

## Contents (Oct. 2018)

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## **WELCOME!**

Welcome to **Cosmetology Training Center**, a professional high-tech hair styling school, offering modern methods in cosmetology for those seeking a rewarding, challenging, and profitable career. Our comprehensive curriculum will train you in all areas of cosmetology. In addition to creative hair design, make-up, perming, and dimensional hair color, we also teach you marketing and management. At **Cosmetology Training Center**, there is security to be found in knowing your newly acquired skills and knowledge will always be in demand while enjoying substantial financial rewards. The school teaches two courses, Cosmetology and Instructor Training. Both courses are taught and published in English.

## **PROFESSIONAL AFFILIATIONS**

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**The COSMETOLOGY TRAINING CENTER** is fully licensed and approved by the Louisiana State Board of Cosmetology.

11622 Sunbelt Court  
Baton Rouge, Louisiana 70809  
(225) 756-3404

The school is accredited by the **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS)**.

4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302  
703 600-7600

Member of the **LOUISIANA ASSOCIATION OF COSMETOLOGY SCHOOLS (LACS)**

Approved by the **U.S. DEPARTMENT OF EDUCATION** for federal student financial aid program.

400 Maryland Ave., SW  
Washington, DC 20202-4723

Approved by:

- Louisiana Rehabilitation Services

## **OWNERSHIP/ADMINISTRATION**

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Cosmetology Training Center (CTC) is owned by HAIR-A-FAIR Inc., a Louisiana Corporation with executive offices at 5520 Johnston Street Suite H2, Lafayette, Louisiana 70503.

The officers of the Corporation are:

Lora Moreau – President  
Andre' Moreau - Secretary - Treasurer

Lora Moreau, a native of Acadiana, directs the training center with enthusiasm and professionalism. Her daily involvement in the beauty student's education enables her to achieve her goal of excellence..."to educate the very best student to respond to changing fashion and beauty trends and to satisfy the needs of every salon client". With a beauty career spanning more than forty years, Lora's background includes owner-operator of salons, lecturer, retailer and television beauty consultant.

Because of Lora's love for this exciting career and her caring attitude for her students, it reflects in the success of her graduates that extends into the work force of the community. At CTC, her staff members teach far more than basics in hairstyling. Students learn additional skills, knowledge, and techniques that help them prepare for today's job market.

## **AUTHORIZATION**

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The Cosmetology Training Center is fully licensed and approved by the Louisiana State Board of Cosmetology.

## **FACILITIES AND EQUIPMENT**

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Cosmetology Training Center is located in the Centerpiece Shopping Center with 6,200 square feet of floor space. The facility was recently renovated and has separate theory and practice rooms for each level of instruction where the environment stimulates and motivates the learning experience.

Cosmetology Training Center meets all health, safety, equipment and physical requirements of the Louisiana State Board of Cosmetology.

## **FACULTY/PERSONNEL**

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The school employs a skilled team of instructors for training today's student for tomorrow's success through better education. Our instructors have met all Cosmetology State Board requirements and are trained in all aspects of cosmetology.

### **STAFF**

Lora Moreau-Director/Substitute Instructor  
Andre' Moreau – Chief Financial Officer  
Shonda Rosinski -Registrar/Financial Aid Administrator  
Dianne Langlinais – Administrative Assistant  
Bonnie Le – Clinic Coordinator/Admissions  
Rosetta Green – Instructor Training Supervisor  
Pam Lanclos – Lead Instructor  
Michelle Allemand - Instructor  
Chasity Bernard - Instructor  
Jessica Trombatore – Instructor  
Alexis Dickinson – Instructor  
Angie Esquivel - Instructor

## **SCHOOL MISSION AND OBJECTIVES**

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**COSMETOLOGY TRAINING CENTER'S** mission is to teach the required skills, develop creativity and personality, and instill a positive attitude in order for graduates to enter this great profession and fulfill their goals. Each student admitted to the school receives instruction in technical skills, professional services, business and job related information. Each student also participates in closely supervised cosmetology services while working in the clinic. Our program of study is designed to provide a broad base to maximize the employability of our graduates.

Objectives of the program are:

- To educate and develop technical skills, the highest level of each student.
- To train men and women for employment in the cosmetology industry.
- To develop professional qualities within each student.
- To prepare students with knowledge in the latest products, equipment and styling trends.
- To advise each student in the variety of employment opportunities within the field.
- To fulfill all requirements of the Louisiana State Board of Cosmetology.

## **CAREER OPPORTUNITIES**

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The following career opportunities exist in this exciting field:

**Cosmetologist - SALONS-** (private, chain, or department store)

Full Service Cosmetologist  
Salon Owner  
Styles Director  
Platform Stylist  
Free Lance Stylist

Manufacturer's Rep  
Beauty Products Sales  
Beauty Products Supervisor  
Research Assistant  
State Board Member

Theatrical Stylist  
Beauty Supply Sales Representative  
Cosmetology Specialist

- Permanent Waves
- Hair Colorist
- Makeup Artist
- Esthetician

Beauty Editor  
School Director  
Beauty Magazine Columnist

### **Manicurist**

Salon Owner  
Artificial Nail Tech  
Manicurist/Pedicurist  
Beauty Supply Sales

### **Instructor**

Cosmetology Instructor  
School Owner  
Beauty School Director  
Manufacturer's Educator

## **National Salaries**

As of May 2011, as many as 357,030 cosmetologists, hairdressers and hairstylists were employed in the United States. The workers earned an average annual income of \$26,460, according to the Bureau of Labor Statistics. Cosmetologists whose salaries were in the bottom 10 percent were paid \$16,710 a year or less. Those in the top 10 percent earned \$41,490 a year or more.

## **Top-Paying Industries**

The industry that paid cosmetologists the highest salaries as of May 2011 was the motion picture and video industry. Cosmetologists, hairdressers and hairstylists employed in this industry earned a mean annual wage of \$69,780, according to the bureau.

## **Job Outlook**

From 2010 through 2020, jobs for cosmetologists, hairdressers and hairstylists are expected to grow by 16 percent, according to the bureau. This growth rate is about the same as that for all other occupations during the decade. Pay and job growth are not the only factors to consider in the cosmetology field. Many jobs allow for flexible schedules and self-employment opportunities.

## **ADMISSION REQUIREMENTS**

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All applicants are required to visit the school for an information session with admissions personnel. An applicant is encouraged to apply for admission as far in advance of the starting date as possible. The school admits high school graduates and holders of high school graduation equivalency certificates. The school does not take transfer of hours from other schools.

## **ENROLLMENT REQUIREMENTS**

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Students must provide the following to start school:

1. Student application
2. Birth certificate or driver's license
3. High School Diploma or G.E.D.
4. Three pictures (wallet-sized, must be color, no larger than 2" X 2")
5. \$10.00 money order made payable to Louisiana State Board of Cosmetology

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

Instructor applicants must meet all of the above requirements and:

1. Hold a current license as a practitioner in the field they wish to teach
2. Complete an application for enrollment
3. Complete an instructor in training application to be forwarded to the State Board of Cosmetology.

## **SUPPLIES REQUIRED**

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Students are required to bring the following items:

1. Three ring binder with loose leaf paper
2. Permanent marker
3. Highlight markers
4. Pencil
5. Ink pen
6. Spiral index card binder
7. 3 pocket folders

## **NON-DISCRIMINATION POLICY**

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This institution does not discriminate on the basis of race, sex, religion, age, color, or ethnic origin. Non-discriminatory practices are in effect in its admission, instruction, and graduation practices.

## **CALENDAR OF OPERATION AND HOLIDAYS**

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Cosmetology Training Center is open Monday through Friday of each week. This schedule of operation is followed throughout the year with the exception of the holidays listed below.

Time not required to be made up (holidays): New Year's Day, Mardi Gras Day, Good Friday, Memorial Day, July 4<sup>th</sup> (week), Labor Day, Thanksgiving Day, Christmas Day, Instructor Training Seminar, and school holidays. (15 - 20 total days)

## **ENROLLMENT DATES**

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A student may apply for enrollment by calling the office to set up an appointment for an information session. Standard enrollment dates usually fall on the first Monday of every month. Students must register prior to the enrollment date. Acceptance for enrollment during a specific month may depend on the number of applications received. The full cosmetology course has a limited number of students per beginning class to ensure maximum personal attention by the pre-clinic instructor.

## **STUDENT HOUSING**

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The school does not provide student dormitory facilities.

## **THE CURRICULUM/COURSE OUTLINE**

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The following outlines are offered as an explanation of the subjects required for completion of each of the standard courses of study. The length of time spent for each subject is listed in accordance with the guidelines of the Louisiana State Board of Cosmetology. All classes are taught in English.

### *FULL COSMETOLOGY COURSE*

This is a course of study in the basic services, theories, and principals of cosmetology arts and sciences. The minimum length of the course is 1,500 hours covering a period of not less than fifteen (15) months nor longer than 1-1/2 times the course length. This course is intended to train one to be employable as a licensed Cosmetologist. The course is directed toward developing good work habits and attitudes with respect to health, sanitation, and safety. The course encourages self-reliance, readiness to assist others, and professional ethics.

## Objectives

1. To educate and develop technical skills to the highest level of each student.
2. To develop professional qualities within each student.
3. To prepare students with knowledge in the latest products, equipment, and styling trends.
4. To inform each student in the variety of employment opportunities within the field.
5. To fulfill all requirements of the Louisiana State Board of Cosmetology in order that the student becomes licensed.

## Text Books

1. *Standard Book of Cosmetology and State Board Review of Cosmetology (ISBN# 9781133150688)*
2. *Standard System of Salon Skills Student Journal (ISBN# 156-253-5099)*

## References

1. Milady Cosmetology Theory Video Program
2. Standard System of Salon Skills Video Program
3. Glossary of Cosmetology Terms
4. Standard Dictionary
5. Matrix and Paul Mitchell Hair Color Videos

## Course Format

1. Lecture
2. Practical Demonstrations
3. Audio-visual materials
4. Practical and theory worksheets
5. Illustrations
6. Written and practical evaluations

## Grading Scale

The grading system for this course is as follows:

90 - 100%	A
80 - 89%	B
70 - 79%	C
Below 70%	Below Standards – Unsatisfactory

This grading scale reflects the Louisiana State Board of Cosmetology's requirement of a score greater than 70% in order to pass their licensing examination.

## Work Projects/Evaluation Factors

<u>Evaluation Period One</u>	300 hours
Theory exams	12
Practical Demonstrations	Project sheet #1
Clinic Experience	46
<u>Evaluation Period Two</u>	600 hours
Theory exams	13
Practical Demonstrations	Project sheet #2
Clinic Experience	95
<u>Evaluation Period Three</u>	900 hours
Theory exams	7
Practical Demonstrations	Project sheet #3
Clinic Experience	152
<u>Evaluation Period Four</u>	1,200 hours
Theory exams	0
Practical Demonstrations	Project sheet #4
Clinic Experience	234

<u>Evaluation Period Five</u>	1,500 hours
Final exams	
Practical Demonstrations	Project sheet #5
Clinic Experience	235

### *Tuition and Fees*

A payment of \$500.00 is due at the time the enrollment is signed. The remainder of the tuition is payable \$1,214.29 per month for the 2<sup>nd</sup> through the 15<sup>th</sup> month. Other options are available to students who qualify for financial aid. The total cost of the program is \$17,500.00

Registration Fee	\$100.00
Kit, Tools and Supplies	\$832.00
Textbooks & Handouts	\$432.00
Tuition	<u>\$16,136.00</u>
TOTAL COST	\$17,500.00

Full Cosmetology Course (total = 1,500 hours)

	<b>Classroom Theory</b>	<b>Practical Theory</b>	<b>Total</b>
1. Hair cutting wiggery, hair designs, finger waves pin curls, comb-outs	120	160	280
2. Hair styling	120	120	240
3. Shampoo and rinse	16	72	88
4. Dyeing, coloring tinting, bleaching	60	120	180
5. Permanent wave and hair relaxing	80	160	240
6. State board rules	8	8	16
7. Safety measures, shop management, retailing, people skills, client consultation	40	40	80
8. Anatomy, physiology, bacteriology	24	150	174
9. Skin care, hair care, facial massages and treatment	24	130	154
10. Basic Manicuring	8	40	48
Totals	500	1,000	1,500

### *INSTRUCTOR TRAINING COURSE*

This is a course of study which covers the areas of instruction, supervision, and administration that may be assigned to the instructors while teaching all levels of cosmetology. The minimum length of the course is 750 hours covering a period of not less than 30 weeks. The course is designed to train student instructors to become employable as licensed Cosmetology Instructors. Following sound training principles, the program provides an opportunity to each student teacher to observe and assist experienced teachers in the performance of their duties, to perform skill demonstrations, to supervise practice teaching, as well as to thoroughly study the principles of teaching. The program permits trainees to apply in a classroom atmosphere, the practices and theories to which they are exposed as the program unfolds.

#### Objectives

The main objective is to train an instructor to master the subject matter and to utilize the latest teaching principles to impart this knowledge to others.

## Text Books

1. *Master Educator Student Course Book and State Board Review Book (ISBN# 9781435433229)*
2. *Standard System of Salon Skills Student Journal (ISBN# 156-253-5099)*

## Course Format

3. Lecture
4. Practical Demonstrations
5. Audio-visual materials
6. Practical and theory worksheets
7. Illustrations
8. Written and practical evaluations

## Grading Scale

The grading system for this course is as follows:

90 - 100%	A
80 - 89%	B
70 - 79%	C
Below 70%	Below Standards – Unsatisfactory

This grading scale reflects the Louisiana State Board of Cosmetology's requirement of a score greater than 70% in order to pass their licensing examination.

## Course Schedule

1. With perfect attendance, a student should have 250 hours at the end of 10 weeks and is ready for first practical and academic evaluation.
2. At the end of the 20<sup>th</sup> week, a student should have 500 hours and is ready for second practical and academic evaluation.
3. At the end of the 30<sup>th</sup> week, a student should have 750 hours and is ready for the third and final evaluation.

*Phase I* (week 1 through week 10) – theory, assist instructors, and observe

- First period – teacher assist and observe
- Second period – teacher assist and observe
- Lunch period – as directed by school policy
- Third period – theory
- Last period – sanitation and clean-up

*Phase II* (week 11) – student takes final theory test and has first practical evaluation

(week 12 – week 17) – student continues as teacher assistant and observes

*Phase III* (week 18 – week 30) – Student instructor is ready to do practice teaching under supervision of a senior instructor in the different areas.

## Work Projects/Evaluation Factors

<u>Evaluation Period One</u>	250 hours
Theory exams	6
Practical Demonstrations	4
<u>Evaluation Period Two</u>	500 hours
Theory exams	5
Practical Demonstrations	5
<u>Evaluation Period Three</u>	750 hours
Theory exams	Final
Practical Demonstrations	Final



## Tuition and Fees

A payment of \$500 is due at the time the enrollment agreement is signed. The remainder of the tuition is payable \$1,084 per month for the 2<sup>nd</sup> through the 7<sup>th</sup> month. Other options are available to students who qualify for financial aid. The total cost of the program is \$7,000.

Registration Fee	\$100.00
Textbooks	\$200.00
Tuition	<u>\$6,700.00</u>
TOTAL COST	\$7,000.00

Instructor Training Course (total = 750 hours)

Instructor training course must be under supervision of a licensed teacher of cosmetology for a minimum study of 750 hours in not less than 30 weeks.

### Number of Hours of Study Required

#### Classroom Training

Science of Teaching.....	175
Teacher Assistance – Observation.....	200
Performance of Demonstrations.....	25
Clinic - Supervised Practice Teaching.....	<u>350</u>
Total .....	750

## TRANSFER POLICY

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The school does not accept students who have acquired hours at another school, however, we may accept a student who has dropped from our school and applies to be readmitted after sitting out for 6 months. The school accepts them provided there are openings in their level of training and the student has paid any money owed the school. The student returns on probationary status for one month. They are credited for hours earned in our school once State Board approves hours earned. The student is charged per hour according to the respective course for hours needed to complete the course plus a \$100.00 registration fee or 15% of the contract price of the course, whichever is less.

Cosmetology	-	\$10.76 per hour
Instructor	-	\$8.93 per hour

## OVERTIME CHARGES

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Should a student fail to accumulate the required number of hours for the enrolled course during the enrollment time, he/she shall be required to pay \$40.00 per day for each day needed for as long as it takes to complete the course.

## REFUND POLICY

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- A. Any applicant not accepted by the school shall be entitled to a refund of all monies paid.
- B. If a student (or in a case of a student under legal age, his/her parent or guardian) cancels his/her contract and requests their money back in writing, within three (3) business days of the signing of the enrollment contract, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered in person to the school administrator or owner. This policy applies regardless of whether or not the student has actually started training.
- C. If a student cancels his/her enrollment after three (3) business days after signing but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$100.00.
- D. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized. All refunds are based on scheduled hours.

Percentage of Scheduled Enrollment Time to Total Time of Course	Amount of Total Tuition School Shall Receive or Retain
0.01 % to 4.9%	20% retained
5% to 9.9%	30% retained
10% to 14.9%	40% retained
15% to 24.9%	45% retained
25% to 49.9%	70% retained
50% & over	100% retained

- E. Students who attend school under Title IV funding when terminating from school are refunded according to the Title IV Refund calculations. Any remaining balance owed to the school is the student's responsibility. All students are refunded according to the contract when terminating.
- F. Enrollment time is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined in Item B or formal termination by the school which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented day of return or the date the student gives notification that they are not returning. Grounds for termination are explained on Page 12.
- G. The stated value for textbooks, equipment and supplies issued by the school and accepted by the student will not be refunded. It is the policy of the Cosmetology Training Center to withhold the entire cost of each student's kit and books from any refund due the student at the time of termination.
- H. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement which is reasonable and fair to both.
- I. Should the school close permanently and no longer offer instruction after a student has enrolled, the student shall be entitled to a prorated refund of tuition.
- J. If the school cancels a course and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school.
- K. If a course is canceled subsequent to student's enrollment, and before instruction has begun, the school shall at its option either provide a full refund of all monies paid or provide completion of the course.
- L. If a student receiving TITLE IV FUNDS drops out and does not complete the course, the school will not refund the amount to the TITLE IV program if the amount to be refunded is \$50.00 or less. The maximum time a student has to complete a course is 150% of the contracted length of the course. If a student goes over the 150% mark he/she may be terminated.

## CONDUCT

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Students are dismissed from school if their conduct is inappropriate, if they do not meet the school's academic standards, or do not follow instructions. The school reserves the privilege of suspending or discontinuing a student for failure to make payments when due, ineptitude, misconduct, poor attendance, failing grades in practical and theory work, infraction of rules, disobedience or such reason as Administration may deem sufficient cause for suspension or dismissal. A copy of rules and regulations is given to each student and explained during and orientation classes.

## SATISFACTORY ACADEMIC PROGRESS POLICY

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The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. All students enrolled in our programs are considered full-time.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology 450, 900, 1200 clocked (actual) hours

Instructor 375 clocked (actual) hours

\*Transfer students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and the academic progress requirements of at least one evaluation midpoint in the course.

### ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (full time, 25 hrs/week) – 1,500 hours	90 weeks	2,250
Instructor (full time, 25 hrs/week) – 750 hours	45 weeks	1,125

### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum

number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated and completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to test procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100%	A
80 - 89%	B
70 - 79%	C
Below 70%	Below Standards - Unsatisfactory

### **DETERMINATION OF PROGRESS STATUS**

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

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he or she may be placed on probation, and 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 will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. 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 Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he or she will be determined as not making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will

extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which 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 written appeal to the school on the designated form with supporting documentation of why the student failed to make satisfactory academic progress. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT AND REMEDIAL COURSES**

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

### **TRANSFER HOURS**

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

### **TERMINATION AND RE-ENTRY**

If a student is terminated by the school, the student must sit out for six (6) months before re-applying for admission or a period of time at the discretion of the Director. The student must pay all fees owed to the school before going through the appeal process and determination will be made at that time. If accepted, the student will be readmitted on a probationary status for one month. The student will be charged the current hourly rate of tuition for the remaining hours and a re-admission fee of \$100.00.

### **DAILY ATTENDANCE**

Students are contracted for 25 hours per week. School is in session for 25 hours per week. Students are allowed one hour lunch periods. In addition, these rules apply:

1. No one gets 6 hours per day. All students must take a lunch period. Students have the option to take 30 minute lunch periods.
2. If the student chooses to take one-half hour (30) minute lunch period in order to get make-up time, they must report to their instructor for assigned extra work during that time.
3. Students who leave at 1:00p.m. or earlier, or arrive at 11:00 or after (with permission) can skip lunch.

### **ABSENTEE POLICY**

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All students at the Cosmetology Training Center are required to maintain a minimum of 67% of attendance or termination may result. Students who fall below 67% attendance in any three separate months may be suspended or terminated. If the student fails to notify the school of withdrawal, the school must terminate on the 30th consecutive day of absence. Students who do not meet the minimums stated above as well as those who are absent on a day to day basis are counseled as to consequences of these absences. A report of students who are absent all week is made to the Director for the purpose of appropriate follow-up. Excused absence of 75 clock hours are permitted to the extent that the student will not be charged for them in order to meet the scheduled graduation date.

## **MAKE-UP WORK POLICY**

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It is the responsibility of the student to acquire all necessary assignments from the appropriate Instructor. Students will be granted the privilege of make-up work at the convenience of the school and with the permission of the Director. At the completion of the course, as determined by the scheduled graduation date on the Enrollment Agreement, students must have all make-up work completed.

## **TARDY POLICY**

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School begins at 9 a.m. Students may enter the building at 8:45 a.m. and begin clocking in at 8:50 a.m. Once clocked in, you must gather your items and report to class immediately to be able to start class at 9 a.m. After clocking in, you may not return to your car, smoke or leave the school building. It is important to get all theory time in order to maintain satisfactory academic progress. You are being trained to work in the beauty profession. Tardiness and/or leaving early are unacceptable habits that can affect employment.

In order to clock in *after* 9 a.m., you must call in **BEFORE** 9 a.m. **NO CALL-NO CLOCK!!** The policy was created to help those who have an emergency that delays them from being on time. Only valid excuses for tardiness will allow a student to clock in after 9 a.m. It is never intended for the student to be late just because s/he called in.

The definition of "late" is anything **AFTER** 9:00 a.m. No student is allowed to clock in after 9:00 without calling and providing proper documentation. Excessive tardiness will be addressed by administration.

Students must report to class in proper uniform (this includes presentable hairstyles and make-up.)

## **RE-ADMISSION AND DISCONTINUATION POLICY**

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Students may discontinue their course of study either temporarily or permanently. Students who discontinue their course will need only pay for the scheduled hours up to the last date of attendance according to the school contract. All such charges will be computed on the basis of the school's refund policy. Students may apply to be readmitted to the institution after six months and all fees paid are paid. Students reentering after discontinuation will be given full credit for all previous hours received. The student will reenter at the same status of satisfactory progress as at the time of discontinuation. Reentering students will be charged at the current hourly rate of tuition for the remaining hours. The institution offers no non-credit remedial courses and course incompletes and repetitions are not applicable and have no effect on satisfactory progress.

## **LEAVE OF ABSENCE POLICY / PROCEDURES**

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Any student requesting a leave of absence from the institution must submit a written request to the Director of the school or the Financial Aid Administrator. The request should be signed and dated by the student and must contain the dates the student expects to be unable to attend school. All leave of absence requests must be approved by a school official.

Federal regulations allow an approved leave of absence of no more than 180 days, however it is the policy of the school that a student take no more than 60 days leave of absence unless the circumstances are critical. Only one leave of absence may be granted to a student in any 12 month period. If the student's total number of days of all leaves of absence does not exceed 180 days in any 12 month period the institution will allow a leave of absence for circumstances beyond the control of the student. The leave of absence must be requested and approved in writing prior to a leave of absence occurring. In addition, the student is required to list the reason for the leave of absence. Emergency leaves of absence, without prior written request, may be granted provided the student completes the leave of absence request form and returns it to the school via mail or in person.

A student on a leave of absence will incur no additional charges by the school. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of

absence. Any student failing to return to school after the expiration of a leave of absence will be withdrawn from school on that day and a withdrawal date will be determined based on the school's refund policy and all refunds will be due 45 days from that date.

If a student is a Title IV loan recipient, the institution will explain to the student prior to granting the leave of absence the effect the leave may have on the student's grace period. A copy of the leave of absence request must be maintained in the student's file.

## TERMINATION

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The school reserves the right to terminate any student who fails to comply with the rules and regulations set forth in this catalog. If a student is terminated by the school, the student must sit out for six (6) months before re-applying for admission or a period of time at the discretion of the Director. The student must go through the appeal process, **have paid any monies owed the school** and then determination will be made at that time. The student will be given full credit for all previous hours earned and will re-enter on a probationary status. The student will be charged the current hourly rate of tuition for the remaining hours and a re-admission fee of \$100.00 to cover administrative costs.

## COLLECTION POLICY

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If a student drops out or leaves school with an outstanding balance, the student is notified by registered mail. An attempt is made to set up a payment schedule with the student. The student is given 15 days to respond to the letter to arrange payment or their account will be sent to a collection agency. All collection procedures will reflect sound and ethical business practices and NACCAS will not be mentioned as part of collection efforts. All collection correspondence will acknowledge the existence of the withdrawal policy.

## STUDENT ADVISING

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Each student is counseled monthly after monthly progress reports are issued. Should the student fail to achieve the minimum passing grades or fail to meet other fundamental standards of the school (attendance, attitude, cooperation, etc.), he/she is individually and privately advised. When a student is privately advised concerning academic progress, attendance or any other school related problem, a record of the session shall be made and kept on file. A list of support services is available in the administrator's office and student handbook (see page 22). Students who need more help than school instructors can provide are referred to the list of support services.

## TESTING AND GRADING

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Students are tested every week during their training. These tests are primarily learning tools that are incorporated into the classroom activities and assignments.

## PRACTICAL SKILLS EVALUATION PROCEDURES

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Specific criteria for performance in practical or laboratory skills are set forth in accordance with established procedures which follow the text material and State Board guidelines for all courses. These criteria are stated in the "Practical Cosmetology Skills Evaluation Criteria" document used by instructors to grade practical work of students. Grading procedures are explained to students and used uniformly when giving practical grades. As each practice is completed by the student, it is checked by an Instructor and the applicable grade is recorded and signed.

In addition to the practical grading of skills performed by the students, as they enter each level they are issued a PRACTICAL GRADE PROJECT sheet with 50 practical assignments. The projects may be performed on a clinic patron, another student, or a manikin. These practice projects will help the student achieve their goals of learning and allows the Instructor to explain how improvements are to be made. Each completed project earns 2 points when approved and signed by the Instructor. The cumulative points are added as a grade combined with practical skills evaluations. A final practical grade for the Level is then recorded and kept on file.

## STUDENT GUIDELINES

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The following guidelines have been set up to insure a professional and efficiently operated school. It is to your advantage as well as our professional image that all students adhere to the rules and regulations.

## CLASSES

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Classes are scheduled from 9:00 a.m. to 3:00 p.m. and it is important to arrive at school on time. Tardiness disturbs to the entire class and will not be tolerated. Students running late due to doctor's appointments, emergency situations, etc. must provide written excuses and have called in before 9 a.m. to enter school. Students must report to class in uniform (this includes presentable hairstyles and make-up).

## LEAVING AND RE-ENTERING CLASS POLICY

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After clocking in, a student leaving school during school hours will not be able to re-enter the same day without documentation from the office permitting them to do so. This does apply to lunch breaks. In case of an emergency, the Administrative Office will determine if the reason is acceptable or not. Students may not leave the premises while on break. Students may not leave the building to go to their cars at any time during school time or breaks without permission. This does not apply to lunch breaks.

### **GUM, THEFT, ALCOHOL, DRUGS, AND FIREARMS**

Gum chewing is not permitted on the school premises and absolutely no drugs, alcohol, or firearms are permitted on school grounds or building. Stealing, alcohol, firearms, and drugs are grounds for immediate dismissal!!! (School premises means anywhere on school grounds including break areas and parking areas). **Any student that is determined to be acting in an unusual or unacceptable manner will be dismissed and must clock out and leave the premises.** If a student becomes ill, cannot attend class, or refuses to do client work, the student must clock out and leave the school.

### **EQUIPMENT**

It is the responsibility of each student to have all equipment needed to perform services in the clinic. Students are not permitted to take tools and equipment home. It is unlawful to perform services outside the school. If turned in to the State Board, you could possibly lose your hours. A student not having tools and equipment is no excuse for not doing required work.

## LOCKERS

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Each student will be assigned a locker for the training period. Please keep personal belongings, purses, books, and other equipment stored in your lockers. Also, lockers should be kept locked at all times. There is a rental fee for your key and badge. The school is not responsible for your lost articles. Lockers may be inspected at any time by Administration. Your first \$10.00 key rental fee is included in your school fees. This is also true of your name badge. Should you lose or misplace either of these items, you must pay another \$10.00 for a key and \$3.00 for a name badge. If you do not pay the fee, it will be applied to your bill. You cannot remain in school without either item.



## UNIFORMS FOR SCHOOL

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Professional grooming is of the utmost importance while training at the Cosmetology Training Center. We expect female students to attend classes wearing proper make-up and hairstyles. Uniforms and shoes must be clean and neat. Ladies must wear eggplant colored uniforms with hose, eggplant, or black socks and black shoes. Proper undergarments must be worn. Black cardigan sweaters may be worn for warmth. No body suits, colored belts or scarves, excessive jewelry, extra-long fingernails, or hats are allowed. Male students are required to wear charcoal grey uniforms as described in the dress code with black closed in shoes. All students must wear name tags every day while in school.

## UNIFORMS FOR STATE BOARD TESTING

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Black uniforms are provided by the school for all State Board tests. Black closed in shoes are preferred. Name tags are not allowed to be worn at State Board.

## TIMECLOCK

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Each student is required to check in and out on the biometric (fingerprint) timeclock. You will be given credit for the hours/minutes shown on the fingerprint clock report only. If an error is made or you forget to clock in or clock out, school personnel are not responsible. Specific guidelines are as follows:

1. Students must clock in by 9:00 a.m. Anyone arriving after 9:00 a.m. has to have called in before 9:00 a.m.
2. If you have a doctor's appointment or emergency, you must call in before 9:00 a.m. and bring a written excuse to be able to clock in after 9:00.
3. If you must be away from school during lunch for longer than 1 hour, you must have permission from Administration to clock in after a period beyond one (1) hour. (Lunch period is 1 hour.)

## LUNCH PERIOD

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Students are allowed a sixty (60) minute lunch period every day. This time must be shown on the time report. You may go to lunch when work on your patron permits. You may not wait for another student to go to lunch. If lunch is picked up and eaten on premises, clock in after eating, not upon return. Dispose of lunch wrappers, waste, etc. immediately after eating. Students working in the clinic must clock in and clock out for lunch and check in with the receptionist. Students are responsible for cleaning the student lounge after eating.

## SMOKING

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Absolutely NO SMOKING allowed anywhere in school! Smoking will be allowed outside during regular breaks and at lunch time. Smoking is not allowed in the lounge. Please use ash trays when smoking on break and DO NOT DISPOSE CIGARETTES ON THE GROUND!!!!

## VISITORS

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Your friends and family are welcome in our school. However, your visit with them must be conducted in the reception room only. They are not permitted to sit, eat, or visit with you in the student lounge and break areas. You may show them the school, but take them back to the reception area. Students with small children will not be permitted to bring them to the school all day. You may do their hair, etc. but please arrange for them to be taken home when finished.

## PHONE CALLS/CELL PHONES

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CTC's telephones are limited to business calls only. Personal cell phones are to be turned off and stored while in class. However, cell phones may be used at the following times:

1. Lunch
2. Scheduled breaks
3. During lessons in which the instructor has authorized use of the cell phones for educational purposes

A student in possession of a cell phone outside the periods listed above will be issued a **written** warning. Second offenders will be placed on suspension. A student may not be called out of class or while working on a patron for a personal call, except in the case of an emergency. Students are not allowed to post anything on social media recorded during class times without permission from their instructor.

## PARKING

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Students are to park in the two rows nearest Johnston Street. Please adhere to these common rules of courtesy when utilizing the parking lots:

1. Please park so that you occupy only one space.
2. Please be careful as to not damage other student's vehicles.
3. Please do not honk your car horn so that we don't disturb the other businesses.
4. Please help us keep the parking lots free from trash.
5. Do not speed in the parking areas.
6. Please do not return to your vehicles without permission while clocked in at the school.

## RESPECT

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A disrespectful attitude toward your instructors, uncomplimentary remarks or refusal to do the work assigned to you by your instructors may result in your dismissal. Profane language will not be tolerated and may result in a one week suspension.

## SCHOOL OFFICE

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All business connected with your training will be conducted during times posted in the school office. Students are encouraged to make an appointment in advance when possible. Payments can be made daily and do not require an appointment.

## LATE PAYMENT

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Monthly payments are due on the 1<sup>st</sup> of the each month. If the 1<sup>st</sup> falls on a weekend or holiday, a student has five (5) business days to make a payment. A \$25.00 late fee is charged for any payment received after five (5) business days. Should any student miss enough school to require an extension on their contract, an additional tuition charge of \$40.00 will be made per day.

## PERSONAL BEAUTY SERVICES

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Students are permitted to have personal beauty work done here in the school with the permission and supervision of an instructor or counselor according to the daily schedule. Students are required to have exchange experiences (services) within their own groups. All manicuring supplies should be furnished by the students. Product costs for all other services must be paid before services are rendered. Services on students must be completed by 2:00.

## **PERMISSION**

Students under 18 years of age and unmarried must have written permission from parents or guardian to change their hair color.

## **SUPPLIES**

No supplies of any kind are to be taken out of the school at any time for any reason. Anything taken is considered stealing and subject to dismissal.

## **DROPPED DISMISSAL**

Any student dropping from school is required to report to the office for consultation concerning an exit interview.

## **TOWELS**

Soiled towels must be placed in the hamper or the soiled towel bins immediately after use. One towel is permitted for a shampoo and set; two for a chemical service.

## **SANITATION**

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Each student will be assigned a sanitation duty for each week he or she is in school. Please cooperate. Keeping the school clean and tidy is part of your training on how to keep a beauty salon clean and presentable.

## **SCHOOL DIPLOMA**

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A diploma is issued by the Cosmetology Training Center to each student that successfully completes his course of study. Licenses are issued by the Louisiana State Board of Cosmetology to those individuals who complete either the Full Cosmetology Course or the Teacher's Training Course and pass the examination by the Board for that area.

## **GRADUATION REQUIREMENTS**

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To graduate from the Full Cosmetology Course, the student must complete 1,500 hours of training, attend school at least fifteen months (60 weeks), perform satisfactory entry-level cosmetology skills, and pass a written cosmetologist's graduation examination. To graduate from the Instructor's Training Course, the student must complete 750 hours of training, attend at least 30 weeks of school, and pass a written Instructor's graduation examination. In addition, students must have a zero balance to graduate from either program.

## **LOUISIANA STATE BOARD RULE REGARDING LOAN STANDING**

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In compliance with Louisiana Revised Statutes 37:2951, before occupational licensing boards may issue a license to a new or renewal applicant, the board must verify with the Louisiana Office of Student Financial Assistance (LOSFA) whether an applicant for licensure has a default student loan. The act further requires that licensing boards establish conditional licenses for issue to applicants having defaulted student loans but who have "acceptable payment arrangements" with LOSFA. In the past, an individual in default on a student loan not being eligible for Title IV funding could enroll as a self-paying student, graduate the course, pass the board exams and receive a license. This is no longer true under

R.S. 37:2951. A graduate in this scenario is subject to having his license withheld if he has not met the criteria for acceptable payment arrangements as determined by LOSFA. **If you have a defaulted loan, please see the Admissions Office before signing your enrollment contract.**

## BOARD EXAMINATIONS

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All students must complete all requirements, exams, and projects before they are cleared for State Board exams. Requirements are as follows:

### Cosmetology Program

1. Students must bring their own tools, mannequins, and supplies to State Board exam. Nothing is to be furnished by the school.
2. Students must furnish a \$83.00 check, cash, or money order made to CTC upon reaching 900 hours to accompany clearing papers in order to apply for the National theory exam.
3. Students must furnish a \$75.00 money order to the State Board near completion of the course. This is to be sent with the practical exam clearing paperwork by the school (\$25.00 is to pay for the first year license, \$25.00 for the practical exam and \$25.00 for the state exam).

### Instructor Program

1. Student Instructors must furnish a \$75.00 money order to the State Board near completion of the course. This is to be sent with the practical exam clearing paperwork by the school (\$25.00 is to pay for the first year license, \$25.00 for the practical exam and \$25.00 for the state exam).
2. Student Instructors must complete the National Exam form near completion of the course
3. Once students receive an email from [registrations@isoqualitytesting.com](mailto:registrations@isoqualitytesting.com), they must respond to the email to complete the registration process. The cost of the exam is \$83 to be paid via debit/credit card at the time of exam registration. Students must notify the school the date of the National Exam

## GRADUATION/BIRTHDAY PARTIES

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It is the policy of the school to have a monthly party sponsored by the staff to celebrate all graduations and birthdays of the month. The school wishes to honor the students who have worked hard to graduate. The party is held during the school break. All refreshments are provided by the school. We ask that no one bring any additional refreshments. This means that this is the only party the graduate will have at the school. However, on the day of graduation, students may invite their immediate family to come at 2:45 for the presentation of the diploma. Students may receive gifts, presents, and flowers at the school on this special day.

## EMPLOYMENT ASSISTANCE

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The course includes classes in writing an employment resume, applying for a job, and conducting the job interview. The school cannot guarantee job placement. Students are provided information including names and phone numbers of salons interviewing for employees. It is the responsibility of the student to apply for the jobs and participate in the interviews.

## RIGHT OF PRIVACY

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(See FERPA Policy In Consumer Information Booklet)

The school guarantees the right of students (parents of dependent minor students) to gain access to their files under Administrator's supervision by making an appointment with the Director. Information from files of a student will not be released to any individual business or agency without the written consent of said student except for accreditation and legal purposes.

## **FIRST AID**

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A safe environment is of the utmost importance, but in case of an accident, first aid kits are located in each classroom and in the clinic. The student is asked to contact an instructor immediately if there is an accident requiring medical attention.

## **INTERNAL GRIEVANCE POLICY**

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Should a student have concerns or complaints concerning an allegation that the institution acted inappropriately or did not investigate or correct charges of either mismanagement of Title IV funds and/or false or misleading advertising or recruitment of students who are candidates for Title IV funds, this institution has a grievance procedure. To the extent possible, students should seek a resolution of such matters through the institution's internal grievance procedure before involving others. Should the student and the institution not be able to resolve the matter, then a written statement should be sent to the Louisiana State Board of Cosmetology for further resolutions.

### **INTERNAL GRIEVANCE PROCEDURE**

In the event that a student has a concern or complaint against the school, an instructor, or another student, the complaint must be put in writing. An appointment with the Administrator and the party in question should then be made. All efforts will be made to understand and correct the problem. The school will make every effort to investigate and resolve the problem within 30 days after the complaint is registered with Administration. The school will take no adverse action against the student for filing the complaint.

Should the student not agree with the final outcome, an appeal of the grievance can be made. An appointment with the Louisiana State Board of Cosmetology will be made so that a third party can make a final unbiased decision as to the outcome of the situation. A further appeal can be made by contacting:

The National Commission of Career Arts and Sciences  
4401 Ford Avenue, Suite 1300  
Alexandria, VA 22302-1432  
(703) 600-7600  
[naccas@naccas.org](mailto:naccas@naccas.org)

The Cosmetology Training Center shall maintain comprehensive records of all complaints including the source of complaint, type of complaint, and final resolution.

## **TUITION WAIVER POLICY**

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It is the policy of this school to offer partial tuition waivers to former graduates who are applying for the Instructor Training Course. In view of the shortage of instructors, the school sees fit to offer a partial waiver at this time.

Criteria for the Instructor Training Course partial tuition waiver:

1. Holds a current Louisiana Cosmetology license
2. Holds an acceptable high school diploma or GED
3. Has worked as a cosmetologist for at least 12 months
4. The school has to have an opening in order to enroll
5. Has been interviewed and accepted by the Director of the school
6. Partial tuition waivers are limited

## AREA SUPPORT SERVICES

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EMERGENCY.....	911
FAITH HOUSE WOMEN’S SHELTER.....	232-8954
CRISIS PREGNANCY CENTER.....	232-5509
RAPE CRISIS CENTER.....	233-7273
CRIME STOPPERS.....	232-8477
SUICIDE CRISIS LINE.....	232-4357
VERMILION HOSPITAL (CDU DRUG CENTER).....	234-5614
TV 3 MISSING CHILDREN.....	235-3333
TV 10 WEDNESDAY’S CHILD.....	981-4823
LAFAYETTE PARISH SCHOOL BOARD.....	236-6800
CANCER SOCIETY.....	237-3736
AMERICAN HEART ASSOCIATION.....	800-257-6941 ext. 6184
SALVATION ARMY.....	234-1830
LA DEPT OF SOCIAL SERVICES.....	262-5970
LIGHT HOUSE.....	289-9141
ACADIANA OUTREACH CENTER.....	237-7618
FAMILY TREE.....	981-2180