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Lawrenceburg Technical College

School Catalog and Handbook

Cosmetology

Manicuring

Instructor Training

Massage Therapy

Aesthetics

Medical Assistant

231 1st Street
Lawrenceburg TN 38364

<https://www.ltc.edu>
Main Line: 931-766-9900

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Licensure and Certification

Licensed Status The school is currently licensed by **Tennessee State Board of Cosmetology and Barber Examiners**, David Crockett Tower, 1st Floor, 500 James Robertson Parkway, Nashville TN 37243-1147, 615-741-2515. <https://www.tn.gov/commerce/regboards/cosmo.html>.

The school is currently licensed by **Tennessee Board of Massage Licensure**, 710 James Robertson Parkway, Nashville TN, 37243, 615-532-5164. tn.health@tn.gov.

Authorization Status: Lawrenceburg Technical College is authorized for operation as a post-secondary institution by the **Tennessee Higher Education Commission. (THEC)**. 312 Rosa Parks Avenue, 9th Floor, Nashville TN 37243, 615-741-3605 <https://www.tn.gov/contact-us-1.html>. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning the quality of education, ethical business practices, and fiscal responsibility.

Accreditation Status

The school is currently accredited by **the Middle States Association of Colleges and Schools.** 3819-33 Chestnut Street, Suite 310, Philadelphia PA 19104-2680, 267-284-5000. www.msa-cess.org.

Approval Status

Lawrenceburg Technical College has been approved for **Veterans Affairs Bill® GI**™

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)™.

More information about education benefits offered by VA is available at the official U.S. government website at: [http: www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

Lawrenceburg Technical College is a member of the **American Massage Therapy Association**

Lawrenceburg Technical College's Story

The Lawrenceburg Technical College is fortunate to have been built on a foundation of over 20 years within the beauty industry. Lawrenceburg Technical College acquired its accreditation for administering a profound education to their students by delivering career driven students in cosmetology, manicuring, aesthetics, massage therapy, and Instructors of the beauty industry within cosmetic arts in our community. We employ all, the desire to develop and part take with us in building more than just a student body, but a legacy of successful entrepreneurs which will come to reality at Lawrenceburg Technical College. Offering over 20 years of professional experience, has led us to obtain experts with certified credentials at Lawrenceburg Technical College. Our vocational-technical training is a vital part of education today.

The Lawrenceburg Technical College inspires our students to a high level of professionalism, and skills that will foster employment opportunities within the beauty industry.

“Believe in yourself and you will be.”

Ownership

- Cynthia Quinones Cruz- Shania Shrum- Denise Meola

Executive Offices of the President

President – Cynthia Quinones Cruz

The President is responsible for the total operation of the school, with all official actions of the school under the president's authority, which authority may be specifically delegated to constituencies of the Lawrenceburg Technical College at the president's discretion.

The President is the final institutional authority on all matters of policies and procedures.

Vice President – Shania Shrum

The Vice President of the school is responsible for and has authority over the overall administrative management of the Lawrenceburg Technical College.

The vice president also acts for the president in the absence of the president from the school.

Secretary-Treasurer-Finance Director – Denise Meola

The Secretary-Treasurer-Finance Director is responsible for overseeing the finances of the school, with all official actions of the school under the president's authority, which authority may be specifically delegated to constituencies of the Lawrenceburg Technical College at the president's discretion.

Director Shania Shrum

The Director of Lawrenceburg Technical College reports to the President and *acts for the President in the absence of the President from the school.*

Administration-Admissions

The Admissions Officer is responsible for interviewing all prospective students. The admissions officer is also responsible but not limited to:

- Coordinate and facilitate all career days for High Schools in the area
- Maintain a schedule/update for survey follow-ups
- Mentor/advise students
- Assist with developing marketing materials/advertisements promoting the school and its students

Administration-Public Relations

Placement

The Placement Officer is responsible for:

- Issues the placement exit interviews to new graduates
- Aids/advise students and prior students seeking employment
- Maintains correspondence with salons seeking students for employment
- Coordinate student participation when attending career days at High School events and salon visits promoting the school educational programs.

Financial Aid Officer

The Financial Aid Officer is responsibilities include:

- Oversees the enrollment process for new students relating to all federal programs and in-house programs available at the school
- Processes all FAFSA, SEOG, Loan paperwork and obtains verifications as needed
- *Follows the financial aid code of conduct*

Title IX Coordinator:

Title IX Coordinator is responsible for but not limited to:

- Review's employee/student complaints concerning Sexual Misconduct, Discrimination, Harassment of any type.

Title IX Coordinator is available to speak with the students, staff members, and third parties who have question concerning the Title IX Policy to include:

- To assist students who report sexual assault in obtaining medical support as well as counseling and support services.
- To schedule and conduct classes on the Title IX Policy with students and staff so they are aware of the existing rules and how to file a complaint, the process that follows and the outcome of the complaint.

Instructors

Shania Shrum - Cosmetology	Cynthia Quinones Cruz Manicuring	Candance Hernandez - Aesthetics
Dorothy Ann Williams Cosmetology	Beth Shedd -Massage Therapy	Sandra Jolley- Manicuring Cosmetology

Instructors for Medical Assistant Program:

Name	Department	Degree
Brandy Brown	Physician Assistant – Medical Assisting Director	Master of Science in Medicine
Tasha Beckman	Medical Assisting Instructor	Associate Degree of Science Majoring in Health Management

Non-Instructional Staff

Name	Department	Degree
Mary Kay Michels	Financial Aid Officer – Placement Officer	Certified Financial Aid Officer – 12 Hours of Training per Year
Lori Lindsey	Admissions Coordinator	BA Degree
Toney McFadden	Educational Consultant	BA Degree
Barbara Ann LeNoble	Compliance Manager	Associate Degree - Computer

Instructors are responsible for the following:

- Train all students within each class how the subject relates to current practices in the salon to include:
- Conduct classes professionally
- Involve students in classroom activities
- Check on clinic performances for students
- Provide a written objective and lesson plan of subject being taught
- Provide the student with a lesson plan related to the class being taught
- Conduct roll call
- Phone students that are absent

- Act as a professional, keep a neat and orderly classroom, and use available use teaching aids.

Instructors at the Lawrenceburg Technical College are licensed by the Tennessee State Board of Cosmetology and Barbering Examiners and have current licenses to teach all concepts of Cosmetology, Manicuring, Aesthetics, and Instructor Training. Massage Therapy is taught by educators that are licensed by the Tennessee Massage Licensure Board.

Substitute Instructors

Lawrenceburg Technical College employs licensed substitutes on an as needed basis.

Mission

Lawrenceburg Technical College’s approach to the beauty industry is the foundation of our education.

Our Goal is to follow the essential element in our mission, educate, train, and inspire students.

Students graduate with a high-level of competence, professionalism, and skill sets which then move them forward to excellent employment opportunities in the beauty industry.

We continue to lead the beauty industry through our knowledge, skills, and passion. It is this goal to impact the global beauty industry through the influence and success of graduates from the college and to develop and train world class beauty industry professionals who are knowledgeable, passionate, and creative. *The Lawrenceburg Technical College clearly identifies the institution as one preparing our graduates for gainful employment.*

• Core Values

Commitment to our students, families and the community

Making decisions and committing resources to attain each student’s success
Seeking out and connecting with families and community

Respectful and caring relationships

Establishing positive relationships based on trust and respect
Valuing the contributions of all stakeholders
Using our schools’ vision to guide intentions, motives and actions

Cultural competence

Understanding individual differences
Capitalizing on the beneficial value these differences bring to our school
Honoring the values, rights and responsibilities of everyone
Developing age respectful expectations of students

Integrity

Maintaining the highest standards of behavior, ethics, fairness and honesty with ourselves and others
Committing to doing the right things for the right reasons
Having a proactive and positive attitude
Demonstrating fairness in our judgments and action
Creating a safe, risk- free environment

Responsibility

Fulfilling commitments and promises through fact-based decision-making and problem solving
 Taking ownership of our own behaviors
 Seeking opportunities for continuous improvement
 Collaborating to meet common goals
Connectedness
 Teaming through internal and external partnerships
 Aligning efforts for the common purpose of each student’s success
 Willingness to share and transfer knowledge with others

Admissions Requirements and Procedures

All applicants that apply to the college must fulfill all admissions requirements to be considered for acceptance. Please call the Admissions Department to schedule your information session and the college’s tour (931-766-9900).

All applicants must visit the school prior to enrollment. To apply for admission, applicants should contact the school to secure an admissions interview, which is conducted at the school.

Applicants are notified regarding admission application acceptance status. All applicants are admitted to Lawrenceburg Technical College without discrimination.

It is the intent of Lawrenceburg Technical College to comply with the spirit and letter of all equal opportunity legislation, both state and federal, in its administration and admissions policies.

Applicants who desire to enroll may complete an enrollment agreement and are provided with a copy of the agreement. In addition to meeting the above academic acceptance criteria, Lawrenceburg Technical College requires the acceptance of the financial terms of enrollment as specified on the applicant’s enrollment agreement.

Applicants agree to submit all information required by the school to determine the acceptance of terms and enrollment. Documents submitted to the school on behalf of the applicant become the property of the school and will not be returned.

Admissions Requirements	
✓	<p>Lawrenceburg Technical College admissions requirements require that each student meet one of the following:</p> <ul style="list-style-type: none"> ➤ Submit a high school diploma, G.E.D certificate., or state-issued credential for secondary completion if home schooled or other circumstances apply. ➤ High school transcripts will be accepted if diploma cannot be accessed (transcripts must clearly indicate graduation date). If the diploma or transcripts are in language other than English, they must be translated and notarized into English. Online diplomas subject to acceptance upon verification standards. ➤ Proof of attainment of an associate degree or higher by providing a copy of a college

Admissions Requirements	
	transcript showing college completion or college degree.
✓	Submit a copy of a legal form of identification – must be current
✓	Submit completed Application
✓	Complete the Financial Planning Session
✓	Sign the completed Enrollment Agreement
✓	Instructor Training requirement extra document: <ul style="list-style-type: none"> ➤ Cosmetology License ➤ Currently active and in good standard
✓	Massage Therapy Program requirement extra documentation: <ul style="list-style-type: none"> ➤ Must not have been convicted of the offense of prostitution or sexual misconduct ➤ Must be able to perform and receive massage safely on a regular basis ➤ We additionally recommend that you have a student or professional massage before deciding to attend our massage therapy program. ➤ Must be at least eighteen (18) years of age to be admitted into this program.
✓	Medical Assistant Program requirement extra documentation: Certificate of Immunization for the following vaccines: <ul style="list-style-type: none"> ➤ Varicella (Chicken Pox) Measles, Mumps, and Rubella (MMR), Meningitis/Hepatitis Form, Tuberculosis, up to date Physical, Document of Health Insurance.

Disclosure

Lawrenceburg Technical College *will not* admit Ability-To-Benefit students. The school *will not* recruit students already attending or admitted to academies with similar programs.

The school *will not* enroll students who are currently enrolled in elementary or secondary academies.

Students who successfully complete the above requirements in a satisfactory manner will be notified of acceptance to the school.

We accept Personal & Cashier's Check, Money Order (please make payable to Lawrenceburg Technical College, Credit Card or Cash.

Civil Rights Policy

Lawrenceburg Technical

College operates in full compliance with Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964.

The school practices no discrimination based on sex, race, color, age, religion, handicap, financial status, military status, residence or ethnic origin in its admission, training and graduation of students.

Orientation

Newly admitted students must attend Orientation, which is held either when the student pre-enrolls or on the first day of class.

Orientation provides students with an introduction to the college community, staff, faculty, and classmates. Students learn about the rules and regulations of the college, support services and other available resources.

The orientation dates and times are distributed to students during the registration/enrollment process.

Class Size

Cosmetology	20 Students/1 Instructor	Aesthetics	20 Students/1 Instructor
Manicuring	20 Students/1 Instructor	Instructor Training	20 Students/1 Instructor
Massage Therapy	14 Students/1 Instructor		

School Culture

The Lawrenceburg Technical College is committed to delivering an inspiring and motivating educational environment for its students to prepare them for their careers. The school's culture is based on a professional salon environment. All students, faculty, and staff are expected to actively engage in promoting:

- A professional environment
- An exciting, motivating, and inspiring atmosphere
- An excellent attitude toward learning
- A continuous goal of excellence
- A positive morale
- Excellent customer service

Extra-Curricular Activities

The Lawrenceburg Technical College provides extra-curricular opportunities to students who meet required criteria.

These activities are designed to give back to the community, expose students to different avenues of the industry, offer post-graduation employment opportunities, and provide additional educational experiences in various industry-related environments.

Some of the extra-curricular activities provided to students include, but are not limited to:

- **Community Events:** Students participate in events giving back to community by providing services to a variety of different groups and individuals.
- **Fashion Shows & Photo Shoots:** Students may be given the opportunity to do hair and make-up for Lawrenceburg Technical College fashion shows and photo shoots, as well as for local fashion groups or photographers. These opportunities serve as great portfolio building experiences for students and photos may also be featured in media and publications.
- **Career Days:** Salon shop owners and recruiters are invited to the school to recruit students for post-graduation employment.
- **Student Council:** Students work together with the school officials to provide additional academic activities that aid in student development and unity.

Transfer Student Policy

Lawrenceburg Technical College in congruence with the Tennessee Board for Cosmetology and Barbering Examiners and the Tennessee Massage Licensure Board permits transfer students from cosmetology, manicuring, who meet the below conditions, to apply to the program with possible awarding of previous credit earned.

- Transfer hours (previous training received at another institution and as it applies to the course) are accepted at the discretion of Lawrenceburg Technical College and upon approval from the state-licensing agency. The Lawrenceburg Technical College will accept up to 600 hours of cosmetology, 240 hours of manicuring, 300 hours of Aesthetics, 260 hours of Massage Therapy from another beauty school, school, or college that has been approved and released by the Tennessee State Board.
- The school will honor transfer student kits/supplies on an individual basis, kit will be assessed by a school representative prior to enrollment and if additional supplies are deemed necessary, transfer students will be charged for only the additional items needed.
- The school does not accept transfer hours for instructor students.
- A student must be in academic good standing at prior school.

For the school to award credit for transfer students, the former school must meet the following conditions:

- The school's current curriculum must be approved by that entity
- The hours earned at the originating school must have been earned no more than two years prior to enrolling in the new school.
- Both the new school and the former school must have similar curriculum for the programs.
- The new school may only credit completed content, and must substantiate, based on the student's transcript, how hours are awarded towards each content area.

- If the former school meets the above conditions, then an Official Transcript must be provided to award previous hours, performance requirements, and exam grades earned from the former school. The Official Transcript must clearly indicate the course content completed for credit to be transferred.
- Hours earned from a program outside the state of Tennessee are subject to being awarded depending on the state.

Transfer students will be billed based on the remaining hours left to complete the course of study. Total Hours Billed = Transfer Hours Accepted / Course Hours.

Example: A student transfers in for the 1500-hour cosmetology program. The college is giving the student 600 hours of credit.

$600/1500 = 40\%$ completion. In this example 60% of the 1500 hours will be billed to the transfer student.

Transfer of Credit to Another Institution Student Policy

The courses offered at the Lawrenceburg Technical College are highly specialized and students will find that comparable, specialized courses found in the curriculums are generally offered at other institutions that offer courses in their chosen field.

One should note that that the accepting institution has full discretion regarding transfer of credits; therefore, Lawrenceburg Technical College does not guarantee that credit earned at the college will be accepted by another institution.

Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

Apprenticeship Programs

The Tennessee State Board of Cosmetology and Barber Examiners does permit apprentice hours to be awarded as credit towards school hours, however, the Lawrenceburg Technical College does not accept apprentice hours.

Transfer Between Programs

Currently enrolled students at Lawrenceburg Technical College are permitted to transfer between the Manicuring, Aesthetics, and Massage Therapy program to the Cosmetology program with no loss of credit for progress already completed that fall under the applicable curriculum requirements.

Credit earned for content that does not apply to the new program will not be awarded to the transferring student. Credit for all practical performances will be accepted.

Completed coursework and/or credit earned at the college are subject to acceptance by receiving school for students wishing to transfer out of the Lawrenceburg Technical College.

Re-Enrolling Student Policy

Students who have withdrawn from Lawrenceburg Technical College in good standing may apply for re-admission after waiting a minimum 30-day period. The student's records will be examined, a Re-Enrolling Form will be filled out and an assessment will be made by the Director of the school and the instructor of the program the student was enrolled in.

After seven (7) years of being withdrawn from the program, re-enrolling students will not be eligible for any previous credit. ***Previous credit earned during the initial enrollment is not guaranteed.*** If the reenrolling student re-enrolls within the below timeframes, they may receive the applicable credit. Timeframes are based on the time between the students last day of attendance of their initial enrollment and the date of the reenrollment:

- Less than 2 years – 100% of hours & performances awarded
- After 7 years - no credit will be awarded
- A deposit of \$300.00 or 10% of the total reentry costs may be required prior to reenrollment.

The re-enrolling student will enter at the same level of progress they were making when they withdrew, according to their most recent Satisfactory Academic Progress determination before withdrawing.

Reenrollment Requirements	
	➤ Requirements for Reentry to The School
Within 180 days of Withdrawal Date	<ul style="list-style-type: none"> ➤ If a student reenters within 180 days of withdrawal, then: ➤ The student will be evaluated on Satisfactory Academic Progress according to the same scheduled hours the student had at time of withdraw ➤ Example: If the student withdrew with 850 scheduled hours, then the student's next review point will be at 901 scheduled hours. The last review will be at 1200 hours.
Reentry after 180 Days of Withdrawal Date	<ul style="list-style-type: none"> ➤ If a student reenters after 180 of withdrawal, then: The student will be evaluated on Satisfactory Academic Progress according to the same scheduled hours as new students. ➤ Example: If student withdrew with 300 scheduled hours, then the student's next review point will be in 450 scheduled hours (as is the case for new students).
NOTE: A student may not be reenrolled for a third time without extreme extenuating circumstances.	

Placement and Student Kits for Transfer or Re-enrolling Students

A written and practical evaluation may be administered once a transfer or reenrolling student has registered to determine at which level the student shall begin. A transfer or reenrolling student will be required to have or purchase current textbooks, workbooks and any items required to bring their kit to the current standard. Students who withdraw or graduate from the program will have 30 days from their last day attended to collect all kits and personal belongings before they will be discarded.

Facilities and Equipment

Lawrenceburg Technical College is divided into separate theory classrooms for cosmetology, manicuring, aesthetics, medical assistant and massage therapy. There are (5) clinic floors. Student instructors will float between the classrooms and clinic floor for instruction. The classroom has adequate seating for all students.

At approximately 12,000 square feet of educational space available to students, faculty, and clients. This design intentionally separates the classroom from the clinical service areas and a private room for facials, waxing, massage, makeup and dedicated rooms for Medical Assistants, which mirrors a professional training environment for students to learn theory and practical techniques.

The Lawrenceburg Technical College's equipment is owned by the school and includes but not limited to:

Reception Area	5 Dispensary Area	7 Ultraviolet Sanitizer	5 Shampoo Bowls
5 Clinical Service Areas	6 Manicuring Units	10 Hot Towel Warmers	5 Shampoo Chairs
24 Styling Stations/Mirrors	5 Dryers	1 Microdermabrasion Machine	2 Waxing Station/Wax Machine
24 Styling Station Chairs	5 Pedicuring Units	4 LED Light	4 Massage Chair
14 Facial Chairs & Tables	7 Facial Steamer	1 Electric Brushing Machine	15 Light Based Device for Hair Removal & Skin Enhancement
4 Autoclave Instrument Sanitizer	4 Professional Makeup Stations	15 Massage Station/Products	2 Handicapped/Unisex Accessible Bathroom
5 Theory Classrooms with Table & Chairs	15 Massage Folding Tables	1 Computer/Testing Lab-MA Program – Eight Laptops	2 Nursing Manikin High Simulation 65” 165 cm life size
3 Table Testing Room/Chairs-Ma Program	6 Chair Testing Room-MA Program	1 Hospital Bed	2 Blood Drawing Chairs
9 Sphygmomanometer-Manual Blood Pressure Cuff	2 Ultrasound-Venipuncture Practice Hand Kit	2 Manikin Arms 2 Arm IV Practice Model	2 Combo Otoscope Set Multi-Function
3 Zaccurate 500 BL Fingertip Pulse 5Oximeter Blood Saturation Monitor	5 Metene TD-4116 Blood Glucose Monitor Kit	4- IV Pole 5 Stethoscope 2 Crutches 2 Eye Charts/Exam Kit	Student Break Room Laundry Room

Job Placement Policy

The school has an excellent employment assistance record for its graduates; however, ***no institution can guarantee employment***. The Lawrenceburg Technical College offers a variety of career resources and services to our students and the goals of these efforts are to promote the career development and employability skills of individuals and to provide information and access to workforce opportunities.

- Our placement office provides a pathway to quality career services and workforce opportunities in our area. The college will work with each student individually as they near graduation to explore placement options and available positions.
- Assistance with setting appointments for job interviews is provided if desired. Students are expected to always present themselves with a professional appearance when interviewing or applying for a job. All students are encouraged to request our staff to assist them in securing a position.
- The college has excellent rapport with the community salons. A log is kept of salons that employ our graduates and a bulletin board showing jobs available is posted.
- Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview.
- The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation.
- Career services are available by appointment with the Placement Office.

School Closure Dates

The Lawrenceburg Technical College will be closed during the following dates. Make-up time may be scheduled around the time of closure. Enrollment Agreements will be extended for holiday closures. The college may also close for Teacher Training days (dates will be posted in advance):

Lawrenceburg Technical College Closure Dates	
Closure Reason:	Dates Closed:
New Year’s Eve, New Year’s Day	December 31, 2024 - January 1, 2025
Good Friday and Saturday	April 18-19,2025
Independence Day	June 30, 2025 - July 5,2025
Thanksgiving	November 27-29, 2025
Christmas	December 22-27, 2025

Programs Offered

Program Name	Program Length	Program Duration	Program Graduates Receive
Cosmetology	1500 Clock Hours	<ul style="list-style-type: none"> ➤ 50-weeks Full -Time ➤ 62.5-weeks Part-Time Day ➤ 71-Weeks Part-Time Night 	Diploma
Instructor	300 Clock Hours	<ul style="list-style-type: none"> ➤ 9-weeks Full-Time ➤ 12.5-weeks Part-Time 	Diploma

Manicuring	600 Clock Hours	➤ 19-weeks Full-Time ➤ 25-weeks Part-Time	Diploma
Aesthetics	750 Clock Hours	➤ 23-weeks Full-Time ➤ 31.25-weeks Part-Time	Diploma
Massage Therapy	650 Clock Hours	➤ 20.5 weeks Full-Time ➤ 27 weeks Part-Time	Diploma
Medical Assistant	50 Credit Hours	➤ *52 weeks Full-Time	Diploma

*Length of program predicated on completion of day externship; 9 months fulltime plus externship of sixteen weeks. Program reflects normal time to complete; and all attempted classes are successfully completed.

Program Schedules & Start Dates

The school utilizes a standard schedule. Students will sign an Enrollment Agreement before beginning classes, which will contract the student to their specific schedule. Schedules are final once the Enrollment Agreement is signed unless extenuating circumstances are presented.

Lawrenceburg Technical College offers full and part-time schedules.

Cosmetology Program Schedule & Start Dates-Enrollment approximately every 6 weeks.

Days of Week	Times	Hours/Day	Length
Tuesday-Friday	8:30 a.m. -5:00 p.m.	8/4	Full-Time/1500 Clock Hours/50 weeks Day
Tuesday	8:30 a.m.-5:00 p.m.	8/1	Part-Time/ 1500 Hours/62.5-weeks- Day
Wednesday-Thursday	8:30 a.m.-12:30 p.m.	4/2	
Friday	8:30 a.m.-5:00 p.m.	8/1	
Monday -Thursday	6:00 p.m.-10:00 p.m.	4/4	Part-Time/1500 /71 weeks-Night
Saturday	9:00 a.m.-2:00 p.m.	5/1	

Manicuring Program Schedule & Start Dates-Enrollment approximately every 6 weeks.

Days of Week	Times	Hours/Day	Length
Tuesday-Friday	8:30 a.m. 5:00 p.m.	8/4	Full-Time 600 Hours/19-Weeks

Aesthetics Schedule & Start Dates-Enrollment approximately every 6 weeks.

Days of Week	Times	Hours/Day	Length
Tuesday-Friday	8:30 a.m.-5:00 p.m.	8/4	Full-Time 750 Hours/23.5-weeks
Wednesday-Friday	8:30 a.m.-5:00 p.m.	8/3	Part-Time 750 Hours/31.25-weeks

Massage Therapy Schedule & Start Date- Enrollment approximately every 6 weeks.

Days of Week	Times	Hours/Day	Length
Tuesday-Friday	8:30 a.m. –5:00 p.m.	8/4	Full-Time 650 Hours/20.5-weeks
Wednesday-Friday	8:30 a.m. – 5:00 p.m.	8/3	Part-Time/27 weeks

Medical Assistant Schedule & Start Dates- Enrollment approximately every 6 weeks.

Days of Week	Times	Hours/Day	Length
Monday-Wednesday	8:30 a.m. –5:00 p.m.	8/3	*Full-Time 50 Credit Hours/52-weeks

*Length of program predicated on completion of day externship; 9 months fulltime plus externship of sixteen weeks. Program reflects normal time to complete; and all attempted classes are successfully completed.

Instructor Program Schedule & Start Dates-Enrollment approximately every 6 weeks.

Days of Week	Times	Hours/Day	Length
Tuesday-Friday	8:30 a.m.-5:00 p.m.	8/4	300 Hours/9-weeks
Tuesday	8:30 a.m. -:00 p.m.	8/1	300 Hours/12.5-weeks
Wednesday-Thursday	8:30 a.m.-12:30 p.m.	4/2	
Friday	8:30 a.m.-5:00 p.m.	8/1	
Class Start Dates		Scheduled Completion Date	
January 8, 2025		✓	Cosmo FT-est. 12 months
February 19,2025		✓	Cosmo PT-est. 14.5 months (day)
April 2, 2025		✓	Cosmo PT-est. 1 year & 7 months-(night)
May 14, 2025		✓	Aesthetics FT-est. 5.5 months
June 25, 2025		✓	Aesthetics PT-est. 7.25 months
August 6, 2025		✓	Massage Therapy FT-est. 4.75 months

September 17, 2025	✓ Massage Therapy PT-est. 6.25 months
October 29, 2025	✓ Manicuring FT-est. 4 months
December 3, 2025	✓ Manicuring PT-est. 5.75 months
Medical Assistant Program:	✓ Instructor FT-est. 2.25 months
January 6, 2025	✓ Instructor PT-est. 3 months
February 17, 2025	✓ Medical Assistant FT-est. 12 months
March 31, 2025	
May 12, 2025	
June 23, 2025	
August 4, 2025	
September 15, 2025	
October 27, 2025	
December 1, 2025	
All 2025 Classes will be updated January 2026	

Cosmetology Program Course of Study -1500 Hour Program CIP Code:12.0401

To graduate the student must have:

- All academic coursework and tests with a minimum average of at least 75%
- Complete and receive passing grades on all practical evaluations
- Complete State Board review written and practical examinations in a satisfactory manner
- Make satisfactory arrangements for payment of all financial obligations
- Placement and financial exit interviews completed

Upon successful completion of training in student's prescribed course and all financial obligations are met, the student will receive a diploma, and all necessary certified paperwork required to apply for the Tennessee State Board of Cosmetology and Barbering Examiners.

Lawrenceburg Technical College offers a 1500-hour, 50-week full-time day and 62.5-week part-time day and 71-week part-time evening Cosmetology program to individuals seeking to become licensed in the state of Tennessee.

The school has designed the flow of its curriculum and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible cosmetologists during their 1500-hours.

Students must achieve 1500 hours of theory and 1005-hours practical performances of clinic work with mannequins and clients on the salon floor. Although expectations are high for students at the school, those that work hard with passion and dedication will greatly benefit upon graduating finding that perfect salon to work and/or eventually opening their own salon or school.

The overall educational objective of the cosmetology program is as follows: Students will develop a profound understanding of cosmetology technical skills and professional behavior necessary for careers in the beauty industry, through theory instruction and practical experience working on mannequins and ultimately clients.

Educational objectives upon successful completion of the program include:

- Understanding that profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- Identifying what is best for a client and how to successfully verbally communicate this to the client
- Building an extraordinarily strong foundation for technical application skills in styling, cutting, coloring, chemicals, makeup, and spa services
- Developing confidence within themselves as stylists and as people, and to project such confidence onto the client through their application, professionalism, and personal image
- Creating their own brand and to understand how to market themselves as stylists to build a clientele
- Understanding the business side of the industry and to know how to achieve their desired earnings through goal setting and planning
- Mentoring/teaching students toward graduation, obtaining licensure, employment, and how to maintain employment

Cosmetology Program - Course of Study		
	Subject Matter	Hours Day & Evening
General	<ul style="list-style-type: none"> ➤ Orientation 145 Hours <li style="padding-left: 20px;">Rules & Regulations <li style="padding-left: 20px;">Sterilization & Sanitation <li style="padding-left: 20px;">Bacteriology ➤ Anatomy and Physiology 55 Hours ➤ Shop Ethics 100 Hours <li style="padding-left: 20px;">Personality & Salesmanship <li style="padding-left: 20px;">State Laws & Salon Management 	➤ 300 Hours
Chemical	<ul style="list-style-type: none"> ➤ Permanent Waves 175 Hours <li style="padding-left: 20px;">Hair Relaxer ➤ Hair Coloring 175 Hours <li style="padding-left: 20px;">Bleaching & Toning ➤ Sculptured Nails 125 Hours 	➤ 600 Hours

Cosmetology Program - Course of Study		
	➤ Hair Structure & Chemistry	125 Hours
Physical	➤ Shampooing & Rinses Hair & Scalp Care Hair Shaping	100 Hours
	➤ Hairdressing & Styling	400 Hours
	➤ Facials Arching Lash & Brow Tinting	50 Hours
	➤ Manicures & Pedicures	50 Hours
	➤ Total Hours for Cosmetology Program	1500 Hours

Graduation Requirements – Cosmetology Program

Lawrenceburg Technical College students in the cosmetology program must complete the following requirements to graduate:

Complete the 1,500 clock hours required by Tennessee State Board of Cosmetology and Barber Examiners within the required length of time. Complete the below 1005 service performances required by college:

Graduation Performance Requirements – Cosmetology	
Performance	Minimum Number Required to Complete
Hair styling- blow drying, curling iron sets and roller sets and 50 State Board sets	290
Braids and updo's	55
Finger waving and thermal waving	55
Draping	100
Shampoos	100
Hair and scalp treatments	10
Permanent color, semi-permanent color & temporary rinses	30
Bleaching and frosting (cap and foiling)	110
Cold permanent waving and chemical relaxing	50
Hair shaping (haircuts)	75
Manicures and pedicures	70
Artificial nails	15
Facials and make-up	20

Graduation Performance Requirements – Cosmetology	
Performance	Minimum Number Required to Complete
Eye or Lip waxing	25
TOTAL	1005

Cosmetology Program – Costs and Fees (01-01-2025) - (12/31/2025)	
Description of Charge	Cosmetology
Tuition Breakdown	
Registration Fee	\$ 100.00
Student Kit-Books	\$ 875.00
Tuition Charge	\$ 15,468.00
Uniform (1) Charge	\$ 100.00
Tuition Cost by Payment Period (hours)	
Total Charges for Payment Period 1 (1 hour-450 hours)	\$ 4,641.00
Total Charges for Payment Period 2 (451 hours – 900 hours)	\$ 4,641.00.
Total Charges for Payment Period 3 (900 hours – 1200 hours)	\$ 3,093.00
Total charges for Payment Period 4 (1201 hours-1500 hours)	\$ 3,093.00
Total Investment\$16,543.00

Aesthetics Course of Study - 750 Hour Program CIP Code:12.0409

Lawrenceburg Technical College offers a 750, 23.5-week full-time day and 31.25-week part-time evening Aesthetics program to individuals seeking to get a license in the state of Tennessee. To graduate the student must have:

All academic coursework and tests with a minimum average of at least 75%

- Complete and receive passing grades on all practical
- Complete State Board review written and practical examinations in a satisfactory manner
- Make satisfactory arrangements for payment of all financial obligations
- Placement and financial exit interviews completed

Upon successful completion of training in student's prescribed course and all financial obligations are met, the student will receive a diploma, and all necessary certified paperwork required to apply for the Tennessee State Board of Cosmetology and Barbering Examiners.

The Lawrenceburg Technical College has designed the flow of its curriculum and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible Aesthetics during their 750-hours.

Students must achieve 750 hours of theory and 220 practical performances of clinic work with mannequins and clients on the salon floor.

Although expectations are high for students at the school, those that work hard with passion and dedication will greatly benefit upon graduating, finding that perfect salon to work and/or eventually opening their own aesthetics establishment or school.

The overall educational objective of the Aesthetic program is as follows:

Students will develop a profound understanding of all aspects of Aesthetics technical skills and professional behavior necessary for careers in the beauty industry, through theory instruction and practical experience working on mannequins and ultimately clients.

Educational objectives upon successful completion of the program include:

- Understanding that profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- Identifying what is best for a client and how to successfully verbally communicate this to the client
- Building an extraordinarily strong foundation for technical application skills in aesthetics facial massage, application of corrective makeup, hair removal, lash/brow tinting
- Developing confidence within themselves as aesthetics and as people, and to project such confidence onto the client through their application, professionalism, and personal image
- Creating their own brand and to understand how to market themselves as aesthetics to build a clientele
- Understanding the business side of the industry and to know how to achieve their desired earnings through goal setting and planning
- Mentoring/teaching students toward graduation, obtaining licensure, employment, and how to maintain employment

Aesthetics Program Course of Study		
	Subject	Hours for Day & Evening
General	<ul style="list-style-type: none"> ➤ Orientation 75 Hours <ul style="list-style-type: none"> Rules & Regulations Sanitation & Sterilization Bacteriology Anatomy & Physiology ➤ Shop Personality & Ethics 75Hours <ul style="list-style-type: none"> Salesmanship State Law & Salon Management 	➤ 150 Hours

Aesthetics Program Course of Study		
	Subject	Hours for Day & Evening
Chemical	<ul style="list-style-type: none"> ➤ Skin Conditions 75 Hours <ul style="list-style-type: none"> Skin Disorders Nutrition & Aging Factors Product Ingredients & Usage ➤ Waxing 75 Hours <ul style="list-style-type: none"> Lash & Brow Tinting EPA & OSHA Requirements 	➤ 150 Hours
Physical	<ul style="list-style-type: none"> ➤ Massage Movements & Manipulations 250 Hours <ul style="list-style-type: none"> Masks & Packs Facial Treatments With & Without the Use of Machines ➤ Skin Analysis & Consultation 200 Hours <ul style="list-style-type: none"> Application of all Products & Machines Color Psychology Makeup and Corrective Makeup Arching 	➤ 450 Hours
	➤ Total Hours for Aesthetics Program	➤ 750 Hours

Graduation Requirements – Aesthetics Program

Lawrenceburg Technical College Requirements – Aesthetics

Lawrenceburg Technical College students in the aesthetics program must complete the following requirements to graduate:

1. Complete the 750 clock hours required by Tennessee State Board of Cosmetology and Barber Examiners within the required length of time.
2. Complete the below 220 service performances required by the school

Graduation Performance Requirements - Aesthetics	
Performance	Minimum Number Required to Complete
Consultations, cleansings and analysis of face & body	35
Manual facials and treatments	65
Machine or electrical facials and treatments	50
Body treatments and back treatments	20
Makeup	25
Hair Removal	25
TOTAL	220

Aesthetics Program – Costs & Fees (01-01-2025) - (12/31/2025)	
Description of Charge	Aesthetics Program
Tuition Breakdown	
Registration Fee	\$ 100.00
Student Kit-Books	\$ 900.00
Tuition Charge	\$11 ,250.00
Uniform (1) Charge	\$ 100.00
Tuition Cost by Payment Period (hours)	
Total Charges for Payment Period 1 (1 hour-375-hours)	\$ 5,625.00
Total Charges for Payment Period 2 (376-750 hours)	\$ 5,625.00
Total Investment	\$ 12,350.00

Massage Therapy Course of Study - 650 Hour Program **CIP Code: 51-3501**

Lawrenceburg Technical College offers a 650, 20-week full-time day and 27-week part-time evening a Massage program to individuals seeking to become license in the state of Tennessee.

- All academic coursework and tests with a minimum average of at least 75%
- Complete and receive passing grades on all practical

- Complete State Board review written and practical examinations in a satisfactory manner
- Make satisfactory arrangements for payment of all financial obligations
- Placement and financial exit interviews completed

Upon successful completion of training in the student's prescribed course and all financial obligations are met, the student will receive a diploma, and all necessary certified paperwork required to apply for Massage and Bodywork Licensure Exam (MBLEx).

The Lawrenceburg Technical College has designed the flow of its curriculum and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible Massage Therapist during their 650-hours.

Students must achieve 650-hours of theory and 220 practical performances of clinic work with mannequins and clients on the salon floor.

Although expectations are high for students at the school, those that work hard with passion and dedication will greatly benefit upon graduating finding that perfect salon to work and/or eventually opening their own salon or school.

The overall educational objective of the Massage Therapy program is as follows:

Students will develop a profound understanding of all aspects of Massage Therapy technical skills and professional behavior necessary for careers in the beauty industry, through theory instruction and practical experience working on mannequins and ultimately clients.

Educational objectives upon successful completion of the program include:

- Understanding that profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- Identifying what is best for a client and how to successfully verbally communicate this to the client
- Building an extraordinarily strong foundation for technical application skills in massage therapy Swedish massage and apply those techniques to sports massage, pregnancy massage and massage for special individuals (pediatric, geriatric clients, medically frail)
- Developing confidence within themselves as massage therapists and as people, and to project such confidence onto the client through their application, professionalism, and personal image
- Creating their own brand and to understand how to market themselves as massage therapists to build a clientele
- Understanding the business side of the industry and to know how to achieve their desired earnings through goal setting and planning
- Mentoring/teaching students toward graduation, obtaining licensure, employment, and how to maintain employment

Massage Therapy		Program Course of Study
	Subject	Hours for Day & Evening
General	<ul style="list-style-type: none"> ➤ Orientation Rules & Regulations 200 Hours Anatomy Physiology Kinesiology Neurology Pathology 	➤ 200 Hours
Physical	<ul style="list-style-type: none"> ➤ Massage Therapy 150 Hours Wellness Massage Therapeutic Massage Clinical Massage: Orthopedic Massage: Sports Clinical Reflexology ➤ Clinical Practice 150 Hours 	➤ 300 Hours
Management	<ul style="list-style-type: none"> ➤ Tennessee Massage Law 100 Hours Business & Marketing Career Planning Ethics for Massage Therapist CPR/First Aid 	➤ 150 Hours
	➤ Total Hours for Massage Program	➤ 650 Hours

Graduation Requirements – Massage Therapy

Lawrenceburg Technical College students in the massage therapy program must complete the following requirements to graduate: Complete the 650 clock hours required by Lawrenceburg Technical College and complete the below 220 service performances required by Lawrenceburg Technical College:

Graduation Performance Requirements – Massage Therapy	
Performance	Minimum Number Required to Complete
Consultations, Evaluations	50
Swedish Massage	30
Wellness Massage	30

Graduation Performance Requirements – Massage Therapy	
Performance	Minimum Number Required to Complete
Therapeutic Massage	30
Orthopedic Massage	25
Sports Massage	25
Aromatherapy Massage	15
Reflexology	15
TOTAL	220

Massage Therapy Program – Costs & Fees (01-01-2025) -(12-31-2025)	
Description of Charge	Instructor Program
Tuition Breakdown	
Registration Fee	\$ 100.00
Student Kit-Books	\$ 835.00
Tuition Charge	\$ 9,125.00
Uniform (1) Charge	\$ 100.00
CPR Certification	\$.....70.00
Tuition Cost by Payment Period (hours)	
Total Charges for Payment Period 1 (1 hour-325-hours)	\$ 4562.50
Total Charges for Payment Period 2 (326-600 hours)	\$ 4,562.50
Total Investment	\$ 10,230.00

Manicuring Course of Study -600 Hour Program CIP Code:12.0410

Lawrenceburg Technical College offers a 600-19-week full-time day and 25-week part-time day manicuring program to individuals seeking to become licensed in the state of Tennessee.

- To graduate the student must have:
- All academic coursework and tests with a minimum average of at least 75%
- Complete and receive passing grades on all practical
- Complete State Board review written and practical examinations in a satisfactory manner
- Make satisfactory arrangements for payment of all financial obligations
- Placement and financial exit interviews completed

Upon successful completion of training in student's prescribed course and all financial obligations are met, the student will receive a diploma, and all necessary certified paperwork required to apply for the Tennessee State Board of Cosmetology and Barbering Examiners.

The school has designed the flow of its curriculum and facility to promote a highly motivating and practical course of study. The curriculum is designed to develop our students into the best possible manicurist during their 600 hours. Students must achieve 600-hours of theory and 180 practical performances of clinic work with mannequins and clients on the salon floor.

Although expectations are high for students at the school, those that work hard with passion and dedication will greatly benefit upon graduating finding that perfect salon to work and/or eventually opening their own salon or college.

The overall educational objective of the manicuring program is as follows:

Students will develop a profound understanding of all aspects of manicuring and pedicuring technical skills and professional behavior necessary for careers in the beauty industry, through theory instruction and practical experience working on mannequins and ultimately clients. Educational objectives upon successful completion of the program include:

- Understanding that profession is built around customer service to the client and to always be very attentive, polite, respectful, honest, and professional
- Identifying what is best for a client and how to successfully verbally communicate this to the client
- Building an extraordinarily strong foundation for technical application skills in manicuring, pedicuring, gel nails, nail tips and wraps
- Developing confidence within themselves as stylists and as people, and to project such confidence onto the client through their application, professionalism, and personal image
- Creating their own brand and to understand how to market themselves as stylists to build a clientele
- Understanding the business side of the industry and to know how to achieve their desired earnings through goal setting and planning
- Mentoring/teaching students toward graduation, obtaining licensure, employment, and how to maintain employment

Manicuring Program Course of Study		
	Subject	Hours Day & Evening
General	➤ Orientation & Rules & Regulations Sterilization & Sanitation Bacteriology	75 Hours ➤ 150 Hours

Manicuring Program Course of Study		
	Subject	Hours Day & Evening
	Anatomy & Physiology Shop Ethics & Personality 75 Hours State Law & Salon Management	
Chemical	➤ Product Ingredients 100 Hours Product Knowledge Manicuring & Pedicuring EPA & OSHA Requirements	➤ 100 Hours
Physical	➤ Manicuring & Nail Care 125 Hours Nail Artistry Nail Wraps ➤ Sculptured Nails 200 Hours Nail Tips Gel Nails Nail Safety Pedicuring 25 Hours	➤ 350 Hours
	➤ Total Hours for Manicuring Program	➤ 600 Hours

Graduation Requirements – Manicuring Program

Lawrenceburg Technical College students in the manicuring program must complete the following requirements to graduate: Complete the 600 clock hours required by Tennessee State Board of Cosmetology and Barber Examiners within required length of time. Complete the below 190 service performances required by Lawrenceburg Technical College:

Graduation Performance Requirements – Manicuring	
Performance	Minimum Number Required to Complete
Manicures	50
Pedicures	50
Hot Oil Manicures	10
Basic Water Manicures	30
French Manicures	25
Artificial Nails	20
Artificial Toenails	5

Graduation Performance Requirements – Manicuring	
Performance	Minimum Number Required to Complete
Total	190

Description of Charge	Manicuring
Tuition Breakdown	
Registration Fee	\$ 100.00
Student Kit-Books	\$ 550.00
Tuition Charge	\$ 7,812.00
Uniform (2) Charge	\$ 100.00
Tuition Cost by Payment Period (hours)	
Total Charges for Payment Period 1 (1 hour-300 hours)	\$3,906.00
Total Charges for Payment Period 2 (301 hours – 600 hours)	. \$3,906.00
Total Investment	\$ 8,562.00

Instructor Course of Study 300 Hour Program CIP Code:12.0413

Lawrenceburg Technical College offers a 300-week full-time day and 12.5-week part-time day program.

To graduate the student must have:

- All academic coursework and tests with a minimum average of at least 75%
- Complete and receive passing grades on all practical evaluations
- Complete State Board written and practical examinations in a satisfactory manner
- Make satisfactory arrangements for payment of all financial obligations
- Placement and financial exit interviews completed

Upon successful completion of training in student's prescribed course and all financial obligations are met, the student will receive a diploma, and all necessary certified paperwork required to apply for the Tennessee State Board of Cosmetology and Barbering Examiners

Educational objectives upon successful completion of the program include:

- Show a positive attitude and self-confidence
- Deliver proper communication skills and professional environment and apply the basic skills in teaching to classroom and clinical and build a profound employer to employee atmosphere

Instructor Training Program		
	Subject Matter	Hours Day & Evening
General	<ul style="list-style-type: none"> ➤ Orientation – Rules & Regulations 130 Hours Introduction to Teaching Course Outlining & Development Lesson Planning Motivation ➤ Record Keeping 25 Hours State Laws and Salon Management 	➤ 155 Hours
Physical	<ul style="list-style-type: none"> ➤ Assist in Classroom 121 Hours Practice Teaching Clinic, Sanitation & Theory ➤ Testing & Advising 24 Hours 	➤ 145 Hours
	➤ Total Hours for Instructor Program	➤ 300 Hours

Graduation Requirements – Instructor Program

Lawrenceburg Technical College students in the instructor program must complete the following requirements to graduate:

Complete the 300 clock hours required by Lawrenceburg Technical College and the Tennessee State Board Cosmetology and Barber Examiners.

Instructor Program – Costs & Fees (01-01-2025) - (12-31-2025)	
Description of Charge	Instructor Program
Tuition Breakdown	
Registration Fee	\$ 100.00
Student Kit-Books	\$ 400.00
Tuition Charge	\$ 4,687.00
Tuition Cost by Payment Period (hours)	
Total Charges for Payment Period 1 (1 hour-150-hours)	\$2,343.50
Total Charges for Payment Period 2 (151- hours – 300-hours)	\$2,343.50
Total Investment	\$5,187.00

Medical Assistant Program Course of Study -50 Credit Hour Program CIP Code -51.0801

Lawrenceburg Technical College offers a 4 quarter, *52-week, full-time day schedule program to complete the Medical Assistant Program. *Length of program predicated on completion of day externship; 9 months fulltime plus externship of sixteen weeks. Program reflects normal time to complete; and all attempted classes are successfully completed.

All academic coursework and tests with a minimum average of at least 75%

- Complete and receive passing grades on all practical
- Make satisfactory arrangements for payment of all financial obligations
- Placement and financial exit interviews completed

Upon successful completion of training in the student's prescribed course and all financial obligations are met, the student will receive a diploma, and all necessary certified paperwork required to apply for the National Center Competency Testing (NCCT) exam.

The Medical Assistant Program is designed to build competencies and necessary skills for entry-level positions in the office/clinical/administrative medical environment. This program provides in preparing students to assume the role of health professionals in this field by providing technical instruction and skill development that will enable students to become gainfully employed.

Students will receive instruction providing a combination of classroom study, practice in campus laboratory, and a clinical and administrative practice which is gained through student externships in local medical clinics.

The overall objective of the Medical Assistant Program is as follows:

- Understanding that profession is built around customer service and to always be very attentive, polite, respectful, honest, and professionalism
- Show a positive attitude and self confidence
- Building an extraordinarily strong foundation for technical application fields such as:
 - Demonstrate correct spelling, pronunciation and usage of medical terms and abbreviations in communicating with patients and other health care workers.
 - Interpret and abstract information from patient medical records and other clinical documents
- Locate correct anatomical landmarks as utilized in various medical procedures. - Relate patient symptoms to specific body systems and/or structures involved.
- Interpret written orders to determine legality of performing requested activity.
- Appraise clinical situations to determine appropriate ethical response.

Medical Assistant		Program Course of Study		
Course Number	Course Title	Quarter	Credit Hours	Total Credit Hours per Quarter
MA 101	Medical Terminology	1st	4	
MA 102	Medical Assistant I	1st	4	
MA 103	Ethics for Health Professional	1st	4	
MA 210	Anatomy & Physiology	1st	4	16
MA 201	Medical Assistant II	2nd	4	
MA 150	Office Procedures I	2nd	4	
MA 151	Electronic Health Records	2nd	4	
MA 104	Clinical Procedures I	2nd	4	16
MA 152	Office Procedures II	3rd	4	
MA 204	Clinical Procedures II	3rd	4	
MA 215	Certification Review	3rd	4	12
MA 220	Externship	4th	6	6
	Total Credits	4 Quarters	50	50

Student Program Progression & Graduation Policy - Medical Assistant Program

Program Progression

To be eligible to continue in the program, students must:

- Achieve a grade of 75 or higher in all program courses designated by MSS.
- Maintain documentation of current Healthcare Provider Level BLS/CPR Certification.
- Maintain documentation of immunization currency and satisfactory health status.
- Maintain documentation of annual TB testing
- Maintain documentation of health insurance.
 - Be aware of the occupational risks associated with Medical Assisting, including exposure to bloodborne pathogens.
 - Bloodborne Pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV). United States Department of Labor, OSHA, September 5, 2019 (www.osha.gov/lawsregs/regulations/standardnumber/1910/1910.1030).
 - Exposure to infectious diseases.
- Sharps injuries.

- Exposure to chemicals and drugs.
- Ergonomic hazards (lower back pain) from lifting, sitting, and repetitive tasks.
- Latex allergies.
- Stress

Graduation Policy

Lawrenceburg Technical College's students in the Medical Assisting Program must complete the following requirements to graduate:

1. *Complete the 50 credit hours required by Lawrenceburg Technical College within the required length of time.
2. Complete the below 450 performances required by school:

Graduation Performance Requirements – Medical Assistant	
Performance	Minimum Number Required to Complete
Phlebotomy (Blood Testing)	50
Secure, Label, Prepare Blood Sample Submission	50
Stethoscope for Patient Heart and Lungs	25
Testing of the Lungs with Spirometer	10
Ear Canal and Lavis with Eardrum Imaging Through Otoscope	25
Cila Wave Testing – US, STREP, FLU, COVID	25
Injections	50
Finger Stick – Blood Sugar	25
Collection of Medical History	25
Autoclave Procedure	15
Check Vital Signs	25
Create Patient Health Records	25
Change and Dress Wounds	25
Explain Treatment Procedures	25
Blood Pressure Check Through Sphygmomanometer	25
Measure Electrical Activity in Heart Through EKG Machine	25
Total Performances	450

*Length of program predicated on completion of day externship; 9 months fulltime plus externship of sixteen weeks. Program reflects normal time to complete; and all attempted classes are successfully completed.

**Medical Assistant Program – Costs and Fees
(01-01-2025) - (12/31/2025)**

Description of Charges	Medical Assistant Program
Tuition Breakdown	
Registration Fee	\$ 100.00
Student Kit-Books-Uniforms	\$ 2,000.00
Tuition Charge	\$ 10,900.00
Tuition Cost by Payment Period (hours)	
Total Charges for Payment Period 1 (1 hour-450 hours)	\$,3,488.00
Total Charges for Payment Period 2 (451 hours – 900 hours)	\$,3488.00.
Total Charges for Payment Period 3 (900 hours – 1200 hours)	\$ 2,616.00
Total charges for Payment Period 4 (1201 hours-1500 hours)	\$ 1,093.00
Total Investment\$13,000.00

Payment Plans

Option 1: The purchaser and or guarantor agrees to pay the balance due in equal monthly installments of the balance due either weekly, bi-weekly or monthly.

Option 2: The purchaser and or guarantor agrees to pay the balance in full prior to the first day of class will receive a discount on the cost of kit, books as well as the registration fee of \$100.00.

*Registration fee and our books & Kit cost are subject to changes.

*Optional mannequin head and state testing funds reserve.

Facility Fees / Over Contract Charges

Additional facility charges of \$8.00 per hour may apply to a student's account if said student does not complete the training within 150% of the scheduled time in the respective program.

The student may be charged an institutional facility fee equal to the number of hours over the scheduled time the student took to complete the training period.

Early Completion

Should the student complete their program earlier than the estimated timeframe stated in the contract, the student's financial package may be recalculated and may result in liabilities owed by the student or this college.

Enrollment Agreement

An enrollment agreement between the Institute and the student (or student's parent or guardian if student is a minor) will be executed prior to starting classes. Students requiring training beyond the contract date may be considered "over contract."

Actual over contract hours will be calculated in the following manner:

- Number of hours attending school after contract date minus holidays unscheduled closed school days
- Over contract charges / facility fees will be assessed at the rate of:
- \$8.00-per hour for Cosmetology, Instructor, Aesthetics, Massage Therapy, Medical Assistant, and Manicuring Programs.
- All balances due to the school, including over contract charges, must be paid before the student receives their diploma or paperwork required to apply for licensing.

Retention of Student Records

Lawrenceburg Technical College shall maintain records on all enrolled students:

- Admissions records are maintained for a minimum of five years after the student's last date of attendance.
- A transcript and record of student academic/course progress which includes programs of study, dates of enrollment, courses taken and completed, grades and indication of the student's status (graduated, probation, etc.) are maintained permanently by electronic database with backup by the school.
- Fiscal records must be maintained for a minimum of five years after the student's last date of attendance. This includes payments from the student, payments for other sources on the student's behalf, and refunds.

Lawrenceburg Technical College will make the documents referenced above available to students upon request. Academic transcripts and or financial records shall be provided upon request in person or by mail.

If the student owes money to the school, a transcript will not be released until debt is paid in full.

Attendance Policy

Class attendance is essential for students to successfully complete their program of study. All programs include lectures and participation within class and take-home assignments.

Lawrenceburg Technical Colleges programs are learning dense and moves along quickly. Attendance is mandatory and students are to attend all classes and must adhere to the attendance policy to remain in the program.

In the case of an illness, accident, or an emergency, students should make direct contact via phone or email with the instructor as soon as possible. For the absence to be excused (does not reflect in attendance score), the student must contact the program instructor prior to the scheduled class time.

Be advised, you may be asked to provide documentation from an authorized professional or agency which supports an explanation for your absence. Lateness for lecture is highly discouraged and will require corrective action with verbal and written warnings. Students who arrive 10 minutes after the scheduled class start time may not be permitted to enter the classroom.

In the event of a cancellation of classes due to weather, please refer to the program syllabus and blackboard for assignments. Those assignments will be due at the next scheduled class time. If the college cancels in-person courses and moves to remote learning, the student is:

- Expected to check their emails daily for information regarding class and what is happening on the college level.
- Expected to attend lectures at the scheduled class time via the virtual meeting room/zoom.
- Expected to complete assignments and turn in on their due dates (information on how to turn in assignments will be issued if in-person classes are canceled).

No assignments will be graded late. You will receive a zero for the assignment if turned in after the deadline.

For Medical Assistant Program Only:

Students with an excused absence have 7 days to turn in assignments, take missed exams, or the grades will be entered as a zero without the possibility to complete the work later. Students with chronic absences or who are absent for more than 3 days will be required to provide a medical note on why they were absent. After more than 5 missed classes, excused or not, students will be removed from course and program.

Medical Assistant Policy Lab Attendance:

Lab attendance, comparable to lecture, is mandatory.

Lab is a 6-hour hands-on experience broken down into two 3-hour lab session days.

- Students are expected to attend each lab session prepared to perform the required skills necessary for that laboratory period for the time required.
- If students need to leave early or be absent, they must notify their course instructor prior to the lab period you will miss to make accommodations on how to make up that missed lab period.
- Students are expected to demonstrate professional attitudes in the lab sessions.
- All cell phones and electronic devices are to be shut off.
- Sitting on beds or leaning on over-bed tables is not permitted.
- No food or drink is allowed in the skills labs at any time.
- Equipment may not be removed from the Labs.
- Students are responsible for appropriate handling and disposing of sharps and syringes.

- Students are required to return the lab to an orderly condition at the conclusion of each session.
- Students should treat the simulation space as if they are in a true doctor's office to practice their skills effectively and to the best of their ability.

Psychomotor Skill Competency for Evaluation

The clinical component of the medical assisting curriculum requires each student to successfully demonstrate each of the psychomotor competencies required by the curriculum prior to being eligible to participate in the clinical experience.

- Students are evaluated during each lab period based on the information during each didactic lecture.
- Students are required to report to each laboratory period in full uniform, which includes their name pin, the lab kit if required for that competency, stethoscope, and blood pressure cuff as well as the check-off sheets for that lab day.
- Students will use Day 1 as an all-day practice day and have unlimited time to practice the skill with demonstration from the laboratory instruction.
- Day 2 of the laboratory session, students will have 2 attempts to pass their skills sign-off with a satisfactory score of 75% or better.
- unsuccessful, the student will be allowed an additional practice session and assigned an appointment for re-evaluation.
- Failure to achieve a passing grade, the student is scored on the third attempt will result in clinical failure as all competencies must be passed with a 75% or better.
- If competency evaluation is missed for any reason, it is the responsibility of the student to contact the course instructor and complete the evaluation within 7 days of the competency evaluation, according to the availability of lab faculty.
- Any student who fails to meet this deadline will be referred to the course faculty and will be given an opportunity to present the reason for the missed deadline.
- A no call/no show for any competency evaluation constitutes a failure attempt for the competency.

Clinical Placement & Attendance Policy

Each student must complete an externship in the final semester of the program.

- The externship must be completed immediately after finishing QuarterQ.3 of the program.
- Failure to complete the externship within a timely manner will result in repeating the Medical Assistant program core courses

Lawrenceburg Technical College has established agreements with clinical facilities for student experiences in private physicians' offices.

- Assignments to clinical facilities are made by the Program Director based on an assessment of student's strengths and needs.
- The student's assignment is made in accordance with the Medical Assistant Program philosophy of providing each student with quality experiences.
- Each student will participate in at least 110 hours of externship experience and must be completed to pass and qualify for the AAMA national examination.
- A daily log including hours at site is maintained by each student and hours of attendance are recorded by each facility.
- Students will be supervised by the fieldwork site and will not receive compensation for services provided while at the fieldwork site.
- Prior to entering the externship experience, each student must complete all courses with a 75% or better.
- Students are required to have a current Health Care Provider level CPR card, HepB titer, vaccination records, a two-step PPD and a recent physical examination. Proof of these documents must be submitted through Admission's Office no later than beginning of Quarter 3.

The student must meet the required weeks/hours of the externship experience for completion for a passing grade.

It is imperative for the successful completion of the fieldwork experience that the student adheres to strict attendance and punctuality requirements.

- Show up on time and stay for your scheduled hours.
- Do not have chronic tardiness, no shows, or early dismissals on your record as they will not be tolerated.

The following guidelines should be noted:

- You must call your externship site and email the instructor when you are going to be absent or late.
- More than two episodes of unexcused absences will require the instructor to remove the student from the fieldwork experience.
- More than two episodes of tardiness will be considered an absence.
- If asked to leave your externship site based on your performance and/or attendance, this will constitute a grade of F.

Health Compliance throughout the Program

Before being eligible for clinical, all students must show evidence of compliance with health requirements defined by the Admission Policy and Tennessee Medical Board.

Course Evaluation & Survey after Completion

At each course's completion, students must evaluate the course, lab (if applicable), and clinical. In addition, students may be asked to complete online evaluations and surveys for the Medical Assistant Program and/or the College. This is an opportunity for students to offer suggestions and recommendations for the continued growth and development of the program/college. Students are asked to complete these evaluations and surveys in a timely manner.

Academic Honesty Policy

Members of Lawrenceburg Technical College community are expected to act within the standards of academic honesty. Any willfully dishonest behavior is subject to disciplinary action, which may range from that which the instructor imposes relative to the specific course to dismissal from the college, depending on the seriousness of the act.

Dishonest academic behavior included, but not limited to:

- Cheating: Use of unauthorized notes during an examination, giving or receiving unauthorized assistance on an examination, copying from someone else's examination, term paper, homework, or report; theft of examination; falsification of works or records.
- Plagiarism: Using the words, data or ideas of another, as one's own, without properly acknowledging their source.

In addition to action taken relative to specific course, the instructor may bring any matter related to academic honesty to the assistant provost for further disciplinary action. The assistant provost will review the case and determine if further action is to be taken.

Artificial Intelligence (AI) Use Policy

This policy oversees generative AI tools, such as ChatGPT, DALL-E, Elicit, etc. This includes text and artwork/graphics/videos/audio, etc.:

- Students may not submit any work generated by an AI program as their own.
- If submission, you will automatically receive a zero (0) on the assignment as your grade and you will not be allowed for a resubmission.

Lawrenceburg Technical College has established policies, procedures, and guidelines to allow for a conducive learning environment while at the college are as follows:

Students must maintain a 75% attendance rate. If a normal class day is missed students may makeup time on their off schedule. Attendance is recorded using timecards issued to students to clock in and out.

Maximum attendance is strongly encouraged during the basic training phase. Class material is introduced in sequential order during basic training and minimal absences strongly affect the foundation.

Students are expected to complete hours during contract length. As a matter of establishing strong and ethical business practices, students are encouraged to notify the school of a pending absence. The school should always be notified by 8:30 am of an anticipated absence.

Excessive Absenteeism: The Lawrenceburg Technical College does not differentiate between excused and unexcused absences. Students who are excessively absent will not meet the minimum attendance average requirement and will ultimately be terminated from the school. Students who do not attend for fourteen (14) consecutive instructional days without prior written notification will be terminated from the program.

Tardiness: Theory Class begins at 8:30 a.m. Students are expected to be present and prepared by their scheduled start time and may not clock until the scheduled theory class has been completed. The school does allow students to enter if the student provides:

The same day note from a doctor's office, Court, social services, or child's school clearly dated and documented, excusing the student for the schedule start time.

- First-person notification (before the scheduled start time) to a School Official of an extenuating circumstance causing the expected tardiness
- Students will be permitted to enter at the time of arrival if providing one of the above
- Tardiness adversely affects student's attended hours and attendance rates

Make-Up Testing Policy: Any student with failed or incomplete tests must make those tests up before they can perform the services on clients. It is the student's responsibility to monitor their test grades, schedule their make-up test time, and retake the test. In the event of a re-test, because of an unacceptable grade.

The re-tested grade will replace the prior grade.

Professional Image Policy: Students are expected to come to the college with professional image standards met every day to include:

Each Student is expected to be in a clean and wrinkle free uniform daily, consisting of solid, (no stripes or patterns) black shirt with either black pants, black Capri pants or black skirt and closed toe shoes. All skirts must be no shorter than 2 inches above the kneecap and may be worn with tights or leggings (black). Tights and leggings are NOT allowed to be worn with shirts or skirts shorter than 2 inches above the knee cap. Clean solid closed-toe shoes must be worn, shoes with an open heel are okay but hose or socks must be worn with them. Each student's personal appearance should be professional, including hair and nails. It is important that in this industry you look the part, image is everything, be and look professional. Aprons may be worn over the clothing and must be black.

Grounds for Dismissal/Suspension

The Lawrenceburg Technical College reserves the right to dismiss/suspend a student for any reason, including but not limited to the following:

- 1) Providing fraudulent information or documentation of requirements for admissions or attendance.
- 2) Failure to attend classes regularly.

- 3) Refusal to complete assigned classes or student salon work.
- 4) Breach of school rules and regulations.
- 5) Falsification of school records.
- 6) Conduct or conditions that pose a direct, adverse threat (including bullying) to other students.
- 7) Cheating

Conduct Policy

Lawrenceburg Technical College educates and trains students to build the skills and professionalism necessary to succeed in the beauty industry. Behavioral conduct is a key focus in building professionalism and is expected among all students. Students who have behavioral misconduct may be subject to suspension or termination.

The school student expectations are detailed in the Student Catalog & Handbook received by students prior to enrollment.

Medical Assistant Program Code of Ethics

The AAMA Code of Ethics for medical assistants sets forth principles of ethical and moral conduct as they relate to the medical profession and the practice of medical assisting.

Members of the AAMA dedicated to the conscientious pursuit of their profession, and thus desiring to merit the high regard of the entire medical profession and the respect of the public which they serve, do pledge themselves to strive always to:

- Render service with full respect for the dignity of humanity.
- Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
- Uphold the honor and high principles of the profession and accept its disciplines.
- Continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.
- Participate in additional service activities aimed toward improving the health and wellbeing of the community

Corrective Action: Lawrenceburg Technical College follows a corrective action procedure to discipline behavioral misconduct. The degree of misconduct will determine the level of corrective action taken. The standard corrective action procedure is as follows:

- Verbal Warning - the student will receive a verbal warning from the instructor and/or program director, and a counseling meeting form (explaining the reason for the warning will be completed for the student's file).

Written Warning & Performance Improvement Plan – Upon second occurrence, the student will receive an action plan form from the instructor and/or program director detailing the concerning behavior, desired behavior, and deadlines for meeting those expectations.

The student will be considered on probation until all expectations and deadlines are met. This may result in suspension from practicum until such a time. A counseling meeting form, the action plan, and review of outcomes will be included in the student's file.

A student's failure to demonstrate compliance with the action plan will result in dismissal from the program. The dismissed student will be required to withdraw, or he/she/they may risk failure.

Termination

A student's failure to demonstrate compliance with the action plan will result in dismissal from the program. The dismissed student will be required to withdraw, or he/she/they may risk failure.

The school may elect to skip a progressive disciplinary action step(s) to appropriately address any behavioral misconduct (i.e., students in gross misconduct may be immediately suspended or terminated without any prior warnings).

Students may follow the complaint procedure to appeal any corrective action taken against student for behavioral misconduct. Students may be readmitted to the school or permitted to earn make up hours for any time missed if they prevail upon appeal.

Special Theory, Practice, Additional Classes

Students who need additional help and/or missed theory or practical classes due to absentee hours, there will be scheduled classes available. Tapes on all programs are available and can be issued by an instructor for viewing. The instructors are available 8:00 a.m.-8:30 a.m. Tuesday, Thursday and Friday. The curriculum is posted in the hallway across from the student bulletin board.

Advising

Financial aid advising is available upon request. To orientate our students to their specific program we assist them in establishing professional goals and evaluating their progress. Students will receive advising during periodic evaluations to discuss hours, services, tuition, attendance, tardiness, attitude, career advising, job desires and any problem the student may be having in school. Faculty accessibility for academic and/or course advising are between 8:00 a.m. – 8:30 a.m. Tuesday- Thursday.

Grievance/Complaint Procedure Policy

Lawrenceburg Technical College will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the new 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 school files to determine the frequency, nature, and patterns of complaints for the institution.

The following procedure outlines the specific steps of the complaint process.

The student should register the complaint in writing on the designated form provided by the school within 30 days of the date that the act which is the subject of the grievance occurred.

The complaint form will be given to the Director of the school.

Shania Shrum, 231 1 st Street, Lawrenceburg, TN 38464	931-766-9900
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The complaint will be reviewed by management within ten (10) working days of receipt of the grievance. At this time, a final resolution of the problem may not be produced, however, a continued investigation and/or actions being taken regarding the complaint will be ongoing. Depending on the extent and the nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint. If after careful evaluation, the problem cannot be resolved, the matter will be turned over to the Grievance Committee.

The committee consists of:

Cynthia Quinones-Cruz	Denise Meola
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The committee shall meet within twenty-one (21) calendar days of receipt of the complaint. The committee will prepare a report summarizing information gathered (testimonies) and a recommended resolution for the dispute.

The school management then will consider the report and either accept, reject, or modify the recommendations of the committee. A letter will then be sent to the complainant within (15) days stating the steps taken to correct the problem.

Students must exhaust the school's internal complaint process before submitting a complaint to the Tennessee State Board of Cosmetology and Barbers Examiners, (615-741-2515), 500 James Robertson Parkway, First Floor, Suite 1900, Nashville TN 37243. If the complainant wishes to pursue the matter further, a complaint form is available through the Middle States Association-Commission of Colleges and Schools (MSA) MSA may be contacted at the following: MSA,3819-33 Chestnut Street, Suite 310, Philadelphia PA 19104-2680, 267-284-5000. www.msa-cess.org.

Any person claiming damage or loss because of any act or practice of Lawrenceburg Technical College that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint at the Tennessee Higher Education Commission, Division of the Post-Secondary State Authorization.

www.tn.gov/commerce/regboards/cosmo.html. If resolution is still not satisfactory to student, the grievance may be forwarded to the school's accrediting commission.

THEC's address is Tennessee Higher Education Commission, 312 Rosa L. Parks Ave., 9th Floor, Nashville, TN 37243 and its telephone number is 615.741.1346. See <https://www.tn.gov/thec/bureaus/student-aid-andcompliance/postsecondary-state-authorization/request-for-complaint-review.html>.

Please note that students will not be subjected to adverse actions by any school officials because of initiating a complaint. The Student Grievance/Complaint Form is available at the school and may be obtained from the Director of the school; Shania Shrum, 231 1st Street, Lawrenceburg, TN 38464 931-766-9900

School Weapons Policy

Lawrenceburg Technical College prohibits firearms on the school premises. The school prohibits open carry, concealed weapons.

- Lawrenceburg Technical College students, faculty and staff and complies with the State Board of Education Policy 511.01: Firearms on:
 - Campus. This Policy prohibits firearms on campus or on any other facility operated by Lawrenceburg Technical College. The campus policy prohibits open carry, concealed carry or storage of a firearm in a vehicle. The policy expressly lists the limited exceptions to this policy, and they are limited to the following:
 - (1) Law enforcement officials legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties; or
 - (2) An instructional program in which firearms are required equipment

Fire Safety Policy

- Evacuate the area of the fire (Always stay low as smoke and heated gases collect near the ceiling first). Activate Fire alarm (if so equipped).
- Call 911, indicating the need for assistance from the fire department and law enforcement. Other communication networks should be identified and utilized if the fire has caused the telephone system to become out of order.
- Evaluate the situation; determine quickly, if possible, the size, nature, and location of the fire within the facility.
- Upon the arrival of the fire department, the school director shall establish contact with the senior fire department official and coordinate subsequent activities with him or her.
- Make certain that all students, staff and clientele are accounted for and safe. Move to another location as required. A fire deemed in any way to be a threat to the safety of the students and staff calls for evacuation to the outside area, away from the building.
- Any of the steps above may be done simultaneously as the number of staff members on duty permits. The decision not to follow any of these steps is justifiable only when there is certainty that there is no imminent danger.
- If the fire is small, any of the facility's fire extinguishers may be used to extinguish it. Although there should be regarding the use of fire extinguishers, the fighting of any fire by staff members should be undertaken only if there is no imminent danger.

Emergency Evacuation Plan

- Emergency evacuation routes are posted in each room of the institution except for the salon area. In case of an emergency please walk, not run, to the nearest exit.

Drug Abuse Prevention Program

The Lawrenceburg Technical College has a Drug Abuse Program available to our students. The school does not except or will not overlook drug abuse. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances, drug, and alcohol, is prohibited in this school's workplace.

The workplace for this school is defined as:

In compliance with the drug-free workplace act of 1988, this institution's workplace consists of the entire campus facility, any location used for an off-site school function, i.e., competitions, hair shows, graduation, etc.

- Students and employees must comply with the policy while off-site if they are participating in any activities with this school in any capacity.

Non-compliance with the terms will result in the following action taken by this institution:

- Mandatory advising.
- Rehabilitation given by a federal, state, or local health, law enforcement, or other appropriate agency which is approved for the purposes of chemical abuse counseling and rehabilitation.
- Notification to the proper law enforcement authorized.

The Director of the school must be notified of any criminal drug statute conviction of a violation occurring in the workplace no later than ten days after such conviction.

- Termination of enrollment/and or employment.

Our drug abuse prevention coordinator will be available to our students. All conferences will be confidential. The policies regarding the Drug Abuse Prevention Program can be found at the FAO office and are also posted on the student bulletin board.

Non-Discrimination & Campus Sexual Harassment Policy

It is the policy of Lawrenceburg Technical College to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. Lawrenceburg Technical College has enacted the Campus Sexual Harassment Policies & Procedures to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this policy has been violated, and to provide recourse for individuals and the community in response to violations of this policy.

The policy can be obtained from the Title IX Coordinator of the school and is posted on the student bulletin board at the school.

No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Lawrenceburg Technical College does not discriminate based on sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in the school's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to the School's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

The Lawrenceburg Technical College also prohibits other forms of discrimination and harassment, including discrimination and harassment based on race, color, national origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Barbara Ann LeNoble
Title IX Coordinator
231 1st Street, Lawrenceburg, TN
38464
Cell Phone: 757-869-7209
barbara.lenoble@ltc.edu

Inquiries or complaints concerning Lawrenceburg Technical College compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights (OCR)
315 Deaderick Street
Nashville TN 37343
615-532-6530
PUBLICAFFAIRS.DIDD@tn.gov

Lawrenceburg Technical College desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind.

The school will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in school.

Sexual Harassment Grievance Procedure – Reports of sexual harassment should be made to the School’s Title IX Coordinator or Director of Lawrenceburg Technical College. The Lawrenceburg Technical College will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities.

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Lawrenceburg Technical College will investigate all formal complaints of sexual harassment. A formal complaint must be in writing filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. Lawrenceburg Technical College’s Title IX Coordinator oversees the school’s investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if Lawrenceburg Technical College determines that the formal complaint is appropriate for such a process, the school will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. Lawrenceburg Technical College retains the discretion to determine which cases are appropriate for voluntary resolution.

The Lawrenceburg Technical College will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the matter proceeds to the sanctions stage. The Policy provides that the parties have the right to appeal the hearing panel’s determination under certain circumstances.

Policy on Pregnant Students

Under the United States Department of Education’s Title IX regulations, any institution that receives federal funding “shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, based on such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.”

According to the United States Department of Education, appropriate treatment of a pregnant student includes granting the student leave “for so long a period of time as is deemed medically necessary by the student’s physician,” and reinstating the student to the same status as was held when the leave began.

Lawrenceburg Technical College will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave will return to the same status of academic progress that they were in when they took leave. Students will be given an opportunity to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g., papers, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed later, will be employed.

All employees are required to refer students who inform them that they are pregnant to the Title IX Coordinator. The IX Coordinator has the authority to determine which accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly. This information will be shared with faculty and staff only to the extent necessary to provide reasonable accommodation and never includes specific medical information.

Faculty and staff will regard all information as private and will not disclose this information unless necessary.

Students are encouraged to work with the Title IX Coordinator as soon as they learn of the pregnancy and don’t yet need accommodation. This will allow the student to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible.

Appropriate documentation related to accommodation will be filed in the students’ records.

Definitions under this section

Medical Necessity: a determination made by a qualified healthcare provider that a certain course of action is in the patient’s best health interests.

Pregnancy and Pregnancy-Related Conditions

- Pregnancy, childbirth, termination of pregnancy, or lactation.
- Medical conditions related to pregnancy, childbirth.
- The recovery from pregnancy, childbirth.

Nursing Students

- Lawrenceburg Technical College provides a private personal needs room, that is utilized for any need, including pumping breast milk and medication administration. A place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used. A bathroom, even if private, is not a permissible location.

- The college does not provide storage for breast milk.

Sanitation Requirements Policy

Lawrenceburg Technical College strives to establish a clean and safe environment for our students, staff and clients.

Students must wash their hands with soap and warm water before performing a service on a client.

The students at Lawrenceburg Technical College are responsible for sweeping up all hair and disposing it in a closed container after each client. All tools and equipment must be sanitized after each client. Combs, brushes, hairpins, rollers, tweezers, nail clippers and scissors should be washed in soap and water, dried, then totally immersed in a wet sanitizer for the recommended time.

Electric tools such as clippers, blow-dryer attachments and styling irons should be sprayed with a disinfectant and wiped down. The student's styling chair, station and shampoo bowls must be wiped down with a disinfectant between customers.

The storage areas used for sanitized implements, such as styling station drawers and cabinets, must be cleaned and free of debris and used only for sanitized implements. Rubber gloves, towels, capes and anything else that touches the client must be sanitized or discarded.

All dirty towels are to be put into a closed container and when full taken to the laundry room and washed and dried.

At the end of the students' shift, students will check the Sanitation & Cleaning Inspection Checklist for their daily duties. These duties consist of taking out trash and sanitizing the bins, sweeping, mopping, cleaning mirrors, dusting, collecting and folding laundry.

Students shouldn't store implements such as pins, combs, brushes and rollers in their pockets or put them in their mouths. Students and staff are not allowed to eat or drink at the styling station or in treatment rooms.

Infection Control Policy

Infection Control Guidelines Massage Therapy Clinic Infection Control Policy and Procedures Purpose and Background:

As health service providers, massage therapists have a duty of care and ethical responsibility to take all reasonable steps to safeguard themselves, clients, faculty and staff, and the public from infection.

Infection control policies and procedures are put into place to minimize the risk of transmitting and acquiring infectious diseases. These diseases are usually caused by bacteria, fungi or viruses and can be spread by human-to-human contact, human contact with an infected surface, airborne transmission through infectious agents suspended in the air, or transmitted through food or water.

The purpose of this policy is to put into place procedures to minimize the risk of transmission of infectious agents as described above.

Required Clinic Procedures:

- Student must maintain personal hygiene.
- Wash and dry hands thoroughly before and after client contact.
- Dry hands with single-use towels (disposable paper towels are preferable to cloth).
- Use soap dispensers rather than bar soap.
- Keep nails short and avoid wearing any jewelry that may encounter clients.
- Ensure hair is tied back to prevent contact with clients.
- Clean and disinfect exposed areas of the massage table and bolsters after each client.
- Use clean, freshly washed linen between clients.
- Use clean, freshly washed towels to cover ice/hot packs or other objects that are reused and come into direct contact with clients.
- Place used linen in a closed container and launder on the day of use. Do not place used linen in direct contact with your body or clothing.
- Wash linen in hot water and detergent. If linen has signs of human body fluid contamination, washed separately, in hot water with detergent, and bleach is added to the normal washing process.
- Store and rotate clean linen in the clean, dry storage area provided. The risk of exposure to body fluids in the massage therapy clinical setting is relatively low; however, the risk of spreading infections such as flu and upper respiratory infections such as flu or upper respiratory tract infections is significant. Therefore, transmission-based precautions are an important addition to standard infection control precautions.

Clients who are ill with systemic infections such as influenza will not be treated in the clinic. Students who are ill with systemic infections such as influenza will not encounter clients in the clinic.

Clients with fever will not be treated; students with fever will not be treated. Students with injuries or conditions in which the therapist's body fluids (runny nose, open or oozing wound, etc.) might encounter the client are to refrain from treating if the bodily fluids cannot be hygienically isolated from the client.

Smoking/Vaping Policy

Lawrenceburg Technical College strives to enhance the general health and wellbeing of its students, faculty, staff and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health and to launch students into their careers at a high level of health and wellbeing.

To support this commitment, we intend to provide a tobacco/vaping free environment. Smoking, vaping and the use of tobacco are prohibited in the school's building. Smoking is permitted outside, and students must be at least 15 feet away from the building or in designated smoking areas.

Students Rights and Responsibilities – Privacy Policy

None of the rights and privileges guaranteed to every citizen by the Constitution of the United States and by Tennessee shall be denied any student.

Within the limitations imposed by the Lawrenceburg Technical College's mission, purpose, finances, and curricula, students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the school. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

Students have the right to freedom of expression, inquiry, and assembly, subject to reasonable rules and regulations regarding time, place, and manner.

Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of the students through their educators, the Vice President, President, etc.

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provided safeguards regarding the confidentiality of and access to student records, and this act will be adhered to by the Lawrenceburg Technical College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of their records.

Student records that are confidential pursuant to FERPA shall be made available to unauthorized personnel or groups outside the school without the written consent of the student involved, except as required by law.

Students shall be entitled to such due process of law as may be required by law or the Student Code of conduct.

The Lawrenceburg Technical College guarantees each student (or guardian if the student is a dependent minor) access to that student's records.

Family Educational Rights and Privacy (FERPA)

The Family Educational Rights and Privacy Act of 1974 (U.S. Public Law 93-579), FERPA, provides clarification and guidance on the administration of student records. Further, FERPA guarantees individuals' rights to the access of his/her educational records, provides guidelines regarding third party access to the record(s), and addresses of the appropriate security of the education record.

Student Rights: Students and parents or guardians of dependent minors have the right to 1) inspect and review their education records, 2) control disclosure and/or designate confidentiality, and 3) request amendment to the education record.

Education Record: Lawrenceburg Technical College defines the educational record as any portion of the academic record (paper or electronic) maintained by the school for the purpose of sharing (or potential sharing) by other educational officials.

An example is the academic folder maintained in the department or school's administrative office.

Sole Possession Records: Notes and/or records maintained only by the staff member regarding his/her students and not shared with any other educational official is a sole possession record. Notes retained in the 'sole possession record' are not subject to the guarantees of FERPA.

Educational Officials: Persons employed by the Lawrenceburg Technical College in an administrative, supervisory, academic, or support capacity with a legitimate educational need to view student records to perform his or her job are classified as educational officials.

Educational Interest: Before an individual is granted access to a student record, FERPA requires that educational officials have an educational interest. Instructors have an educational right to know directory information regardless of the confidentiality of the record. Examples of directory information include name, address, and telephone number.

Email Addresses: Email addresses are not considered directory information. For instructional purposes, emails may be used for the duration of the course.

However, emails may not be distributed to third parties without the specific written consent of the student(s).

Educational interest does not include access to the student's entire academic record (example: all grades earned at Lawrenceburg Technical College) unless the user's role is that of an academic advisor assigned to that student.

Student Reference Request: Students may waive their rights under FERPA to request letters of recommendation or professional references from staff member(s). Students should complete and return an original signed Student Reference Request and FERPA Release form, available online or from the Financial Aid Department to the staff member prior to obtaining the reference.

Grade Posting: Staff members may not post grades in a listing format that includes any portion of the student identification number, Social Security Number, or student name. It is critical that the educators maintain the nondisclosure of these numbers.

Listed below is the notification of the Family Educational Rights and Privacy Act of 1974 (FERPA). The Lawrenceburg Technical College is required to inform enrolled students annually of their rights under the terms of FERPA. The act does not apply to students admitted to the school who have not officially enrolled.

Policy Intent

The Lawrenceburg Technical College student record policy is intended to conform with all state and federal statutes dealing with access to information held by an educational institution on present and former students.

The school student record policy is formulated to protect the privacy of student information that is maintained and yet provide access to student records for those having a legitimate educational interest in viewing such records. Regulations and procedures to ensure adequate protection of the student are provided in this policy.

Student Rights under FERPA

Enrolled students have the right to inspect their education record within 45 days of the request for inspection and are entitled to an explanation of any information therein. "Record" refers to those files and their contents that are maintained by official units of the college. Generally, students have the right to review any official record that the Lawrenceburg Technical College maintains on that student.

When access is permitted, documents will be examined only under the conditions that will prevent unauthorized removal, alteration, or mutilation. Students must submit to the Office of Financial Aid written requests that identify the record(s) they wish to inspect.

A school official will plan for access and notify the student of the time and place where the record(s) may be inspected.

If the school official to whom the request was submitted does not maintain the requested record(s), that official shall advise the student of the correct official to whom the request should be addressed.

Information to which the student does not have access is limited to the following:

- Confidential letters and recommendations placed in the student's files prior to January 1, 1975, and those letters for which the student has signed a waiver of his or her right of access.
- Parents' confidential financial statements.
- Personal files and records of members of faculty or administrative personnel, which are in sole possession of the maker thereof.
- Education records, which contain information about more than one student; in such cases, the Lawrenceburg Technical College will allow the inquiring student access to the part of the record which pertains only to the inquiring student.
- Records of the Admissions Office concerning students admitted but not yet enrolled at the school.
- Medical/psychological records used in connection with treatment of the student. A physician or psychologist of the student's choice may view such records.

Documents submitted to the school by or for the student will not be returned to the student. Normally, academic records received from other institutions will not be sent to third parties external to the college, nor will copies of such documents be given to the student. The student should request such records from the originating institution. Students have the right to request an amendment of the education record that the student believes is inaccurate or misleading.

Should a student believe his or her record is incorrect, she/he should write to the school official responsible for the record, clearly identify the part of the record she/he wants changed and specify the information she/he feels is inaccurate or misleading.

The official will respond within a reasonable period concerning his or her action. Should the student not be satisfied, a hearing may be requested by the college's Director.

- Students have the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure with consent.
- Students have the right to file a complaint with the U. S. Department of Education concerning alleged failures by the Lawrenceburg Technical College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605
Access to Student Records by Others

Disclosure of General Directory Information: Certain information may be released by the school without prior consent of the student if considered appropriate by designated school officials. Such information is defined as the student's name, address, telephone number (permanent and local).

- Date of Birth
- Dates of attendance at the school
- Enrollment status, full-time or part-time

Directory information will not be released for commercial purposes by the administrative offices of the school under any circumstances. Students may request that the directory information not be released by written request to the Office of the Registrar.

All other student information will be released only upon written request of the student, excepting those instances cited below.

"School Official" is defined as a person employed by the school in an administrative, supervisory, or academic staff position; a person or company with whom the school has contracted (such as attorney, auditor, or collection agent).

A school official must have a legitimate educational interest to review an education record.

A legitimate educational interest is the demonstrated 'need to know' and is further defined in the following manner: The information requested must be within the context of the responsibilities assigned to the School Official; the information sought must be used within the context of official school business and not for purposes extraneous to the official's area of responsibility or the school; information requested must be relevant and necessary to the accomplishment of some task or to making some determination within the scope of the school employment.

A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

Disclosures to parents and organizations providing financial support to a student: It is the school's policy to release the academic transcript to parents and/or organizations only upon the student's written request or authorization. Parents may also provide documentation showing the student as financially dependent according to the definition provided in section 152 of the IRS Code.

Otherwise, the academic transcript will be sent only to the student or at the student's written instruction, a policy consistent with the school's interpretation of FERPA.

Disclosure to other educational agencies and organizations: Information may be released to another institution of learning, research organization, or accrediting body for legitimate educational reasons, provided that any data shall be protected in a manner that will not permit the personal identification of the students by a third party.

Disclosure to local, state, and federal governmental agencies: Government agencies are permitted access to student records only when auditing, enforcing, and/or evaluating sponsored programs. In such instances, such data may not be given to a third party and will be destroyed when it is no longer needed for audit, enforcement, and/or evaluative purposes.

Satisfactory Academic Progress Policy

A satisfactory academic progress policy is given to applicants prior to enrollment.

To make satisfactory academic progress towards a certificate of graduation, a student must maintain a specified grade average and proceed through the course at a pace leading to completion in the specified timeframe. Students who meet the minimum requirements for attendance and academic progress will be making satisfactory academic progress until the next scheduled evaluation. All students at this school, regardless of the program they are enrolled in will be evaluated using the criteria of the SAP and are to receive an academic (Qualitative) and attendance (Quantitative) evaluation based of their program hours, schedule of attendance, along with theory and practical requirements per the State Board of Tennessee Cosmetology and Barber Examiners and the Tennessee Licensure Board of Massage.

This policy is established and maintained for all students in attendance at the school.

- All students must maintain Satisfactory Academic Progress.
- SAP evaluations are based on actual contracted hours.
- Both academic and attendance performance are evaluated on their actual hours.
- Students must achieve at least 75% on all work attempted (written and practical) and achieve 75% actual hours to be deemed satisfactory progress. Students must complete their course within 150% of the normal time frame to be considered satisfactory progress.
- Students will be notified in written format of evaluation results affecting Title IV eligibility.

Grading System

All students are tested in both theory and practical assessments. Students will be tested on every theory chapter.

Students must take and pass all practical assessments before becoming eligible to perform the application on clients. If the student is absent or fails a test, it is the student's responsibility to schedule and pass a makeup test.

Lawrenceburg Technical College's grading system is as follows:

Range	Grade	Description
100% -94%	A	✓ Exemplary performance.
87% - 93%	B	✓ Excellent mastery of program content and excellent ability to apply program content concepts. ✓ The work displays initiative, independence, and application. In some courses, originality may be required.
80% - 86%	C	✓ Good mastery of program content and an ability to apply program content concepts. ✓ Work reflects a thorough understanding of the application and inter-relationships of material covered.
75%-79%	D	✓ Below average mastery of program. ✓ Needs improvement and review of materials covered and content concepts. ✓ Unsatisfactory progress report will be issued in program content.
Below 75%	F	✓ Student considered failing

Theory grades include scores earned on quizzes, tests, and oral exams. Practical grades are assigned by the instructor's evaluation of clinic or mannequin work, based on satisfactory completion of all procedures assigned for each service performed and are graded on a point system:

A minimum grade point average of 75% is required.

Maximum Time Frame

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

Students who exceed the maximum timeframe must be terminated from the program and will be permitted to re-enroll into the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the school's admissions policy.

Program	Schedule	Course Hours	Academic Year	Course Length	Maximum Course Length
Cosmetology	32 Hour-Week	1500 Hours	900 Hours	12 Months	18 Months
Cosmetology	24 Hour-Week	1500 Hours	900 Hours	14.5Months	21.75 Months
Cosmetology	21 Hour Week	1500 Hours	900 Hours	16.5 Months	24.75 Months
Manicuring	32 Hour-Week	600 Hours	*900 Hours	5.5 Months	8.25 Months

Manicuring	24 Hour-Week	600 Hours	*900 Hours	7.25 Months	11 Months
**Instructor	32 Hour-Week	300 Hours	*900 Hours	2.3 Months	3.5 Months
**Instructor	24 Hour-Week	300. Hours	*900 Hours	3 Months	4.5 Months
Massage Therapy	24 Hour-Week	650 Hours	*900 Hours	4.75 Months	7.25 Months
Aesthetics	32 Hour-Week	750 Hours	*900 Hours	5.5 Months	8.5 Months
Aesthetics	24 Hour-Week	750 Hours	*900 Hours	7.25 Months	11 Months
Medical Assistant	50 Credit Hours	1000 with externship	900 Hours	12 Months	12 Months

*900 Hours is an academic year; however, not all courses are an academic year.

** Financial Aid is not available for Instructor Training Program.

Students are evaluated when they have reached the **actual hours completed** and meet the minimum requirements for attendance and academic performances are making Satisfactory Academic Progress as follows:

Student Academic Evaluations – Satisfactory Student Progress

Cosmetology Program	Manicuring Program	Instructor Program
<p>Full-Time 1st Evaluation Period Ends: ✓ 450 Clock Hours = 15 Weeks 2nd Evaluation Period Ends: ✓ 900 Clock Hours = 30 Weeks 3rd Evaluation Period Ends: ➤ 1200 Clock Hours = 40 Weeks 4th Evaluation Period Ends: ✓ 1500 Hours = 50 Weeks</p> <p>Part-Time-Day 1st Evaluation Period Ends: ✓ 450 Clock Hours = 20 Weeks 2nd Evaluation Period Ends: ✓ 900 Clock Hours = 40 Weeks 3rd Evaluation Period Ends: ➤ 1200 Clock Hours = 55 Weeks 4th Evaluation Period Ends: ✓ 1500 Clock Hours = 68 Weeks</p> <p>Part-Time-Night</p>	<p>Full-Time 1st Evaluation Period Ends: ✓ 300 Clock Hours = 9 Weeks 2nd Evaluation Period Ends: ✓ 600 Clock Hours = 18 Weeks Part-Time 1st Evaluation Period Ends: ✓ 300 Clock Hours = 12.5 Weeks 2nd Evaluation Period Ends: ✓ 600 Clock Hours = 25 Weeks</p> <hr style="border-top: 1px dashed black;"/> <p style="text-align: center;">Aesthetics Program</p> <hr style="border-top: 1px solid black;"/> <p>Full-Time 1st Evaluation Period Ends: ✓ 375 Clock Hours = 11.7 Weeks 2nd Evaluation Period Ends: ✓ 750 Clock Hours = 23 Weeks Part-Time 1st Evaluation Period Ends:</p>	<p>Full-time 1st Evaluation Period Ends: ✓ 150 Clock Hours = 5 Weeks ✓ Minimum 75% Attendance 2nd Evaluation Period Ends ✓ 300 Clock Hours = 10 Weeks ✓ Minimum 75% Attendance</p> <p style="text-align: center;">Part-time</p> <p>1st Evaluation Period Ends: ✓ 150 Clock Hours = 7 Weeks ✓ Minimum 75% Attendance 2nd Evaluation Period Ends: ✓ 300 Clock Hours = 14 Weeks ✓ Minimum 75% Attendance</p> <hr style="border-top: 1px dashed black;"/>

<p>1st Evaluation Period Ends: ✓ 450 Clock Hours = 21 Weeks</p> <p>2nd Evaluation Period Ends: ✓ 900 Clock Hours = 43 Weeks</p> <p>3rd Evaluation Period Ends: ➤ 1200 Clock Hours = 57 Weeks</p> <p>4th Evaluation Period Ends: ✓ 1500 Clock Hours = 71 Weeks</p>	<p>✓ 375 Clock Hours = 15.6 Weeks</p> <p>2nd Evaluation Period Ends: ✓ 750 Clock Hours = 31 Weeks</p> <hr/> <p>Medical Assistant Program</p> <p>Full-Time</p> <p>Quarter 1 (16 Credits) – 16 Weeks</p> <p>Quarter 2 (16 Credits) – 16 Weeks</p> <p>Quarter 3 (12 Credits) – 12 Weeks</p> <p>Quarter 4 (6 Credits) – 8 Weeks</p>	<p>Massage Therapy Program</p> <p>Full-Time</p> <p>1st Evaluation Period Ends: ✓ 325 Clock Hours = 13.5 Weeks ✓ Minimum 75% Attendance</p> <p>2nd Evaluation Period Ends: ✓ 650 Clock Hours = 27 Weeks</p>
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Students must maintain a minimum of 75% in attendance and grade point average. All evaluations will be completed within seven (7) school business days following the established evaluation period. The school reserves the right to provide students with monthly progress reports or as needed.

Warning - Probation

Students who fail to meet minimum requirements for attendance or academic progress will be placed on warning 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 not met both the attendance and academic requirements, he/she may be placed on probation.

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period.

Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress, the student may be placed on a 30-day suspension.

Students have the right to appeal the suspension for extenuating circumstances. Probationary periods are the length of the evaluation segment:

Cosmetology Program	Aesthetics Program	Massage Therapy Program	Manicuring Program	Instructor Program	Medical Assistant Program
450 Actual Hour Increment	375 Actual Hour Increment	325 Actual Hour Increment	300 Actual Hour Increment	150 Actual Hour Increment	450 Actual Hour Increment

For Cosmetology students would be 450 actual hour increment, Instructor Program, 150 actual hour increment, Manicuring Program would be 300 actual hour increment, Massage Therapy 325 actual hour increment, Medical Assistant Program would be 450 actual hour increment, and Aesthetics Program 375 actual hour increments.

Re-establishing Satisfactory Academic Progress

For a student to re-establish academic progress, the student must meet the following requirements by their next evaluation point:

- Bring percentage of attendance at or above the minimum requirement
- Make up any incomplete work and pull grade average up to the minimum 75% required

Right to Appeal

If a student is determined not to make satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. The student must submit a written appeal to the Director of the school and attach their supporting documentation of the reasons why the determination should be reversed.

The information should include what has changed about the student's situation that would allow them to achieve the status of 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's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

The school may recognize as extenuating circumstances any of the following if the student can document or validate this information to the satisfaction of the school director.

- Student suffering from extreme physical or mental abuse
- Death in the immediate family
- Prolonged serious illness of student or immediate family member
- Unusual personal circumstances where the student may be unable to meet satisfactory progress standards

Documentation for extenuating circumstances will be accepted from the following sources:

- Law enforcement officials
- Medical and surgical professionals
- Legal aid attorneys
- Department of Human Services
- Information documented by newspaper or other sources providing valid information on student's circumstances

If a student has been suspended, upon review of the documentation or after advising the student on extenuating circumstances, a decision will be reached by the school Director.

If the Director finds in favor of the student, the student may return to school, but must meet the following requirements before being restored to satisfactory progress status:

- Student must meet attendance requirements by the next evaluation point
- Student must make up any incomplete work
- Student must bring grade point average up to at least 75%
- If a student meets the requirements listed above, the student will be restored to satisfactory academic progress status.

The Lawrenceburg Technical College ensures that students are notified of all evaluation results.

Interruptions, Course Incompletes, Withdrawals

The Lawrenceburg Technical College ensures 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. Students who withdraw prior to completion of the course and wish to re-enroll will return to the same SAP status as the time of the withdrawal.

Noncredit, Remedial Course, Repetitions

Noncredit, remedial courses, and repetitions do not apply to this institution, therefore, these items have no effect upon the school's SAP standards.

Transfer Hours

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. For transfer or re-enrolled students, the evaluation period will be the mid-point of the contracted hours or the established evaluation period, whichever comes first. A satisfactory academic progress policy is given to applicants prior to enrollment.

"The beautiful thing about learning is that no one can take it away from you" -B. B. King-

Leave of Absence Policy Withdrawals/Course Incompletes/Maximum

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time during a program when a student is not in attendance.

An LOA is not required if a student is not in attendance only for an institutionally scheduled break, however, a scheduled break may occur during an LOA. The LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring at this institution to perform a refund calculation.

Leave of absence will extend the student's contract period and maximum time frame by the same number of days taken on the leave of absence.

Satisfactory student progress must be maintained prior to requesting a leave of absence.

Satisfactory student progress will not be disrupted due to a leave. An advance written request for a leave of absence must be submitted in advance in writing, including the reason for the student's request, signed and dated unless unforeseen circumstances prevent the student from doing so.

For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the school, the student would not have been able to request a LOA in advance.

The school must document the reason for its decision and collect the request from the student later. In this example, the beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school because of the accident.

LOA shall be awarded under special circumstances that make attendance impossible or impractical for students to attend school. The LOA together with any additional leaves of absence must not exceed a total of 180 calendar days in any twelve-month period.

Students who request a LOA must follow our school's policy in requesting the LOA; there must be a reasonable expectation that student will return from LOA. Lawrenceburg Technical College will not assess the student with any additional institutional charges because of the LOA. If a student knows that/he/she is going to be out for any reason for more than a calendar week, he/she must first clear the leave of absence with the Director.

A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at this time. A LOA will extend the student's contract period and/or maximum time frame and by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

Students may make up classes and absentee hours within the other class schedules. Since this school is required to take attendance, if student does not return to school at the expiration of an approved LOA (or a student takes an unapproved LOA), the withdrawal date for the purpose of calculating a refund is always student's last day of attendance. The maximum number of consecutive days absent before a student must be dropped is (14) fourteen days.

Financial Aid Eligibility

In general, a student is eligible for financial aid if he/she can meet the following requirements:

- Be enrolled as a regular student in an eligible program on at least a half-time basis.
- Be a U.S. citizen or eligible non-citizen meet citizenship and residency requirements as follows:

- (i) Be a citizen or national of the United States, which includes Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swains Island, or the Northern Mariana Islands, unless the person was born to foreign diplomats residing in the U.S. or;
- (ii) Provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States or;
- (iii) Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident; or
- (iv) Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau.
- (v) Is eligible to receive funds under the Federal Pell Grant programs.
 - Possess a verifiable Social Security Number.
 - Be making satisfactory progress toward completing his/her study program.
 - Not be in default on a loan made under any Title IV, HEA Loan program, National Direct Student Loan, Guaranteed Student Loan or PLUS Loan.
 - Not owe a refund on a Pell Grant or Supplemental Educational Opportunity Grant.
 - Male students born after December 31, 1959, who are at least 18 years old and not currently a member of the Armed Forces, must be registered with the Selective Service to receive Title IV funds and may be required to provide proof of registration.
 - Must not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA Loan program.
 - To determine eligibility for Title IV Funds, Students must: Be enrolled in a Title IV eligible course at the Lawrenceburg Technical College.
- Complete a current year FAFSA and submit with proper school code.
- Complete an online entrance and exit direct loan counseling at: <http://www.studentloans.gov/> www.studentloans.gov as required by the U. S. Department of Education.
- Comply with our Satisfactory Academic Progress (SAP) policy included in the Lawrenceburg Technical College's school catalog. See SAP policy

Refund Policy/Withdrawals/Course Incompletes/Maximum

- Any student who withdraws from his/her contracted course or fails to complete his/her training will have notice placed in his/her student file as to progress at point of withdrawal. Previously withdrawn students seeking re-entry are considered to remain in the same payment period when he/she returns and the same progress status as when they left.
- Students who exceed the maximum timeframe must be terminated from the program and will be then permitted to re-enroll into the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the school's admissions policy.
- Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed for the purpose of determining when the allowable maximum time- frame has been exhausted. SAP evaluation periods are based on actual

contracted hours at the institution.

- Incomplete, withdrawals, or repetitions do not apply to the school. Course incomplete, repetition, and non-credit remedial courses have no effect upon the school’s satisfactory academic progress standards since the institution has no such items or policies.
- Students will be evaluated on both academic and attendance standards. Students must maintain averages of 75% in both attendance and grade point average to be considered making satisfactory progress.
- Students failing to meet above minimum requirements for attendance or academic progress at the review point will be placed on Warning until the end of the next scheduled review or until re-establishing Satisfactory Academic Progress, whichever occurs first.
- If during the Warning period, the student is meeting minimum requirements the student will be determined as making Satisfactory Academic Progress end of the Warning period.

If the student fails to meet requirements at the end of the Warning period, the student may face termination, unless the student appeals the finding that they are not meeting the satisfactory academic Policy and prevails on.

It is understood that students must come to school their required scheduled hours each week. If this requirement is not met for any reason, the student understands that he/she must pay an additional weekly tuition charge of \$8.00 per hour (all programs) to cover these charges.

Minimum Tuition Adjustment Schedule - For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the enrollment agreement), the following schedule of tuition earned adjustment is authorized. All refunds are based on scheduled hours:

Percentage of Scheduled Time Enrolled to Total Course/Program	Amount of Total Tuition School Receive/Retain
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%

Minimum Tuition Adjustment Schedule for Medical Assistant Program Only- For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the enrollment agreement), the following schedule of tuition earned adjustment is authorized. All refunds are based on scheduled hours:

Percentage of Scheduled Time Enrolled to Total Course/Program	Amount of Total Tuition School Receive/Retain
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0.01% to 10.0%	25%
10% to 24.9%	75%
25% & UP no refund will be made	100%

All programs:

Students who withdraw or terminate prior to course completion are charged a fee of \$100.00 to cover the costs for administrative fees or cancellation. The refund policy miscellaneous charges, such as additional kit items, books, etc., the student may have incurred at the institution will be calculated separately at the time of withdrawal. All fees are identified in the catalog and on the enrollment agreement.

- Enrollment time is the scheduled time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student will be refunded within 45 days of written cancellation as defined above or formal termination by the school, which will occur no later than 45 days after the date school determines student is withdrawn either officially or unofficially. All cash related refunds will be paid within 7 days of written cancellation.
- In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make a settlement, which is reasonable and fair to both.
- If the school cancels the course before the student starts and before instruction has begun, the school will provide a full refund or provide for completion of course.
- If the school cancels a course and/or program and ceases to offer the instruction after students have enrolled and instruction has begun, the school at its option will provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; provide a completion of the course or program; or participate in a teach-out agreement; or provide a full refund of monies paid.
- If the school is permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the student is entitled to participate in a pro-rata refund or may participate in a Teach-Out Agreement with another institution.
- An hourly fee of \$8.00 is assessed to every student who requires additional time to complete the course beyond the normal time allotted. The fees are assessed, as additional time is required and are not refundable.
- When a student is withdrawn either officially or unofficially, the school performs necessary refund calculations and issues an invoice for any remaining balance.
- Student is notified via certified mail of balance owed, if applicable, along with any pertinent information needed.
- The student has 15-30 days to respond to this notification, if student does not respond within designated timeframe, then student account will be turned over to the school's collection department. School follows Fair Debt Collection

Practices Act as determined by the Federal Trade Commission.

- The collection department is not affiliated with any branch of the federal government, local government, state government, accrediting agency or any court system, nor are their images, likenesses, logos, names or contact information used in collection efforts. The collection letters from Lawrenceburg Technical College clearly indicates the school is attempting to collect a debt. Lawrenceburg Technical College adheres to the school's Withdrawal and Settlement Policy. The Lawrenceburg Technical College does not sell or discount student collection accounts to third party services for collection efforts. All collections are performed by Lawrenceburg Technical College's collection department and school attorney, if deemed applicable.
- Lawrenceburg Technical College's collection procedures reflect good taste and sound ethical business practices. Complete records of all payments by students are maintained in a secure, fire-resistant location.
- The student has 15-30 days to respond to this notification, if student does not respond within designated timeframe, then student account will be turned over to the school's collection department. School follows Fair Debt Collection Practices Act as determined by the Federal Trade Commission.
- The collection department is not affiliated with any branch of the federal government, local government, state government, accrediting agency or any court system, nor are their images, likenesses, logos, names or contact information used in collection efforts. The collection letters from Lawrenceburg Technical College clearly indicates the school is attempting to collect a debt.
- The Lawrenceburg Technical College adheres to the school's Withdrawal and Settlement Policy. The Lawrenceburg Technical College does not sell or discount student collection accounts to third party services for collection efforts. All collections are performed by Lawrenceburg Technical College collection department and school attorney, if deemed applicable.
- Lawrenceburg Technical College's collection procedures reflect good taste and sound ethical business practices. Complete records of all payments by students are maintained in a secure, fire-resistant location.
- If a refund is due to the Title IV funds of \$25.00 or less, the school may retain these funds.

Return of Title IV Funds (R2T4)

Return to Title IV calculation, as required by federal regulations, will be used to determine how much Title IV aid has been earned by the student and how much the school and/or student/parent must return to the U.S. Department of Education.

Federal regulations require the return of Title IV funds in the following order, if applicable: Unsubsidized Loans, Subsidized Loans, Perkins Loan, Plus Loans, Pell Grants, SEOG or other Title IV. All Return of Title IV funds are processed and verified through a third-party servicer: Financial Aid Services, Inc.

- Refund Policy– Notice of Cancellations- 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, withdrawal or school closure. A fair and equitable settlement will apply. Any monies due to the student or applicant shall be refunded as soon as possible, however, no later than 45 days of a determination that a student has withdrawn, whether officially or unofficially.

- A required date of the refund is calculated based on the student's last date of physical attendance in the school. A refund of monies must be made to the student (if cash paying) within 7 days.

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

1. Applicants are not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded less the non-refundable enrollment fee of \$100.00, regardless of whether the student has started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes will be entitled to a refund of all monies paid to the school less the enrollment fee in the amount of \$100.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

Unofficial Withdrawal

- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days).
- Physical attendance is monitored every 14 days. If a student fails to attend during that 14-day period, withdrawal will occur on the following day.
- Student fails to notify school of no intention to return from leave of absence.

Withdrawal at or before 60% - The school must perform a R2T4 to determine the amount of earned aid up through the 60% point in each payment period and use the Department of Education's formula to determine the amount of R2T4 funds for the payment period that the student has earned at time of withdrawal. A R2T4 will be due for anyone scheduled at 60% or less of their payment period.

Withdrawal after 60% - For a student who withdraws after 60% of their payment period, there are no unearned funds. The student has earned 100% of the Title IV funds he or she was scheduled to receive during that payment period. The school will still calculate eligibility for a post-withdrawal disbursement.

Calculating R2T4 Title IV

Funds are earned within scheduled clock hours. Title IV aid is viewed as 100% earned after the student is scheduled over 60% of their payment period. Lawrenceburg Technical College is required to determine the earned and unearned Title IV aid as of the last date of attendance. In accordance with federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Direct PLUS loans followed by Federal Pell Grants. The calculation steps are outlined in the following example:

Calculate the percentage of Title IV aid earned:

Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period. Hours scheduled to complete to complete total hours in period = % earned.

If this percentage is greater than 60%, the student earns 100%.

If this percent is less than or equal to 60%, proceed with calculation as follows:

Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = amount student earned.

Subtract the Title IV aid earned from the total disbursed = amount to be returned.

100% minus percent earned = unearned percent.

Unearned percent (multiplied by) total institutional charges for the period = amount due from the school.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the School, the Student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total Grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less. School will issue a Grant overpayment notice to Student within 30 days from the date the school's determination that student withdrew, giving Student 45 days to either: Repay the overpayment in full to the school or, sign a repayment agreement with the U.S. Department of Education.

Exit Counseling is required for all students who borrow federal student loans while attending The Lawrenceburg Technical College and withdraw. If a student is unavailable to complete this information in person at the school, the student may go to: www.studentloans.gov to complete their Direct Loan Exit Counseling online.

Post Withdrawal Disbursement Policy

The Lawrenceburg Technical College will offer any post-withdrawal disbursement of loan funds in writing via certified mail within 30 days of the date of the school's determination that the student withdrew. If a response is received by the student or parent within 30 days that allows the school to make all or a portion of the post-withdrawal disbursement, the school will disburse the funds within 180 days of the date of determination.

The school must disburse any Title IV Pell grant funds a student is due as part of a post-withdrawal disbursement as soon as possible, however, no later than 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of the date the school determined the student withdrew. Title IV funds are not subject to verification application. NSLDS (National Student Loan Data System) is available at www.nslds.ed.gov where borrower's loan history can be reviewed. You may also contact them directly at 1-800-4-FED-AID.

Student Consumer Financial Aid Information

Federal Student Disclosure Requirements Regulations set forth by the U.S. Department of Education require the disclosure of financial assistance and institutional information to students under Title IV of the Higher Education Act of 1965. These programs include the Federal Pell Grant Program, the campus-based programs (Federal Perkins Loan, Federal Work Study (FWS), and Federal Supplemental Educational Opportunity Grant (FSEOG) programs), the William D. Ford Federal Direct Loan (Direct Loan) Program, and the Federal Family Education Loan (FFEL) Program. Under the regulations, Lawrenceburg Technical College will notify enrolled students of the Title IV programs available to them. Lawrenceburg Technical College must offer loans to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds. All grants must be disbursed within 45 days.

Programs Eligible for Financial Aid Assistance

The following student financial assistance is available at Lawrenceburg Technical College for those who qualify for the following programs:

- Cosmetology – 1500 Clock Hours
- Manicuring – 600 Clock Hours
- Instructor Training – 300 Clock Hours. This program is not a financial aid eligible program. In-house payment plans are available to assist students in paying for this course.
- Massage Therapy – 650 Clock Hours.
- Aesthetics – 750 Clock Hours.
- Medical Assistant – 50 Credit Hours

Student financial assistance available - for detailed information about each program, the student may go to: www.studentloans.gov

The following student financial assistance is available at Lawrenceburg Technical College for those who qualify:

- Federal Direct Subsidized Loans
- Federal Direct Unsubsidized Loans
- Federal Direct Parent PLUS loans
- Federal Pell Grant

Verification Policy

It is the policy of Lawrenceburg Technical College that only those students selected by the Department of Education will be required to comply with the verification process. The student's FAFSA will be flagged with a verification number that will determine what information will need to be verified and what verification form to use. Please contact the financial aid office for more information. There is a 0% verification tolerance, all discrepancies must be corrected.

Veterans Affairs

This applies to those students receiving U.S. Department of Veterans Affairs education (GI Bill) benefits while attending Lawrenceburg Technical College.

Conduct Policy:

Students must always conduct themselves in a respectable manner. Disruptive or inappropriate behavior as delineated in the school catalog, rules and regulations, or as deemed inappropriate or unsatisfactory conduct by school officials will result in termination of veteran's education benefits, and possible dismissal from Lawrenceburg Technical College. Re-admittance after conduct dismissal will be at the discretion of the school Director.

Academic Progress Policy:

Students receiving veteran education benefits must maintain a 75% overall grade point average on theory test scores, practical work grades and attendance. Failure to meet these criteria will result in being placed on academic probation for one month, during which the school will make every effort to help the student return to satisfactory progress. If the criteria are not met by the end of a one-month probationary period, veteran's education benefits will be terminated. Certification to VA for payment will not be resumed until satisfactory progress is achieved.

Attendance Policy:

Students are expected to attend all classes. The attendance of students receiving VA education benefits are evaluated monthly. If attendance falls below 75%, the student will be placed on probation for one month. During the probationary period, if the student's attendance drops below 75%, education benefits will be terminated, and the student will be subject to dismissal from the school. Re-admittance after dismissal for violating attendance standards requires approval of the School's Director. A student's ending date cannot be extended due to unexcused absences.

Students are required to electronically verify their attendance with the VA.

Transfer Credit Policy:

Veterans must submit a copy of their DD-214 discharge certificate, and request that official transcripts from all previous postsecondary schools attended be sent to Lawrenceburg Technical College.

Requirements can be found at the following reference sites:

CFR 38 Subpart D Administration of Educational Assistance Programs:

<http://www.weams.vba.va.gov/bookg.html>

Manual 22-4: http://www.weams.vba.va.gov/M22_4.html [SEP]

Education Index: circulars, guides, letters: <http://www.weams.vba.va.gov/TOCindex.htm#c> [SEP]

The Lawrenceburg Technical College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Lawrenceburg Technical College ensures that we will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31/33.

Lawrenceburg Technical College does require additional payment for the amount that is the difference between the amount of the student’s financial obligation and the amount of the VA education benefit disbursement. Students may be eligible for federal financial aid assistance. Please check with the financial aid office.

Scholarship Application

The application must be completed in its entirety to be eligible for a scholarship. The applicant must meet and agree to all eligibility requirements. (See Scholarship Program Requirements.)

Applicants must provide two (2) letters of recommendation from an employer, supervisor, school counselor, teacher or other individual who can speak on behalf of the applicant’s abilities and community involvement. Recommendations may not be written by family members.

Applications must be postmarked, emailed or hand delivered to the admissions department of Lawrenceburg Technical College, 8 days prior to the start date to be considered for scholarship.

Lawrenceburg Technical College scholarship winner(s) will be selected on merit and the criteria listed on this application.

Send or bring your application to the Admissions Department at:

Lawrenceburg Technical College, 231 1st Street, Lawrenceburg, TN 38364

Official Transcripts

Students withdrawing from school will receive a copy of their Official Transcript if all balances due to the school are paid in full and a request is made in writing. Transcripts will be available for pick up within 10 business days of balances paid in full and written requests received. Students with balances due to the school will not receive a copy of their transcripts.

Program Success

The Lawrenceburg Technical College measures program success through collecting feedback from current students, graduates, and the Lawrenceburg Technical College’s Advisory Committee as well as reviewing the Institute’s completion, licensure, and employment rates annually.

The hair industry, also known as the beauty and wellness industry, has tremendous career opportunities for graduates of our Cosmetology, Manicuring, and Instructor, Aesthetics, and Massage Therapy programs at Lawrenceburg Technical College.

Upon successful completion from our programs, graduates will receive a diploma representing a certificate of completion and certified paperwork necessary to apply for the state board exam for licensure.

Career opportunities upon successful completion of the respective program and licensure, include, but are not limited to:

“You never fail until you stop trying” -Albert Einstein-k

Cosmetology	Aesthetics	Massage Therapy	Manicuring	Instructor	Medical Assistant
Professional Hairstylist Celebrity TV/Motion Picture Hairstylist Runway Stylist Nail Technician Wax Technician	Professional Aesthetics Day Spa Waxing Technician Makeup Artistry Mobile Spa Shop Owner	Professional Massage Therapist Day Spa Franchised Clinics Mobile Spa Physicians’	Pedicurist and manicurist in a Nail Salon or Spa Shop Owner Manager Merchandising Field	Cosmetology Instructor District Manager Regional Manager Director of a Beauty School Public School	Phlebotomist Paramedic Dental Assistant Medical Writer Medical Clerk Patient Services Representative

Cosmetology	Aesthetics	Massage Therapy	Manicuring	Instructor	Medical Assistant
Platform Artist/Educator Hair Colorist Texture Specialist Make-up Artist Salon Owner Manager Cosmetology Instructor	Aesthetics Instructor	Offices Fitness Centers & Hotels Massage Therapy Instructor	Buyer Seller		

Industry Requirements

Students interested in a career in Cosmetology, Manicuring, Aesthetics, Massage Therapy and Instructors should:

- Develop finger dexterity
- Have a passion and dedication towards their education and industry
- Enjoy dealing with people
- Be current on the latest fashion/beauty & wellness trends and techniques
- Be aware of the physical demands of the industry (as mentioned below)

Students interested in a career in Medical Assistant should:

- Be able to focus on either clinical or administration tasks or both
- Have a passion and dedication towards their education and industry
- Be able to take patient’s vital signs, such as their blood pressure
- Maintain inventory of medical and office supplies
- Schedule patients’ appointments
- Enjoy dealing with patients

Licensure Restrictions: The applicant shall not have been convicted in any jurisdiction of a misdemeanor or felony which relates to the profession of barbering and cosmetology. In addition, Massage Therapy students must not have been convicted of the offense of prostitution or sexual misconduct.

Physical Requirements of Industry: Students and professional cosmetologists must be able to stand for long periods of time and use their upper body strength (arms) continuously to work on clients. Repeat the same movements. Students and professional aesthetics and massage therapists must be able to use their hands to handle, control, or feel objects, tools, or controls, stand for long periods of time and sit for long periods of time.

Students and professional manicurists must be able to use their hands on a continuous basis and sit for a long period of time. Students and professional instructors must be able to stand long periods of time while educating both in theory and practical work. Medical Assistants should be able to sit or stand for long periods of time, depending on the task at hand.

Requirements of Employers: Applicants to salons, barber shops, spas, or medical offices must be professional, possess a fundamental skill set; have a positive attitude and good communication skills; time management skills and possess the proper licensure to be considered for employment in the respective field.

Student Consumer Rights and Responsibilities

Education after high school involves a large amount of time, effort and money. Therefore, the student should carefully evaluate the education or training being considered.

To assist in making the best possible choice, the student should have information on the school's academic program, facilities, dropout rates, full cost of attendance, financial aid programs, refund policy and any other information that will help him/her make a good decision.

The Lawrenceburg Technical College publishes yearly statistical data on disclosures regarding completion/placement/licensure rates as well as our campus security and crime report. This information is distributed to current and prospective students, posted to our student information bulletin board as well as updated to our pre-enrollment and catalog information.

Facilities and Services Available to Students with Disabilities

Each institution must make available to prospective and enrolled **students'** information about facilities and services available to students with disabilities, including students with intellectual disabilities. Student should have information on the school's academic program, facilities, dropout rates, full cost of attendance, financial aid programs, refund policy and any other information that will help him/her make a good decision. The Lawrenceburg Technical College publishes yearly statistical data on disclosures regarding completion/placement/licensure rates as well as our campus security and crime report. This information is distributed to current and prospective students, posted to our student information bulletin board as well as updated to our pre-enrollment and catalog information.

Constitution Day Education

Constitution Day became a national observance in 2004, when Senator Robert Byrd lobbied for a bill designating September 17 as the day for citizens to commemorate the signing of the U.S. Constitution and learn more about our founding document. Senator Byrd once said, "Our ideals of freedom, set forth and realized in our Constitution, are our greatest export to the world." He added the Constitution Day clause to his 2004 federal spending bill because he believed that all citizens should know about their rights as outlined in the Constitution. This clause mandates the teaching of the Constitution in schools that receive federal funds, as well as federal agencies.

HEW Regulations

HEW Regulations 84.21... No qualified handicapped person shall, because a recipient's facilities are inaccessible to or unusable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity provided by the Lawrenceburg Technical College. For further information on the HEW Handicapped regulations, contact the Admissions Department.

Summary of Civil and Criminal Penalties

Copyright infringement is the act of exercising, without permission or 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 copyrighted work.

In the sharing context, downloading or uploading substantial parts of a 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 at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per instance. For more information, please see the Web site of the U.S. Copyright: www.copyright.gov.

Misrepresentation

Misrepresentation by a school of the nature of its educational program includes, but is not limited to, false, erroneous, or misleading statements concerning:

- The types, specific sources, nature, and extent of its accreditation.
- Whether a student may transfer course credits earned at the school to any other school.
- Whether successful completion of a course of instruction qualifies a student for acceptance into a labor union or similar organization or receipt of a local, state, or federal license or a nongovernment certain cation required as a precondition for employment or to perform certain functions.
- Whether its courses are recommended by vocational counselors, high schools, or employment agencies, or by governmental officials for government employment.
- Its size, location, facilities, or equipment.
- The availability, frequency, and appropriateness of its courses and programs to the employment objectives that it states its programs are designed to meet.

- The nature, age, and availability of its training devices or equipment and their appropriateness to the employment objectives that it states its programs and courses are designed to meet.
- The number, availability, and qualifications, including the training and experience, of its faculty and other personnel.
- The availability of part-time employment or other forms of financial assistance.
- The nature and availability of any tutorial or specialized instruction, guidance and counseling, or other supplementary assistance it will provide its students before, during, or after the completion of a course.
- The nature and extent of any prerequisites established for enrollment in any course; or any matters required to be disclosed to prospective students under 34 CFR 668.43 (institutional information) and 34 CFR 668.46 (campus security information).

“Nothing is impossible, the word itself says ‘I’m Possible!’” Audrey Hepburn-

Consumer Information

This information is being provided to assist you in making a wise career choice; the data **demonstrates** to you in percentages the number of students graduated, licensed and placed in profession related jobs.

Year	2021	2022	2023
Overall Graduated	77.78%	57.5%	81%
Overall Licensed	85.71%	100%	100%
Overall Placed	100%	100%	100%
COSMETOLOGY			
Cosmetology Graduated	77.78%	33%	70%
Cosmetology Licensed	100%	100%	100%
Cosmetology Placed	100%	100%	100
MANICURING			
Manicuring Graduated	N/A	82.0%	92%
Manicuring Licensed	N/A	100%	100%
Manicuring Placed	N/A	100%	100%
INSTRUCTOR			
Instructor Graduated	100%	N/A	100
Instructor Licensed	85.71%	N/A	100
Instructor Placed	100%	N/A	100
AESTHETICS			
Aesthetics Graduated	N/A	N/A	N/A
Aesthetics Licensed	N/A	N/A	N/A
Aesthetics Placed	N/A	N/A	N/A
MASSAGE			
Massage Graduated	N/A	N/A	N/A
Massage Licensed	N/A	N/A	N/A
Massage Placed	N/A	N/A	N/A

Campus Security

Public law, 34 CFR668 supported by procedures followed in reporting emergencies and crime on campus. The Director, all Instructors and staff will serve as Campus Security Personnel. All suspicious activities, crimes, or other security problems should be reported immediately to an available staff member. Written reports will be made when appropriate and kept in the school files. When it is deemed necessary by school personnel, law enforcement will be called, and school officials will cooperate in every way possible with any investigation conducted by these entities. Please note that school policy prohibits use, sale or possession of illegal drugs on school property or at school functions. Alcohol violations or drinking will not be tolerated.

Incidents	2021	2022	2023	2024
Theft	0	0	0	0
Robbery	0	0	0	0
Burglary	0	0	0	0
Rape	0	0	0	0
Assault	0	0	0	0
Incidents	2021	2022	2023	2024
Murder	0	0	0	0
Sexual Harassment	0	0	0	0
Drug Violation	0	0	0	0
Sexual Offenses Non-Forcible	0	0	0	0
Hate Crimes	0	0	0	0
Liquor Law Violations	0	0	0	0
Weapons Violation	0	0	0	0
Arson	0	0	0	0
Motor Vehicle Theft	0	0	0	0

Hate crimes are described as ones that manifest evidence of prejudice based on race, religion, sexual orientation or ethnicity as prescribed by the Hate Crimes Statistics Act.

Fraud Help Prevent Financial Aid and Scholarship

- Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED Web site.
- You can help prevent financial aid/scholarship fraud by, in your consumer information, alerting students to the existence of financial aid fraud, informing students and their parents of telltale 3pitch lines used by fraud perpetrators, and by providing appropriate contact information.

- According to the FTC, perpetrators of financial aid fraud often use these telltale lines:
 - The scholarship is guaranteed or your money back
 - You can't get this information anywhere else.
 - I just need your credit card or bank account number to hold this scholarship.
 - We'll do all the work.
 - The scholarship will cost some money.
 - You've been selected by a 'national foundation' to receive a scholarship' or 'You're a finalist,' in a contest you never entered.

To file a complaint, or for free information, students or parents should call 1-877-FTC-HELP (1-877-382-4357) or visit: <http://www.ftc.gov/scholarshipscams>.

Accommodations

The Lawrenceburg Technical College provides special accommodations for students needing academic accommodations because of a documented learning or physical disability. Students needing such assistance must notify the admissions department at the time of enrollment.

The admissions department will make recommendations to the instructors to maximize the learning experiences for student(s) needing special accommodations.

Student Kits

Lawrenceburg Technical College carries all required books, kits and uniforms for all courses. Students should expect to pay approximately:

- ✓ \$875.00 for books, uniforms and kits required for the Cosmetology Course
- ✓ \$550.00 for books, uniforms and kits required for the Manicuring Course
- ✓ \$400.00 for books, uniforms and kits required for the Instructor Course
- ✓ \$850.00 for books, uniforms and kits required for the Aesthetics Course
- ✓ \$835.00 for books, uniforms and kits required for the Massage Therapy Course
- ✓ \$2000.00 for books, uniforms and kits required for Medical Assistant Course

The Lawrenceburg Technical College uses:

✓ Cosmetology: Milady Standard Cosmetology
✓ ISBN: 9781305721883 \$349.95 Includes Hard Cover Cosmetology Textbook and CIMA
✓ Esthetician: Milady Standard Comprehensive Training for Estheticians
✓ ISBN: 9780357812761 \$299.95 Includes Esthetician Hard Cover Textbook and CIMA

<ul style="list-style-type: none"> ✓ Massage Therapy: Massage Therapy Principles and Practice ✓ ISBN: 9780357812600 \$299.95 ✓ Includes Milady Therapy & Practice of Therapeutic Massage Hard Cover Textbook and CIMA
<ul style="list-style-type: none"> ✓ Manicuring: Milady Standard Nail Technology – ✓ ISBN: 9781337582778 \$349.95 ✓ Includes Nail Technology Textbook and CIMA
<ul style="list-style-type: none"> ✓ Instructor: Milady Professional Educator ✓ ISBN: 9780357921876 \$230.00 ✓ Includes Milady Professional Educator Textbook and CIMA
<ul style="list-style-type: none"> ✓ Medical Assistant-Comprehensive Medical Terminology for Health Professions ✓ ISBN 9780357512630 \$156.95 ✓ Includes MindTap ISBN 9780357512708 ✓ Medical Assisting: Administrative & Clinical Competencies ✓ ISBN 9780357502815 \$162.95 ✓ Includes MindTap ISBN 9780357502846 ✓ Medical Assistant Ethics of Health Care: A Guide for Clinical Practice ✓ ISBN 9781285854182 \$187.95 ✓ Includes MindTap ISBN 9781305118850 ✓ Medical Assistant MA 210 Anatomy & Physiology Anatomy & Physiology for Health Professions ✓ ISBN 9780357649176 \$118.95 ✓ Includes MindTap ISBN 9781337403801

The Lawrenceburg Technical College does not rent textbooks or purchase used textbooks. There is not an alternative delivery program to the textbooks' content currently.

- ✓ In compliance with the Higher Education Opportunity Act (HEOA), postsecondary customers can find valuable information on pricing, previous editions and alternate formats by visiting <http://www.cengage.com/highered> and searching by ISBN number, author, title or keyword for materials in their areas of interest.