



TRICOCI UNIVERSITY
OF BEAUTY CULTURE.

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Student Catalog Addendum: School Calendar; Campus Administrative Staff and Faculty Listing; Program Schedule/ Program Costs; Institutional Aid; and other addendums as needed.

SECTION 1: MARIO TRICOCI WELCOME LETTER



Thank you for considering Tricoci University of Beauty Culture as your school of choice for your new career.

I believe the best careers in the beauty industry begin with the finest education.

It is my lifelong passion and commitment to further the community of beauty industry professionals and I believe education is the foundation; I have infused the learning process at Tricoci University of Beauty Culture with years of experience in the salon and beauty education industries. At Tricoci University of Beauty Culture, we have married the ever rising expectations of clients we serve with the technical precision needed to excel at catering to the client's overall experience and satisfaction.

I have such respect and enthusiasm for this industry. It is my personal obligation to hand over the responsibility of the beauty industry to the next generation of professionals. I am committed to sharing my passion and vision of the beauty industry with Tricoci University of Beauty Culture students by providing the finest education.

Your education at Tricoci University of Beauty Culture will provide you with the discipline of the trade, technical expertise and soft skills needed to excel in this industry.

At Tricoci University of Beauty Culture, we embrace your choice of a beauty career and hope that you choose to start the journey with us.

Yours Truly,

A handwritten signature in black ink, appearing to read "Mario Tricoci".

Mario Tricoci

Founder

2: CAMPUS LOCATIONS AND PROGRAM OFFERINGS



Bloomington - 1681 N College Avenue, Bloomington, IN 47404

Approved Programs: Cosmetology (1500 hours), Cosmetology (1500.00 hours/10.00% distance education), Esthetics (750 hours), Esthetics (750.00 hours/10.00% distance education), Manicuring (450 & 600 hours), and Instructor Training (1000hours)

Formerly Hair Arts Academy, this facility consists of over 10,000 square feet, including a student clinic area, theory room, dispensary, resource center, lounges and classrooms.



Highland - 2549 Highway Avenue, Highland, IN 46322

Approved Programs: Cosmetology (1500.00 hours), Cosmetology (1500.00 hours/10.00% distance education), Esthetics (750.00 hours), Esthetics (750.00 hours/10.00% distance education), Instructor Training (1000.00 hours)

Formerly Creative Hairstyling Academy, this facility consists of over 7,400 square feet, including a student clinic area, theory room, dispensary, lounges and classrooms.



Indianapolis - 9725 Crosspoint Commons, Indianapolis, IN 46256

Approved Programs: Cosmetology (1500 hours), Cosmetology (1500 hours /10% DE), Esthetics (750 hours), Esthetics (750 /10% DE), Barber (1500 hours), Manicuring (600 hours), and Instructor Training (1000 hours)

Formerly Honors Beauty College, this facility consists of over 12,600 square feet, including an industry current student clinic area, theory room, dispensary, resource center, lounges and classrooms.



Janesville – 2310 W. Court Street, Janesville, WI 53548

Approved Programs: Cosmetology (1550 hours) Cosmetology (1550 hours/10% DE), Aesthetics (600 hours), and Aesthetics (600 hours / 10% DE)

Formerly Academy of Cosmetology, this facility consists of over 9,000 square feet, including an industry current student clinic area, dispensary, resource center, lounges and classrooms.

Campus Locations and Program Offerings continued



Lafayette - 833 Ferry Street, Lafayette, IN 47901

Approved Programs: Cosmetology (1500 hours), Cosmetology (1500 hours, 10% DE), Esthetics (750 hours), Esthetics (750, 10% DE), Manicuring (600 hours), and Instructor Training (1000hours)

Formerly Lafayette Beauty Academy, this facility consists of over 5,000 square feet, including a student clinic area, theory room, dispensary, resource center, lounges and classrooms.

Note: All Tricoci University of Beauty Culture campuses are of common ownership; the (5) above campuses utilize and share this Student Catalog.

SECTION 3: TRICOCI UNIVERSITY OF BEAUTY CULTURE OVERVIEW

This Student Catalog serves as a basic guide for students and contains descriptions of the policies, procedures, and expectations, which apply to all Tricoci University of Beauty Culture students. Each subject is a summary of school policies or operating procedures and is provided to give the student general information. Specific questions should be addressed with campus management. This catalog, along with the enrollment agreement, represents the contractual agreement between Tricoci University and the student, specifying the rights and responsibilities of the student and Tricoci University. It is recommended that students read all documents in their entirety. In addition, it is recommended that students visit the Tricoci University's website at www.tricociuniversity.edu for more information.

Right to Modify Policies

Review of this Student Catalog will be conducted on a regular basis and are subject to change at any time. Tricoci University reserves the right to modify or rescind the terms of the policies described in this catalog for any reason at any time. Any changes will be communicated through the Student Catalog Addendum which will include an effective date of necessary changes.

Tricoci University of Beauty Culture Alternative Names

Tricoci University of Beauty Culture may hereinafter be referred to as "Tricoci University of Beauty Culture" or "Tricoci University" in this Student Catalog.

Our Mission

We are passionately committed to preparing students to become successful professionals within the beauty industry. We do this by taking a wholistic approach to education and employment readiness by investing in our teachers and campuses. We strive to be the educator and employer of choice and provide a positive impact in our communities.

Our Values

TEACH - We are here to inspire and train current and future beauty professionals. We embrace lifelong learning and invest in developing our students and teammates.

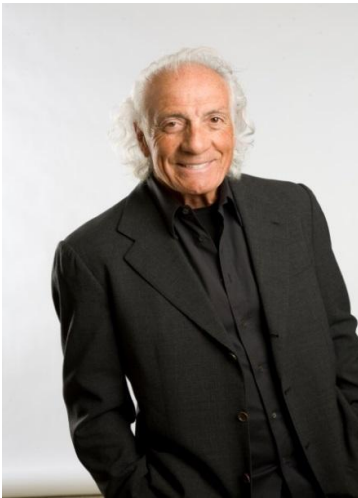
UNITY - We celebrate our differences and recognize the beauty in diversity with love within our communities.

BE ACCOUNTABLE - We take ownership in our actions and attitude.

COMMITMENT - We are passionately committed to providing the best education and being the University of choice.

Tricoci University of Beauty Culture's Founder, Ownership, Board, and Executive Team

Mario Tricoci – Founder



Italian born Mario Tricoci began his career at an early age, and advanced within his profession throughout the international beauty industry. Mario participated in numerous national and international competitions and gained significant notoriety.

Mario began his American hairstyling career in 1960 in the Chicago area. In 1963, Mario opened his first salon in Villa Park, Illinois and eventually moved to a larger location in Des Plaines, Illinois. In 1977, he created a new salon brand, opening the first domestic, privately owned salon in a major shopping mall (Woodfield Mall, Schaumburg, IL). The business flourished and many new locations were added. In 1986, *Mario Tricoci Hair Salon & Day Spa* in Arlington Heights, IL became the first Day Spa in the Midwest, and the brand continued to grow. In 2001, Mario merged his salons with Elizabeth Arden Red Door Spas and served on the board. In 2018, Mario bought back his branded salons and spas, and continues to lead that organization.

At Tricoci University of Beauty Culture, Mario provides direction and leadership in positioning the institution at the forefront of the beauty education industry. In addition, Mario is actively engaged with students, graduates, and Tricoci University of Beauty Culture associates. His vision is to prepare "professionals" for the broader industry.

Mario also serves as an honorary president of Foundation Guillaume, a sub-organization of Intercoiffure Mondial. The purpose of the Foundation Guillaume is to foster young hairstylists on an international level, bring the youth closer to the Intercoiffure family, and make them familiar with the culture and habits of successful professionals.

Tricoci University of Beauty Culture Ownership and Board

Tricoci University of Beauty Culture - Ownership
Grant Kornman, Chief Executive Officer - Board Member
Michael Kornman, President - Board Member
Sam Snyder - Board Member
Michael Dickman - Board Member
Daniel Kapnick - Board Member

Tricoci University of Beauty Culture Senior Leadership Team

Nate Swanson – Chief Executive Officer
Kerry Kopera – Chief Financial Officer
Joy McClure – Chief Admissions Officer
Carmen Rivas – Vice President of Student Finance
Larry Foster – Vice President of Education

Licensure, Accreditation, and Professional Affiliations

Tricoci University is licensed by the states in which it operates campuses. In addition, Tricoci University is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), and also participates in certain professional associations. These organizations, along with contact information, are listed below. If a student would like to receive a copy of Tricoci University's licensure, accreditation, or other credential, they should request the specific information from the Admissions Advisor or Campus Director.

Indiana Professional Licensing Agency, State Board of Cosmetology and Barber Examiners (Licensing Agency)

402 W. Washington Street, Room W072
Indianapolis, IN 46204
(317)234-3031
www.in.gov/pla/

Wisconsin Department of Safety and Professional Services (Licensing Agency)

4822 Madison Yards Way
Madison, WI 53705
(608)266-2112

National Accrediting Commission of Career Arts and Science (NACCAS) (Accrediting Agency)

3015 Colvin Street
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

American Association of Cosmetology Schools (Professional Association)

20 F Street NW Suite 700
Washington, D.C. 20001
(202) 963-5370
www.beautyschools.org

Wisconsin Surety Bond

The Janesville campus of Tricoci University is bonded through North American Specialty Insurance Company, Policy# 2215390. This bond is conditioned to provide indemnification to any student or enrollee of the school or specialty school, or the parent, guardian, or sponsor of such a student or enrollee who suffers any loss or damage as a result of the following:

1. Fraud or misrepresentation by the school or specialty school; or
2. Violation of any state administrative rule, statute or school policy relating to the licensing or operation of a school or specialty school; or
3. A student or enrollee's inability to complete the course or courses of instruction because the school or specialty school failed to perform its contractual obligations to the student or enrollee; or
4. A student or enrollee being refused a tuition refund to which he or she is entitled.

If a student or enrollee wants to make a claim against the bond, the student or enrollee must write the bonding company at the address listed below to inform the company of the student's or enrollee's complaint:

North American Specialty Insurance Company
650 Elm Street, 6th Floor
Manchester, NH 03101

SECTION 4: ADMISSION TO TRICOCI UNIVERSITY OF BEAUTY CULTURE

"Look Before You Enroll"

Prospective students face important decisions in deciding if, and where, they want to receive their beauty education. Tricoci University encourages these prospects to fully educate themselves prior to making these decisions. For assistance in obtaining school information, information on graduation, placement and licensure rates, and campus security policies and crime statistics, students should contact their Admissions Advisor (for prospective students) or Campus Director (for enrolled students) at the campus. For information about financial aid, students should refer to *SECTION 5: Student Financing Options* within this Student Catalog.

Student Right-to-Know

Per the Student-Right-To-Know-Act, Tricoci University makes our graduation, placement, and licensure rates available through our website: <http://www.tricociuniversity.edu/disclosures>, under the heading "Student Disclosure and Program Information." In addition, student outcomes are disclosed on each student's Enrollment Agreement, reflecting current rates for the cohort.

Admission Requirements and Procedures

To enroll into any of the post-secondary programs offered at Tricoci University of Beauty Culture, each prospective student must:

- Meet with a Tricoci University Admissions Advisor to interview and tour the campus. A follow up interview may be required for the applicant.
- Complete an Application for Enrollment.
- Complete and sign an Enrollment Agreement.
- Complete and sign the Arbitration Agreement and Waiver of Jury Trial Form.
- Acceptance is on an individual basis. To be accepted into the institution, the following requirements must be met:
 - Age Requirement: Proof of age may be documented by various means, including, but not limited to, birth certificate, driver's license, government issued identification, birth registration, passport, etc. In Indiana and Wisconsin, the applicant must be at least 18 years of age by the time the program is completed in order to qualify for examination for licensing by the State.
 - Education Requirement: To be accepted at Tricoci University, a student must have successfully completed high school or its equivalent as evidenced by any of the following forms of documentation:
 - A transcript or diploma showing high school graduation; or
 - In Wisconsin: A General Education Development (GED) Certificate or transcript; or
 - In Indiana: A High School Equivalency Diploma/GED Certificate or transcript; or
 - Have evidence of completion of home schooling that state law treats as a home or private school. If the State issues a credential for home schooling, the student must obtain this credential in order to be eligible for enrollment. A diploma or certificate must be signed by a parent or guardian authorized by the State to conduct home schooling.
 - An academic transcript of a student who has successfully completed at least a two-year program that is acceptable towards a full credit toward a bachelor's degree.
 - Licensing and Other Requirements (for Teacher/Instructor Training programs): Applicants enrolling in any of the Teacher/Instructor Training programs must have and provide evidence of a current license as a cosmetologist, esthetician, barber, or nail technician/manicurist before enrolling in the specialized program. All applicants for the Teacher/Instructor Training program are required to do a technical interview with the Campus Director or their designee. These additional steps are essential in assessing the level of readiness for the program of study.
 - Cosmetologist who graduated from an accredited 1500 clock hour Cosmetology program may provide transcripts documenting program graduation and clock hours awarded in order to participate in Tricoci University's Barber (crossover) program. Eligible students may receive 1000 clock hours of his/her cosmetology training applied toward Barber program required hours. The Cosmetology program graduate will complete an additional 500 clock hours in barbering in order to be eligible to become a licensed Barber in Illinois. (See *Section 2: Tricoci University of Beauty Culture Locations and Program Offerings* for campuses approved to offer the Barber program).

Applicants must be able to speak, read, and write in English. Students seeking admission from a foreign institution must have an equivalency evaluation completed as well as a translation if in any language other than English.

Tricoci University will rely on the expertise of an outside agency that is qualified to translate documents into English and confirm the academic equivalency to a U.S. high school diploma. The student or candidate seeking admission is solely responsible for the cost of foreign transcript translation and evaluation by an outside agency.

Readmission Policy

Students that request to be readmitted into any Tricoci University of Beauty Culture campus after termination or withdrawal must submit an Application for Readmission, which may be provided by campus management or the Readmissions Specialist. The Readmissions Specialist will evaluate the student's application to determine eligibility for readmission. If the applicant is not eligible for readmission, the Readmissions Specialist will notify the applicant in writing within ten (10) business days of receipt of the application. If the student is eligible for readmission campus management will schedule a meeting with the applicant. After a readmission meeting occurs, the student will be notified of the decision regarding readmission or conditions to be met prior to readmission. Students seeking readmission after being out of school for more than five (5) years will need to attempt an entrance exam that will consist of a written exercise to assess knowledge of the concepts. This assessment will help determine at what phase of education the returning student will fit into the curriculum.

Prior to readmission into Tricoci University, the student must agree to adhere to current school policies. In order to be eligible for readmission, the applicant must be able to successfully complete the program according to the completion and graduation requirements, as outlined in the Student Catalog.

Regardless of the length of time elapsed, readmitted students returning to the same program version must return with the same academic and attendance status as when he or she withdrew or was terminated. Tricoci University reserves the right to have a student repeat coursework if necessary for success.

Students that are readmitted more than 180 calendar days past their last date of attendance may be charged for and provided with a new kit and will be subject to current campus tuition. Finally, a formal record of the written request for readmission and the outcome/decision will be retained in the student's permanent record.

Transfer Policy

Some Tricoci University of Beauty Culture campuses accepts transfer hours – please see Campus Management for specific campus eligibility. Tricoci University may accept up to one-third of the total clock hours required from transferring Cosmetology, Esthetics, Barber, and Manicuring students providing that the students proposed clock hours were earned at a school accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). Each student's transcript will be evaluated on an individual basis. In all cases, students will need to provide an academic transcript and will have one (1) attempt at an entrance exam that will consist of a written exercise to assess knowledge of the specific concepts which will determine at what phase of education the transfer student will fit in and how many hours will be accepted. Since programs vary by institution, each transfer student will need to learn concepts and methodologies unique to Tricoci University. Transfer students must purchase a Tricoci University kit and books, to comply with Tricoci University standards. Tuition will be charged at the rate that is in effect at the time of the transfer.

An individual previously enrolled in an esthetics teacher, cosmetology teacher, barber teacher, and or instructor training program may request to transfer to Tricoci University for program completion. Students will need to provide an academic transcript with the number of clock hours they have completed, this will be evaluated and will help us determine how many hours will be accepted. Upon review and determination of transfer hours the student will work with the admissions department to enroll.

Tricoci University may also accept transfer hours from students who attended previously acquired schools. If a student from an acquired school location withdraws or is terminated after Tricoci University assumes ownership, then the student may apply to transfer earned hours into Tricoci University. The institution will evaluate the former curriculum, Satisfactory Academic Progress standing, and any financial obligation of each student prior to accepting any transfer hours from the acquired student's previous education. In addition, Cosmetology program graduates seeking enrollment into an Illinois Barber program may have their 1000 clock hours of previous training evaluated for transfer into the program.

A student may also request to transfer to another Tricoci University campus. The student must seek and complete a Transfer Request Form from campus management to request a transfer. Campus management will forward the student's request to the Student Services Department. The student must pay a nonrefundable \$100 transfer fee, will be subject to the new campus tuition costs, and may have a gap in their Financial Aid funding, which

may require a monthly payment. Once the request has been received, administration has up to thirty (30) calendar days to provide a decision. The student will be notified in writing of the decision.

Tricoci University maintains a strict policy that no action is ever taken to solicit the transfer of students attending another post-secondary institution.

Procedure

The student seeking to transfer to Tricoci University from another school must provide the following items at least 30 days prior to the start date of the new program to ensure appropriate time for review and determination. Any items submitted late will not be considered for transfer evaluation.

- Official transcript from prior school; prior school must have NACCAS accreditation
- Proof of satisfactory progress from the school from which the student is transferring
- Course outline to include description, educational objectives, and instructional method
- Meet all other requirements for admission at Tricoci University
- Assume financial responsibility of calculated course charges

Applicants for transfer will be reviewed and considered on an individual basis. Tricoci University will review the items above to assess the transferability of hours not to exceed 1/3 of the total program cost.

Schedule of Tuition and Fees

Tuition charges are different for each program of study. Applicants should review the Student Catalog Addendum for the breakdown of tuition and fees for the program they are interested in attending.

Cancellation, Withdrawal, and Settlement Policy

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

- a. If an applicant is not accepted by Tricoci University, the student is entitled to a refund of all monies paid to the institution.
- b. BUYER'S RIGHT TO CANCEL: A student (or parent/legal guardian for student under legal age) has the right to cancel their Enrollment Agreement, by giving notice in writing to the Admissions Advisor, prior to midnight of the fifth business day after signing the Enrollment Agreement and receive a refund of all monies paid to date. If notice of the right to cancel is not given to any prospective student at the time the Enrollment Agreement is signed, student has the right to cancel the agreement at any time and receive a refund of all monies paid to date within 10 days of cancellation. This policy applies regardless of whether or not the student has actually started the program.
- c. When written notice of student cancellation is given after the fifth business day following the date the Enrollment Agreement was signed, but before completion of the student's scheduled first day of his/her program, the student is entitled to a refund of all monies paid to the school.
- d. If a student's enrollment is terminated after beginning the program and after the fifth business day following the date the Enrollment Agreement was signed, Tricoci University will retain the kit fee and charge a portion of the student's tuition, based on their actual program hours completed on the student's last date of attendance. For students completing less than 5% of the total program hours, the tuition owed is calculated as the lesser of \$300 or 10% of total tuition for the program. Once a student completes 5% of total program hours, the tuition owed calculation is based on the hours completed in the payment period in which the student withdraws, per the Tuition Adjustment Schedule below; all previous payment periods will be charged in full. The refund, if any, is the difference between tuition payments applied through the withdrawal payment period and the tuition owed to the institution.

<u>TUITION ADJUSTMENT SCHEDULE (After 5%+ of Program Completed)</u>	
<u>Percent of Payment Period</u> <u>Actual Hours Completed</u>	<u>Amount of Payment Period</u> <u>Tuition Owed to the Institution</u>
0.01% to 4.9%	Lesser of 10% or \$300
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- e. Official withdrawal will occur when the student notifies the institution's Campus Director that he/she will not return, either by the postmark date for written notification, or the date said information is delivered to the institution's Campus Director in person.
- f. Unofficial withdrawal may occur immediately should the student exceed fourteen (14) consecutive calendar days of absence, as determined by the institution through monitoring clock hour attendance at least every thirty (30) days. In these cases, the official withdrawal date will be the student's last date of attendance.
- g. If the program is cancelled after a student's enrollment and before instruction in the program has begun, the student shall be entitled to receive from the institution a full refund of tuition, fees, and other charges paid by the student or on behalf of the student as is provided under rules promulgated by the Department. The institution may make refunds which exceed those required by the state.
- h. If the program is cancelled after a student's enrollment and after instruction in the program has begun, the student shall be entitled to receive from the institution such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under rules promulgated by the U.S. Department of Education. The institution may make refunds which exceed those required by the state.
- i. If the institution closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the institution must make arrangements for students. In the event of permanent closure, the institution will pursue a teach out agreement with another institution no more than 50 miles from the current institution location. In the event that is not practicable the impacted students shall be given a refund prorated to at least reflect the percentage of time remaining to complete the course of instruction and will be provided an official transcript of all hours earned while enrolled in the program. Each student shall be given a pro-rated refund based on a student being able to transfer hours to another school and the number of hours the receiving school will accept.
- j. The institution shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within fifteen (15) calendar days of the date of notification. Written acknowledgment is not necessary if the refund has been mailed to the student within 15 calendar days.
- k. In Indiana, monies due the applicant or student shall be refunded within forty-five (45) days, whether official or unofficial cancellation or withdrawal. In Wisconsin, monies due the applicant or student shall be refunded within forty (40) days, whether official or unofficial cancellation or withdrawal.
- l. Deposits or down payments shall become part of the tuition.
- m. If a student on an approved leave of absence does not return, the official withdrawal date is the earlier of the scheduled date of return or the date the student gives notice of not returning.
- n. In the case of a student's disabling injury, death in the immediate family, or other documented mitigating circumstances, a reasonable and fair settlement will be made.
- o. Collection Policy: Tricoci University will work with each student to ensure that all balances are fully paid or a satisfactory payment plan is in place. If a student's enrollment is terminated, outstanding balances may be forwarded to a collection agency or other third party, which will follow the above *Cancellation, Withdrawal and Settlement Policy*.

Arbitration and Class Action Waiver Disclosure

Tricoci University of Beauty Culture (the "School") requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the School prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the Vice President of Student Finance.

NACCAS GRADUATION, GRADUATE EMPLOYMENT, AND LICENSURE RATES

The following statistics represent institutional outcomes for graduation rates, job placement rates and licensure (exam) pass rates as of 11/30/2021 as reported to NACCAS for the 2020 student cohort.

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

GRADUATION RATES - of the students scheduled to graduate from their program in the reporting year, the percentage that actually graduated before the annual report deadline.

Campus	Completion All Programs	Instructor	Esthetics	Cosmetology	Barber	Manicuring
Bloomington	77.27		86.54%	63.89%		
Bridgeview	59.33%		70.80%	42.17%	69.23%	
Chicago North West	73.55%	88.89%	81.03%	61.11%	93.75%	
Chicago North East	59.38%		88.89%	47.83%		
Elgin	73.17%		80.65%	68.63%		
Glendale Heights	80.56%		86.84%	73.53%		
Glendale Heights & Chicago North East	70.59%		87.50%	58.75%		
Highland	66.28%	85.71%	73.58%	50.85%		
Indianapolis	68.66%	85.71%	75.61%	53.70%	52.63%	71.72%
Janesville	39.13%			39.13%		
Lafayette	54.79%		94.74%	33.33%		60.00%
Indianapolis & Lafayette	65.69%	85.71%	79.21%	45.16%	52.63%	70.18%
Libertyville	80.00%		85.00%	73.68%	100%	
Libertyville & Elgin	77.23%		83.52%	71.30%	100%	
Normal	93.62%		90.63%	100%		
Peoria	57.14%	66.67%	74.47%	41.82%		
Peoria & Normal	68.42%	66.67%	81.01%	54.29%		
Rockford	61.79%	33.33%	76.56%	46.43%		
Urbana	69.74%		100%	54.00%		

Accreditation status of each Tricoci University School:

Accredited (Main)	Additional Location(s) Accreditation
Glendale Heights	Chicago North East
Indianapolis	Lafayette
Libertyville	Elgin
Peoria	Normal

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

PLACEMENT RATES - of those graduated from the graduation cohort who are eligible for placement, the percentage who were placed prior to the annual report deadline.

Campus	Placement All Programs	Instructor	Esthetics	Cosmetology	Barber	Manicuring
Bloomington	70.59%		66.67%	78.26%		
Bridgeview	70.58%		70.00%	74.29%	88.89%	

Chicago North West	64.60%	71.43%	63.83%	61.36%	73.33%	
Chicago North East	62.16%		53.33%	68.18%		
Elgin	72.88%		75.00%	71.43%		
Glendale Heights	72.41%		69.70%	76.00%		
Glendale Heights & Chicago North East	68.42%		64.58%	72.34%		
Highland	74.34%	66.67%	71.43%	83.33%		
Indianapolis	65.73%	63.64%	66.13%	68.97%	90.00%	60.61%
Janesville	72.22%			72.22%		
Lafayette	86.49%		82.35%	83.33%		100%
Indianapolis & Lafayette	69.30%	63.64%	69.62%	73.17%	90.00%	64.86%
Libertyville	67.02%		61.22%	71.43%	100%	
Libertyville & Elgin	69.28%		65.75%	71.43%	100%	
Normal	70.45%		65.52%	80.00%		
Peoria	60.34%	100%	58.82%	60.87%		
Peoria & Normal	64.71%	100%	61.90%	68.42%		
Rockford	66.67%	100%	63.27%	72.00%		
Urbana	79.25%		76.92%	81.48%		

Accreditation status of each Tricoci University School:

Accredited (Main)	Additional Location(s) Accreditation
Glendale Heights	Chicago North East
Indianapolis	Lafayette
Libertyville	Elgin
Peoria	Normal

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

LICENSURE RATE - of the graduates from the graduation cohort who sat for all parts of their required state licensure exam prior to the annual report deadline, the percentage that passed all required parts of the state exam before the annual report deadline.

Campus	Licensure All Programs	Instructor	Esthetics	Cosmetology	Barber	Manicuring
Bloomington	93.75%		92.86%	95.45%		
Bridgeview	72.58%		70.45%	75.00%	100%	
Chicago North West	81.33%	83.33%	75.00%	90.00%	71.43%	
Chicago North East	71.43%		50.00%	87.50%		
Elgin	86.05%		90.91%	80.95%		
Glendale Heights	88.10%		100%	72.22%		
Glendale Heights &	83.93%		90.00%	76.92%		

Chicago North East						
Highland	89.66%	100%	92.06%	77.78%		
Indianapolis	88.89%	100%	88.68%	80.00%	77.78%	92.98%
Janesville	100%			100%		
Lafayette	91.18%		88.24%	90.00%		100%
Indianapolis & Lafayette	89.30%	100%	88.57%	82.86%	77.78%	93.75%
Libertyville	80.00%		70.27%	92.59%	100%	
Libertyville & Elgin	82.41%		77.97%	87.50%	100%	
Normal	78.38%		76.00%	83.33%		
Peoria	74.42%	100%	72.73%	75.00%		
Peoria & Normal	76.25%	100%	74.14%	80.00%		
Rockford	87.76%	100%	89.66%	84.21%		
Urbana	87.50%		73.91%	100%		

Accreditation status of each Tricoci University School:

Accredited (Main)	Additional Location(s) Accreditation
Glendale Heights	Chicago North East
Indianapolis	Lafayette
Libertyville	Elgin
Peoria	Normal

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically, due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

SECTION 5: STUDENT FINANCING

Primary Funding Options

Prior to enrolling, students begin working with our Financial Aid professionals, who will assist with the financial aid application process and will clarify all available options. With the help of Financial Aid professionals, information and advice on available financial assistance is accessible to students. Students typically utilize a combination of the options described below to create a financing and payment plan option that works for their financial circumstances.

Federal Student Aid (Title IV) Programs

Federal Student Aid is available to those who qualify. Please refer to campus-specific information regarding eligibility of a particular campus to offer Title IV programs. All students interested in financial aid for college will need to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.

Students who apply for and complete the steps necessary to participate in Federal Student Aid (Title IV) programs will receive an Estimated Award Letter. The estimated financial aid award letter is for academic year 1. It is necessary for students and/or their parents to re-apply for financial aid for each subsequent academic year. Award letters may be sent electronically to students and parents (if dependent student). No action is required on the student's part to accept the award as it is presented. Written authorization is only required to decline an award. This authorization to decline an award must be received by Tricoci University of Beauty Culture within two (2) days of receipt of the initial award letter. Authorization is considered to have been received at Tricoci University upon receipt of email; notification delivered through the U.S. Post Office, or may be personally delivered to the campus' Financial Aid Coordinator. **Tricoci University assumes acceptance of the award if no communication is received from the student or parent stating otherwise.**

Where applicable, Tricoci University participates in the following Federal Financial Aid programs for its students (see section below for more details on these programs):

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Loan Program:
 - Federal Direct Loans (Subsidized and Unsubsidized)
 - Federal Direct PLUS Loans

Tricoci University of Beauty Culture Institutional Aid

A variety of Tricoci University scholarships and grants are available to students that qualify. These scholarships can help make our programs more affordable to the qualifying students. Each has a unique set of qualifications, which determine if a student qualifies. See the *Tricoci University of Beauty Culture - Institutional Aid* addendum, which outlines each of the grants and scholarships currently available.

Private Student Loans

When Title IV Financial Aid is not available or not sufficient to cover a student's total need, Tricoci University can work with the student (and his/her family, as needed) to help him/her apply for private student loans with financial institutions such as Sallie Mae, the nation's largest provider of private student loans. (Note: Sallie Mae is not a preferred lender and there is not conflict of interest between Tricoci University and Sallie Mae.)

Private student loans are only available for those who qualify. Generally, private student loans offer students less favorable terms and conditions than those of Title IV program loans and other assistance, so Tricoci University encourages students to explore all Title IV options that may be available. ****All student loans must be repaid****

Third Party Grant/Funding Programs

Students are encouraged to seek grants, scholarships, and financial assistance from outside parties. Some of these opportunities are managed by various governmental entities. For example, some Tricoci University campuses are eligible to receive funds from the Workforce Investment Act (WIA) programs, which offer eligible workers access to financial assistance and retraining opportunities. In addition, some campuses are approved by the State Approving Agency to award Veterans Affairs (VA) benefits as an institution of higher learning. Check with your Tricoci University Financial Aid Coordinator for availability of these programs.

Federal Title IV Financial Aid Programs – Expanded Description

Federal Pell Grant

This federal student grant program is designed to provide assistance to eligible undergraduate students pursuing post-high school education. The value of the award varies depending on the financial need of the student and costs of the institution. Grant amounts may vary from year to year depending upon federal regulations.

Federal Supplemental Opportunity Educational Grant (FSEOG)

This federal student grant program is designed to provide assistance to eligible undergraduate students pursuing post-high school education. The value of the award varies depending on the financial need of the student and costs of the institution. Grant amounts are awarded by the institution.

Federal Work Study - The Federal Work Study (FWS)

Provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses

Federal Stafford Loans (Subsidized and Unsubsidized)

Federal Direct Stafford Loans are low-interest loans for qualifying students. Loans are made directly by the Federal Government. The maximum amount as a first grade level (freshmen) student of Federal Subsidized Stafford Loan is \$3,500.00 per full academic year. The maximum amount as a first grade level student of Federal Unsubsidized Stafford Loan (for independent students only) is \$6,000.00 per full academic year.

Federal Direct PLUS Loans

The Federal Direct PLUS Loan is for parents who wish to borrow money to help pay for their child's education. Parents may borrow additional funds for educational expenses directly from the Federal Government. For more information on The Federal Direct Loan Program, visit: www.studentloans.gov. Interest rates and repayment schedule information may be found on the Federal Direct Loan website, as well as in the Student's Guide to Federal Financial Aid Programs. This pamphlet is published by the U.S. Department of Education.

VA Education Benefits

Covered individuals eligible for VA benefits may attend or participate in the course of education during the period beginning on the date on which the individual provides to Tricoci University of Beauty Culture 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 e-Benefits, 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.

NOTE: A Covered Individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill ® benefits.

Tricoci University of Beauty Culture 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 or 33.

Please check with your Tricoci University Financial Aid Coordinator or VA School Certifying Official for the approval of these programs. Approvals may vary by campus.

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

Loan Disclosures & Counseling

For students participating in the Title IV loan programs, Tricoci University will provide required disclosures, counseling and other information to ensure students understand the responsibilities and requirements of the programs.

Entrance & Exit Loan Counseling

Prior to the first disbursement of a Title IV loan, Tricoci University of Beauty Culture must provide first-time borrowers with comprehensive information on the terms and conditions of the loan and of the borrower's responsibilities.

This will occur as the student works with their Tricoci University Financial Aid professional. Toward the end of the student's program, Tricoci University will provide more loan counseling to the student, which will include topics required by the U.S. Department of Education. ****All student loans must be repaid****

Other Disclosures/Requirements

Tricoci University will inform all eligible borrowers about the availability and eligibility of those borrowers for state grant assistance from the state in which the school is located, and inform borrowers from another state of the source of further information concerning state grant assistance from that state. If a student has not received this information, they should ask their Financial Aid Coordinator.

Tricoci University is required to provide information published by the U.S. Department of Education to students at any time that information regarding loan availability is provided. As required, Tricoci University will submit students' loan information to the National Student Loan Data System (NSLDS). This information will be accessible by guarantee agencies, lenders, and schools determined to be authorized users of the data system.

Return of Title IV

When a student officially withdraws, unofficially withdraws, or is terminated, Tricoci University will calculate the refund to determine the amount of institutional charged earned based on the student's last date of attendance. A return of Title IV funds will be calculated for those students awarded funds to determine the amounts earned from the Federal programs, also based on students last date of attendance. Please refer to the *Cancellation, Refund & Collections Policy* found in this Student Catalog or on the Enrollment Agreement.

Official withdrawal will occur when the student notifies the school that he/she will not return, either by the postmark date for written notification, or the date said information is delivered to the school in person. If a student on leave of absence does not return, the official withdrawal date is the earlier of the scheduled date of return or the date the student gives notice of not returning. Unofficial withdrawal may occur immediately should the student exceed fourteen (14) consecutive calendar days of absence.

Students who are participating in the Department of Education's Title IV Financial Aid Programs receive aid based on attendance. Title IV funds are earned in direct proportion to the percentage of the payment period that is completed, with 100% of the funds earned after 60% of the payment period is completed. For example, if the payment period lasts ten (10) weeks, 100% of the Title IV funds are earned after six weeks is completed. If a student withdraws after 60% of the payment period is completed, no Title IV funds are required to be returned. When a student withdraws prior to completion of 60% of the payment period, Tricoci University must determine if the Title IV funds received by the student exceed the amount earned. This calculation is based on the clock hours scheduled as of the date of the student's withdrawal. In Indiana, all withdrawal calculations/refund of unearned Title IV aid will be completed within forty-five (45) days of the date the school determines the student withdrew. In Wisconsin, process will be completed within forty (40) days of the date the school determines the student withdrew.

Return of VA Funds

All VA funds paid directly to the school will remain on the student account to cover the cost of all future tuition and fees. If a student withdraws officially or unofficially, any remaining VA funds will be returned to the VA. If a student completes the program and has a remaining credit balance due to VA funds, these funds will be returned to the VA.

Title IV Hierarchy – Return of Funds

If the school receives more Federal Student Aid than the amount earned, the institution will return the unearned funds in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS loans)
- Subsidized Direct Loans
- Federal Perkins Loans (if applicable)
- Direct PLUS Loans
- Federal PELL Grants
- Federal SEOG (if applicable)
- Other Title IV, HEA assistance, federal, state, private, and institutional funding received by the student

Post Withdrawal Disbursement

In general Institutions may not disburse federal financial aid dollars to a student who has ceased to be enrolled, the student is no longer eligible. In some circumstances, however, a student who has withdrawn from Tricoci University may be eligible for a post-withdrawal disbursement of all or some portion of Title IV Financial Aid.

Tricoci University will automatically use all or a portion of a student's post-withdrawal disbursement of Pell Grant funds for tuition charges and kit fees as reflected on fully-executed Enrollment Agreement. A student may be eligible for a post withdrawal disbursement of a Federal Stafford or PLUS loan if, prior to withdrawing, the student earned more federal financial aid than was disbursed. The amount earned is determined as part of the required federal Return of Title IV Funds calculation. Post-withdrawal disbursements for Federal Stafford or PLUS loans will be offered to the student within 30 days of the date the school determines the student withdrew. It is important to understand that accepting a Federal Stafford or PLUS loan post withdrawal disbursement will increase the overall student loan debt that must be repaid under the terms of your Master Promissory Note.

Tricoci University will return any unearned Title IV funds it is responsible for returning within forty-five (45) days of the date the school determined the student withdrew, and offer any post-withdrawal disbursement of loan funds within thirty (30) days of that date. Tricoci University disburses any Title IV grant funds a student is due as part of a post-withdrawal disbursement within forty-five (45) days of the date the school determined the student withdrew, and will disburse any loan funds a student accepts within 180 days of that date.

Educational Purpose

Funds received under the Federal Pell Grant, Federal Direct Loan (Subsidized and Unsubsidized) and Federal Direct PLUS Loan Programs are to be used solely for expenses related to attendance or continued attendance at the college.

Verification

The federal government selects roughly 30% of students for a process called "verification." If a student's FAFSA is selected for verification, he/she will be required to provide additional information in order for his/her financial aid eligibility to be determined. A student's financial aid eligibility cannot be determined until the verification process is complete. If a student's FAFSA is selected for verification, he/she will be notified via e-mail of the required information that the student must submit. The specific information requested will vary from student to student, so the student will need to carefully review the requirements listed on the e-mail notification to determine what additional information he/she must submit.

Tricoci University will make every effort to award financial aid to all eligible students; however, the institution cannot guarantee financial aid to students who submit documentation after the above deadlines. Failure to supply all requested documentation by the set deadlines may result in loss of eligibility for federal, state, and institutional financial aid. Students who are unable to meet the prescribed deadlines are encouraged to contact their Financial Aid Coordinator at Tricoci University to discuss other options.

Professional Judgment/Dependency Overrides

The Office of Student Finance may take into account a student's special circumstances to make adjustments to student's expected family contribution for educational expenses, standard budget, and/or financial aid dependency status, as determined by federal guidelines. For additional information, please contact your Financial Aid Coordinator.

Federal Student Aid (FSA) Credit Balance

Whenever Tricoci University credits FSA program funds to a student's account, and those funds exceed the student's allowable charges, a FSA credit balance occurs. Tricoci University will pay the excess FSA credit balance directly to the student within fourteen (14) days of the day the balance occurred. If the student withdraws, Tricoci University is required to perform the Return to Title IV calculation to determine whether adjustments to the credit balance would occur. For this reason, the existing 14-day rule is placed on hold in order to determine the final amount of any Federal Title IV credit balance. The 14-day rule is triggered when the school performs a Return to Title IV calculation.

Third Party Servicer

From time to time, student loan borrowers may be contacted by our third party servicer, Wright International Student Services (WISS). WISS acts as a liaison between student borrowers and loan servicers. This third-party servicer will provide resources to students to avoid and address loan repayment delinquency. Campus management will educate students on the details of WISS as well as their contact information:

Financial Obligation

Students who fail to make prompt monthly payments, issue personal checks that are returned by banks, or fail to make good faith effort to process their financial aid paperwork in a timely basis are subject to Tricoci University's disciplinary action. Tricoci University accepts cash, credit card, money order, check and Federal Student Aid Programs as payment for tuition and fees owed to the institution. Official transcripts will not be released to any student until all financial obligations are satisfied.

Monthly No-interest Payments

Students are allowed to divide their tuition or "gap" funding balance into equal payments, spread over their program's calendar. These payments have no-interest charges and are due by the 5th of each month. Students who miss any monthly payment must contact their campus management to make their tuition payments. Students who continue to not make timely payments may be at risk of being terminated from the institution after the third missed payment. Students are encouraged to set up "auto-pay" for monthly payments to ensure payments are received on time each month.

Credit for Previous Education and Training

Tricoci University of Beauty Culture may accept transfer hours in some cases and will examine previous training and experience. Credit towards a student's program may be granted only if appropriate.

SECTION 6: COMPLETION & GRADUATION REQUIREMENTS

Completion Requirements

To complete a program at Tricoci University of Beauty Culture, you must:

- Meet the minimum course requirements
- Complete the required clock hours for the program
- Meet the minimum Grade Point Average (GPA) standard of 85%
- Meet the minimum Attendance standard of 85%
- Achieve an 85% or better score on each written test
- Achieve an 85% or better score on each Essentials Practical Examination
- Achieve an 85% or better score on the Final Written Examination
- Achieve an 85% or better score on each Final Practical Examination
- Complete the State Practical Progress Requirements - Indiana only

Graduation Requirements:

To graduate from Tricoci University of Beauty Culture with a Certificate, you must:

- Achieve all Completion Requirements
- Satisfy all financial obligations of tuition, fees, and any other institutional charges

Please note: Any student who fails to satisfy the Completion Requirements within fourteen (14) calendar days of completion of their required hours for that program will be officially terminated from the institution and not considered completed with their program.

SECTION 7: SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in attendance and academic work is required for all students enrolled with Tricoci University of Beauty Culture regardless of program, schedule, and source of funding (i.e. cash pay, private loans, Federal Title IV Funding, etc.). It is printed in the Student Catalog to ensure that all students receive a copy prior to enrollment. Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds. The elements of the policy are outlined below. Please note, changes in major, pursuit of second degree or summer terms do not apply to Tricoci University.

Attendance Progress

- **Maximum Time Frame:** The maximum time frame during which students are to complete any program is 118% of the regular program length (based on a 100% attendance schedule) measured in clock hours completed. Students who are determined to not be able to, or have not completed the program, within the maximum time frame will be terminated from the institution. Students who do not meet the maximum time frame are not eligible for readmission.
- **Attendance Progress Evaluation:** All students must earn at least an 85% cumulative attendance average in order to be considered making satisfactory progress.

Academic Progress

- The following factors will be measured to determine academic progress: Theory Work (test grades, homework, etc.), Practical Work, and Clinic Work
- Theory, Practical, and Clinic Work will be graded according to the following scale:
 - 96%-100% Excellent
 - 90%-95% Good
 - 85%-89% Satisfactory
 - 0%-84% Failing
- At each Determination of Progress point (see table below), students must have an aggregate minimum 85% Grade Point Average (GPA) in Theory, Practical, and Clinic work in order to be considered making satisfactory progress.

Academic Year

Barber, Cosmetology and Cosmetology 10% DE consist of 1500 clock hours and have an academic year definition of 975 hours and 26 weeks

Aesthetics, Esthetics, Esthetics 10% DE, Esthetics Teacher, Manicuring, Nail Technology, Barber (500 clock hour), Barber teacher (600 clock hours), and Cosmetology Teacher (600 clock hours) have an academic year definition of 900 hours and 26 weeks

Instructor Training, Barber teacher (1000 clock hours), and Cosmetology Teacher (1000 clock hours) have an academic year definition of 1000 hours and 26 weeks

Determination of Progress

Satisfactory Academic Progress (SAP) will be evaluated periodically based on the student's actual hours completed, see Determination of Progress Table for each program's checkpoints. At that time, students will receive their *Satisfactory Academic Progress (SAP) Evaluation* report. Those students who are not meeting SAP will be required to meet with campus administration and sign their *Satisfactory Academic Progress (SAP) Evaluation* report to evidence an understanding of their academic standing and financial aid eligibility.

Determination of Progress Table

Program (Clock Hours)	State Offered	Checkpoint 1	Checkpoint 2	Checkpoint 3	Checkpoint 4
Cosmetology (1550)	Wisconsin	487.5 (13 weeks)	975 (26 weeks)	1262.5 (33 weeks)	1550 (41 weeks)
Aesthetics (600)	Wisconsin	300 (13 weeks)	600 (26 weeks)	NA	NA
Cosmetology (1500)	Indiana	487.5 (13 weeks)	975 (26 weeks)	1237.5 (33 weeks)	1500 (40 weeks)
Cosmetology (1500 10% DE)	Indiana	487.5 (13 weeks)	975 (26 weeks)	1237.5 (33 weeks)	1500 (40 weeks)
Barber (1500)	Indiana	487.5 (13 weeks)	975 (26 weeks)	1237.5 (33 weeks)	1500 (40 weeks)
Esthetics (750)	Indiana	375 (13 weeks)	750 (26 weeks)	NA	NA
Esthetics (750 10% DE)	Indiana	375 (13 weeks)	750 (26 weeks)	NA	NA
Instructor Training (1000)	Indiana	500 (13 weeks)	1000 (26 weeks)	NA	NA
Manicuring (600)	Indiana	300 (13 weeks)	600 (26 weeks)	NA	NA

* Please reference pages 5-6 for a full list of programs available by campus.

** Readmissions and Transfer students check points will vary based on hours accepted.

Satisfactory Progress

Students with a minimum of 85% cumulative attendance and 85% GPA at each evaluation will be considered to be making satisfactory progress until the next scheduled progress evaluation. SAP evaluations will determine if the student has met the minimum requirements for attendance and academic progress. See *Determination of Progress Table* for evaluation periods. All Satisfactory Academic Progress (SAP) reports will be kept in the students permanent file.

Warning

Students failing to meet minimum cumulative attendance and/or academic progress requirements will be placed on warning, with the opportunity to meet requirements by the next evaluation period. During the warning period, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. At the end of the warning period, the student's progress will be re-evaluated according to the Determination of Progress Table. If the student is meeting minimum attendance and academic progress requirements, he/she will be determined to be making satisfactory progress. If at the end of the warning period, the student's cumulative attendance progress is below 85% and/or academic progress is below 85% GPA, he/she may be placed on probation. If applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal (see Appeal Procedure below). Additionally, only students who have the ability to 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 SAP. The student will be advised in writing of the actions required to attain SAP by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for SAP or by the academic plan, he/she will be determined as NOT making SAP. If applicable, students will not be deemed eligible to receive Title IV funds.

Appeal Procedure

If a student is determined to not be making SAP, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a timely written appeal to the campus' Student Success Advisor on the designated form describing why they failed to meet SAP standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve SAP by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within five (5) business days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the SAP determination will be reversed and federal financial aid will be reinstated, if applicable.

Reinstatement of Financial Aid Eligibility

Any student who has been terminated for failure to maintain SAP and who is subsequently found to be meeting the SAP standards and who meets all other eligibility requirements shall be eligible for federal and institutional aid.

SAP Reevaluation Policy

Any student who fails to meet the Satisfactory Academic Progress Policy requirements, including those terminated after failing to achieve minimum requirements, has the right to request reevaluation of progress. All requests must be filed in writing and received by the Student Services Department within five (5) business days of the issuing of the SAP Evaluation paperwork; along with any supporting documentation and reasons the student feels the determination is incorrect. Should a student fail to request reevaluation within the specified five (5) business days, the determination made at the time of the SAP Evaluation will stand. Copies of all actions taken

will be kept in the student's permanent file. If the student prevails, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable. To request reevaluation, students should contact the Student Services Department by email at Readmissions@tricociuniversity.edu or by mail at Tricoci University of Beauty Culture, Attn: Student Services Department, 6625 N. Avondale Avenue, Chicago, IL 60631.

Miscellaneous SAP Topics

Transfer Hours

Tricoci University of Beauty Culture accepts transfer credits in some cases, please see the full Transfer Student Policy for additional details. Transfer hours accepted towards the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution.

Leave of Absence and Readmission

Students returning from an approved leave of absence or readmissions must return to school in the same satisfactory academic progress status they had prior to their departure. A leave of absence extends the student's contract period and maximum timeframe by the same number of days taken in the leave of absence.

Withdrawal

Any student who withdraws from his or her contracted program or fails to complete his or her training will have a final Student Progress Record (SPR) processed and filed in their student file.

Program Incompletes, Repetitions, and Non-Credit Remedial Programs

Program incompletes, repetitions, and non-credit remedial programs do not apply to Tricoci University; therefore, have no effect upon the student's satisfactory progress.

SECTION 8: CONSUMER INFORMATION

Misrepresentation Statement

Tricoci University has procedures to ensure that it does not misrepresent the nature of its educational program, the nature of its financial charges, and the employability of its graduates. The institution does not provide false, erroneous or misleading statements concerning these topics. The U.S. Department of Education does not offer approval or endorsement of the quality of Tricoci University educational programs. If a student or parent believes that Tricoci University, its associates, or any other entity or person has made misrepresentations, they should follow the *Grievance Policy* found within this Student Catalog

Equal Opportunity Organization

Tricoci University of Beauty Culture is committed to providing equal education opportunities in all phases of instruction. We will provide equal education opportunities, admission, discipline, job assistance, and graduation to all individuals without regard to age, sex, race, color, creed, religion, ethnic origin, political affiliation, disability, veteran status, marital status, or sexual orientation pursuant to the requirements of Title IX of the Educational Amendments of 1972, Pub. L. 92-318, and Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112; respectively. This policy extends to employment, admissions and attendance at the school. Current and prospective students that are interested in learning about student body diversity can select their campus at: <https://nces.ed.gov/collegenavigator/?q=tricoci+university&s=all>.

Nondiscrimination Statement

Tricoci University of Beauty Culture University ("Tricoci University" or "University") prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, disability, or other protected classes in any decision regarding admissions, employment, or participation in a Tricoci University program or activity in accordance with the letter of federal and state laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

For additional information or inquiries about the application of these statutes and the regulations thereunder, contact Tricoci University's Title IX Coordinator and/or the Assistant Secretary of the United States Department of Education.

The following person has been designated as the Title IX and ADA Coordinator at Tricoci University:

Emilie Boyce

Title IX Coordinator, Director of Compliance, ADA Compliance Coordinator
6625 N. Avondale, Chicago, IL 60631
Phone: 630-528-3373
Email: eboyce@tricociuniversity.edu

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Campus and Individuals' Health, Safety & Security Overview

The health, safety, and security of all of our constituents—particularly our students, associates, and guests—is a priority for Tricoci University. Accordingly, the institution has developed a broad set of policies and procedures intended to protect, to the extent possible, all people spending time in our facilities. These policies and procedures are developed and enforced by various leaders of Tricoci University. Those leaders include corporate executives and campus management.

Tricoci University of Beauty Culture's *Annual Security Report* (ASR) is a comprehensive document holding all key components of the safety and security program, policies and procedures, as well as crime statistics related to each campus. For example, included within the ASR is Tricoci University of Beauty Culture's Drug and Alcohol Abuse Prevention Program (DAAPP), as well as the process and results of our review of our DAAPP which is updated annually.

Dissemination of Annual Security Report

On or before October 1 of each year, all students and associates are provided with the latest *Annual Security Report (ASR)*. The ASR is also uploaded to the Tricoci University website at: <https://www.tricociuniversity.edu/wp-content/uploads/2020/07/TUBC-Annual-Security-Report-2020-1.pdf>. A hard copy can also be provided as needed by contacting the Campus Director at each campus location. In addition, all new students are made aware of the ASR during new student Orientation, which occurs on or before the first day of their academic program.

Drug and Alcohol Abuse Prevention Program

Tricoci University of Beauty Culture's Drug and Alcohol Abuse Prevention Program (DAAPP) includes the following components:

- Policy and standards of conduct regarding drugs and alcohol.
- Implications of violating the policy or standards of conduct.

Overview of the health risks associated with the use of illicit drugs and abuse of alcohol; and Information regarding drug or alcohol programs (counseling, treatment and/or rehabilitation) available to students and associates.

Policy & Standards of Conduct Regarding Drugs & Alcohol

Tricoci University of Beauty Culture is an alcohol-free and drug-free environment. Students and associates are prohibited from the unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance or alcohol anywhere on Tricoci University of Beauty Culture property, including grounds, parking areas, anywhere within the buildings or while participating in Tricoci University of Beauty Culture related activities. Students and associates are also prohibited from being present on campus under the influence of alcohol or controlled substances. Note: students or associates taking prescribed or over-the-counter medication which may affect functioning should so inform a Campus Security Authority.

Anyone who observes any violation of the above policy should immediately inform the Campus Director of such violation. The Campus Director will initiate the appropriate procedures.

Implications of Violating the Policy or Standards of Conduct

In addition to the potential health consequences of use or abuse of illicit drugs and alcohol, students and associates who violate the *Policy & Standards of Conduct Regarding Drugs & Alcohol* will be subject to a range of disciplinary and legal implications. Sanctions and penalties include those imposed by:

- Tricoci University;
- Local, state, and federal authorities; and
- Department of Education's Title IV program.

Sanctions & Penalties – Imposed by Tricoci University

Students or associates who violate the Tricoci University Policy & Standards of Conduct Regarding Drugs & Alcohol will be subject to disciplinary action up to and including termination of enrollment or employment, as appropriate. In all cases, Tricoci University will abide by local, state, and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol, including the full enforcement of applicable underage drinking laws.

If there is a reasonable suspicion that a student or associate is under the influence of alcohol or a controlled substance while on Tricoci University's premises, they will be required to clock out for the day and leave the premises. The decision to dismiss a student or associate is solely at the discretion of the location's Campus Director and may not be supported by actual proof of controlled substance, illegal drugs, or alcohol use.

Sanctions & Penalties – Imposed by Local, State, or Federal Authorities

Depending on the specific violation and subsequent adjudication, a student or associate could face a significant punishment for violating the Tricoci University policy regarding drug and alcohol use. This may include financial penalties, as well as time in jail.

Given the constantly changing laws and sentencing guidelines regarding illegal drugs and alcohol, students or associates interested in understanding the potential punishments for these violations are encouraged to research the topic by entering "punishment for drug and alcohol violations" and the state you reside in.

Sanctions & Penalties – Students' Access to Title IV Funding

Any students convicted of possessing or selling illegal drugs while receiving Title IV assistance will be ineligible for federal financial aid based on the chart below. If convicted of both possessing and selling illegal drugs and the periods of ineligibility are different, the longer penalty will apply. In addition, violations of federal, state, or local laws and ordinances concerning drugs and alcohol can lead to felony or misdemeanor convictions and legal sanctions, which include but are not limited to: fines, imprisonment, forfeiture of property, and loss of driving privileges.

	Minimum Ineligibility Period	Maximum Ineligibility Period
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3rd + Offenses	Indefinite period	Indefinite period

Health Risks of Abuse and Available Support

The use and abuse of alcohol and/or drugs can lead to physical and psychological health risks. These risks depend upon the type of alcohol/drug used and the intensity of the use. Long-term use of alcohol/drugs can lead to organic damage to the body and psychological problems. Even short-term use carries a risk of an overdose that can result in effects as serious as death. Alcohol/drug use also carries other direct and indirect health risks, including a heightened risk of blood-transmitted disease for users of intravenous drugs, the risk of pregnancy complications and birth defects in women who use alcohol/drugs while pregnant, and the impairment of the ability to operate motor vehicles.

Any student who suspects that he/she, or someone else, may be at risk due to use or abuse of alcohol or illicit drugs is encouraged to seek services that can be of help. In most Tricoci University locations, there are numerous local organizations and resources available. Those in need of help can access these resources via the Internet or can call the appropriate toll-free numbers. Please see the *Professional Advising* section of this Student Catalog.

Campus Security Overview

Tricoci University of Beauty Culture seeks to ensure that students, associates and other visitors, as well as their belongings, are as safe as possible during their time on or near Tricoci University facilities. With this objective, and following the requirements as outlined in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, Tricoci University has developed a set of policies and procedures that cover a range of safety and security matters. The full policy including general security information and crime prevention program is available in the *Annual Security Report*.

Reporting Crimes or Other Emergencies

If you observe any crime or if any person reveals to you that he/she learned of, was the victim of, perpetrator of, or witness of a crime, immediately inform the Campus Director. This crime may take the form of hate crimes, which manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. To protect individuals and encourage all crimes to be reported (and included in the annual disclosure of crime statistics), Tricoci University will allow victims or witnesses to report crimes on a voluntary, confidential basis. Tricoci University will initiate procedures of contacting the appropriate authorities and documenting the incident.

Timely Warning and Emergency Notification for Serious Crimes and/or Threats

In the event that a situation arises that constitutes an ongoing or continuing threat to the health or safety of students and/or associates, Tricoci University will immediately notify the campus community. Since each campus location is contained within a small area (typically a building and exterior parking), the existence of this threat will be confirmed at the specific location. Tricoci University, without delay, determine the content of the notification, and initiate the notification process. The notification will be issued by Campus Director via one or more of the following methods: text or e-mail announcements, the posting of flyers, campus announcements, or other appropriate means. The broader community will be made aware in a timely manner of any crimes, suspicious activities or other security problems through local police reports, which are published in the local newspaper.

Emergency Response and Evacuation Procedures

In an emergency requiring building evacuation, students, associates and guests should evacuate through the

nearest exit, taking only personal valuables that are in the immediate area. All emergency exit maps are posted throughout the campus. Do not return to offices and lockers. When the alarm sounds or when instructed via announcement from a campus official, please remain calm and keep to the right of walkways when exiting the building. This allows emergency personnel to have unobstructed access throughout the building. After exiting the building, please gather at the remote end of the parking lot or the campus designated evacuation area and remain there until an all clear sign has been given by a campus official.

Tricoci University will conduct two (2) tests of these procedures each year; the first will be performed in the Spring and the second will be performed in Fall.

Severe Weather Shelter

In the event a severe weather warning has been issued or another situation arises that may impact the health or safety of people on campus, an announcement and directives will be made throughout the building. All students, associates, and guests need to remain calm and should follow the verbal instructions, seeking shelter in interior, non-windowed areas of the school.

Emergency School Closings

If a situation arises that may have an effect on normal hours of operation, students will receive instructions from Tricoci University campus management in person, through social media, by email, and/or through the Klass App. Examples of situations include:

- Power outage
- Weather (all types)
- Natural Disasters
- Potentially unsafe campus environment

In the event inclement weather occurs during scheduled hours and Tricoci University does not close early, it is the student's choice to leave before an official announcement is made. However, hours missed in this circumstance may affect your Satisfactory Attendance Standing.

Safeguarding Customer Information

Tricoci University of Beauty Culture will utilize our information security program to safeguard all non-public personal information in the school's possession (from students, parents, or other individuals with whom the institution has a customer relationship). This also pertains to the customers of other financial institutions that have provided such information to Tricoci University. If a student would like more information on the security protocols, they should make a request to the Admissions Advisor, Student Success Advisor, or Campus Director.

Professional Advising

Tricoci University is dedicated to the success of all of our students in their chosen programs and careers. However, the institution does not directly offer professional counseling, treatment, or rehabilitation programs for students or associates. To ensure students and associates receive the professional advising to support their needs, we provide our students the following referrals:

- Substance Abuse and Mental Health Services Administration (SAMHSA) - 1-800-662-4357
- Alcoholics Addiction Hotline – 1-855-908-0271
- National Suicide Prevention Hotline – 1-800-273-8255
- Planned Parenting – (800) 230-PLAN (7526)
- Domestic Violence – (800) 799-SAFE (7233)
- Suicide Prevention – (800) 273-TALK (8255)
- Sexual Assault – (800) 656-HOPE (4673)
- Bullying Hotline – (800) 273-TALK (8255)
- Safe Place – (888) 290-7233

This information is also posted in the student lounge at each campus location.

SECTION 9: CAMPUS AND PROGRAM INFORMATION

School Calendar and Other Important Dates

Tricoci University campuses are closed for Winter Vacation (typically the last week of December), Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day. Each Spring, Tricoci University campuses may close for an annual meeting of all associates. Dates will be determined as early as possible and are published in the School Calendar available in the Student Catalog Addendum. No scheduled hours are accrued during campus closure. Class start dates and graduation dates vary by student enrollment and will be reflected on the Enrollment Agreement. Tricoci University reserves the right to change scheduled dates and hours without prior notice.

Each year, Tricoci University conducts a Constitution Day educational program on September 17 to commemorate the September 17, 1787 signing of the U.S. Constitution. If September 17 falls on a weekend or holiday, Constitution Day will be held during the preceding or following week. Students should consult their detailed campus calendar to confirm the specific day each year.

Educational Facilities

It is our belief that, though we are an educational institution, our facilities must exhibit an atmosphere that is motivating and professional for students as well as guests. Classrooms and student clinics have been designed to facilitate the highest quality of training for students in their program of study. Students are educated with the most advanced equipment available to our profession, encouraging the best use of their learned skills. Industry current audio and video equipment, as well as classroom interaction with renowned beauty industry artists, are a part of Tricoci University's educational experience.

Student Clinic

Individuals who enroll in a program of study at Tricoci University are students. Students of Tricoci University will learn in a variety of settings, including classrooms and the student clinic. Each learning environment is designed to advance and reinforce students' knowledge of their program of study in a different way.

The student clinic offers students the opportunity to learn by doing in a simulated clinic environment. Students will practice their skills on real, paying customers of the clinic under the supervision of instructors. Practical skills learned in the clinic include, but are not limited to, providing services for clients relating to hair, skin, and nails; light cleaning and sanitation; laundry related to client services; and practicing product knowledge and sales techniques.

Students are not employees of Tricoci University and will not be paid for any time spent learning by performing tasks in the student clinic. A student's relationship with Tricoci University can only be changed from student-school to associate-employer by way of a formal offer letter signed by the Campus Director following the campuses ordinary application, interview, and hiring process. If a student believes that they are performing services for Tricoci University for which they should be paid, they should immediately contact their campus' Campus Director or by following the Grievance Policy within this Student Catalog.

Student Housing

Tricoci University does not provide student housing.

Campus Parking

Tricoci University will do its best to provide sufficient parking; however, the institution makes no promise of availability of parking. Students must park in designated areas only.

Lockers

On the first day of scheduled class, students will be assigned a locker (students should remember to bring a combination lock on the first day of school, key locks are prohibited). This locker is not designed to store all kit items issued on the first day of class. It is provided to secure personal items including but not limited to: purses, wallets, keys, cell phones, money and any items that are required for classroom or clinic instruction for that day. Students should remember to double check their lock after placing personal items in the locker. Lockers may be randomly searched by management.

Graduated or withdrawn students have five (5) business days from their last day of attendance to remove their belongings from the campus lockers. Failure to do so may result in disposal of the contents by campus.

management. **Note: Tricoci University is not responsible for lost or stolen items.**

Vaccinations

Tricoci University does not have any vaccination requirements.

Field Trips

Occasionally field trips will be organized for the students. Authorized field trips will be hosted by the teacher. When on field trips the student is expected to adhere to the same level of standards as prescribed by campus rules and regulations.

Sanitation

Proper sanitation, as set forth by State requirements, is critical in the continued and safe education of students, safety of clients and associates, and continued licensing of the school. All sanitation rules must be followed by students and campus associates in their entirety every day. All sanitation will be assigned according to a specific list of sanitation duties by program/area and monitored by a teacher. Failure to comply with the sanitation standards will result in disciplinary action. Any unsafe conditions should be reported to a teacher or Campus Director.

We are committed to providing a safe environment for associates, students, and guests. All students should use care in keeping their work area as clean and safe as possible, in order to prevent accidents or hazardous situations. Any injury occurring on the school premises should be reported to the student's teacher or Campus Director, even if the injury does not require first aid or medical attention.

Educational Materials

Tricoci University uses a combination of proprietary and third party educational content, all of which is copyrighted. This content has been integrated and is delivered via an online application. In addition, other educational material is required to complete the program (e.g., shears for the cosmetology program). All of the educational materials are included in the Student Kit, which is typically delivered on the first day of class.

Some of the third-party content may be available commercially outside of the Student Kit. Use the following link to learn more about what might be available and current costs: <https://www.tricociuniversity.edu/wp-content/uploads/2022/02/Textbook-Retail-Information-2022.pdf>

Student Kits

Student Kits are distributed on the first day of class for those students that are eligible. For the cosmetology program student will have two student kits. The first kit will be distributed on the first day of class for those students that are eligible. The second kit will be distributed during week five of essentials. Students are provided with the necessary professional tools and textbooks to successfully complete their education. Students are responsible to make sure all required kits items are brought to school each day

During the distribution of kit items, items will be automatically warranted for 1-year from date of issue. In the event that a piece of warranted equipment malfunctions or is broken, it is the student's responsibility to contact the equipment provider. Tricoci University is not responsible for any items that are lost, stolen, or broken. Any missing or damaged kit items will have to be replaced by the student, at the student's expense, within 24 hours.

iPads

Tricoci University has transitioned its curriculum materials to iPads which are eco-friendly and create an optimal and easy learning environment, not only at the beauty school campuses, but anywhere for students. The iPads contain an e-version of the student textbook, as well as all of the theory lessons and presentations for each of the Tricoci University programs, and give students the ability to add notes to the presentations, making it easier to refer back while studying. Students will be provided iPad insurance paperwork but completion and purchase are the responsibility of each student.

Internet Policy Use and Agreement

Tricoci University will provide students access to the internet on campus for educational purposes only. Tricoci University has placed restrictions on the material students may access and/or post through the internet. A student's access may be revoked if any laws are violated. Please note that students are subject to disciplinary action for utilizing Tricoci University internet for non-educational purposes. Tricoci University does not supply at home internet access for students.

Academic Honesty

Students are responsible for conducting themselves with honesty and integrity. Academic dishonesty includes, but is not limited to, cheating on exams and plagiarism. "Cheating" includes: copying from another student, bringing in or using materials during an exam that are not allowed, collaborating with another student during an exam, stealing and distributing a portion or entire exam, misrepresenting someone else's work as your own, forgery of progress tracking, and/or falsifying hours. Any and all incidences of academic dishonesty will result in disciplinary action up to and including termination from the program.

Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Students who engage in illegal or unauthorized distribution of copyrighted materials using the school's information technology system will be subject to disciplinary and legal action, as appropriate.

Academic Advising

All students have access to the Klass App which allows students to view their current clock hours and grades earned in their program of study. The student may request a meeting with their Student Success Advisor or Campus Director at any time to review their progress. Students who are in jeopardy of not maintaining Satisfactory Academic Progress at their next checkpoint will be advised by campus management and teachers to create a plan to support graduation success.

Career Planning

All students at Tricoci University of Beauty Culture are encouraged and assisted in investigating the wide choice of career options and paths in all programs offered. Students engage in activities to plan the initial years of their careers including: development of cover letters; resumes; interviewing skills; job search skills; professionalism; career planning strategies; and tactics. All campuses have a job posting board listing current employment opportunities.

Tricoci University also maintains close communication with a wide variety of salons, day spas, spas, medi-spas, and barber shops throughout the world. Campuses often invite employers to the campuses for events such as job fairs, demonstrations, and interview sessions. While networking with salons, spas, and shops is important, all students participate in job readiness and job placement activities.

Tricoci University's goal is to assist students in securing employment prior to graduation. However, the institution does not guarantee placement.

Transcripts and Transcript Requests

In order to release an official transcript a student must satisfy all financial obligations of tuition, fees, and any other institutional charges. However, an official transcript can be released directly to the student's current or former employer even if the student has an outstanding balance.

To request an official or unofficial transcript, the individual should contact the Tricoci University campus he/she attended and be advised:

- Official transcripts for training completed will be made available if the student's balance has been paid in full.
- Non-graduates who still have a balance owed to Tricoci University may request an unofficial transcript for training completed.
- For graduates, official transcripts along with graduate paperwork will be made available at the Tricoci University campus he/she attended within 7-14 business days after the student is considered a graduate.
- If a graduate is requesting a duplicate official transcript, he/she should contact the Tricoci University campus he/she attended. The charge for a duplicate copy of an official transcript is \$2.00. If the transcript needs to be mailed then additional fees may apply. The fee must be paid at the campus at time of request.
- For students who have been out of school for more than five (5) years, academic files may need to be pulled from off-site storage facilities which may take up to thirty (30) days to process.

Physical Demands and Safety Requirements

Below is a list of the physical requirements that your future career demands:

Body Position:	Long periods of time standing are required.
Body Position:	Estheticians are required to sit and lean forward while providing most services and stand while leaning over others.
Body Position:	Nail Technicians are required to sit and lean forward while providing most services.
Hands:	Your hands will need protection from chemicals and continuous exposure to water and cleansing agents. Hand care products are recommended for all service professionals.
Back:	Minor back stress may be caused by long intervals of standing, sitting, or leaning. Please consult your health care provider if you have a history of back pain.
Chemicals:	As a cosmetologist/esthetician/nail technician/Teacher Trainer or Instructor Training, you will be required to work with different types of products and chemicals. If you have any allergies or sensitivities to chemicals, please consult your health care provider.
Sanitation:	Communicable disease can be easily transmitted between people. You will be required to follow proper sanitation as set forth by the State.
Trade Tools:	You will be working with sharp objects such as shears, razors, clippers, extractors, etc. Caution must be used when handling these items.
General Safety:	You must be cautious daily to avoid: chemical burns, cuts, abrasions, harmful fumes, injury to your eyes, and physical injury resulting from spilled liquid.
General Esthetics:	<p>During the Esthetics program of study students will be expected to give treatments using the aid of exfoliating products, electro therapy, and waxing resins. Some machines will allow electric current to pass through the body of the guest/model. This type of treatment is contra-indicated for the following:</p> <ol style="list-style-type: none">1. Heart conditions2. Epilepsy3. Pregnancy4. Uncontrolled High Blood Pressure5. Metal Implants <p>Every student is required to perform and receive these treatments. If you are contra-indicated to receive these treatments then you will be required to supply models that can receive these treatments. Performing these treatments is safe as long as you follow the guidelines that will be laid out for you by your teacher. However, in rare instances students that have severe heart problems/epilepsy or who have extremely high-risk pregnancies can be told by their doctors that they cannot perform these services. In those rare instances students would not be able to complete all graduation requirements, which means they will not be able to sign up for this program or have to be terminated from school. If you have any questions regarding the safety of performing/receiving these treatments we recommend that you speak with your physician.</p>

SECTION 10: CAMPUS POLICIES AND PROCEDURES

General Guidance

Tricoci University of Beauty Culture upholds a culture of "professional excellence" which is expected of all students while attending school. To help students achieve this Tricoci University established the campus policies and procedures found in this section. This allows for fairness, understanding, and positive work habits among our students. To prepare students as professionals, Tricoci University will operate much like a salon, day spa, or other professional environment. Late arrivals, absences, and other interruptions in your education have a significant effect on your achievement. Please note, campus policies and procedures are subject to change, but every effort will be more to notify students as quickly as possible.

Disciplinary Actions

When necessary, disciplinary action or corrective advising may be taken to address campus policy or procedure violations. Generally, disciplinary action will include the following steps:

- Verbal warning
- Written warning
- Final warning
- Suspension from school
- Termination of enrollment

In cases of gross misconduct, termination from the institution may be taken, whether or not prior warnings have been given. Every effort will be made to apply the disciplinary action as soon as possible after the incident occurs, in order to make the student aware of the action being taken and provide full consideration to all facts pertaining to the situation. In some cases, suspension may be necessary to conduct an investigation into the situation. Campus management has discretion to escalate disciplinary actions as deemed appropriate.

TUBC Code of Conduct

Please note this is a guide and subject to change. Not all situations will be reflected below. Some infractions may result in alternate actions as deemed necessary and appropriate given the situation.

Policy	First Offense	Second Offense	Third Offense
Physical Assault or direct threat with intent to harm	Termination	n/a	n/a
Academic Honesty Policy	3-day suspension, termination if applicable	Termination	n/a
Suspected as under the influence due to observation and/or smell	clock out, go home, written warning	3-day suspension	Termination
Possession of Drugs and Alcohol and/or clearly under the influence	Termination	n/a	n/a
Weapons and/or other objects used or brandished with intent to harm or intimidate	Termination	n/a	n/a
Harassment or bullying	3-day suspension; final written warning	Termination	n/a
Vandalism/Theft	Termination	n/a	n/a
Student overcharges guest and keeps money (to coincide with theft policy)	Termination	n/a	n/a
Student Violates Time Clock Procedures	Written warning	3-day suspension	Termination
Punctuality Standard	Always sent home if arriving past grace period	n/a	n/a
Misrepresents information on official documents	Termination	n/a	n/a

Dress Code	Verbal warning	Clock out and send home	n/a
Negative, rude, aggressive, or unprofessional communication	Verbal warning	Clock out and send home; final written warning	Termination
Use of profanity	Verbal warning	clock out and go home	n/a
Food and beverage in classroom / spa / clinic	Verbal warning	Clock out and send home	n/a
Phone Usage	Verbal warning	Clock out and send home	n/a
Personal Belongings in spa/clinic	Verbal warning	Clock out and send home	n/a
Student refuses guest or assignment	Clock out and go home; written warning	Clock out and go home; Final Written	Termination
Intentionally does not follow instructional staff's guidance	Verbal warning	Clock out and go home	n/a

Termination of Enrollment

Tricoci University reserves the right to terminate a student from the institution for the following violations or reasons:

- Student exhausted the disciplinary action steps listed above
- Student is absent for fourteen (14) consecutive calendar days
- Student fails to adhere to the Essentials Attendance Policy
- Student fails to attend classes regularly
- Student uses, is suspected of using, manufactures, or distributes controlled substances, including illegal or prescription drugs or alcohol
- Student engages in verbal or written threats, physical violence, physical Assault or direct threat with intent to harm, excessive profanity, racial or sexual harassment, and/or bullying against a student, associate, or guest
- Student violates Weapons Policy
- Student vandalizes or steals
- Student violates the time-clock procedures
- Student purposely misrepresents information on applications, contract, or other documents
- Student fails to return as scheduled from a Leave of Absence
- Student fails to meet tuition responsibilities (i.e. timely payments)
- Student has exhausted three (3) attempts to satisfactorily pass the Graduate Written Exam
- Student fails to comply with the SAP Policy
- Student fails to complete the Completion Requirements within fourteen (14) calendar days of completion of their required program hours
- Student violates academic honesty policy
- Student violates smoke free environment policy
- Student violates punctuality standards
- Student does not comply with dress code standards
- Student fails to adhere to behavior expectations
- Student refuses guest or assignment
- Other reasons as found to be necessary by campus management

Student Withdrawal Procedure

Students wishing to withdraw from a program must do so in writing in all cases and submit the letter of withdrawal to campus management. The institution will calculate the student's tuition obligation and require payment of any owed tuition, prior to the release of transcripts. Any unclaimed personal property and/or equipment items left after withdrawal will be disposed of after five (5) days.

Access to Student Educational Records (FERPA) Policy

Tricoci University of Beauty Culture guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records. The institution requires written consent from the student or parent/guardian of a dependent minor before releasing any student information in response to third party

requests, other than a request by NACCAS, unless otherwise required by the Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99). FERPA is a Federal law that protects the privacy of student education records and provides students an opportunity to review their records. Tricoci University guarantees the rights students and parents of dependent minors to gain access to their files. FERPA gives students certain rights with respect to their education records:

- Students have the right to inspect and review the student's education records maintained by Tricoci University. To request to review your records, you may contact the Campus Director at your campus. Institutions are not required to provide copies of records unless, for reasons such as great distance, it is impractical for students to review the records at the school. Note, there may be fees for copies.
- Students have the right to request that Tricoci University correct records which they believe to be inaccurate or misleading. If Tricoci University decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if Tricoci University still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
- FERPA allows schools to disclose, without consent, personally identifiable information to the following parties (34 CFR § 99.31):
 - School officials with legitimate educational interests;
 - U.S. Comptroller General, U.S. Attorney General, U.S. Department of Education;
 - State and local officials;
 - Authorized organizations conducting educational research;
 - Accrediting agencies;
 - Alleged victim of a crime;
 - Students and parents of a dependent minor as defined by the IRS;
 - Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse; and
 - In a case of an immediate threat to the health or safety of the student or associated individuals, to appropriate parties in connection with the emergency if knowledge of the information is necessary to protect the health or safety of the student or associated individuals.

Tricoci University may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Students may opt out of having directory information disclosed by providing written notice to the Campus Director at your campus. Tricoci University will notify students annually of their rights under FERPA.

Students with Disabilities Policy

Tricoci University of Beauty Culture does not discriminate on the basis of disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the School's educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designee who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

ADA Compliance Coordinator:
Emilie Boyce
6625 N. Avondale Avenue
Chicago, IL 60631
630-528-3373
eboyce@tricociuniversity.edu

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator or Campus Director. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator or Campus Director will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator or trained designee. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a Section 504 Accommodations Request Form, which is also available on the School's website. To help ensure timely

consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two (2) weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be completed by a qualified professional in the area of the student's disability, as sampled below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au. D) *audiology exam should not be more than a year old
Speech/language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, other appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LPC, LCPC, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LPC, LCPC, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects, or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. Tricoci University may request additional documentation or testing as needed.

In general, Tricoci University will consider an Individualized Education Program ("IEP") as sufficient medical documentation for students who request the following accommodations: (1) a test reader and/or (2) a quiet place to take a test and/or (3) extended time for testing. Any other requested accommodation(s) will require medical documentation completed by a qualified professional in the area of the student's disability, as specified in the chart located within this policy.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

If the student or applicant is denied any requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. The School will make appropriate arrangements to ensure that a person with a disability is provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

Grievance Policy Relating to Complaints of Age, Sex and Disability Discrimination

The School has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504, the ADA, the Age Discrimination Act of 1975 and Title IX. Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance with Larry Foster Vice President of Education, 6625 N. Avondale Avenue, Chicago, IL 60631, (312) 471-9203, lfoster@tricociuniversity.edu. Grievances must be in writing, contain the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

Tricoci University will investigate each complaint filed, and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within thirty (30) days after its filing. If a written determination cannot be made within thirty (30) days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, Tricoci University will take all appropriate actions to prevent any recurrence of discrimination and/or to correct any discriminatory effects.

The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

Smoke-Free Environment Policy

In support of a smoke-free environment, smoking is not permitted at Tricoci University campuses. A designated outside smoking area may be provided, depending on building location, logistics, and city ordinances.

Weapons Policy

Other than in the possession of official on-duty officer of the law, prohibited and/or dangerous weapons are not permitted on any Tricoci University property or in a facility. A permit to carry a firearm or concealed weapon does not supersede this policy. Students or associates in possession of a weapon will be immediately terminated and the police contacted. Some examples of prohibited and/or dangerous weapons include:

- Firearms (pistols, revolvers, shotguns, rifles and bb guns)
- Knives (switchblades, gravity knives, etc.)
- Metal knuckles
- Bows and arrows
- Tasers

Any action with the intent to hurt or intimidate is not acceptable and subject to disciplinary actions up to including termination. This includes brandishing any object with intent to harm or intimidate regardless of weapon or non-weapon classification.

Harassment & Bullying Policy

Tricoci University is an environment that is free from intimidation or harassment. Harassment of associates and/or students by any associate, student, guest, or outside vendor is prohibited and may result in disciplinary action, up to and including termination from Tricoci University of Beauty Culture. Harassment is defined as behavior that is offensive to an individual or group, including unwelcome sexual advances, uninvited suggestive remarks, verbal, written or graphic communication that is sexist, racist, contains religious slurs, or ethnic jokes, etc. If you observe this type of behavior, you should immediately address the issue by advising the individual that it is unwelcome, unwanted and inappropriate. If the behavior does not cease, report it to a member of the campus management team immediately.

Verbal and/or written threats to any individual(s) will be taken seriously, perceived as credible and turned over to the local police for investigation. It is not the responsibility of Tricoci University to evaluate the validity of a perceived threat. We view this as a serious matter and will not tolerate any threats, joking or not, regarding the safety of our associates and/or students.

"Bullying" often refers to verbal, physical, or other acts committed by a person to harass, intimidate, or cause harm to another person. The behaviors attributed to bullying may include verbal threats, menacing, harassment, intimidation, assaults and disruption of the institution environment, associated disorderly conduct, and related behaviors. Should a student or associate feel that any of these situations apply, and could not be (or could not comfortably attempt to be) resolved directly, he/she is directed to immediately seek the help of campus management. At the minimum, all cases of student bullying will be turned over to the campus management team for investigation.

Exam and Assignments Policy

Theory exams and graduate examinations are mandatory. Regularly scheduled exams will be given throughout the program. All exam environments will be supervised by teachers or student teachers. No student is permitted to leave or enter the classroom environment while exams are being administered. The penalty for cheating is automatic failure and will result in further disciplinary action (see Academic Honesty Policy).

Assigned project work must be completed when due – no extension is granted. If not completed, projects will receive an automatic failing grade. Certain projects are required for graduation. Failure to complete such project will result in failure to complete the program,

Essentials Exams and Final Exam Policy

All students will take their essentials exams and graduate exams at the first available posted date and time after meeting the required completion of hours, chapter exams and study guides. All students must successfully achieve an 85% or better on all written exams prior for eligibility to take the graduate practical exams and graduate written exam.

The essentials practical exam consists of a series of practical exams and the graduate practical examination is a combination of one written exam and a series of practical exams. The student must achieve a minimum passing grade of 85% on the final written exam. The student must also achieve a minimum of 85% on each final practical exam for Essentials and Graduate Examinations. If a student fails any of these exams study sessions will be required before their next attempt. Students are allowed to take the final written exam three (3) times. If after the third attempt the student does not pass, the student will be terminated from the institution and subject to the terms of the Tricoci University *Withdrawal Policy*.

The essentials practical exams and the graduate practical exams will require students to find and bring in models for specific services. If the student does not arrange for their models or their models do not show, the student is subject to a grading penalty on their essentials exams and graduate exams. The student may be required to wait until the next regularly scheduled exam date to take the exam.

Practical Progress Requirements

Tricoci University has established a minimum progress requirement facilitated through White Cards. These sheets will be kept for you at the campus and managed by assigned teachers. Each student will be evaluated during their practical. If the student's work is reflective of a passing grade, the student will receive a signature from the teacher. If the work is NOT reflective of a passing grade, the student will be asked to redo the technique until a passing grade is achieved. The Practical Progress Requirements are as follows:

- **INDIANA:** 100% State of Indiana Practical Progress Completion

The model must pay the appropriate fee.

Record of Hours

It is a state requirement that each campus provide a controlled and accurate process for recording all student hours. Each campus is equipped with a time clock system. It is the student's responsibility to clock in at the beginning of the day and out again at the end of the day. A thirty (30) minute meal period is automatically deducted each day for students who attend five (5) hours or more per day. The teacher's manual attendance records do not affect the official time clock system. The attendance taken in class is for academics and will not be adjusted on the students' record of hours.

Failure to follow the proper procedures will result in a miscalculation of hours. Tricoci University is not responsible for manually adjusting a student's hours if he/she neglects to clock in or clock out correctly. Tricoci University reserves the right to deem miscalculated hours as unofficial hours and reflect the student as absent. Should a student believe the hours did not register correctly in the time clock system then he/she has 24 hours from the date of the punch to report the possible error to campus management, who will investigate the possible discrepancy.

Theft of hours occurs when a student is not present at Tricoci University or not participating in institution- related activities when clocked in. We do not tolerate dishonesty or theft of any means. Any student guilty of theft of hours may be immediately terminated from the institution.

Punctuality Standard Policy

Tricoci University approaches each student's education as the launching of his or her professional career. Therefore, Tricoci University expects each student's punctuality to be at the same standards as his or her future employer. Tardiness will interfere with the quality of education, professional development, and ultimate career success. Because of the systematic nature and intensity of the education, frequent tardiness will have a negative

effect on a student's standing and may result in that student having difficulty in maintaining satisfactory progress.

Any student arriving more than 15 minutes late after his/her scheduled start time will be considered absent and may not be allowed into class. In the rare event a student needs to be late to school due to an emergency situation out of his/her control, the student should be prepared to supply supporting documentation for the tardiness upon arrival to school. The student should immediately meet with the campus management to provide documentation. The Campus Director has final approval and will notify the student if they are permitted to stay at school the rest of the school day.

Jury Duty

Time-off will be granted for jury duty. However, the campus management must be notified in advance and a copy of the jury summons must be submitted. Those chosen to participate on a jury should contact campus management as soon as possible after being selected with the estimated length of the trial. Upon return from jury duty, the student must submit a dated certificate of completion to campus management, to ensure all hours lost during the dates of the student's jury service may be adjusted so the overall attendance percentage is not impacted.

Essentials Attendance Policy

The Essentials portion of each program is the starting point of the program of study and your career. Tricoci University students will learn all foundational skills during the Essentials portion of their program which is the primary factor for success in the industry. Absences will cause the student to fall behind academically and it will be very difficult to catch up on missed skill sets. As a result, we have implemented a maximum number of clock hours allowable to miss during the Essentials portion for your program. Please see table below:

Program of Study	Max Number Clock Hours Missed
Cosmetology (1500 hr.)	85 Clock Hours
Cosmetology (1550 hr.)	85 Clock Hours
Barber (1500 hr.)	85 Clock Hours
Esthetics (750 hr.)	66 Clock Hours
Aesthetics (600 hr.)	52 Clock Hours
Manicuring (600 hr.)	52 Clock Hours
Instructor Training (1000 hr.)	88 Clock Hours

Students who have exceeded the maximum number of clock hours missed will be given a final written warning. Should future absences occur for the duration of the essentials portion of the program of study, it may result in the student's termination from the institution.

Attendance Policy

Students are expected to attend Tricoci University as scheduled. Students should contact the campus prior to the scheduled start of class if unable to make it to school. In the event a student encounters a situation that mandates missed hours, such as an emergency, illness, vacation, or bereavement, the student is held accountable for any/all education missed as a result of being absent. It is solely the students' responsibility to obtain the missed information and missed assignments.

Tricoci University may determine that any student with fourteen (14) consecutive calendar days of absences to be terminated from the program of study and institution. The determination may be made regardless of the student's notification of absence. Please note, school breaks and holidays that are reflected in the *School Calendar* will not count against students when calculating the consecutive dates due to campus closure.

Student Leave of Absence Policy

Tricoci University of Beauty Culture encourages students to make steady progress toward completing their program. Thus, a leave of absence may be granted only under the following circumstances:

- Care for the student's child after birth or adoption: maternity or paternity leave.
- Care for the student's spouse, partner, child, parent, or grandparent who has a serious health condition.
- Due to the student's own illness, injury, or serious health condition that prevents him/her from being able to continue with his/her education.
- Death of an immediate family member.
- Enrolled students who are members of the military and receive official military orders.

- Personal reasons.
- Coronavirus Emergency
- Due to staffing considerations of the campus

A leave of absence (LOA) will require a student's contracted graduation date to be revised based on the terms of the LOA. A LOA will extend the student's contract period and maximum time frame by the same number of days as the LOA. All students, when placed on a LOA, will return with the same academic and attendance status as when they began their LOA. All students who are granted an approved LOA is considered to remain in an in-school status and is not considered to have withdrawn. No refund calculation is required at that time and no additional institutional charges will be assessed to students granted a LOA.

Due to the risks associates with Coronavirus, some students may be negatively impacted by:

- Closing of daycare and/or K-12 education for a dependent and care during your scheduled school day is not possible at this time.
- Mandatory quarantine due to travel to a high-risk country.
- Exposure to an individual testing positive for Coronavirus, symptomatic for coronavirus, or student who is caring for an individual in a high-risk category.
- Ineligibility to continue education through distance education.

Regardless of how long you have been a student of Tricoci University, with appropriate supporting documentation (if applicable) for a reason listed above, you may be eligible for a coronavirus or staffing considerations LOA.

Students with less than thirty (30) days of attendance are not eligible for a LOA. After thirty (30) days, a LOA may be granted for no less than seven (7) consecutive calendar days and may not exceed sixty (60) consecutive calendar days or what is deemed necessary by the student's, student's spouse's, partner's, child's or parent's healthcare provider, as applicable with the exception of personal reasons. Students will only be eligible for one (1) LOA for personal reasons within each enrollment. The personal LOA may be granted for no less than seven (7) consecutive calendar days and may not exceed fourteen (14) consecutive calendar days. LOAs cannot exceed one hundred eighty days (180) in a twelve (12) month period.

Based on the student's academic progress, Tricoci University may require the student return when the curriculum is at or near the same point of education as when the LOA began. With student's written approval, this may extend the LOA beyond the timeframe requested by the student, to ensure quality education. Students are encouraged to request the least amount of time needed, due to the likelihood of the LOA being extended to ensure quality education and maximum allowable timeframe for LOAs.

A LOA may only be granted where there is a reasonable expectation that the student will return from the LOA. Additionally, Tricoci University makes no guarantee a LOA request will be approved. A LOA should be requested only when truly necessary and is at the student's risk. When a LOA request is unable to be accommodated and a student is obligated to withdraw from his/her respective program, the student is encouraged to apply for readmission by following the current *Readmission Policy*.

Procedures for Requesting a LOA: Students requesting a LOA must complete the *LOA Request Form*, sign, and submit to campus management in advance, detailing the reason for the LOA, the exact period of the LOA, and provide supporting documentation (i.e., note from qualified healthcare provider or adoption certificate/deed, obituary or official military orders documents). When requesting a LOA for medical reasons, Tricoci University will not extend a LOA beyond what is requested by a healthcare provider, unless it is necessary to ensure quality education. When requesting a LOA for death of an immediate family member, an obituary or another official document must be provided. Please note the start of a LOA must be on a day the campus is open and the student is normally scheduled.

The *LOA Request Form* and supporting documentation (if applicable) should be submitted within twenty-four (24) hours of the requested LOA start date. In the event of unforeseen circumstances preventing the student from submitting the requested LOA within twenty-four (24) hours, the complete paperwork should be submitted as soon as possible. However, students must be mindful of the attendance policy as any student absent for fourteen (14) consecutive calendar days may be terminated from his/her program. The approved LOA start date will be determined by Tricoci University to be the first scheduled date the student was unable to attend school because of the qualifying incident. Any student that is unable to request a LOA due to unforeseeable

circumstances prior to being terminated for being absent fourteen (14) consecutive calendar days is encouraged to follow the current *Withdrawal Appeal* and/or *Readmission Policy*.

The Student Services Department will review and determine approval or denial for all requests on an individual basis. The *LOA Request Form* will be returned to the student with a denial or approval. Approved LOAs will contain the student's scheduled return meeting date and time. If the student has been on LOA due to a medical reason, including pregnancy/childbirth, he or she must submit a signed release from a qualified healthcare provider indicating the student is able to return to school as of or prior to the scheduled return date. Students who fail to provide this release upon return from LOA will not be permitted to attend class and may be counted absent. If the medical release is not provided within 48 hour of the return date the student can be terminated from his or her program.

Procedures for Requesting to Extend a LOA: Students requesting a LOA extension must contact the Student Services Department (email to StudentResources@tricociuniversity.edu or fax to (630) 574-1510), detailing the reason for the request and the date in which the student is requesting to return to school, no later than 24 hours prior to the scheduled return date and time, to allow sufficient time for processing. However, if the student is unable to submit his or her LOA extension request at least 24 hours prior due to extreme unforeseen circumstances, such as injury or illness affecting the student or his/her dependent child, the student will be permitted to require an extension up until his or her scheduled return time. The student must submit all supporting documentation to the Student Services Department to validate the need for the extension at the time of his/her request. If approved, the Student Services Department will schedule a new return meeting and update all paperwork. The student will be notified in writing of the outcome of the extension request.

Procedures for Returning from an LOA: Changes to the contract period on the Enrollment Agreement must be initialed by all parties or a Contract Addendum must be signed and dated by all parties upon return. Students returning from a medical leave must provide a medical release from a qualified healthcare provider, indicating the student is able to return to school as of or prior to the scheduled return date, upon returning from LOA. Students who fail to provide this release upon return from LOA will not be permitted to attend class and may be counted as absent. If the medical release is not provided within 48 hour of the return date the student can be terminated from his or her program. Based on a student's academic progress status and LOA, Tricoci University reserves the right to have a student test upon reentrance or repeat a level of education.

Failure to Return from a LOA: Tricoci University will terminate students who do not return on their scheduled return date. For the purpose of calculating a potential refund, the termination date will be the student's last date of attendance. For students receiving Title IV loans, Tricoci University will report the change in enrollment status to the holder of the loan, which could reduce and/or exhaust the student's grace period.

Schedule Changes

A student may request to change his or her schedule from full-time to part-time or part-time to full-time, in accordance with the available schedule(s) within the student's campus. The student must request and complete a *Schedule Change Request Form* with their campus management in order to gain approval. Campus management will forward the student's request to the Student Services Department for review. Once the request has been received, the department has up to thirty (30) days to provide a decision and the student will be notified in writing of the decision. Schedule change requests will only be considered when the change will not cause a significant disruption to the student's education and/or campus resources. Tricoci University makes no guarantee a schedule change request will be approved, regardless of the circumstances prompting the request. Please note, at the next SAP Evaluation checkpoint, any temporary schedule change may be re-evaluated.

Make-Up Work Policy

Make-Up Work is not guaranteed to Tricoci University students. Students who maintain 100% attendance will not be eligible to earn hours associated with make-up work. Make-up work will only be allowed for educational purposes aligning with Tricoci University curriculum. With prior approval, make-up work can be earned on days or at times when the student is not normally scheduled. Students are responsible to receive prior approval to participate in make-up work by their Campus Director and should also direct any make-up work questions to their Campus Director. Should a student violate the make-up work guidelines, they may become ineligible to participate in future make-up work opportunities.

Behavior Expectations

Tricoci University of Beauty Culture expects students to conduct themselves in a professional manner at all times and support our effort to provide a quality adult learning environment. Therefore, there are several behavior expectations that all students should adhere to while a student at Tricoci University. Students in violation of the following may be subject to disciplinary actions:

- Negative, rude, or profane language.
- No Food/beverage/candy/gum in the classroom or clinic areas (bottled water is allowed).
- Mobile Phone usage is limited to the break room or outside the building and must be silenced during classroom and clinic hours.
- Personal items such as purses/backpacks/mobile phones must be stored in the locker during class and clinic hours.
- Follow instructional guidance and assignments.
- Clinic services assigned throughout your education are for your professional development and should not be refused. You are required to perform all assigned services.
- Receiving or performing a service without authorization.
- All services must be conducted under the supervision of a licensed teacher including:
 - Consultations and service protocols
 - Formulation
 - Preparation of chemicals
 - Evaluation of service(s) performed
- Sanitation is critical to the wellbeing of you and your client and should be complete as assigned.
- Students must receive permission before leaving an assigned work area for breaks, lunches, etc.

Dress Code Standards

Maintaining a professional appearance is vital to your success in this industry. Tricoci University has the following standards for our education programs. All clothing/uniform must be kept clean, neat and worn during all classroom and clinic floor hours. While on Distance Education (DE) students must adhere to dress code standards of black and white attire. Students must arrive onsite and DE in the approved dress code. If the attire is not in acceptable condition, it must be corrected immediately or the student will be sent home/logged off of Zoom until the student meets the dress code standards.

Cosmetology/Barber/ Manicuring:

- Professional attire which includes solid black bottoms and a black and/or white top.
- Tricoci University of Beauty Culture apron/smock. Note: apron/smock is only required when providing services to a guest.
- Approved Tricoci University of Beauty Culture logo wear is allowed.
- Pants or skirts must be solid black. Skirt must be no shorter than the knee.
- Pants must not be sheer, torn, have holes or have frayed bottoms.
- Name tags are to be worn as issued during clocked-in hours to identify students to clients and associates. If the student does not have their nametag, the student must replace it immediately. Nametag replacement fee is \$5. This fee is non-refundable should the student find the original nametag. If the student does not replace his or her nametag, he or she will be sent home.
- Students are permitted to wear black or white closed-toed footwear. Slipper-type shoes and Crocs will not be permitted. Socks, hose, tights, or pedi-socks must be worn at all times.
- The clothing should not be torn or stained. Shorts, sweatpants, sleeveless tops, halter-tops, tube tops, tank tops and hoodies are not allowed. Exposed midriffs are not allowed.
- All clothing must be professional and proper fitting.
- No visual name brand or logos are allowed on tops or bottoms.
- Fashionable scarves and accessories may be in any color. Hats, head scarves, and other headgear are not acceptable.
- Hair should be dry, styled, and stylishly maintained throughout the school day. Proper hygiene is required.

Esthetics/Aesthetics:

Each student will be provided with two (2) Tricoci University of Beauty Culture scrub tops which is part of the approved uniform. Additional scrub tops are available for purchase. The tops provided must be kept clean, neat, free from personalization and worn during all classroom and clinic floor hours. If the scrub top is not in acceptable condition it must be replaced or brought to standard. The student will be sent home until the student's scrub top is satisfactory or replaced.

- Students may wear a plain black and/or white t-shirt, long sleeve shirt, or tank under the uniform. No

jackets or hoodies are allowed.

- Students are required to supply their own black scrub pants. The pants must be appropriately hemmed for the student's height. The clothing should not be torn or stained.
- All clothing must be professional and proper fitting.
- Students are permitted to wear black or white closed-toed footwear. This includes closed-toed mules and other open-back shoes that are constructed of leather-type material. All white leather-type tennis shoes and white nurse's shoes are permitted. Crocs will be permitted. Socks, hose, tights, or pedi-socks must be worn at all times. Shoes need to be well maintained.
- Nails should be no longer than the free edge and should not pass the tip of the finger.
- Hair that falls onto the face and/or is shoulder length or longer must be pulled back away from the face for all treatments.
- No long, dangly or "jingling, clanking" jewelry may be worn during any treatment.
- While on DE students are not required to wear black scrub top. Student can wear black or white top

Instructor Training:

Maintaining a professional appearance is vital to your success in this industry. White, black or black and white business attire is expected – no solid white pants. Clothing must be clean and neat and reflect a professional image. Threading in garments that combine both black and white and appear gray will be considered gray, and not in dress code. One (1) uniform coat will be provided; additional uniform coats are available for purchase.

- The uniform must be well maintained, clean, and pressed at all times.
- The uniform coat must be worn at all times, both in the classroom and in the clinic.
- Jeans, shorts, casual capri-length pants, sweatshirts or sweatpants, mini-skirts, halter-tops, tube tops or tank tops are not allowed.
- Closed toe shoes (can include black gym shoes) are required.
- Socks or hose must be worn at all times, as required by the State of Indiana.
- Flesh-tone pedi-socks or pantyhose may be worn in the summertime.
- Colored or white gym/tennis shoes, flip-flops and beachwear shoes are not allowed.
- Hair should be stylishly kept.

Please note: Students attending campuses in Indiana are not permitted to wear denim clothing of any kind and all skirts must be knee length and longer.

Students in violation of the dress code requirements will have the option to change immediately into the appropriate attire; clock out and go home, change, and return; or clock out and be dismissed for the day. The Campus Director has final approval on dress code matters.

Grievance Policy

At Tricoci University of Beauty Culture, we take a personal interest in the satisfaction of our students, guests, and associates. This being the case, we have a specific grievance policy for each of our stakeholders to ensure there is a process to address grievances if they occur. Tricoci University has implemented the following step-by-step grievance procedure to handle any complaint or grievance an individual may have against the institution or associate of the institution.

1. Individual should first seek to resolve the grievance with the institution's teacher or staff member involved in the grievance.
2. If the grievance is not resolved to individual's satisfaction, the individual may escalate the grievance to a member of the campus' leadership team (i.e. Campus Director) or the supervisor of the associate.
3. If satisfactory resolution is not reached at the campus level, the individual should follow the following process.

All individuals have the right to file a formal grievance against the school. Written grievances and all supporting documentation may be emailed or mailed as follows:

Committee@tricociuniversity.edu

- or -

Tricoci University of Beauty Culture
Attn: Grievance Committee
6625 N. Avondale Avenue
Chicago, IL 60631

After exhausting the Tricoci University *Grievance Policy* steps, students have the right to register a grievance against the campus by contacting licensing agencies or the accreditor:

- Indiana Professional Licensing Agency, State Board of Cosmetology and Barber Examiners, 402 W. Washington Street, Room W072 Indianapolis, IN 46204, (317)234-3031
- Wisconsin Department of Safety and Professional Services, 4822 Madison Yards Way, Madison, WI 53705, (608)266-2112
- National Accrediting Commission of Career Arts & Sciences, 3015 Colvin Street, Alexandria, VA 22314, (703)600-7600

Written grievances will be assigned to a member(s) of the Grievance Committee who will review the concern and confirm receipt of the grievance within two (2) business days of receipt of the written grievance. The Committee will then conduct a careful evaluation and/or investigation of the grievance. Within fifteen (15) calendar days of the receipt of the grievance, the Committee will respond in written or by phone. If grievance is by a student, a formal record of the grievance and outcome will be maintained at the campus.

SECTION 11: STUDENT BENEFITS

Product Discounts

Students may purchase retail products at a discount up to 50% off of the retail price.

Mario Tricoci Honor Roll

Students who achieve 95% GPA and 95% attendance earn a place on Mario's Honor Roll, which leads to rewards and recognition. Students have two (2) opportunities to qualify; halfway through and again at the end of the program.



Student Council is a way to share ideas and be involved in making the Tricoci University experience even better for all students. Members are elected by their classmates and work with campus management to achieve common goals.



Tricoci University and its students believe it is important to give back to the community. TLC (Teaching, Learning, Caring) Team members plan and execute events that support groups that are in need of resources or care. Events range from fundraising for victims of Hurricane Sandy to providing pampering services to members of local senior-living communities.



The excitement of the beauty industry is captured by the Style Squad, which plans and executes events that show off Tricoci University students' best work, both in and outside the campus. These events show the community how rewarding and fun a career in the beauty industry can be!



RETAILTEAM

Salons and spas seek beauty school graduates that understand the importance of adding product sales to their guest's service ticket. Students that are members of Tricoci University's Retail Team work to achieve this goal by making product sales easier and fun for the entire campus.

SECTION 12: EDUCATION PROGRAM OUTLINES & CURRICULUM

General Approach for All Programs

Each specific program has unique characteristics and elements, but the general approach that Tricoci University of Beauty Culture uses is similar across all programs, as outlined below. All programs offered are regulated by State agencies whereas licensure is also required to work as a cosmetologist, barber, esthetician, manicurist, or beauty education teacher. Upon graduation, students will have earned a Certificate in their program of study. The Certificate makes graduates eligible to pursue their State's required test and license.

Instructional Method

Tricoci University programs are offered fully onsite at the respective campus. Distance education hybrid learning programs are approved for select programs in select states. Tricoci University offers advanced and relevant educational materials, equipment, and facilities. Our facilities and educational materials were chosen and designed to cultivate an engaging learning experience.

Upon completing the program, your education has been supported through the use of live and recorded demonstrations, guest artists, visual/practical presentations, lecture and hands-on experience. We monitor your education through practical and written examinations, making sure that you are well versed and prepared for the state board examinations.

Grading Procedure

All essentials practical exams, final practical exams, and final written exams require a grade of at least 85% or better to pass. At the mid-point and end-point of each academic year based on the student's actual hours completed, students are required to maintain an aggregate 85% Grade Point Average (GPA) for theory and practical work to be considered in Satisfactory Academic Progress, and are graded according to the following scale:

- 96%-100% Excellent
- 90%-95% Good
- 85%-89% Satisfactory
- 0%-84% Failing

Reference Material

Tricoci University has a comprehensive resource center full of industry related reference materials including books, instructional videos, and technical guides as well as educational support material such as note taking tips, study tips and more. Students may check out these materials for educational support at any time during the course of their program.

Cosmetology Programs - Description

This program will prepare you for an entry level career in the Cosmetology field, which may include the different areas of: Hairdressing, Hair Coloring, Nail Technology/Manicuring, Make-up Artistry and Esthetics.

Program Objective

Tricoci University is dedicated to providing the most current, technically precise and versatile education available in the Cosmetology field today. Upon completion of our program, our students will have a secure foundation in all aspects of the cosmetology field. You will learn the scientific building blocks for hair, skin and nails. We will provide you with the necessary education theoretically, practically and artistically to perform hair sculpture, texture, color and design services. Our sculpting and coloring methodology far surpasses the cosmetology school requirements and solidifies your ability to make your mark as a cosmetology professional. You will also be given the most thorough training in nail services such as manicuring and pedicuring and skin care which includes facial services, waxing services and makeup applications. We firmly believe in providing our students proper safety and sanitation practices to ensure a healthy and professional industry career. At Tricoci University, we strive to exceed the expectations of the industry needs and ensure that our students are educated in the industry standards of sanitation practices and build integrity in client communication and relationships, offering our students the ability to become the very best the beauty school industry has to offer.

Cosmetology (1500 hours) Curriculum – Indiana

Theory and demonstration as well as Sanitation and Actual Practice are required. The hours required in classroom theory training identified below are defined as a systematically organized knowledge of a system of facts, accepted principles, laws and rules of procedure devised to: analyze, predict, explain or demonstrate the nature

of a particular subject matter of training. Such a system is distinguished from actual practice.

Subject	Theory and Demonstration Hours	Sanitation and Actual Practice Hours	Total Hours
Haircutting	100	175	275
Sanitation	40	0	40
Statutes and Rules	10	0	10
Salesmanship	5	5	10
Management	10	0	10
Manicuring	5	25	30
Pedicuring	5	15	20
Hair Removal	5	10	15
Anatomy and Physiology	5	0	5
Skin	5	0	5
Hair	5	0	5
Electricity	5	0	5
Chemistry	10	0	10
Shampooing	5	30	35
Scalp Performances	10	10	20
Facials and Makeup	20	45	65
Hair Coloring	40	150	190
Texture Services	70	250	320
Hair Styling	70	210	280
Discretionary Hours	150	0	150
Total Hours	575	925	1500

Cosmetology (1550 hours) Curriculum – Wisconsin

The Cosmetology program in Wisconsin includes the following categories of training, for the number of hours listed:

Subjects	Theory Hours	Practical Hours	Total Hours
Hygiene, grooming and personal development	10	0	10
Bacteriology, sterilization and sanitation	20	20	40
Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pincurl placement, blow-drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair	140	440	580

analysis, and care of hairpieces, wigs and wefts. Tools, equipment and implements (identification and usage)			
Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry. Tools, equipment and implements (identification and usage).	185	392	577
Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electrology. Tools, equipment and implements (identification and usage)	35	60	95
Manicuring, including nail enhancement. Tools, equipment and implements (identification and usage).	10	25	35
Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails.	50	0	50
Product knowledge, product use and sales, preparing and consulting with customer for services.	30	0	30
Laws, rules, professional ethics and history of cosmetology.	18	0	18
Individual student needs, industry trends and electives (e.g. recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.) (Hours may include structured visits conducted by the school	40	75	115

outside of the classroom at one or more cosmetology establishments.)			
Total Hours	538	1012	1550

Barber Programs - Description

This program will prepare you for an entry level career in the Barber field, which may include the different areas of: Hairdressing, Hair Coloring, Hair Texturizing, Shaving, Manicuring and Esthetics.

Program Objective

Tricoci University is dedicated to providing the most current, technically precise and versatile education available in the Barber field today. Upon completion of our course, our students will have a secure foundation in all aspects of the barber field. You will learn the scientific building blocks for hair, skin and nails. We will provide you with the necessary education theoretically, practically and artistically to perform hair sculpture, texture, color and design services. Our sculpting and coloring methodology far surpasses the barber school requirements and solidifies your ability to make your mark as a barber professional. You will also be given additional training in nail services such as manicuring and skin care which includes facial services. We firmly believe in providing our students proper safety and sanitation practices to ensure a healthy and professional industry career. At Tricoci University, we strive to exceed the expectations of the industry needs and ensure that our students are educated in the industry standards of sanitation practices and build integrity in client communication and relationships, offering our students the ability to become the very best the beauty school industry has to offer.

Barber (1500 hours) Curriculum - Indiana

The Barber program in Indiana includes the following categories of training, for the number of hours listed:

Subject	Theory & Demonstration Practice	Actual Hours	Total Hours
Sanitation, bacteriology, and sterilization	40	0	40
Laws and rules	20	0	20
Salesmanship	5	10	15
Management	10	0	10
Skin	10	0	10
Hair	10	0	10
Facials	20	25	45
Hair styling (includes air waving, fingerwaves and thermal curling)	75	150	225
Electricity/light therapy 1. High Frequency 2. UV/infrared	10	0	10
Chemistry	10	0	10
Shampoo/massage	20	50	70
Scalp treatment	10	25	35
History of barbering	10	0	10
Shaving/shaping (includes mustache and beard)	20	25	45
Honing and stropping	15	0	15
Personal hygiene/professional ethics	10	0	10
Equipment Care	10	0	10
Hair coloring 1. Semipermanent 2. Permanent	60	70	130
Permanent waving and chemical relaxing	55	210	265
Haircuts	100	200	300
Anatomy and physiology	15	0	15
Hairpieces 1. Full, partial, facial	50	0	50

Discretionary hours	50	100	150
Total Hours	635	865	1500

Esthetics/Aesthetics Program - Description

This program will prepare a new generation of esthetics students for their career in Esthetics, which may include; Facialist, Waxing Specialist, Body Treatment Specialist, Medi-Spa Esthetician, and Make-up Artist. The esthetics student will learn ethical leadership, advanced skills and workplace safety to obtain licensure as well as an entry level position in their chosen career.

Program Objective

Tricoci University is dedicated to providing the most current, technically precise and versatile education available in the Esthetics field today. Upon completion of our program, our students will have a secure foundation in all aspects of the Esthetics field. You will learn the scientific building blocks for skin; its function, properties and needs. We will provide you with the necessary education, theoretically, practically and artistically, to safely and professionally apply, perform and monitor all skills required of the esthetics industry; including but not limited to, basic and advanced skin care treatments, body treatments, hair removal, makeup application, machine usage, safety and sanitation practices, basic and advanced facial massage, the sciences and state regulations and law.

Our educational methodology far surpasses school requirements and solidifies your ability to make your mark as an esthetics professional. At Tricoci University, we strive to exceed the expectations of the industry needs and ensure that our students are educated in the industry standards of sanitation practices, and build integrity in client communication and relationships, offering our students the ability to become the very best the beauty school industry has to offer.

Esthetics (750 hours) Curriculum – Indiana

Theory and demonstration as well as Sanitation and Actual Practice are required. The hours required in classroom theory training identified below are defined as a systematically organized knowledge of a system of facts, accepted principles, laws and rules of procedure devised to: analyze, predict, explain or demonstrate the nature of a particular subject matter of training. Such a system is distinguished from actual practice.

Subject	Theory and Demonstration Hours	Sanitation and Actual Practice Hours	Total Hours
Chemistry of Skin Care	15	25	40
Physiology and Histology	30	30	60
Bacteriology, Disinfection, Sterilization and Sanitation	15	20	35
Operation of Skin Care Machinery	20	30	50
Introduction to Skin Care	15	30	45
Skin Care	35	120	155
Make-up	15	40	55
Hair Removal	15	55	70
Introduction to Advanced Spa Techniques	10	15	25
Safety Precautions	5	15	20
Professional and Personality Development	20	0	20
Salesmanship, Marketing, Salon Mgmt and Retailing	25	20	45
State Statutes and Rules	10	0	10
Discretionary Hours	70	50*	120
Total Hours	300	450	750*

*NOTE: Tricoci University's Esthetics curriculum requires an additional 50 hours of practical hands-on training beyond the minimum hours required by the State of Indiana; as a result, this program is 750 hours while the minimum state requirement is 700 hours. Tricoci University's rationale for adding these hours is our belief that additional practical training time is necessary to allow students the ability to practice our advanced techniques on student clinic/spa guests. This benefits the student by allowing them to further develop the advanced skills that can make them more successful in the initial years of their career.

Aesthetics (600 hours) Curriculum – Wisconsin

The Aesthetics program in Wisconsin includes the following categories of training, for the number of hours listed:

Subjects	Theory Hours	Practical Hours	Total Hours
Introduction Law and Code, Bookkeeping, Business Management, History, and Ethics	26	0	26
Safety, Sanitation and Sterilization	30	20	50
Anatomy and Physiology	30	0	30
Chemistry, Treatments and Process	24	0	24
Treatment—Product and Techniques	32	171	203
Electricity, Machines and Equipment	10	85	95
Makeup and Color Analysis	12	45	57
Individual Student Needs and Electives (Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology or esthetics establishments)	65	50	115
Total Hours	229	371	600*

*NOTE: Tricoci University's Aesthetics curriculum requires an additional 150 hours of practical hands-on training beyond the minimum hours required by the State of Wisconsin; as a result, this program is 600 hours while the minimum state requirement is 450 hours. Tricoci University's rationale for adding these hours is our belief that additional practical training time is necessary to allow students the ability to practice our advanced techniques on student clinic/spa guests. This benefits the student by allowing them to further develop the advanced skills that can make them more successful in the initial years of their career.

Manicuring Programs - Description

This program will prepare you for an entry career in the nail care & enhancement field, which may include the different areas of: cleaning, dressing, polishing, sculpting, tipping and wrapping the nails.

Program Objective

Tricoci University is dedicated to providing the most current, technically precise and versatile education available in the Manicuring/Nail Technology field today. Upon completion of this program, our students will have a secure foundation in all aspects of the nail care field. You will learn the scientific building blocks for nails. We will provide you with the necessary education theoretically, practically and artistically to perform manicuring, pedicuring, artificial nail application and nail drill usage.

Our methodology far surpasses the state school requirements and solidifies your ability to make your mark as a

nail professional. You will also be given the most thorough training in nail physiology, sanitation, rules and salesmanship as we firmly believe in providing our students proper safety and sanitation practices to ensure a healthy and professional industry career. At Tricoci University, we strive to exceed the expectations of the industry needs and ensure that our students are educated in the industry standards of sanitation practices and build integrity in client communication and relationships, offering our students the ability to become the very best the beauty school industry has to offer.

Manicuring (600 hours) Curriculum – Indiana

Theory and demonstration as well as Sanitation and Actual Practice are required. The hours required in classroom theory training identified below are defined as a systematically organized knowledge of a system of facts, accepted principles, laws and rules of procedure devised to: analyze, predict, explain or demonstrate the nature of a particular subject matter of training. Such a system is distinguished from actual practice.

Subject	Theory and Demonstration Hours	Sanitation and Actual Practice Hours	Total Hours
Sanitation	40	0	40
Anatomy and Disorders	25	0	25
Statutes and Rules	10	0	10
Nail Techniques with Sanitation	30	310*	340
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10	0	10
Salesmanship	5	10	15
Electric Drill/File	10	10	20
Discretionary Hours	45	0	45
Total Hours	195	405	600*

*NOTE: Tricoci University's manicuring curriculum requires an additional 150 hours of training beyond the minimum hours required by the State of Indiana; as a result, this program is 600 hours while the minimum state requirement is 450 hours. Tricoci University's rationale for adding these hours is our belief that students require additional theory and practice to become effective nail care professionals. This benefits the student by allowing them to further develop a deeper understanding of key nail care theories as well as the advanced skills that can make them more successful in the initial years of their career.

Manicuring (450 hours) Curriculum – Indiana

Theory and demonstration as well as Sanitation and Actual Practice are required. The hours required in classroom theory training identified below are defined as a systematically organized knowledge of a system of facts, accepted principles, laws and rules of procedure devised to: analyze, predict, explain or demonstrate the nature of a particular subject matter of training. Such a system is distinguished from actual practice.

Subject	Theory and Demonstration Hours	Sanitation and Actual Practice Hours	Total Hours
Sanitation	40	0	40
Anatomy and Disorders	25	0	25
Statutes and Rules	10	0	10
Nail Techniques with Sanitation	30	160	190
Manicuring	10	50	60
Pedicuring	10	25	35
Chemistry	10	0	10
Salesmanship	5	10	15
Electric Drill/File	10	10	20

Discretionary hours	45	0	45
Total Hours	195	255	450

Instructor Training (1000 hours) Program – Description

This program will prepare a new generation of licensed Cosmetologists, Estheticians and Manicurists/Nail Technologists for a career as a teacher in Cosmetology, Esthetics and/or Manicuring/Nail Technology. The Instructor Training student will learn ethical leadership, advanced skills, workplace safety and teaching methodology to obtain licensure as well as an entry level position in their chosen career.

Program Objective

Tricoci University is dedicated to providing the most current, technically precise, versatile teaching methodology and education available in the teaching field today. Upon completion of our course, our students will have a secure foundation in all aspects of the teaching field including developing teaching aids, student motivation and learning, curriculum development and record management. We will provide you with the necessary education, theoretically, practically and artistically, to professionally organize, teach and monitor all facets of a classroom and clinic.

Our educational methodology far surpasses school requirements and solidifies your ability to make your mark as professional educator. At Tricoci University, we strive to exceed the expectations of the industry needs and ensure that our Instructor Training students are educated in the industry standards of basic and advanced educational practices, build integrity in classroom communications, and offer our Instructor Training students the ability to become the very best the beauty school industry has to offer.

Instructor Training (1000 hours) Curriculum – Indiana

Theory and demonstration as well as Sanitation and Actual Practice are required. The hours required in classroom theory trainer identified below are defined as a systematically organized knowledge of a system of facts, accepted principles, laws and rules of procedure devised to: analyze, predict, explain or demonstrate the nature of a particular subject matter of training. Such a system is distinguished from actual practice.

Subject	Theory and Demonstration Hours	Sanitation and Actual Practice Hours	Total Hours
Orientation and Review of the Pertinent Curriculum	50	100	150
Introduction to Teaching	60	0	60
Program Outline and Development	160	170	330
School Administration	30	20	50
Teaching – Assisting in the clinic and theory classrooms	0	150	150
Teaching – Practice teaching in the clinic and theory classrooms	0	260	260
Total Hours	300	700	1000

Distance Education (DE)

Tricoci University of Beauty Culture has state licensing agency, accrediting body, and Department of Education approval to offer our Cosmetology, Esthetics, and Aesthetics programs as hybrid programs which permits 10% of the total program hours to be taught through distance education (DE). Tricoci also maintains separate program approvals to offer these programs as fully onsite without the use of DE. The hybrid programs and the onsite programs are separate programs for enrollment.

The following are elements of delivering DE that participating students need to follow should they enroll in one of the hybrid programs. The following guidelines do not apply to programs taught fully onsite:

1. Our hybrid program approval is for 10% for the Cosmetology, Esthetics, and Aesthetics programs to be taught through DE using Zoom or a comparable and collaborative camera enabled platform for synchronous learning with a live educator.
2. The Cosmetology, Esthetics, and Aesthetics programs are also offered as traditional brick and mortar

programs fully onsite. If applicable and available, the student may opt to enroll in either the hybrid or fully onsite version of the aforementioned programs.

3. Hybrid program enrollment may not be available at all campuses. Campuses and programs may vary so please contact the Campus Director for more specifics.
4. Students will be scheduled for DE based on their campus curriculum and current program schedule.
5. Interaction with teachers must be validated by measurable participation through tracking of clock hours in the academic program. Teachers will be using Zoom to provide synchronous communication and instruction, as well as for tracking of student hours. Live student participation on Zoom is an important part of a student's DE experience.
6. Daily attendance is entered into the Student Information System.
7. All transcripts (official or unofficial), listing academic attainment received will identify the DE components.
8. At predetermined points of the students DE hours, the student will be assessed by a teacher on campus to evaluate the students learning progress.
9. DE will not be utilized as a method for delivery of clinical instruction in which the student is to perform practical applications on a live model or client.
10. Prior to beginning DE delivery, new and continuing students are provided with a disclaimer or Enrolment Agreement that states that academic achievement earned via DE may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this document will be found in the student's academic permanent file.
11. Please note that there is no additional charge to the student for verification of their attendance for DE.
12. All instructors teaching DE have been trained and will provide the student with training on how to navigate the online learning platform, resources, and tools.

Grading Procedure

All written exams, essentials practical exams, final practical exams, and final written exams require a grade of at least 85% or better to pass. Students are evaluated on their qualitative academic performance for each 10% of the DE component completed. Upon completion of all curriculum requirements the student must pass a comprehensive academic and final exam.

At the mid-point and end-point of each academic year based on the student's actual hours completed, students are required to maintain an aggregate 85% Grade Point Average (GPA) for theory and practical work to be considered in Satisfactory Academic Progress, and are graded according to the following scale:

- 96%-100% Excellent
- 90%-95% Good
- 85%-89% Satisfactory
- 0%-84% Failing

Distance Education Code of Conduct

While on DE students are expected to maintain a professional learning environment. Students must ensure that they have an appropriate background and are following the student dress code policy. A student's focus should be on what is presented in the classroom, free from distractions. Students are expected to be visible on camera at all times and be engaged and interactive with their teacher and classmates. Students must log into their DE classroom using their full legal first and last name.

Cosmetology (1500 hours) Curriculum – Indiana

Theory and demonstration as well as Sanitation and Actual Practice are required. The hours required in classroom theory training identified below are defined as a systematically organized knowledge of a system of facts, accepted principles, laws and rules of procedure devised to: analyze, predict, explain or demonstrate the nature of a particular subject matter of training. Such a system is distinguished from actual practice.

Subject	Theory and Demonstration Hours	Sanitation and Actual Practice Hours	Total Hours	Clock Hours Devoted to Instruction via Distance Education	Clock Hours Devoted to instruction on Campus
Haircutting	100	175	275	57.5	217.5
Sanitation	40	0	40	7.5	32.5
Statutes and	10	0	10		

Rules				0	10
Salesmanship	5	5	10	0	10
Management	10	0	10	0	10
Manicuring	5	25	30	7.5	22.5
Pedicuring	5	15	20	7.5	12.5
Hair Removal	5	10	15	5	10
Anatomy and Physiology	5	0	5	5	0
Skin	5	0	5	5	0
Hair	5	0	5	0	5
Electricity	5	0	5	5	0
Chemistry	10	0	10	10	0
Shampooing	5	30	35	0	35
Scalp Performances	10	10	20	0	20
Facials and Makeup	20	45	65	5	60
Hair Coloring	40	150	190	22.5	167.5
Texture Services	70	250	320	12.5	307.5
Hair Styling	70	210	280	0	280
Discretionary Hours	150	0	150	0	150
Total Hours	575	925	1500	150	1350

Cosmetology (1550 hours) Curriculum – Wisconsin

The Cosmetology program in Wisconsin includes the following categories of training, for the number of hours listed:

Subjects	Theory Hours	Practical Hours	Total Hours	Clock Hours Devoted to Instruction via Distance Education	Clock hours Devoted to instruction on Campus
Hygiene, grooming and personal development	10	0	10	0	10
Bacteriology, sterilization and sanitation	20	20	40	7.5	32.5
Haircutting, hair tapering (clipper-cuts), razor cutting, hairstyling, curling, thermal waving, finger-waving, roller setting, pincurl placement, blow-drying, shampoos, scalp and hair treatments, conditioning,	140	440	580	57.5	522.5

reconditioning, hair analysis, and care of hairpieces, wigs and wefts. Tools, equipment and implements (identification and usage)					
Hair straightening, hair relaxing, thermal hair straightening, blow-outs, permanents, hair coloring, tinting, bleaching and chemistry. Tools, equipment and implements (identification and usage).	185	392	577	55	527
Shaving, beard and mustache shaping, trimming, superfluous hair removal, waxing, facials, facial massages, facial makeup, eyelashes, light therapy, basic principles of electricity, and introduction to electrology. Tools, equipment and implements (identification and usage)	35	60	95	15	80
Manicuring, including nail enhancement. Tools, equipment and implements (identification and usage).	10	25	35	15	20
Anatomy and physiology of the hair, skin and nails and disorders of the hair, skin, scalp and nails.	50	0	50	5	45
Product knowledge, product use and sales, preparing and consulting with customer for services.	30	0	30	0	30
Laws, rules, professional ethics and history of cosmetology.	18	0	18	0	18

Individual student needs, industry trends and electives (e.g. recordkeeping, mathematics, communications, human relations, public relations, first aid, etc.) (Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology establishments.)	40	75	115	0	115
Total Hours	538	1012	1550	155	1400

Esthetics/ Aesthetics Program - Description

This program will prepare a new generation of esthetics students for their career in Esthetics, which may include; Facialist, Waxing Specialist, Body Treatment Specialist, Medi-Spa Esthetician, and Make-up Artist. The esthetics student will learn ethical leadership, advanced skills and workplace safety to obtain licensure as well as an entry level position in their chosen career.

Program Objective

Tricoci University is dedicated to providing the most current, technically precise and versatile education available in the Esthetics field today. Upon completion of our program, our students will have a secure foundation in all aspects of the Esthetics field. You will learn the scientific building blocks for skin; its function, properties and needs. We will provide you with the necessary education, theoretically, practically and artistically, to safely and professionally apply, perform and monitor all skills required of the esthetics industry; including but not limited to, basic and advanced skin care treatments, body treatments, hair removal, makeup application, machine usage, safety and sanitation practices, basic and advanced facial massage, the sciences and state regulations and law.

Our educational methodology far surpasses school requirements and solidifies your ability to make your mark as an esthetics professional. At Tricoci University, we strive to exceed the expectations of the industry needs and ensure that our students are educated in the industry standards of sanitation practices, and build integrity in client communication and relationships, offering our students the ability to become the very best the beauty school industry has to offer.

Esthetics (750 hours) Curriculum – Indiana

Theory and demonstration as well as Sanitation and Actual Practice are required. The hours required in classroom theory training identified below are defined as a systematically organized knowledge of a system of facts, accepted principles, laws and rules of procedure devised to: analyze, predict, explain or demonstrate the nature of a particular subject matter of training. Such a system is distinguished from actual practice.

Subject	Theory and Demonstration Hours	Sanitation and Actual Practice Hours	Total Hours	Clock Hours Devoted to Instruction via Distance Education	Clock Hours Devoted to instruction on Campus
Chemistry of Skin Care	15	25	40	0	40
Physiology and Histology	30	30	60	15	45
Bacteriology, Disinfection, Sterilization and Sanitation	15	20	35	7.5	34.5
Operation of Skin Care Machinery	20	30	50	8.5	41.5
Introduction to Skin Care	15	30	45	8.5	36.5
Skin Care	35	120	155	8.5	146.5
Make-up	15	40	55	7.5	47.5
Hair Removal	15	55	70	7.5	62.5
Introduction to Advanced Spa Techniques	10	15	25	4	21
Safety Precautions	5	15	20	4	16
Professional and Personality Development	20	0	20	4	16
Salesmanship, Marketing, Salon Mgmt and Retailing	25	20	45	0	45
State Statutes and Rules	10	0	10	0	10

Discretionary Hours	70	50*	120	0	120
Total Hours	300	450	750*	75	675

*NOTE: Tricoci University's Esthetics curriculum requires an additional 50 hours of practical hands-on training beyond the minimum hours required by the State of Indiana; as a result, this program is 750 hours while the minimum state requirement is 700 hours. Tricoci University's rationale for adding these hours is our belief that additional practical training time is necessary to allow students the ability to practice our advanced techniques on student clinic/spa guests. This benefits the student by allowing them to further develop the advanced skills that can make them more successful in the initial years of their career.

Aesthetics (600 hours) Curriculum – Wisconsin

The Aesthetics program in Wisconsin includes the following categories of training, for the number of hours listed:

Subjects	Theory Hours	Practical Hours	Total Hours	Clock Hours Devoted to Instruction via Distance Education	Clock Hours Devoted to instruction on Campus
Introduction Law and Code, Bookkeeping, Business Management, History, and Ethics	26	0	26	0	26
Safety, Sanitation and Sterilization	30	20	50	7.5	42.5
Anatomy and Physiology	30	0	30	15	15
Chemistry, Treatments and Process	24	0	24	8.5	15.5
Treatment—Product and Techniques	32	171	203	9	194
Electricity, Machines and Equipment	10	85	95	12.5	82.5
Makeup and Color Analysis	12	45	57	7.5	49.5

Individual Student Needs and Electives (Hours may include structured visits conducted by the school outside of the classroom at one or more cosmetology or esthetics establishments)	65	50	115	0	115
Total Hours	229	371	600*	60	540

*NOTE: Tricoci University's Aesthetics curriculum requires an additional 150 hours of practical hands-on training beyond the minimum hours required by the State of Wisconsin; as a result, this program is 600 hours while the minimum state requirement is 450 hours. Tricoci University's rationale for adding these hours is our belief that additional practical training time is necessary to allow students the ability to practice our advanced techniques on student clinic/spa guests. This benefits the student by allowing them to further develop the advanced skills that can make them more successful in the initial years of their career.

Section 12. SEX DISCRIMINATION, SEXUAL HARASSMENT & SEXUAL MISCONDUCT POLICY (TITLE IX)

The University's entire policy is available at <https://www.tricociuniversity.edu/>

Tricoci University of Beauty Culture University ("Tricoci University" or "University") prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, disability, or other protected classes in any decision regarding admissions, employment, or participation in a Tricoci University program or activity in accordance with the letter of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age and Discrimination in Employment Act, The Age Discrimination Act of 1975, The Americans with Disabilities Act and ADA Amendments Act, The Equal Pay Act, the Illinois Human Rights Act as well as the Illinois Preventing Sexual Violence in Higher Education Act. To view Tricoci University's full statement on non-discrimination, see page 26. The prohibition against harassment and discrimination includes perceived protected characteristics in addition to actual characteristics.

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination based on sex in education programs and activities that receive federal financial assistance. Tricoci University is committed to the principles of equal opportunity and seeks to establish and maintain an environment which ensures equal access to education for all University community members including students, applicants for admission, employees, applicants for employment, guests, and visitors. The University does not discriminate on the basis of sex in any education program or activity operated by the University including, but not limited to, admissions, employment, recruitment, compensation, and athletics as well as access to housing and facilities, classes and schools, counseling, employment assistance to students, health and insurance benefits and services, and fringe benefits. The University is required by Title IX and the regulations thereunder not to discriminate in such a manner.

Tricoci University also complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA). Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled.

Tricoci University has designated the Title IX Coordinator to coordinate its compliance with Title IX and VAWA and to respond to reports of violations. Tricoci University has directed the Title IX Coordinator to coordinate the University's compliance with the Clery reporting related to VAWA requirements. The University will promptly and equitably respond to all reports of sex discrimination and sexual harassment in order to eliminate the prohibited conduct, prevent its recurrence, and redress its effects on any individual or the community.

The following person has been designated as the Title IX Coordinator at Tricoci University:

Emilie Boyce

Title IX Coordinator, Director of Compliance, ADA Compliance Coordinator
6625 N. Avondale, Chicago, IL 60631
Phone: 630-528-3373
Email: eboyce@tricociuniversity.edu

The **Tricoci University of Beauty Culture Sex Discrimination, Sexual Harassment & Sexual Misconduct Policy** ("Policy") provides detailed information on how to report sex discrimination, sexual harassment, and sexual misconduct to the University and outlines the University's response to such reports.

The Policy applies to prohibited conduct (as defined below and in the Policy) that occurs in a Tricoci University educational program or activity. There is no time limit for reporting allegations of sex discrimination, sexual harassment, and sexual misconduct, however, the University strongly encourages the prompt reporting of incidents to allow the institution to respond promptly and effectively. If the reported respondent is not a member of the Tricoci University community or is no longer associated with the University at the time of the report or at the time in which a resolution process is initiated, the University may be unable to conduct an

investigation or take disciplinary action. The appropriate grievance or complaint process regarding a report will depend upon the form of prohibited conduct and status of the complainant at the University.

Any person may report an incident(s) of sex discrimination, sexual harassment, or sexual misconduct to the Title IX Coordinator. The reporting party may be the person directly affected by the alleged incident (referred to as "complainant") or a third party. Reports of sex discrimination, sexual harassment, and sexual misconduct may be written or verbal and may be made at any time (including non-business hours) in person, by using the telephone number or email address, or by mail to the office address, of the Title IX Coordinator. Individuals may also submit the University's online report form which can be found on the Tricoci University website.

REPORTING TO LAW ENFORCEMENT

An individual may decide to report an incident exclusively to the University, exclusively to local law enforcement, or to both the University and local law enforcement.

University employees will assist the reporting party in contacting local law enforcement, if explicitly requested by the reporting party. However, reporting an incident of sexual harassment or sexual misconduct to the University does not in any way equate to reporting the incident to local law enforcement.

PROHIBITED CONDUCT

Tricoci University prohibits a broad spectrum of behavior, including sex discrimination, sexual misconduct, and sexual harassment. The following conduct is specifically prohibited under the Policy:

I. Sex Discrimination

Discrimination against an individual based on that person's sex, gender, gender identity or sexual orientation, and either:

1. Excludes an individual from an educational or employment opportunity or program at the University;
2. Denies an individual the benefits of an educational or employment opportunity or program at the University; or
3. Adversely affects a term or condition of the individual's employment, education, living environment or participation at the University.

Sex discrimination also includes conduct based on an individual's sex, gender, gender identity or sexual orientation that causes a hostile work or educational environment for the individual.

II. Sexual Harassment

Sexual Harassment is a form of sex discrimination under Title IX. Title IX defines sexual harassment as conduct on the basis of sex that satisfies **one or more of the following three types of behavior**:

1. **Quid pro quo harassment:** A Tricoci University employee conditioning provision of an aid, benefit or service of the University on an individual's participation in unwelcome sexual conduct.
2. **Denial of Equal Educational Access due to Severe, Pervasive, and Objectively Offensive Conduct:** Unwelcome conduct of a sexual nature determined by a reasonable person to be so **severe, pervasive and objectively offensive** that it effectively denies a person equal access to the University's education program or activity.
3. **Sexual Assault, Dating Violence, Domestic Violence, and/or Stalking (as defined in the Policy)**

III. Sexual Misconduct

Title IX Sexual Harassment, hostile environment harassment, sexual assault, dating violence, domestic violence, stalking, sexual violence, or sexual exploitation as defined here.

Sexual violence. Physical acts attempted or perpetrated against a person's will or when a person is incapable of giving consent. Sexual violence includes sexual assault.

ADDITIONAL INFORMATION

Alcohol and Drug Amnesty Provision

Tricoci University provides amnesty to any student who reports or provides information, in good faith, related to alleged violations of this policy. The reporting or participating student(s) will not receive a disciplinary sanction by the University for a student conduct violation, such as underage drinking, that is revealed in the course of a report. The University may find, however, that education or other non-disciplinary actions are appropriate.

Confidentiality

Tricoci University will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, sexual harassment, or sexual misconduct, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination or sexual harassment, any respondent, and any witness, except as may be permitted by the FERPA statute or regulations, 20 U.S.C. 1232g and 34 CFR part 99, or required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant and respondent without unreasonably burdening the other party.

Supportive measures are designed to:

- Restore or preserve equal access to the party's education at Tricoci University;
- Protect the safety of all parties or the University educational environment; or
- Deter sexual harassment.

Tricoci University's Supportive Measures include, but are not limited to:

- Counseling services
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in work or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of the campus
- Other similar measures as necessary

Tricoci University will offer supportive measures to every complainant when the Title IX Coordinator receives a report of an incident of sex discrimination, sexual harassment, or sexual misconduct. Examples of a report may include written or oral reports submitted by a complainant, Responsible Employee, anonymous reporting party, third-party reporter, or other University community member.

For more information about disciplinary sanctions, false accusations, jurisdiction, remedies, remedies, the right to an advisor, and supportive measures, see the full Sex Discrimination, Sexual Harassment & Sexual Misconduct Policy.

FORMAL COMPLAINTS UNDER TITLE IX

Upon receiving a report or formal complaint of an alleged incident of sex discrimination, sexual harassment, or sexual misconduct, the Title IX Coordinator will conduct a preliminary assessment to determine Tricoci University's response using specific threshold criteria put forth in Title IX.

If the alleged incident does not constitute sexual harassment under Title IX, then the Title IX Coordinator will assess the alleged incident to determine if it would be considered sex discrimination or sexual misconduct and respond accordingly:

1. **Non-sexual harassment sex discrimination:** Incidents of sex discrimination will be addressed using the Student Catalog (for incidents involving students) or the Employee Manual (for incidents involving employees).
2. **Sexual Misconduct:** Incidents of sexual misconduct will be addressed using the complaint processes outlined in the Student Catalog (for incidents involving students) and/or Employee Manual (for incidents involving employees).

If the alleged incident meets all of the specific threshold criteria set forth in Title IX and therefore may constitute sexual harassment under Title IX, the complainant may file a formal complaint under title IX to initiate the Title IX Formal Complaint and Grievance Process, as outlined in Section VI.C. of the Policy. Only complainants and the Title IX Coordinator have the ability to file a formal complaint of sexual harassment under Title IX.

GRIEVANCE PROCESS FOR FORMAL COMPLAINTS UNDER TITLE IX

Tricoci University Sex Discrimination, Sexual Harassment & Sexual Misconduct Policy outlines a grievance process complies with 34 CFR § 106.45 of Title IX. All processes, provisions, and rules stated in that policy apply equally to both parties—complainants and respondents.

Tricoci University aims to complete the Title IX grievance process, including appeals and informal resolution processes, in a reasonably prompt time frame. Generally, the University strives to conclude the grievance process within one-hundred twenty (120) calendar days.

Tricoci University reserves the right to allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of the party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

The grievance process is as follows:

- **Written Notice:** Upon receipt of a formal complaint, Tricoci University will provide a written notice of allegations to both parties, if known, simultaneously.
- **Investigation:** The University will provide written notice to a party who is invited and expected to participate in any investigative interviews, hearings, or other meetings. Upon completion of the investigation, the Title IX investigator will create an investigative report that fairly summarizes relevant evidence. Each party and their advisors will have the opportunity to review and response to the investigative report.
- **Hearing Process:** Live hearings are a mandatory part of the Title IX grievance process. During the live hearing, the decision-maker will permit each party's advisor to ask the other party and any witnesses any relevant questions and follow-up questions, including questions which challenge credibility (cross-examination). Only relevant cross-examination and other questions may be asked of a party or witness. If a party does not have an advisor present at the live hearing, Tricoci University will provide, without fee or charge to that party, an advisor of the University's choice to conduct cross-examination on behalf of that party. The advisor may be, but is not required to be, an attorney.
- **Determination Regarding Responsibility:** Following the live hearing, the decision-maker(s) will issue a written determination. To reach the determination, the decision-maker(s) will apply the preponderance of the evidence standard.
- **Appeals:** Either complainant or respondent may file a written notice of appeal of a determination of dismissal of a formal complaint within five (5) days after receiving the written determination or notice of

dismissal. A party may appeal from a) determination regarding responsibility, and b) Tricoci University's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the process;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the process; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the process.

Informal Resolutions: At any time following the filing of a formal complaint or prior to reaching a determination regarding responsibility, Tricoci University offers complainants and respondents informal resolution options such as mediation, restorative justice, or other forms of alternative dispute resolution, which do not involve or require a full investigator and adjudication (hearing process).