direct Loan – Unsubsidized

-Requires repayment

Direct Parent Plus Loan

-Requires repayment

All Title IV funds are awarded based on eligibility. Your eligibility will be determined once you have filled out a Free Application for Federal Student Aid (FAFSA). The application can be filled out at [www.fafsa.ed.gov](http://www.fafsa.ed.gov); our school code is **035193**.

Once application is received by the college, your financial aid award will be presented to you. After you are fully enrolled into either the Cosmetology with Manicuring or Esthetics program, the financial aid director will conduct an entrance interview and inform you of the terms and conditions of your student loans(s). This entrance counseling is required and failure to complete the in-person entrance counseling will prohibit the student from receiving student loans.

Payment plans are available to students. The financial aid director and/or the admissions director will assist students with any information needed.

If the student had previously received Title IV loans, he/she may defer payment on the loans while enrolled at Missouri College of Cosmetology. For assistance in deferring student loans, please contact Aaron Hilburn – Financial Aid Director 417-887-1501.

Students who receive federal financial aid funds have the following rights:

- The right to review their financial aid files and accept or decline their financial aid award.
- The right to know how the financial aid will be distributed.
- The right to know how their financial aid award was determined.
- The right to request an explanation of various programs in their student aid award.
- The right to know the refund policy of Missouri College of Cosmetology.

While receiving financial aid, the student has the following responsibilities:

- Student must be meeting all requirements of Missouri College of Cosmetology's Satisfactory Academic Progress Policy.
- The student must complete all application forms accurately.

- The student must provide correct information. If it is found that a student purposefully provided false information, it could be considered a criminal offense, which could result in indictment under the U.S. Criminal Code.
- The student responsible for providing all requested documentation to the financial aid office in a timely manner. Failure to do so could result in not receiving financial aid award.
- The student is responsible for reading and understanding all materials he or she is signing and retain copies for their records.

Financial aid will be disbursed on clock hours 451, 900 and 1200 for cosmetology and manicuring students.

Financial aid will be disbursed on clock hour 375 for esthetics students.

The financial aid director will confirm that the student is eligible and is making Satisfactory Academic Progress, before any financial aid will be awarded. Students must also have reached the week requirement before aid will be disbursed.

Upon graduating or withdrawing from Missouri College of Cosmetology, a student who has received student loans must complete an exit counseling interview with the financial aid director. The exit interview must be completed before the student's last day of attendance. During the exit interview, the Financial Aid Director will go over different payment options available for the student.

#### **Treatment of Title IV Aid – Student Withdrawal**

Missouri College of Cosmetology will perform a Return to Title IV (R2T4) calculation prior to the institutional refund calculation. If the school must return any Title IV funds on the student's behalf, the student, after performing any Return to Title IV and institutional refund calculations, could owe a balance to the school.

#### **Return of Title IV Funds**

The Department of Education specifies how the Missouri College of Cosmetology must determine the amount of the Title IV program assistance that students earn if they withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Loans and Direct PLUS Loans.

#### **Withdrawing from School**

1. A student notifies the institution of his/her withdrawal in writing (Official Withdrawal).
2. A student on an approved Leave of Absence notifies the school that he/she will not be returning. The date of withdrawal shall be the last date of attendance.
3. Students not returning from an Authorized Leave of Absence as scheduled will be unofficially withdrawn from school as of the last day of attendance.

4. A student expelled/terminated by the college. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 10 days.)
5. A student cannot miss ten (10) consecutive days in a row. On the tenth day a student's attendance will be unofficially withdrawn.
6. Unofficial withdrawals for clock hours are determined by the college through monitoring clock hour attendance at least every ten days.

### **Leave of Absence**

1. A Leave of Absence (LOA) due to such things as prolonged illness or accident, death in the family, or other special circumstances, is a temporary interruption in a student's program of study. During a student's training should an illness, injury or an emergency arise that will cause interruption of their training, they, after seeking advice from the instructor, and obtaining permission from a college official/owner, the leave of absence will be granted. For the college to grant a request for a leave of absence the college must have reasonable assurance that the student will return from the Leave of Absence. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. Students must request in advance a Leave of Absence in writing stating the reason for the leave for approval by the college owner of Administrator, and signed by the student prior to the leave, unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a time to recover before returning to the institution, the student would not have been able to request a Leave of Absence in advance. The college may grant the unforeseen leave with documentation of the decision and the request from the student. If approved, the official Leave will extend the contract period by the same number of days designated in the leave document or actually used by the student. In the previous example the beginning date of the approved leave would be determined by the college to be the first date the student was unable to attend because of the accident. An Enrollment Agreement Addendum will be completed and signed by the student and college official upon return from the LOA to extend the contract period and maximum timeframe by the applicable number of days. No re-entry fee will be charged if the student returns to class on or before the first-class day scheduled after the termination of the Leave of Absence. The student is not considered to have withdrawn, and no refund calculation is required at that time. This leave of absence should have no effect on the student's attendance rate or academic grade point average. While on leave, the student will not accrue any additional charges or absent hours, therefore not affecting satisfactory progress.
2. The Leave of Absence and any additional approved leaves of absence may not exceed a total of 180 days in any twelve-month period. All approved leaves will be scheduled to begin on the first class day after the student's last physical day of attendance prior to beginning the Leave.
3. If a student does not return to the college at the expiration of an approved LOA, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.

### **Process for Post-Withdrawal Disbursements**

1. If a student received (or the Missouri College of Cosmetology or a parent received on the student's behalf) less assistance than the amount that they earned, they may be able to receive those additional funds in a Post-Withdrawal Disbursement.
2. If a student does not receive all the funds that they earned, they may be due a post-withdrawal disbursement. If a post-withdrawal disbursement includes loan funds, the college must get the student's authorization before it can disburse them.
3. The college can send notification to students addressing multiple items including:
  - a. Notify borrower about his/her loan repayment obligations.
  - b. Obtain permission to credit loan funds to a student's account to cover unpaid institutional charges.
  - c. Obtain permission to make a post-withdrawal disbursement of grant or loan funds for other than institutional charges.
  - d. Obtain permission to make a post-withdrawal disbursement of loan funds directly to a student.
4. The college will notify the student and/or parent within 30 days of date of determination of any Post-Withdrawal Disbursement. The student and/or parent must respond within 14 days of acceptance or denial of disbursement or a portion of the disbursement. The deadline for response applies to both confirmation of loan disbursements to the student's account and direct disbursements of a post-withdrawal disbursement.
5. If response is received in a timely manner, the disbursement will be made. If response is late, the college may or may not disburse. If the college chooses not to disburse, they will notify the student and/or parent in writing of outcome. If the student does not respond, no disbursement can be made.
6. Students may choose to decline some or all of the loan funds so that they do not incur additional debt.
7. The college may without authorization from the student and/or parent use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition and fees owed to the college.
8. There are some Title IV funds that a student may be scheduled to receive that cannot be disbursed to them once they have withdrawn from school because of other eligibility requirements, such as Satisfactory Academic Progress.

### **Calculation of Title IV Aid Earned**

1. Title IV Financial Aid funds are posted to a student's account at the start of each pay period. Students earn the funds as they complete the actual clock hours for that period. If a student withdraws from school during a payment period, the amount of Title IV program assistance that they have earned up to that point is determined by a specific formula.
2. The amount of assistance that a student has earned is determined on a pro rata basis. Once a student has completed more than 60% of the scheduled hours in the payment period, they earn all the assistance that they were scheduled to receive for that period.

- a. Example: If a student completed 30% of the scheduled hours of their payment period, they earn 30% of the assistance they were originally scheduled to receive.

### **Returning Title IV Aid**

1. If the student receives more federal student aid than the amount earned, the college, the student or both must return the unearned funds in the specified order (see C for order of return). The amount of federal student aid to be returned is determined by subtracting the amount of earned Title IV aid from the amount of Title IV aid that was actually disbursed to the student.
2. **Aid Due from the College**
  - a. The college is not required to actually return its share before the student. Rather it is the Return calculation of the amount of assistance the college is responsible for returning to the Title IV accounts that must be calculated first. Thus, the student's repayment obligation is determined after the college's share is calculated.
  - b. The school must return the lesser of:
    - i. The amount of Title IV funds that the student does not earn; or
    - ii. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.
    - iii. The percentage not earned is determined by subtracting the percentage of Title IV aid earned from 100%.
    - iv. The college must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal.
3. If the college is not required to return all of the excess grant funds, the student must return the remaining amount within 30 days of notification or make repayment arrangements with the college. The college must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment, in the following order, up to the net amount disbursed from each source:
  - a. Unsubsidized Direct Loans (other than Direct PLUS Loans)
  - b. Subsidized Direct Loans
  - c. Direct PLUS Loans
  - d. Federal Pell Grants for which a return is required
  - e. Iraq and Afghanistan Service Grant
4. **Aid Due from Student**
  - a. A student is responsible for all unearned Title IV program assistance that the college is not required to return. The initial amount of unearned federal student aid due from the student (or parent, for Direct PLUS loan funds) is determined by subtracting the amount returned by the college from the total amount of unearned Title IV funds to be returned. This is called the initial amount due from the student because a student does not have to return the full amount of any grant repayment due. Therefore, the student may not have to return the full initial amount due.

- b. Any loan funds that the student must return, they (or the students' parents for a Direct PLUS loan) repay in accordance with the terms of the Master Promissory Note. That is, they make scheduled payments to the holder of the loan over a period of time at the end of the grace period.
- c. Regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50% of the total grant funds disbursed or could have been disbursed by the student for the payment period.
- d. The initial amount of unearned Title IV grant aid due from the student is found by subtracting the loans to be repaid by the student from the initial amount of unearned aid due from the student.
- e. Any amount of unearned Pell Grant funds that a student must return is called an overpayment. The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the overpayment is \$50.00 or less. The college will notify the student within 30 days of withdrawal of overpayment.
- f. Grant overpayments may be resolved through:
  - i. Full and immediate repayment to the school.
  - ii. Overpayment collection procedures negotiated with Debt Resolution Services.
- g. Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:
  - i. The date the college sends the student notice of overpayment.
  - ii. The date the college was required to notify the student of the overpayment.
- h. Within 30 days of determining that a student who withdrew must repay all of a Title IV grant, a college must notify the student that he/she must repay the overpayment or make satisfactory arrangements to repay it. The college must inform the student of the following items in its notifications:
  - i. The student owes an overpayment of Title IV funds.
  - ii. The student eligibility for additional Title IV funds will end if the student fails to take positive action by the 45<sup>th</sup> day following the date the college sent or was required to send notification to the student.
  - iii. There are two actions a student can take to extend his/her eligibility for Title IV funds beyond 45 days:
    - 1. The student may repay the overpayment in full to the college.
    - 2. The student may sign a repayment agreement with the Department of Education.
  - iv. If the student fails to take one of the above listed actions during the 45-day period, the student's overpayment immediately must be reported to the NSLDS and referred to the Debt Resolution Services for collection.
  - v. The student should contact the college to discuss his/her options.



- vi. If at any time, a student who previously negotiated a repayment arrangement fails to comply with the terms of his/her agreement to repay, that student immediately becomes ineligible for additional Title IV funds.
- vii. All students will receive a copy of the College Catalog, which includes the Return to Title IV procedures prior to enrollment.

### **Examples**

1. Title IV Refunds
  - a. A student is scheduled for 225 clock hours for this pay period, which is 50% of the 450-hour published length of a pay period. If the student were to withdraw at this point, the college will refund 50% of any Title IV funds received.
  - b. A student is scheduled for 271 clock hours for this pay period, which is 60.2% of the 450-hour published length of a pay period. If the student were to withdraw at this point, the school will not be required to refund any Title IV funds received.
2. Institutional Refunds
  - a. A student is scheduled for 450 clock hours of the cosmetology with manicuring course, for the institutional refund, the college will take 450 hours divided by 1500 clock hours to give us the percentage owed. On this calculation the student will owe 30% of the tuition and any additional fees.

### **Cancellation and Refund Policy**

If a student has terminated or withdrawn, they can re-enroll with the college in accordance with the re-enrollment procedures set forth by the college, provided the student is in compliance with all college rules, regulations, classroom assignments and satisfactory academic progress policy. The student will pay for only the hours needed to complete the 1500 clock hours for the Cosmetology with Manicuring, 750 clock hours for Esthetics or the 600 clock hours for Cosmetology/Barber Stylist/Nail Instructor. Tuition is subject to change, and prospective students should contact the Admissions Office for current information.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the college. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her contract in writing within three business days of signing the Enrollment Agreement. In this case all monies collected by the college shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the college less the registration fee in the amount of \$100.00.

4. A student notifies the college of his/her withdrawal in writing.
5. A student on an approved Leave of Absence notifies the college that he/she will not returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the college that the student will not be returning.
6. A student is expelled/dismissed by the college. (Unofficial withdrawals will be determined by the college by monitoring attendance at least every 10 days.)
7. In type 2,3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notifications, or the date said notification is delivered to the college administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing their enrollment agreement contract and class have begun), the following schedule of tuition earned by the college applies. All refunds are based on scheduled hours.

<b>Percentage of Scheduled Time Enrolled to Total Course/Program</b>	<b>Total Tuition College shall Receive/Retain</b>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

9. All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.
10. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
11. If the college permanently closes or no longer offers instruction after a student has enrolled, the college will provide a pro rata refund of tuition to the student OR provide course completion through pre-arranged teach-out agreement with another institution.
12. If the course is cancelled subsequent to a student's enrollment, the college will either provide a full refund of all monies paid or completion of the course at a later time.
13. If the course is cancelled after students have enrolled and instruction has begun, the college shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
14. Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$100.00.
15. If a student withdraws after the college draws down the last disbursement of Title IV funds that the student qualifies for, the student will be refunded the \$138.00 charged for the State Board Exam within forty-five (45) days of withdrawal.

16. Cash paying students who withdraw from school will be refunded the \$138.00 charged for the State Board Exam within forty-five (45) days of withdrawal.

This refund policy applies to tuition and fees charged in the Enrollment Agreement. Other miscellaneous charges the student may have incurred at the college (Example: books and kit, student uniforms, personal classroom supplies and any additional items needed for state examination.)

### **Extra Instructional Charges**

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The college has reserved space, equipment and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$3.50 per hour for the first month, and then the rate will increase to \$6.00 per hour for the remainder of clock hours.

### **Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at this institution. It is printed in the college catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) Accreditation on Probation -CRR and the federal regulations established by the United States Department of Education.

### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology with Manicuring: Evaluations will be performed the first Monday of every month. Financial Aid evaluations will be performed at 451, 900 and 1200 clock hours.

Esthetics: Evaluations will be performed the first Monday of every month.

Financial Aid evaluations will be performed at 375 clock hours.

Cosmetology/Barber Stylist/Nail Instructor: Evaluations will be performed the first Monday of every month. Financial Aid evaluations will be performed at 300 clock hours.

Transfer Students: Evaluations will be performed the first Monday of every month.

Evaluations will determine if the student has met the minimum requirements for requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Students will receive a copy of their monthly evaluations.

### **Attendance Progress Evaluations**

Students are required to attend a minimum of 66.67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted the first Monday of every month to determine if the student

has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the college will determine if the student has maintained at least the 66.67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### Attendance Specifics

Each days attendance, including tardies, early time-outs, and absences will be factors evaluated.

1. Students must maintain a 66.67% attendance average to be considered making Satisfactory Progress at each evaluation period.
2. Students who miss ten (10) consecutive days in a row will be dismissed from school.
3. All absences are considered unexcused unless a student is on an official Leave of Absence.
4. There is no penalty for tardies or early timeouts as long as the student is meeting the minimum attendance requirements at each evaluation.
5. Student's actual time is tracked individually using metered timecards and will be calculated on actual hours.
6. Students that are not clocked in by 9:45a.m. (Cosmetology with Manicuring, Cosmetology/Barber Stylist/Nail Instructor), 10:15a.m. (Esthetics) will not be allowed to clock in for training.
7. Students must speak to an instructor personally about being tardy for school, and they must have documentation showing proof of reason. If a student does not have documentation or their information cannot be verified, they will not be allowed to clock in for that day.

### Maximum Time Frame

The maximum time frame (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>Course Maximum Time Allowed</b>	<b>Weeks/Scheduled Hours</b>
<u>Cosmetology with Manicuring</u> Full Time, 35hrs./wk. – 1500 hours	64 weeks/2250 hours
<u>Esthetics</u> Full Time, 25hrs./wk. – 750 hours	45 weeks/1125 hours
<u>Cosmetology/Barber Stylist/Nail Instructor</u> Full Time, 35hrs./wk. – 600 hours – Cosmetology	25 weeks/900 hours
Full Time, 25 hrs./wk. – 600 hours – Esthetics	36 weeks/900 hours

The maximum time frame allowed for transfer students who need less than the full course requirements will be determined on 66.67% of the scheduled contracted hours.

Students who have not completed the course within the maximum timeframe may continue as a student at the college on a cash pay basis only if the student is making satisfactory academic progress.

## **Academic Progress Evaluations**

The qualitative element used on a monthly basis to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the college. Students must maintain at least an 80% combined cumulative average on their written or practical test grade and pass a FINAL written and practical exam prior to graduation. Student assignment, homework, and make-up work is stated in the college's Assignment/Homework/Makeup Policy. Numerical grades are considered according to the following scale:

<b>Percentage Rating Code</b>	
100-95%	Superior
94-90%	Excellent
89-85%	Good
84-80%	Average
Below 80%	Unsatisfactory

## **Determination of Progress Status**

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

## **Warning Status**

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

## **Probation Status**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation/financial aid probation and considered to be making satisfactory academic progress during the probationary period; if:

1. The student appeals the decision and prevails upon appeal.

2. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation.
3. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation/pay period.
4. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress.
5. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation.

If at the end of the probationary period, the student still has not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds and will be terminated from the college.

### **Re-Establishment of Satisfactory Academic Progress**

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

### **Interruptions/Course Incompletes/Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during the Leave of Absence will extend the student's contract period and maximum time frame by the same number of days taken in the Leave of Absence and will not be included in the student's cumulative attendance percentage calculation.

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same Satisfactory Academic Progress status at the time of withdrawal.

Re-Entry student's will be charged a re-enrollment fee of \$100.00 and must restart within twelve (12) months from the date of last attendance in order to receive full credit for monies previously paid.

### **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which a student may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in

the student file. If they student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **Noncredit/Remedial Courses/Repetitions**

Noncredit, remedial coursed and repetitions do not apply to this institution. Therefore, these items have no effect upon the college's satisfactory academic progress standards.

### **Transfer Hours**

With regards to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Special Requirements**

State funded financial aid programs have Satisfactory Progress policies that must be maintained in addition to the above stated. If students are receiving funds form these sources, the individual agency funding the student will inform him/her of those requirements.

### **Copyright Infringement**

Copyright infringement is the act of exercising without permission of legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750.00 and not more than \$30,000.00 per work infringed. For "willful" infringement, a court may award up to \$150,000.00per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines up to \$250,000.00 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov)

## **FERPA Policy**

Missouri College of Cosmetology complies with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Missouri College of Cosmetology is in agreement with all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained eighteen years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

Responsibility for protection of the privacy of student educational records rests primarily with the student services coordinator and the financial aid representative. Educational records are defined by FERPA to include records, files, documents and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are five exceptions to this definition of educational records as published in the *GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED*, Revised Edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officers.

1. Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file.
  - a. To parents/guardians of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Tax Return transcript.
2. Students must submit a written request to review their file to the college manager. The student will be granted supervised access to their records within five (5) business days of the request. Written requests must include:
  - a. Specify the records to be released.
  - b. State the purpose of disclosure.
  - c. Identify the party or parties to whom the disclosure may be made.
  - d. Must be signed and dated by the student.
3. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. The Missouri College of Cosmetology requires a release form to be completed for each third-party request of information.
4. The Missouri College of Cosmetology provides access to student records without written consent to:
  - a. NACCAS Accreditation on Probation -CRR
  - b. United States Department of Education
  - c. Missouri State Board of Cosmetology and Barbering
  - d. Department of Veteran Affairs
  - e. Any school official who has been determined to have a legitimate educational interest in the records.



5. The college maintains a record of all release forms and request for information in the students file.
6. FERPA states that certain information from student records may be classified as “Directory Information”. The following information has been defined by the Missouri College of Cosmetology as “Directory Information”
  - a. Name, address and phone number
  - b. Date and place of birth
  - c. Major field of study
  - d. Dates of attendance, degrees, awards received and date of graduation
  - e. Previous school attended and/or graduation from previous school

Students and/or guardians are allowed to deny authority to publish one or more of the above listed items. The Missouri State Board of Cosmetology and Barbering requires that student files are to be in a fireproof file cabinet in a secured office. All student files are maintained in storage for five (5) years.

### **FERPA Rights Annual Notification**

Missouri College of Cosmetology will give annual notification to current students of their rights under the ACT by publishing information online. New students will receive information concerning their rights under the Act at the time of enrollment and during orientation.

### **Drug and Alcohol Policy**

The Missouri College of Cosmetology works in compliance with the 1998 Drug-Free Workplace Act, which requires that the college have in place a Drug and Alcohol Abuse Prevention Program. The college has a zero-tolerance policy in place regarding the manufacturing, distribution, dispensing, in possession or use of alcohol or drugs on campus grounds. Any student and/or employee caught in possession of or using any controlled substances or alcohol will be subjected to dismissal/termination.

Making sure that Missouri College of Cosmetology is a Drug-Free Workplace, the following locations are considered:

1. The entire campus facility.
2. Any school function off-campus, i.e. competitions, field trips, etc.
3. At any event whether on or off campus grounds all employees and students must comply with the Drug and Alcohol Abuse Policy while representing Missouri College of Cosmetology.

The state and federal guidelines for unlawful possession for alcohol or drugs can be found in the Missouri College of Cosmetology’s Annual Security report.

# **Crime/Annual Security Report 2018**

This report includes important information, about how the Missouri College of Cosmetology works with the students and community on keeping themselves safe.

## Missouri College of Cosmetology 2018

Jeanne Cleary

### Disclosure of Campus Security Policy and Campus Crime Statistics and Fire Safety Report

On November 8, 1990, President Bush signed the Student Right to Know and Campus Security Act of 1990.

“The Act applies to every institution of high education that receives federal financial aid. Title II of the Act was called the “Campus Crime Awareness and Campus Security Act of 1990”. It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renames Title II, and it is now known as the “Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act.” The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall or public property. Missouri College of Cosmetology owners and personnel are concerned for your safety as well you must be. We work diligently to make our campus a safe environment by preventing crime, fire, accidents and illnesses. We need your assistance in helping us make our campus safe. This report contains valuable information about how you can help us keep you safe on and off MCOC campus. Please particular attention to all safety tips. By doing so, the chances that you will be the victim of a crime, become injured or lose valuables will be greatly reduced.

#### **Geography**

Jeffery and Melody Stanley, owners and Aaron Hilburn, Financial Aid Director, are responsible for disclosing statistics for Clery Act crimes that occur on campus, in or non-campus buildings or property and public property.

The documentation is kept in a file in secure locations in the Corporate Office. This information was last updated September 2019.

RWH, Inc. leases, controls and operates 2 physical locations which include:

1. RWH, Inc./Missouri College of Cosmetology Corporate Offices and Admissions Office 3002 E. Sunshine St., Springfield, MO 65804

This location is in the Southern Hills Shopping Center. There are multiple businesses in this center where there is a large shared parking lot.

2. Missouri College of Cosmetology North

3014 E. Sunshine St. Suite G, H & J, Springfield, MO 65804

This location is in the Southern Hills Shopping Center. There are multiple businesses in this center where there is a large shared parking lot.

## **Crime Statistics**

Jeffery and Melody Stanley (owners), and Aaron Hilburn, Financial Aid Director, are responsible for collecting the Crime Statistics from the Springfield, Missouri Police Department. The document is kept in a file in a secure location in the Corporate Offices.

## **Campus Security Authorities**

Missouri College of Cosmetology does not employ any security personnel. The owners, Jeffery and Melody Stanley, President and Vice President of RWH, Inc. DBA Missouri College of Cosmetology are the responsible parties for reporting security statistics. Senior Managers of each location are responsible to report to the owners.

## **Procedure**

The owners collect all reports and store them in a secured location within the corporate offices. This policy and procedure was updated September 2019.

## **Statistics from Local Law Enforcement Agencies**

The owners of MCOC collect crime statistics for all Clery Act crimes committed for all their leased/controlled applicable geographic locations, from the Springfield Police, Springfield, Missouri, for the Springfield location. This is done by emailing requests for this information to the department. This collection is made in good-faith effort that these departments will return emails with all information needed. All emails are printed and kept as proof documentation. Documentation is kept in a secure location within the Corporate Offices. The policy and procedures for collection of crime statistics were updated September 2019.

## **The Daily Crime Log**

Per page 89 of handbook we are not required to maintain a daily crime log as MCOC does not have a written agreement or contract for local law enforcement personnel to patrol areas near campuses. MCOC does not have a memorandum of understanding (MOU) or any other type of written agreement with any law enforcement agencies for the investigation of alleged criminal offenses.

## **Emergency Response and Evacuation Procedures**

The owners and/or location Senior Managers will be responsible for notifications of emergency response and evacuation procedures. The notification system consists of handing out physical paper notification and sending emails. Missouri College of Cosmetology's procedure used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus are:

1. Confirm that there is a significant emergency or dangerous situation as described above.
2. Determine the appropriate segment or segments of the campus community to receive notification.
3. Determine the content of the notification.
4. Initiate the notification system.

MCOC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

MCOC's procedures for testing the emergency response and evacuation procedures on at least an annual basis, including:

1. Tests that may be announced or unannounced.
2. Publicizing its emergency response and evacuation procedures in conjunction with at least on each New Student First Day Orientation and one other annual time.
3. Documenting, for each test, a description of the exercise, the date, the time and whether it was announced or unannounced.

**MCOC's Emergency response plan involves the following:**

1. Dial 911 and state what location you need emergency response. Also notify Jeffery Stanley, owner at Corporate Office – 417-887-1501.
2. **LOCKDOWN:** If there is a time the instructors feel it would benefit your safety to remain in the building, a whistle will blow, and you must remain in the building. Anyone going out of the building will assume personal responsibility.
3. **ILLNESS-INJURY ACCIDENT:** Contact 911 if the illness or injury is serious or life threatening. Notify instructor. If the injury, illness is not serious or life-threatening ask the individual what assistance is needed.
4. **WEATHER WARNINGS:** Listen for warning sirens, stay away from windows and exterior doors, follow directions from your instructors, do not attempt to weather watch.
5. **CAMPUS VIOLENCE:** Contact 911. Do not attempt to intercede or restrain aggressive individuals, encourage others not to become involved and leave the area.
6. **FIRE-SMOKE EXPLOSION:** Call out what the nature of the emergency. Contact 911. Evacuate the building through the nearest exits. Meet in the designated area in the parking lot, return only when you are authorized by the Fire Department.
7. **EVACUATION INFORMATION:** Evacuate the building using the nearest exit or alternate if nearest exit is blocked, take all personal belongings if time allows, follow directions that were given by instructors.

If you need assistance because of injury or disability, ask a classmate or instructor to assist you.

**FIRE/EMERGENCY/SEVERE WEATHER EVACUATION PLAN**

In the event that an emergency evacuation of the College is necessary, the following plan of action is followed:

1. The college manager/supervising instructor on duty will instruct all students, clients and visitors of the college to exit the building in a calm and orderly fashion through the nearest exit, assemble in the parking lot directly in front of the building and wait

- for further instructions. \*Under no circumstances should personnel re-enter the building once evacuated.
2. Students should assist their individual clients during evacuations as practiced during the annual drills.
  3. The college manager/supervising instructor should:
    - a. Close and lock fire-resistant cabinet containing student files.
    - b. Collect student/staff timecards.
    - c. Bring grade book and/or attendance record book.
    - d. Make a quick visual check of all rooms in the building to see that all personnel are evacuated.
    - e. Exit the building, closing the door behind you.
  4. Once all personnel are evacuated and assembled in the parking lot, a systemic head count should be taken to ensure that all personnel are accounted for.
  5. The proper authorities and the college owner should be notified of the emergency.
  6. Wait for clearance from the proper authority before allowing any personnel to re-enter the building. This procedure will be taught to each new starting class and new employees on the first day of attendance/employment. An emergency evacuation drill will be conducted on the first day and annually to practice the above plan of action.

### **SEVERE WEATHER EVACUATION PLAN**

1. In the event of a severe thunderstorm or tornado warning issued by the National Weather Service or local weather stations, students, clients and visitors should be moved to the center storm shelter hallway of the building until an All Clear alert signal has been given.
2. Instructors should take a battery-operated radio with them to the shelter.
3. The plans are listed in the Procedures Manual located at each location, as well as printed in the catalog and/or Consumer Information located on the Missouri College of Cosmetology website.

Documentation for these procedures is kept in a secure file in the corporate offices. The policy and procedures for Emergency Response and Evacuation Procedures was updated September 2018.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that in judgment of MCOC owners, Jeffery and Melody Stanley or the campus manager, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. (911 will be dialed) An announcement will be made to the campus community from the owners/and or the Campus manager and an announcement in writing will be posted in the student classroom. Additional community crime alerts can be seen on [www.ci.springfield.mo.us/spd/](http://www.ci.springfield.mo.us/spd/) under new releases. “Timely Warnings” are designed to educate the community in a timely manner regarding criminal activity.

Depending on the particular circumstances of the crime, especially in situations posing immediate threat to the community and individuals, the Springfield Police Department may also post a notice on the Springfield Police Department website, providing the community with more immediate notification.

Missouri College of Cosmetology maintains a social networking website via Facebook to provide immediate emergency information. Links to this site may be found by accessing the main webpage [www.missouricosmo.com](http://www.missouricosmo.com) and clicking on the Facebook link. A campus wide text message will be sent to all students providing immediate emergency information.

Documentation for these procedures is kept in a secure file in the corporate offices. The policy and procedures for Timely Warning was updated September 2019.

### **Annual Security Report**

The Missouri College of Cosmetology owners compile this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding the campuses, and is available for review at [www.missouricosmo.com](http://www.missouricosmo.com).

Prospective students are provided with a college catalog which includes a letter of referral to this website. New students receive notification and indicate acknowledgement as part of their orientation packet. All current students are again notified by letter in September/October of the availability of the Campus Crime Report.

Faculty and staff receive similar notification with their paycheck.

Documentation for these procedures is kept in a secure file in the corporate offices. The policy and procedures for Annual Security Report was updated September 2019.

### **To Report a Crime**

Contact the Senior Manager on duty or any other instructor on duty if you have witnessed a crime. They will report to the MCOC owners who in turn will investigate the incident and report it to the local police department. The owners will write and keep on file an incident report for any such events.

All reports will be investigated. MCOC does not employ pastoral or professional counselors to aid in the need for discretion in reporting crimes voluntarily and confidentially. However, we do supply names and numbers of different organizations that would help in this area. These are posted in the restrooms in order for students to feel comfortable copying these numbers in total privacy.

### **Security and Access Policy Statement**

During business hours, MCOC will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, all buildings are locked. Access to all college facilities, which include academic and administrative buildings, are accessible to authorized personnel by key, if issued, and the owners must be notified if done so.

The owners maintain all facilities inside the premises. Maintenance done in the schools is done after hours when students are not in attendance. Should the very rare occasion arise that some type of maintenance is done while students are in attendance; an owner is always on the premises.

## **CRIME PREVENTION/SAFETY TIPS/CAMPUS SEX CRIME PREVENTION INFORMATION**

Campus Crime Security Procedures and Information is given to each student at the time of enrollment as well as on an annual basis at each of the campus locations.

### **Campus Information**

1. All Missouri College of Cosmetology facilities are locked during non-business hours. Access to all college facilities, which include academic and administrative buildings, are accessible to authorized personnel by key, if issued, and the owners must be notified if done so.
2. The school does not provide or associated with any on and/or off – campus student housing.

### **Crime**

1. Any person witnessing a crime or other emergency should report it directly to the senior manager on duty or any other instructor. They will in turn report back the school owners.
2. The school owners will investigate the incident and report it to the correct local law enforcement agency.
3. The owners will write and keep on file an incident report for any such events.
4. The Missouri College of Cosmetology does not employ any security personnel.
5. In accordance with Public Law 102-325, updated crime statistics will be disclosed to all students and/or employees by October 1 each year.

### **Safety**

1. Report all suspicious activity to the Senior Manager and/or Instructors immediately.
2. Always let others know where you will be going and when to expect you to return.
3. Avoid walking alone at night if at all possible. Walk with a friend.
4. Never leave valuables unattended. Never leave valuables in your car and make sure your doors are always locked.
5. For lost or found items, contact the Senior Manager and/ or instructor.

### **Drug and Alcohol Abuse**

1. The Missouri College of Cosmetology has in place a Drug and Alcohol Abuse Prevention Program required under Public Law 10-226.
2. Information is available in the Procedures Manual in the instructor's office as well as posted in the restrooms in order for students and/or employees to refer in private.
3. The college has a zero-tolerance policy in place regarding the manufacturing, distribution, dispensing, in possession or use of alcohol or drugs on campus grounds. Any student and/or employee caught in possession of or using any controlled substances or alcohol will be subject to dismissal/termination.

### **Sexual Assault**



1. Confidential information regarding sex offenses is available upon request from the owners/Director of Operations Office.
2. If the sexual assault occurred on school grounds, report it to the Director of Operations and/or instructor on duty immediately.
3. Call 911 and report it to the police. At the student's request the school will assist the student in notifying the proper authorities.
4. Seek medical attention.
5. To determine possible injuries of which the student may be aware.
6. To test and discuss options for preventing pregnancy and sexually transmitted diseases.
7. To collect/preserve criminal evidence to be used in prosecution.
8. It is your right to this medical attention even if you do not wish to report the assault. Missouri Law mandates that hospitals contact law enforcement once the victim is there. This does not mean the victim is obligated to make a crime report.

### **Disciplinary Actions for Sexual Assault**

1. If an accusation of sexual assault occurs on campus results in the arrest of a Missouri College of Cosmetology student and/or employee, the school will suspend the accused student and/or employee until the outcome of the criminal prosecution is known. A student and/or employee found guilty by a court of law of a sexual offense on campus will be immediately terminated.
2. In the event that the school holds a disciplinary proceeding in cases of alleged sexual assault where no criminal charges have been made to law enforcement authorities. The accused and the accuser are entitled to the same opportunity to have others present at the proceeding, and both the accused and the accuser shall be informed of the outcome of such a proceeding.
3. The Missouri College of Cosmetology will make every effort to accommodate the needs of a student victim of sexual assault who requires a change in their academic situation. Such requirements will be assessed on a case-by-case basis upon student request.

### **Sexual Offenders**

1. The responsibility for tracking persons in Missouri who have been designated as Sex Offenders is assigned to the Missouri State Highway Patrol.
2. The following website contains information regarding registered sex offenders for the state of Missouri: [www.mshp.dps.missouri.gov/CJ38?search.jsp](http://www.mshp.dps.missouri.gov/CJ38?search.jsp)

### **Missing Student Notification Procedures**

Missouri College of Cosmetology does not have student housing on any of their campuses so therefore are not required to have a missing student notification procedure.

## **SEX OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING**

The Missouri College of Cosmetology is committed to creating and maintaining a community in which students and staff are in an atmosphere free from all forms of harassment, exploitation, intimidation or violence.

Missouri College of Cosmetology regards all forms of or attempts at sexual assault or misconduct as serious offenses that may result in suspension, required withdrawal, expulsion or termination of employment. The campus has personal safety and sexual assault prevention programs in place and follows established procedures for reporting violations of policy and state/federal law, including contacting local law enforcement personnel and assisting alleged victims. No employee or student of the Missouri College of Cosmetology shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under Title IX of the Education Amendments or Section 304 of the Violence Against Women Act (VAWA). Victims are encouraged to report offenses to the Campus Security Authority (CSA) and/or Title IX Coordinator and to exercise their rights, if desired, including:

1. Reporting offenses to local law enforcement, campus safety personnel, and health officials.
2. Preserving evidence.
3. Receiving appropriate counseling referral information.
4. Completing crime reports.
5. Changing an academic situation (e.g., course schedule).
6. Receiving judicial no-contact, restraining and protective orders.
7. Receiving as the right of both the accuser and the accused the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Clery Act Crime Statistics Definitions**

**Sex Offenses** – Forcible - any sexual act directed against another person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Sex Offenses** – Non-Forcible - unlawful, non-forcible sexual intercourse. The Clery Act only includes two types of offenses in this category: incest and statutory rape.

**Sexual assault** - a sex offense that meets the definition of rape or non-consent, fondling, incest or statutory rape as used in the uniform crime reporting system of the Federal Bureau of Investigation. Relationship Violence includes one or more of the following acts:

**Consent**- Words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by ignoring or acting in spite of the objections of another or by taking advantage of the incapacitation of another, where the actor knows or reasonably

should have known of such incapacitation.

1. **Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - a. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
2. For purposes of this definition:
  - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - b. Dating violence does not include acts covered under the definition of domestic violence.
3. **Domestic violence** is a felony or misdemeanor crime of violence committed:
  - a. By a current or former spouse or intimate partner of the victim;
  - b. By a person with whom the victim shares a child in common;
  - c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - d. By a person similar situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
  - e. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Missouri law protects "family and household members, "which include persons 18 years of age or older who are spouses, former spouses, parents, stepparents and children or stepchildren, and persons who are presently residing together or have resided together in the past.
4. **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - a. Fear for the person's safety, or the safety of others; or
  - b. Suffer substantial emotional distress. For purposes of this definition,
    - i. *Course of Conduct* means two or more acts, including, but not limited to, acts in which the stalker directly indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or threatens with a person's property.
    - ii. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
    - iii. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. For purposes of reporting hate crimes, sexual assaults, domestic violence, dating violence or stalking, when more than one criminal offense is

committed during a single incident, each offense must be included in the institution's Clery Act crime statistics.

### **Campus Sexual Assault Prevention Program**

The Missouri College of Cosmetology provides names and numbers of different organizations that would help in dealing with sexual assault or rape. These are posted in the restroom in order for students/employees to feel comfortable copying these numbers in total privacy.

Other organizations for providing help and education on sexual assault and/or rape would include:

- a. National Organization for Victims Assistance
- b. Violence Against Women Task Force
- c. 24-Hour Crisis Line: 913-642-0233
- d. [www.wcstx.com](http://www.wcstx.com) for information on protecting yourself at home, in your car, walking or jogging, and information on date rape drugs.

### **Confidential Reporting**

All staff and students are encouraged to report incidents to the police as soon as possible. Please report incidents even if you prefer to remain anonymous. Consider making a confidential, anonymous report.

### **Reporting Response to Sexual Assault and Guidelines-Assistance**

Confidential information regarding sex offenses is available upon request from the owners/Director of Operations office. Any student who is a victim of sexual assault is encouraged to do the following:

1. If the sexual assault occurred on school grounds, report it to the Director of Operations and/or instructor on duty immediately.
2. Call 911 and report it to the police. At the student's request, the school will assist the student in notifying the proper authorities.
3. Seek immediate medical attention. \*This is extremely important.
4. To determine possible injuries of which the student may be aware.
5. To test for and discuss options for preventing pregnancy and sexually transmitted diseases.
6. To collect/preserve criminal evidence to be used in a prosecution. Promptness is required in collecting this evidence; a woman is advised not to "cleanup" until after medical treatment if there is a desire to provide law enforcement with the best possible evidence.

(\*It is your right to this medical attention even if you do not wish to report the assault. Missouri Law mandates that hospitals contact law enforcement once the victim is there. This does not mean the victim is obligated to make a crime report. Information on the reporting policies of most Springfield and Greene County Hospitals can be obtained from the Springfield Police Department.)

### **Reporting to the Springfield Police Department**

Reasons for reporting to the Police Department are:

1. To take action, which may prevent further victimization, including issuing a “Timely Warning” warning to the campus community of an impending threat to their safety.
2. To apprehend the assailant.
3. To seek justice for the wrong that has been done to you.
4. To have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

When you report an incident to the Springfield Police, an officer will take a statement from you. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses and what happened before and after the incident.

Missouri College of Cosmetology will make every effort to accommodate the needs of a student victim of sexual assault who requires a change in their academic situation. Such requirements will be assessed on a case- by-case basis upon student request.

### **Disciplinary Procedures and Sanctions for Sexual Assault**

If an accusation of sexual assault that occurs on school grounds results in the arrest of a Missouri College of Cosmetology student, the school will suspend the accused student from attending any further classes until the outcome of the criminal prosecution is known. A student found guilty by a court of law of a sexual offense on school grounds will be immediately terminated from enrollment. In the event that the school holds a disciplinary proceeding in cases of alleged sexual assault where no criminal charges have been made to law enforcement authorities, the accused and the accuser are entitled to the same opportunity to have others present at the proceeding, and both the accused and the accuser shall be informed of the outcome of such a proceeding.

### **Awareness Programs**

Missouri College of Cosmetology works with local organizations for the assistance of training/educating our students at our campus, along with pamphlets and educational materials. These organizations have programs detailed in helping prevent dating violence, domestic violence, sexual assault and stalking including primary prevention and awareness programs for incoming students and new employees and ongoing prevention and awareness campaigns for current students and employees.

Harmony House      417-837-7700

The Victim Center    417-863-7273

### **Bystander Intervention**

Safe and positive options that may be carried out by an individual to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Bystander intervention includes:

1. Recognizing situations of potential harm.
2. Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

### **Ongoing Prevention and Awareness**

Missouri College of Cosmetology involves local organizations and the community with the education, interventions, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault and stalking.

### **Sexual Offenders**

- a. The responsibility for tracking persons in Missouri who have been designated as Sex Offenders is assigned to the Missouri State Highway Patrol
- b. The following website contains information regarding registered sex offenders for the state of Missouri: [www.mshp.dps.missouri.gov](http://www.mshp.dps.missouri.gov).

### **Drug and Alcohol Prevention Program**

The Drug-Free Workplace Act of 1988, Subtitle D, Section 5152 and the Drug-Free Schools and Communities Act Amendments of 1989, PL NO. 101-226, require Missouri College of Cosmetology to have in place a Drug and Alcohol Abuse Prevention Program. Students may seek confidential support through a list of referrals for treatment and rehabilitation centers. This information is available in the Procedures Manual in the instructors' office as well as posted in the restrooms in order for students to refer to in private.

### **Drug and Alcohol Policy**

The Missouri College of Cosmetology works in compliance with the 1988 Drug-Free Workplace Act, which requires that the college have in place a Drug and Alcohol Abuse Prevention Program. The college has a zero-tolerance policy in place regarding the manufacturing, distribution, dispensing, in possession or use of alcohol or drugs on campus grounds. Any student and/or employee caught in possession of or using any controlled substances or alcohol will be subject to dismissal/termination.

Making sure that Missouri College of Cosmetology is a Drug-Free Workplace, the following locations are considered:

1. The entire campus facility.
2. Any school function off-campus, i.e. competitions, field trips, etc.
3. At any event whether on or off-campus grounds all employees and students must comply with the Drug and Alcohol Abuse Policy while representing the Missouri College of Cosmetology.

If the Missouri College of Cosmetology finds that a student and/or employee are not in compliance with the above-mentioned guidelines the following actions will be taken:

1. Immediate termination/dismissal from the Missouri College of Cosmetology.
2. The proper law enforcement authority will be notified of the offense.

### **Federal, state, and local laws for unlawful possession or distribution of illicit drugs and alcohol**

1. Possession or control of a controlled substance, exception, penalty
2. 195.202. 1. Except as authorized by sections 195.005 to 195.425\*, it is unlawful for any person to possess or have under his control a controlled substance.
3. Any person who violates this section with respect to any controlled substance except thirty-five grams or less of marijuana or any synthetic cannabinoid is guilty of a class C felony.
4. Any person who violates this section with respect to not more than thirty-five grams of marijuana or any synthetic cannabinoid is guilty of a class A misdemeanor.
5. For more information go [to: http://moga.mo.gov](http://moga.mo.gov)

### **Trafficking drugs Alcohol related offenses**

1. A first-time DWI, DUID, or BAC conviction results in a 90-day suspension. After 30 days of the suspension, the driver may receive a 60-day Restricted Driving Privilege (RDP). The driver is eligible for full reinstatement after 90 days if all reinstatement requirements are met. A person convicted of operating a commercial motor vehicle while his or her alcohol content is .04% will be assessed 2 points and disqualified from driving a commercial motor vehicle for one year.
2. A driver convicted of a second alcohol- or drug-related offense, regardless of the length of time between convictions, will normally receive a 1-year revocation for accumulation of points. A driver convicted a second time for an alcohol- or drug-related offense within a five-year period may also receive a 5-year license denial. At the end of the five-year period, the driver must petition the circuit court in the county where the last alcohol-or drug-related driving conviction occurred to obtain an order of reinstatement. As part of that process, the driver must register with the Missouri Automated Criminal History Site (MACHS) for a **Criminal History Check**.
3. A driver convicted three or more times for an alcohol- or drug-related offense will receive a 10-year license denial. At the end of the ten-year period, the driver must petition the circuit court in the county where the last alcohol- or drug-related driving conviction occurred to obtain an order of reinstatement. As part of that process, the driver must register with the Missouri Automated Criminal History Site (MACHS) for a **Criminal History Check**.
4. For more information go [to http://dor.mo.gov/drivers/dwiinfo](http://dor.mo.gov/drivers/dwiinfo)

### **Minor in Possession**

1. Statutory References: 311.325 and 577.500
2. Conviction
3. Two points are added to a driver's record for a minor in possession traffic conviction. The person must have been operating a motor vehicle.
4. Court Ordered Suspension/Revocation
5. If ordered by a state court, any person more than 15 and under 21 years of age may have his or her driving privilege suspended or revoked for any one of the following reasons:
  - a. Purchasing or attempting to purchase any intoxicating liquor.

- b. Possessing any intoxicating liquor.
- c. Being visibly intoxicated as defined in section 577.001, RSMo.
- d. Having a blood alcohol content level of more than .020 percent.

The first withdrawal action under the Minor in Possession/Other Alcohol Offenses law shall be for 30 days, the second withdrawal action shall be for 90 days, and the third or subsequent withdrawal action shall be for one year. The reinstatement requirements are:

- 6. Pay a \$45 reinstatement fee.
- 7. Provide proof of successful completion of a Substance Abuse Traffic Offender Program (SATOP) or a comparable program. The Division of Behavioral Health will send this form directly to the department after the program has been completed. Any questions regarding SATOP comparable programs should be directed to a certified SATOP Offender Management Unit or the Division of Behavioral Health at (573) 522-4020.

### **Health risks associated with the use of illicit drugs and alcohol abuse**

- 1. Alcohol related health risks:
  - a. Neurological problems, including dementia, stroke and neuropathy.
  - b. Cardiovascular problems, including myocardial infarction, cardiomyopathy, atrial fibrillation and hypertension.
  - c. Psychiatric problems, including depression, anxiety, and suicide.
  - d. Social problems, including unemployment, lost productivity, and family problems.
  - e. Cancer of the mouth, throat, esophagus, liver, colon, and breast.
  - f. Liver diseases, including— Alcoholic Hepatitis Cirrhosis, which is among the 15 leading causes of all deaths in the United States
  - g. For more information go to <http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>
- 2. Drug related health risks:
  - a. Marijuana: This drug impairs short-term memory and learning, the ability to focus attention, and coordination. It also increases heart rate, can harm the lungs, and can increase the risk of psychosis in those with an underlying vulnerability.
  - b. Inhalants: Can damage the heart, kidneys, lungs, and brain. Even a healthy person can suffer heart failure and death within minutes of a single session of prolonged sniffing of an inhalant.
  - c. Cocaine: Can lead to severe medical consequences related to the heart and the respiratory, nervous, and digestive systems.
  - d. Amphetamines: Can cause high body temperature and can lead to serious heart problems and seizures.
  - e. Ecstasy: can increase body temperature, heart rate, blood pressure, and heart wall stress. Ecstasy may also be toxic to nerve cells.
  - f. LSD: Can include increased body temperature, heart rate, and blood pressure; sweating; loss of appetite; sleeplessness; dry mouth; and tremors.



- g. Heroin: Slows respiration and its use is linked to an increased risk of serious infectious diseases, especially when taken intravenously.
- h. For more information go to <http://www.drugabuse.gov>

**Information on drug or alcohol counseling, treatment, or rehabilitation programs available to students and employees.**

- 1. The Missouri College of Cosmetology posts resources for drug and alcohol help in all restrooms, where a student and/or employee can feel comfortable gathering the information that they need.
- 2. Additional resources:
  - a. <http://www.aa.org/>
  - b. Alcohol & Drug Rehab Helpline

**Disciplinary actions for any student and/or employee in violation of the Drug and Alcohol Abuse Policy**

- 1. Any student and/or employee caught in possession of or using any controlled substances or alcohol will be subject to dismissal/termination.

**Report to ED via the Web-based Collection**

The Missouri College of Cosmetology owners and/or Financial Aid Director are responsible for reporting the schools crime statistics to the Department of Education at, [www.surveys.ope.ed.gov/security](http://www.surveys.ope.ed.gov/security). This is performed annually and is posted in September/October.

Documentation of the publishing of the Annual Security Report is kept in a secure file in the corporate offices. The Annual Security Report was last updated in September of 2019.

**Missing Student Notification Procedures**

Missouri College of Cosmetology does not have student housing on any of their campuses so therefore are not required to have a missing student notification procedure. However, the State Board of Cosmetology and Barbering has a 10-day absentee policy where a student is automatically dropped from the program if they have not contacted the college. Out of concern for our students the instructor will usually call the student to check on them. Fellow students who are close to that student usually have contact with them and try to contact them as well. Most times a student makes contact with one of the above in a timely fashion; therefore, it is very rare that a student actually technically “goes missing”.

## Annual Security Report- Crime Statistics

Crime statistics include all reports received by the Springfield Police Department.

<b>Criminal Offenses – On-Campus</b>	<b>2018</b>	<b>2017</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses - Non- Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Common Assault	0	0	0
Domestic Aggravated Assault	0	0	0
Domestic 3 <sup>rd</sup> Degree Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Stalking	0	0	0
Arson	0	0	0
<b>Criminal Offenses – Public Property</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses - Non- Forcible	0	0	0
Robbery	0	1	0
Aggravated Assault	1	2	1
Common Assault	0	0	0
Domestic Aggravated Assault	1	1	0
Domestic 3 <sup>rd</sup> Degree Assault	0	0	0
Burglary	0	1	0
Motor Vehicle Theft	2	2	1
Stalking	0	0	0
Arson	0	0	0
<b>VAWA Offenses On Campus</b>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>VAWA Offenses Off Campus</b>			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>Hate Crimes On Campus</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses - Non- Forcible	0	0	0
Robbery	0	0	0

Aggravated Assault	0	0	0
Common Assault	0	0	0
Domestic Aggravated Assault	0	0	0
Domestic 3 <sup>rd</sup> Degree Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Stalking	0	0	0
Arson	0	0	0
Larceny – Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0
<b>Hate Crimes – Public Property</b>			
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses - Non- Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Common Assault	0	0	0
Domestic Aggravated Assault	0	0	0
Domestic 3 <sup>rd</sup> Degree Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Stalking	0	0	0
Arson	0	0	0
Larceny – Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0
<b>Arrests and Referrals for Disciplinary Action – On Campus</b>			
Illegal Weapons	0	0	0
Possession	0	0	0
DWI	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
<b>Arrests and Referrals for Disciplinary Action – Public Property</b>			
Illegal Weapons	0	0	0
Possession	0	0	0
DWI	2	3	0
Drug Law Violations	1	1	1
Liquor Law Violations	0	0	0