



Catalog Addendum (2016-2017)

Volume 19 Issue 3

ADDENDUM NO. 1 EFFECTIVE OCTOBER 13, 2016

The **GRADING SCALE** on page 10 is revised to remove the following:

- Course Withdraw (W) – Indicates when a student withdrew from a course in progress. Withdraw grades are not calculated in the student’s grade point average, but do count as classes attempted and are included in the calculation of maximum time frame as part of the satisfactory academic progress determination.

The following is added to the **GRADING SCALE** on page 10:

WP	Withdraw Passing	0.00
WF	Withdraw Failing	0.00

- Withdraw Passing (WP) - Indicates when a student withdrew from a course in which he/she was progressing satisfactorily.
- Withdraw Failing (WF) - Indicates when a student withdrew from a course in which he/she was not progressing satisfactorily.

ADDENDUM NO. 2 EFFECTIVE OCTOBER 20, 2016

ACCREDITATION AND APPROVALS on page 1 is revised to remove the below language:

Dorsey School of Beauty in Taylor has received initial approval for inclusion within Dorsey School of Business’s institutional accreditor:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980,
Washington, D.C. 20002-4241
Telephone: (202) 336-6780

ACCREDITATION AND APPROVALS on page 1 is revised to add the below language:

Dorsey School of Beauty in Taylor is accredited by:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980,
Washington, D.C. 20002-4241
Telephone: (202) 336-6780

ADDENDUM NO. 3 EFFECTIVE OCTOBER 20, 2016

CAMPUS STAFF on page 26 is removed and replaced with the below:

CAMPUS STAFF

Amanda Glover, Managing Director
Marty Hawker, Associate Director
Sherry Dixon, Lead Instructor (day), License # 2701132779
Jason Camilleri, Lead Instructor (evening), License # 2701199736
Eve Rosenblum, Registrar
Yvette Middlebrook, Associate Director of Admissions
Carmen Carter, Admissions Representative
Shane Pringle, Admissions Representative
Marvella Howard, Financial Aid Manager
Wendy McDaniel, Financial Aid Manager
Shannon Thomison, Career Services Coordinator
Ashley Mucha, Administrative Assistant
Asya Turner, Administrative Assistant

ADDENDUM NO. 4 EFFECTIVE OCTOBER 20, 2016

FOREIGN HIGH SCHOOL DIPLOMA POLICY on page 2 is removed and replaced with the below:

FOREIGN HIGH SCHOOL DIPLOMA POLICY

Students enrolling into Dorsey School of Beauty with a foreign diploma or transcript must have their diploma evaluated prior to the first day of class. The purpose of this evaluation is to provide proof that the diploma or transcript is equivalent to a United States high school diploma.

- Student must provide a copy of their diploma.
- If the diploma is in a foreign language the student must also provide a copy of the diploma's translation. The translation must be completed by an official translation provider.
- Dorsey School of Beauty will assist students in the evaluation process. Each diploma or transcript and translation must be sent out to be evaluated by an authorized and approved evaluator. The student is responsible for the cost of each evaluation.
- Once Dorsey School of Beauty has received the evaluation results that the student's diploma is equivalent to a U.S. high school diploma the student is able to begin classes.
- If the student's evaluation results show that the diploma is not equivalent to a U.S. high school, the student is not eligible to attend Dorsey School of Beauty.

ADDENDUM NO. 5 EFFECTIVE OCTOBER 21, 2016

For students starting on or after November 15, 2016, the below refund policy replaces the policy found on page 17 under the following headings:

Institutional Cancellation and Refund Policy

Dorsey Schools applies the following institutional cancellation and refund policy to all applicants:

- (1) If the applicant is rejected by the school before enrollment, all tuition and fees paid by the applicant will be returned within 30 days.

(2) If the applicant terminates the enrollment contract with the school within three (3) business days after signing the contract, all tuition and fees paid by the applicant will be returned within 30 days.

Institutional Refund Calculation upon Withdrawal From Training

The Institutional Refund policy applies to all STUDENTS who withdraw, or are dismissed, after the beginning of the program and becomes effective following the expiration of three (3) business days after signing the enrollment agreement. Tuition charges will be calculated based on the percentage of program hours scheduled up to and including the STUDENT'S last date of attendance. This calculation is not based on the hours attended nor hours earned.

The Institutional Refund calculation is determined on a pro rata basis. For example, if a STUDENT was scheduled for 30% of the hours in their payment period, Dorsey Schools will retain 30% of the tuition billed for the payment period. STUDENTS scheduled for 60% or more of the payment period will be charged the full tuition for the payment period. The refund ratio is calculated by dividing the number of hours the STUDENT was scheduled, by the total number of hours in their payment period, and applying this ratio to the tuition billed. The payment period is the period of time it takes a STUDENT to successfully complete both half the number of clock hours and half the number of weeks of the academic year or program, or the remaining portion of a program that is more than one-half of an academic year but less than a full academic year.

Any tuition amount not retained by the SCHOOL will be deducted from the amount of tuition that was billed for the payment period. For example, if the school retained 30% of the tuition billed for the payment period, the amount that the student was billed would be reduced by 70%. STUDENTS are responsible for any balances due to the SCHOOL for unpaid institutional charges.

Refunds Upon Withdrawal or Termination of Training

STUDENTS not receiving Federal Title IV Financial Aid

Refunds are calculated solely in accordance with Dorsey Schools' Institutional Cancellation and Refund Policy described above.

STUDENTS receiving Federal Title IV Financial Aid

Federal regulations require the SCHOOL to calculate institutional charges to determine both (1) STUDENT refund, and (2) Return of Title IV funds. The SCHOOL or the STUDENT may be required to return some of the federal funds awarded to the STUDENT as described below. The STUDENT may also be eligible for a refund of a portion of tuition paid to Dorsey Schools for the payment period. If the STUDENT received financial assistance from an outside source, a portion of the refund may be returned to that or other sources from which assistance was received. Any funds in excess of those (1) returned to Title IV aid, or (2) due and payable to Dorsey Schools shall be used to repay other private sources and the STUDENT in proportion to the amount received from each non-federal source.

Federal "Return of Title IV Funds" Calculation

The U.S. Department of Education requires SCHOOLS to determine the amount of federal STUDENT aid the STUDENT earned if they withdraw from SCHOOL. The Return to Title IV calculation is determined on a pro rata basis. For example, if a STUDENT completed 30% of their payment period or period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. STUDENTS completing 60% of the payment period or period of enrollment, earn all the assistance that they were scheduled to receive for that period.

After STUDENT enrollment, should SCHOOL permanently close and no longer offer instruction, STUDENT shall be entitled to a pro-rata refund of tuition and SCHOOL will arrange for the completion of the program. If a program is canceled subsequent to a STUDENT'S enrollment, SCHOOL shall at its option provide (1) a full refund of all monies paid, or (2) provide for completion of the program.

ADDENDUM 6 EFFECTIVE DECEMBER 1, 2016

The below updates ACADEMIC CALENDAR on page 9:

ACADEMIC CALENDAR	2016	2017
<i>*No classes:</i>	<i>December 23– December 26 December 30 – January 2, 2017</i>	<i>December 25 – December 26 December 29 – January 1, 2018</i>